



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

February 7, 2019

BOARD OF EDUCATION

James Na, President
Irene Hernandez-Blair, Vice President
Andrew Cruz, Clerk
Christina Gagnier, Member
Joe Schaffer, Member

Alexi Magallanes, Student Representative



SUPERINTENDENT
Norm Enfield, Ed.D.

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
5130 Riverside Drive, Chino, CA 91710
4:55 p.m. - Closed Session • 7:00 p.m. - Regular Meeting
February 7, 2019

AGENDA

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

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:55 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 54954.5 (c) and 54956.9 (d)(1)): Oxford Preparatory Academy v. Chino Valley Unified School District, et. al. SBC No. CIVDS1710045. (Chidester, Margaret A. & Associates) (5 minutes)
- b. Conference with Real Property Negotiators (Government Code 54956.8): Property: APN# 1019-511-06, APN # 1019-441-03, APN # 1019-441-04 and APN # 1019-511-04. Agency negotiator: Terry Tao, Esquire. Under negotiation: Terms and Price. (5 minutes)
- c. Conference with Legal Counsel Anticipated Litigation (Government Code 54954.5(c) and 54956.9 (d)(2) and (e)(1)): One possible case. (Atkinson, Andelson, Loya, Ruud & Romo) (30 minutes)
- d. Student Admission Matter (Education Code 35146, 48916 (c)): Case 18/19-02A. (5 minutes)
- e. Student Expulsion Matters (Education Code 35146, 48916 (c)): Cases 18/19-09, 18/19-11, and 18/19-15. (15 minutes)
- f. Public Employee Discipline/Dismissal/Release (Government Code 54957): (5 minutes)
- g. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Frank Arce, Sandra Chen, Lea Fellows, and Richard Rideout. (30 minutes)
- h. Public Employee Performance Evaluation (Government Code 54957): Superintendent. (30 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. STUDENT SHOWCASE/PRESENTATIONS

1. Eagle Canyon ES

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

The proceedings of this meeting are being recorded.

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

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| II. ACTION |
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II.A. ADMINISTRATION

II.A.1. Revision of Bylaws of the Board 9324—Minutes and Recordings
 Page 8
 Recommend the Board of Education approve the revision of Bylaws of the Board 9324—Minutes and Recordings.

Motion ___ Second ___
 Preferential Vote: ___
 Vote: Yes ___ No ___

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

II.B.1. Revision to Board Policy 6142.1 Instruction—Family Life/Sex Education Sexual Health and HIV/AIDS Prevention Instruction
 Page 12
 Recommend the Board of Education approve the revision of Board Policy 6142.1 Instruction—Family Life/Sex Education Sexual Health and HIV/AIDS Prevention Instruction.

Motion ___ Second ___
 Preferential Vote: ___
 Vote: Yes ___ No ___

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| III. CONSENT |
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Motion ___ Second ___
 Preferential Vote: ___
 Vote: Yes ___ No ___

III.A. ADMINISTRATION

III.A.1. Minutes of the Regular Meeting of January 17, 2019, and Special Meeting of January 26, 2019
 Page 17
 Recommend the Board of Education approve the minutes of the regular meeting of January 17, 2019, and special meeting of January 26, 2019.

III.A.2. Revision of Bylaws of the Board 9322—Agenda/Meeting Materials
 Page 28
 Recommend the Board of Education approve the revision of Bylaws of the Board 9322—Agenda/Meeting Materials.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Page 36 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

III.B.2. Fundraising Activities

Page 37 Recommend the Board of Education approve/ratify the fundraising activities.

III.B.3. Donations

Page 41 Recommend the Board of Education accept the donations.

III.B.4. Legal Services

Page 45 Recommend the Board of Education approve payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; Margaret A. Chidester & Associates; and The Tao Firm.

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

III.C.1. Student Admission Case 18/19-02A

Page 46 Recommend the Board of Education approve student admission case 18/19-02A.

III.C.2. Student Expulsion Cases 18/19-09, 18/19-11, and 18/19-15

Page 47 Recommend the Board of Education approve student expulsion cases 18/19-09, 18/19-11, and 18/19-15.

III.C.3. School-Sponsored Trips

Page 48 Recommend the Board of Education approve/ratify the school-sponsored trips for Country Springs ES; Liberty ES; Ayala HS; Chino HS; Chino Hills HS; and Don Lugo HS.

III.C.4. Addendum #1 to the Memorandum of Understanding Between Chino Valley Unified School District and Chaffey Community College District for Dual Enrollment Credit

Page 50 Recommend the Board of Education approve the Addendum #1 to the Memorandum of Understanding between Chino Valley Unified School District and Chaffey Community College District for Dual Enrollment Credit.

III.C.5. Memorandum of Understanding Between Chino Valley Unified School District and the Joint Powers Authority for Participation in the Career Technical Education Incentive Grant

Page 53 Recommend the Board of Education approve the Memorandum of Understanding between Chino Valley Unified School District and the Joint Powers Authority for Participation in the Career Technical Education Incentive Grant.

III.C.6. Low-Performing Student Block Grant
Page 57 Recommend the Board of Education approve the Low-Performing Student Block Grant.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register
Page 59 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

III.D.2. Agreements for Contractor/Consultant Services
Page 60 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

III.D.3. Surplus/Obsolete Property
Page 63 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 CUPCCAA Projects
Page 66 Recommend the Board of Education approve the Change Order and Notice of Completion for CUPCCAA Projects.

III.D.5. Notice of Completion for CUPCCAA Bid 17-18-27I, Former El Rancho ES Primary and Kinder Playground Equipment Install
Page 69 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Bid 17-18-27I, Former El Rancho ES Primary and Kinder Playground Equipment Install.

III.D.6. Resolutions 2018/2019-27, 2018/2019-28, 2018/2019-29, and 2018/2019-30, Authorization to Utilize Piggyback Contracts
Page 71 Recommend the Board of Education adopt Resolutions 2018/2019-27, 2018/2019-28, 2018/2019-29, and 2018/2019-30, authorization to utilize piggyback contracts.

III.D.7. Bid 18-19-14F, Magnolia JHS and Ramona JHS Science Lab Upgrades
Page 81 Recommend the Board of Education award Bid 18-19-14F, Magnolia JHS and Ramona JHS Science Lab Upgrades to ACC Contractors, Inc.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items
Page 83 Recommend the Board of Education approve/ratify the certificated/classified personnel items.

III.E.2. Rejection of Claims

Page 87 Recommend the Board of Education reject the claims and refer them to the District's insurance adjuster.

III.E.3. Student Teaching Agreement with Grand Canyon University

Page 88 Recommend the Board of Education approve the student teaching agreement with Grand Canyon University.

IV. INFORMATION**IV.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****IV.A.1. English Language Arts/English Language Development Textbook Adoption for Grades 9 Through 12**

Page 94

Recommend the Board of Education receive for information the following instructional materials for the English Language Arts/English Language Development textbook adoption for grades 9 through 12:

- a) Pearson. *My Perspectives English Language Arts*. Ernest Morrell, Ph.D., Elfrieda Hiebert, Ph.D., Kelly Gallagher, M.Ed., Jim Cummins, Ph.D., 9th Grade. 2017. Replaces: Prentice Hall, *Prentice Hall Literature Timeless Voices, Timeless Themes*, 9th Grade. 2002;
- b) Pearson. *My Perspectives English Language Arts*. Ernest Morrell, Ph.D., Elfrieda Hiebert, Ph.D., Kelly Gallagher, M.Ed., Jim Cummins, Ph.D., 10th Grade. 2017. Replaces: Prentice Hall, *Prentice Hall Literature Timeless Voices, Timeless Themes*, 10th Grade. 2002;
- c) Pearson. *My Perspectives English Language Arts*. Ernest Morrell, Ph.D., Elfrieda Hiebert, Ph.D., Kelly Gallagher, M.Ed., Jim Cummins, Ph.D., 11th Grade. 2017. Replaces: Prentice Hall, *Prentice Hall Literature Timeless Voices, Timeless Themes*, 11th Grade. 2002;
- d) Pearson. *My Perspectives English Language Arts*. Ernest Morrell, Ph.D., Elfrieda Hiebert, Ph.D., Kelly Gallagher, M.Ed., Jim Cummins, Ph.D., 12th Grade. 2017. Replaces: Prentice Hall, *Prentice Hall Literature Timeless Voices, Timeless Themes*, 12th Grade. 2002; and
- e) Pearson. *My Perspectives English Language Arts*. Ernest Morrell, Ph.D., Elfrieda Hiebert, Ph.D., Kelly Gallagher, M.Ed., Jim Cummins, Ph.D., English Language Development. 9th – 12th Grade. 2017. Replaces: Cengage Learning. *Edge, 2nd Edition*. David W. Moore, Deborah J. Short, Michael W. Smith, Alfred W. Tatum. 9th - 12th Grade. 2014.

IV.A.2. San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Second Quarterly Report 2018/2019

Page 96

Recommend the Board of Education receive for information the San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Second Quarterly Report 2018/2019.

IV.B. FACILITIES, PLANNING, AND OPERATIONS

IV.B.1. Revision of Board Policy 3311 Business and Noninstructional Operations—Bids
Page 99

Recommend the Board of Education receive for information the revision of Board Policy 3311 Business and Noninstructional Operations—Bids.

IV.C. HUMAN RESOURCES

IV.C.1. Revision of Board Policy and Administrative Regulation 1250 Community Relations—Visitors/Outsiders
Page 104

Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 1250 Community Relations—Visitors/Outsiders.

IV.C.2. Revision of Board Policy and Administrative Regulation 1312.3 Community Relations—Uniform Complaint Procedures
Page 109

Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 1312.3 Community Relations—Uniform Complaint Procedures.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

VI. ADJOURNMENT

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION OF BYLAWS OF THE BOARD 9324—MINUTES AND RECORDINGS

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BACKGROUND

Board policies, administrative regulations, and Bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Bylaws of the Board 9324—Minutes and Recordings is being updated to reflect new law (SB 1036), which prohibits districts from including in board meeting minutes a student’s directory information or a parent/guardian’s personal information, as defined, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period and need not reflect the names of the individuals who comment. This item was presented to the Board on January 17, 2019, 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 Bylaws of the Board 9324—Minutes and Recordings.

FISCAL IMPACT

None.

NE:pk

Bylaws of the Board

MINUTES AND RECORDINGS

The Board of Education recognizes that maintaining accurate minutes of Board meetings HELPS FOSTER TRUST IN BOARD GOVERNANCE AND provides a record of Board actions for use by District staff and the public. ~~and helps foster public trust in Board governance.~~

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9323 - Meeting Conduct)

The secretary of the Board of Education shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records)
(cf. 9122 - Secretary)
(cf. 9323.2 - Actions by the Board)

THE MINUTES OF THE BOARD MEETINGS SHALL INCLUDE, BUT NOT BE LIMITED TO:

1. ~~The minutes shall reflect~~ A NOTATION OF which members are present, IN PERSON OR BY TELECONFERENCE, and whether a member is not present for part of the meeting due to late arrival and/or early departure.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)
(cf. 9320 - Meetings and Notices)

2. A SUMMARY OF THE PUBLIC COMMENTS MADE ON AGENDIZED ITEMS AND UNAGENDIZED TOPICS.

3. ~~The minutes shall include~~ Tthe specific language of each motion and the names of the Board members who made and seconded the motion.

4. PREFERENTIAL VOTES CAST BY STUDENT BOARD MEMBER. (Education Code 35012)

(cf. 9150 - Student Board Member)

5. ~~The minutes shall also report a~~Any action taken BY THE BOARD, and the vote or abstention on that action of each BOARD member present. (Government Code 54953)

~~The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.~~

MINUTES AND RECORDINGS (cont.)

UPON REQUEST BY A STUDENT'S PARENT/GUARDIAN, OR BY THE STUDENT IF AGE 18 OR OLDER, THE MINUTES SHALL NOT INCLUDE THE STUDENT'S OR PARENT/GUARDIAN'S ADDRESS, TELEPHONE NUMBER, DATE OF BIRTH, OR EMAIL ADDRESS, OR THE STUDENT'S NAME OR OTHER DIRECTORY INFORMATION AS DEFINED IN EDUCATION CODE 49061. THE REQUEST TO EXCLUDE SUCH INFORMATION SHALL BE MADE IN WRITING TO THE SECRETARY OR CLERK OF THE BOARD. (Education Code 49073.2)

(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. At the next meeting, the Board shall approve the minutes as circulated or with necessary amendments.

~~All motions and~~ Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept separate from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Conduct and Reports)

Recording or Broadcasting of Meetings

The District may tape, film, or broadcast any open Board meeting. AT THE BEGINNING OF THE MEETING, Tthe Board president shall announce that recording or broadcasting is being made at the ~~direction of the Board at the beginning of the meeting~~ and THAT THE RECORDING OR BROADCAST MAY CAPTURE IMAGES AND SOUNDS OF THOSE ATTENDING THE MEETING. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any District recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on District equipment without charge. (Government Code 54953.5)

MINUTES AND RECORDINGS (cont.)

Legal Reference:

EDUCATION CODE

35012 Number of members; terms; student board members

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

49061 Student records; definitions

49073.2 Privacy of student and parent/guardian personal information

GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION, PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

WEBSITES

California School Boards Association, Agenda Online: www.agendaonline.com

Chino Valley Unified School District

Bylaw adopted: March 6, 1997

Revised: May 19, 2005

Revised: April 6, 2006

Revised: February 16, 2012

Revised: June 26, 2014

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Sherri Johnson, Psy.D., Director, Health Services/Child Development

**SUBJECT: REVISION OF BOARD POLICY 6142.1 INSTRUCTION
– FAMILY LIFE/SEX EDUCATION SEXUAL HEALTH AND
HIV/AIDS PREVENTION INSTRUCTION**

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BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current District practice. Board Policy 6142.1 Instruction – Family Life/Sex Education Sexual Health and HIV/AIDS Prevention Instruction is being revised to be in compliance with the California Healthy Youth Act. This item was presented to the Board on January 17, 2019, 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 6142.1 Instruction – Family Life/Sex Education Sexual Health and HIV/AIDS Prevention Instruction.

FISCAL IMPACT

None.

NE:LF:SJ:rtr

FAMILY LIFE/SEX EDUCATION SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION

The Board of Education recognizes that the purpose of the District's sexual health and HIV/AIDS prevention is to provide students with the knowledge and skills necessary to protect them from unintended pregnancy and sexually transmitted diseases and to encourage students to develop healthy attitudes concerning adolescent growth and development, body image, dating, marriage, and family. ~~The Board therefore desires to provide instruction on sexual health and HIV/AIDS prevention.~~ (Education Code 51930)

(cf. 5030 - Student Wellness)
(cf. 6142.8 - Comprehensive Health Education)

COMPREHENSIVE SEXUAL HEALTH AND HIV PREVENTION EDUCATION SHALL BE OFFERED TO ALL STUDENTS IN GRADES 7-12, INCLUDING AT LEAST ONCE IN JUNIOR HIGH OR MIDDLE SCHOOL AND AT LEAST ONCE IN HIGH SCHOOL. (Education Code 51934)

Instruction and materials shall be provided to students with the development of refusal skills to assist them in overcoming peer pressure and using effective decision-making skills for making and implementing responsible decisions. (Education Code 51934)

~~The District's curriculum shall be aligned with the state's content standards, based on medically accurate and factual information and designed to teach~~ BE UNBIASED AND INCLUSIVE OF ALL students ~~to make healthy choices and reduce high-risk behaviors~~ IN THE CLASSROOM, AND BE ALIGNED WITH THE STATE'S CONTENT STANDARDS. The District's program shall ~~comply with the requirements of law, Board policy, and administrative regulation and shall~~ respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.

(cf. 5141.22 - Infectious Diseases)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6143 - Courses of Study)

The Board of Education recognizes that sexual health and HIV/AIDS prevention shall encourage students to be abstinent and to conceptualize sexual behavior in the ethical and moral context of marriage. The program shall be age-appropriate and shall address a full range of topics. The program shall emphasize that abstinence from sex is the only totally effective protection against unwanted pregnancy, sexually transmitted diseases and sexually transmitted AIDS.

FAMILY LIFE/SEX EDUCATION SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (cont.)

The Board also believes that a wholesome, well-planned sequence of instruction about family life and human sexuality is essential to the general education of all students. Lack of information or pervasive misinformation can cause low self-esteem, increased risk for sexually transmitted disease, unintended pregnancy or sterility, and school dropout. The district curriculum shall help students understand the biological, psychological, social, moral and ethical aspects of human sexuality.

Professional Preparation for Instruction

Teachers who provide instruction in sexual health and HIV/AIDS prevention instruction shall have professional preparation, either preservice or inservice, in the subject area.

Advisory Committee

A sexual health and HIV/AIDS prevention instruction advisory committee representing a divergence of viewpoints AND may participate in planning, implementing and evaluating the district's sexual health and HIV/AIDS prevention instruction program under the direction of the Superintendent or designee.

(cf. 1220 - Citizen Advisory Committees)

All high school courses in the Chino Valley Unified School District, whether sexual health and HIV/AIDS prevention instruction courses or not (intra/inter agency agreements, collaboratives, partnerships, programs, and related contracts), where discussion or instruction takes place regarding human sexuality, shall follow the health course curriculum outcomes adopted by the Board of Education. At no time will the curriculum include demonstration of the use, procurement, or distribution of prophylactics to students.

Parent/Guardian Consent

Prior to providing instruction in COMPREHENSIVE sexual health or HIV/AIDS prevention, Education Code 51938 requires that parents/guardians be notified of the opportunity to request that their child not receive the instruction.

~~A parent/guardian must consent in writing that his/her child be allowed to participate in HIV/AIDS prevention or sexual health education. Students who are SO excused by their parents/guardians shall be given an alternative educational activity. (Education Code 51240, 51938, 51939) Parents/guardians may not opt out their child from the entire Health course.~~

(cf. 5022 - Student and Family Privacy Rights)

FAMILY LIFE/SEX EDUCATION SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (cont.)

A student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive the instruction. (Education Code 51939)

Evaluation

~~The Superintendent shall ensure that sexual health and HIV/AIDS prevention instruction materials and instruction are continuously evaluated in light of information received from students, parents/guardians, and teachers and are updated to ensure current, medically sound information is included.~~

~~All sexual health and HIV/AIDS prevention instruction courses shall follow the requirements on instruction as contained in the California State Education Code.~~

Legal Reference:

EDUCATION CODE

220 Prohibition of Discrimination

33544 Inclusion of sexual harassment and violence in health curriculum framework

48980 Notice at Beginning of Term

51202 Instruction in Personal and Public Health and Safety

51210.8 Health Education Curriculum

51225.35 Instruction in sexual harassment and violence; district that require health education for graduation

51240 Excuse from Instruction due to religious beliefs

51513 Materials Containing Questions about Beliefs or Practices

51930-51939 California Healthy Youth Act

67386 Student safety; affirmative consent standard

HEALTH AND SAFETY CODE

1255.7 Parents surrendering physical custody of a baby

PENAL CODE

243.4 Sexual battery

261.5 Unlawful sexual intercourse

271.5 Parents voluntarily surrendering custody of a baby

UNITED STATES CODE, TITLE 20

1232h Protection of Student Rights

7906 Sex Education

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Promoting Healthy Relationships for Adolescents: Board Policy Considerations, Governance Brief, August 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten through Grade 12, 2008

Health Framework for California Public Schools: Kindergarten through Grade 12, 2003

WEBSITES

California School Boards Association: www.csba.org

California Department of Education, Sex Education and HIV/STD Instruction: www.cde.ca.gov/ls/he/se

**FAMILY LIFE/SEX EDUCATION SEXUAL HEALTH AND HIV/AIDS PREVENTION
INSTRUCTION (cont.)**

California Department of Public Health: www.cdph.ca.gov
California Healthy Kids Resource Center: www.californiahealthykids.org
California Safe Schools Coalition: www.casafeschools.org
Centers for Disease Control and Prevention: www.cdc.gov
U.S. Food and Drug Administration: www.fda.gov

Chino Valley Unified School District

Policy adopted: August 21, 1997

Revised: August 6, 2009

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
January 17, 2019

MINUTES

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| I. OPENING BUSINESS |
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I.A. CALL TO ORDER – 4:00 P.M.

1. Roll Call

President Na called to order the regular meeting of the Board of Education, Thursday, January 17, 2019, at 4:00 p.m. with Cruz, Gagnier, Schaffer, and Na present. Mrs. Blair arrived at 4:02 p.m.

Administrative Personnel

Norm Enfield, Ed.D., Superintendent
Sandra H. Chen, Associate Superintendent, Business Services
Grace Park, Ed.D., Associate Superintendent, CIIS
Lea Fellows, Assistant Superintendent, CIIS
Richard Rideout, Assistant Superintendent, Human Resources
Gregory J. Stachura, Assistant Supt., Facilities, Planning, & Operations

2. Public Comment on Closed Session Items

Chris Alcala, Susan Gebhard, James Reid, Gina Gleason, Jazzmyn Anaya, and John Terry addressed the Board in support of prayer at Board meetings; Juan Villalba and Jim Gallagher addressed the Board opposing the appeal to the Supreme Court regarding prayer at Board meetings; and Barbara Hale addressed the Board regarding Sycamore Academy of Science and Cultural Arts charter school.

3. Closed Session

President Na adjourned to closed session at 4:25 p.m. regarding conference with legal counsel existing and anticipated litigation; conference with real property negotiators; a student expulsion; public employee appointment: junior high school assistant principal; conference with labor negotiators: A.C.T. and CSEA; and public employee dismissal/discipline/release.

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

1. Report Closed Session Action

President Na reconvened the regular meeting of the Board of Education at 7:00 p.m. with Blair, Cruz, Gagnier, Schaffer, and Na present. The Board met in closed session from 4:25 p.m. to 6:45 p.m. regarding conference with legal counsel existing and anticipated litigation; conference with real property negotiators; a student expulsion; public employee appointment: junior high school assistant principal; conference with labor negotiators: A.C.T. and CSEA; and public employee dismissal/discipline/release. The Board voted to appoint Kathrine Jeanal as assistant principal of Cal Aero Preserve Academy (K-8) effective January 22, 2019, by a vote of 5-0 with Cruz, Gagnier, Hernandez-Blair, Schaffer, and Na voting yes; and voted to accept the settlement agreement and release between the District and classified employee number 24784 pursuant to the terms of the agreement with classified employee number 24784 resigning effective April 30, 2019, by a unanimous vote of 5-0 with Cruz, Gagnier, Hernandez-Blair, Schaffer, and Na voting yes. Moved (Blair) seconded (Gagnier) motion carried (3-2, Cruz and Na voted no) to rescind the direction given to legal counsel on August 1, 2018, to file a writ petition to the United States Supreme Court for a review of the 9th circuit court ruling and cease any further litigation in the matter involving the Freedom From Religion Foundation lawsuit. This includes any filing of petitioning for cert with the U.S. Supreme Court. No further action was taken that required public disclosure.

2. Pledge of Allegiance

Bob Nelson, Townsend JHS principal, led the Pledge of Allegiance.

I.C. STUDENT SHOWCASE/PRESENTATIONS

1. Townsend JHS Band

Band director Anne Rutt led students in a musical performance.

2. LCAP Annual Update: College and Career Indicator

Staff provided the Annual update.

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

Alexi Magallanes reported the activities of the Superintendent's Student Advisory Council meeting that took place on January 8.

I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Tom Mackessy, CHAMP, acknowledged January as School Board Member month; and said that the ACSA nominations deadline is tonight.

I.F. COMMENTS FROM COMMUNITY LIAISONS

Art Bennett, Chino Hills city council, said the council are having a meet and greet with new Congressman Gil Cisneros; said city manager Rad Bartlam is retiring the end of March; announced the January 26 Healthy Hills Healthy Fitness faire; announced a community safety meeting at the McCoy Center scheduled for February 7; announced city closures for the Martin Luther King Day holiday; and acknowledged the Townsend JHS chime choir.

Mark Lucio, Chino council liaison, introduced himself to the Board.

Winn Williams, Chino Valley Fire Board liaison, introduced himself to the Board; shared family background; and said he is looking forward to working with the school Board and community.

Suzette Dang and Melissa Campani, Field Representatives from Supervisor Curt Hagman’s office, announced the Prado Regional Park Master Plan Workshop scheduled for January 30 at the Chino Hills Community Center.

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

None.

I.H. CHANGES AND DELETIONS

The following was read into the record: Item III.A.1., Administration, Minutes of the December 13, 2018 Organizational Meeting, corrected the second to read Gagnier, and corrected the vote to read 4-0-1 with Schaffer abstaining; and Item III.E.1., Human Resources, under Hired at the Appropriate Placement on the Certificated Salary Schedule and Appropriate Credential for the 2018/2019 School Year, deleted the name Jesus Chavez Montero.

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| II. ACTION |
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II.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT

II.A.1. Resolution 2018/2019-26 Recognizing February as Career and Technical Education Month

Moved (Cruz) seconded (Blair) carried unanimously (5-0) to adopt Resolution 2018/2019-26 Recognizing February as Career and Technical Education Month. Student representative voted yes.

- II.A.2. Proclamation for National School Counseling Week, February 4-8, 2019**
Moved (Gagnier) seconded (Cruz) carried unanimously (5-0) to adopt the proclamation for National School Counseling Week, February 4-8, 2019. Student representative voted yes.

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| III. CONSENT |
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Joe Schaffer pulled for separate action items III.B.1., III.B.3., III.D.8., III.D.9., and III.D.10. Moved (Blair) seconded (Cruz) carried unanimously (5-0) to approve the remainder of the consent items, as amended. Student representative voted yes.

III.A. ADMINISTRATION

- III.A.1. Minutes of the Organizational Meeting of December 13, 2018**
Approved the minutes of the organizational meeting of December 13, 2018.
- III.A.2. Revision of Bylaws of the Board 9110—Terms of Office**
Approved the revision of Bylaws of the Board 9110—Terms of Office.

III.B. BUSINESS SERVICES

- III.B.1. Warrant Register**
Moved (Blair) seconded (Schaffer) motion carried (4-0-1, Board member Schaffer recused himself) to approve/ratify the warrant register. Student representative voted yes.
- III.B.2. 2018/2019 Application to Operate Fundraising Activities and Other Activities for the Benefits of Students**
Approved/ratified the 2018/2019 application to operate fundraising activities and other activities for the benefit of students.
- III.B.3. Fundraising Activities**
Moved (Blair) seconded (Schaffer) carried unanimously (5-0) to approve/ratify the fundraising activities. Student representative voted yes.
- III.B.4. Donations**
Accepted the donations.
- III.B.5. Legal Services**
Approved payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; Margaret A. Chidester & Associates; and Fagen Friedman & Fulfrost LLP.

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

III.C.1. Student Expulsion Case 18/19-05

Approved student expulsion case 18/19-05.

III.C.2. School-Sponsored Trips

Approved/ratified the school-sponsored trips for Cattle ES, Chino Hills HS, and Don Lugo HS.

III.C.3. 2018/2019 Single Plan For Student Achievement

Approved the 2018/2019 Single Plan for Student Achievement.

III.C.4. Chino Valley Unified School District 2018/2019 School Accountability Report Card

Approved the Chino Valley Unified School District 2018/2019 School Accountability Report Card.

III.C.5. New Course: Career Essentials

Approved the new course Career Essentials.

III.C.6. New Course: Emerging English Language Development (ELD)

Approved the new course Emerging English Language Development (ELD).

III.C.7. New Course: Expanding English Language Development (ELD) A

Approved the new course Expanding English Language Development (ELD) A.

III.C.8. New Course: Expanding English Language Development (ELD) B

Approved the new course Expanding English Language Development (ELD) B.

III.C.9. New Course: Humanities

Approved the new course Humanities.

III.C.10. New Course: Math Foundations

Approved the new course Math Foundations.

III.C.11. New Course: Personal Finance

Approved the new course Personal Finance.

III.C.12. New Course: Sociology

Approved the new course Sociology.

III.C.13. Revision of English 9 CP Course

Approved the revision of the English 9 CP course.

III.C.14. Revision of English 10 CP Course

Approved the revision of the English 10 CP course.

III.C.15. Revision of English 11 CP Course

Approved the revision of the English 11 CP course.

III.C.16. Revision of English 12 CP Course

Approved the revision of the English 12 CP course.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

III.D.3. Surplus/Obsolete Property

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

III.D.4. Resolution 2018/2019-25, Authorization to Utilize a Piggyback Contract

Adopted Resolution 2018/2019-25, authorization to utilize a piggyback contract.

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

Approved the Notice of Completion for CUPCCAA Project.

III.D.6. Change Order and Notice of Completion for Bid 17-18-14F, Don Lugo HS New Single Ply Roofing Installation

Approved the change order and Notice of Completion for Bid 17-18-14F, Don Lugo HS New Single Ply Roofing Installation.

III.D.7. Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project, BP 05-01

Awarded Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project, BP 05-01, to RND Contractors.

III.D.8. Bid 18-19-15F, Chino Hills HS Safety and Security Keyless Access, Security Cameras, and Intrusion Alarm

Moved (Blair) seconded (Schaffer) carried unanimously (5-0) to Award Bid 18-19-15F, Chino Hills HS Safety and Security Keyless Access, Security Cameras, and Intrusion Alarm, to Champion Electric Inc. Student representative voted yes.

III.D.9. Bid 18-19-16F, Don Lugo HS Safety and Security Keyless Access, Security Cameras, and Intrusion Alarm

Moved (Blair) seconded (Gagnier) carried unanimously (5-0) to Award Bid 18-19-16F, Don Lugo HS Safety and Security Keyless Access, Security Cameras, and Intrusion Alarm, to Champion Electric Inc. Student representative voted yes.

III.D.10. Bid 18-19-17F, Buena Vista HS Safety and Security Keyless Access, Security Cameras, and Intrusion Alarm

Moved (Blair) seconded (Gagnier) carried unanimously (5-0) to Award Bid 18-19-17F, Buena Vista HS Safety and Security Keyless Access, Security Cameras, and Intrusion Alarm, to Champion Electric Inc. Student representative voted yes.

III.D.11. CUPCCAA Bid 18-19-19I, Briggs K-8 Playground Equipment Installation

Awarded CUPCCAA Bid 18-19-19I, Briggs K-8 Playground Equipment Installation, to J2 Builders.

III.D.12. CUPCCAA Bid 18-19-20I, Newman ES Playground Equipment Installation

Awarded CUPCCAA Bid 18-19-20I, Newman ES Playground Equipment Installation, to J2 Builders.

III.D.13. CUPCCAA Bid 18-19-21I, Hidden Trails ES Playground Equipment Installation

Awarded CUPCCAA Bid 18-19-21I, Hidden Trails ES Playground Equipment Installation, to J2 Builders.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Approved/ratified the certificated/classified personnel items.

III.E.2. Rejection of Claim

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

III.E.3. Partnership Program Agreement with Concordia University-Portland

Approved the Partnership Program Agreement with Concordia University-Portland.

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| IV. INFORMATION |
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IV.A. ADMINISTRATION**IV.A.1. Revision of Bylaws of the Board 9322—Agenda/Meeting Materials**

Received for information the revision of Bylaws of the Board 9322—Agenda/Meeting Materials.

IV.A.2. Revision of Bylaws of the Board 9324—Minutes and Recordings

Received for information the revision of Bylaws of the Board 9324—Minutes and Recordings.

IV.B. BUSINESS SERVICES**IV.B.1. 2017/2018 Independent Auditor’s Annual Financial Audit Report**

Received for information the 2017/2018 Independent Auditor’s Annual Financial Audit Report.

IV.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**IV.C.1. Low-Performing Student Block Grant**

Received for information the Low-Performing Student Block Grant.

IV.C.2. Revision to Board Policy 6142.1 Instruction—Family Life/Sex Education Sexual Health and HIV/AIDS Prevention Instruction

Received for information the revision of Board Policy 6142.1 Instruction—Family Life/Sex Education Sexual Health and HIV/AIDS Prevention Instruction.

IV.C.3. Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October Through December 2018

Received for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October through December 2018.

IV.D. FACILITIES, PLANNING, AND OPERATIONS**IV.D.1. Revision of Administrative Regulation 3543 Business and Noninstructional Operations—Transportation Safety and Emergencies**

Received for information the revision of Administrative Regulation 3543 Business and Noninstructional Operations—Transportation Safety and Emergencies.

IV.D.2. Measure G Financial/Performance Audit Report

Received for information the Measure G Financial/Performance Audit Report.

V. DISCUSSION**V.A. ADMINISTRATION****V.A.1. Board Member Irene Hernandez-Blair's Request to Rescind the Board Action Taken on September 4, 2008, Adopting Resolution 2008/2009-06, In Support of Proposition 8**

Moved (Blair) seconded (Gagnier) to discuss Board member Irene Hernandez-Blair's request to rescind the Board action taken on September 4, 2008, adopting Resolution 2008/2009-06, In Support of Proposition 8. Superintendent Enfield provided background information on the item, and explained rationale for recommending that the Board take no further action on this previous resolution. Irene Hernandez-Blair presented her reasons regarding her request to rescind the item. Superintendent Enfield advised Mrs. Blair that it is her prerogative to draft a resolution item for the Board's consideration.

V.A.2. Board Member Irene Hernandez-Blair's Request to Rescind the Board Action Taken on October 17, 2013, Adopting Resolution 2013/2014-10, Opposing Assembly Bill 1266

Bella Kennedy-Cummings, Naomi Minogue, and Juan Villalba addressed the Board on this item. Moved (Blair) seconded (Gagnier) to discuss Board Member Irene Hernandez-Blair's request to rescind the Board action taken on October 17, 2013, adopting Resolution 2013/2014-10, Opposing Assembly Bill 1266. Superintendent Enfield provided background information on the item, and said that Board policies are the appropriate place to reflect laws that can impact school districts instead of Board resolutions that reflect opinions.

VI. COMMUNICATIONS**BOARD MEMBERS AND SUPERINTENDENT**

Joe Schaffer extended kudos to Townsend JHS student performers; said that he attended the Vex Robotic tournament at Ayala HS over the holidays; said that Don Lugo HS is holding a robotics event this Saturday; said he attended the Baldy View ROP meeting; attended the Chino Hills Parks and Recreation meeting; announced the Prado Park community meeting scheduled for January 30; asked Superintendent Enfield to start discussion on formulating a tech program in the District; announced a second community event regarding suicide prevention taking place on January 23 at Chino Hills HS; and thanked Superintendent Enfield for forming an advisory committee on sex education.

Christina Gagnier thanked meeting attendees; commended students for being civically engaged; spoke about civic engagement, community involvement, and stewardship in public service; commented on the Freedom From Religion Foundation lawsuit; highlighted things she will do as a Board member in order to communicate better with the public including monthly community coffees (dates and times will be posted starting in February), meet with stakeholders throughout the community; said she will be actively using social media to keep in touch with the community; spoke about career pathways and said she is excited about the work the District is doing in this regard; explained her decision and approach to the lawsuit (prayer); and said that it is her hope that we move forward in a positive direction.

Andrew Cruz attended the Ayala HS robotic event; announced that Don Lugo HS is holding a robotic event on January 19; visited Hidden Trails ES; visited Student Support Services; visited Adult School teacher Sharon Lustro; spoke about Chino Neighborhood House’s contributions to the community; announced the February 2 Run for Russ event; and shared information regarding vaccines and advised parents to do research in that regard.

Irene Hernandez-Blair spoke about the Spark a Light of Kindness video; spoke about suicide prevention workshops; said we are not addressing bullying at our high schools and said there is much more that we can do; said she hopes that there be true focus on what occurred at Don Lugo HS last year; thanked students who sent letters from Canyon Hills JHS regarding why there should be no homework; spoke about a letter from a Chaffey student regarding providing a “homework house” and said she will forward the student’s request to Chief Comstock; and wished everyone a good night.

Superintendent Enfield shared information about the Superintendent’s Student Advisory Council’s desire to help support other students and the means to that end.

President Na spoke about a student letter he received from Canyon Hills JHS regarding no homework; said life is about challenges and balancing; spoke about Alexi Magallanes’ achievements and family support; and spoke about kindness and the importance of family.

VII. ADJOURNMENT

President Na adjourned the organizational meeting of the Board of Education at 9:20 p.m.

James Na, President

Andrew Cruz, Clerk

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT
SPECIAL MEETING OF THE BOARD OF EDUCATION
January 26, 2019

MINUTES

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| I. OPENING BUSINESS |
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I.A. CALL TO ORDER – 8:00 A.M.

1. Call to Order

Vice President Blair called to order the special meeting of the Board of Education, Saturday, January 26, 2019, at 8:05 a.m. with Blair, Cruz, Gagnier, and Schaffer present. James Na arrived at 8:08 a.m.

2. Pledge of Allegiance

Superintendent Enfield led the Pledge of Allegiance.

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

None.

I.C. BOARD DEVELOPMENT

1. Governance Workshop

The Board of Education met with Joel Shapiro, who facilitated a discussion on governance. Topics included primary responsibilities of a Board member; roles and responsibilities; being an effective trustee; elements of effective governance; and protocols to consider.

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| II. ADJOURNMENT |
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President Na adjourned the special meeting of the Board of Education at 12:00 noon.

James Na, President

Andrew Cruz, Clerk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
**SUBJECT: REVISION OF BYLAWS OF THE BOARD 9322—
AGENDA/MEETING MATERIALS**

=====

BACKGROUND

Board policies, administrative regulations, and Bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Bylaws of the Board 9322—Agenda/Meeting Materials is being updated to reflect requirement effective January 1, 2019, that districts post a direct link on the homepage of their website to the current board meeting agenda or to the district’s agenda management platform. Bylaw also clarified that the agenda need not provide an opportunity for public comment on any agenda item that has previously been considered at an open meeting of a committee compromised exclusively of board members. This items was presented to the Board on January 17, 2019, 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 Bylaws of the Board 9322—Agenda/Meeting Materials.

FISCAL IMPACT

None.

NE:pk

AGENDA/MEETING MATERIALS

Agenda Content

BOARD OF EDUCATION MEETING AGENDAS SHALL REFLECT THE DISTRICT'S VISION AND GOALS AND THE BOARD'S FOCUS ON STUDENT LEARNING.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)

~~EACH Board of Education meeting~~ agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

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

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. HOWEVER, THE AGENDA NEED NOT PROVIDE AN OPPORTUNITY FOR PUBLIC COMMENT WHEN THE AGENDA ITEM HAS PREVIOUSLY BEEN CONSIDERED AT AN OPEN MEETING OF A COMMITTEE COMPRISED EXCLUSIVELY OF BOARD MEMBERS, PROVIDED THAT MEMBERS OF THE PUBLIC WERE AFFORDED AN OPPORTUNITY TO COMMENT ON THE ITEM AT THAT MEETING AND THAT THE ITEM HAS NOT BEEN SUBSTANTIALLY CHANGED SINCE THE COMMITTEE CONSIDERED IT. (Government Code 54954.3)

The agenda FOR A REGULAR BOARD MEETING shall also provide members of the public an opportunity to ~~testify~~ PROVIDE COMMENT ~~at regular meetings~~ on matters which are not on the agenda, but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Each meeting agenda FOR A REGULAR MEETING shall list the address designated by the Superintendent or designee for public inspection of agenda documents RELATED TO AN OPEN SESSION ITEM that have been distributed to the board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall ~~specify~~ INCLUDE INFORMATION REGARDING HOW, WHEN, AND TO WHOM A REQUEST SHOULD BE MADE IF ~~that an individual should contact the Superintendent or designee if he/she~~ requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

AGENDA/MEETING MATERIALS (cont.)**Agenda Preparation**

The Board president and the Superintendent, as Secretary to the Board, shall work together to develop the agenda for each regular and special meeting. ~~Each agenda shall reflect the District's vision and goals and the Board's focus on student learning.~~

(cf. 9121 - President)

(cf. 9122 - Secretary)

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least 30 days before the scheduled meeting date. Items submitted less than 30 days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

IF THE BOARD PRESIDENT AND SUPERINTENDENT DENY A REQUEST FROM A BOARD MEMBER TO PLACE AN ITEM ON THE AGENDA, THE BOARD MEMBER MAY REQUEST THE BOARD TO TAKE ACTION TO DETERMINE WHETHER THE ITEM SHALL BE PLACED ON THE AGENDA.

The Board president and Superintendent or designee shall ALSO decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote OR an information item that does not require immediate action. ~~, or a consent item that is routine in nature and for which no discussion is anticipated.~~

IN ORDER TO PROMOTE EFFICIENT MEETINGS, THE BOARD MAY BUNDLE A NUMBER OF ITEMS AND ACT UPON THEM TOGETHER BY A SINGLE VOTE THROUGH THE USE OF A CONSENT AGENDA. CONSENT AGENDA ITEMS SHALL BE ITEMS OF A ROUTINE NATURE OR ITEMS FOR WHICH BOARD DISCUSSION IS NOT ANTICIPATED AND FOR WHICH THE SUPERINTENDENT RECOMMENDS APPROVAL. WHEN ANY BOARD MEMBER REQUESTS THE REMOVAL OF AN ITEM FROM THE CONSENT AGENDA, THE ITEM SHALL BE REMOVED AND GIVEN INDIVIDUAL CONSIDERATION FOR ACTION AS A REGULAR AGENDA ITEM.

AGENDA/MEETING MATERIALS (cont.)

THE AGENDA SHALL PROVIDE AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO COMMENT ON ANY CONSENT AGENDA ITEM THAT HAS NOT BEEN PREVIOUSLY CONSIDERED. (Government Code 54954.3)

ALL PUBLIC COMMUNICATIONS WITH THE BOARD ARE SUBJECT TO REQUIREMENTS OF RELEVANT BOARD POLICIES AND ADMINISTRATIVE REGULATIONS.

Any Board action that involves borrowing \$100,000.00 or more shall be discussed, considered and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

No item shall be pulled from the published Board agenda without consensus of the Board.

~~All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.~~

- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 1312.3 - Uniform Complaint Procedures)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 1340 - Access to District Records)
- (cf. 3320 - Claims and Actions Against the District)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)

Consent Agenda/Calendar

~~In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent agenda items shall be items of a routine nature or items for which Board discussion is not anticipated and for which the Superintendent recommends approval.~~

~~When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.~~

~~The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)~~

AGENDA/MEETING MATERIALS (cont.)**Agenda Dissemination to Board Members**

At least ~~three days~~ 72 HOURS before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees; staff; ~~citizens~~; and others; and other available documents pertinent to the meeting.

Use of materials gathered in the course of research (including, but not limited to the use of materials submitted by the Superintendent's staff, auditors, legal counsel, county or state agencies or any other provider of information) pertaining to the business of the Chino Valley Unified School District may be used as reference at Board meetings. In order for all Board members to have the same opportunity for input, discussion and decision making, any reference materials collected shall be provided to the Board, the Superintendent and the Superintendent's Cabinet before the meeting, allowing enough time for delivery to the Board at least two days prior to the meeting. If extenuating circumstances prevent meeting this deadline, reference materials must be provided at the earliest possible time.

When special meetings are called, ~~the Superintendent or designee shall make every effort to distribute the agenda and support materials to Board members as soon as possible before the meeting~~ SHALL RECEIVE, AT LEAST 24 HOURS PRIOR TO THE MEETING, NOTICE OF THE BUSINESS TO BE TRANSACTED. (Government Code 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, ~~the~~ A majority of Board members shall not, OUTSIDE OF A NOTICED MEETING, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

(cf. 9012 - Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

~~The Superintendent or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)~~

AGENDA/MEETING MATERIALS (cont.)

~~If a document, which relates to an open session agenda item of a regular Board meeting, is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to a majority of the Board provided that the document is a public record under the Public Records Act. The Superintendent or designee may also post the document on the District's website in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)~~

ANY AGENDA AND RELATED MATERIALS DISTRIBUTED TO THE BOARD SHALL BE MADE AVAILABLE TO THE PUBLIC UPON REQUEST WITHOUT DELAY. ONLY THOSE DOCUMENTS WHICH ARE DISCLOSABLE PUBLIC RECORDS UNDER THE PUBLIC RECORDS ACT AND WHICH RELATE TO AN AGENDA ITEM SCHEDULED FOR THE OPEN SESSION PORTION OF A REGULAR MEETING SHALL BE MADE AVAILABLE TO THE PUBLIC. (Government Code 54957.5)

AT LEAST 72 HOURS PRIOR TO A REGULAR MEETING, THE AGENDA SHALL BE POSTED AT ONE OR MORE LOCATIONS FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC. (Government Code 54954.2)

IN ADDITION, THE SUPERINTENDENT OR DESIGNEE SHALL POST THE AGENDA ON THE HOMEPAGE OF THE DISTRICT WEB SITE. THE POSTED AGENDA SHALL BE ACCESSIBLE THROUGH A PROMINENT DIRECT LINK TO THE CURRENT AGENDA OR TO THE DISTRICT'S AGENDA MANAGEMENT PLATFORM IN ACCORDANCE WITH GOVERNMENT CODE 54954.2. WHEN THE DISTRICT UTILIZES AN INTEGRATED AGENDA MANAGEMENT PLATFORM, THE LINK TO THAT PLATFORM SHALL TAKE THE USER DIRECTLY TO THE WEBSITE WITH THE DISTRICT'S AGENDAS, AND THE CURRENT AGENDA SHALL BE THE FIRST AVAILABLE. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)
(cf. 1340 - Access to District Records)

IF A DOCUMENT WHICH RELATES TO AN OPEN SESSION AGENDA ITEM OF A REGULAR BOARD MEETING IS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO A MEETING, THE SUPERINTENDENT OR DESIGNEE SHALL MAKE THE DOCUMENT AVAILABLE FOR PUBLIC INSPECTION AT A DESIGNATED LOCATION AT THE SAME TIME THE DOCUMENT IS DISTRIBUTED TO ALL OR A MAJORITY OF THE BOARD. (GOVERNMENT CODE 54957.5)

AGENDA/MEETING MATERIALS (cont.)

THE SUPERINTENDENT OR DESIGNEE SHALL MAIL A COPY OF THE AGENDA OR A COPY OF ALL THE DOCUMENTS CONSTITUTING THE AGENDA PACKET TO ANY PERSON WHO REQUESTS THE ITEMS. THE MATERIALS SHALL BE MAILED AT THE TIME THE AGENDA IS POSTED OR UPON DISTRIBUTION OF THE AGENDA TO A MAJORITY OF THE BOARD, WHICHEVER OCCURS FIRST. (GOVERNMENT CODE 54954.1)

ANY REQUEST FOR MAILED COPIES OF AGENDAS OR AGENDA PACKETS SHALL BE IN WRITING AND SHALL BE VALID FOR THE CALENDAR YEAR IN WHICH IT IS FILED. WRITTEN REQUESTS MUST BE RENEWED FOLLOWING JANUARY 1 OF EACH YEAR. (GOVERNMENT CODE 54954.1)

PERSONS REQUESTING MAILING OF THE AGENDA OR AGENDA PACKET SHALL PAY AN ANNUAL FEE, AS DETERMINED BY THE SUPERINTENDENT OR DESIGNEE, NOT TO EXCEED THE COST OF PROVIDING THE SERVICE.

ANY DOCUMENT PREPARED BY THE DISTRICT OR BOARD AND DISTRIBUTED DURING A PUBLIC MEETING SHALL BE MADE AVAILABLE FOR PUBLIC INSPECTION AT THE MEETING. ANY DOCUMENT PREPARED BY ANOTHER PERSON SHALL BE MADE AVAILABLE FOR PUBLIC INSPECTION AFTER THE MEETING. THESE REQUIREMENTS SHALL NOT APPLY TO A DOCUMENT THAT IS EXEMPT FROM PUBLIC DISCLOSURE UNDER THE PUBLIC RECORDS ACT. (GOVERNMENT CODE 54957.5)

~~Any documents prepared by the District or the Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any documents prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)~~

~~Upon request, the Superintendent or designee shall make the agenda, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)~~

~~Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)~~

~~Persons requesting mailing of the agenda or agenda packet shall pay an annual fee as determined by the Superintendent or designee, not to exceed the cost of providing the service.~~

AGENDA/MEETING MATERIALS (cont.)

UPON REQUEST, THE SUPERINTENDENT OR DESIGNEE SHALL MAKE THE AGENDA, AGENDA PACKET, AND/OR ANY WRITINGS DISTRIBUTED AT THE MEETING AVAILABLE IN APPROPRIATE ALTERNATIVE FORMATS TO PERSONS WITH A DISABILITY, AS REQUIRED BY THE AMERICANS WITH DISABILITIES ACT. (GOVERNMENT CODE 54954.1)

Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Availability of public records

54960.2 Challenging board actions; cease and desist

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal.App.4th 229

Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

ATTORNEY GENERAL OPINIONS

99 Ops. Cal. Atty. Gen. 11 (2016)

78 Ops. Cal. Atty. Gen. 327 (1995)

Chino Valley Unified School District

Bylaw adopted: March 6, 1997

Revised: June 4, 1998

Revised: July 17, 2003

Revised: June 7, 2007

Revised: November 17, 2011

Revised: March 21, 2013

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Liz Pensick, Director, Fiscal Services
SUBJECT: WARRANT REGISTER

=====

BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$4,229,957.75 to all District funding sources.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Liz Pensick, Director, Fiscal 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.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 7, 2019

| <u>SITE/DEPARTMENT</u> | <u>ACTIVITY/DESCRIPTION</u> | <u>DATE</u> |
|------------------------------------|--|--------------------|
| <u>Butterfield Ranch ES</u> | | |
| PTA | Off Campus Sale | 2/15/19 - 3/8/19 |
| PTA | Rendez-vous Café Spirit Day | 2/16/19 |
| PTA | Movie Night | 3/1/19 |
| PTA | Off Campus See's Candy Sale | 3/8/19 - 4/2/19 |
| PTA | Book Fair | 4/4/19 - 4/10/19 |
| <u>Cattle ES</u> | | |
| ASB - Leadership | Valentine Gram Sale | 2/8/19 - 2/14/19 |
| <u>Cortez ES</u> | | |
| PFA | After School Cupcake Sale | 2/12/19 |
| PFA | Chuck E. Cheese Family Night Out | 3/12/19 |
| PFA | Father/Daughter Dance | 3/15/19 |
| PFA | Chuck E. Cheese Family Night Out | 4/9/19 |
| PFA | Family Fun Night Carnival | 4/12/19 |
| PFA | Mother/Son Night | 5/10/19 |
| <u>Glenmeade ES</u> | | |
| PTA | In-N-Out Dinner | 2/20/19 |
| PTA | Harkins Theatre Summer Movie Pass Sale | 2/22/19 - 6/1/19 |
| PTA | Jog-A-Thon | 3/11/19 - 4/11/19 |
| PTA | Family Fun Night | 3/15/19 |
| PTA | Book Fair | 5/6/19 - 5/10/19 |
| <u>Hidden Trails ES</u> | | |
| PTA | Yearbook Sale | 2/8/19 - 3/30/19 |
| PTA | The Sawdust Factory Craft/Dinner Event | 2/13/19 |
| PTA | Woodstone Pizzeria Spirit Day | 2/20/19 |
| PTA | Souplantation Spirit Day | 3/13/19 |
| PTA | Chino Hills Pizza Co. Spirit Day | 4/10/19 |
| <u>Marshall ES</u> | | |
| PTO | Spirit Wear Sale | 2/12/19 - 3/15/19 |

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 7, 2019

| <u>SITE/DEPARTMENT</u> | <u>ACTIVITY/DESCRIPTION</u> | <u>DATE</u> |
|--------------------------------|--|--------------------|
| <u>Rolling Ridge ES</u> | | |
| PTA | Bravo Burgers Family Night Out | 2/20/19 |
| PTA | Pieology Family Night Out | 2/20/19 |
| <u>Cal Aero K-8</u> | | |
| Flight Crew | Subway Family Night Out | 2/21/19 |
| Flight Crew | Lettuce Toss It Spirit Day | 3/21/19 |
| Flight Crew | Chipotle Spirit Day | 4/21/19 |
| <u>Canyon Hills JHS</u> | | |
| Music Club | Bowl-A-Thon | 3/6/19 |
| Music Club | Open House Pizza Dinner | 3/20/19 |
| <u>Townsend JHS</u> | | |
| East Coast Travel Club | Off Campus Candy Sale | 4/1/19 - 4/26/19 |
| East Coast Travel Club | After School Kona Ice Sale | 4/24/19 |
| East Coast Travel Club | Off Campus Candy Sale | 4/26/19 - 5/17/19 |
| <u>Ayala HS</u> | | |
| Spirit Leaders | Chino Hills Pizza Co. Family Night Out | 2/8/19 |
| HEAL Club | Valentine Gram Sale | 2/8/19 - 2/14/19 |
| Choral Boosters | Chick-fil-A Family Night Out | 2/11/19 |
| Theatre Arts Boosters | Comedy Show Ticket Sale | 2/16/19 |
| Girls Waterpolo Boosters | Breakfast Flapjack Ticket Sale | 2/17/19 |
| Komforting Kids Club | Chipotle Family Night Out | 2/27/19 |
| Make-A-Wish Club | Pie in the Face Ticket Sale | 3/14/19 |
| <u>Chino HS</u> | | |
| Boys Tennis Boosters | Fridays After School Boba Sale | 2/8/19 - 5/31/19 |
| Wrestling Boosters | Los Portales Family Night Out | 2/11/19 |
| Track & Field Boosters | Applebee's Pancake Breakfast | 2/24/19 |
| Wrestling Boosters | Chipotle Family Night Out | 3/4/19 |

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 7, 2019

| <u>SITE/DEPARTMENT</u> | <u>ACTIVITY/DESCRIPTION</u> | <u>DATE</u> |
|-------------------------------|------------------------------------|--------------------|
| <u>Chino Hills HS</u> | | |
| Theatre Group | Off Campus Candy Sale | 2/8/19 - 2/18/19 |
| Aquatics Boosters | After School Snack Bar | 2/8/19 - 6/30/19 |
| Choir | After School Coffee/Snack Sale | 2/15/19 |
| Spirit Boosters | Mountain Mike's Spirit Day | 2/18/19 |
| Christians on Campus | Dodgeball Tournament | 2/22/19 |
| Club Ed | Papachino's Spirt Day | 2/26/19 |
| Spirit Boosters | Which Wich Spirit Day | 3/7/19 |
| Aquatics Boosters | Swim & Dive Invitational | 4/11/19 - 4/13/19 |
| <u>Don Lugo HS</u> | | |
| Girls & Boys Soccer | Ontario Fury Ticket Sale | 2/8/19 - 2/15/19 |
| Boys Volleyball | Off Campus Candy Sale | 2/19/19 - 2/26/19 |
| Track & Field | Jog-A-Thon | 3/1/19 |
| Spirit Leader Boosters | Comedy Show Ticket Sale | 3/2/19 |

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Liz Pensick, Director, Fiscal 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.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 7, 2019

| <u>DEPARTMENT/SITE DONOR</u> | <u>ITEM DONATED</u> | <u>APPROXIMATE VALUE</u> |
|---|---------------------|------------------------------|
| <u>Assessment & Instructional Technology</u> | | |
| Safari Montage | Gift Cards | \$90.00 |
| Lenovo | Gift Cards | \$90.00 |
| <u>H.O.P.E. Program</u> | | |
| California Institute for Men | Gift Cards | \$50.00 |
| Marilyn Larson | Gift Cards | \$75.00 |
| California Institute for Men | Gift Cards | \$100.00 |
| Veterans of Foreign War | Gift Cards | \$300.00 |
| Knights of Columbus | Cash | \$500.00 |
| Chino Valley Fire Foundation | Gift Cards | \$2,000.00 |
| <u>Borba ES</u> | | |
| Edison International | Cash | \$500.00 |
| <u>Chaparral ES</u> | | |
| Kenneth Gallaher | Cash | \$750.00 |
| <u>Cortez ES</u> | | |
| Kroger | Cash | \$21.00 |
| Kroger | Cash | \$31.00 |
| <u>Dickson ES</u> | | |
| Box Tops for Education | Cash | \$123.00 |
| Jonathan Vong | 2 Bicycles | \$200.00 |
| <u>Rhodes ES</u> | | |
| Rhodes PEP Club | Cash | \$6,665.00 |

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 7, 2019

| <u>DEPARTMENT/SITE DONOR</u> | <u>ITEM DONATED</u> | <u>APPROXIMATE VALUE</u> |
|----------------------------------|----------------------|------------------------------|
| <u>Rolling Ridge ES</u> | | |
| Mr. & Mrs. Mario Velarde | 30 Chess Sets | \$300.00 |
| <u>Canyon Hills JHS</u> | | |
| Mr. & Mrs. Kevin Hsieh | Trash Bags | \$80.00 |
| <u>Ramona JHS</u> | | |
| Claudia Astudillo | Cash | \$5.00 |
| <u>Adult School</u> | | |
| Geary Pacific Corporation | Wall Mount Heat Pump | \$6,060.00 |
| Russell Sigler, Inc. | HVAC Equipment | \$22,962.00 |
| <u>Chino HS</u> | | |
| Centro Basco | Cash | \$100.00 |
| Laurie Hill | Cash | \$100.00 |
| Michael & Olivia Lee | Cash | \$100.00 |
| Tri-Auto, Inc. | Cash | \$100.00 |
| <u>Chino Hills HS</u> | | |
| Lori Evans | Cash | \$20.00 |
| Heather French | Cash | \$20.00 |
| Reema Khan | Cash | \$20.00 |
| Barbara Mackinley | Cash | \$20.00 |
| Janelle Shiba | Cash | \$20.00 |
| Reema Khan | Cash | \$40.00 |
| Aligned Holistic Health | Cash | \$50.00 |
| Janice Heman | Cash | \$50.00 |
| Edison International | Cash | \$60.00 |
| Edison International | Cash | \$60.00 |
| Valerie Pestana | Cash | \$60.00 |

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 7, 2019

| <u>DEPARTMENT/SITE DONOR</u> | <u>ITEM DONATED</u> | <u>APPROXIMATE VALUE</u> |
|--------------------------------------|---------------------|------------------------------|
| <u>Chino Hills HS</u> (cont.) | | |
| Ruthe Ann Rosen | Cash | \$60.00 |
| Liz Cahn-Castruita | Cash | \$100.00 |
| Julie Cannataro | Cash | \$100.00 |
| Brigitte DeLaura | Cash | \$100.00 |
| Pamela Edwards-Swift | Cash | \$100.00 |
| Kathryn Gomez | Cash | \$100.00 |
| Kristi Kim | Cash | \$100.00 |
| Terri Larson | Cash | \$100.00 |
| Judith Lefevers | Cash | \$100.00 |
| Eleanor McCartan | Cash | \$100.00 |
| Alison Morales | Cash | \$100.00 |
| Patrice Porter | Cash | \$100.00 |
| Shelley Ryan | Cash | \$100.00 |
| Kandy Sullivan | Cash | \$100.00 |
| Tamara Thomann | Cash | \$100.00 |
| Darlene Ungard | Cash | \$100.00 |
| Sherry Young | Cash | \$100.00 |
| Linda Zeigler | Cash | \$100.00 |
| Laurel Bell | Cash | \$120.00 |
| Deborah Clark | Cash | \$120.00 |
| Sandra Graham | Cash | \$140.00 |
| Justin & Shelby's Groom N Go | Cash | \$150.00 |
| Kathye Lindsley | Cash | \$220.00 |
| Wendy Orosco | Cash | \$557.00 |

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
 Liz Pensick, Director, Fiscal 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 | 2018/2019 YEAR-TO-DATE |
|---------------------------------------|---------------|-----------------|------------------------|
| Atkinson, Andelson, Loya, Ruud & Romo | December 2018 | \$15,441.19 | \$118,349.57 |
| Fagen Friedman & Fulfroost LLP | - | - | \$ 10,984.50 |
| Margaret A. Chidester & Associates | December 2018 | \$76,953.28 | \$771,887.44 |
| The Tao Firm | December 2018 | \$ 4,580.00 | \$ 5,280.00 |
| | Total | \$96,974.47 | \$906,501.51 |

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

RECOMMENDATION

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

FISCAL IMPACT

\$96,974.47 to the General Fund.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Stephanie Johnson, Director, Student Support Services
SUBJECT: STUDENT ADMISSION CASE 18/19-02A

=====

BACKGROUND

The Board of Education may admit students expelled from other districts in accordance with law when consistent with the Board’s goal to provide a safe and secure school environment for students and staff.

The District shall not enroll a student expelled by another district for any of the offenses listed in Education Code 48915(a) or (c) (mandatory expulsion offenses) during the term of the student’s expulsion, unless the enrollment is at a community day school. A student expelled for an act specified in Education Code 48915(a) or (c) may enroll in the District after the term of his/her expulsion if the Board finds, at a hearing, that the student does not pose a continuing danger to students or staff.

The Board, when making its determination whether to enroll an individual who has been expelled from another school district for any of the acts mentioned above, may consider the following options: deny enrollment, permit enrollment, or permit conditional enrollment in a regular school program or another education program.

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

RECOMMENDATION

Based upon the evidence presented to the Expulsion Hearing Administrative Panel, it is recommended the request regarding admission to the Chino Valley Unified School District be approved for student admission case 18/19-02A.

FISCAL IMPACT

None.

NE:LF:SJ:ss

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Stephanie Johnson, Director, Student Support Services
SUBJECT: STUDENT EXPULSION CASES 18/19-09, 18/19-11, AND 18/19-15

=====

BACKGROUND

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

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

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

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

RECOMMENDATION

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve student expulsion cases 18/19-09, 18/19-11, and 18/19-15.

FISCAL IMPACT

None.

NE:LF:SJ:ss

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: February 7, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, 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: Country Springs ES Event: Sacramento Day Trip Place: Sacramento, CA Chaperone: 96 students/30 chaperones | April 26, 2019 | Cost: \$460.00 per student Funding Source: Parents and fundraising |
| Site: Liberty ES Event: Riley’s Farm Overnight Trip Place: Yucaipa, CA Chaperone: 48 students/10 chaperones | April 2-3, 2019 | Cost: \$150.00 per student Funding Source: Parents |

| | | |
|---|----------------------|---|
| Site: Ayala HS Event: Spirit Team - National Dance Alliance National Championship Place: Orlando, FL Chaperone: 7 students/1 chaperone | February 21-25, 2019 | Cost: \$620.00 per student Funding Source: Parents and fundraising |
| Site: Chino HS Event: Cross Country Camp Place: Big Bear Lake, CA Chaperone: 20 students/6 chaperones | July 18-22, 2019 | Cost: \$150.00 per student Funding Source: Parents and fundraising |
| Site: Chino Hills HS Event: Color Guard - Winter Guard International Regional Competition Place: Mesa, AZ Chaperone: 14 students/5 chaperones | March 8-10, 2019 | Cost: \$275.00 per student Funding Source: Fundraising |
| Site: Chino Hills HS Event: Associated Student Body - California Association of Student Leaders Leadership Conference Place: Santa Clara, CA Chaperone: 10 students/2 chaperones | April 6-8, 2019 | Cost: \$350.00 per student Funding Source: Parents |
| Site: Chino Hills HS Event: Drum Line - Winter Guard International Championships Place: Dayton, OH Chaperone: 47 students/12 chaperones | April 9-14, 2019 | Cost: \$1,476.00 per student Funding Source: Fundraising |
| Site: Don Lugo HS Event: Future Farmers of America - University of California, Davis Field Day Contest Place: Davis, CA Chaperone: 12 students/2 chaperones | March 1-3, 2019 | Cost: \$165.00 per student Funding Source: Fundraising |
| Site: Don Lugo HS Event: Future Farmers of America - State Leadership Conference Place: Anaheim, CA Chaperone: 20 students/4 chaperones | April 25-28, 2019 | Cost: \$380.00 per student Funding Source: Parents and fundraising |

FISCAL IMPACT

None.

NE:LF:rtr

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Grace Park, Ed.D., Associate Superintendent, Curriculum, Instruction, Innovation, and Support
Preston R. Carr, Ed.D., Director, Alternative Education
SUBJECT: ADDENDUM #1 TO THE MEMORANDUM OF UNDERSTANDING BETWEEN CHINO VALLEY UNIFIED SCHOOL DISTRICT AND CHAFFEY COMMUNITY COLLEGE DISTRICT FOR DUAL ENROLLMENT CREDIT

=====

BACKGROUND

On October 4, 2018, the Board of Education approved the Memorandum of Understanding between the Chino Valley Unified School District and Chaffey Community College District for expanding dual enrollment, consistent with the provisions of Assembly Bill 288 (Education Code 76004), to advance opportunities for high school students who are underrepresented in higher education. The addendum updates the list of courses offered for dual enrollment credit.

Students who complete college credit while enrolled in high school are more likely to earn high school diplomas, enroll in community and four-year college institutions, attend post-secondary education on a full-time basis, and complete degrees, comparatively to students without these experiences.

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

RECOMMENDATION

It is recommended the Board of Education approve the Addendum #1 to the Memorandum of Understanding between Chino Valley Unified School District and Chaffey Community College District for Dual Enrollment Credit.

FISCAL IMPACT

None.

NE:GP:PRC:smr

ADDENDUM #1 TO THE MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN CHINO VALLEY UNIFIED SCHOOL DISTRICT AND CHAFFEY COLLEGE DISTRICT FOR DUAL ENROLLMENT

This Addendum constitutes an addendum to the Memorandum of Understanding Between Chino Valley Unified School District and Chaffey Community College District For Dual Enrollment signed on October 4, 2018, by and between the Chaffey Community College District (“Chaffey College”), a public community college district organized and existing under the laws of the State of California with its principal place of business at 5885 Haven Avenue, Rancho Cucamonga, CA 91737, and Chino Valley Unified School District (“CVUSD”), a public school district with its principal place of business at 5130 Riverside Drive, Chino, CA, 91710.

1.0 OBJECTIVE

The objective of this Addendum is to update the Course Offerings (1.1) listed in the aforementioned MOU.

1.1 Additional Course offerings: In spring 2019, CVUSD-Chaffey College dual enrollment schedule expanded course offerings to include the following courses:

Criminal Justice 1 – Introduction to the Criminal Justice System
Astronomy 35 – Planets and the Solar System

1.2 Complete course offering list: Chaffey College is exclusively responsible for providing courses to CVUSD students at no enrollment charge to CVUSD. Some courses may include course material fees and/or textbook costs. CHAFFEY COLLEGE will identify such expenses before courses are scheduled with CVUSD. All courses listed below are mutually agreed upon between CHAFFEY COLLEGE and CVUSD Administrations for CVUSD Dual Enrollment credit.

ANTHRO 3 - Introduction to Social and Cultural Anthropology
ASTRONOMY 26 - Stars and Galaxies
ASTRONOMY 35 – Planets and the Solar System
CINEMA 26 - Survey of American Cinema
COMSTD 2 - Fundamentals of Effective Speaking
CJ 1 - Introduction to the Criminal Justice System
ENGLISH 77 - Latino Literature
GUIDANCE 2 - Essentials for Student Success
GUIDANCE 3 - Career Exploration and Planning
GUIDANCE 6 – Successful College Transition
MUSIC 22 - History of Rock Music
PSYCH 25 - Developmental Psychology: Lifespan Development

CHINO VALLEY UNIFIED SCHOOL DISTRICT:

Representative: Norm Enfield, Ed.D.,
Superintendent

Tel: 909-628-1201

CHAFFEY COMMUNITY COLLEGE DISTRICT:

Representative: Laura Hope,
Associate Superintendent of Instruction and
Institutional Effectiveness

Tel: 909-652-6163

IN WITNESS WHEREOF, the parties execute this MOU effective on the date first written above:

CVUSD:

By: _____

Signature

Printed Name

Date: _____

CHAFFEY COLLEGE:

By: _____

Signature

Printed Name

Date: _____

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN CHINO VALLEY UNIFIED SCHOOL DISTRICT AND THE JOINT POWERS AUTHORITY FOR PARTICIPATION IN THE CAREER TECHNICAL EDUCATION INCENTIVE GRANT

=====

BACKGROUND

On April 2, 2015, the Board of Education approved the Joint Powers Authority Agreement between the Baldy View Regional Occupational Program and its member districts, including Chino Valley Unified School District.

This Memorandum of Understanding (MOU) was established to assist multiple Local Educational Agencies (LEAs) in their regional area to provide a more comprehensive Career Technical Education program offering to more students. The MOU is comprised of the member districts, Chaffey Joint Union High School District, Chino Valley Unified School District, Claremont Unified School District, Upland Unified School District, and Baldy View Regional Occupational Program.

The MOU will give authority for the member districts to begin the application and grant writing process. The MOU will become effective upon Board approval of each of the participating districts and will extend through the duration of the State Career Technical Education Incentive Grant funding, or until revised or disbanded by the participating LEAs.

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 between Chino Valley Unified School District and the Joint Powers Authority for Participation in the Career Technical Education Incentive Grant.

FISCAL IMPACT

None.

NE:GP:JAR:lar

Memorandum of Understanding (MOU)
for a Joint Powers Authority OR a County Office of Education
for participation in the Career Technical Education Incentive Grant (CTEIG)

Check ONE: Joint Powers Authority (JPA) County Office of Education (COE)

Names of Participating Local Educational Agencies (LEAs):

| | |
|--|--------------------------------------|
| Chaffey Joint Union High School District | Chino Valley Unified School District |
| Claremont Unified School District | Upland Unified School District |
| Baldy View Regional Occupational Program | |
| | |
| | |

This MOU was established to assist multiple LEAs in their regional area to provide a more comprehensive Career Technical Education (CTE) program offering to more students. The MOU is comprised of the LEAs listed above. This agreement will become effective upon receipt of this document by the California Department of Education (CDE) with original signatures of the Superintendent or Authorized Designee from each of the participating LEAs and will extend through the duration of the state CTEIG funding, or until revised or disbanded by the participating LEAs.

For JPA's:

1. As the administrative agency for the JPA, Baldy View Regional Occupational Program will receive and administer the JPA's allocated funds, and submit the necessary plans, applications, and all fiscal claims to the California Department of Education (COE). Each of the LEAs participating in the JPA will cooperate in the development of these documents and will provide timely responses to the JPA fiscal agent's request for information and data.
2. Each member of the JPA will allocate the Average Daily Attendance (ADA) of their students in their district that will participate in the JPA's CTE programs to determine funding for this specific CTEIG funding structure. The JPA will report only those students' ADA that the member has allocated for the purpose of determining the grant allocation award. Each member and fiscal agent will submit data on CTE students according to what they are claiming or allocating of ADA for the grant funding structure of ADA, as outlined in Education Code (EC) Section 53071.

Each member of the MOU and the JPA fiscal agent will sign all grant assurances and comply with all requirements as a grant recipient for the CTEIG funding, as outlined in EC Section 53071.

In accordance with the CTEIG program, EC Section 53070 (b) Of the amounts appropriated in paragraphs (1) through (3), inclusive, of subdivision (a), 4 percent is designated for applicants with average daily attendance of less than or equal to 140, 8 percent is designated for applicants with average daily attendance of more than 140 and less than or equal to 550, and 88 percent is designated for applicants with average daily attendance of more than 550. For purposes of this section, average daily attendance shall be those figures that are reported at the time of the second principal apportionment for the previous fiscal year for pupils in grades 7 to 12, inclusive. For any applicant consisting of more than one school district, county office of education, charter school, or regional occupational center or program operated by a joint powers authority, or of any combination of those entities, the sum of the average daily attendance for each of the constituent entities shall be used for purposes of this subdivision.

No funds will be redistributed to individual members of the JPA for purposes or programs that are not available to all members of the JPA.

Baldy View Regional Occupational Program may claim indirect costs incurred based on the approved state rate.

As evidenced by the accompanying Superintendent or Authorized Designee signatures, each of the JPA's participating LEAs agrees to the conditions set forth in this Memorandum of Understanding:

Chaffey Jt Union High School Dist

| | | |
|----------|----------------------|------|
| LEA Name | Authorized Signature | Date |
|----------|----------------------|------|

Chino Valley Unified School Dist

| | | |
|----------|----------------------|------|
| LEA Name | Authorized Signature | Date |
|----------|----------------------|------|

Claremont Unified School Dist

| | | |
|----------|----------------------|------|
| LEA Name | Authorized Signature | Date |
|----------|----------------------|------|

Upland Unified School Dist

| | | |
|----------|----------------------|------|
| LEA Name | Authorized Signature | Date |
|----------|----------------------|------|

Baldy View Regional Occ Prog

| | | |
|----------|----------------------|------|
| LEA Name | Authorized Signature | Date |
|----------|----------------------|------|

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Yvette Farley, Director, Access and Equity

SUBJECT: LOW-PERFORMING STUDENT BLOCK GRANT

=====

BACKGROUND

Governor Brown signed Assembly Bill 1808 into law on June 27, 2018, authorizing the allocation of \$300 million to the Low-Performing Student Block Grant during the 2018/2019 fiscal year. Grant funds provide additional supports to increase the academic achievement for California’s low-performing students that are not identified as part of the unduplicated student population in the Local Control and Accountability Plan (LCAP). This item was presented to the Board on January 17, 2019, as information.

Chino Valley Unified School District’s estimated eligible amount is \$1.4 million and must be used during the next three fiscal years beginning in 2018/2019 and ending in 2020/2021. The grant requirements for spending funds are: present planned priorities for expenditures in a public meeting; report the adopted plan to use the funds by March 1, 2019; and report plan implementation, strategies used, and whether strategies increased academic performance of identified students by November 1, 2021.

The District’s planned priorities for expenditures will be in alignment with Goal 1 in the LCAP - All students are provided a high-quality teaching and learning environment. Planned priorities for expenditures will support: professional development and instructional materials for certificated staff; and instructional materials and additional supports for low-performing students to ensure that all underperforming students experience academic growth.

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

RECOMMENDATION

It is recommended the Board of Education approve the Low-Performing Student Block Grant.

FISCAL IMPACT

An estimated \$1.4 million in one-time restricted funding for additional supports for low-performing students.

NE:LF:YF:dt

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Assistant Superintendent, 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

\$30,533,136.72 to all District funding sources.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Assistant Superintendent, 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.

NE:GJS:AGH:pw

| CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT | FISCAL IMPACT |
|--|---|
| CIIS-1819-158 SKL Enterprises LLC dba CoreCourseGPA.com. To provide web-based software that tracks a student athlete's progress towards meeting NCAA eligibility requirements. Submitted by: Ayala HS Duration of Agreement: October 27, 2018 - October 27, 2019 | Contract amount: \$450.00 Funding source: School Site Budget |
| CIIS-1819-161 SoftIntegration, Inc. To provide software to complete coding and programming textbook activities. Submitted by: Secondary Curriculum Duration of Agreement: February 8, 2019 - June 30, 2019 | Contract amount: \$599.00 Funding source: LCAP |
| CIIS-1819-162 SHI. To provide Adobe Creative Cloud for Teams licensing. Submitted by: Health Services Duration of Agreement: February 8, 2019 - February 7, 2020 | Contract amount: \$2,430.00 Funding source: TUPE Grant |
| CIIS-1819-163 Mary Jo Madda. To provide keynote speaker services at ChET Day 2019. Submitted by: Assessment & Instructional Technology Duration of Agreement: October 1, 2018 - June 1, 2019 | Contract amount: \$3,000.00 Funding source: General Fund |
| CIIS-1819-164 Riverside County Office of Education. To provide professional development for Educational Technology. Submitted by: Assessment & Instructional Technology Duration of Agreement: January 18, 2019 - June 30, 2019 | Contract amount: \$1,500.00 Funding source: General Fund |

| SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS | FISCAL IMPACT |
|---|--|
| SBCSS 17/18-0986 San Bernardino County Superintendent of Schools. To provide oversight and fiscal support of the Boys Republic program. Submitted by: Access and Equity Duration of Agreement: July 1, 2018 - June 30, 2019 | Contract amount: \$200,000.00 Funding source: Income/Title I-Part D |

| MASTER CONTRACTS | FISCAL IMPACT |
|---|---|
| MC-1819-056 HIN Experience LLC. To provide motivational assembly presentation. Submitted by: Ramona JHS Duration of Agreement: February 8, 2019 - June 30, 2021 | Contract amount: Per rate sheet Funding source: School Site Budget |
| MC-1819-057 Project Sister Family Services. To provide sexual assault crisis intervention and prevention education. Submitted by: Health Services Duration of Agreement: February 8, 2019 - June 30, 2021 | Contract amount: None Funding source: None |
| MC-1819-058 Wheels of Freestyle, Inc. To provide BMX bike assembly. Submitted by: Chaparral ES Duration of Agreement: February 8, 2019 - June 30, 2020 | Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters |
| MC-1819-059 American Golf Corp. dba Mountain Meadows Golf Course. To provide banquet facilities and catering services. Submitted by: Chino HS Duration of Agreement: January 18, 2019 - June 30, 2021 | Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters |

| MASTER CONTRACTS | FISCAL IMPACT |
|---|--|
| MC-1819-060 The Sawdust Factory. To provide family night craft event. Submitted by: Hidden Trails ES Duration of Agreement: February 13, 2019 - June 30, 2021 | Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters |
| MC-1819-061 RJG Enterprises, Inc. dba New York Pizzeria. To provide catering services. Submitted by: Woodcrest JHS Duration of Agreement: February 8, 2019 - June 30, 2021 | Contract amount: Per rate sheet Funding source: LCAP |
| MC-1819-062 Design Zone LLC dba Chino Hills Party Rentals. To provide party rental supplies. Submitted by: Chaparral ES Duration of Agreement: February 8, 2019 - June 30, 2021 | Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters |
| MC-1819-063 Sergio Robleto. To provide mural to beautify campus. Submitted by: Buena Vista HS Duration of Agreement: February 12, 2019 - June 30, 2019 | Contract amount: \$2,145.00 Funding source: General Fund |
| MC-1819-064 JEGN Ontario, Inc. dba Zendejas Mexican Grill. To provide banquet and catering facility. Submitted by: Chino HS Duration of Agreement: February 8, 2019 - June 30, 2021 | Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters |
| MC-1819-065 Ocean Institute. To provide field study program for GATE enrichment. Submitted by: Marshall ES Duration of Agreement: February 8, 2019 - June 30, 2021 | Contract amount: Per rate sheet Funding source: GATE |
| MC-1819-066 Southern California Percussion Alliance. To provide CVUSD schools to participate in sanctioned events. Submitted by: Purchasing Duration of Agreement: February 8, 2019 - June 30, 2021 | Contract amount: None Funding source: None |

| APPROVED CONTRACTS TO BE AMENDED | AMENDMENT |
|--|---|
| CIIS-1819-098 Parent Institute for Quality Education (PIQE). To provide parent training courses; compensation up to \$6,000.00 for 60 parent graduates. Submitted by: Ramona JHS Duration of Agreement: September 25, 2018 - June 30, 2019 Original Agreement Board Approved: August 16, 2018 | Increase contract amount from \$6,000.00 to \$13,600.00 for parent training at Chino HS. Extend contract date through June 30, 2019. Funding source: Title I |
| CIIS-1819-110 IXL Learning. To provide immersive K-12 learning experience providing comprehensive, standard-aligned content for math. Submitted by: Briggs K-8 Duration of Agreement: November 2, 2018 - June 30, 2019 Original Agreement Board Approved: September 6, 2018 | Increase contract amount from \$3,360.00 to \$4,440.00 for additional site licenses for Woodcrest JHS. Funding source: Title I |
| MC-1819-054 A&I Reprographics. To provide full service large and small format scanning and bid document administration. Submitted by: Maintenance Duration of Agreement: December 14, 2018 - June 30, 2021 Original Agreement Board Approval: December 13, 2018 | Contract amount: Per rate sheet Funding source: Various |

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Assistant Superintendent, 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.

NE:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
SURPLUS/OBSOLETE PROPERTY**

February 7, 2019

| <u>DESCRIPTION</u> | <u>MAKE/MODEL</u> | <u>I.D./SERIAL</u> | <u>DEPT/SITE</u> |
|------------------------|-------------------|--------------------------|------------------|
| Screen | Sony | | CVLA |
| Screen | View Sonic | A2W044902207 | CVLA |
| Screen | Dell | CN-OWH320-4663-69E-30VU | CVLA |
| Screen | Dell | CNOCC639-72872-611-IPML | CVLA |
| Screen | Dell | CN-OFJ181-64180-67D44HL | CVLA |
| Screen | Dell | CN-OFJ181-64180-670-44JL | CVLA |
| Screen | Dell | CNOFJ181-64180-67D-44JL | CVLA |
| Computer | Dell | 35684 | CVLA |
| Computer | Dell | 22926 | CVLA |
| Computer | Dell | 35015 | CVLA |
| Computer | Dell | 51811 | CVLA |
| Computer | Dell | 32382 | CVLA |
| Computer | Dell | 32290 | CVLA |
| Computer | Dell | 46430 | CVLA |
| Computer | Dell | 25886 | CVLA |
| Screen | Dell | CNOCC639-72872-6110AEL | CVLA |
| Computer | Mac | 23144 | Chaparral ES |
| Computer | Mac | 23112 | Chaparral ES |
| Computer | Mac | 23128 | Chaparral ES |
| Laptop | Mac | 322-cart2-02 | Chaparral ES |
| Laptop | Mac | 322-cart2-04 | Chaparral ES |
| Laptop | Mac | 322-cart2-12 | Chaparral ES |
| Misc. Keyboards | | | Chaparral ES |
| Computer | Mac | 23146 | Chaparral ES |
| Misc. Cords | | | Chaparral ES |
| Teacher Desks (1) | | | Rolling Ridge ES |
| Student Desks (85) | | | Rolling Ridge ES |
| White Boards (4) | | | Rolling Ridge ES |
| Rectangular Tables (2) | | | Rolling Ridge ES |
| Lunch Table | | | Rolling Ridge ES |
| Bookcases (5) | | | Rolling Ridge ES |
| File Cabinets (5) | | | Rolling Ridge ES |
| Paint Easels (4) | | | Rolling Ridge ES |
| Laptop | Apple | 21296 | Rolling Ridge ES |
| DVD | JVC | 14253241 | Rolling Ridge ES |
| DVD | Toshiba | BCC920086704 | Rolling Ridge ES |
| DVD | Toshiba | BCC920086709 | Rolling Ridge ES |

| <u>DESCRIPTION</u> | <u>MAKE/MODEL</u> | <u>I.D./SERIAL</u> | <u>DEPT/SITE</u> |
|------------------------|-------------------|--------------------|------------------|
| DVD | JVC | 14253323 | Rolling Ridge ES |
| DVD | JVC | 14253331 | Rolling Ridge ES |
| DVD | Samsung | 6RBXB29172V | Rolling Ridge ES |
| DVD | Panasonic | E6IA40922R | Rolling Ridge ES |
| DVD | Panasonic | E6IA40937R | Rolling Ridge ES |
| DVD | Panasonic | E6IA4016R | Rolling Ridge ES |
| Response System | | | Rolling Ridge ES |
| Boombbox | IA24051 | | Rolling Ridge ES |
| DVD | Panasonic | E6IA40938R | Rolling Ridge ES |
| Jr. Exec. Student Desk | | | Rolling Ridge ES |
| Camera | Sony | 534709 | Rolling Ridge ES |
| Camera | Sony | | Rolling Ridge ES |
| Keyboards (20) | Dell | | Rolling Ridge ES |
| Keyboard | Dell | 7357178B0DLG | Rolling Ridge ES |
| Keyboard | Dell | 7357178B0DLO | Rolling Ridge ES |
| Keyboard | Dell | 3717266102FK | Rolling Ridge ES |
| Keyboard | Dell | 735717710KV9 | Rolling Ridge ES |
| Keyboard | Dell | 7375178003R5 | Rolling Ridge ES |
| Keyboard | Dell | 73571782006R | Rolling Ridge ES |
| Keyboard | Dell | 7375177506VQ | Rolling Ridge ES |
| Keyboard | Dell | 73571785201YD | Rolling Ridge ES |
| Keyboard | Dell | 73571781OC25 | Rolling Ridge ES |
| Keyboard | Dell | 7357178D06NH | Rolling Ridge ES |
| Keyboard | Dell | 7357178BOAF2 | Rolling Ridge ES |
| Keyboard | Dell | 73571771OL3D | Rolling Ridge ES |
| Keyboard | Dell | 73571771OKQC | Rolling Ridge ES |
| Keyboard | Dell | 7357178BOAFX | Rolling Ridge ES |
| Keyboard | Dell | 73571771OKVP | Rolling Ridge ES |
| Keyboard | Dell | 7357178E09LB | Rolling Ridge ES |
| Keyboard | Dell | 73571781OBC1 | Rolling Ridge ES |
| Keyboard | Dell | 7357178BOANO | Rolling Ridge ES |
| Keyboard | Dell | 73571771OKVY | Rolling Ridge ES |
| Keyboard | Dell | 73571771OKW2 | Rolling Ridge ES |
| Wooden Chairs (4) | | | Rolling Ridge ES |
| Overhead Projector | Epson | 21110 | Townsend JHS |
| Monitor | IMAC | | Townsend JHS |

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations

SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR CUPCCAA PROJECTS

=====

BACKGROUND

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

| CUPCCAA Project | Project Description | Contractor | Original Quotation | Change Order | Total | Funding Source |
|------------------------|---|---------------------------------|---------------------------|---------------------|--------------|-----------------------|
| CC2018-46 | Alternative Education Center Security Fencing and Asphalt Renovation | Premier Paving Inc. | \$35,620.00 | N/A | \$35,620.00 | 21 |
| CC2019-16 | Newman ES HVAC Replacement Rooms 1 and 2 | Air Control Specialties Inc. | \$24,144.39 | N/A | \$24,144.39 | 14 |
| CC2019-22 | District Office Building 1-Restroom Repairs and Alterations | J2 Builders | \$34,200.00 | N/A | \$34,200.00 | 25 |
| CC2019-23 | Don Lugo HS Football Locker Replacement | California Facility Specialties | \$41,267.00 | N/A | \$41,267.00 | 25 |
| CC2019-24 | Cal Aero K-8 Door Replacements | Montgomery Hardware Co. | \$24,834.71 | N/A | \$24,834.71 | 01 |
| CC2019-25 | Cal Aero K-8 Keyless Access System (Bldg. A) Storefront Configuration | Dan Lyman Construction Inc. | \$19,701.00 | N/A | \$19,701.00 | 21 |

| CUPCCAA Project | Project Description | Contractor | Original Quotation | Change Order | Total | Funding Source |
|------------------------|--|------------------------------|---------------------------|---------------------|--------------|-----------------------|
| CC2019-26 | Don Lugo HS Floriculture Room Floor Replacement | Rite-Way Flooring Inc. | \$23,369.00 | (\$6,476.00) | \$16,893.00 | 01 |
| CC2019-27 | Chaparral ES Marquee Installation | Encore Image Inc. | \$17,396.94 | N/A | \$17,396.94 | 01 |
| CC2019-28 | Don Lugo HS Coaches Office and Trainers Room HVAC Replacement | Air Control Specialties Inc. | \$24,481.92 | N/A | \$24,481.92 | 14 |
| CC2019-30 | Borba ES MPR HVAC Condenser Replacement | Air Control Specialties Inc. | \$24,699.66 | N/A | \$24,699.66 | 14 |
| CC2019-31 | Woodcrest JHS Behavioral Intervention Program Office Flooring Installation | Rite-Way Flooring Inc. | \$37,694.73 | N/A | \$37,694.73 | 01 |
| CC2019-35 | District Office Asphalt Repairs and Reconstruction of Parking Stalls | Premier Paving Inc. | \$24,500.00 | N/A | \$24,500.00 | 25 |

Documentation indicating satisfactory completion and compliance with specifications has been obtained from: school site administrator; Alex Rivera, Project Manager; Sam Sousa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

Staff recommends approval of the Change Order and Notice of Completion for these projects.

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for CUPCCAA Projects.

FISCAL IMPACT

- \$96,819.38 to General Fund 01.
- \$73,325.97 to Deferred Maintenance Fund 14.
- \$55,321.00 to Building Fund 21.
- \$99,967.00 to RDA Fund 25.

NE:GJS:pw



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Humility • Civility • Service

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Facilities, Planning, and Operations Division
5130 Riverside Drive
Chino, CA 91719
Telephone: 909.628.1201 x1450 FAX: 909.590.1639

C H A N G E O R D E R

DATE: 1.17.2019 BID # CC2019-26 CHANGE ORDER # 1

PROJECT: Don Lugo High School Floriculture Room Floor Replacement

DSA APPLICATION #: _____ DSA FILE #: _____

OWNER: Chino Valley Unified School District

ARCHITECT: _____ CONTRACTOR: Rite-Way Flooring

THE CONTRACTOR IS HEREBY AUTHORIZED TO DO THE FOLLOWING: Investigate subflooring for potential damage and act upon areas of concern.

Requested by: Sam Sousa

Reason: Contractor found no cause for concern on the subflooring.

| | | |
|---|-----------------|-------------------|
| The original contract amount was: | \$ | <u>23,369.00</u> |
| The contract amount will be increased/decreased by this Change Order: | \$ | <u>(6,476.00)</u> |
| The new contract amount including this Change Order will be: | \$ | <u>16,893.00</u> |
| The original contract completion date: | <u>1/4/2019</u> | |
| The contract time will be increased/decreased by days: | <u>0</u> | |
| The date of completion as a result of this Change Order is: | <u>1/4/2019</u> | |

APPROVED BY:

[Signature]
GENERAL CONTRACTOR

1.17.19
DATE

DSA INSPECTOR OF RECORD

DATE

[Signature]
CVUSD CONSTRUCTION COORDINATOR

1.17.19
DATE

PROJECT MANAGER

DATE

[Signature]
CVUSD DIRECTOR OF MAINTENANCE, OPERATIONS & CONSTRUCTION

1/18/19
DATE

OWNER (authorized agent)

1/22/19
DATE

ARCHITECT/ENGINEER/CONSULTANT

DATE

| | | |
|---------------------------------|------------|-----------|
| APPROVED | | |
| DIVISION OF THE STATE ARCHITECT | | |
| ACS _____ | FLS _____ | SSS _____ |
| A# _____ | DATE _____ | |

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
Martin Silveira, Director, Maintenance and Operations

**SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA BID 17-18-27I,
FORMER EL RANCHO ES PRIMARY AND KINDER PLAYGROUND
EQUIPMENT INSTALL**

=====

BACKGROUND

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

On June 14, 2018, the Board of Education awarded CUPCCAA Bid 17-18-27I, Former El Rancho ES Primary and Kinder Playground Equipment Install to J2 Builders. All contracted work was completed on January 15, 2019. Contract summary is provided below.

| CUPCCAA Bid | Project Description | Contractor | Original Contract | Change Order | Total | 5% Retention Amount | Funding Source |
|--------------------|---|-------------------|--------------------------|---------------------|--------------|----------------------------|-----------------------|
| 17-18-27I | Former El Rancho ES Primary and Kinder Playground Equipment Install | J2 Builders | \$78,000.00 | N/A | \$78,000.00 | \$3,900.00 | 21 |

Documentation indicating satisfactory completion and compliance with specifications and project requirements has been obtained from the following individuals: Jonathan Campbell, Project Manager; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Notice of Completion for CUPCCAA Bid 17-18-27I, Former El Rancho ES Primary and Kinder Playground Equipment Install.

FISCAL IMPACT

\$78,000.00 to Building Fund 21.

NE:GJS:MS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
Anna G. Hamilton, Director, Purchasing

SUBJECT: RESOLUTIONS 2018/2019-27, 2018/2019-28, 2018/2019-29, AND 2018/2019-30, 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 below:

| Resolution | Contract | Contractor | Description | Term |
|-------------------|--|-------------------|--------------------|---------------------|
| 2018/2019-27 | Fontana Unified School District 18/19-1506 | Gorm, Inc. | Custodial Supplies | 9/12/2018-6/30/2019 |

| Resolution | Contract | Contractor | Description | Term |
|-------------------|---|-------------------------------------|--|----------------------|
| 2018/2019-28 | Savanna School District #40-09/2016-17 | Elite Modular Leasing & Sales, Inc. | Purchase, Lease, Relocation, Dismantling, and Removal of DSA Approved Portable Buildings | 1/18/2018-1/17/2020 |
| 2018/2019-29 | State of California Multiple Awards Schedule (CMAS) 3-19-70-3096B | SupplyMaster, Inc. | Hewlett Packard Printers, Printer Accessories, and Scanners | 1/1/2019-9/20/2022 |
| 2018/2019-30 | Waterford Unified School District Bid 01/17 | A-Z Bus sales Inc. | School Buses | 12/8/2016-12/31/2019 |

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolutions 2018/2019-27, 2018/2019-28, 2018/2019-29, and 2018/2019-30, authorization to utilize piggyback contracts.

FISCAL IMPACT

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District
Resolution 2018/2019-27
Authorization to Utilize the Fontana Unified School District 18/19-1506
With Gorm, Inc.
to Purchase Custodial Supplies
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 custodial supplies for the District;

WHEREAS, Fontana Unified School District currently has a piggyback contract, 18/19-1506, in accordance with Public Contract Code 20118 with Gorm, 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 of custodial supplies through the piggyback contract procured by the Fontana Unified School District 18/19-1506 Contract.

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 custodial supplies through the piggyback contract originally procured by the Fontana Unified School District 18/19-1506 Contract 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 custodial supplies in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Fontana Unified School District 18/19-1506 Contract.

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 September 12, 2018, for the term ending June 30, 2019.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 7th day of February 2019 by the following vote:

| | |
|----------|-------|
| Blair | _____ |
| Cruz | _____ |
| Gagnier | _____ |
| Na | _____ |
| Schaffer | _____ |

I, Norm Enfield, Ed.D., 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.

Norm Enfield, Ed.D., Superintendent
Secretary, Board of Education

**Chino Valley Unified School District
Resolution 2018/2019-28
Authorization to Utilize the Savanna School District #40-09/2016-17
With Elite Modular Leasing & Sales, Inc.
to Purchase, Lease, Relocation, Dismantling, and Removal of DSA Approved
Portable Buildings
Through the Piggyback Contract**

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

WHEREAS, Savanna School District currently has a piggyback contract, #40-09/2016-17, in accordance with Public Contract Code 20118 with Elite Modular Leasing & Sales, Inc., 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 of purchase, lease, relocation, dismantling, and removal of DSA approved portable buildings for the District; through the piggyback contract procured by the Savanna School District #40-09/2016-17 Contract.

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

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

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

Section 3. Authorization. The Board hereby authorizes the acquisition of custodial supplies in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Savanna School District #40-09/2016-17 Contract.

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

Section 5. Effective Date. This resolution shall be effective as of January 18, 2018, for the term ending January 17, 2020.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 7th day of February 2019 by the following vote:

| | |
|----------|-------|
| Blair | _____ |
| Cruz | _____ |
| Gagnier | _____ |
| Na | _____ |
| Schaffer | _____ |

I, Norm Enfield, Ed.D., 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.

Norm Enfield, Ed.D., Superintendent
Secretary, Board of Education

**Chino Valley Unified School District
Resolution 2018/2019-29
Authorization to Utilize the State of California Multiple Awards Schedule (CMAS)
Contract 3-19-70-3096B
With SupplyMaster, Inc.
to Purchase Hewlett Packard Printers, Printer Accessories, and Scanners
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 Hewlett Packard printers, printer accessories, and scanners for the District;

WHEREAS, CMAS currently has a piggyback contract, Contract 3-19-70-3096B, in accordance with Public Contract Code 20118 with SupplyMaster, 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 of Hewlett Packard printers, printer accessories, and scanners through the piggyback contract procured by the CMAS Contract 3-19-70-3096B.

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 Hewlett Packard printers, printer accessories, and scanners through the piggyback contract originally procured by the CMAS Contract 3-19-70-3096B 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 custodial supplies in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS Contract 3-19-70-3096B.

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

Section 5. Effective Date. This resolution shall be effective as of January 1, 2019, for the term ending September 20, 2022.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 7th day of February 2019 by the following vote:

| | |
|----------|-------|
| Blair | _____ |
| Cruz | _____ |
| Gagnier | _____ |
| Na | _____ |
| Schaffer | _____ |

I, Norm Enfield, Ed.D., 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.

Norm Enfield, Ed.D., Superintendent
Secretary, Board of Education

**Chino Valley Unified School District
Resolution 2018/2019-30
Authorization to Utilize the Waterford Unified School District Bid 01/17
With A-Z Bus Sales Inc.
to Purchase School Buses
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 school buses for the District;

WHEREAS, Waterford Unified School District currently has a piggyback contract, Bid 01/17, in accordance with Public Contract Code 20118 with A-Z Bus Sales Inc. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of school buses through the piggyback contract procured by the Waterford Unified School District Bid 01/17.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of school buses through the piggyback contract originally procured by the Waterford Unified School District Bid 01/17 is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of custodial supplies in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Waterford Unified School District Bid 01/17.

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

Section 5. Effective Date. This resolution shall be effective as of December 8, 2016, for the term ending December 31, 2019.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 7th day of February 2019 by the following vote:

| | |
|----------|-------|
| Blair | _____ |
| Cruz | _____ |
| Gagnier | _____ |
| Na | _____ |
| Schaffer | _____ |

I, Norm Enfield, Ed.D., 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.

Norm Enfield, Ed.D., Superintendent
Secretary, Board of Education

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
Anna G. Hamilton, Director, Purchasing

SUBJECT: BID 18-19-14F, MAGNOLIA JHS AND RAMONA JHS SCIENCE LAB UPGRADES

=====

BACKGROUND

Public Contract Code 20111 requires that contracts for public works exceeding \$15,000.00 be legally advertised and awarded to the lowest responsible bidder, who shall have such surety as the Board requires.

A Notice to Contractors Calling for Bid 18-19-14F, Magnolia JHS and Ramona JHS Science Lab Upgrades, was published in the Inland Valley Daily Bulletin on December 10, 2018, and December 17, 2018. Bids were opened at 1:00 p.m. on January 23, 2019. The results are as follows:

| Contractor | Bid Amount |
|--|-------------------|
| AJ Fistes Corporation <i>(withdrew)</i> | \$3,511,200.00 |
| ACC Contractors, Inc. | \$4,399,000.00 |
| Monet Construction | \$4,495,000.00 |
| Spec Construction Co. | \$4,519,600.00 |
| Hamel Contracting | \$4,621,008.00 |
| Harik Construction Inc. | \$4,647,000.00 |
| Dalke & Sons Construction Inc. | \$4,804,160.00 |
| Plyco Corp | \$5,574,000.00 |
| General Consolidated Constructors Inc. | \$5,698,000.00 |

The basic scope of work for this project includes alterations to existing science buildings at Magnolia JHS and Ramona JHS to include concrete improvements; alterations to existing science laboratory classrooms; teacher work rooms; and restrooms.

The apparent low bidder, AJ Fistes Corporation, withdrew its bid due to a mathematical error discovered by the contractor after bid opening. Therefore, it is recommended that the bid be awarded to the next lowest bidder ACC Contractors, Inc.

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

RECOMMENDATION

It is recommended the Board of Education award Bid 18-19-14F, Magnolia JHS and Ramona JHS Science Lab Upgrades to ACC Contractors, Inc.

FISCAL IMPACT

\$4,399,000.00 to Building Fund 21.

NE:GJS:AGH:pw

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Frank Arce, Director, Human Resources
Isabel Brenes, Director, Human Resources

SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS

=====

BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

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

NE:RR:FA:IB:mcm

CERTIFICATED PERSONNEL

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

CERTIFICATED PERSONNEL FOR THE 2018/2019 SCHOOL YEAR

RETIREMENT

| | | | |
|---|--------------------|----------------------|------------|
| ALVAREZ, Sherry (17 Years of Service) | Elementary Teacher | Butterfield Ranch ES | 06/01/2019 |
| LACHER, Cathleen (22 Years of Service) | Elementary Teacher | Cal Aero K-8 | 06/28/2019 |
| HIGGINS, John (27 Years of Service) | English Teacher | Ayala HS | 06/01/2019 |

APPOINTMENT- EXTRA DUTY - ACTIVITIES

| | | | |
|--------------------|---|----------|------------|
| GIBBONS, Mary Beth | After School Activity: Link Crew Adviser | Chino HS | 08/13/2018 |
| NELSON, Lindsey | After School Activity: Link Crew Adviser | Chino HS | 08/13/2018 |
| | | TOTAL: | \$1,479.00 |

APPOINTMENT - EXTRA DUTY

| | | | |
|--------------------------|--|----------------|------------|
| POPOCA, Victor | Volleyball (GF) | Ramona JHS | 02/08/2019 |
| JERECZEK, Richard (NBM) | 7 th Grade Boys Basketball (GF) | Townsend JHS | 02/08/2019 |
| BECKHART, Peter (NBM) | Band (B) | Ayala HS | 02/08/2019 |
| PATINO, Marc | Baseball (B) | Ayala HS | 02/08/2019 |
| LOBO, Frank R. (NBM) | Baseball (B) | Chino HS | 02/08/2019 |
| HARTMAN, Chadd (NBM) | Band (B) | Chino Hills HS | 02/08/2019 |
| ZHUANG, Jimmy (NBM) | Girls Basketball (B) | Chino Hills HS | 02/08/2019 |
| ALAMPRESE, Kaitlin (NBM) | Softball (B) | Don Lugo HS | 02/08/2019 |
| CANTOS, Odyssees | Track & Field (B) | Don Lugo HS | 02/08/2019 |
| CRAWFORD, Timothy (NBM) | Track & Field (B) | Don Lugo HS | 02/08/2019 |
| FINCH, Richard | Baseball (B) | Don Lugo HS | 02/08/2019 |
| REA DURAN, Marina (NBM) | Softball (B) | Don Lugo HS | 02/08/2019 |
| ROBLES, Daniel | Boys Tennis (GF) | Don Lugo HS | 02/08/2019 |
| | | TOTAL: | \$7,411.00 |

APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2018, THROUGH JUNE 30, 2019

| | | |
|---------------|--------------------|-----------------|
| BLACK, Carrie | GIBBONS, Emilee | CARLSON, Ashley |
| NAKAMA, Tori | SILVEIRA, Allisson | SNIDER, Olga |

CLASSIFIED PERSONNEL

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

HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED MANAGEMENT SALARY SCHEDULE

APPOINTMENT

| | | | |
|------------------|--------------------------------------|-------------------|------------|
| PHILLIPS, Meghan | Behavior Intervention Counselor (MH) | Special Education | 02/08/2019 |
|------------------|--------------------------------------|-------------------|------------|

HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE

APPOINTMENT

| | | | |
|----------------|--------------------------------|--------------|------------|
| LOPEZ, Carla | Playground Supervisor (GF) | Glenmeade ES | 02/08/2019 |
| RIVAS, Dulce | Bilingual Typist Clerk I (GF) | Magnolia JHS | 02/08/2019 |
| FRAUSTO, Mario | Maintenance III – Painter (GF) | Maintenance | 02/08/2019 |

PROMOTION

| | | | |
|--------------|--|------------|------------|
| FERMAN, Saul | FROM: Purchasing Clerk III (GF) 8 hrs./261 contract days | Purchasing | 02/08/2019 |
| | TO: District Purchasing Asst. (GF) 8 hrs./261 contract days | Purchasing | |

INCREASE IN HOURS

| | | | |
|-----------------|--|-----------|------------|
| ANDERSON, Sarah | FROM: IA/Childhood Ed. (CDF) 2.5 hrs./180 work days | Rhodes FC | 02/08/2019 |
| | TO: IA/Childhood Ed. (CDF) 4.5 hrs./180 work days | Rhodes FC | |

PERSONAL LEAVE OF ABSENCE

| | | | |
|-------------------|--------------------------------------|----------|-------------------------------------|
| GUTIERREZ, Gloria | Nutrition Services Assistant II (NS) | Chino HS | 01/18/2019 through 02/05/2019 |
|-------------------|--------------------------------------|----------|-------------------------------------|

DEMOTION OF PROBATIONARY EMPLOYEE WITHOUT PREJUDICE

| | | | |
|-----------------|--|--|------------|
| Employee #26127 | | | 01/21/2019 |
|-----------------|--|--|------------|

CLASSIFIED PERSONNEL (cont.)

| <u>NAME</u> | <u>POSITION</u> | <u>LOCATION</u> | <u>EFFECTIVE DATE</u> |
|---------------------------|--|------------------------|------------------------------|
| <u>RESIGNATION</u> | | | |
| VOSS, Dawn | Elementary Library/Media Center Assistant (GF) | Liberty ES | 02/01/2019 |
| DUENAS, Alex | IA/Childhood Education (CDF) | Rhodes FC | 02/15/2019 |
| SHAH, Sejal | Playground Supervisor (GF) | Cal Aero K-8 | 01/29/2019 |
| CHICO, Ana | Typist Clerk II (GF) | Ayala HS | 01/17/2019 |
| DORSEY, Roy | Playground Supervisor (GF) | Ayala HS | 01/25/2019 |
| AGUIRRE, Karla | Child Care Specialist (CDF) | Children's Center | 03/01/2019 |

RETIREMENT

| | | | |
|--|--------------------------|-----------------|------------|
| MAKOROW, Margaret (27 years of service) | Personnel Clerk III (GF) | Human Resources | 07/01/2019 |
|--|--------------------------|-----------------|------------|

APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JANUARY 1, 2019, THROUGH MARCH 31, 2019

| | | |
|-------------------------|------------------------------|-------------|
| OCAMPO-BARRAGAN, Martha | IA/Special Education/Collab. | Walnut ES |
| SIMS, Mariah | IA/Special Education/Collab. | Don Lugo HS |

APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2018, THROUGH JUNE 30, 2019

| | | |
|-------------------|--------------------------|-----------------|
| NAVARRETTE, Diego | SILVA-CASTILLO, Gabriela | SWEENEY, Carmen |
| WEI, Kuang-Yu | | |

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Craig Frame, Director, Risk Management and Human Resources
SUBJECT: REJECTION OF CLAIMS

=====

BACKGROUND

Claim 18-12-22 was submitted on December 19, 2018, by Genisys Tran, on behalf of her son, a student at Townsend JHS. Claimant alleges damage to her son's gaming case after teacher confiscated it during 5th period. Claimant seeks reimbursement for property damage in the amount of \$27.00.

Claim 19-01-01 was submitted on January 11, 2019, by Nelly Van Lommel, a grandparent at Townsend JHS. Claimant alleges vehicle damage while she was trying to go around another vehicle in front of her during dismissal. Claimant seeks reimbursement for vehicle damage in the amount of \$450.00.

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.

NE:RR:CF:lag

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Frank Arce, Director, Human Resources
Isabel Brenes, Director, Human Resources

SUBJECT: STUDENT TEACHING AGREEMENT WITH GRAND CANYON UNIVERSITY

=====

BACKGROUND

Student teachers 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 student teaching agreement with Grand Canyon 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 student teaching agreement with Grand Canyon University.

FISCAL IMPACT

None.

NE:RR:FA:IB:mcm

Student Teaching Affiliation Agreement
Between
Grand Canyon University
And
Chino Valley Unified School District

1. **Parties**: This agreement is entered into on this **8th** day of **February** 2019 by and between Grand Canyon University and **Chino Valley Unified School District** located at 5130 Riverside Drive, Chino, CA 91710. Hereafter referred to as the “District.”
2. **Purpose**: The purpose of this non-exclusive Agreement is to establish the terms and conditions under which students of Grand Canyon University may participate in Student Teaching Internships, Practicum and Observations at the schools located in the District.
3. **Term**: The term of this Agreement begins **2/8/19** and ends **6/30/22**.
4. **Compliance with Handbook and Policy**: Grand Canyon University and Grand Canyon University’s participating students shall comply with all policies of the University and District. Students accepted to the District for clinical training shall be subject to all applicable policies and regulations of the District and Grand Canyon University. Prior to assignment of students to the District, Grand Canyon University will advise students of any specific requirements that must be met to participate in the clinical. These specific requirements are outlined in Grand Canyon University’s student teaching manual. Failure to complete the requirements will result in non-placement of students.
5. **Cooperating Teachers**: The District shall provide qualified Cooperating Teachers to provide oversight, feedback, and mentoring to Grand Canyon University’s participating students. Quality standards and service expectations for Cooperating Teachers are outlined in Exhibit A. Grand Canyon University shall pay a \$500 stipend to Cooperating Teachers per each sixteen (16) week session of full-time service. Longer or shorter assignments will be assessed on a pro-rated basis. Compensation will not be provided for practicum courses. The stipends contemplated herein are to be paid directly to the District. Should stipends be a lesser amount than those of the district, the participating student shall pay the difference. Stipend will be paid upon the completion of the student teaching semester providing all paperwork has been submitted. The relationship between Cooperating Teachers and Grand Canyon University shall be that of an independent contractor and shall not be deemed to be that of an employer-employee relationship, joint venture, or partnership. Cooperating Teachers shall be solely responsible for the payment of his/her own state and federal income tax and self-employment tax as applicable.

6. **Confidentiality**: Grand Canyon University shall inform each participating student of Federal law governing the confidentiality of District student information, including FERPA. The District shall inform each participating student of any applicable state law governing the confidentiality of student information. The District shall also inform each participating Cooperating Teacher that he/she is bound to maintain in confidence, any documents or other confidential information about Grand Canyon University to which he/she might have access. Any breach of confidentiality by a participating Student or Cooperating Teacher shall be grounds for immediate termination of the clinical experience.
7. **Indemnification and Hold Harmless**: Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible. The District will provide participating students with immediate first aid for work-related injuries or illnesses, such as blood or body fluid exposure.
8. **Assignment**: The provisions of this agreement shall insure to the benefit of, and shall be binding upon the successors of the parties hereto. Neither this agreement nor any of the rights or obligations hereunder may be transferred or assigned without prior written consent of the other party.
9. **Notices**: Notices under this agreement shall be mailed or delivered to the parties as follows:

University
 Dr. Kimberly LaPrade
 Dean, College of Education
 Grand Canyon University
 3300 West Camelback Road
 Phoenix, Arizona. 80517

District

10. **Modification of Agreement**: This agreement may be modified only by written amendment executed by all parties.
11. **Termination**: Either party, upon thirty (30) days' written notice to the other party, may terminate this agreement.
12. **Partnership/Joint Venture/Employment**: Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties.
13. **Nondiscrimination**: The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of

the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

14. **Responsibilities of Grand Canyon University**

- A. To promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, to take prompt and effective remedial action when discrimination or harassment is found to have occurred, and to promptly notify the District of the existence and outcome of any complaint of harassment by, against, or involving any participating student.
- B. Grand Canyon University agrees to comply with all federal, state and local statutes and regulations applicable to the operation of the Agreement, including without limitations, laws relating to the confidentiality of student records.
- C. Grand Canyon University requires that all students who must enter a FIELDWORK SITE provide us with a current and clear copy of a background check. WHICH INCLUDES ANY INFORMATION WITHIN THE STATE OF CALIFORNIA OR A CERTIFICATE OF CLEARANCE THROUGH THE CALIFORNIA COMMISSION ON TEACHER CREDENTIALING, AND TB CLEARANCE WITHIN 4 YEARS. Students will be prohibited to move forward until this document is received.
- D. Grand Canyon University will maintain in full force and effect, at its sole expense THE FOLLOWING MINIMUM INSURANCE COVERAGE WITH A 30 DAY WRITTEN NOTICE OF INTENT TO CANCEL, NON RENEW, OR MATERIAL CHANGE IN COVERAGE:
 - I. **General Liability:**
 - A. Commercial General Liability in the amount of \$1,000,000 per occurrence and \$1,000,000 general aggregate for Bodily Injury, Personal and Advertising Injury and Property Damage.
 - B. University's insurance to be primary and non-contributory.
 - C. Chino Valley Unified School District and CSRJ JPA to be named as "Additional Insured."
 - II. **Professional Liability:**

A. \$1,000,000 Errors & Omissions Insurance or Professional Liability.

III. **Workers' Compensation/Employer's Liability:**

- A. Certificate of Insurance indicating "statutory" limits.
- B. Employer's Liability, \$1,000,000.

IV. **Sexual Abuse or Molestation:**

\$3,000,000 Sexual Abuse Injury Limit of Insurance. Such limits may be achieved through a combination of primary and excess policies.

- A. All other requirements as provided under "General Liability (b through d)" above.

UPON REQUEST, THE UNIVERSITY SHALL PROVIDE A CERTIFICATE OF INSURANCE EVIDENCING SUCH COVERAGE.

In witness whereof, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

Grand Canyon University

By: Dr. Deborah Rickey
(Signature)

By _____
(Signature)

Name Dr. Deborah Rickey
(Please print or type)

Name _____
(Please print or type)

Title: Associate Dean, College of Education Title: _____

Date: 1/23/19

Date: _____

Dr. Deborah Rickey
Associate Dean, College of Education
Grand Canyon University

Cooperating Teacher Responsibilities

The Cooperating Teacher is the teacher in whose classroom the Clinical Practice experience is taking place. The Cooperating Teacher must be certified, endorsed, and/or licensed as a teacher. The primary responsibility of the Cooperating Teacher is to the school and district, then to the Teacher Candidate. These individuals have the expertise to provide formative and summative feedback on the Teacher Candidate's performance.

Qualifications

- A valid current professional license with proper endorsement for the teaching assignment
- Master's degree or exceptional experience
- A minimum of three years teaching experience
- A current classification of highly effective or effective as pursuant to 15-203(A)(38) and full recommendation of the building principal to serve as a Cooperating Teacher
- Desire and ability to work cooperatively with Teacher Candidates

Responsibilities

The primary responsibility of the Cooperating Teacher is to the education of the pupils assigned to their class. However, Teacher Candidate preparation is also an important professional responsibility. The following suggestions will enable the Cooperating Teacher to involve their Teacher Candidate in his/her school and class:

As a role model, mentor, and coach:

- Assume responsibility for direct supervision, oversight, and support to the Teacher Candidate while on site
- Maintain and document close contact with the Teacher Candidate on a daily basis.
- Confer regularly with the Teacher Candidate concerning his or her performance and progress.
- With the GCU Faculty Supervisor, develop and monitor any needed remediation plans for strengthening a marginal Teacher Candidate's performance.
- Maintain Clinical Practice records and documents for the purpose of evaluating the Teacher Candidate.
- Provide on-site opportunities for the Teacher Candidate to observe, practice, and lead when and where possible.

As an evaluator:

- Participate in an initial conference with the Teacher Candidate and the GCU Faculty Supervisor during the first two weeks of Clinical Practice.
- Participate in a conference with the Teacher Candidate and the GCU Faculty Supervisor during week 8 week to debrief on the success of the Teacher Candidate.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: ENGLISH LANGUAGE ARTS/ENGLISH LANGUAGE DEVELOPMENT TEXTBOOK ADOPTION FOR GRADES 9 THROUGH 12

=====

BACKGROUND

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

The selection and piloting process for these materials involved representative teachers from each of our high schools. The Office of Secondary Curriculum and Instruction secured samples of state-adopted publishers. Upon the evaluation of the materials, the teachers chose to pilot two publishers' materials.

Each of the materials were evaluated using criteria established and prescribed by the California Department of Education's 2015 Adoption Toolkit for English Language Arts/Literacy and English Language Development. The criteria included: quality of match to California standard; quality of lesson design; quality of teacher and student materials; provisions for universal access; and overall quality of the programs. Teachers evaluated all textbooks and selected one publisher that best matched District goals and needs. The recommended textbooks were each piloted for a 6-week period in grades 9 through 12.

All recommended instructional materials shall be available for public inspection at the District Samuel R. Burton Professional Development and Media Center from February 7-21, 2019.

These textbooks were presented to the Curriculum Council and A.C.T. has been consulted.

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

RECOMMENDATION

It is recommended the Board of Education receive for information the following instructional materials for the English Language Arts/English Language Development textbook adoption for grades 9 through 12:

- a) Pearson. *My Perspectives English Language Arts*. Ernest Morrell, Ph.D., Elfrieda Hiebert, Ph.D., Kelly Gallagher, M.Ed., Jim Cummins, Ph.D., 9th Grade. 2017. Replaces: Prentice Hall, *Prentice Hall Literature Timeless Voices, Timeless Themes*, 9th Grade. 2002;
- b) Pearson. *My Perspectives English Language Arts*. Ernest Morrell, Ph.D., Elfrieda Hiebert, Ph.D., Kelly Gallagher, M.Ed., Jim Cummins, Ph.D., 10th Grade. 2017. Replaces: Prentice Hall, *Prentice Hall Literature Timeless Voices, Timeless Themes*, 10th Grade. 2002;
- c) Pearson. *My Perspectives English Language Arts*. Ernest Morrell, Ph.D., Elfrieda Hiebert, Ph.D., Kelly Gallagher, M.Ed., Jim Cummins, Ph.D., 11th Grade. 2017. Replaces: Prentice Hall, *Prentice Hall Literature Timeless Voices, Timeless Themes*, 11th Grade. 2002;
- d) Pearson. *My Perspectives English Language Arts*. Ernest Morrell, Ph.D., Elfrieda Hiebert, Ph.D., Kelly Gallagher, M.Ed., Jim Cummins, Ph.D., 12th Grade. 2017. Replaces: Prentice Hall, *Prentice Hall Literature Timeless Voices, Timeless Themes*, 12th Grade. 2002; and
- e) Pearson. *My Perspectives English Language Arts*. Ernest Morrell, Ph.D., Elfrieda Hiebert, Ph.D., Kelly Gallagher, M.Ed., Jim Cummins, Ph.D., English Language Development. 9th – 12th Grade. 2017. Replaces: Cengage Learning. *Edge, 2nd Edition*. David W. Moore, Deborah J. Short, Michael W. Smith, Alfred W. Tatum. 9th - 12th Grade. 2014.

FISCAL IMPACT

\$2,620,000.00 estimated costs to Local Control and Accountability Plan.

NE:GP:JAR:lar

Chino Valley Unified School District

Our Motto:

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

DATE: February 7, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: **SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS WILLIAMS FINDINGS DECILE 1-3 SCHOOLS SECOND QUARTERLY REPORT 2018/2019**

=====
BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Second Quarterly Report 2018/2019.

FISCAL IMPACT

None.

NE:LF:rtr



January 16, 2019

Dr. Norm Enfield, Superintendent
Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710-4130

Dear Dr. Enfield,

California Education Code section 1240 requires that I annually visit all deciles 1-3 schools (*Williams*-monitored schools currently based on the 2012 Academic Performance Index [API]) identified in our county and report to you the results of my findings on a quarterly basis (October, January, April, and July). This report serves as your district's *second quarterly report* for the 2018/19 fiscal year.

Education Code section 1240 (c)(2)(G) also requires that the results of the visits and/or reviews be reported to the governing board of each school district at a regularly scheduled meeting held in accordance with public notification requirements. ***Please be sure to include this report as an agenda item for your next regularly scheduled Board meeting.***

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

1. Instructional Materials

The instructional materials sufficiency reviews were conducted during the first quarter of the 2018/19 fiscal year as part of the *Williams* site visitations and the findings were reported in the first quarterly reports generated in October 2018.

2. School Facilities

The facilities inspections were conducted during the first quarter of the 2018/19 fiscal year as part of the *Williams* site visitations and the findings were reported in the first quarterly reports generated in October 2018.

3. Teacher Assignments

The annual assignment monitoring and review process for the 2018/19 fiscal year began November 1, 2018, and concludes by report to the California Commission on Teacher Credentialing on June 30, 2019. The final teacher assignment information will be provided in the fourth quarterly report in July 2019.

My findings are as follows:

4. School Accountability Report Cards (SARC)

2016/17 SARCs published in the 2017/18 school year were reviewed for accuracy of information pertaining to the quality, currency and availability of instructional materials, and facilities good repair. Preliminary findings were provided to districts with an opportunity for revision and resubmission, as appropriate. Upon final review, no inaccuracies were reported for any of your district's *Williams*-monitored sites.

On behalf of the SBCSS *Williams* team, it has been a pleasure to work in partnership with you and the staff of the Chino Valley Unified School District.

Sincerely,



Ted Alejandre
County Superintendent

cc: Mr. James Na, Board President
Dr. Grace Park, *Williams* Liaison
Ms. Regan Rico, SARC Contact
Mr. Richard De Nava, SBCSS Assistant Superintendent, Business Services
Ms. Barbara Alejandre, SBCSS Chief Intergovernmental Relations Officer
Ms. Supriya Barrows, SBCSS Legislative Services Manager
Ms. Cheryln Varela, SBCSS Credentials Manager

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
SUBJECT: REVISION OF BOARD POLICY 3311 BUSINESS AND NONINSTRUCTIONAL OPERATIONS – BIDS

=====

BACKGROUND

Board policies, administrative regulations, and bylaws are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice.

Due to a change in state law under AB 1565, effective January 1, 2019, the Prequalification Procedure within BP 3311 is being updated to reflect that change.

New language is provided in UPPER CASE while old policy language is ~~lined~~ through.

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy 3311 Business and Noninstructional Operations – Bids.

FISCAL IMPACT

None.

NE:GJS:pw

BIDS

The Board of Education is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the District, including when contracting for public projects involving District facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the District, such contracts shall be made using competitive bidding.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3000 - Concepts and Roles)
(cf. 3230 - Federal Grant Funds)
(cf. 3300 - Expenditures and Purchases)
(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)
(cf. 3311.2 - Lease-Leaseback Contracts)
(cf. 3311.3 - Design-Build Contracts)
(cf. 3311.4 - Procurement of Technological Equipment)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 20116)

The Superintendent or designee shall establish comprehensive bidding procedures for the District in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts, which by law or Board policy require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

(cf. 9270 - Conflict of Interest)

When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required, and include all information which the District knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Except as authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

BIDS (cont.)

When the Board has determined that it is in the best interest of the District, the District may piggyback onto the contract of another public agency or corporation to lease or purchase any personal property to the extent authorized by law. (Public Contract Code 20118)

Pre-qualification of Bidders

~~For all public works projects with an estimated cost of \$1,000,000 or more, prospective bidders in the Chino Valley Unified School District shall complete a pre-qualification of bidders procedure as authorized by the Public Contracts Code Sections 20111.5, 1101. Not meeting the District's requirements will result in failure to pre-qualify.~~

PREQUALIFICATION PROCEDURE

FOR ANY CONTRACT FOR WHICH BIDS ARE LEGALLY REQUIRED, THE BOARD MAY REQUIRE THAT EACH PROSPECTIVE BIDDER COMPLETE AND SUBMIT A STANDARDIZED QUESTIONNAIRE AND FINANCIAL STATEMENT. FOR THIS PURPOSE, THE SUPERINTENDENT OR DESIGNEE SHALL SUPPLY A FORM WHICH REQUIRES A COMPLETE STATEMENT OF THE BIDDER'S FINANCIAL ABILITY AND EXPERIENCE IN PERFORMING PUBLIC WORKS. (Public Contract Code 20111.5)

PROSPECTIVE BIDDERS SHALL SUBMIT THE QUESTIONNAIRE AND FINANCIAL STATEMENT AT LEAST FIVE DAYS BEFORE THE DATE FIXED FOR PUBLIC OPENING OF SEALED BIDS. THE INFORMATION SHALL BE VERIFIED UNDER OATH IN THE MANNER IN WHICH CIVIL LAW PLEADINGS ARE VERIFIED. THE QUESTIONNAIRES AND FINANCIAL STATEMENTS SHALL NOT BE PUBLIC RECORDS AND SHALL NOT BE OPEN TO PUBLIC INSPECTION. (Public Contract Code 20111.5)

THE SUPERINTENDENT OR DESIGNEE SHALL ESTABLISH A UNIFORM SYSTEM FOR RATING BIDDERS ON THE BASIS OF COMPLETED QUESTIONNAIRES AND FINANCIAL STATEMENTS IN ORDER TO DETERMINE THE SIZE OF CONTRACTS ON WHICH EACH BIDDER IS QUALIFIED TO BID. BIDDERS MUST BE DEEMED PREQUALIFIED BY THE DISTRICT AT LEAST ONE DAY BEFORE THE FIXED BID-OPENING DATE. (Public Contract Code 20111.5)

THE SUPERINTENDENT OR DESIGNEE SHALL FURNISH EACH QUALIFIED BIDDER WITH A STANDARDIZED PROPOSAL FORM. BIDS NOT PRESENTED ON THE STANDARD FORM SHALL BE DISREGARDED. (Public Contract Code 20111.5)

THE DISTRICT MAY ESTABLISH A PROCEDURE FOR PREQUALIFYING BIDDERS ON A QUARTERLY BASIS AND MAY AUTHORIZE THAT PREQUALIFICATION BE

BIDS (cont.)

CONSIDERED VALID FOR UP TO ONE CALENDAR YEAR FOLLOWING THE DATE OF THE INITIAL PREQUALIFICATION. (Public Contract Code 20111.5)

Change Order Procedure

The Board of Education recognizes that during construction there may be unanticipated or unforeseen conditions which could not reasonably be expected to be identified during the design and bidding processes, and that these conditions may require changes to a project's original plans and specifications.

The Board of Education also recognizes that opportunities to increase the value of a construction project may arise during the construction phase. Such opportunities may require changes to a project's original plans and specifications.

Such modifications of existing agreements are known as "Change Orders." The Superintendent will develop administrative regulations to establish Change Order procedures.

Legal Reference:EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act

17250.10-17250.55 Design-build contracts

17406 Lease-leaseback contract

17595 Purchase of supplies through Department of General Services

17602 Purchase of surplus property from federal agencies

38083 Purchase of perishable foodstuffs and seasonable

commodities 38110-38120 Apparatus and supplies

39643 Purchases through Department of General

Services 39802 Bids and Contracts for Services

39873 Purchases of Perishable Foodstuffs and Seasonable Commodities

40000 Purchases of Supplies through County Superintendent

40001 Purchases by District Governing Board

40002 Purchases of Other than Standard

Supplies

BUSINESS AND PROFESSIONS CODE

7056 General engineering contractor

7057 General building contractor

CODE OF CIVIL PROCEDURE

446 Verification of pleadings

GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts

4330-4334 Preference for California-made materials

6252 Definition of public record

53060 Special services and advice

54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies

2000-2002 Responsive bidders

BIDS (cont.)

3000-3010 Roofing projects
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
4113 Prime contractor; subcontractor
6610 Bid visits
12161 Definitions
12168 Preferences for Purchase of Recycled Paper Products
12169 Bidders to Specify Percentage of Recycled Paper Product
12200 Definitions, recycled goods, materials and supplies
12210 Purchases of Recycled Products Preferred
12213 Specifications by Bidder of Recycled Content
20101-20103.7 Public construction projects, requirements for bidding
20103.8 Award of contracts
20107 Bidder's Security
20110-20118.4 Local Agency Public Constructions Act; school districts
20129 Bidder's Security; Performance Bond
20189 Bidder's security, earthquake relief
22000-22045 Alternative procedures for public projects (UPCCAA)
22152 Recycled product procurement

COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739
Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425
Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

WEBSITES

California School Boards Association: www.csba.org
California Association of School Business Officials: www.casbo.org
California Department of Education: www.cde.ca.gov
California Department of General Services: www.dgs.ca.gov

Chino Valley Unified School District

Policy adopted: November 16, 1995

Revised: April 19, 2001

Revised: November 16, 2006

Revised: September 18, 2008

Revised: January 16, 2014

Revised: February 2, 2017

Revised: April 6, 2017

Revised: September 7, 2017

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Frank Arce, Director, Human Resources
Isabel Brenes, Director, Human Resources

**SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE
REGULATION 1250 COMMUNITY RELATIONS –
VISITORS/OUTSIDERS**

=====

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 and Administrative Regulation 1250 Community Relations – Visitors/Outsiders is being revised to update the processes and types of identifications accepted for registering at sites.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 1250 Community Relations – Visitors/Outsiders.

FISCAL IMPACT

None.

NE:RR:FA:IB:mcm

VISITORS/OUTSIDERS

The Board of Education encourages parents/guardians and interested members of the community to visit the schools and view the educational program. The Superintendent or designee shall invite parents/guardians and the community to open house activities and other special events.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

To ensure the safety of students and staff and avoid potential disruptions, ~~the Board encourages~~ all visitors to **MUST** identify themselves to the principal or designee upon entering school grounds.

Principals may exclude parents or other members of the community from the school when in their judgement the person's continual presence may pose a threat to pupils or staff due to inappropriate conduct or a previous incident on campus involving pupils or staff.

All outsiders shall register in accordance with law immediately upon entering any school building or grounds when school is in session. (Penal Code 627.2)

(cf. 1112 - Media Relations)

(cf. 3515.2 - Disruptions)

For purposes of school safety and security, the principal or designee shall use a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used in a classroom without the teacher and principal's permission. (Education Code 51512)

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

35160 Authority of governing boards

35292 Visits to schools (board members)

51512 Prohibited use of electronic listening or recording device

PENAL CODE

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

EVIDENCE CODE

1070 Refusal to disclose news source

Chino Valley Unified School District

Policy adopted: October 19, 1995

Revised: March 23, 2000

REVISED:

February 7, 2019

Page 105

VISITORS/OUTSIDERS

1. The principal in every school in the District must maintain a logbook/SYSTEM TO TRACK VISITORS in which every visitor to the school shall ~~write~~ PRESENT A GOVERNMENT ISSUED PHOTO IDENTIFICATION CARD AND/OR FURNISH THE PRINCIPAL OR THE PRINCIPAL'S DESIGNEE WITH ~~his/her~~ THE VISITOR'S NAME ~~and~~, ADDRESS, OCCUPATION, PROOF OF AGE, HIS OR HER PURPOSE FOR ENTERING SCHOOL GROUNDS, PROOF OF IDENTITY, AND OTHER INFORMATION CONSISTENT WITH MAINTAINING SCHOOL SAFETY AND SECURITY ~~and indicate whether he/she is a parent of a child attending that school. This logbook shall be available in the principal's office at all times during the school day.~~ All persons entering a school building other than District employees must ~~sign the logbook~~ REGISTER as soon as they enter the building, regardless of the purpose of their visit; provided, however, the principal may excuse other persons having regular business, such as volunteer aides, at the school from the obligation of ~~signing the logbook~~ REGISTERING and shall give said persons identification cards. The principal shall require all visitors, including parents, to properly identify themselves. The principal shall inform visitors that he/she would appreciate receiving, in writing, any comments they may have after their obligation on the school campus.
2. The term "parent", as used in this regulation, refers not only to a natural parent, but to all guardians and other persons having the care and custody of the child attending the school. Any parent wishing to visit a school which his or her child attends may do so at any time during school hours but should generally contact the principal or teacher(s) in advance. Although a parent who wishes to visit the child's class while in session may do so with advance notice or scheduling, a class may be involved in an activity of a nature that the presence of any adult in the classroom, other than the teacher, will be inherently disruptive. On such occasions, the principal shall advise the parent of the special problem and shall, at that time, arrange a definite day of visitation as soon as practicable.
3. In the event a person who is not a parent of a child attending the particular school desires to visit a particular classroom or classrooms, this wish should be communicated to the principal prior to his or her arrival at the school. If for any reason the visit would interfere with the program planned for the classroom in question on the day of the proposed visit, then the principal shall devise the proposed visitor of the scheduling problem, and shall at that time, arrange a definite day of visitation within one week of the person's first communication to the principal.
4. When a visitor arrives at a particular school building for the purpose of visiting a classroom, or for any other purpose, he/she shall first sign ~~the logbook~~ IN THROUGH THE VISITOR REGISTRATION SYSTEM, then either the principal or

VISITORS/OUTSIDERS (cont.)

~~the person designated by the visitor~~ DESIGNEE shall be given PROVIDED an identification ~~disc~~-PASS, card, or note and BE allowed to proceed to the classroom unaccompanied. A teacher shall not admit a visitor to his/her classroom unless the visitor is either accompanied by the principal or some person designated by the principal, or presents to the teacher the aforementioned identification.

5. While visiting in a classroom under the aforementioned conditions, a visitor must not interrupt the class in any way, nor speak to or disturb the children. If the visitor desires to ask questions of or to confer with the teacher, he/she must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.
6. In order not to unreasonably interfere with the education of the children or the school program, and in order not to overcrowd a particular classroom, the principal shall have the right to restrict the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for a visitor to remain in a classroom. In all such determinations, preference shall be given to parents of children attending the school.
7. When a visitor leaves the classroom unless otherwise arranged with the principal's office, he/she shall return directly to the principal's office, return the identification pass and promptly leave the building.
8. In the event a visitor desires to visit more than one classroom in a building, the principal may require that he/she return to the principal's office after visiting each classroom in order that he/she may be directed to the next classroom, and to enable the principal's office to have full knowledge at all times of the number and whereabouts of visitors in the building.
9. The principal shall have complete authority to exclude from the school premises any person whom he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disrupting the teachers or children on the premises, or whom the principal believes are on the premises for the purpose of committing an illegal act.
10. The principal shall ensure that a sign be posted at every entrance to his/her school and grounds giving the official school hours (hours that the administrative office is open) and directing all visitors during these hours to register at the principal's office.

VISITORS/OUTSIDERS (cont.)

Sample Sign

All Visitors During Official School
Hours Must Sign in at Principal's
Office: Monday through Friday,
7:30 a.m. to 4:30 p.m.

11. The principal may designate other school personnel to act in his/her behalf in executing the duties specified in this regulation.

Chino Valley Unified School District
Regulation approved: October 19, 1995
REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 7, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Frank Arce, Director, Human Resources
Isabel Brenes, Director, Human Resources

**SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE
REGULATION 1312.3 COMMUNITY RELATIONS – UNIFORM
COMPLAINT PROCEDURES**

=====

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 and Administrative Regulation 1312.3 Community Relations – Uniform Complaint Procedures are being revised to list all state and federal programs subject to the Uniform Complaint Procedures (UCP) as specified in the Federal Program Monitoring instrument and the following new laws: Assembly Bill 699 which includes immigration status as a prohibited basis for discrimination; Assembly Bill 365 which authorizes the use of UCP for alleged noncompliance with certain educational rights of children of military families; Assembly Bill 2306 which authorizes the use of UCP for complaints alleging noncompliance with requirements related to course credit transfer and exemption from local graduation requirements for former juvenile court school students; and Senate Bill 1375 which requires Districts, on or before July 1, 2017, to post information relating to Title IX, including specified information about complaint procedures, on their websites. The administrative regulation also clarifies that any individual, public agency, or organization may file a complaint alleging violation of law regarding applicable state or federal programs and deletes references to Office of Civil Rights resources on sexual violence which have been withdrawn.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 1312.3 Community Relations – Uniform Complaint Procedures.

FISCAL IMPACT

None.

NE:RR:FA:IB:mcm

UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes the District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The District's Uniform Complaint Procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging District violation of applicable state and federal law or regulations governing adult education programs, AFTER SCHOOL EDUCATION AND SAFETY PROGRAMS, AGRICULTURE VOCATIONAL EDUCATION, AMERICAN INDIAN EDUCATION CENTERS AND EARLY CHILDHOOD EDUCATION PROGRAMS ASSESSMENTS, BILINGUAL EDUCATION, PEER ASSISTANCE AND REVIEW PROGRAMS FOR TEACHERS, COMPENSATORY EDUCATION, consolidated categorical aid programs, ECONOMIC IMPACT, ENGLISH LEARNER PROGRAM, FEDERAL EDUCATION PROGRAMS IN TITLE I-VII, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, REGIONAL OCCUPATIONAL CENTERS AND PROGRAMS, SCHOOL SAFETY PLANS, STATE PRESCHOOL PROGRAM, TOBACCO-USE PREVENTION EDUCATION PROGRAMS, and special education programs AND ANY OTHER DISTRICT-IMPLEMENTED PROGRAM WHICH IS LISTED IN EDUCATION CODE 64000(a).

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5131.62 - Tobacco)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

UNIFORM COMPLAINT PROCEDURES (cont.)

2. Any complaint alleging the occurrence of unlawful discrimination, such as discriminatory harassment, or intimidation, against any person PARTICIPATING IN DISTRICT PROGRAMS AND ACTIVITIES, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, IMMIGRATION STATUS, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics, in District programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance (5 CCR 4610).

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging District noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or to address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

5. Any complaint alleging District noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

6. Any complaint, by or on behalf of any student who is a foster youth, alleging District noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the District's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

UNIFORM COMPLAINT PROCEDURES (cont.)

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, FORMER JUVENILE COURT SCHOOL STUDENT, OR A CHILD OF A MILITARY FAMILY AS DEFINED IN EDUCATION CODE 49701 WHO TRANSFERS INTO THE DISTRICT AFTER HIS/HER SECOND YEAR OF HIGH SCHOOL, alleging District noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.2 - Education of Children of Military Families)

8. Any complaint alleging District noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student IN GRADES 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

9. Any complaint alleging District noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
11. Any other complaint as specified in a District policy

The Board recognizes that Alternative Dispute Resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

UNIFORM COMPLAINT PROCEDURES (cont.)

The District shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate, for any complaint alleging retaliation, or unlawful discrimination, such as discriminatory harassment, intimidation, the Superintendent or designee shall keep confidential the identity of a complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23 - Unauthorized Release of Confidential/Privileged Information)
 (cf. 5125 - Student Records)
 (cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the District shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP related allegation(s) through the District's UCP.

The Superintendent or designee shall provide training to District staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

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

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. ~~All such records shall be destroyed~~ in accordance with applicable state law and District policy.

(cf. 3580 - District Records)

Non-Uniform Complaint Procedures Complaints

The following complaints shall not be subject to the District's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.

(cf. 5141.4 – Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

UNIFORM COMPLAINT PROCEDURES (cont.)

- ~~3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.~~
3. 4. Any complaint alleging fraud shall be referred to the LEGAL, AUDITS AND COMPLIANCE BRANCH OF THE California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.

In addition, the District's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:**EDUCATION CODE**

200-262.4 Prohibition of discrimination
 222 Reasonable accommodations; lactating students
 8200-8498 Child care and development programs
 8500-8538 Adult basic education
 18100-18203 School libraries
 32280-32289 School safety plan, uniform complaint procedures
 33380-32289 California Indian Education Centers
 35186 Williams uniform complaint procedures
 44500-44508 California Peer Assistance and Review Program for Teachers
 48853-48853.5 Foster youth
 48985 Notices in language other than English
 49010-49013 Student fees
 49060-49079 Student records
 49069.5 Rights of parents
 49490-49590 Child nutrition programs
 49701 Interstate Compact on Educational Opportunity for Military Children
 51210 Courses of study grades 1-6
 51223 Physical education, elementary schools
 51225.1-51225.2 Foster youth and homeless children; former juvenile court school student, and military-connected students; course credits; graduation requirements
 51226-51226.1 Career Technical Education
 51228.1-51228.3 Course periods without educational content
 52060-52077 Local control and accountability plan, especially
 52075 Complaint for lack of compliance with local control and accountability plan requirements
 52160-52178 Bilingual education programs
 52300-52490 Career technical education
 52500-52616.24 Adult schools

UNIFORM COMPLAINT PROCEDURES (cont.)

54000-54029 Economic Impact Aid
 54400-54425 Compensatory education programs
 54440-54445 Migrant education
 54460-54529 Compensatory education programs
 56000-56865 Special education programs
 59000-59300 Special schools and center
 64000-64001 Consolidated application process
GOVERNMENT CODE
 11135 Nondiscrimination in programs or activities funded by state
 12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
 104420 Tobacco-Use Prevention Education
PENAL CODE
 422.55 Hate crime; definition
 422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 2
 11023 Harassment and discrimination prevention and correction
CODE OF REGULATIONS, TITLE 5
 3080 Application of section
 4600-4687 Uniform complaint procedures
 4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
 1221 Application of laws
 1232g Family Educational Rights and Privacy Act
 1681-1688 Title IX of the Education Amendments of 1972
 6301-6577 Title I basic programs
 6801-6871 Title III language instruction for limited English proficient and immigrant students
 7101-7184 Safe and Drug-Free Schools and Communities Act
 7201-7283g Title V promoting informed parental choice and innovative programs
 7301-7372 Title V rural and low-income school programs
 12101-12213 Title II equal opportunity for individuals with disabilities
UNITED STATES CODE, TITLE 29
 794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
 2000h-2-2000h-6 Title IX of the Civil Rights Acts of 1964
 6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
 35.107 Nondiscrimination of basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
 99.1-99.67 Family Educational Rights and Privacy
 100.3 Prohibition of discrimination on basis of race, color or national origin
 104.7 Designation of responsible employee for Section 504
 106.8 Designation of responsible employee for Title IX
 106.9 Notification of nondiscrimination on basis of sex
 110.25 Notification of nondiscrimination on the basis of age

Management Resources:CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample UCP Board Policies and Procedures

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

UNIFORM COMPLAINT PROCEDURES (cont.)

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEBSITES

California School Boards Association: www.csba.org

California Department of Education: www.cde.ca.gov

Family Policy Compliance Office: www.family.policy.ed.gov

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

U.S. Department of Justice: www.justice.gov

Chino Valley Unified School District

Policy adopted: October 19, 1995

Revised: September 4, 2003

Revised: December 9, 2004

Revised: September 1, 2005

Revised: October 15, 2009

Revised: August 16, 2012

Revised: June 13, 2013

Revised: September 5, 2013

Revised: October 2, 2014

Revised: August 13, 2015

Revised: November 5, 2015

Revised: September 15, 2016

Revised: August 17, 2017

REVISED:

UNIFORM COMPLAINT PROCEDURES

Except as the Board of Education may otherwise specifically provide in other District policies, the Uniform Complaint Procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The District designates the individual(s) identified below as the employee(s) responsible for coordinating the District's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee(S) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, or intimidation). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure District compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Superintendent
(909) 628-1201 ext. 1100

Assistant Superintendent of Human Resources
5130 Riverside Drive, Chino, CA 91710
(909) 628-1201 ext. 1110

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias may be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

UNIFORM COMPLAINT PROCEDURES (cont.)

At the direction of the compliance officer additional District administrators will assist in investigations within their area of expertise as follows:

- a. ~~Deputy—Superintendent~~ ASSOCIATE SUPERINTENDENT OF CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT or designee;
- b. ~~Assistant~~ ASSOCIATE Superintendent of Business Services, or designee;
- c. Assistant Superintendent of ~~Educational—Services~~ CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT or designee;
- d. Assistant Superintendent of Facilities, Planning and Operations, or designee.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints including those involving alleged unlawful discrimination, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the District issues its final written decision, whichever occurs first.

Notifications

The District's UCP policy and administrative regulation shall be posted in all District schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

UNIFORM COMPLAINT PROCEDURES (cont.)

The Director of Student Support Services shall annually provide written notification of the District's UCP, uniform complaint procedures including information regarding THE PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING; unlawful student fees and local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth, and homeless students, FORMER JUVENILE COURT SCHOOL STUDENTS, AND CHILDREN OF MILITARY FAMILIES to students, employees, parents/guardians, the District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (Education Code 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51225.1, 51225.2, 52705; 5 CCR 4622) through its annual distribution of the parent information handbook.

(cf. 0420 - School Plans/Site Councils)
 (cf. 0460 - Local Control and Accountability Plan)
 (cf. 1220 - Citizen Advisory Committees)
 (cf. 3260 - Fees and Charges)
 (cf. 4112.9/4212.9/4312.9 - Employee Notifications)
 (cf. 5145.6 - Parental Notifications)
 (cf. 6173 - Education for Homeless Children)
 (cf. 6173.1 - Education for Foster Youth)
 (cf. 6173.2 - Education of Children of Military Families)
 (cf. 6173.3 - Education for Juvenile Court School Students)

The annual notification and complete contact information of the compliance officer(s) AND INFORMATION RELATED TO TITLE IX AS REQUIRED PURSUANT TO EDUCATION CODE 221.61 may be posted on the District website AND MAY BE PROVIDED THROUGH DISTRICT-SUPPORTED SOCIAL MEDIA, IF AVAILABLE.

(cf. 1113 - District and School Websites)
 (cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the District's policy, regulations, forms, and notices concerning the UCP.

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 the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the District shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), positions(s), or unit(s) responsible for receiving complaints.

UNIFORM COMPLAINT PROCEDURES (cont.)

2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal ANTI-discrimination laws, if applicable.
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination.
4. Include statements that:
 - a. The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation or, unlawful discrimination, must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, District staff shall assist him/her in the filing of the complaint.
 - e. If a complaint is not filed in writing but the District receives notice of any allegation that is subject to the UCP, the District shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, or intimidation) and the investigation reveals that discrimination has occurred, the District will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

UNIFORM COMPLAINT PROCEDURES (cont.)

- f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities.
- g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the District liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the District and another district.
- i. A foster youth, ~~or~~ homeless student, FORMER JUVENILE COURT SCHOOL STUDENT OR CHILD OF A MILITARY FAMILY who transfers into a District high school or between District high schools AS APPLICABLE SHALL be notified of the District's responsibility to:
 1. Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
 2. Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
 3. If the student has completed his/her second year of high school before the transfer, provide the student information about District-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
- j. The complainant has a right to appeal the District's decision to the CDE by filing a written appeal within 15 calendar days of receiving the District's decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, or intimidation), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the District's decision.

UNIFORM COMPLAINT PROCEDURES (cont.)

k. The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District's decision.

l.——Copies of the District's UCP are available free of charge.

THE ANNUAL NOTIFICATION, COMPLETE CONTACT INFORMATION OF THE COMPLIANCE OFFICER(S), AND INFORMATION RELATED TO TITLE IX AS REQUIRED PURSUANT TO EDUCATION CODE 221.61 SHALL BE POSTED ON THE DISTRICT WEBSITE AND MAY BE PROVIDED THROUGH DISTRICT-SUPPORTED SOCIAL MEDIA, IF AVAILABLE.

(cf. 1113 - District and School Websites)
(cf. 1114 - District-Sponsored Social Media)

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the District's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, or intimidation), the District shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints of allegations of retaliation or unlawful discrimination, confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

ALL COMPLAINANTS SHALL BE PROTECTED FROM RETALIATION.

Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

ALL COMPLAINTS SHALL BE FILED IN WRITING AND SIGNED BY THE COMPLAINANT. IF A COMPLAINANT IS UNABLE TO PUT A COMPLAINT IN WRITING DUE TO CONDITIONS SUCH AS A DISABILITY OR ILLITERACY, DISTRICT STAFF SHALL ASSIST HIM/HER IN THE FILING OF THE COMPLAINT. (5 CCR 4600)

UNIFORM COMPLAINT PROCEDURES (cont.)

All complaints shall be filed in accordance with the following:

1. A ~~written~~ complaint alleging District violation of applicable state or federal law or regulations governing ~~adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs~~ THE PROGRAMS SPECIFIED IN THE ACCOMPANYING BOARD POLICY (ITEM #1 OF THE SECTION "COMPLAINTS SUBJECT TO THE UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school OR WITH THE SUPERINTENDENT OR DESIGNEE. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged UNLAWFUL discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination requests confidentiality, the compliance officer shall inform him/her that the request may limit the District's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the District shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

UNIFORM COMPLAINT PROCEDURES (cont.)

6. ~~If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, District staff shall assist him/her in the filing of the complaint. (5-CCR-4600)~~

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of a sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the District shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the District shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within (10) business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within three business days of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance office and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with

UNIFORM COMPLAINT PROCEDURES (cont.)

information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer may inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the District shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the District to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant and respondent if there is one, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the District's receipt of the complaint. (5 CCR 4631)

IN RESOLVING ANY COMPLAINT ALLEGING UNLAWFUL DISCRIMINATION (SUCH AS DISCRIMINATORY HARASSMENT, INTIMIDATION, AND BULLYING), THE RESPONDENT ALSO SHALL BE SENT THE DISTRICT'S DECISION AND, IN THE SAME MANNER AS THE COMPLAINANT, MAY FILE A COMPLAINT WITH THE BOARD IF DISSATISFIED WITH THE DECISION.

UNIFORM COMPLAINT PROCEDURES (cont.)**Final Written Decision**

The District's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

In consultation with District legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected. IN A COMPLAINT ALLEGING UNLAWFUL DISCRIMINATION, NOTICE OF THE DISTRICT'S DECISION TO THE ALLEGED VICTIM MAY INCLUDE INFORMATION ABOUT ANY SANCTION TO BE IMPOSED UPON THE RESPONDENT THAT RELATES DIRECTLY TO THE ALLEGED VICTIM.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In other all other instances, the District shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.

UNIFORM COMPLAINT PROCEDURES (cont.)

For complaints of retaliation or unlawful discrimination, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s) including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600.

For complaints of unlawful discrimination, the ~~notice~~ DECISION may, as required by law, include:

- a. The corrective actions imposed on the respondent
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the District's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal.

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

UNIFORM COMPLAINT PROCEDURES (cont.)

For complaints alleging unlawful discrimination BASED ON STATE LAW, the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the District's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or District environment may include, but are not limited to, actions to reinforce District policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

For complaints involving retaliation, or unlawful discrimination, appropriate corrective actions that focus on the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

UNIFORM COMPLAINT PROCEDURES (cont.)

7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination, or appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, or intimidation), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

THE DISTRICT MAY ALSO CONSIDER TRAINING AND OTHER INTERVENTIONS FOR THE LARGER SCHOOL COMMUNITY TO ENSURE THAT STUDENTS, STAFF, AND PARENTS/GUARDIANS UNDERSTAND THE TYPES OF BEHAVIOR THAT CONSTITUTE UNLAWFUL DISCRIMINATION (SUCH AS DISCRIMINATORY HARASSMENT, OR INTIMIDATION), THAT THE DISTRICT DOES NOT TOLERATE IT, AND HOW TO REPORT AND RESPOND TO IT.

WHEN A COMPLAINT IS FOUND TO HAVE MERIT, AN APPROPRIATE REMEDY SHALL BE PROVIDED TO THE COMPLAINANT OR OTHER AFFECTED PERSON.

UNIFORM COMPLAINT PROCEDURES (cont.)

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the District shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the District shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the District's final written decision OF A COMPLAINT REGARDING ANY SPECIFIED FEDERAL OR STATE EDUCATIONAL PROGRAM SUBJECT TO THE UCP may file an appeal in writing with the CDE within 15 calendar days of receiving the District's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, or intimidation) is dissatisfied with the District's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and ~~whether~~ HOW the facts OF THE DISTRICT'S DECISION are incorrect and/or the law has been misapplied. The appeal shall be SENT TO CDE accompanied by a copy of the locally filed complaint and a copy of the District's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the District's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator

UNIFORM COMPLAINT PROCEDURES (cont.)

5. A report of any action taken to resolve the complaint
6. A copy of the District's Uniform Complaint procedures
7. Other relevant information requested by the CDE

Chino Valley Unified School District

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