



**CHINO VALLEY**  
UNIFIED SCHOOL DISTRICT

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

# BOARD OF EDUCATION AGENDA

**October 19, 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

5130 Riverside Drive, Chino, CA 91710

District Board Room

5:10 p.m. – Closed Session • 7:00 p.m. – Regular Meeting

October 19, 2017

## AGENDA

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

### I. OPENING BUSINESS

#### I.A. CALL TO ORDER – 5:10 P.M.

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

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

- a. Conference with Legal Counsel - Existing Litigation (Government Code 54954.4(c) and 54956.9 (d)(1): Federal District Court, Case No. EDCV 14-2336-JGB (DTBx) Freedom from Religion Foundation vs. Chino Valley Unified School District Board of Education. (Tyler & Bursch, LLP) (15 minutes)
- b. Conference with Legal Counsel: Existing Litigation: Government Code 54954.5 (c) and 54956.9 (d)(1): Oxford Preparatory Academy v. Chino Valley Unified School District, et. al. SBC No. CIVDS1710045. (Chidester, Margaret A. & Associates) (15 minutes)
- c. Conference with Legal Counsel–Anticipated Litigation (Government Code 54956.9 (d)(2) and (e)(1): One possible case. (Atkinson, Andelson, Loya, Ruud & Romo) (15 minutes)
- d. Conference with 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. (30 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (15 minutes)
- f. Public Employee Appointment (Government Code 54957): Director of Technology. (5 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

#### I.C. STUDENT SHOWCASE

1. Butterfield Ranch ES

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

<b>ACTION</b>
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**II.A. HUMAN RESOURCES****II.A.1. Memorandum of Understanding for Extra Duty Stipends**

Page 7

Recommend the Board of Education approve the Memorandum of Understanding for extra duty stipends.

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

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

**III.A. ADMINISTRATION****III.A.1. Minutes of the Special Meeting of October 3, 2017, and Regular Meeting of October 5, 2017**

Page 10

Recommend the Board of Education approve the minutes of the special meeting of October 3, 2017, and regular meeting of October 5, 2017.

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

Page 19

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

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

Page 20

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

**III.B.3. Donations**

Page 24

Recommend the Board of Education accept the donations.

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

Page 26 Recommend the Board of Education approve payment for legal services to the law office of Margaret A. Chidester & Associates.

**III.B.5. Revision of Board Policy 3314.3 Business and Noninstructional Operations—Use of District Credit Cards**

Page 27 Recommend the Board of Education approve the revision of Board Policy 3314.3 Business and Noninstructional Operations—Use of District Credit Cards.

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

Page 29 Recommend the Board of Education approve/ratify the following school-sponsored trips: Cattle ES, Rhodes ES, and Chino Hills HS.

**III.C.2. Amendment to Local Agreement for Child Development Services CSPP-7420**

Page 31 Recommend the Board of Education approve the amendment to Local Agreement for Child Development Services CSPP-7420.

**III.C.3. Amendment to Local Agreement for Child Development Services CCTR-7195**

Page 33 Recommend the Board of Education approve the amendment to Local Agreement for Child Development Services CCTR-7195.

**III.C.4. Revision of Board Policy 0000 Philosophy-Goals-Objectives and Comprehensive Plans—Concepts and Goals**

Page 36 Recommend the Board of Education approve the revision of Board Policy 0000 Philosophy-Goals-Objectives and Comprehensive Plans—Concepts and Goals.

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

Page 39 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

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

Page 40 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

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

Page 43 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

**III.D.4. Change Order and Notice of Completion for Bid 16-17-03, Installation of New Single Ply Roofing at Don Lugo HS**

Page 46

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid 16-17-03, Installation of New Single Ply Roofing at Don Lugo HS.

**III.D.5. Resolutions 2017/2018-22, 2017/2018-23, and 2017/2018-24**

Page 49

Recommend the Board of Education adopt Resolutions 2017/2018-22, 2017/2018-23, and 2017/2018-24 for authorization to utilize piggyback contracts.

**III.E. HUMAN RESOURCES**

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

Page 57

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

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

Page 65

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

**III.E.3. Revisions to the Job Descriptions for Director of Nutrition Services and Licensed Vocational Nurse**

Page 66

Recommend the Board of Education approve the revisions to the job descriptions for:

- a) Director of Nutrition Services, and
- b) Licensed Vocational Nurse.

**III.E.4. Fieldwork Agreement with Azusa Pacific University**

Page 75

Recommend the Board of Education approve the fieldwork agreement with Azusa Pacific University.

<b>IV. INFORMATION</b>
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**IV.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**

**IV.A.1. Revision of Administrative Regulation 5145.3 Students—Nondiscrimination/Harassment of Students**

Page 81

Recommend the Board of Education receive for information the revision of Administrative Regulation 5145.3 Students—Nondiscrimination of Students.

**IV.A.2.      Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for July Through September 2017**

Page 89

Recommend the Board of Education receive for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for July Through September 2017.

**IV.B.          HUMAN RESOURCES**

**IV.B.1.      Revision of Board Policy 1160 Community Relations—Political Processes**

Page 91

Recommend the Board of Education receive for information the revision of Board Policy 1160 Community Relations—Political Processes.

**IV.B.2.      Revision of Board Policy and Administrative Regulation 4119.25, 4219.25, and 4319.25 All Personnel—Political Activities of Employees**

Page 98

Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 4119.25, 4219.25, and 4319.25 All Personnel—Political Activities of Employees.

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

<b>VI.           ADJOURNMENT</b>
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**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

**PREPARED BY:** Lea Fellows, Assistant Superintendent, Human Resources

**SUBJECT: MEMORANDUM OF UNDERSTANDING FOR EXTRA DUTY STIPENDS**

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**BACKGROUND**

A Memorandum of Understanding (MOU) is an agreement between the District and one of its unions which outlines the terms and details of an understanding. An MOU is frequently used as the first stage in the formation of a formal contract, or to clarify the meaning or application of contract language during the term of an agreement.

The District and A.C.T. have not updated Appendix C Extra Duty Rates in the collective bargaining agreement since 2002. Certain stipend positions have become obsolete, while other new stipend positions have become necessary. The language is currently being discussed as part of negotiations for the Collective Bargaining Agreement (CBA). On October 5, 2017, the Board pulled the payment of certain stipends. This MOU will allow temporary use of stipend names for positions not listed in Appendix C of the CBA. The District and A.C.T. will negotiate permanent changes to Appendix C of the CBA in the future.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Memorandum of Understanding for extra duty stipends.

**FISCAL IMPACT**

None.

WMJ:LF:mcm

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and between the Chino Valley Unified School District ("District") and the Associated Chino Teachers ("Association").


### RECITALS

- A. The District and ACT have not updated Appendix C Extra Duty Rates, since 2002.
- B. Since the last revision to Appendix C, certain stipend positions have become obsolete, while other new stipend positions have become necessary. District administrators have been substituting an obsolete stipend position for a new one. Accordingly, the names for the stipend positions do not always match the stipend positions listed in Exhibit C.
- C. On October 5, 2017, the Board rejected the payment of certain stipends as the names of the stipends proposed for payment did not match the stipends listed in Exhibit C.
- D. The parties desire to resolve this matter while they are updating Exhibit C through the negotiations process.

WHEREFORE, the parties agree as set forth below.

- 1. While the parties are negotiating changes to Appendix C, the District may approve payment for any "substituted" stipends included in Exhibit A to this Agreement.
- 2. This MOU shall remain in effect through June 30, 2018, or until changes to Appendix C are approved, whichever occurs first. Upon Expiration of this MOU, negotiated stipend positions and rates shall apply.
- 3. This MOU is non-precedent setting and may not be cited to support any particular interpretation of the collective bargaining agreement.

For the Association:

  
\_\_\_\_\_  
Steve Ball  
President  
Associated Chino Teachers

10/11/17  
Date

For the District:

  
\_\_\_\_\_  
Lea Fellows  
Assistant Superintendent  
Human Resources

10/11/17  
Date



Exhibit A

	Newly Added Position Titles	Annual Stipend Amount
Level VIII	H.S. Cheer Coach	\$3,182.00
Level X	Jr. High Leadership	\$2,916.00
Level XI	H.S. Career Technical Education (CTE)	\$2,727.00
Level XIII	H.S. Advancement Via Individual Determination (AVID) Advisor	\$2,464.00
Level XIV	Jr. High Advancement Via Individual Determination (AVID) Advisor	\$2,272.00
Level XV	Dance Advisor	\$2,032.00
Level XV	Jr. High Color Guard Advisor	\$2,032.00
Level XV	Jr. High Renaissance	\$2,032.00
Level XVIII	Jr. High Science, Technology, Engineering, & Mathematics (STEM)/Science, Technology, Engineering, Arts, & Mathematics (STEAM) Advisor	\$1,422.00
Level XVIII	Jr. High Activity Stipend: _____	\$1,422.00
Level XVIII	High School Activity Stipend: _____	\$1,422.00
Level XVIII	After School Activity Stipend: _____	\$1,422.00
Level XIX	Jr. High Visual Performing Arts Advisor	\$1,231.00
Level XX	Jr. High Science Fair Advisor	\$431.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**SPECIAL CLOSED SESSION MEETING OF THE BOARD OF EDUCATION**  
**October 3, 2017**

**MINUTES**

<b>I. OPENING BUSINESS</b>
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**I.A. CALL TO ORDER**

1. Roll Call  
President Orozco called to order the special closed session meeting of the Board of Education, Tuesday, October 3, 2017, at 5:00 p.m. with Blair, Cruz, Feix, and Orozco present. Mr. Na arrived at 5:02 p.m.
2. Pledge of Allegiance  
President Orozco led the Pledge of Allegiance.
3. Public Comment on Closed Session Item  
None.

**I.B. CLOSED SESSION**

President Orozco adjourned to closed session at 5:00 p.m. regarding public employee employment: superintendent.

**I.C. RECONVENE TO OPEN MEETING**

1. Report Closed Session Action  
President Orozco reconvened the special closed session meeting of the Board of Education at 7:17 p.m. The Board met in closed session from 5:02 p.m. to 7:17 p.m. regarding public employee employment: superintendent. No action was taken that required public disclosure.

<b>II. ADJOURNMENT</b>
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President Orozco adjourned the special closed session meeting of the Board of Education at 7:17 p.m.

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Sylvia Orozco, President

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James Na, Clerk

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**October 5, 2017**

**MINUTES**

<b>I. OPENING BUSINESS</b>
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**I.A. CALL TO ORDER – 5:15 p.m.**

1. Roll Call

President Orozco called to order the regular meeting of the Board of Education, Thursday, October 5, 2017, at 5:15 p.m. with Cruz, Feix, Na, and Orozco present. Mrs. Blair arrived at 5:46 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 (absent)

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 5:15 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, health services/child development; and junior high school assistant principal.

**I.B. RECONVENE TO REGULAR OPEN MEETING – 7:00 p.m.**

1. Report Closed Session Action

President Orozco reconvened the regular meeting of the Board of Education at 7:00 p.m. The Board met in closed session from 5:15 p.m. to 6:49 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, health services/child development; and junior high school assistant principal.

The Board took action by a vote of 4-0 (Moved Na, seconded Cruz) with Cruz, Feix, Na, and Orozco voting yes, and Blair absent to grant OPA's request for an extension of time to file their opening brief on appeal in order to allow Oxford time to respond to the District's motion to the Court of Appeal to dismiss the appeal; voted to accept the resignation of classified employee 4580 effective October 6, 2017, by a vote of 4-0 with Cruz, Feix, Na, and Orozco voting yes, and Blair absent; and voted to appoint Sherri Johnson as Director, Health Services/Child Development effective October 6, 2017, by a vote of 4-0 with Cruz, Feix, Na, and Orozco voting yes, and Blair absent. No further action was taken that required public disclosure.

2. Pledge of Allegiance

Country Spring ES student Krish Singh led the Pledge of Allegiance.

**I.C. STUDENT SHOWCASE**

1. Country Springs ES

Students spoke about the Police Academy program under the direction of Sergeant Frank Mena of the Chino Police Department.

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

Jonah Botello said the first Student Advisory Council meeting took place on September 26; said Ramona JHS is supporting an Alzheimer's walk on October 21; and commented on District training that focuses on less punishment and more on a reward approach relative to student discipline.

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

Steve Ball, A.C.T. President; spoke about the high percentage of teachers that live within District boundaries; and said A.C.T. is participating in the Road Way Adoption Program through Chino Hills and is spearheaded by Boys Republic HS teacher Kristin Woods.

Yvette Farley, acknowledged and asked for prayers by those affected by the Las Vegas tragedy; spoke about roles and purposes in education; and recognized Week of the School Administrator.

Denise Arroyo, CSEA President, acknowledged Country Springs ES students for their presentation; addressed the Las Vegas tragedy; spoke about active shooter training for administrators and personnel; attended Chino HS professional development for special education instructional aides; spoke about this year's paraeducator conference; said the next negotiations dates are October 16 and November 1; and acknowledged the Week of the School Administrator.

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

Melissa Compagna, Field Representative from Fourth District Supervisor Curt Hagman's office, extended an invitation to *Coffee with Curt* scheduled for Saturday, October 21, 8:00 a.m. at the Chino Police Department.

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

Peter Patel extended invitations to the Board to attend the BAPS Hindu Temple's Diwali festival on October 20 at Fairfield Ranch Road.

**I.H. CHANGES AND DELETIONS**

The following changes were read into the record: Item III.C.1., School-Sponsored Trips, under Don Lugo HS, added Boy's Water Polo Tournament, San Diego Open, San Diego, CA, 12 students/3 chaperones, October 19-21, 2017, \$100.00 per student, funding source – parents and fundraising; Item III.D.2., Agreements for Contractor/Consultants Services, under contract F-1718-008 PlaceWorks, deleted the words 'the reconstruction of Chino HS' and replaced with the words 'projects at various sites'; and Item III.E.1., Certificated/Classified Personnel, under Placed on 39-month re-employment list, deleted the name Craig West, and under Retirement added the name Craig West, 32 years of service, Maintenance III/Plumber, Maintenance, effective September 22, 2017.

<b>ACTION</b>
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**II.A. ADMINISTRATION****II.A.1. Public Hearing Regarding Oxford Preparatory Academy – Rise Charter School Petition**

President Orozco opened the public hearing regarding the Oxford Preparatory Academy – Rise charter school petition at 7:41 p.m. Marianna Gonzalez, Kamoza Kabandama, Mikayla Estrella, Nala Brown, Garrett Bridges, Deanna Campagna, Peter Patel, Andrew Crowe, Albert Diaz, Sandra Garner, Teresa Brown, Synthia Calvert, Reyna Coronado, Shaheen Adamjee, Steve Holdeman, Autumn Goodin, Marlene Lyall, Stacey Lazo, Mona Hermocillo, and Marla Martindale addressed the Board in support of the petition, and President Orozco closed the public hearing at 8:25 p.m.

**II.A.2. Public Hearing Regarding Sycamore Preparatory Academy Charter School Petition**

President Orozco opened the public hearing regarding the Sycamore Preparatory Academy charter school petition at 8:26 p.m. Fatima Cristerna-Adame, Barbara Hale, Roy Kim, Kyle Williams, and Derick Dornan addressed the Board in support of the petition, and President Orozco closed the public hearing at 8:36 p.m.

**II.A.3. Superintendent Search**

Moved (Na) seconded (Cruz) to discuss the item. Moved (Cruz) seconded (Na) motion carried (3-2, Cruz, Na, and Orozco voted 'yes' and Blair and Feix voted 'no') to appoint the internal candidate interviewed on October 3, 2017, contingent upon contract negotiations. Student representative voted yes.

**II.B. CURRICULUM, INNOVATION, INSTRUCTION, AND SUPPORT****II.B.1. Public Hearing Regarding the Sufficiency of Instructional Materials 2017/2018 and Adoption of Resolution 2017/2018-20**

President Orozco opened the public hearing regarding the Sufficiency of Instructional Materials 2017/2018 at 8:48 p.m. There were no speakers and President Orozco closed the public hearing at 8:48 p.m. Moved (Na) seconded (Blair) motion carried (4-0-1, Feix abstained) to adopt Resolution 2017/2018-20. Student representative voted yes.

**II.C. HUMAN RESOURCES****II.C.1. Compensation Increase for Workforce Innovation and Opportunity Act (WIOA) Students**

Moved (Na) seconded (Blair) carried unanimously (5-0) to approve a compensation increase for Workforce Innovation and Opportunity Act (WIOA) Students. Student representative voted yes.

President Orozco called a recess from 8:51 p.m. to 9:00 p.m.

<b>III. CONSENT</b>
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Pamela Feix pulled for separate action item III.E.1.; Irene Hernandez-Blair pulled for separate action item III.C.3.; and Sylvia Orozco pulled for separate action item III.E.3, the portion related to item 'b' only. Moved (Blair) seconded (Feix) motion carried (4-0, Na absent) to approve the consent items, as amended. Student representative voted yes.

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the Special Meeting of September 14, 2017, and Regular Meeting of September 21, 2017**

Approved the minutes of the special meeting of September 14, 2017, and regular meeting of September 21, 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; Margaret A. Chidester & Associates; and McCune & Harber, LLP.

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

**III.C.1. School Sponsored Trips**

Approved/ratified the following school-sponsored trips: Rolling Ridge ES and Don Lugo HS, as amended.

**III.C.2. Revision of Board Policy 5141.21 Students—Administering Medication and Monitoring Health Conditions**

Approved the revision of Board Policy 5141.21 Students—Administering Medication and Monitoring Health Conditions.

**III.C.3. Proclamation for Red Ribbon Week, October 23-31, 2017**

Moved (Blair) seconded (Feix) motion carried (4-0, Na absent) to adopt the proclamation for Red Ribbon Week, October 23-31, 2017. Student representative voted yes.

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

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

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services, as amended.

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

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

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

Approved the Notice of Completion for CUPCCAA Project.

**III.D.5. RFP 17-18-01, Charter Bus Services**

Awarded RFP 17-18-01, Charter Bus Services to Empire Transportation Services, Certified Transportation, Visser Bus Services, California Bus Service, H & L Charter, and Student Transportation of America.

**III.D.6. Approval of Construction Management Firms under Request for Qualifications/Proposals 17-18-02, Construction Management Services**

Authorized staff to enter into agreements with Arcadis, Balfour Beatty Construction, C.W. Driver, Inc., and Neff Construction, Inc. on an as needed, project-by-project basis as projects develop for construction management services under Request for Qualifications/Proposals 17-18-02, Construction Management Services.

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

Approved Tony Flores and Mark Hargrove as members to the Citizens' Advisory Committee for the Naming of Facilities.

**III.E. HUMAN RESOURCES**

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

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

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

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

**III.E.3. Revisions to the Job Descriptions for Director of Health Services/Child Development; Director of Nutrition Services; and Director of Technology**

Approved the revisions to the job descriptions for Director of Health Services/Child Development; and Director of Technology. For item 'b,' moved (Blair) seconded (Feix) motion carried (4-0, Na absent) to pull the item. Student representative voted yes.



**III.E.4. Internship Agreement with National University**

Approved the internship agreement with National University.

**III.E.5. New Board Policy 4151, 4251, 4351 Personnel—Employee Compensation**

Approved the new Board Policy 4151, 4251, 4351 Personnel—Employee Compensation.

**IV. INFORMATION****IV.A. BUSINESS SERVICES****IV.A.1. Revision of Board Policy and Administrative Regulation 3314.3 Business and Noninstructional Operations—Use of District Credit Cards**

Received for information the revision of Board Policy and Administrative Regulation 3314.3 Business and Noninstructional Operations—Use of District Credit Cards.

**IV.B. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****IV.B.1. Revision of Board Policy and Deletion of Administrative Regulation 0000 Philosophy-Goals-Objectives and Comprehensive Plans—Concepts and Goals**

Received for information the revision of Board Policy and deletion of Administrative Regulation 0000 Philosophy-Goals-Objectives and Comprehensive Plans—Concepts and Goals.

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

Andrew Cruz spoke about Smarter Balanced Assessment from spring of 2017 regarding testing that may not have been as accurate as it should have been; spoke about sufficiency of textbooks and thanked staff for their efforts in providing students with what they need to be successful; commented on Yvette Farley's daughter's statement regarding being fearless and not backing down when we are afraid; and spoke about the Las Vegas shooting and about our rights.

Irene Hernandez-Blair wore Glenmeade ES spirit wear in recognition of its upcoming 50<sup>th</sup> year celebration in 2018; and expressed her sadness at having to miss her freshman son's participation at the school football game.

Pamela Feix attended the Student Advisory Council meeting; spoke about other activities being supported by Ramona JHS every month; and closed by speaking about her grandson who attends the autism program at Rolling Ridge ES, and extended a word of appreciation to those who do so much to give our students additional experiences.

Superintendent Joseph congratulated Ayala HS senior Brian Montgomery on his acceptance into the 2018 U.S. Army All-American Marching Band and said he will perform on bass drum at the 2018 U.S. All-American Bowl football game on January 6; said *The Great California Shake Out* will take place 10:19 a.m. on Thursday, October 19; and congratulated Dr. Enfield on the evening's vote.

President Orozco acknowledged the retirees on the agenda; encouraged Mrs. Blair that she will have many opportunities to see her son shine; attended Chino Hills HS college fair; commented on student visitors from local colleges who attended the meeting; congratulated Dr. Enfield and said she is confident in him; shared that local resident Dave King is going through serious health issues and asked that he and his family be kept in prayer; said that many of us know people who were involved in the Las Vegas incident and asked that they be kept in prayer; and said that survivors of the Las Vegas shooting can apply for assistance through the California Victim Compensation Board.

<b>VI. ADJOURNMENT</b>
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President Orozco adjourned the regular meeting of the Board of Education at 9:36 p.m. in memory of the Las Vegas victims and heroes.

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Sylvia Orozco, President

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James Na, Clerk

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 19, 2017  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services  
**SUBJECT: WARRANT REGISTER**

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**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$3,367,015.19 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:** October 19, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: FUNDRAISING ACTIVITIES**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

None.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**October 19, 2017**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Chaparral ES</u></b>		
PTO	The Habit Burger Grill Family Night Out	4/12/18
<b><u>Dickson ES</u></b>		
PTA	Book Fair	10/30/17 - 11/3/17
<b><u>Glenmeade ES</u></b>		
PTA	After School Smoothie Sale	10/26/17 - 5/31/18
<b><u>Marshall ES</u></b>		
ASB - 6th Grade	Off Campus Candy Sale	10/25/17 - 11/15/17
PTO	Evening Snow Cone Sale	10/27/17
ASB	Scholastic Book Fair	2/2/18 - 2/9/18
<b><u>Rolling Ridge ES</u></b>		
PTA	California Pizza Kitchen Family Night Out	12/13/17
<b><u>Briggs K-8</u></b>		
PFA	Chick-fil-A Family Night Out	10/24/17
Garden Club	Fall School Dance	11/8/17
PFA	Off Campus See's Candy Sale	11/13/17 - 11/30/17
<b><u>Cal Aero K-8</u></b>		
PTO	After School Snack Sale	11/1/17 - 5/31/18
PTO	Book Fair	1/24/18 - 2/2/18
PTO	Carnival	5/4/18
<b><u>Magnolia JHS</u></b>		
Travel Club	Off Campus See's Candy Sale	10/20/17 - 11/6/17
Travel Club	Off Campus World's Finest Chocolate Sale	10/20/17 - 12/1/17
ASB	Tuesdays After School Popcorn Sale	10/25/17 - 5/30/18

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**October 19, 2017**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Townsend JHS</u></b>		
Music Boosters	Boo Gram Sale	10/20/17 - 10/31/17
Music Boosters	Off Campus Candy Sale	10/25/17 - 12/20/17
PTSA	Chipotle Dinner Night Out	12/6/17
<b><u>Woodcrest JHS</u></b>		
ASB - General	Fall Dance	10/31/17
<b><u>Ayala HS</u></b>		
Debate Club	7 Leaves Cafe Fundraiser Days	10/23/17 - 10/27/17
Boys Soccer Team	Spirit Pack Sale	10/23/17 - 2/10/18
Boys Soccer Team	Snap! Raise Donation/Sponsorship Drive	10/24/17
Theater Arts Boosters	Fall Drama Production Refreshment Sale	10/25/17 - 11/4/17
Girls Soccer Boosters	Off Campus Candle Sale	11/1/17 - 11/17/17
Science Olympiad Club	Off Campus Candy Sale	11/1/17 - 11/29/17
Girls Soccer Boosters	eTeamSponsor Donation Drive	11/14/17 - 3/1/18
Girls Soccer Boosters	Off Campus Krispy Kreme Donut Sale	11/19/17
Girls Soccer Boosters	Goodwill Donation Drive	11/19/17
Girls Soccer Boosters	Charming Charlie Jewelry Sale	12/9/17
Girls Soccer Boosters	Chipotle Family Night Out	12/14/17
<b><u>Chino HS</u></b>		
Pawsome Club	Pie Your Teacher Ticket Sale	10/26/17
ASB - Baseball Team	Brian Hamilton Memorial Baseball Tournament	2/20/18 - 3/10/18
<b><u>Chino Hills HS</u></b>		
Think Pink Club	Pieology Family Night Out	10/20/17
Theater Club	Off Campus Popcorn Sale	10/20/17 - 11/17/17
Digital Club	Donation Drive	10/20/17 - 5/31/18
Academic Decathlon	Donation Drive	10/20/17 - 6/1/18
Link Crew	After School Ice Cream Sale	10/24/17
Music Boosters	Community Discount Card Sale	10/31/17 - 1/31/18
Choir Club	Tastea Fundraiser Day	11/3/17
Softball Team	Adopt-The-Huskies Sponsorship Drive	1/5/18 - 3/5/18
Softball Team	Banner Sale	1/5/18 - 3/5/18

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**October 19, 2017**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Don Lugo HS</u></b>		
ASB - Athletics	All Sport Banner Sale	10/20/17 - 6/30/18
Girls Soccer Team	Junior Varsity Tournament	12/20/17 - 12/21/17
Girls Basketball Team	Varsity Tournament	12/26/17 - 12/30/17

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 19, 2017  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services  
**SUBJECT: DONATIONS**

=====

**BACKGROUND**

Board Policy 3290 Business and Noninstructional Operations - Gifts, Grants, and Bequests states the Board of Education may accept any bequest or gift of money or property on behalf of the District. All gifts, grants, and bequests shall become property of the District. Use of the gift shall not be impaired by restrictions or conditions imposed by the donor. Approximate values are determined by the donor.

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

**RECOMMENDATION**

It is recommended the Board of Education accept the donations.

**FISCAL IMPACT**

Any cost for repairs of donated equipment will be a site expense.

WMJ:SHC:LP:wc



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**October 19, 2017**

<u><b>DEPARTMENT/SITE DONOR</b></u>	<u><b>ITEM DONATED</b></u>	<u><b>APPROXIMATE VALUE</b></u>
<b><u>Marshall ES</u></b>		
American Legion Auxiliary	Cash/School Supplies	\$250.00
Chino Francis Estates, LLC	Cash	\$2,500.00
Marshall Social Fund	Cash	\$3,000.00
<b><u>Rhodes ES</u></b>		
Rhodes PEP Club	Cash	\$18,590.00
<b><u>Cal Aero K-8</u></b>		
Bonnie Tran	Cash	\$150.00
<b><u>Canyon Hills JHS</u></b>		
Lourdes Peterson	Trumpet Case	\$50.00
Natalie Javid	Cash	\$100.00
Mr. & Mrs. Malhotra	Cash	\$100.00
Jay & Heather Zuhlke	Cash	\$127.00
Heroes International Inc.	Cash	\$250.00
Yeung Lee & Hae Park	Cash	\$300.00
<b><u>Chino HS</u></b>		
Pepsi Bottling Group	Cash	\$69.00
<b><u>Chino Hills HS</u></b>		
Your Cause, LLC	Cash	\$60.00
<b><u>Don Lugo HS</u></b>		
Patricia Gilbert	Cash	\$50.00
Taco Dudes Corporation	Cash	\$100.00
Nancy Veliz	Cash	\$100.00
Chino Valley Medical Center	Cash	\$2,000.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
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**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: LEGAL SERVICES**

=====

**BACKGROUND**

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

FIRM	MONTH	INVOICE AMOUNTS	2017/2018 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	-	-	\$ 41,780.82
Margaret A. Chidester & Associates	August 2017	\$76,049.82	\$105,583.46
McCune & Harber, LLP	-	-	\$ 45.00
Parker & Covert LLP	-	-	\$ 247.50
	<b>Total</b>	\$76,049.82	\$147,656.78

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

**RECOMMENDATION**

It is recommended the Board of Education approve payment for legal services to the law office of Margaret A. Chidester & Associates.

**FISCAL IMPACT**

\$ 76,049.82 to the General Fund.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: REVISION OF BOARD POLICY 3314.3 BUSINESS AND  
NONINSTRUCTIONAL OPERATIONS – USE OF DISTRICT CREDIT  
CARDS**

=====

**BACKGROUND**

Board policies and regulations are routinely developed as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and Administrative Regulation 3314.3 Business and Noninstructional Operations – Use of District Credit Cards is being revised to reflect updates to both laws and current practice. This agenda item was presented to the Board of Education on October 5, 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 3314.3 Business and Noninstructional Operations – Use of District Credit Cards.

**FISCAL IMPACT**

None.

WMJ:SHC:LP:wc

## **USE OF DISTRICT CREDIT CARDS**

The Board of Education recognizes the value of an efficient method of purchasing authorized goods, supplies and services, including method of payment and record keeping for expenses. It is understood that travel accommodations, online purchases and occasional emergency purchases require the use of a bank credit card.

Use of District issued credit cards is not intended to replace effective procurement planning that enables volume discounts, best value purchasing practices, transactions that should be purchase order based, or to acquire items available through established purchase contracts. **USE OF DISTRICT ISSUED CREDIT CARDS IS SUBJECT TO ALL APPLICABLE EXPENDITURE/PURCHASING PROCEDURES.**

This policy governs the use of a District credit card and applies uniformly to authorized District staff and members of the Board of Education.

The Superintendent or his/her designee shall develop administrative regulations specifying in part:

- Positions authorized to use a District credit card
- Credit/spending limit per billing cycle
- Proper use of a District credit card
- Cardholder procedures/responsibilities

Under no circumstances ~~will~~ MAY personal OR UNALLOWABLE expenses be charged on District CREDIT cards.

### **Chino Valley Unified School District**

Policy adopted: March 3, 2005

Revised: July 20, 2006

Revised: November 16, 2006

Revised: August 21, 2008

Revised: October 6, 2011

REVISED:

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: SCHOOL-SPONSORED TRIPS**

=====

### **BACKGROUND**

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

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

### **RECOMMENDATION**

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

School-Sponsored Trips	Date	Fiscal Impact
Site: Cattle ES Event: Arrowhead Ranch Outdoor Science Camp Place: Lake Arrowhead, CA Chaperone: 100 students/21 chaperones	April 16-20, 2018	Cost: \$270.00 per student Funding Source: Parents
Site: Rhodes ES Event: Thousand Pines Science Camp Place: San Bernardino, CA Chaperone: 130 students/39 chaperones	October 30-November 3, 2017	Cost: \$315.00 per student Funding Source: Parents

Site: Rhodes ES Event: Sacramento Trip Place: Sacramento, CA Chaperone: 50 students/40 chaperones	May 18, 2018	Cost: \$415.00 per student Funding Source: Parents and Fundraising
Site: Chino Hills HS Event: Naismith Hoophall West Varsity Boys Basketball Game Place: Phoenix, AZ Chaperone: 12 students/2 chaperones	December 7-9, 2017	Cost: \$330.00 per student Funding Source: Hoophall Sponsorship
Site: Chino Hills HS Event: Tarkanian Classic Varsity Boys Basketball Game Place: Las Vegas, NV Chaperone: 12 students/2 chaperones	December 20-24, 2017	Cost: \$300.00 per student Funding Source: Tarkanian Classic Sponsorship and ASB
Site: Chino Hills HS Event: Rancho Mirage Holiday Invitational Varsity Boys Basketball Game Place: Rancho Mirage, CA Chaperone: 12 students/2 chaperones	December 27-30, 2017	Cost: \$300.00 per student Funding Source: Rancho Mirage Sponsorship and ASB
Site: Chino Hills HS Event: Naismith Hoophall Classic Varsity Boys Basketball Game Place: Springfield, MA Chaperone: 12 students/2 chaperones	January 12-14, 2018	Cost: \$400.00 per student Funding Source: Hoophall Sponsorship
Site: Chino Hills HS Event: Choir Tour to Washington, D.C. Place: Camp Springs, MD Chaperone: 40 students/5 chaperones	April 3-7, 2018	Cost: \$1,500.00 per student Funding Source: Parents and Fundraising

## **FISCAL IMPACT**

None.

WMJ:GP:rtt

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

**PREPARED BY:** Grace Park, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
Sherri Johnson, Ph.D., Director, Health Services/Child Development

**SUBJECT: AMENDMENT TO LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES CSPP-7420**

=====

**BACKGROUND**

The Local Agreement for Child Development Services represents the annual contract with the California Department of Education to provide state-subsidized general child care to low income families in the Chino Valley Unified School District. The program award CSPP-7420 provides the California state preschool program located at the Chino Children's Center. The Board approved the CSPP-7420 agreement at its June 15, 2017, meeting. It is being amended to reflect an increase to the Maximum Reimbursable Amount of \$251,053.00 to \$283,846.00, which equates to a per child increase from \$40.45 to \$45.73.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the amendment to Local Agreement for Child Development Services CSPP-7420.

**FISCAL IMPACT**

An additional award of \$32,793.00 to the Child Development program.

WMJ:GP:SJ:rtt

**CALIFORNIA DEPARTMENT OF EDUCATION**

1430 N Street

Sacramento, CA 95814-5901

**F.Y. 17 - 18****Amendment 01****DATE:** July 01, 2017**CONTRACT NUMBER:** CSPP-7420**PROGRAM TYPE:** CALIFORNIA STATE  
PRESCHOOL PROGRAM**PROJECT NUMBER:** 36-6767-00-7**LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES**

Budget Act

**CONTRACTOR'S NAME:** CHINO VALLEY UNIFIED SCHOOL DISTRICT

This agreement with the State of California dated July 01, 2017 designated as number CSPP-7420 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$251,053.00 and inserting \$283,846.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$40.45 and inserting \$45.73 in place thereof.

**SERVICE REQUIREMENTS**

The minimum Child Days of Enrollment (CDE) Requirement shall be 6,207.0. (No change)

Minimum Days of Operation (MDO) Requirement shall be 250. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING VALARIE BLISS,		PRINTED NAME AND TITLE OF PERSON SIGNING			
TITLE CONTRACT MANAGER		ADDRESS			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 32,793	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General		Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 251,053	(OPTIONAL USE) 0656 23038-6767				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 283,846	ITEM 30.10.010. 6100-196-0001	CHAPTER B/A	STATUTE 2017	FISCAL YEAR 2017-2018	
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590					
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER		DATE			



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

**PREPARED BY:** Grace Park, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
Sherri Johnson, Ph.D., Director, Health Services/Child Development

**SUBJECT: AMENDMENT TO LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES CCTR-7195**

=====

**BACKGROUND**

The Local Agreement for Child Development Services represents the annual contract with the California Department of Education (CDE) to provide state-subsidized general child care to low income families in the Chino Valley Unified School District. The program award CCTR-7195 provides general child care and development services to programs located at the Buena Vista Infant/Toddler Center, Liberty Fun Club, and Newman Fun Club. The Board approved the CCTR-7195 agreement at its June 15, 2017, meeting. It is being amended to reflect an increase to the Maximum Reimbursable Amount of \$476,294.00 to \$538,373.00, which equates to a per child increase from \$40.20 to \$45.44.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the amendment to Local Agreement for Child Development Services CCTR-7195.

**FISCAL IMPACT**

An additional award of \$62,079 to the Child Development program.

WMJ:GP:SJ:rtt

**CALIFORNIA DEPARTMENT OF EDUCATION**

1430 N Street

Sacramento, CA 95814-5901

**F.Y. 17 - 18****Amendment 01****DATE:** July 01, 2017**CONTRACT NUMBER:** CCTR-7195**PROGRAM TYPE:** GENERAL CHILD CARE &  
DEV PROGRAMS**PROJECT NUMBER:** 36-6767-00-7**LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES**

Budget Act

**CONTRACTOR'S NAME:** CHINO VALLEY UNIFIED SCHOOL DISTRICT

This agreement with the State of California dated July 01, 2017 designated as number CCTR-7195 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$476,294.00 and inserting \$538,373.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$40.20 and inserting \$45.44 in place thereof.

**SERVICE REQUIREMENTS**

The minimum Child Days of Enrollment (CDE) Requirement shall be 11,848.0. (No change)

Minimum Days of Operation (MDO) Requirement shall be 250. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA		CONTRACTOR				
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)				
PRINTED NAME OF PERSON SIGNING VALARIE BLISS,		PRINTED NAME AND TITLE OF PERSON SIGNING				
TITLE CONTRACT MANAGER		ADDRESS				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 62,079	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE				
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 476,294	(OPTIONAL USE) See Attached	Department of General Services use only				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 538,373	ITEM See Attached			CHAPTER	STATUTE	FISCAL YEAR
OBJECT OF EXPENDITURE (CODE AND TITLE) 702						
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.						
SIGNATURE OF ACCOUNTING OFFICER See Attached		T.B.A. NO.	B.R. NO.			
		DATE				

**CONTRACTOR'S NAME:** CHINO VALLEY UNIFIED SCHOOL DISTRICT

**CONTRACT NUMBER:** CCTR-7195

## *Amendment 01*

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 137,882	(OPTIONAL USE)0656 13609-6767	FC# 93.596 PC# 000321		
TOTAL AMOUNT ENCUMBERED TO DATE \$ 137,882	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2017	FISCAL YEAR 2017-2018
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 63,379	(OPTIONAL USE)0656 15136-6767	FC# 93.575 PC# 000324		
TOTAL AMOUNT ENCUMBERED TO DATE \$ 63,379	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2017	FISCAL YEAR 2017-2018
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 62,079	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 275,033	(OPTIONAL USE)0656 23254-6767			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 337,112	ITEM 30.10.020.001 6100-194-0001	CHAPTER B/A	STATUTE 2017	FISCAL YEAR 2017-2018
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

**PREPARED BY:** Norm Enfield, Ed.D., Deputy Superintendent

**SUBJECT: REVISION OF BOARD POLICY 0000 PHILOSOPHY-GOALS-  
OBJECTIVES AND COMPREHENSIVE PLANS – CONCEPTS AND  
ROLES**

=====

**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 0000 Philosophy-Goals-Objectives and Comprehensive Plans – Concepts and Roles is being revised to address data sources for vision setting, set expectations that the District's vision will drive all Board decisions and District operations, and align the process of reviewing the District's vision with the process for reviewing and updating the Local Control and Accountability Plan (LCAP). This item was presented to the Board of Education on October 5, 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 0000 Philosophy-Goals-Objectives and Comprehensive Plans – Concepts and Roles.

**FISCAL IMPACT**

None.

WMJ:NE:smr

**CONCEPTS AND ROLES VISION**

The Board of Education believes that ~~public education is of fundamental importance to a free society and to the continued development of democratic values, individual liberty and an appreciation for cultural diversity. There must be an ongoing partnership between parents/guardians, students, educators, and the community in order for education to succeed~~ A CLEARLY STATED PURPOSE AND DIRECTION FOR THE DISTRICT PROVIDE THE FOUNDATION FOR CONTINUOUS IMPROVEMENT AND ACCOUNTABILITY.

**Vision Statement**

The Board of Education shall adopt a long-range vision ~~statement that sets direction for the District in order to provide a clear focus for District programs, AND activities, THAT FOCUSES ON THE ACHIEVEMENT AND WELL-BEING OF ALL STUDENTS AND REFLECTS THE IMPORTANCE OF PREPARING STUDENTS FOR THE FUTURE ACADEMICALLY, PROFESSIONALLY, AND PERSONALLY. THE VISION SHALL RECOGNIZE THE UNIQUE ROLE OF STUDENTS, PARENTS/GUARDIANS, STAFF, AND COMMUNITY PARTNERS IN CONTRIBUTING TO A HIGH-QUALITY EDUCATION FOR ALL STUDENTS. and operations. This vision statement shall focus on student learning and describe the Board of Education's expectations for schools within the District.~~

The District's vision ~~statement~~ may be incorporated into ITS ~~various documents, including the district's mission or purpose statement, philosophy, OR MOTTO, long-term goals, short-term objectives, and/or comprehensive plans~~ SUCH AS THE LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP).

(cf. 0100 - Philosophy)  
(cf. 0200 - Goals for the School District)  
(cf. 0400 - Comprehensive Plans)  
(cf. 0460 - Local Control and Accountability Plan)  
(cf. 9000 - Role of the Board)

The Superintendent or designee shall recommend an appropriate process, WITH CLEARLY DEFINED PROCEDURES, TIMELINES, AND RESPONSIBILITIES, for establishing, ~~and/or~~ reviewing, AND UPDATING the District's vision statementS. ~~which is inclusive of~~ THIS PROCESS SHALL INCLUDE A REVIEW OF RELEVANT DISTRICT DOCUMENTS AND DATA INCLUDING, BUT NOT LIMITED TO, INFORMATION ABOUT STUDENT DEMOGRAPHICS, STUDENT ACHIEVEMENT, CURRENT PROGRAMS, AND EMERGING EDUCATIONAL ISSUES. THE PROCESS SHALL INCORPORATE AN ANALYSIS AND IDENTIFICATION OF DISTRICT STRENGTHS AND AREAS IN WHICH GROWTH IS NEEDED. INPUT SHALL BE SOLICITED FROM parents/guardians, students, staff, and community members THROUGH METHODS SUCH AS SURVEYS, FOCUS GROUPS, ADVISORY COMMITTEES, AND/OR PUBLIC MEETINGS AND FORUMS.

## **~~CONCEPTS AND ROLES VISION~~ (cont.)**

(cf. 1220 - Citizen Advisory Committees)  
(cf. 2230 - Representative and Deliberative Groups)  
(cf. 6020 - Parent Involvement)

The Board of Education shall review the District's vision statement ~~S at least every three (3) years, or whenever a new Board Member or Superintendent joins the District~~ ANNUALLY, IN CONJUNCTION WITH THE UPDATE TO THE LCAP, TO ENSURE CONSISTENCY AMONG ALL DOCUMENTS THAT SET DIRECTION FOR THE DISTRICT. FOLLOWING THESE REVIEWS, ~~the Board of Education may revise or reaffirm the vision and direction it has established for the District after reviewing the District's vision statement.~~

The Superintendent or designee shall communicate the District's vision ~~statement~~ to staff, parents/guardians, and the community.

(cf. 1113 - District and School Web Sites)  
(cf. 1100 - Communication with the Public)

THE BOARD OF EDUCATION'S DECISIONS REGARDING CURRICULUM, POLICIES, THE BUDGET, COLLECTIVE BARGAINING AGREEMENTS, AND OTHER DISTRICT OPERATIONS SHALL BE ALIGNED WITH THE DISTRICT'S VISION. IN ADDITION, THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT STAFF'S IMPLEMENTATION OF DISTRICT PROGRAMS AND ACTIVITIES SUPPORTS ATTAINMENT OF THE DISTRICT'S VISION.

The Superintendent or designee shall regularly report ~~the District's progress under the vision statement~~ to the Board of Education REGARDING DISTRICT PROGRESS TOWARD THE VISION.

(cf. 0500 - Accountability)

### **Legal Reference:**

#### **EDUCATION CODE**

52060-52077 Local Control and Accountability Plan

### **Management Resources:**

#### **CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS**

The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research, May 2017

Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014

Defining Governance, Issue 4: Governance Decisions, Governance Brief, June 2014

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

#### **WEBSITES**

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

## **Chino Valley Unified School District**

Policy adopted: September 21, 1995

Revised: May 1, 2008

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 19, 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**

\$906,426.17 to all District funding sources.

WMJ:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** October 19, 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>
<b>CIIS-1718-093 Orange County Department of Education.</b> To provide participation in the "Inside the Outdoors" field trip program. Submitted by: Liberty ES Duration of Agreement: October 20, 2017 – June 30, 2020	Contract amount: \$1,600.00  Funding source: Various
<b>CIIS-1718-094 IXL Learning.</b> To provide comprehensive standards-aligned content for English language arts, math, science, and social studies. Submitted by: Technology Duration of Agreement: November 3, 2017 – November 2, 2018	Contract amount: \$318,325.00  Funding source: General Fund
<b>CIIS-1718-095 Newsela, Inc.</b> To provide PRO teacher license. Submitted by: Chino HS Duration of Agreement: July 1, 2017 – June 30, 2018	Contract amount: \$1,500.00  Funding source: Title I

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<b>F-1718-009 Time &amp; Alarm Systems.</b> To provide District-wide testing, inspection, and evaluation of fire alarm systems in accordance with the National Fire Protection Association code requirements. Submitted by: Facilities, Planning, and Operations Duration of Agreement: October 20, 2017 – June 30, 2020	Contract amount: \$118,280.00  Funding source: Capital Facilities
<b>SBCSS 17/18-0628 San Bernardino County Superintendent of Schools.</b> CVUSD to provide custodial services for special education classrooms at various sites. Submitted by: Facilities, Planning, and Operations Duration of Agreement: July 1, 2017 – June 30, 2018	Contract amount: None  Funding source: None
<b>SBCSS 17/18-0629 San Bernardino County Superintendent of Schools.</b> CVUSD to provide one special education classroom at Woodcrest JHS. Submitted by: Facilities, Planning, and Operations Duration of Agreement: July 1, 2017 – June 30, 2018	Contract amount: None  Funding source: None

<b>MASTER CONTRACTS</b>	<b>FISCAL IMPACT</b>
<b>MC-1718-028 Michael A. Southgate dba PlayParty.net.</b> To provide event entertainment. Submitted by: Wickman ES Duration of Agreement: October 20, 2017 – June 30, 2020	Contract amount: Per rate sheet  Funding source: Various
<b>MC-1718-029 Demontray Hankins.</b> To provide motivational speaking services. Submitted by: Townsend JHS Duration of Agreement: October 20, 2017 – June 30, 2018	Contract amount: Per rate sheet  Funding source: Various
<b>MC-1718-030 Habit Restaurants, LLC.</b> To provide food truck for fundraising. Submitted by: Wickman ES Duration of Agreement: October 20, 2017 – June 30, 2020	Contract amount: Per rate sheet  Funding source: Various

APPROVED CONTRACT TO BE AMENDED	AMENDMENT
<b>CIIS-1718-076-1 MIND Research Institute.</b> To provide web-based math curriculum. Submitted by: Cortez ES, Dickey ES, Marshall ES, and Briggs K-8. Duration of Agreement: July 1, 2017 – June 30, 2018 Original Agreement Board Approval: August 17, 2017	Add Dickson ES. Increase contract amount from \$15,500.00 to \$20,500.00.  Funding source: Title I

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: SURPLUS/OBSOLETE PROPERTY**

=====

**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**

October 19, 2017

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Grey Chairs (9)			Lang. Assess.
Latitude E5420	Dell	DP136S1/39911	Technology
Latitude E5430	Dell	41341/96DJJX1	Technology
Latitude E5420	Dell	39115/8TYCMQ1	Technology
Document Camera	AverMedia	32844/6811110030P	Technology
Projector	Epson	U3FF411205L	Technology
Projector	Epson	KM3F033701L	Technology
Document Camera	AverMedia	33399/C-0753	Technology
Document Camera	AverMedia	33902/C-0752	Technology
Projector	Epson	P92F1700835L/39019	Technology
24 Port Switch	HP ProCurve	CN803ZP62G	Technology
24 Port Switch	3Com	9J8FAIN791723	Technology
Document Camera	AverMedia	5411310110P/35185/C0943	Technology
Document Camera	AverMedia	5354510040P/33557	Technology
Document Camera	AverMedia	5208611010P/36544	Technology
Projector	Epson	P94F110693L/35321	Technology
Document Camera	AverMedia	5001110110P/34616	Technology
OptiPlex 780	Dell	GV8M1P1/33939	Technology
Latitude D610	Dell	153BB71/21518	Technology
Latitude E5400	Dell	2095XL1	Technology
Latitude E5400	Dell	33877/HS48WN1	Technology
Latitude D610	Dell	21521/743BB71	Technology
Latitude E5400	Dell	2T48WN1/33875	Technology
Latitude E5400	Dell	33879/1T48WN1	Technology
Latitude E5430	Dell	41200/1D0VZW1	Technology
Projector	Dell	KM3F033670L/32619	Technology
Projector	Dell	KM3F9Y6689L/31833	Technology
Latitude 5430	Dell	J0G9ZW1/41000	Technology
DVD/Video	Zenith		Wickman ES
DVD/Video	Zenith		Wickman ES
DVD/Video	Zenith		Wickman ES
Printer 2015dn	Xerox		Wickman ES
Scanner V200	Epson		Wickman ES
Monitor	Dell		Wickman ES
Monitor	Princeton		Wickman ES
Keyboard	Dell		Wickman ES
Tower	Dell		Wickman ES
Printers 4510 (3)	Xerox		Wickman ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
File Cabinet Tan			Wickman ES
File Cabinet Green			Wickman ES
Metal Book Cart Tan			Wickman ES
Rolling Cabinets (5)			Wickman ES
Printer	Xerox	29110	Townsend JHS
Printer	Xerox	GALO97230	Townsend JHS
Printer	Xerox	33873	Boys Republic HS
Computer	Dell	35009	Boys Republic HS
Computer	Apple	21172	Boys Republic HS
Laptop	Apple	W8717074wgl	Boys Republic HS
Laptop	Dell	39694	Boys Republic HS
Keyboard	Apple		Boys Republic HS
Keyboard	Apple		Boys Republic HS
Keyboard	Apple		Boys Republic HS
Keyboard	Apple		Boys Republic HS
Mouse	Apple		Boys Republic HS
Hub	Linksys		Boys Republic HS

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID 16-17-03,  
INSTALLATION OF NEW SINGLE PLY ROOFING AT DON LUGO HS**

=====

**BACKGROUND**

On May 18, 2017, the Board of Education awarded Bid No.16-17-03, Installation of New Single Ply Roofing at Don Lugo HS to Bligh Pacific Commercial and Industrial Roofing. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Bligh Pacific Commercial and Industrial Roofing	\$16,517.00
	Bid Amount:	\$778,780.00
	Revised Total Project Amount:	\$795,297.00
	Retention Amount:	\$39,764.85

The change order results in a net increase of \$16,517.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$795,297.00. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on August 9, 2017.

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

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

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

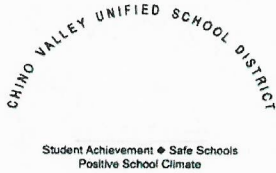
**RECOMMENDATION**

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid 16-17-03, Installation of New Single Ply Roofing at Don Lugo HS.

**FISCAL IMPACT**

\$16,517.00 to Deferred Maintenance Fund 14.

WMJ:GJS:MS:pw



## CHINO VALLEY UNIFIED SCHOOL DISTRICT

Maintenance, Operations & Construction Department  
5130 Riverside Drive  
Chino, CA 91719  
Telephone: 909.628.1201 x1450 FAX: 909.590.1639

### CHANGE ORDER # 1

DATE: 8/9/2017

PROJECT / BID #: 16-17-03

OWNER: Chino Valley Unified School District

CONTRACTOR: Bligh Pacific Commercial and Industrial Roofing

THE CONTRACTOR IS HEREBY AUTHORIZED TO DO THE FOLLOWING:

Change Order #1

Admin Covered Walkway: Plywood replacement and rafter tail cap metal  
17/32 Roughsawn plywood paint matched with added rafter tail metal caps

J Bldg & F2 Covered Walkway Deteriorated Plywood  
30 lineal feet of ship lap 1/2" plywood Infill 64 sf / (9) Galvanized Drain Sump Replacement

Panel Joint Repairs J Bldg & F2 Covered Walkways  
217" vertical joint recaulked with Sika 1A

HVAC Repairs  
Reseal (3) Air Handler Air Intake / Reseal (6) stabilizer access panels

COR#1 \$16,517.00

Requested by: The District  
Reason: Not a part of original scope

The original contract amount was:	\$778,780.00
The contract amount will be increased/decreased by this Change Order:	\$16,517.00
The new contract amount including this Change Order will be:	\$795,297.00
The original contract completion date:	
The contract time will remain the same	
The date of completion as a result of this Change Order is:	8/14/17

#### APPROVED BY:

GENERAL CONTRACTOR (Bob Bligh)

9/5/17  
DATE

CVUSD CONSTRUCTION COORDINATOR (James Costa)

9/6/17  
DATE

CVUSD DIRECTOR OF MAINTENANCE, OPERATIONS & CONSTRUCTION  
(Martin Silveira)

9/8/17  
DATE

OWNER (Greg Stachura)

9/27/17  
DATE



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** October 19, 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: RESOLUTIONS 2017/2018-22, 2017/2018-23, AND 2017/2018-24 FOR  
AUTHORIZATION TO UTILIZE PIGGYBACK CONTRACTS**

=====

**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 resolutions to provide authorization for the District to participate by piggyback in contracts as itemized:

<b>Resolution</b>	<b>Contract</b>	<b>Contractor</b>	<b>Description</b>	<b>Term</b>
2017/2018-22	Fontana USD Bid No. 15/16-1447	Sunrise Produce Company	Mainline Fresh Produce and Harvest of the Month Produce Services	7/1/2017-6/30/2018

<b>Resolution</b>	<b>Contract</b>	<b>Contractor</b>	<b>Description</b>	<b>Term</b>
2017/2018-23	State of California Multiple Awards Schedule (CMAS) 3-17-70-0876AN	Vector Resources, Inc.	Purchase and Warranty of Hardware  Brands: Berk-Tek, Commscope, Corning, Leviton, Mohawk, Ortronics, Panduit, Siemon, and Systimax  Cable: Telecommunication Data Commun-Equipment  Wire: Cable (Various)	10/2/2017-7/31/2018
2017/2018-24	Colton Joint USD Bid #4(16-17)NS	Moreno Brothers Distributors	Bread Products	7/1/2017-6/30/2018

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

### **RECOMMENDATION**

It is recommended the Board of Education adopt Resolutions 2017/2018-22, 2017/2018-23, and 2017/2018-24 for authorization to utilize piggyback contracts.

### **FISCAL IMPACT**

Unknown.

WMJ:GJS:AGH:pw

**Chino Valley Unified School District  
Resolution 2017/2018-22  
Authorization to Utilize the Fontana USD Bid No. 15/16-1447  
With Sunrise Produce Company  
to Purchase Mainline Fresh Produce and Harvest of the Month Produce Services  
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 mainline fresh produce and harvest of the month produce services for the District;

**WHEREAS**, Fontana USD currently has a piggyback contract, Bid No.15/16-1447, in accordance with Public Contract Code 20118 with Sunrise Produce Company 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 mainline fresh produce and harvest of the month produce Services through the piggyback contract procured by the Fontana USD Bid No.15/16-1447.

**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 mainline fresh produce and harvest of the month produce services through the piggyback contract originally procured by the Fontana USD Bid No. 15/16-1447 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 mainline fresh produce and harvest of the month produce services in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Fontana USD Bid No.15/16-1447.

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 July 1, 2017, for the term ending June 30, 2018.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 19th day of October 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  
Resolution 2017/2018-23  
Authorization to Utilize the State of California Multiple Awards Schedule (CMAS)  
Contract 3-17-70-0876AN With Vector Resources, Inc.  
to Purchase the Purchase and Warranty of Hardware Brands: Berk-Tek,  
Commscope, Corning, Leviton, Mohawk, Ortronics, Panduit, Siemon, and  
Systimax; Cable: Telecommunication Data Commun-Equipment;  
Wire: Cable (Various)  
Through the Piggyback Contract**

**WHEREAS**, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure the purchase and warranty of hardware brands: Berk-Tek, Commscope, Corning, Leviton, Mohawk, Ortronics, Panduit, Siemon, and Systimax; cable: Telecommunication Data Commun-Equipment; wire: cable (various) for the District;

**WHEREAS**, CMAS currently has a piggyback contract, Contract 3-17-70-0876AN, in accordance with Public Contract Code 20118 with Vector Resources, Inc. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase and warranty of hardware brands: Berk-Tek, Commscope, Corning, Leviton, Mohawk, Ortronics, Panduit, Siemon, and Systimax; cable: Telecommunication Data Commun-Equipment; wire: cable (various) for the District; through the piggyback contract procured by the CMAS Contract 3-17-70-1876AN.

**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 and warranty of hardware brands: Berk-Tek, Commscope, Corning, Leviton, Mohawk, Ortronics, Panduit, Siemon, and Systimax; cable: Telecommunication Data Commun-Equipment; wire: cable (various) for the District; through the piggyback contract originally procured by the CMAS Contract 3-17-70-0876AN 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 hardware brands: Berk-Tek, Commscope, Corning, Leviton, Mohawk, Ortronics, Panduit, Siemon, and Systimax; cable: Telecommunication Data Commun-Equipment; wire: cable (various) for the District; in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS Contract 3-17-70-0876AN.

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 October 2, 2017, for the term ending July 31, 2018.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 19th day of October 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  
Resolution 2017/2018-24  
Authorization to Utilize the Colton Joint USD Bid #4(16-17)NS  
With Moreno Brothers Distributors  
to Purchase Bread Products  
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 bread products for the District;

**WHEREAS**, Colton Joint USD currently has a piggyback contract, Bid #4(16-17)NS, in accordance with Public Contract Code 20118 with Moreno Brothers Distributors 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 bread products through the piggyback contract procured by the Colton Joint USD Bid #4(16-17)NS.

**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 bread products through the piggyback contract originally procured by the Colton Joint USD Bid #4(16-17)NS 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 bread products in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Colton Joint USD Bid #4(16-17)NS.

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 July 1, 2017, for the term ending June 30, 2018.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 19th day of October 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

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

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Wayne M. Joseph, Superintendent  
Secretary, Board of Education



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS**

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**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

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

WMJ:LF:SH:RR:mcm

**CERTIFICATED PERSONNEL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2017/2018 SCHOOL YEAR**

MEDEIROS, Daniel	Computer Teacher	Townsend JHS	10/20/2017
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**APPOINTMENT – EXTRA DUTY - ACTIVITIES**

COLLINS, Celia	Activities Director	Briggs K-8	10/20/2017
COLLINS, Celia	Jr. High Drama Director	Briggs K-8	10/20/2017
ENCARNACION, Danielle	Pep Squad Advisor	Briggs K-8	10/20/2017
JONES, Douglas	Band Director	Briggs K-8	10/20/2017
MILLER, Amy	Drill Team Advisor	Briggs K-8	10/20/2017
PEASE, Adam	Yearbook Advisor	Briggs K-8	10/20/2017
WEINSTEIN, Danielle	Pep Squad Advisor	Briggs K-8	10/20/2017
NARAMORE, Michele	Yearbook Advisor	Cal Aero K-8	10/20/2017
NIEBLAS, Michael	Drama Director	Cal Aero K-8	10/20/2017
QUEZADA, Melissa	Activities Director	Cal Aero K-8	10/20/2017
SOUTHERN, Richard	Band Director	Cal Aero K-8	10/20/2017
BERG, Alison	Jr. High Leadership	Canyon Hills JHS	10/20/2017
BERG, Alison	Yearbook Advisor	Canyon Hills JHS	10/20/2017
BERG, Alison	Drama Director	Canyon Hills JHS	10/20/2017
CAREW, Kimberly	Jr. High Leadership	Canyon Hills JHS	10/20/2017
CAREW, Kimberly	Yearbook Advisor	Canyon Hills JHS	10/20/2017
CAREW, Kimberly	Drama Director	Canyon Hills JHS	10/20/2017
HEACOCK, Jacqueline	Jr. High AVID Advisor	Canyon Hills JHS	10/20/2017
VERA-MINER, Valerie	Activities Director	Canyon Hills JHS	10/20/2017
WILEY, Jeffrey	Band Director	Canyon Hills JHS	10/20/2017
JENKINS, Sean	Band Director	Magnolia JHS	10/20/2017
JENKINS, Elizabeth (NBM)	Drill Team Advisor	Magnolia JHS	10/20/2017
MITCHELL, Brandi	Yearbook Advisor	Magnolia JHS	10/20/2017
ST CLAIRE, Tracy	Activities Director	Magnolia JHS	10/20/2017
TAYLOR, Collette	Dance Advisor	Magnolia JHS	10/20/2017
BALARA, Phillip	7th Grade Decathlon Advisor	Ramona JHS	10/20/2017
CERVANTES, Kirstie	Activities Director	Ramona JHS	10/20/2017
CERVANTES, Kirstie	Jr. High Yearbook Advisor	Ramona JHS	10/20/2017
LEATHERWOOD, Joe	8th Grade Decathlon Advisor	Ramona JHS	10/20/2017
YANIK, Stephen	Band Director	Ramona JHS	10/20/2017
EICHMANN, Julie (NBM)	Drill Team Advisor	Townsend JHS	10/20/2017
HALE, Sierra	Drama Director	Townsend JHS	10/20/2017
KUKLINSKI, Kamila	Drama Director	Townsend JHS	10/20/2017
MURILLO, Christopher	Activities Director	Townsend JHS	10/20/2017
NOBLETT, Jodie	Yearbook Advisor	Townsend JHS	10/20/2017
ROBB, Anne	Band Director	Townsend JHS	10/20/2017
BELL, Pamela	Band Director	Woodcrest JHS	10/20/2017

**CERTIFICATED PERSONNEL** (cont.)

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

BELL, Pamela	Jr. High Visual Perform. Arts Advisor	Woodcrest JHS	10/20/2017
GARRET, Edana (NBM)	Drill Team Advisor	Woodcrest JHS	10/20/2017
IVEY, Steven	Activities Director	Woodcrest JHS	10/20/2017
IVEY, Steven	Yearbook Advisor	Woodcrest JHS	10/20/2017
CLARK, Taylor	Coach/Acad. Comp. Team	Ayala HS	10/20/2017
CLARK, Taylor	Sophomore Class Advisor	Ayala HS	10/20/2017
CROSS, Jessica	Coach/Acad. Comp. Team	Ayala HS	10/20/2017
CROSS, Jessica	Sophomore Class Advisor	Ayala HS	10/20/2017
DAVIS, Ashley	Junior Class Advisor	Ayala HS	10/20/2017
DAVIS, Robert	Choral Director	Ayala HS	10/20/2017
ELLINGTON, Matthew	Audio/Visual Coordinator	Ayala HS	10/20/2017
GARCIA, Lisa	Coach/Acad. Comp. Team	Ayala HS	10/20/2017
GILLESPIE, Stacy (NBM)	Pep Squad Advisor	Ayala HS	10/20/2017
HIGGINS, John	Publication Advisor	Ayala HS	10/20/2017
HIGGINS, John	Senior Class Advisor	Ayala HS	10/20/2017
HOFSTETTER, Christina	Choreographer	Ayala HS	10/20/2017
HOLK, Richard	Drama Director	Ayala HS	10/20/2017
KING, Alexis	FBLA/DECCA	Ayala HS	10/20/2017
LOWE, Maxwell	Assistant Band Director	Ayala HS	10/20/2017
MEHAFFIE, Jennifer	FHA/HERO	Ayala HS	10/20/2017
PARK, Joanne	Senior Class Advisor	Ayala HS	10/20/2017
PITTMAN, Anthony	Photo Advisor	Ayala HS	10/20/2017
RAMIREZ, Mario (NBM)	Drill Team Advisor	Ayala HS	10/20/2017
REED Jr., Warren	Athletic Director	Ayala HS	10/20/2017
REEVES, Matthew	Junior Class Advisor	Ayala HS	10/20/2017
SCHULD, Jeffery	Yearbook Advisor	Ayala HS	10/20/2017
SERRANO, Jonathon	Freshman Class Advisor	Ayala HS	10/20/2017
SPELLMAN, Daniel	Freshman Class Advisor	Ayala HS	10/20/2017
STONE, Mark	Band Director	Ayala HS	10/20/2017
SYIEM, Esibon	Coach/Acad. Comp. Team	Ayala HS	10/20/2017
WEISS, Deborah	Activities Director	Ayala HS	10/20/2017
YEH, Wei	VICA	Ayala HS	10/20/2017
BOWDEN, Douglas	Band Director	Chino HS	10/20/2017
BOWDEN, Douglas	Choral Director	Chino HS	10/20/2017
DEAL, Katherine (NBM)	Junior Class Advisor	Chino HS	10/20/2017
EDWARDS, Jorge	Audio/Visual Coordinator	Chino HS	10/20/2017
HATCH, Annette	Senior Class Advisor	Chino HS	10/20/2017
HINKLE, Michael	Athletic Director	Chino HS	10/20/2017
HYSLOP, Jaclyn	Audio/Visual Coordinator	Chino HS	10/20/2017
KEYS, Kinnette (NBM)	Drill Team Advisor	Chino HS	10/20/2017
KEYS, Kinnette (NBM)	Choreographer	Chino HS	10/20/2017

**CERTIFICATED PERSONNEL** (cont.)

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

LERMA, Breanne	Yearbook Advisor	Chino HS	10/20/2017
NELSON, Lindsey	Sophomore Class Advisor	Chino HS	10/20/2017
NORMAN, Jasmine	Activities Director	Chino HS	10/20/2017
OTTMAN, Peter	Publication Advisor	Chino HS	10/20/2017
SCHUMANN, Donald	Junior Class Advisor	Chino HS	10/20/2017
SMOUSE, Frank	Drama Director	Chino HS	10/20/2017
WILLIAMS, Elizabeth	FHA/HERO	Chino HS	10/20/2017
BATEMAN, Shelley	Senior Class Advisor	Chino Hills HS	10/20/2017
CARDENAS CASILLAS, Luis (NBM)	Assistant Band Director	Chino Hills HS	10/20/2017
CHIOTTI, Michelle	Activities Director	Chino Hills HS	10/20/2017
CROW, Gregory	Coach/Acad. Comp. Team	Chino Hills HS	10/20/2017
DORADO, Margo	Publication Advisor	Chino Hills HS	10/20/2017
FAWCETT, Daniel	Yearbook Advisor	Chino Hills HS	10/20/2017
GUTIERREZ, Tiffany	Coach/Acad. Comp. Team	Chino Hills HS	10/20/2017
KRUMBINE, Steve	Band Director	Chino Hills HS	10/20/2017
LINDEMULDER, Craig	Audio/Visual Coordinator	Chino Hills HS	10/20/2017
MYERS, Eric	Junior Class Advisor	Chino Hills HS	10/20/2017
REYES, Albert	Sophomore Class Advisor	Chino Hills HS	10/20/2017
REYES, Karen	Senior Class Advisor	Chino Hills HS	10/20/2017
ROLLAND, Michael	Freshman Class Advisor	Chino Hills HS	10/20/2017
RUPE, Kerry	Drama Director	Chino Hills HS	10/20/2017
RUPE, Kerry	Freshman Class Advisor	Chino Hills HS	10/20/2017
RUTHERFORD, Laura	Choral Director	Chino Hills HS	10/20/2017
SABBARA, Samer	Athletic Director	Chino Hills HS	10/20/2017
THOMAS, Jonathan	Photo Advisor	Chino Hills HS	10/20/2017
TRIBE, Danielle	Drill Team Advisor	Chino Hills HS	10/20/2017
VELEZ, Christopher (NBM)	Choreographer	Chino Hills HS	10/20/2017
VERY, Cassandra	Dance Advisor	Don Lugo HS	10/20/2017
BELLOSO, Rodrigo	Freshman Class Advisor	Don Lugo HS	10/20/2017
CRISAFI, William	Senior Class Advisor	Don Lugo HS	10/20/2017
CURETON, Ashley	Agriculture Advisor	Don Lugo HS	10/20/2017
DEMING, Annette	Drama Director	Don Lugo HS	10/20/2017
DEMING, Annette	Publication Advisor	Don Lugo HS	10/20/2017
DOMINGUEZ, Christine H.	VICA	Don Lugo HS	10/20/2017
DONOHOO, James	Athletic Director	Don Lugo HS	10/20/2017
DONOHOO, James	Audio/Visual Coordinator	Don Lugo HS	10/20/2017
GREBEL, Robert	Coach/Acad. Comp. Team	Don Lugo HS	10/20/2017
HENSLEY, Irene (NBM)	Assistant Pep Squad	Don Lugo HS	10/20/2017
LIN, James	Yearbook Advisor	Don Lugo HS	10/20/2017
PARTIDA, Patricia (NBM)	Pep Squad Advisor	Don Lugo HS	10/20/2017
POTEET Jr., Ronald	Junior Class Advisor	Don Lugo HS	10/20/2017
RIGO-WITT, Farrah	Activities Director	Don Lugo HS	10/20/2017

**CERTIFICATED PERSONNEL** (cont.)

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

RIGO-WITT, Farrah	Audio/Visual Coordinator	Don Lugo HS	10/20/2017
SIPPRELLE, Delaney (NBM)	Choreographer	Don Lugo HS	10/20/2017
YANIK, Stephen	Band Director	Don Lugo HS	10/20/2017
YU, Sophie	FBLA/DECCA	Don Lugo HS	10/20/2017
YU, Sophie	Sophomore Class Advisor	Don Lugo HS	10/20/2017
TOTAL:			\$254,512.00

**APPOINTMENT – EXTRA DUTY - SPORTS**

ABSEC, Barry (NBM)	Girls Basketball (GF)	Ayala HS	10/20/2017
AVILA, Bryce (NBM)	Wrestling (GF)	Ayala HS	10/20/2017
BRUNIER, Grant (NBM)	Girls Water Polo (B)	Ayala HS	10/20/2017
BRUNIER, Grant (NBM)	Wrestling (GF)	Ayala HS	10/20/2017
CAMPBELL, Amy	Girls Basketball (GF)	Ayala HS	10/20/2017
COLIAS, Lucas (NBM)	Boys Basketball (B)	Ayala HS	10/20/2017
CORDTS, Michael (NBM)	Girls Water Polo (B)	Ayala HS	10/20/2017
DICHOSA, Joseph (NBM)	Girls Basketball (GF)	Ayala HS	10/20/2017
GONZALEZ, Jesus G. (NBM)	Girls Soccer (GF)	Ayala HS	10/20/2017
HARO, Marianna (NBM)	Volleyball (B)	Ayala HS	10/20/2017
HOLLIS, Allen (NBM)	Boys Basketball (GF)	Ayala HS	10/20/2017
INNIS, Kevin (NBM)	Wrestling (GF)	Ayala HS	10/20/2017
LOPEZ, Erik (NBM)	Wrestling (GF)	Ayala HS	10/20/2017
NEE, Meghan (NBM)	Girls Water Polo (B)	Ayala HS	10/20/2017
RIVAS, Brandon (NBM)	Girls Water Polo (B)	Ayala HS	10/20/2017
ROCHE, Daniel (NBM)	Boys Basketball (B)	Ayala HS	10/20/2017
SMITH, Cambria (NBM)	Girls Soccer (GF)	Ayala HS	10/20/2017
SOLTYSIK, Dylan (NBM)	Wrestling (B)	Ayala HS	10/20/2017
STORY, Andrea (NBM)	Girls Soccer (GF)	Ayala HS	10/20/2017
YOUNG, Wayne (NBM)	Girls Basketball (GF)	Ayala HS	10/20/2017
CARPENTER, Justin (NBM)	Band (B)	Chino HS	10/20/2017
ST. ESTEBEN, Dusty (NBM)	Baseball (B)	Chino HS	10/20/2017
SURINA, John (NBM)	Baseball (B)	Chino HS	10/20/2017
REED, Christopher (NBM)	Baseball (B)	Chino Hills HS	10/20/2017
CELESTINO, Raquel (NBM)	Girls Water Polo (B)	Don Lugo HS	10/20/2017
KUSHKAKI, Ehssanullah (NBM)	Boys Soccer (GF)	Don Lugo HS	10/20/2017
TOTAL:			\$42,528.00

**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2017, THROUGH  
JUNE 30, 2018**

LANATHOUA, Kathleen	MARTELL, Germaine		
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**CLASSIFIED PERSONNEL**

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

QUEVEDO, Lizette	Nutrition Services Asst. I (NS)	Litel ES	10/20/2017
MARTINEZ, Carmen	IA/Childhood Education (CDF)	Buena Vista Infant Toddler Center	10/20/2017
BACON, Cassie	IA/Special Education (SELPA/GF)	Don Lugo HS	10/20/2017
AVILA, Socorro	Bus Driver (GF)	Transportation	10/20/2017
CABALLERO, Teresa	Bus Driver (GF)	Transportation	10/20/2017

**PROMOTION**

SAWYER, Catherine	FROM: Typist Clerk II (GF) 8 hrs./261 contract days TO: Account Clerk II (GF) 8 hrs./261 contract days	Technology  Maintenance	10/20/2017
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**CHANGE IN ASSIGNMENT**

SEIBERT, Geary	FROM: Custodian I (GF) 2 hrs./261 contract days TO: Custodian I (GF) 8 hrs./261 contract days	Briggs K-8  Briggs K-8	10/20/2017
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**RETIREMENT**

TABITA, Cynthia (12 years of service)	IA/Special Education (SELPA/GF)	Boys Republic HS	09/30/2017
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**RESIGNATION**

HERNANDEZ, Ashley	IA/Special Ed/SH (SELPA/GF)	Special Ed	10/05/2017
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**APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JULY 1, 2017, THROUGH  
DECEMBER 31, 2017**

NEAL, Gloria	IA/Special Ed.-Collaborative	Don Lugo HS	
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## **CLASSIFIED PERSONNEL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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### **APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2017, THROUGH JUNE 30, 2018**

ABASTA, Alex	BAHENA, Karen	BARILONE, Felicia
CHUC, Nancy	FRAUSTO, Mario	HOLLEY, Kareema
LONGEROT-MARTINI, Deborah	MARTINEZ, John	MOORE, Joanna
PENA, Quinton	REYMAN, Allyssa	REYNA, Yolanda
SIMS, Mariah		

(504) = Federal Law for Individuals with Handicaps  
(ACE) = Ace Driving School  
(ADLTCALW) = Adult Cal Works  
(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.  
(ESLC) = ESL/Citizenship – Adult Education  
(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:** October 19, 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 CLAIMS**

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**BACKGROUND**

Claim 17-09-16 was submitted on September 25, 2017, by the Law Office of Thomas E. Rockett, III, on behalf of a student at Chino Hills HS. Claimant alleges that he was physically assaulted by a certificated employee. Claimant seeks unspecified damages and seeks a settlement demand that lies within the jurisdiction of the Superior Court.

Claim 17-09-17 was submitted on September 25, 2017, by Rosa Sanchez, a member of the public. Claimant alleges that her vehicle sustained damage after a baseball flew over the school site's fence denting the vehicle's fender. Claimant seeks reimbursement for vehicle damages in the amount of \$475.20.

Claim 17-09-18 was submitted on September 28, 2017, by Roxana Tadeo, on behalf of her son, a student at Canyon Hills JHS. Claimant alleges a lack of probable cause for suspension and expulsion regarding an occurrence with another student. Claimant seeks unspecified damages.

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 claims and refer them to the District's insurance adjuster.

**FISCAL IMPACT**

Unknown at present.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: REVISIONS TO THE JOB DESCRIPTIONS FOR DIRECTOR OF  
NUTRITION SERVICES AND LICENSED VOCATIONAL NURSE**

=====

**BACKGROUND**

Job descriptions are a statement of duties, qualifications, and responsibilities associated with a particular job. It is a matter of standard practice to modify and/or create job descriptions as new positions become necessary, jobs evolve, and responsibilities and duties change. Additionally, changes in organizational structure, student needs, and other factors require the revision of existing positions to support the District's mission of increased student achievement. The Director of Nutrition Services is being revised to restore the salary that was reduced in July 2011 due to the budget crisis. At the time of the reduction no duties were removed. The proposed job description also includes additional job duties.

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 revisions to the job descriptions for:

- a) Director of Nutrition Services, and
- b) Licensed Vocational Nurse.

**FISCAL IMPACT**

An additional impact of \$18,795.00 of the Nutrition Services fund for the Director of Nutrition Service and none for the Licensed Vocational Nurse.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Director, Nutrition Services	<b>REPORTS:</b>	Assistant Superintendent Business Services
<b>DEPARTMENT:</b>	Nutrition Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	226
<b>ISSUED:</b>	8-18-05	<b>SALARY:</b>	Range <del>16-15</del>

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**BASIC FUNCTION:**

Under direction of the Assistant Superintendent, Business Services plans, organizes, coordinates and directs the Nutrition Services Program throughout the District. Provides training and supervision for all the Nutrition Services Department staff in the District and performs related duties and responsibilities as required.

**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 the District-wide school Nutrition Services Program in conformance with federal and state laws and regulations, local and state health ordinances, and School District Policies. **(E)**

Develops and recommends changes in Nutrition Services policies and procedures to District administrators, including application processing and meal accountability procedures under the School Breakfast Program and National School Lunch Program.

OVERSEES ALL NUTRITION SERVICES MEAL APPLICATIONS, INCLUDING THE PROCESSING OF DIRECT CERTIFICATION AND MEDICAID APPLICATIONS THROUGH A STATEWIDE MATCHING SYSTEM. **(E)**

ANALYZES AND PROCESSES SPECIAL MEAL ACCOMMODATIONS UNDER SECTION 504 AND THE INDIVIDUALIZED EDUCATION PROGRAM BY PROVIDING APPROPRIATE SUBSTITUTIONS OR MODIFICATIONS THAT MEET THE REQUIREMENTS FOR CHILDREN WITH DISABILITIES UNDER THE SCHOOL BREAKFAST PROGRAM AND NATIONAL SCHOOL LUNCH PROGRAM. **(E)**

Prepares and administers the Nutrition Services Department budget, including subsidy and other income projections and control of expenditures. **(E)**

ANALYZES NUTRITION SERVICES DEPARTMENT FINANCIAL STATEMENTS AND TAKES CORRECTIVE ACTION WHEN NECESSARY TO PREVENT FINANCIAL LOSSES OR ENCROACHMENT TO THE GENERAL FUND. (E)

Develops and implements standards for the operation of an efficient, sanitary and high quality Nutrition Services Program. (E)

ASSISTS IN THE IMPLEMENTATION AND MONITORING OF NUTRITION STANDARDS OF COMPETITIVE FOODS SOLD AT ALL SCHOOLS.

REVIEWS PERIODIC INVENTORY FORMS AND REPORTS AND ORDERS SUPPLIES AND MATERIALS AS NECESSARY INCLUDING orders FOR United States Department of Agriculture (USDA) donated foodS when available and assures its proper use in accordance with government regulations.

Works with vendors regarding new products and services and/or problems involving their products or delivery service.

Develops and tests menus and recipes, plans menus that provide nutritious and appetizing foods and recommends prices for all operations.

Plans and directs District-wide meetings and workshops to provide training on food preparation and service, sanitation and nutrition. (E)

ENSURES THE PROFESSIONAL STANDARDS REQUIREMENT IS MET ANNUALLY FOR ALL NUTRITION SERVICES STAFF WHO OPERATE THE SCHOOL BREAKFAST PROGRAM AND THE NATIONAL SCHOOL LUNCH PROGRAM. (E)

Selects, assigns, transfers and recommends disciplining of Nutrition Services personnel in accordance with District policies and procedures. (E)

Meets with students, teachers, parents, vendors, employeeS and community groups on school Nutrition Services Program matters. (E)

Supervises the purchasing of food, related supplies, and food service equipment through formal and informal bid solicitation and the awarding of purchase orders in accordance with District policies and state and federal laws. (E)

CONDUCTS PROCUREMENT IN A MANNER THAT PROMOTES FULL AND OPEN COMPETITION INCLUDING THE DEVELOPMENT AND MAINTENANCE OF A WRITTEN CODE OF CONDUCT THAT COVERS CONFLICT OF INTERESTS AS IT RELATES TO THE SELECTION, AWARD AND ADMINISTRATION OF FOOD SERVICE CONTRACTS. (E)

~~Analyzes Nutrition Services Department financial statements and takes corrective action when necessary to prevent financial losses. (E)~~

Provides liaison between education and Nutrition Services staffs in establishing and conducting nutrition education programs.

WORKS IN CONCERT WITH THE DIRECTOR OF HEALTH SERVICES TO ASSESS AND MONITOR COMPLIANCE OF THE DISTRICT'S WELLNESS POLICY. (E)

Provides consultation on the construction or modernization of kitchen facilities.

DEVELOPS, MAINTAINS AND OVERSEES THE DISTRICT'S CATERING PROGRAM.

Performs other duties as assigned.

**MINIMUM REQUIREMENTS:**

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

A Bachelor's Degree from an accredited college or university with a major in dietetics, foods and nutrition, hotel and restaurant management, institutional management, business or public administration, or a related field is desirable.

Status as a Registered Dietitian with the American Dietetic Association and/or certification as a Director, Nutrition Services from the School Nutrition Association is desirable.

Three years of administrative or supervisory experience in school food service, hospital food service, institutional or contract food service programs, or restaurant management.

Multi-unit supervisory food experience is desirable.

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:**

- Federal and state regulations governing child nutrition programs, such as free and reduced price meals for needy students, USDA donated food usage and competitive food sales;
- Principles of good nutrition and their application to school nutrition service and the nutritional well-being of students;
- Food sanitation principles and control of microbiological and physical contamination of food;
- Menu planning to meet nutritional needs and taste preferences of students and to control plate waste;
- Kitchen layout and food supply, food service equipment specification preparation;
- Institutional food purchasing procedures, manpower scheduling, cost control, budget planning, control and reorder time schedules;
- Computer programs used in food service operations.

**ABILITY TO:**

- Apply professional knowledge and administrative ability in directing a comprehensive School Nutrition Services Program;
- Establish and maintain cooperative working relationships with those encountered throughout the course of the work day;
- Direct and supervise employees for maximum productivity and morale;
- Analyze situations accurately and adopt appropriate courses of action;
- Provide positive customer service.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- District office environment;
- Attend meetings;
- Considerable distraction from office activities;
- Constant interruptions;
- Demanding time lines;
- Emergency call-out;
- Occasional evening and/or variable hours;
- Subject to driving to a variety of locations to conduct work during day and evening hours.

### **PHYSICAL DEMANDS:**

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing or pulling equipment;
- Dexterity of hands and fingers to operate standard office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read and prepare/process documents.

### **HAZARDS:**

- Extended viewing of computer monitor;
- May be exposed to contact with hostile or abusive individuals.

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

\_\_\_\_\_  
**(Signature of Employee)**

\_\_\_\_\_  
**(Date)**

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

Revised: 11/16/00  
Revised: 08/18/05  
Revised: 08/26/16  
REVISED:

**LICENSED VOCATIONAL NURSE****DEFINITION**

Under general supervision OF the Director of Health Services AND NURSING SUPERVISION OF A SCHOOL NURSE, performs health services for students in regular education and special education programs within limits of licensure; administers medication and performs other specialized physical health care procedures in accordance with primary care provider's order; performs medical assessments of students as a result of illness, injury, seizure, or other medical problems occurring at school; communicates with parents, school site, and District personnel on health related matters; provides emergency medical care and related medical duties as required.

**OCCUPATIONAL GROUP**

Classified

**EXAMPLES OF DUTIES**

The following duties are examples for this classification:

1. Monitors physical and medical conditions of students; ~~assesses~~ EVALUATES AND REPORTS DATE OF students for illness, injury, seizure, or other medical problems occurring at school. **(E)**
2. Performs specialized health services to students including but not limited to medication administration; toileting assistance, catheterization, gavage feeding, range of motion exercises, ostomy care, and suctioning. **(E)**
3. Provides emergency medical care in the event of serious illness or accident including CPR/AED and first aid as necessary. **(E)**
4. Administers medication to students in accordance with state laws and District policies and procedures. **(E)**
5. Communicates with school nurse, staff, and parents as necessary regarding student and school site medical issues; coordinates necessary health conferences with SCHOOL NURSES ~~parents, staff, and community resources~~. **(E)**
6. Maintains records of all services provided for each student, including medication and procedures; completes incident reports and communication/contact reports; completes and submits Medi-Cal billing documentation. **(E)**
7. ~~Prepares~~ ASSISTS IN PREPARING reports for District, county, and state agencies. **(E)**
8. Assists in maintaining a neat, clean, orderly workstation; may submit medical office

supply orders.

9. Provides appropriate health instruction to students. **(E)**

~~10. Provides appropriate health related training for school and volunteer staff. **(E)**~~

10. Provides a variety of health care services such as bandaging, taking temperatures, applying ice packs, assisting with personal hygiene, and other related services. **(E)**

11. Maintains professional competence through continuing education course work or experience. **(E)**

12. Travels to various school sites to provide a variety of nursing duties, if necessary. **(E)**

13. Attends various meetings and training sessions as required. **(E)**

**(E)** = Essential Functions

## **MINIMUM REQUIREMENTS**

### **Knowledge of:**

- Methods and practice of performing routine medical/physical care of medically complex students, including administration of medication, trachea care and suctioning, and use of various pumps;
- Laws and regulation applicable to the role and scope of the licensed vocational nurse;
- Simple record keeping;
- Confidentiality laws relating to HIPPA, including student records;
- Emergency care including cardiopulmonary resuscitation, use of AED, first aid, use of emergency medications (i.e. epinephrine, diastat, glucagon);
- Use of clinical and health office equipment;
- Laws and codes related to the administration of health services in schools;
- Administrative practices and procedures, including record keeping and filing;
- Community health resources.

### **Ability to:**

- ~~Perform medically oriented assessment and~~ EVALUATE DATA AND IMPLEMENT specialized health procedures in a safe and efficient manner;
- Organize, set priorities, and exercise sound judgment within areas of responsibility;
- Understand and carry out oral and written instructions;
- Maintain detailed confidential student records and files;
- Understand general goals of special education in the public schools;
- Interact with students, parents, staff, and community in a professional manner;
- Be flexible in scheduling workload;
- Dispense medication pursuant to physician's instructions;



- Read and interpret medical orders and directives;
- Use effective written and oral communication skills; ;
- Observe and interpret people and situations;
- Perform basic math;
- Learn and apply new information or skills;
- Work under deadlines and frequent interruptions.

## **EXPERIENCE**

Three years successful nursing experience in a hospital, clinic, or school environment; previous experience in dealing with preschool and school age children.

## **EDUCATION**

Completion of 12th grade or general education diploma (GED).

## **WORKING CONDITIONS**

- Conditions are representative of those that must be met by an employee to successfully perform the essential functions of this jobs;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions;
- School health office environment;
- Considerable distraction and constant interruptions from office activities;
- Extensive contact with students;
- Subject to interruptions from the medical health aide and emergency and/or disaster situations;
- Transport of students in prescribed medical equipment, i.e. wheelchair, gurney, or stretcher.

## **PHYSICAL ABILITIES**

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing, or pulling;
- Climbing ladders/step stools;
- Dexterity of hands and fingers to operate a computer keyboard and other job related equipment;
- Lifting up to 50 pounds using proper lifting methods;
- Kneeling, crouching, above the shoulders and horizontally to retrieve and shelve supplies;
- Visual and hearing abilities to perform job responsibilities.

## **HAZARDS**

- Contact with cleaning agents, chemicals and biologicals/needles;
- Exposure or contact with blood or body fluids;
- Exposure to a variety of infestations;
- Exposure to individuals with excessive body odor;

- Extended viewing of a computer monitor;
- Noise and fumes from equipment operation;
- Working around and with machinery having moving parts.

### **SPECIAL REQUIREMENTS**

Possession of a valid vocational nurse license.

Must possess and maintain a valid and current cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification.

Must possess or obtain prior to appointment, a valid California driver's license. Must have the ability to obtain and maintain insurability status under the District's vehicle insurance policy.

A pre-employment physical is required.

Board Approved:        June 15, 2017  
REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: FIELDWORK AGREEMENT WITH AZUSA PACIFIC UNIVERSITY**

=====

**BACKGROUND**

Fieldwork agreements provide a high quality of learning, support and practical classroom experience for professionals in training. The Chino Valley Unified School District has an opportunity to establish a fieldwork agreement with Azusa Pacific University.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the fieldwork agreement with Azusa Pacific University.

**FISCAL IMPACT**

None.

WMJ:LF:SH:RR:mcm



**School of Behavioral and Applied Sciences**

901 East Alosta Avenue  
PO Box 7000  
Azusa, California 91702-7000  
Phone: (626) 969-3434  
www.apu.edu

## **MEMORANDUM OF UNDERSTANDING**

**THIS AGREEMENT** entered into by and between **Azusa Pacific University**, hereinafter called the **UNIVERSITY** and **Chino Valley Unified School District**, hereinafter called the **DISTRICT**:

### **WITNESSETH**

**WHEREAS**, the governing board of a school district may enter into agreements with a college or university approved by the Commission on Teacher Credentialing as a teacher education institution (Ed. Code Section 44227), to provide educational field experiences as may be called for in the requirements of the various authorized credentials for public school service; and

**WHEREAS**, any such agreement may provide for the payment in money or in services for the services rendered by the school district of an amount not to exceed the actual cost to the school district of the services rendered; and

**WHEREAS**, the University operates fully-accredited educational programs for its candidates; and

**WHEREAS**, it is to the mutual benefit of the University and the District to make a program of educational fieldwork experiences available to the University's candidates at the District's facilities.

**NOW, THEREFORE**, it is mutually agreed upon between the parties as follows:

### **GENERAL TERMS AND CONDITIONS**

1. **Term.** The term of this agreement shall commence on **January 1, 2018**, and terminate on **June 30, 2021**.
2. **Termination.** Notwithstanding anything herein contained to the contrary, either party may terminate this agreement with thirty (30) days written notice to the undersigned. In the event of early termination of this agreement, candidates who have not yet completed their K-12 Educational field experience assignment in the District may complete their assignment at the discretion of the University. Nothing in this agreement shall limit the right of the University, acting in its sole discretion, to remove a candidate from the K-12 setting at any time.

3. **Amendments.** The provisions of this agreement may be altered, changed, or amended, by mutual written consent of the parties hereto.
4. **Execution.** This agreement may be executed in one or more counterparts, all of which shall constitute one and the same document. Counterparts may be exchanged by facsimile or email. Each counterpart, whether an original signature or a facsimile copy, shall be deemed an original as against any Party who signed it.
5. **Insurance.**
  - a. The District shall maintain minimum insurance coverage for Worker's Compensation, including Employer's Liability, covering its employees. The University shall maintain minimum insurance coverage for Worker's Compensation, including Employer's Liability, covering its employees and candidates.
  - b. The District shall carry professional liability insurance coverage in the amount of \$1,000,000 per limit and \$3,000,000 in the aggregate, for its employees and agents. The University shall carry professional liability insurance coverage in the amount of \$1,000,000 per limit and \$3,000,000 in the aggregate, for its employees, agents, and candidates. The District shall maintain general liability insurance coverage in the amount of \$1,000,000 per incident and \$3,000,000 in the aggregate, covering its employees and agents. The University shall maintain general liability insurance coverage in the amount of \$1,000,000 per incident and \$3,000,000 in the aggregate, covering its employees, agents, and candidates.
  - c. The District maintains proof of all insurance coverage and will provide said proof to the University upon request. The University maintains proof of all insurance coverage and will provide said proof to the District upon request.
  - d. The employment status of candidates and the responsibility for insurance coverage for candidate activities depends upon the status of the candidates as set forth below:
    - i. Candidates Participating in Unpaid K-12 Educational Field Experience not at Candidate's Place of Employment: If the University's candidates are participating in an unpaid K-12 educational field experience not at his or her place of employment, it is understood that the University's candidates are fulfilling specific requirements for field experiences as part of a degree or credential program requirement, and therefore, the University's candidates do not thereby become employees of the District by virtue of their field experience. The University shall be responsible for providing insurance coverage for such candidates, pursuant to Sections 5.a and 5.b of this agreement.
    - ii. Candidates Participating in Unpaid K-12 Educational Field Experience at Candidate's Place of Employment: If the University's candidates are participating in

an unpaid internship or field experience at his or her place of employment, it is understood by that the University and the District shall keep the field experience and work duties of the University's candidates strictly separate. The University shall be responsible for providing insurance coverage for such candidates' field experience pursuant to Section 5.a and 5.b of this agreement. The District shall be responsible for providing insurance coverage for such candidates' activities as a District employee pursuant to Section 5.a and 5.b of this agreement.

- iii. Candidates Participating in Paid K-12 Educational Field Experience: If the University's candidates are provided with a nominal stipend from the District intended to reimburse them for estimated expenses related to their field experience, the University's candidates do not thereby become employees of the District, and the University shall be responsible for providing insurance coverage for such candidates pursuant to Sections 5.a and 5.b of this agreement; however, the District shall be responsible for issuing a Form 1099 reporting the stipend to the Internal Revenue Service. If, however, the University's candidates are paid by the District for their services, then they become employees of the District, and the District is responsible for all employee obligations and for insuring the activities of such candidates under Section 5.a and 5.b of this agreement.

## 6. Confidentiality.

- a. All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District or the project shall remain strictly confidential and shall not be disclosed without consent of the District. The University agrees to notify candidates that they are responsible for respecting and maintaining the confidentiality of all information with respect to all students of the District.
- b. The University and the District agree to comply with the Family Educational Rights and Privacy Act (FERPA) of 1974, and all requirements imposed by or pursuant to regulation of the Department of Education to the end that the rights and privacy of the students enrolled in the District and of their parents are not violated or invaded. This assurance is given to obtain access to individual student data for the purpose of using said data to fulfill assignments or contractual obligations with the District. The provisions of the Family Educational Rights and Privacy Act of 1974 include, but are not limited to ensuring that (a) no identification of students or their parent(s)/guardian(s) by persons other than representatives of the University and required persons performing activities mandated by the California Department of Education, California Commission on Teacher Credentialing (i.e. auditors) is permitted; (b) the individual student data will be destroyed when no longer needed for the purpose(s) for which they were obtained; (c) no access to individual student data shall be granted by the University to any other persons, agency, or organization without the written consent of the pupil's parent/guardian, except for sharing with other persons within the District or representatives of the University, so long as those persons have a legitimate interest in the information; (d) the District will not disclose the candidate records

of the University's candidates except to University and District officials who have a legitimate need for the information consistent with their official responsibilities.

7. **Non-Discrimination.** The University and the District agree to make no distinction among candidates covered by this agreement on the basis of race, color, religion, national origin, gender, age, disability, or status as a veteran.
8. **Transportation of Students.** Neither the University nor the District will provide transportation for candidates between the University and the District school. Each candidate shall be responsible for his or her transportation.
9. **Scope of Authority.** The District shall exercise exclusive control over the administration, operation, maintenance and management of the District and its schools, and the University's candidates while they are in residence at the District. Subject thereto, the University shall exercise control and supervision over the operation, curriculum, faculty and candidates of the University within the prescribed framework.
10. **Indemnification.**
  - a. The University shall indemnify, save and hold harmless the District, its officers, directors, and employees from and against all obligations, claims and liabilities of any kind under state or federal law (including costs and attorney's fees) that may arise out of negligent acts or omissions of the University, and its officers, directors, candidates and employees during the course and scope of a University candidate's clinical training.
  - b. The District shall indemnify, save and hold harmless the University, its officers, directors, and employees from and against all obligations, claims and liabilities of any kind under state or federal law (including costs and attorney's fees) that may arise out of negligent acts or omissions of the District, and its officers, directors, or employees during the course and scope of a University candidate's clinical training.

11. **Scope of Work.**

**ADAPTED PHYSICAL EDUCATION FIELDWORK**

"Fieldwork" as used herein and elsewhere in this agreement means active participation in the duties and functions of teaching adapted physical education under the direct supervision and instruction of employees of the District (a) holding valid credentials and authorizations issued by the Commission on Teacher Credentialing, other than emergency or intern credentials, authorizing them to serve as adapted physical education teachers in the schools or classes in which the fieldwork is provided and (b) having completed a minimum of three years of successful teaching experience.

The District shall provide teaching experience through fieldwork in schools and classes of the district for candidates who are assigned by the University to fieldwork in schools or classes of the District. Such fieldwork shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representatives may agree upon.

The District may, for good cause, refuse to accept for fieldwork any candidate of the University assigned to fieldwork in the District and upon request of the District, made for good cause, the University shall terminate the assignment of any candidate of the University to fieldwork in the District.

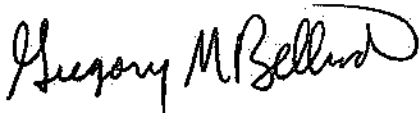
The University will ensure candidates who participate in fieldwork hold a Baccalaureate degree or higher from a regionally accredited institution of higher education and have satisfied the additional requirements of (a) passing the CBEST exam, (b) demonstrating Subject Matter Competence, (c) meeting U.S. Constitution, (d) possessing a valid certificate of clearance, (e) have a negative TB test within 2 years of the end date of the fieldwork assignment, (f) passing applicable Teaching Performance Assessments, and (g) passing core coursework in the adapted physical education added authorization program.

An assignment of a candidate of the University to fieldwork in schools or classes of the District shall be, at the discretion of the University for a minimum of 35 hours for the first University term of fieldwork, and a minimum of 35 hours for the second University term of fieldwork. Fifty (50) percent of fieldwork hours shall be completed at preschool and elementary school sites, and fifty percent of fieldwork shall be completed at secondary (i.e., middle and high) school sites.

The following signatures hereby indicate approval of this agreement:

Azusa Pacific University

By:



Name: Gregory M. Bellinder

Title: Program Coordinator, Adapted  
Physical Education Added  
Authorization

Date: September 27, 2017 *GMB*

Address: Azusa Pacific University  
School of Behavioral and Applied  
Sciences  
P.O. Box 7000  
Azusa, CA 91702

Chino Valley Unified School District

By:

Name:

Title:

Date:

Address:



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: REVISION OF ADMINISTRATIVE REGULATION 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. Administrative Regulation 5145.3 Students – Nondiscrimination Harassment of Students is being revised to include the email address of the District's Title IX coordinator pursuant to Education Code section 221.61.

New language is provided in UPPER CASE.

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the revision of Administrative Regulation 5145.3 Students – Nondiscrimination/Harassment of Students.

**FISCAL IMPACT**

None.

WMJ:NE:SJ:smr

**NONDISCRIMINATION/HARASSMENT OF STUDENTS**

The Board of Education designates the individual(s) identified below as the employee(s) responsible for coordinating the District's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the Districts nondiscrimination policies. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Director of Student Support Services  
13453 Ramona Avenue  
Chino, CA 91710  
909-628-1201 Extension 7750  
STEPHANIE\_JOHNSON@CHINO.K12.CA.US

At the direction of the compliance officer, additional District administrators may assist in investigations within their area of expertise.

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at District schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the District's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/ guardians, employees, volunteers, and the general public, posting them on the District's website and other prominent locations.

(cf. 1113 - District and School Websites)

(cf. 1114 - District-Sponsored Social Media)

2. Provide to students a handbook that contains information that clearly describes the District's nondiscrimination policy, procedures for filing a complaint. (Education Code 234.1)
3. Annually notify all students and parents/guardians of the District's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students.

(cf. 5145.6 - Parental Notification)

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

4. The Superintendent or designee shall ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the District's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985.

5. Provide to students, employees, and parents/guardians information regarding the District's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; and how and to whom a report of an incident should be made. Such information shall include guidelines the District may use to provide a discrimination-free environment for all District students, including transgender and gender-nonconforming students.
6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
7. At the beginning of each school year, inform each principal or designee of the District's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

**Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce Board Policy 5145.3 – Nondiscrimination/Harassment of Students. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing information to students, staff, and parents/guardians about unlawful discrimination, and how to report it or file a complaint

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

3. Disseminating and/or summarizing the District's policy and regulation regarding unlawful discrimination
4. Consistency with the laws regarding the confidentiality of student records, communicating the school's response to students, parents/guardians, and the community

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against students and anyone determined to have engaged in wrongdoing in violation of District policy, including any student who is found to have filed a complaint of discrimination that he/she knew was not true

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

**Process for Initiating and Responding to Complaints**

Any student who feels that he/she has been subjected to unlawful discrimination described above or in District policy is strongly encouraged to immediately contact the principal, any staff member or compliance officer. In addition, any student who observes any such incident is strongly encouraged to report the incident to the principal, compliance officer, or designee, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the principal, compliance officer, or designee, within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal, compliance officer, or designee, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to Administrative Regulation 5145.7 – Sexual Harassment.

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

Once notified verbally or in writing, the principal, compliance officer, or designee, shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, designee, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

**Transgender and Gender-Nonconforming Students**

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of his/her gender, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender he/she was assigned at birth.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited.

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

Administrative Regulation 5145.7 shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and board policy, the District shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: a student's transgender or gender-nonconforming status is his/her private information and the District shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the District has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the District shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the District pursuant to 34 CFR 99.31. Any District employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a District employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the District's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate, given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The District shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

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

2. Determining a student's gender identity: the compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her gender identity unless District personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. Addressing a student's transition needs: the compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it.
4. Accessibility to sex-segregated facilities, programs, and activities: when the District maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the District shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the District shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

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

5. Student records: a student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the District shall use the student's preferred name and pronouns consistent with his/her gender identity on all other District-related documents. such preferred name may be added to the student's record and official documents as permitted by law.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

**Chino Valley Unified School District**

Regulation approved: September 7, 2017

REVISED:



**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: WILLIAMS SETTLEMENT LEGISLATION QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY FOR JULY THROUGH SEPTEMBER 2017**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

None.

WMJ:GP:rtt

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

District Name: Chino Valley Unified School District

Quarter covered by this report: July 2017 – September 2017

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

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

Submitted by: Grace Park, Ed.D.

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

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

**PREPARED BY:** Lea Fellows, Assistant Superintendent, Human Resources

**SUBJECT: REVISION OF BOARD POLICY 1160 COMMUNITY RELATIONS –  
POLITICAL PROCESSES**

=====

### **BACKGROUND**

A Board member requested that Board Policy 1160 Community Relations – Political Processes be revised to clarify the restrictions regarding the posting/distribution of campaign materials on District property. This item was presented to the Board of Education on April 6, 2017, for first reading, and July 20, 2017, for second reading, as information. Since then, there have been additional revisions to the policy for a third reading.

<b>Date</b>	<b>Reading</b>	<b>Legend</b>
April 6, 2017	1 <sup>st</sup> Reading	New language added in the first reading is provided in <b>UPPER CASE</b> .
July 20, 2017	2 <sup>nd</sup> Reading	New language added in the second reading is provided in <b>bold UPPER CASE</b> . New language that was added in the first reading but was deleted from the second reading is provided in <del>UPPER CASE lined through</del> . Old language that was <del>lined through</del> in the first reading but added back in the second reading is provided in <i>italics</i> .
October 19, 2017	3 <sup>rd</sup> Reading	New subsequent changes in the third reading are provided in <u>underlined UPPER CASE</u> . New language that was added in the first reading but deleted from the third reading is provided in <u>underlined UPPERCASE lined through</u> . New language that was added in the second reading but deleted in the third reading is provided in <u>underlined bold UPPERCASE lined through</u> .

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 1160 Community Relations – Political Processes.

**FISCAL IMPACT**

None.

WMJ:LF:mcm

## POLITICAL PROCESSES

The Board of Education has a responsibility to actively advocate fiscal and public policy that supports the District's schools and the children in the community. The Board shall be proactive in defining the District's advocacy agenda based on the District's vision and goals and the needs of the District and community. The Board's advocacy efforts shall be conducted in accordance with legal requirements.

(cf. 0000 - Vision)  
(cf. 0200 - Goals for the School District)  
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)  
(cf. 9000 - Role of the Board)  
(cf. 9010 - Public Statements)

The Board may provide fair and impartial information about legislative issues affecting schools and children, and shall inform the community about its legislative advocacy activities. *However, the Board shall not urge the public to lobby the legislature on behalf of the District.*

NO ONE WHO HOLDS, OR WHO IS SEEKING ELECTION OR APPOINTMENT TO, ANY OFFICE OR EMPLOYMENT IN A LOCAL AGENCY SHALL, DIRECTLY OR INDIRECTLY, USE, PROMISE, THREATEN OR ATTEMPT TO USE, ANY OFFICE, AUTHORITY, OR INFLUENCE, WHETHER THEN POSSESSED OR MERELY ANTICIPATED, TO CONFER UPON OR SECURE FOR ANY PERSON, OR TO AID OR OBSTRUCT ANY PERSON IN SECURING, OR TO PREVENT ANY PERSON FROM SECURING, ANY POSITION, NOMINATION, CONFIRMATION, PROMOTION, CHANGE IN COMPENSATION OR POSITION, WITHIN THE LOCAL AGENCY UPON CONSIDERATION OR CONDITION THAT THE VOTE OR POLITICAL INFLUENCE OR ACTION OF SUCH PERSON OR ANOTHER SHALL BE GIVEN OR USED IN BEHALF OF, OR WITHHELD FROM, ANY CANDIDATE, OFFICER, OR PARTY, OR UPON ANY OTHER CORRUPT CONDITION OR CONSIDERATION. THE PROHIBITIONS OF THIS SECTION SHALL APPLY TO EITHER URGING OR DISCOURAGING ANY POLITICAL ACTION OF AN EMPLOYEE. (Education Code 7053)

## Ballot Measures/Candidates

No District funds, services, supplies or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board of Education. (Education Code 7054)

The Board may discuss and study the potential effect of proposed or qualified ballot measures on the District's schools at an open and agendaized board meeting. The Board's discussion of the effect of such measures shall include an opportunity for staff and members of the public to speak on all sides of the issue. At that meeting, the Board may adopt a position or resolution in support of or in opposition to a ballot measure. The

**POLITICAL PROCESSES (cont.)**

language in any resolution adopted by the Board shall not urge the public to take any action regarding the measure.

(cf. 9320 - Meetings and Notices)

The Board's position on a ballot measure, including any resolution, shall be publicized only through normal District procedures and consistent with regular District practice for reporting Board actions. Such publicity shall be for informational purposes and shall not attempt to influence voters.

The Superintendent or designee may use District resources to provide students, parents/guardians, and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the District. (Education Code § 7054)

(cf. 1100 - Communication with the Public)

In preparing or distributing such informational material, the Superintendent or designee shall analyze the material to help ensure that it is an appropriate informational activity, provides a fair analysis of the issues, and does not advocate passage or defeat of a measure or candidate.

District resources, including email or computer systems shall not be used to disseminate campaign literature. In addition, District resources shall not be used to purchase advertisements, bumper stickers, posters, or similar promotional items that advocate an election result or urge voters to take any action in support of or in opposition to a measure.

WITH THE EXCEPTION OF POSTINGS EXPRESSLY PERMITTED BY THE EDUCATIONAL EMPLOYMENT RELATIONS ACT (EERA), AND/OR EDUCATION CODE SECTION 7056 (B), CAMPAIGN LITERATURE SHALL NOT BE POSTED OR DISTRIBUTED ON DISTRICT PROPERTY. THE SUPERINTENDENT OR DESIGNEE MAY AUTHORIZE THE REMOVAL AND DISPOSAL OF ANY PROHIBITED CAMPAIGN LITERATURE POSTED ON DISTRICT PROPERTY.

WITH THE EXCEPTION OF DISTRIBUTIONS BY EMPLOYEE ORGANIZATIONS POSTINGS EXPRESSLY PERMITTED BY THE EERA, AND/OR EDUCATION CODE SECTION 7056(B), MEMBERS OF THE COMMUNITY MAY NOT DISTRIBUTE/POST CAMPAIGN LITERATURE ON DISTRICT PROPERTY. PRINCIPALS MAY EXCLUDE PARENTS, COMMUNITY MEMBERS, OR ANY MEMBER OF THE PUBLIC OR OTHER MEMBERS OF THE COMMUNITY FROM A SCHOOL SITE WHEN, IN THEIR JUDGMENT, THE PERSON'S CONTINUAL PRESENCE MAY POSE A THREAT TO STUDENTS PUPILS OR STAFF DUE TO INAPPROPRIATE CONDUCT OR A PREVIOUS INCIDENT ON CAMPUS INVOLVING STUDENTS PUPILS OR STAFF.

## **POLITICAL PROCESSES (cont.)**

(cf. 1325 - Advertising and Promotion)

Political activity related to District bond measures shall, in addition to the above, be subject to the following conditions:

1. The Superintendent or designee may research, draft and prepare a bond measure or other initiative for the ballot, but shall not use District resources to influence voters or otherwise campaign for the measure.
2. Upon request, Board members and District administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

If the presentation occurs during working hours, the employee representing the District shall not urge a citizens' group to vote for or against the bond measure.

3. The Board or any individual Board member may file a written argument for the ballot that is either for or against any school measure. (Elections Code 9501)

## **Legislation**

The Board's responsibility as an advocate for the District may include lobbying and outreach at the state, national, and local levels. The Board and Superintendent or designee shall work to establish and maintain ongoing relationships with elected officials, community leaders, and the media in order to communicate District positions and concerns.

(cf. 1020 - Youth Services)

(cf. 1112 - Media Relations)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 7131 - Relations with Local Agencies)

In order to strengthen legislative advocacy efforts, the District may work with organizations and coalitions, and may join associations whose representatives lobby on behalf of their members in accordance with Government Code 53060.5.

The District may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its advocacy activities. However, informational materials about legislation shall not urge the public to lobby the legislature, governor, or state agencies on behalf of the District.

As necessary, the Superintendent or designee may draft legislative ~~OR REGULATORY~~ proposals which serve the District's interests.

## POLITICAL PROCESSES (cont.)

### Legal Advocacy

The Board of Education recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the District may join with other districts or parties in order to **RESOLVE challenge** the issue through litigation or other appropriate means.

(cf. 9124 - Attorney)

(cf. 9321 - Closed Session Purposes and Agendas)

### Political Forums

Forums on political issues may be held in District facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code § 7058)

(cf. 1330 - Use of School Facilities)

#### Legal Reference:

##### EDUCATION CODE

7050-7058 Political activities of school officers and employees, including: 7054 Use of district property

7054.1 Requested appearance

7056 Soliciting or receiving political funds 35160 Authority of governing boards 35172 Promotional activities

##### ELECTIONS CODE

9501 School district elections, arguments for or against a measure

##### GOVERNMENT CODE

8314 Unlawful use of state resources

53060.5 Attendance at legislative body; expenses 54953.5 Right to record proceedings

54953.6 Broadcasts of proceedings

81000-91015 Political Reform Act, including: 82031 Definition of independent expenditure

##### CODE OF REGULATIONS, TITLE 2

18600-18640 Lobbyists

18901.1 Campaign related mailings sent at public expense

##### COURT DECISIONS

Vargas v. City of Salinas, (2009) 46 Cal. 4th 1

Santa Barbara County Coalition Against Automobile Subsidies v. Santa Barbara County Association of Governments, (2008) 167 Cal.App.4th 1229

Yes on Measure A v. City of Lake Forest, (1997) 60 Cal.App.4th 620

Choice-in-Education League et al v. Los Angeles Unified School District, (1993) 17 Cal.App.4th 415

League of Women Voters v. Countywide Criminal Justice Coordination Committee, (1988) 203

Cal.App.3d 529

Miller v. Miller, (1978) 87 Cal.App.3d 762

Stanson v. Mott, (1976) 17 Cal. 3d 206

##### ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 46 (2005)

73 Ops.Cal.Atty.Gen. 255 (1990)



**POLITICAL PROCESSES (cont.)**

**Management Resources:**

CSBA PUBLICATIONS

Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

Legal Guidelines for Lobbying Activity, Fact Sheet, February 2011

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Legal Issues Associated with Use of Public Resources and Ballot Measure Activities, June 2010

WEBSITES

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

Fair Political Practices Commission: [www.fppc.ca.gov](http://www.fppc.ca.gov)

Institute for Local Government: [www.ca-ilg.org](http://www.ca-ilg.org)

**Chino Valley Unified School District**

Policy adopted: October 19, 1995

Revised: May 20, 1999

Revised: September 8, 2011

REVISED:

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** October 19, 2017

**TO:** Members, Board of Education

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

**PREPARED BY:** Lea Fellows, Assistant Superintendent, Human Resources

**SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE  
REGULATION 4119.25, 4219.25, AND 4319.25 ALL PERSONNEL  
– POLITICAL ACTIVITIES OF EMPLOYEES**

### BACKGROUND

A Board member requested that Board Policy and Administrative Regulation 4119.25, 4219.25, and 4319.25 All Personnel – Political Activities of Employees be revised to enact rules regarding the political activity of employees and campaign activity on District property. This item was presented to the Board of Education on April 6, 2017 for first reading, and July 20, 2017 for second reading, as information. Since then, there have been additional revisions to the policy for a third reading.

Date	Reading	Legend
April 6, 2017	1 <sup>st</sup> Reading	New language added in the first reading is provided in <b>UPPER CASE</b> .
July 20, 2017	2 <sup>nd</sup> Reading	New language added in the second reading is provided in <b>bold UPPER CASE</b> , while old language to be deleted is <b>bold lined through</b> . New language that was added in the first reading but was deleted from the second reading is provided in <del>UPPER CASE lined through</del> .
October 19, 2017	3 <sup>rd</sup> Reading	New subsequent changes in the third reading is provided in <u>underlined UPPER CASE</u> . New language that was added in the first reading but being deleted in the third reading is provided in <del>underlined UPPER CASE lined through</del> . New language that was added in the second reading but being deleted in the third reading is provided in <del>bold underlined UPPER CASE lined through</del> . Current language that is being deleted from the third reading is provided in <del>Sentence case lined through</del> .

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 4119.25, 4219.25, and 4319.25 All Personnel – Political Activities of Employees.

**FISCAL IMPACT**

None.

WMJ:LF:mcm

## **POLITICAL ACTIVITIES OF EMPLOYEES**

The Board of Education respects the right of school employees to engage in political ~~DISCUSSIONS AND~~ activities on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of the District.

(cf. 1160 - Political Processes)

THE BOARD OF EDUCATION ALSO RECOGNIZES THAT STATE LAW GENERALLY PROHIBITS THE USE OF DISTRICT PROPERTY, FUNDS, SERVICES, SUPPLIES, OR EQUIPMENT AND DISTRICT TIME FOR POLITICAL PURPOSES. ~~THE BOARD IT~~ THEREFORE ENACTS THE FOLLOWING RULES REGARDING POLITICAL ACTIVITY:

NO ON-DUTY EMPLOYEE SHALL ENGAGE IN POLITICAL ACTIVITIES UPON PROPERTY UNDER THE JURISDICTION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT. "PROPERTY" AS USED HEREIN, INCLUDES SCHOOL PREMISES, PROPERTY OWNED BY THE DISTRICT, AND PROPERTY IN POSSESSION OF THE DISTRICT, WHETHER THE POSSESSION BE THROUGH LEASE OR OTHERWISE. HOWEVER, OUTSIDE OF ON-DUTY HOURS AND OFF DISTRICT PROPERTY, EMPLOYEES HAVE THE SAME RIGHT AS ALL OTHER PERSONS TO PARTICIPATE IN POLITICAL ACTIVITIES. ADDITIONALLY, EMPLOYEE ORGANIZATIONS ARE GUARANTEED CERTAIN RIGHTS OF COMMUNICATION PURSUANT TO THE EDUCATIONAL EMPLOYMENT RELATIONS ACT, AND THIS POLICY IS NOT INTENDED TO INFRINGE UPON THOSE RIGHTS.

Like other **COMMUNITY** members, employees may use school facilities for meetings under the Civic Center Act.

(cf. 1330 - Use of School Facilities)

Employees shall refrain from prohibited activities identified in law and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action. ~~and/or criminal penalties.~~ ADDITIONALLY, EDUCATION CODE SECTION 7054 PROVIDES FOR CRIMINAL PENALTIES IN THE EVENT OF A VIOLATION.

EMPLOYEES WHO ARE CONTACTED OR SOLICITED TO DISTRIBUTE POLITICAL MATERIAL TO STUDENTS ~~OR STAFF~~ SHALL IMMEDIATELY REPORT SUCH CONTACT TO THE PRINCIPAL, OR OTHER SITE ADMINISTRATOR, WHO SHALL REPORT THE MATTER TO THE SUPERINTENDENT OR DESIGNEE FOR RESOLUTION.

(cf. 1325 - Advertising and Promotion)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

## **POLITICAL ACTIVITIES OF EMPLOYEES (cont.)**

### **Legal Reference:**

#### **EDUCATION CODE**

7050-7057 Political activities of school officers and employees 38130-38139 Civic Center Act

51520 Prohibited solicitations on school premises

#### **GOVERNMENT CODE**

3543.1 Rights of employee organizations

#### **COURT DECISIONS**

San Leandro Teachers Association v. Governing Board (2009) 46 Cal.4th 822

Downs v. Los Angeles Unified School District, (9th Cir. 2000) 228 F.3d 1003

California Teachers Association v. Governing Board of San Diego Unified School District, (1996) 45 Cal.App. 4th 1383

L.A. Teachers Union v. L.A. City Board of Education, (1969) 71 Cal.2d 551

#### **ATTORNEY GENERAL OPINIONS**

84 Ops.Cal.Atty.Gen. 106 (2001)

84 Ops.Cal.Atty.Gen. 52 (2001)

77 Ops.Cal.Atty.Gen. 56 (1994)

#### **PUBLIC EMPLOYMENT RELATIONS BOARD RULINGS**

California Federation of Teachers, Local 1931 v. San Diego Community College District (2001) PERB Order #1467 (26 PERC 33014)

### **Management Resources:**

#### **CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS**

Political Activities of School Districts: Legal Issues, 1998, revised 2001

#### **WEBSITES**

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

Office of the Attorney General, Dept. of Justice: [www.caag.state.ca.us](http://www.caag.state.ca.us)

Public Employment Relations Board: [www.perb.ca.gov](http://www.perb.ca.gov)

## **Chino Valley Unified School District**

Policy Adopted: November 16, 1995

Revised: April 1, 1999

Revised: October 18, 2012

REVISED:

All Personnel

AR 4119.25(a)

AR 4219.25(a)

AR 4319.25(a)

## POLITICAL ACTIVITIES OF EMPLOYEES

SUBJECT TO THE “EMPLOYEE ORGANIZATIONS” SECTION BELOW, District employees shall not:

1. Use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Board of Education. (Education Code 7054)

(cf. 1160 - Political Processes)

2. During working hours (UNLESS DURING NONWORKING TIME) and on District property, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service or other working conditions. (Education Code 7056)
3. During working hours (UNLESS DURING NONWORKING TIME) and on District property, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures.
4. **DURING WORKING HOURS** (UNLESS DURING NONWORKING TIME) **AND ON DISTRICT PROPERTY**, ~~Use District time to~~ urge the passage or defeat of any ballot measure or candidate.
5. Use District equipment for the preparation or reproduction of political campaign materials, even if the District is reimbursed.

(cf. 3512 - Equipment)

6. ~~DURING WORKING HOURS AND ON DISTRICT PROPERTY, UNLESS EXPRESSLY PERMITTED TO DO SO BY THE EDUCATIONAL EMPLOYMENT RELATIONS ACT,~~ post or distribute political campaign materials ~~on District property~~.
  7. Disseminate political campaign materials through the District’s mail service, email or staff mailboxes.
- (cf. 4040 - Employee Use of Technology)
8. Use students to write, address or distribute political campaign materials.

## POLITICAL ACTIVITIES OF EMPLOYEES (cont.)

9. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views.

(cf. 6144 - Controversial Issues)

- ~~10. USE THEIR POSITION AS DISTRICT EMPLOYEES TO ATTEMPT TO COERCE OR INFLUENCE THE POLITICAL ACTIVITY OR INACTIVITY OF ANOTHER PERSON IN EXCHANGE FOR A PROMISE OF BENEFIT OR THREAT OF REPRISAL. (Education Code 7053)~~

- ~~10. ATTEMPT TO COERCE OR INFLUENCE THE POLITICAL ACTIVITY OR INACTIVITY OF ANOTHER PERSON IN EXCHANGE FOR A PROMISE OF BENEFIT OR THREAT OF REPRISAL. (Education Code 7053)~~

11. DISPLAY POLITICAL SIGNS ON VEHICLES PARKED ON DISTRICT PROPERTY IF, IN THE JUDGMENT OF THE PRINCIPAL OR SITE ADMINISTRATOR, SUCH SIGNS MAY LEAD TO DISRUPTION OF THE EDUCATIONAL ENVIRONMENT OR IMPLY DISTRICT ENDORSEMENT OF THE CONTENT OF THE SIGN. IN CONTRAST, DISPLAYING POLITICAL BUMPER STICKERS, AND ~~SIMILARLY-SIZED SIGNS INSIDE VEHICLES, THAT ARE NOT VISIBLE TO STUDENTS IN ANY CLASSROOM AND~~ DO NOT IMPLY DISTRICT ENDORSEMENT ~~ARE IS~~ PERMITTED.

- ~~10~~ 12. **DURING INSTRUCTIONAL TIME**, wear buttons or articles of clothing that express political opinions on ballot measures or candidates.

~~However, teachers shall not be prohibited from wearing political buttons during noninstructional time, such as back-to-school night.~~

~~THE REFERENCE TO "WORKING HOURS" ABOVE ENCOMPASSES ALL TIME FOR WHICH AN EMPLOYEE IS IN PAID STATUS, REGARDLESS OF WHETHER THAT TIME IS BEFORE, DURING, OR AFTER SCHOOL HOURS; "WORKING HOURS" DOES NOT INCLUDE NONWORKING TIME, REGARDLESS OF WHETHER THAT TIME IS BEFORE OR AFTER SCHOOL, THE LUNCH PERIOD, OR OTHER SCHEDULED WORK INTERMITTENCY DURING THE SCHOOL OR WORK DAY.~~

Nothing in board policy or administrative regulation shall be construed to prevent employees from soliciting or receiving funds or contributions for political purposes during nonworking time, including before and after school, the lunch period or other scheduled work intermittency during the school day. (Education Code 7056)

## **POLITICAL ACTIVITIES OF EMPLOYEES (cont.)**

“NONWORKING TIME” MEANS TIME OUTSIDE AN EMPLOYEE’S WORKING HOURS, WHETHER BEFORE OR AFTER SCHOOL OR DURING THE EMPLOYEE’S LUNCHEON PERIOD OR OTHER SCHEDULED WORK INTERMITTENCY DURING THE SCHOOLDAY.

### **Employee Organizations**

THIS POLICY EXPRESSLY RECOGNIZES THAT EMPLOYEE ORGANIZATIONS AND BARGAINING UNIT MEMBERS ARE GRANTED CERTAIN RIGHTS OF COMMUNICATION UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT AND OTHER APPLICABLE LAWS. THIS ADMINISTRATIVE REGULATION IS NOT INTENDED TO ABRIDGE THOSE RIGHTS.

Employee organizations may use District mailboxes and other means to communicate with employees, subject to reasonable regulation. Employee organizations may have access at reasonable times to areas in which employees work; may use institutional bulletin boards, mailboxes, and other means of communication and may use District facilities at reasonable times for the purpose of meetings. (Government Code 3543.1)

However, employee organizations shall not use District funds, services, supplies or equipment, such as the District mail **OR EMAIL** system, to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

(cf. 4140/4240 - Bargaining Units)

Access to District communication channels shall be limited in cases where such access would be disruptive to District operations.

~~In the event of a concerted action or work stoppage, political activities by employee organizations and individual employees shall be restricted to peaceful informational picketing and other activities allowed by law.~~

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

### **Chino Valley Unified School District**

Regulation approved: November 16, 1995

Revised: October 4, 2012

REVISED: