



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

February 21, 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
4:40 p.m. - Closed Session • 7:00 p.m. - Regular Meeting
February 21, 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 – 4:40 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. (Terry Tao, Esquire) (5 minutes)
- d. Student Expulsion Matters (Education Code 35146, 48916 (c)): Cases 18/19-13, 18/19-15, 18/19-16, 18/19-17, and 18/19-18. (30 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (30 minutes)
- f. 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)
- g. Public Employee Appointment (Government Code 54957): High School Principal. (5 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. Rhodes ES Choir

The proceedings of this meeting are being recorded.

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

II. DISCUSSION

II.A. FACILITIES, PLANNING, AND OPERATIONS

- II.A.1. Cal Aero Preserve Academy K-8 Temporary Boundary Change**
 Page 9 Recommend the Board of Education discuss the Cal Aero Preserve Academy K-8 temporary boundary change.

III. ACTION

III.A. ADMINISTRATION

- III.A.1. 2019 California School Boards Association Delegate Assembly Election**
 Page 11 Recommend the Board of Education vote for no more than six (6) candidates to the California School Boards Association Delegate Assembly, subregion 16-B.

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

- III.A.2. California School Boards Association Delegate Assembly Appointment**
 Page 12 Recommend the Board of Education select one member from its Board to serve as the delegate from the Chino Valley Unified School District to the California School Boards Association Delegate Assembly for a term beginning April 1, 2019, through March 31, 2021.

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

III.A.3. Revision of Bylaws of the Board 9324—Minutes and Recordings

Page 13

Recommend the Board of Education approve the revision of Bylaws of the Board 9324—Minutes and Recordings.

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

III.B. HUMAN RESOURCES

III.B.1. Resolution 2018/2019-31 Release of Temporary Certificated Employees

Page 17

Recommend the Board of Education adopt Resolution 2018/2019-31 Release of Temporary Certificated Employees, and authorize the Superintendent or his designee to send Notice of Release to employees affected with an effective date of June 30, 2019.

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

IV. CONSENT

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

IV.A. ADMINISTRATION

IV.A.1. Minutes of the Regular Meeting of February 7, 2019

Page 19

Recommend the Board of Education approve the minutes of the regular meeting of February 7, 2019.

IV.B. BUSINESS SERVICES

IV.B.1. Warrant Register

Page 27

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

IV.B.2. Fundraising Activities

Page 28

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

IV.B.3. Donations

Page 31

Recommend the Board of Education accept the donations.

IV.B.4. Legal Services

Page 33

Recommend the Board of Education approve payment for legal services to the law offices of Fagen Friedman & Fulfroost LLP, and The Tao Firm.

IV.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**IV.C.1. Student Expulsion Cases 18/19-13, 18/19-15, 18/19-16, 18/19-17, and 18/19-18**

Page 34

Recommend the Board of Education approve student expulsion cases 18/19-13, 18/19-15, 18/19-16, 18/19-17, and 18/19-18.

IV.C.2. School-Sponsored Trips

Page 35

Recommend the Board of Education approve/ratify the school-sponsored trips for Marshall ES; Rolling Ridge ES; Canyon Hills JHS; Ayala HS; Chino HS; and Chino Hills HS.

IV.C.3. English Language Arts/English Language Development Textbook Adoption for Grades 9 Through 12

Page 37

Recommend the Board of Education approve 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.D. FACILITIES, PLANNING, AND OPERATIONS**IV.D.1. Purchase Order Register**

Page 39

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

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

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

IV.D.3. Surplus/Obsolete Property

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

IV.D.4. Notice of Completion for CUPCCAA Projects

Page 45 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Projects.

IV.D.5. CUPCCAA Bid 18-19-23I, Marshall ES Playground Equipment Installation

Page 47 Recommend the Board of Education award CUPCCAA Bid 18-19-23I, Marshall ES Playground Equipment Installation, to RE Schultz Construction Inc.

IV.D.6. CUPCCAA Bid 18-19-24I, Cortez ES Playground Equipment Installation

Page 48 Recommend the Board of Education award Bid 18-19-24I, Cortez ES Playground Equipment Installation, to RE Schultz Construction Inc.

IV.D.7. CUPCCAA Bid 18-19-25I, Glenmeade ES Playground Equipment Installation

Page 50 Recommend the Board of Education award CUPCCAA Bid 18-19-25I, Glenmeade ES Playground Equipment, to RE Schultz Construction Inc.

IV.D.8. CUPCCAA Bid 18-19-28I, Cattle ES Playground Poured in Place Surfacing Installation

Page 52 Recommend the Board of Education award CUPCCAA Bid 18-19-28I, Cattle ES Playground Poured in Place Surfacing Installation, to Nextgen Construction.

IV.D.9. Revision of Board Policy 3311 Business and Noninstructional Operations—Bids

Page 53 Recommend the Board of Education approve the revision of Board Policy 3311 Business and Noninstructional Operations—Bids.

IV.E. HUMAN RESOURCES

IV.E.1. Certificated/Classified Personnel Items

Page 58 Recommend the Board of Education approve/ratify the certificated/classified personnel items.

IV.E.2. New Job Description and Creation of the Position for Coordinator, Charter Schools

Page 63

Recommend the Board of Education:

- a) Approve the new job description for Coordinator, Charter Schools, and
- b) Authorize the creation of the position for Coordinator, Charter Schools.

IV.E.3. Student Teaching Agreement Amendments 1 and 2 with California State Polytechnic University, Pomona

Page 69

Recommend the Board of Education approve the student teaching agreement amendments 1 and 2 with California State Polytechnic University, Pomona.

IV.E.4. Revision of Board Policy 1250 Community Relations—Visitors/Outsiders

Page 72

Recommend the Board of Education approve the revision of Board Policy 1250 Community Relations—Visitors/Outsiders.

IV.E.5. Revision of Board Policy 1312.3 Community Relations—Uniform Complaint Procedures

Page 74

Recommend the Board of Education approve the revision of Board Policy 1312.3 Community Relations—Uniform Complaint Procedures.

<p>V. INFORMATION</p>

V.A. ADMINISTRATION

V.A.1. Bylaws of the Board E 9000—Board Protocols

Page 82

Recommend the Board of Education receive for information Bylaws of the Board E 9000—Board Protocols.

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

V.B.1. Student Attendance Calendars for the 2020/2021, 2021/2022, and 2022/2023 School Years

Page 90

Recommend the Board of Education receive for information the Student Attendance Calendars for the 2020/2021, 2021/2022, and 2022/2023 school years.

V.B.2. Revision of Board Policy and Administrative Regulation 5141.21 Students—Administering Medication and Monitoring Health Conditions

Page 94

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

V.B.3. Deletion of Board Policy 6161.3 Instruction—Toxic Art Supplies

Page 108 Recommend the Board of Education receive for information the deletion of Board Policy 6161.3 Instruction—Toxic Art Supplies.

VI. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

VII. ADJOURNMENT

Date posted: February 15, 2019
Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: February 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: CAL AERO PRESERVE ACADEMY K-8 TEMPORARY BOUNDARY CHANGE

=====

BACKGROUND

On August 20, 2009, the Board of Education approved the boundaries for Cal Aero Preserve Academy k-8 (Cal Aero). Since that time, the Preserve area has experienced exponential residential growth. To keep up with the student growth and to expand Cal Aero’s capacity, the District added ten portable classroom buildings in 2014. In 2015 the school transitioned to a multi -track year-round schedule. Currently, the school is at capacity and these changes are no longer sufficient to allow the enrollment of additional students. Although the second Preserve school is being planned for, until it is built, the District must take other measures to accommodate the growth.

The proposed measure is a temporary boundary change for Cal Aero. Families living within the temporary boundaries south of Pine Avenue who register on July 1, 2019, or later will attend Liberty ES, Woodcrest JHS, and Chino HS. Current Cal Aero students will not be affected and will remain at the school through 8th grade and will be allowed to attend Chino Hills HS. Siblings of current Cal Aero students will be grandfathered in and attend Cal Aero and Chino Hills HS. This proposed change will also result in a possible reduction of students who would otherwise attend Rhodes ES and Magnolia JHS in that the boundaries of these schools will also change.

Students affected by this temporary boundary change will be eligible for bus transportation to Liberty ES, Woodcrest JHS, and Chino HS. Families affected by this temporary boundary change who wish to transfer to another school will have the same transfer options that are currently available to all other families in the District.

The School District will be holding several community meetings to answer any questions parents may have. The community meetings will take place from 6 p.m. to 7 p.m. at the following locations and dates:

Cal Aero Preserve Academy K-8 (Gym) – February 26, 28 and March 14, 2019

Rhodes Elementary School (MPR) – February 27, 2019

Liberty Elementary School (MPR) – March 5, 2019

Magnolia Junior High School (MPR) – March 6, 2019

Chino High School (MPR) – March 12, 2019

Chino Hills High School (MPR) – March 13, 2019

RECOMMENDATION

It is recommended the Board of Education discuss the Cal Aero Preserve Academy K-8 temporary boundary change.

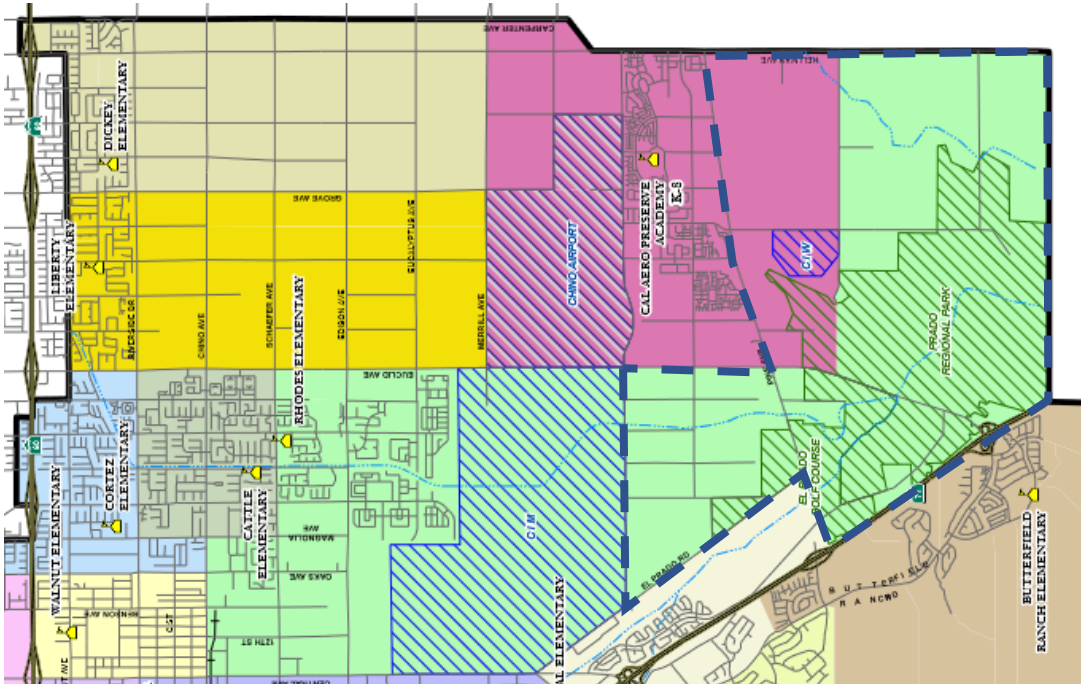
FISCAL IMPACT

Unknown.

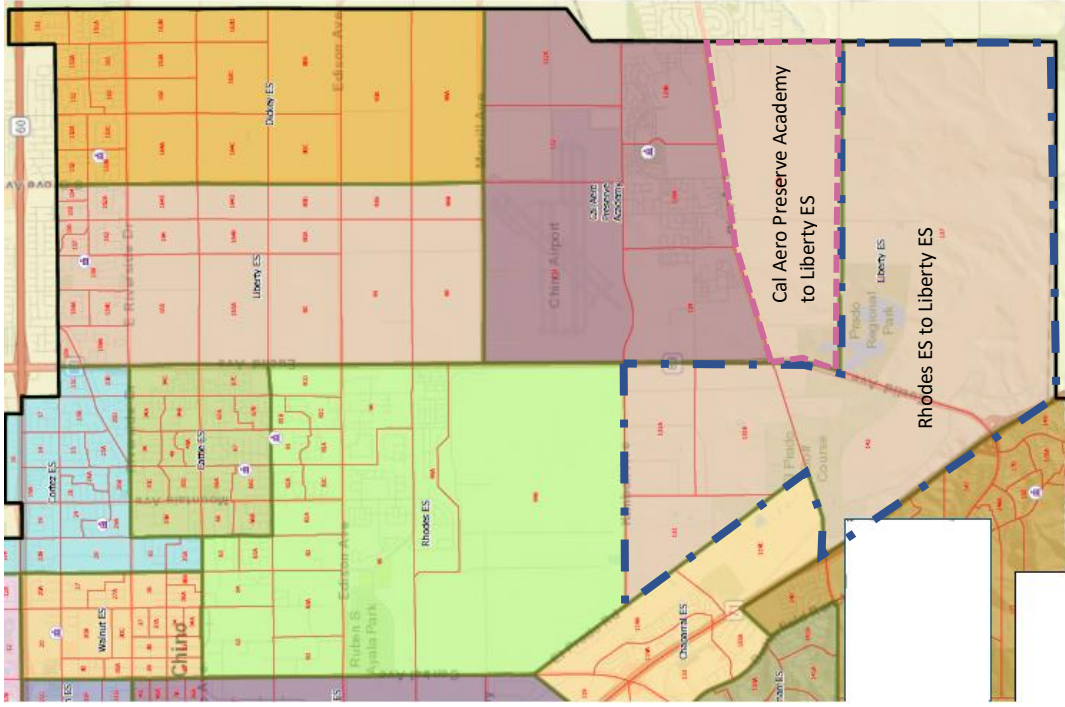
NE:GJS

Elementary Schools (Grades K-6)

Existing Elementary School Boundaries



Proposed Temporary Elementary School Boundaries



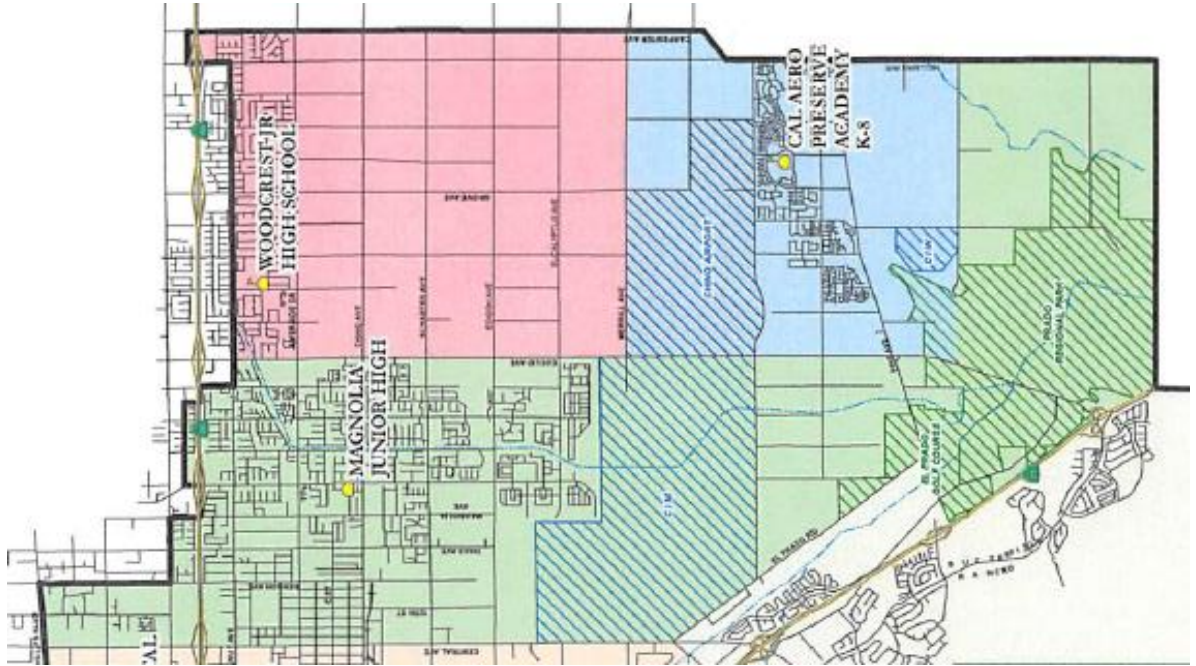
Proposed Temporary Boundary Change:

A portion of Rhodes Elementary School to Liberty Elementary School;

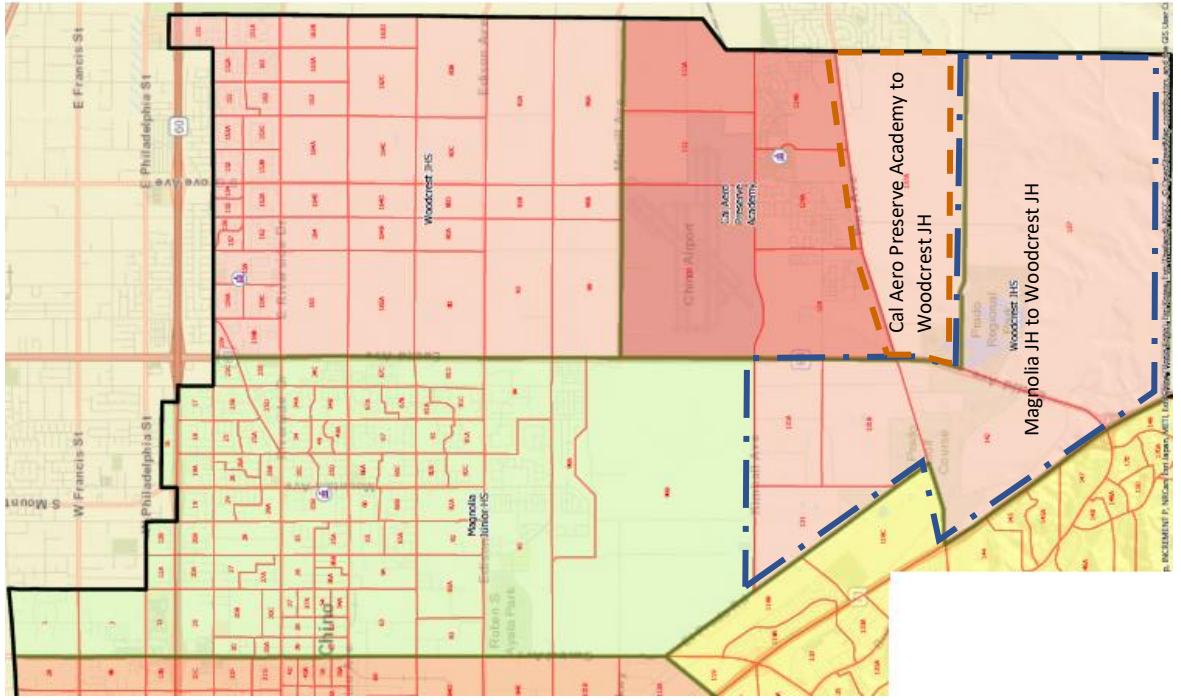
A portion of Cal Aero Preserve Academy to Liberty Elementary School

Junior High Schools (Grades 7-8)

Existing Junior High School Boundaries



Proposed Temporary Junior High School Boundaries



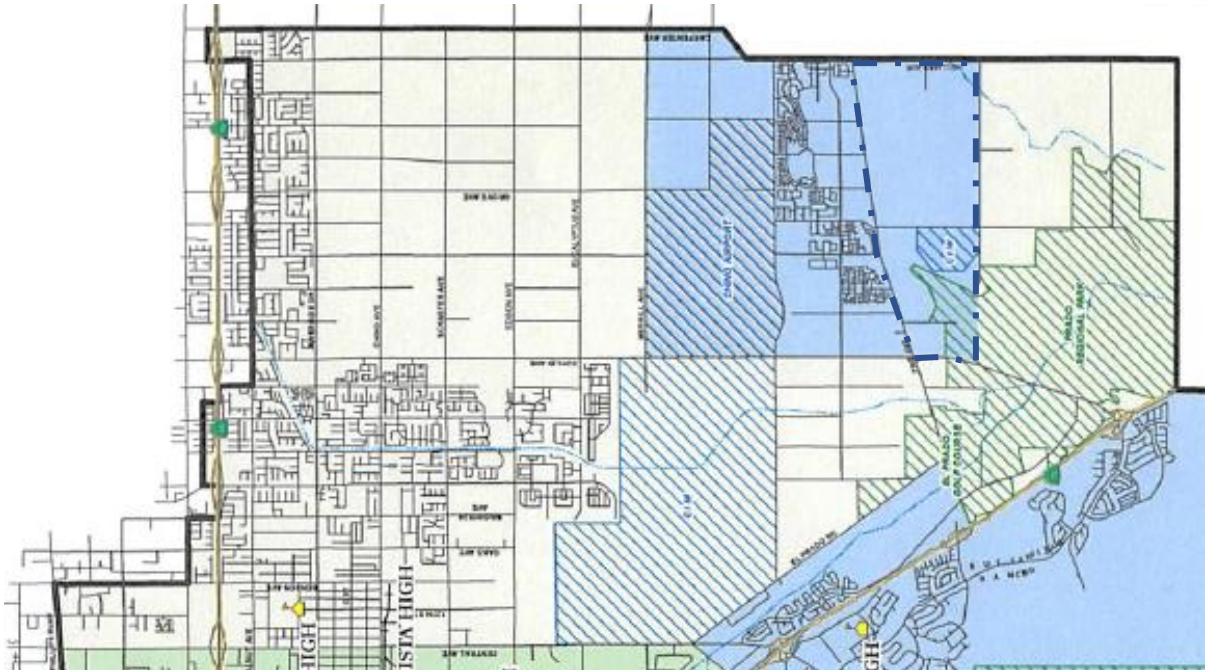
Proposed Temporary Boundary Change:

A portion of Magnolia Junior High School to Woodcrest Junior High School;

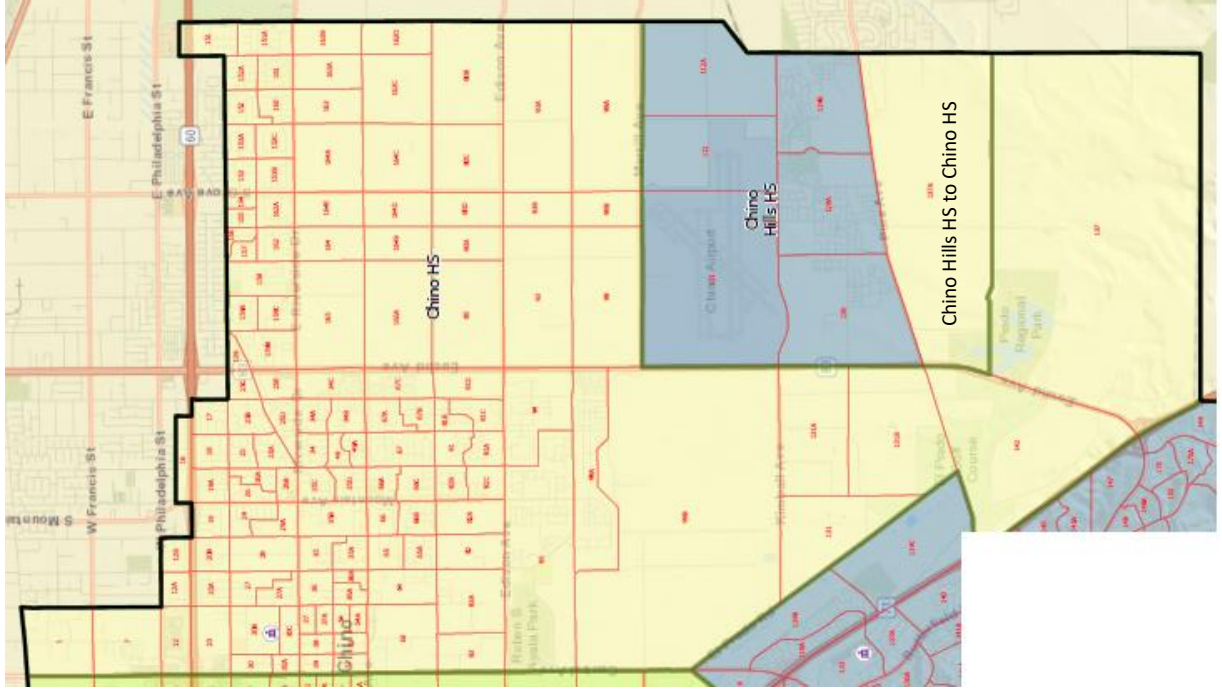
A portion of Cal Aero Preserve Academy to Woodcrest Junior High School

High Schools (Grades 9-12)

Existing High School Boundaries



Proposed Temporary High School Boundaries



Proposed Temporary Boundary Change:

A portion of Chino Hills High School to Chino High School

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: February 21, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
**SUBJECT: 2019 CALIFORNIA SCHOOL BOARDS ASSOCIATION
DELEGATE ASSEMBLY ELECTION**

=====

BACKGROUND

Ballots have been received for the 2019 California School Board Association Delegate Assembly Election, along with the biographical sketch forms for the candidates, which have been provided under separate cover. The Board of Education may vote for no more than six (6) candidates in the election. The ballots must be postmarked by March 15, 2019. Delegates will serve two-year terms beginning April 1, 2019, through March 31, 2021. Candidates and their district/county office will be contacted if there is a run-off. Following are the eight (8) candidates for subregion 16-B:

- _____ Heather Allgood (Helendale SD)
- _____ Tommy Courtney (Lucerne Valley USD)*
- _____ Shari S. Megaw (Chaffey Jt. Union HSD)*
- _____ Rosilicie Ochoa Bogh (Yucaipa-Calimesa Jt. USD)
- _____ Gabriel L. Stine (Victor ESD)
- _____ Eric Swanson (Hesperia USD)*
- _____ Mondy M. Taylor (Etiwanda SD)
- _____ Kathy A. Thompson (Central USD)*

Provision for write-in candidate name and school district

*Denotes incumbent.

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

RECOMMENDATION

It is recommended the Board of Education vote for no more than six (6) candidates to the California School Boards Association Delegate Assembly, subregion 16-B.

FISCAL IMPACT

None.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 21, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: CALIFORNIA SCHOOL BOARDS ASSOCIATION DELEGATE ASSEMBLY APPOINTMENT

=====

BACKGROUND

The Delegate Assembly is the primary policy-making body of the California School Boards Association. Delegates adopt the association’s platform, take positions on other critical issues that come before it, elect officers and directors, and adopt bylaw changes. Delegates serve as a two-way communications link between the Board members in the region and the regional director and play an important role in fostering collegiality within their region.

Because of its enrollment, the Chino Valley Unified School District is entitled to appoint one delegate to serve a two-year term to the CSBA Delegate Assembly beginning April 1, 2019, through March 31, 2021.

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

RECOMMENDATION

It is recommended the Board of Education select one member from its Board to serve as the delegate from the Chino Valley Unified School District to the California School Boards Association Delegate Assembly for a term beginning April 1, 2019, through March 31, 2021.

FISCAL IMPACT

None.

NE:pk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 21, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION OF BYLAWS OF THE BOARD 9324—MINUTES AND RECORDINGS

=====

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, and on February 7, 2019, as action. The item was tabled for further information regarding erasing or destroying District Board meeting recordings.

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~~ The 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, the 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:

CSBA 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 21, 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: RESOLUTION 2018/2019-31 RELEASE OF TEMPORARY
CERTIFICATED EMPLOYEES**

=====

BACKGROUND

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2018/2019-31 Release of Temporary Certificated Employees, and authorize the Superintendent or his designee to send Notice of Release to employees affected with an effective date of June 30, 2019.

FISCAL IMPACT

None.

NE:RR:FA:IB:mcm

**Chino Valley Unified School District
Resolution 2018/2019-31
Release of Temporary Certificated Employees**

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

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

WHEREAS, the Board of Education has determined to release all temporary certificated employees for the 2019/2020 school year, at this time.

NOW, THEREFORE, BE IT RESOLVED, the Board of Education hereby directs that a notice of non-reelect be sent pursuant to Education Code 44954(b) by the District to all temporary certificated employees with an effective date of June 30, 2019.

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

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 21st day of February 2019 by the following votes:

Cruz:	_____
Gagnier:	_____
Hernandez-Blair:	_____
Na:	_____
Schaffer:	_____

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

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
February 7, 2019

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:55 P.M.

1. Roll Call

President Na called to order the regular meeting of the Board of Education, Thursday, February 7, 2019, at 4:55 p.m. with Cruz, Gagnier, Schaffer, and Na present. Mrs. Blair arrived at 4:57 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

None.

3. Closed Session

President Na adjourned to closed session at 4:55 p.m. regarding conference with legal counsel existing and anticipated litigation; conference with real property negotiators; a student admission; student expulsions; public employee dismissal/discipline/release; conference with labor negotiators: A.C.T. and CSEA; and public employee performance evaluation; Superintendent. Student expulsion case 18/19-15 was deleted from the agenda.

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. Student representative Alexi Magallanes present. The Board met in closed session from 4:57 p.m. to 6:50 p.m. regarding conference with legal counsel existing and anticipated litigation; conference with real property negotiators; a

student admission; student expulsions; public employee dismissal/discipline/release; conference with labor negotiators: A.C.T. and CSEA; and public employee performance evaluation: superintendent. No action was taken that required public disclosure.

2. Pledge of Allegiance

Don Schenkle led the Pledge of Allegiance.

I.C. STUDENT SHOWCASE/PRESENTATIONS

1. Eagle Canyon ES

Students performed music and dance routines from their talent show.

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

Alexi Magallanes reported on Student Government Day activities; reported on the Superintendent's Student Advisory Council meeting; introduced Ayala HS senior Ian Mollet who spoke about the "*Spark the Light of Kindness*" campaign.

I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES

None.

I.F. COMMENTS FROM COMMUNITY LIAISONS

None.

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

Barbara Hale addressed the Board regarding Sycamore Academy; Lorretta Creelman addressed the Board regarding rescinding resolutions; and Lenny Damico addressed the Board regarding Ayala HS's boys' basketball coach.

Student representative left the meeting at 7:26 p.m.

I.H. CHANGES AND DELETIONS

The following changes were read into the record: III.A.1., Minutes of the January 17, 2019 regular meeting, corrected the closed session time to read 4:45 p.m. to 6:45p.m.; and Item III.C.2., Student Expulsion case 18/19-15, was deleted from the agenda.

II. ACTION**II.A. ADMINISTRATION****II.A.1. Revision of Bylaws of the Board 9324—Minutes and Recordings**

Moved (Gagnier) seconded (Blair) to discuss the item. Moved (Gagnier) seconded (Na) carried unanimously (5-0) to table the item until clarifying information is provided regarding timeframes for destroying meeting recordings. Student representative voted yes.

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**

Moved (Blair) seconded (Schaffer) motion carried (3-2, Cruz and Gagnier voted no) to approve the revision of Board Policy 6142.1 Instruction—Family Life/Sex Education Sexual Health and HIV/AIDS Prevention Instruction. Student representative voted yes.

III. CONSENT

Joe Schaffer pulled for separate action item III.B.1., and Irene Hernandez-Blair pulled for separate action item III.C.2. Moved (Blair) seconded (Gagnier) carried unanimously (5-0) to approve the consent items, as amended.

III.A. ADMINISTRATION**III.A.1. Minutes of the Regular Meeting of January 17, 2019, and Special Meeting of January 26, 2019**

Approved the minutes of the regular meeting of January 17, 2019, (as amended) and special meeting of January 26, 2019.

III.A.2. Revision of Bylaws of the Board 9322—Agenda/Meeting Materials

Approved the revision of Bylaws of the Board 9322—Agenda/Meeting Materials.

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

Moved (Blair) seconded (Schaffer) motion carried (4-0-1, Schaffer recused himself) to approve the warrant register.

III.B.2. Fundraising Activities

Approved/ratified the fundraising activities.

III.B.3. Donations

Accepted the donations.

III.B.4. Legal Services

Approved payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; Margaret A. Chidester & Associates; and The Tao Firm.

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

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

Approved student admission case 18/19-02A.

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

Moved (Blair) seconded (Gagnier) carried unanimously (5-0) to approve student expulsion case 18/19-09; moved (Schaffer) seconded (Blair) motion carried (3-2, Gagnier and Schaffer voted no) to approve student expulsion case 18/19-11. Case 18/19-15 was deleted from the agenda.

III.C.3. School-Sponsored Trips

Approved/ratified 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

Approved 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

Approved 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

Approved the Low-Performing Student Block Grant.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

III.D.3. Surplus/Obsolete Property

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

III.D.4. Change Order and Notice of Completion for CUPCCAA Projects

Approved 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

Approved 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

Adopted 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

Awarded 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

Approved/ratified the certificated/classified personnel items.

III.E.2. Rejection of Claims

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

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

Approved 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

Staff provided a brief informational presentation. The Board received 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

Received 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**

Received 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**

Received 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**

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

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

Joe Schaffer thanked Eagle Canyon ES for their performance; attended the suicide prevention program at Chino Hills HS; attended the Alternative Education Center graduation; attended the 39th Annual Student Government Day program; thanked the cities of Chino and Chino Hills for participating in Student Government Day; attended *Coffee with the Counselor* at Canyon Hills JHS; attended the Chino HS Freshman Fair event for the class of 2023; and recognized the efforts of District counselors for what they do for students.

Christina Gagnier visited six campuses over the last couple of weeks; said next week she will post a schedule of her community engagement coffee days; acknowledged letters she received from two Levi Dickey ES students; and extended Valentine’s Day greetings.

Andrew Cruz acknowledged school counselors; attended the Student Government Day activities; attended a Cal Aero Preserve Academy talent show; attended the suicide prevention program at Chino Hills HS; and said he participated in the Run for Russ event.

Irene Hernandez-Blair announced the District Honor Band Concert scheduled for February 12 at Chino Hills HS; asked staff to do what is necessary to reinstate the Committee of the Arts including seeking new committee members; and addressed the issues raised by the Ayala HS parent regarding alleged bullying by the basketball coach.

Superintendent Enfield thanked school counselors for the work they do for students.

President Na attended the Student Government Day activities; said no one can help everyone, but everyone can help someone; and spoke about the privacy of all students being protected and nurtured.

VI. ADJOURNMENT

President Na adjourned the regular meeting of the Board of Education at 8:27 p.m.

James Na, President

Andrew Cruz, Clerk

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 21, 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

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BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$3,695,836.78 to all District funding sources.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 21, 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

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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 21, 2019

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Chaparral ES</u>		
PTO	Clothes 4 Cash	3/5/19
PTO	Savers Fun Drive	5/1/19 - 5/20/19
<u>Hidden Trails ES</u>		
PTA	Amazon Smiles	2/22/19 - 5/31/19
PTA	Off Campus See's Candy Sale	3/4/19 - 3/19/19
<u>Litel ES</u>		
PTA	Read-A-Thon	2/25/19 - 3/1/19
<u>Marshall ES</u>		
ASB	Smencil Sale	2/25/19 - 3/21/19
PTO	Chipotle Family Night Out	2/26/19
ASB	Leprechaun Holiday Gram Sale	3/4/19 - 3/20/19
<u>Newman ES</u>		
ASB	Off Campus Catalog Sale	2/22/19 - 3/4/19
<u>Walnut ES</u>		
PFA	Off Campus See's Candy Sale	4/1/19 - 4/30/19
<u>Magnolia JHS</u>		
ASB	Sweatshirt Sale	2/22/19 - 4/1/19
ASB	Smencil Sale	3/1/19 - 4/1/19
ASB	After School Snack Sale	3/1/19 - 5/30/19
ASB	Knott's Berry Farm Ticket Sale	4/1/19 - 5/20/19
<u>Ayala HS</u>		
Theatre Arts Boosters	Jersey Mike's Family Night Out	2/27/19
Spanish Club	Off Campus Krispy Kreme Sale	2/27/19 - 3/13/19
BAC Boosters	Winter Guard So. Cal. Ticket Sale	3/2/19
BAC Boosters	Winter Guard So. Cal. Parking Space Sale	3/2/19
BAC Boosters	Winter Guard So. Cal. Vendor Space Sale	3/2/19

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 21, 2019

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Ayala HS</u> (cont.)		
BAC Boosters	Winter Guard So. Cal. Concessions	3/2/19
BAC Boosters	Off Campus See's Candy Sale	3/18/19 - 4/5/19
BAC Boosters	SGI Percussion Regional Staffing	3/23/19 - 3/24/19
Biology Club	Chipotle Family Night Out	4/8/19
Choral Boosters	Rubio's Family Night Out	4/26/19
<u>Don Lugo HS</u>		
A.S.L. Club	Donation Drive	2/22/19 - 6/30/19
Folklorico Club	Mondays After School Nacho Sale	2/25/19 - 5/30/19
A.S.L. Club	Monthly Family Nights Out	3/16/19 - 6/30/19
Swim Team	Swim-A-Thon	3/21/19
Grad Night Boosters	Papachino's Paint Night	4/7/19
Grad Night Boosters	Easter Egg Hunt	4/13/19

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: February 21, 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

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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 21, 2019

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>H.O.P.E. Center</u>		
Colleen Nowell	Gift Card	\$50.00
<u>Human Resources</u>		
New Management, Inc.	Books by Rick Morris	\$1,250.00
<u>Cal Aero K-8</u>		
7-Eleven	Cash	\$2,000.00
<u>Townsend JHS</u>		
Pepsi Bottling Group	Cash	\$73.00
<u>Don Lugo HS</u>		
Kimberly Cabrera	Cash	\$30.00
PepsiCo Foundation	Cash	\$100.00
Regal Packaging, Inc.	Cash	\$100.00
Regal Packaging, Inc.	Cash	\$100.00
Rancho Del Chino Rotary Foundation	Cash	\$250.00
Mervyn & Shanette Encarnacion	Cash	\$300.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT
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DATE: February 21, 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

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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	-	-	\$118,349.57
Fagen Friedman & Fulfroost LLP	December 2018	\$ 25.13	\$ 11,009.63
Margaret A. Chidester & Associates	-	-	\$771,887.44
The Tao Firm	January 2019	\$23,422.50	\$ 28,702.50
	Total	\$23,447.63	\$929,949.14

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 Fagen Friedman & Fulfroost LLP, and The Tao Firm.

FISCAL IMPACT

\$23,447.63 to the General Fund.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 21, 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 18/19-13, 18/19-15, 18/19-16, 18/19-17, AND 18/19-18

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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 18/19-13, 18/19-15, 18/19-16, 18/19-17, and 18/19-18.

FISCAL IMPACT

None.

NE:LF:SJ:ss

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 21, 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

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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: Marshall ES Event: San Gorgonio Outdoor Science Camp Place: Angelus Oaks, CA Chaperone: 83 students/8 chaperones	April 9-12, 2019	Cost: \$280.00 per student Funding Source: Parents and fundraising
Site: Rolling Ridge ES Event: Sacramento Trip Place: Sacramento, CA Chaperone: 24 students/11 chaperones	April 12, 2019	Cost: \$450.00 per student Funding Source: Parents

Site: Canyon Hills JHS Event: East Coast Tour Place: New York, NY; Washington, D.C.; and Arlington, VA Chaperone: 32 students/15 chaperones	March 24-29, 2019	Cost: \$2,774.00 per student Funding Source: Parents
Site: Ayala HS Event: Leadership - California Association of Student Leaders State Conference Place: Santa Clara, CA Chaperone: 33 students/3 chaperones	April 6-8, 2019	Cost: \$515.00 per student Funding Source: Parents and USB
Site: Ayala HS Event: Advancement Via Individual Determination College Tour Place: San Marcos, CA; and San Diego, CA Chaperone: 40 students/4 chaperones	April 8-9, 2019	Cost: \$40.00 per student Funding Source: Parents
Site: Chino HS Event: Family, Career and Community Leaders of America - State Leadership Conference Place: Riverside, CA Chaperone: 12 students/3 chaperones	April 27-30, 2019	Cost: \$494.00 per student Funding Source: Parents, fundraising, and Carl Perkins grant
Site: Chino HS Event: Volleyball Team - Summer Camp Place: Big Bear Lake, CA Chaperone: 12 students/3 chaperones	July 18-22, 2019	Cost: \$150.00 per student Funding Source: Parents and fundraising
Site: Chino Hills HS Event: Dance Team - USA Regional Competition Place: Escondido, CA Chaperone: 26 students/4 chaperones	February 22-24, 2019	Cost: \$300.00 per student Funding Source: Parents and fundraising
Site: Chino Hills HS Event: Dance Team - West Coast Elite Nationals and USA Nationals Place: Long Beach, CA; and Anaheim, CA Chaperone: 26 students/4 chaperones	March 15-18, 2019	Cost: \$550.00 per student Funding Source: Parents and fundraising

FISCAL IMPACT

None.

NE:LF:rtr

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 21, 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**

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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 are available for public inspection at the District Samuel R. Burton Professional Development and Media Center from February 7-21, 2019. This item was presented to the Board on February 7, 2019, as information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve 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 21, 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

\$5,905,079.15 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 21, 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-1819-159 Herff Jones. To provide yearbook services. Submitted by: Magnolia JHS Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$8,624.35 Funding source: ASB/USB/PFA/PTA/Boosters
CIIS-1819-160 Herff Jones. To provide yearbook services. Submitted by: Townsend JHS Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$21,408.70 Funding source: ASB/USB/PFA/PTA/Boosters
CIIS-1819-165 Edu-Safe LLC. To provide school safety staff development programs and training resources. Submitted by: Chino HS Duration of Agreement: July 1, 2018 - June 30, 2019	Contract amount: \$350.00 Funding source: Title I
CIIS-1819-166 Solution Tree Inc. To provide two-day professional development workshop for Mathematics at Work. Submitted by: Secondary Curriculum Duration of Agreement: February 22, 2019 - June 30, 2019	Contract amount: \$13,000.00 Funding source: Title II
CIIS-1819-167 Solution Tree Inc. To provide Global Professional Development subscription. Submitted by: Townsend JHS Duration of Agreement: March 1, 2019 - March 1, 2020	Contract amount: \$270.00 Funding source: General Fund

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-1819-053 Humberto Lopez. To provide Department of Pesticide Regulations staff safety and compliance procedures training. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: February 22, 2019 - June 30, 2019	Contract amount: Per rate sheet Funding source: General Fund

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS	FISCAL IMPACT
MOU 18/19-0212 San Bernardino County Superintendent of Schools. CVUSD will provide special education classrooms for regular and extended year. Submitted by: Facilities, Planning, and Operations Duration of Agreement: July 1, 2018 - July 16, 2019	Contract amount: None Funding source: None

MASTER CONTRACTS	FISCAL IMPACT
MC-1819-067 CQ Productions Inc., dba History Brought to Life. To provide educational assembly programs and historical reenactments. Submitted by: Wickman ES Duration of Agreement: February 22, 2019 - June 30, 2021	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
MC-1819-068 California State University San Bernardino Theatre Department. To provide theatrical assemblies. Submitted by: Chaparral ES Duration of Agreement: February 22, 2019 - June 30, 2021	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters

MASTER CONTRACTS	FISCAL IMPACT
<p>MC-1819-069 Vive Libre Restaurant Concepts, Inc. dba Blue Agave Southwest Grill. To provide catering services. Submitted by: Ayala HS Duration of Agreement: February 22, 2019 - June 30, 2021</p>	<p>Contract amount: Per rate sheet</p> <p>Funding source: ASB/USB/PFA/PTA/Boosters</p>
<p>MC-1819-071 The National Theatre for Children. To provide water assembly. Submitted by: Chaparral ES Duration of Agreement: February 22, 2019 - June 30, 2021</p>	<p>Contract amount: None</p> <p>Funding source: None</p>

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<p>CIIS-1819-105 2 Teach LLC Wendy Weichel Murawski. To provide professional development training for teachers to improve instructional strategies in the classroom and student achievement. Submitted by: Don Lugo HS Duration of Agreement: September 7, 2018 - June 30, 2019 Original Agreement Board Approved: September 6, 2018</p>	<p>Increase contract amount from \$42,600.00 to \$50,600.00 for additional professional development at Chino HS.</p> <p>Funding source: Title I</p>
<p>CIIS-1819-166.1 Aeries Software. To provide professional development for Master Scheduling 2019/2020. Submitted by: Technology Duration of Agreement: January 17, 2019 - June 30, 2019 Original Agreement Board Approved: January 17, 2019</p>	<p>Increase contract amount from \$3,600.00 to \$4,600.00 for an additional 3.5 hours of Master Schedule training.</p> <p>Funding source: General Fund</p>
<p>F-1718-012 CSM Consulting, Inc. To provide E-rate consulting services. Submitted by: Facilities, Planning, and Operations, and Technology Duration of Agreement: December 15, 2017 - June 30 2018 Original Agreement Board Approved: December 14, 2017</p>	<p>Increase contract amount from \$21,399.00 to \$42,798.00 and add an additional year of services for E-Rate FY 2019.</p> <p>Funding source: LCAP</p>

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 21, 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 21, 2019**

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Ipad 2 Mini	Apple	43726	Special Ed.
Ipad Air 2	Apple	56187	Special Ed.
Computer	Dell	46964	Special Ed.
Computer	Dell	39187	Special Ed.
Laptop	Dell	41193	Special Ed.
Laptop	Dell	41336	Special Ed.
Laptop	Dell	45168	Special Ed.
Laptop	Dell	41338	Special Ed.
Smart Board	Smarttech	S8680-R2-494689	Canyon Hills JHS
Filing Cabinets (2)			Canyon Hills JHS

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA PROJECTS

=====

BACKGROUND

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

CUPCCAA Project	Project Description	Contractor	Original Quotation	Change Order	Total	Funding Source
CC2018-45	District Office Remodel AV Installation	Vector Resources, Inc.	\$31,733.65	N/A	\$31,733.65	25
CC2019-05	Dickson ES Marquee Installation	Encore Image Inc.	\$17,289.69	N/A	\$17,289.69	25
CC2019-14	Wickman ES Preventative Landscape Maintenance	Hernandez Landscape Co., Inc.	\$18,500.00	N/A	\$18,500.00	01

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$18,500.00 to General Fund 01.

\$49,023.34 to RDA Fund 25.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 21, 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: CUPCCAA BID 18-19-23I, MARSHALL ES PLAYGROUND EQUIPMENT INSTALLATION

=====

BACKGROUND

Pursuant to Public Contract Code 22032(b) public projects in the amount of \$200,000.00 or less can use informal bidding procedures as defined by the Uniform Public Construction Cost Accounting Act.

A Notice to Contractors Calling for Bids for CUPCCAA Bid 18-19-23I, Marshall ES Playground Equipment Installation, was emailed on January 16, 2019, to contractors currently listed on the 2019 list of qualified contractors. Bids were opened at 1:00 p.m. on January 28, 2019. The results are as follows:

Contractor	Bid Amount
RE Schultz Construction Inc.	\$154,202.00
Frasca Plumbing	\$159,500.00
Micon Construction	\$162,323.00

The basic scope of work for this project includes coordination of equipment delivery, including receiving and storage; removal and disposal of existing primary playground and footings; form and pour new curb ledge; install base; install new playground equipment; and install poured-in-place surfacing.

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

RECOMMENDATION

It is recommended the Board of Education award CUPCCAA Bid 18-19-23I, Marshall ES Playground Equipment Installation, to RE Schultz Construction Inc.

FISCAL IMPACT

\$154,202.00 to Capital Facilities Fund 25.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 21, 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: CUPCCAA BID 18-19-24I, CORTEZ ES PLAYGROUND EQUIPMENT INSTALLATION

=====

BACKGROUND

Pursuant to Public Contract Code 22032(b) public projects in the amount of \$200,000.00 or less can use informal bidding procedures as defined by the Uniform Public Construction Cost Accounting Act.

A Notice to Contractors Calling for Bids for CUPCCAA Bid 18-19-24I, Cortez ES Playground Equipment Installation, was emailed on January 16, 2019, to contractors currently listed on the 2019 list of qualified contractors. Bids were opened at 1:00 p.m. on January 28, 2019. The results are as follows:

Contractor	Bid Amount
RE Schultz Construction Inc.	\$133,198.00
J2 Builders	\$174,500.00
Micon Construction	\$183,982.00

The basic scope of work for this project includes coordination of equipment delivery, including receiving and storage; remove and dispose of existing primary playground and footings; form and pour new curb ledge; install base; install new playground equipment; and install poured-in-place surfacing. Remove and dispose of existing sand in the fitness box; remove and dispose of existing play curb; install new soil; install/modify irrigation system; verify coverage; hydroseed area with Sports Field Mix; and provide 90-day maintenance to new turf area.

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

RECOMMENDATION

It is recommended the Board of Education award CUPCCAA Bid 18-19-24I, Cortez ES Playground Equipment Installation, to RE Schultz Construction Inc.

FISCAL IMPACT

\$133,198.00 to Capital Facilities Fund 25.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 21, 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: CUPCCAA BID 18-19-25I, GLENMEADE ES PLAYGROUND EQUIPMENT INSTALLATION

=====

BACKGROUND

Pursuant to Public Contract Code 22032(b) public projects in the amount of \$200,000.00 or less can use informal bidding procedures as defined by the Uniform Public Construction Cost Accounting Act.

A Notice to Contractors Calling for Bids for CUPCCAA Bid 18-19-25I, Glenmeade ES Playground Equipment Installation, was emailed on January 16, 2019, to contractors currently listed on the 2019 list of qualified contractors. Bids were opened at 1:00 p.m. on January 28, 2019. The results are as follows:

Contractor	Bid Amount
RE Schultz Construction Inc.	\$130,703.00
Micon Construction	\$137,683.00
Frasca Plumbing	\$181,000.00

The basic scope of work for this project includes coordination of equipment delivery, including receiving and storage; remove and dispose of existing primary playground surfacing and footings; form and pour new curb ledge; install base; install new playground equipment; install poured-in-place surfacing; install new sidewalk; and modify irrigation. Remove and dispose of existing kindergarten playground and interior concrete ramp; protect existing playground in place; install base; and install poured-in-place surfacing.

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

RECOMMENDATION

It is recommended the Board of Education award CUPCCAA Bid 18-19-25I, Glenmeade ES Playground Equipment Installation, to RE Schultz Construction Inc.

FISCAL IMPACT

\$130,703.00 to Capital Facilities Fund 25.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 21, 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: CUPCCAA BID 18-19-28I, CATTLE ES PLAYGROUND POURED IN PLACE SURFACING INSTALLATION

=====

BACKGROUND

Pursuant to Public Contract Code 22032(b) public projects in the amount of \$200,000.00 or less can use informal bidding procedures as defined by the Uniform Public Construction Cost Accounting Act.

A Notice to Contractors Calling for Bids for CUPCCAA Bid 18-19-28I, Cattle ES Playground Poured in Place Surfacing Installation, was emailed on January 23, 2019, to contractors currently listed on the 2019 list of qualified contractors. Bids were opened at 10:00 a.m. on February 2, 2019. The results are as follows:

Contractor	Bid Amount
Nextgen Construction	\$109,900.00

The basic scope of work for this project includes removal and disposal of existing primary and kindergarten playground surfacing; form and pour new playground curb ledges; and install poured in place surfacing at both playgrounds.

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

RECOMMENDATION

It is recommended the Board of Education award CUPCCAA Bid 18-19-28I, Cattle ES Playground Poured in Place Surfacing Installation, to Nextgen Construction.

FISCAL IMPACT

\$109,900.00 to Building Fund 21.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: February 21, 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. This item was presented to the Board of Education on February 7, 2019, as information.

New language is provided in UPPER CASE while old policy language 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 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
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DATE: February 21, 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>
--------------------	------------------------	------------------------	------------------------------

HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2018/2019 SCHOOL YEAR

MADRID, Yajaira	Special Education Teacher	Liberty ES	02/22/2019
SOTO, Yahtina	Special Education Teacher	Litel ES	03/04/2019
GOMEZ-LECARO, Maria Elena	ESL Teacher	Adult School	02/22/2019

RETIREMENT

WACHTEL, Sally (16 Years of Service)	Elementary Teacher	Cal Aero K-8	03/14/2019
CICCONE, Thomas (16 Years of Service)	Science Teacher	Don Lugo HS	02/04/2019

RESIGNATION

CURRY, Tiffany	Special Ed Teacher	Litel ES	02/08/2019
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APPOINTMENT - EXTRA DUTY

LAROSA, Joseph (NBM)	Football (B)	Chino HS	02/22/2019
ACU, Johan (NBM)	Softball (B)	Chino Hills HS	02/22/2019
DELOYE, Amber (NBM)	Swim (B)	Chino Hills HS	02/22/2019
HOENISCH, Brad (NBM)	Softball (GF)	Chino Hills HS	02/22/2019
NAQUIN, Taylor (NBM)	Cheer (B)	Chino Hills HS	02/22/2019
REITER, Francis (NBM)	Track & Field (B)	Chino Hills HS	02/22/2019
RIVAS, Brisa	Boys Tennis (B)	Chino Hills HS	02/22/2019
TAKAYOSHI, Andrew (NBM)	Baseball (B)	Chino Hills HS	02/22/2019
REITER, Francis (NBM)	Track & Field (B)	Don Lugo HS	02/22/2019

TOTAL GF: \$3,033.00

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

KING, Jeanne

CLASSIFIED PERSONNEL

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

HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE

APPOINTMENT

LESURE, Toinyetta	Nutrition Services Assistant I (NS)	Cortez ES	02/22/2019
FONTAN, Veronica	IA/Special Ed./SH (SELPA/GF)	Eagle Canyon ES	02/22/2019
SHEBBY, Crystal	Nutrition Services Assistant I (NS)	Cal Aero K-8	02/22/2019
SANTANA, Falina	Central Kitchen Assistant I (NS)	Townsend JHS	02/22/2019
CONRARDY, Victoria	IA/Special Ed./SH (SELPA/GF)	Special Education	02/22/2019

PROMOTION

MURILLO, Daniel	FROM: Custodian II (GF) 8 hrs./261 contract days TO: Carpet/Flooring Custodian III (GF) 8 hrs./261 contract days	Glenmeade ES Maintenance	02/22/2019
ESQUEDA, Alejandra	FROM: Nutrition Services Asst. I (NS) 2 hrs./181 work days and Custodian I (GF) 4 hrs./215 work days TO: Custodian II (GF) 8 hrs./261 contract days	Hidden Trails ES Newman ES Newman ES	02/22/2019
RUTHERFORD, Andrew	FROM: Technology Technician (GF) 8 hrs./261 contract days TO: Network Support Technician (GF) 8 hrs./261 contract days	Technology Technology	02/22/2019

CHANGE OF ASSIGNMENT

CORDOBA-GARCIA, Priscilla	FROM: Health Technician (GF) 3.5 hrs./185 work days TO: Attendance Clerk (GF) 8 hrs./195 work days	Glenmeade ES Ayala HS	02/25/2019
YE, Bi-Sz	FROM: Playground Supervisor (GF) 1.5 hrs./180 work days TO: Bilingual Typist Clerk I (GF) 3.5 hrs./200 work days	Wickman ES Wickman ES	02/22/2019

CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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CHANGE OF ASSIGNMENT (cont.)

VIZCAINO, Patricia	FROM: Attendance Clerk (GF) 8 hrs./195 work days	Don Lugo HS	02/22/2019
	TO: Attendance Clerk (GF) 6 hrs./195 work days	Don Lugo HS	

INCREASE HOURS

SIRISUB, Brenda	FROM: Central Kitchen Assistant I (NS) 2.5 hrs./181 work days	Woodcrest JHS	02/22/2019
	TO: Central Kitchen Assistant I (NS) 3 hrs./181 work days	Woodcrest JHS	

RELEASE OF PROBATIONARY EMPLOYEE WITHOUT PREJUDICE

Employee #26680		02/12/2019
Employee #27161		02/01/2019

RESIGNATION

WIEBELT, Heidi	IA/Computer Assisted Instruction (C)	Liberty ES	01/31/2019
ARREDONDO HICKS, Irma	Nutrition Services Assistant I (NS)	Wickman ES	02/08/2019
CARDIEL, Brianna	IA/Special Ed. (SELPA/GF)	Magnolia JHS	02/15/2019
SILVA, Vianca	IA/Special Ed. (SELPA/GF)	Magnolia JHS	02/11/2019
CALLES, Scott	IA/Special Ed./SH (SELPA/GF)	Chino Hills HS	02/15/2019
VAUGHN, Joy	Typist Clerk II (GF)	Chino Hills HS	01/31/2019

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

TRIVEDI, Namrata	IA/Special Education/SH	Cattle ES
HILL, Kimberly	IA/Special Education/SH	Rhodes ES
BOTELLO, Jessica	IA/Special Education/Collab.	Walnut ES
CARNES, Dawn	IA/Special Education/SH	Cal Aero K-8

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 21, 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: NEW JOB DESCRIPTION AND CREATION OF THE POSITION FOR
COORDINATOR, CHARTER SCHOOLS**

=====

BACKGROUND

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

The Coordinator, Charter Schools is necessary to manage and address compliance criteria for the District’s authorized Charter schools.

New language is provided in UPPER CASE.

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

RECOMMENDATION

It is recommended the Board of Education:

- a) Approve the new job description for Coordinator, Charter Schools, and
- b) Authorize the creation of the position for Coordinator, Charter Schools.

FISCAL IMPACT

An additional \$135,055.00 to the General Fund, inclusive of salary and mandatory benefits.

NE:RR:FA:IB:mcm

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	COORDINATOR, CHARTER SCHOOLS	REPORTS:	ASSOCIATE SUPERINTENDENT, CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT
DEPARTMENT:	CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	CLASSIFICATION:	MANAGEMENT
FLSA:	EXEMPT	WORK YEAR:	226
ISSUED:		SALARY:	RANGE 23

BASIC FUNCTION:

UNDER THE DIRECTION OF THE ASSOCIATE SUPERINTENDENT, CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT MANAGES, DIRECTS, AND COORDINATES THE AUTHORIZATION, OPERATION, ACTIVITY, PROGRAM, AND PROCEDURE OF CHARTER SCHOOLS, WHICH MAY INCLUDE PROPOSITION 39; ASSURES COMPLIANCE WITH APPLICABLE LAWS, POLICIES, RULES, AND REGULATIONS; ACTS AS A LIAISON BETWEEN THE DISTRICT AND CHARTER SCHOOL(S); EVALUATES PROGRAMS AND CONDUCTS NEED ASSESSMENTS IN ORDER TO DETERMINE GOALS AND OBJECTIVES FOR CHARTER SCHOOLS; AND PROVIDES OVERSIGHT FOR CHARTER SCHOOL ISSUES.

REPRESENTATIVE DUTIES:

INCUMBENT MAY PERFORM ANY COMBINATION OF THE ESSENTIAL FUNCTIONS SHOWN BELOW. THIS POSITION DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, KNOWLEDGE, OR ABILITIES ASSOCIATED WITH THIS CLASSIFICATION, BUT IS INTENDED TO ACCURATELY REFLECT THE PRINCIPLE JOB ELEMENTS.

E = ESSENTIAL FUNCTIONS

1. MONITORS THE DEVELOPMENT, IMPLEMENTATION, AND REFINEMENT OF POLICIES, PROCEDURES, AND GUIDANCE RELATED TO ALL ASPECTS OF CHARTER SCHOOL FUNCTIONS, INCLUDING CHARTER SCHOOL AUTHORIZATION AND REAUTHORIZATION, OVERSIGHT, AND DISSEMINATION OF INFORMATION. (E)
2. DEVELOPS SYSTEMS TO COLLECT, CODIFY, AND DISSEMINATE EFFECTIVE PRACTICES TO CHARTER SCHOOLS. (E)
3. IDENTIFIES THE NEED FOR INTERNAL POLICIES, PROCESSES, PROCEDURES AND GUIDELINES BETWEEN DEPARTMENTS AND CHARTER SCHOOLS.

4. MONITORS THE INSTRUCTIONAL PROGRAMS OF THE CHARTER SCHOOLS OPERATING IN THE DISTRICT WITHIN FEDERAL, STATE, CHARTER AND LOCAL LAW (I.E. LCAP). (E)
5. REVIEWS RECORDS AND MANAGES ALL REGULATORY AND COMPLIANCE ASPECTS OF QUALITY CHARTER SCHOOLS. (E)
6. IDENTIFIES, REVIEWS, AND EXECUTES SOLUTIONS TO ANNUAL FACILITIES OFFERS RELATED TO PROPOSITION 39. (E)
7. MAINTAINS PUBLIC RELATIONS FOR CHARTER SCHOOL PROGRAMS OR PROJECTS, WHICH MAY INCLUDE PROPOSITION 39. (E)
8. REPRESENTS THE DISTRICT IN MATTERS RELATED TO CHARTER SCHOOLS AND PREPARES FOLLOW UP DOCUMENTATION INCLUDING MEMORANDA, CORRESPONDENCE, ITEMS FOR BOARD ACTION, AND REPORTS FOR SUPERINTENDENT. (E)
9. REVIEWS AND MONITORS ASSIGNED BUDGETS OF CHARTER SCHOOLS.
10. CONFERS AND SERVES AS A RESOURCE PERSON TO ALL DIVISION DIRECTORS IN THE DISTRICT TO ENSURE THAT TIMELINES, REQUIREMENTS, AND NEEDS ARE MET. (E)
11. ASSURES ACCURATE AND TIMELY DISSEMINATION OF INFORMATION. (E)
12. EVALUATES PERSONNEL VERIFICATION FOR ALL APPLICABLE STAFF (CREDENTIAL, TB, FINGERPRINTING, ETC.).
13. SERVES ON COMMITTEES AS APPROPRIATE OR ASSIGNED BY IMMEDIATE SUPERVISOR. (E)
14. RESEARCHES, MAINTAINS, AND KEEPS INFORMED OF CURRENT TRENDS IN THE OPERATION OF CHARTER SCHOOLS AND OTHER PERTINENT AREAS, SUCH AS FEDERAL, STATE AND LOCAL LAWS AND DISTRICT REGULATIONS, POLICIES, AND PROCEDURES RELATED TO CHARTER SCHOOLS. (E)
15. ATTENDS CONFERENCES, DISTRICT MEETINGS, BOARD MEETINGS, AND OTHER PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO THE FIELD.
16. MAY ASSIST IN ADDRESSING FACILITIES RELATED MATTERS IN THE PUBLIC-SCHOOL CHOICE RESOLUTION PROCESS.
17. ENGAGES EXECUTIVE CABINET IN ADDRESSING ISSUES IN OPERATIONAL CHARTER SCHOOLS.
18. PERFORMS OTHER DUTIES AS ASSIGNED.

MINIMUM REQUIREMENTS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

BACHELOR'S DEGREE REQUIRED IN EDUCATION OR RELATED FIELD AND FIVE YEARS OF INCREASINGLY RESPONSIBLE EXPERIENCE AS AN EDUCATIONAL LEADER. MASTER'S DEGREE IN RELATED FIELD PREFERRED.

EXPERIENCE WITH AND DETAILED KNOWLEDGE OF CHARTER SCHOOLS, INCLUDING FAMILIARITY WITH APPLICABLE STATE AND FEDERAL LAWS DESIRED. AT LEAST THREE YEARS OF SUCCESSFUL TEACHING EXPERIENCE.

POSSESSION OF A VALID CALIFORNIA PRELIMINARY OR PROFESSIONAL CLEAR MULTIPLE OR SINGLE SUBJECT TEACHING CREDENTIAL AUTHORIZING SERVICE AS AN ELEMENTARY OR SECONDARY TEACHER IS DESIRABLE.

POSSESSION OF A VALID CALIFORNIA ADMINISTRATIVE CREDENTIAL AUTHORIZING SERVICE AS AN ADMINISTRATOR IS REQUIRED.

EMPLOYMENT ELIGIBILITY THAT MAY INCLUDE FINGERPRINTS, HEALTH (TB), AND/OR OTHER EMPLOYMENT CLEARANCE.

MUST HAVE VALID CALIFORNIA DRIVER'S LICENSE AND AUTOMOBILE AVAILABLE FOR USE. MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY. MUST BE WILLING TO ATTEND EVENING, NIGHT, AND WEEKEND MEETINGS.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- DISTRICT POLICIES AND PROCEDURES, GOALS AND OBJECTIVES, ORGANIZATIONAL STRUCTURE AND FUNCTIONS, THE CALIFORNIA EDUCATION CODE, AND NEGOTIATED CONTRACTS. RESEARCH METHODS AND REPORT WRITING TECHNIQUES;
- RECORD-KEEPING TECHNIQUES;
- DISTRICT ORGANIZATION, OPERATIONS, POLICIES, AND PROCEDURES.
- TECHNICAL ASPECTS OF FIELD OF SPECIALTY;
- PRINCIPLES OF ORGANIZATION, OPERATION, AND SUPERVISION;
- PRINCIPLES, PRACTICES, TRENDS, GOALS, AND OBJECTIVES OF PUBLIC EDUCATION;
- MODERN TECHNOLOGY AND OFFICE PROCEDURES AND METHODS, COMPUTER EQUIPMENT, AND COMPUTER SOFTWARE NECESSARY TO PERFORM REQUIRED DUTIES;
- BUDGET PREPARATION AND CONTROL;
- APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, CODES, REGULATIONS, POLICIES, AND PROCEDURES RELATED TO ASSIGNED ACTIVITIES; AND
- ORAL AND WRITTEN COMMUNICATION SKILLS, INCLUDING ENGLISH USAGE, GRAMMAR, SPELLING, PUNCTUATION, VOCABULARY, COMPOSITION, AND MATHEMATICS.

ABILITY TO:

- RESEARCH AND INTERPRET STATE AND FEDERAL LAWS AND REGULATIONS;
- ADMINISTER ASSIGNED BUDGETS AND ALLOCATE FUNDS;
- DEMONSTRATE LEADERSHIP QUALITIES AND UTILIZE MOTIVATIONAL TECHNIQUES AND STRATEGIES IN THE DEVELOPMENT OF AN OPERATIONAL MODE THAT IS COST EFFECTIVE;
- OPERATE A COMPUTER TERMINAL AND AUDIO-VISUAL EQUIPMENT;
- COMMUNICATE EFFECTIVELY, BOTH ORALLY AND IN WRITING;
- WRITE IN A CLEAR AND CONCISE MANNER FOR BROAD PUBLIC APPEAL AND INTERPRETATION;
- GAIN COOPERATION THROUGH DISCUSSION AND PERSUASION;
- COORDINATE AND SUPERVISE THE WORK OF OTHERS;
- ANALYZE SITUATIONS CAREFULLY AND ADOPT AN EFFECTIVE COURSE OF ACTION;
- INTERPRET, APPLY, AND EXPLAIN ADMINISTRATIVE AND BOARD POLICIES, LAWS, REGULATIONS;
- PLAN, ORGANIZE, AND PRIORITIZE WORK TO MEET MULTIPLE SCHEDULES AND DEADLINES, AND MANAGE SIMULTANEOUS TASKS, WITH MANY INTERRUPTIONS;
- WORK INDEPENDENTLY WITH MINIMUM DIRECTION AND SUPERVISION; WORK UNDER PRESSURE;
- UNDERSTAND, ANALYZE, AND PREPARE COMPREHENSIVE NARRATIVE AND STATISTICAL REPORTS;
- ESTABLISH AND MAINTAIN COOPERATIVE AND EFFECTIVE WORKING RELATIONSHIPS WITH DISTRICT PERSONNEL, COMMUNITY MEMBERS, AND EXTERNAL COMPANIES AND AGENCIES WHILE PERFORMING ASSIGNED DUTIES; AND
- SUPERVISE AND EVALUATE THE PERFORMANCE OF ASSIGNED STAFF.

WORKING CONDITIONS**ENVIRONMENT:**

- DISTRICT OFFICE ENVIRONMENT AND SCHOOL SITES;
- DEMANDING TIMELINES;
- SUBJECT TO DRIVING TO A VARIETY OF LOCATIONS TO CONDUCT WORK DURING DAY AND EVENING HOURS;
- SUBJECT TO FREQUENT INTERRUPTIONS AND EXTENSIVE CONTACT WITH STUDENTS, STAFF, PARENTS, AND THE PUBLIC; AND
- INDOOR AND OUTDOOR ENVIRONMENT.

PHYSICAL DEMANDS:

- BENDING AT THE WAIST, KNEELING OR CROUCHING, AND REACHING TO RETRIEVE AND MAINTAIN FILES AND RECORDS;
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY;
- DEXTERITY OF HANDS AND FINGERS TO OPERATE STANDARD OFFICE EQUIPMENT, COMPUTER KEYBOARD, AND OTHER EQUIPMENT NECESSARY TO COMPLETE THE REQUIRED DUTIES;
- HEARING AND SPEAKING TO EXCHANGE INFORMATION IN PERSON AND ON THE TELEPHONE;
- VISUAL ABILITY TO READ, AND TO PREPARE/PROCESS DOCUMENTS AND TO

- MONITOR VARIOUS SERVICES AND PERSONNEL;
- SITTING FOR EXTENDED PERIODS;
 - STANDING FOR EXTENDED PERIODS;
 - WALKING OVER ROUGH OR UNEVEN SURFACES;
 - CLIMBING, OCCASIONAL USE OF STEPLADDERS; AND
 - PHYSICAL ACTIVITY MAY BE REQUIRED, WHICH COULD INCLUDE MODERATE LIFTING.

HAZARDS:

- COMMON WORKPLACE SAFETY SITUATIONS;
- STRESS FROM WORK COMPLEXITIES;
- MAY BE EXPOSED TO CONTACT WITH UNCOOPERATIVE OR ABUSIVE INDIVIDUALS;
- EXTENDED VIEWING OF COMPUTER MONITOR; AND
- WORKING AROUND AND WITH OFFICE EQUIPMENT HAVING MOVING PARTS.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF COORDINATOR, CHARTER SCHOOLS AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(SIGNATURE OF EMPLOYEE)

(DATE)

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE CHINO VALLEY UNIFIED SCHOOL DISTRICT WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE DIVISION OF HUMAN RESOURCES.

BOARD APPROVED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 21, 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 AMENDMENTS 1 AND 2
WITH CALIFORNIA STATE POLYTECHNIC UNIVERSITY,
POMONA**

=====

BACKGROUND

Student teachers provide a high quality of learning, support, and practical classroom experience for professionals in training. California State Polytechnic University, Pomona wishes to amend the current terms and conditions of the Student Teaching Agreement that was approved at the May 18, 2017 Board meeting.

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 amendments 1 and 2 with California State Polytechnic University, Pomona.

FISCAL IMPACT

None.

NE:RR:FA:IB:mcm

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Amendment No. 1

STUDENT TEACHING AGREEMENT

This Student Teaching Agreement Amendment No. 1 is made and entered into February 22, 2019 by and between The Board of Trustees of the California State University (CSU) on behalf of California State Polytechnic University, Pomona, hereinafter referred to as University and School District as noted below, hereinafter called DISTRICT and collectively referred to Parties.

WITNESSETH

WHEREAS, District and University are Parties to a Student Teaching Agreement dated July 1, 2017 consisting of five (5) pages; and

WHEREAS, the District and University wish to amend the Student Teaching Agreement formally at this time.

NOW THEREFORE, it is mutually agreed between the State and District as follows.

Page 1 of 5 is hereby amended as follows:

- 1. The SERVICES to be provided by District to University shall not exceed sixteen (16) weeks of practice teaching; and
2. The STATE shall pay DISTRICT for such services provided, at the rate of \$250.00 per student; and
3. All other terms and conditions of the Student Teaching Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this agreement has been executed by the Parties hereto, effective the date above written.

State of California
Trustees of the California State University

School District

Table with 2 columns: State of California (California State Polytechnic University, Pomona) and School District (Chino Valley Unified School District). Rows include Signature, Print Name, and Title for both parties.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Amendment No. 2

STUDENT TEACHING AGREEMENT

This Student Teaching Agreement **Amendment No. 2** is made and entered into **February 22, 2019** by and between The Board of Trustees of the California State University (CSU) on behalf of **California State Polytechnic University, Pomona**, hereinafter referred to as **University** and **School District** as noted below, hereinafter called **DISTRICT** and collectively referred to **Parties**.

WITNESSETH


WHEREAS, **District** and **University** are **Parties** to a Student Teaching Agreement dated July 1, 2017 consisting of five (5) pages; and

WHEREAS, the **District** and **University** wish to amend the Student Teaching Agreement formally at this time.

NOW THEREFORE, it is mutually agreed between the **State** and **District** as follows.

1. "Student Teaching" includes the following programs:
 - Education Specialists and Admin Services Credentials; and
 - Multiple Subject Credentials; and
 - Single Subject Credential; and
 - Practicum; and
 - Early Childhood; and
 - Novice; and
 - Special Education; and
 - Clinical Practice; and
 - Internships.
2. All reference to "quarter" in GENERAL TERMS should be replaced with "semester;" and
3. All other terms and conditions of the Student Teaching Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this agreement has been executed by the **Parties** hereto, effective the date above written.

State of California Trustees of the California State University	School District
California State Polytechnic University, Pomona	Chino Valley Unified School District
	
Signature	Signature
Debra Garr	
Print Name	Print Name
Contract Analyst Procurement & Support Services	
Title	Title

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 21, 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 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 1250 Community Relations – Visitors/Outsiders is being revised to update the processes and types of identifications accepted for registering at sites. This item was presented to the Board of Education on February 7, 2019, as information.

New language is provided in UPPER CASE, and 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 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 21, 2019

Page 73

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 21, 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 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 1312.3 Community Relations – Uniform Complaint Procedures is 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. This item was presented to the Board of Education on February 7, 2019, as information.

New language is provided in UPPER CASE, and 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 1312.3 Community Relations – Uniform Complaint Procedures.

FISCAL IMPACT

None.

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:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 21, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: BYLAWS OF THE BOARD E 9000—BOARD PROTOCOLS

=====

BACKGROUND

The Board of Education is committed to ensuring that a high-quality public education is provide to each student. To meet its goals, the Board must function together effectively as a governance leadership team. Formal agreements about how governance teams operate and conduct business are often called protocols. Protocols are developed for and by the members of the governance team, and may be modified over time as needed.

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 Bylaws of the Board—E 9000 Board Protocols.

FISCAL IMPACT

None.

NE:pk

BOARD PROTOCOLS**BRINGING UP NEW IDEAS OR AGENDA ITEMS**

PRINCIPLES: BOARD MEMBERS AND THE PUBLIC SHOULD HAVE THE OPPORTUNITY TO BRING UP NEW IDEAS OR SUBJECTS OF INTEREST FOR FUTURE BOARD MEETING AGENDAS AND MUST UNDERSTAND THE PROCESS IN ORDER TO DO SO. CREATING A CLEARLY DEFINED PROCESS DEVELOPS CONSISTENCY, MAINTAINS TRUST, AND PROVIDES A PROCESS TO THINK THROUGH ISSUES THAT MIGHT HAVE MERIT. STAFF FOCUS, ENERGY, AND TIME, AS WELL AS OTHER DISTRICT RESOURCES MUST BE FOCUSED ON ACHIEVING THE AGREED UPON DISTRICT VISION, GOALS, AND OBJECTIVES AND SHOULD NOT BE DILUTED BY NEW PROJECTS. WE MUST HONOR THE INTENT OF THE BROWN ACT AND PROVIDE OPPORTUNITIES FOR MEMBERS OF THE STAFF AND THE PUBLIC TO INFORM AND HEAR BOARD DELIBERATIONS ON ALL AGENDA ITEMS IF THEY CHOOSE TO DO SO.

PROTOCOLS:

1. A BOARD MEMBER'S FIRST STEP MAY BE TO DISCUSS THE NEW TOPIC OR IDEA WITH THE BOARD PRESIDENT AND THE SUPERINTENDENT.
2. INDIVIDUAL BOARD MEMBERS MAY BRING UP A NEW IDEA OR REQUEST A FUTURE AGENDA ITEM BY EXPLANATION DURING "BOARD MEMBER COMMENTS". THE BOARD PRESIDENT AND SUPERINTENDENT SHALL FIRST DETERMINE WHETHER THE ITEM IS WITHIN THE PURVIEW OF THE BOARD. IF SO, THE ITEM SHALL BE PLACED ON A FUTURE AGENDA IN A TIMELY MANNER. ALL NEW IDEAS OR AGENDA ITEM TOPICS WILL BE WEIGHED AGAINST THEIR EFFECT ON STAFF'S ABILITY TO ACCOMPLISH THE DISTRICT VISION AND GOALS.
3. WHEN A MEMBER OF THE PUBLIC SUBMITS A WRITTEN REQUEST THAT A TOPIC BE AGENDIZED, THE PRESIDENT AND SUPERINTENDENT SHALL FIRST DETERMINE WHETHER THE ITEM IS WITHIN THE PURVIEW OF THE BOARD. IF IT IS, THE PRESIDENT AND SUPERINTENDENT SHALL DETERMINE HOW THE ITEM WILL BE AGENDIZED AND BROUGHT TO A FUTURE BOARD MEETING. IF IT IS NOT WITHIN THE PURVIEW OF THE BOARD, THAT WILL BE COMMUNICATED TO THE PERSON MAKING THE REQUEST.

BOARD PROTOCOLS (cont.)

AGENDA QUESTIONS ASKED BEFORE A BOARD MEETING

PRINCIPLES: STAFF MEMBERS' TIME AND EXPERTISE SHOULD BE TREATED WITH RESPECT BY BOARD MEMBERS. PRIOR TO A PUBLIC BOARD MEETING, IF A BOARD MEMBER HAS QUESTIONS OF CLARIFICATION OR REQUESTS FOR MORE INFORMATION ABOUT AN AGENDA ITEM, THE BOARD MEMBER SHOULD LET THE STAFF MEMBER KNOW AHEAD OF TIME SO AS NOT TO SURPRISE THEM AND TO ALLOW THEM TO PREPARE THEIR RESPONSE FOR THE PUBLIC MEETING.

PROTOCOLS:

1. A BOARD MEMBER SHOULD READ ALL THE INFORMATION IN THE AGENDA PACKET OF A MEETING AHEAD OF TIME.
2. IF THE BOARD MEMBER HAS QUESTIONS OF CLARIFICATION OR REQUESTS FOR INFORMATION, THE MEMBER SHOULD FIRST EMAIL THE QUESTION TO THE SUPERINTENDENT, COPYING THE PRESIDENT, SO THAT THE SUPERINTENDENT CAN CHANNEL THE INFORMATION TO THE APPROPRIATE STAFF MEMBER.
3. REQUESTS FOR INFORMATION REGARDING AGENDA ITEMS SHOULD BE SUBMITTED TO THE SUPERINTENDENT NO LATER THAN 4:30 P.M. TWO DAYS PRIOR TO THE BOARD MEETING.
4. THE SUPERINTENDENT OR DESIGNATED STAFF MEMBER WILL SHARE THE RESPONSE WITH ALL BOARD MEMBERS.

PURPOSE OF THE CONSENT CALENDAR

PRINCIPLES: BOARD MEMBERS SHOULD KEEP IN MIND THAT THE PURPOSE OF THE CONSENT CALENDAR IS TO EXPEDITE THE HANDLING OF ROUTINE BUSINESS.

PROTOCOLS:

1. BOARD MEMBERS SHOULD NOT DISCUSS OR PULL ANY ITEMS UNLESS IT IS VERY IMPORTANT TO DO SO.
2. QUESTIONS ON THE CONSENT CALENDAR, ONCE ASKED AND ANSWERED IN ADVANCE OF A BOARD MEETING, SHOULD NOT BE ASKED AGAIN AT THE MEETING UNLESS THE BOARD MEMBER FEELS THERE IS INFORMATION THAT IS IMPORTANT FOR THE PUBLIC TO KNOW, OR UNLESS THE MEMBER WANTS A SEPARATE VOTE ON THE ITEM. IN THE LATTER CASE, THE MEMBER SHOULD ASK THAT THE ITEM BE PULLED FROM THE CONSENT CALENDAR.

BOARD PROTOCOLS (cont.)

3. CONSENT CALENDAR ITEMS SHOULD BE ROUTINE AND NON-CONTROVERSIAL.

BOARD ELECTRONIC COMMUNICATIONS

PRINCIPLES: BOARD MEMBERS OFTEN RECEIVE INQUIRIES AND REQUESTS FOR ACTION BY EMAIL OR ON SOCIAL MEDIA. TO MAKE SURE RESPONSES ARE CONSISTENT AND TO AVOID VIOLATIONS OF THE BROWN ACT, IT IS NORMALLY THE PRESIDENT WHO RESPONDS TO SUCH EMAILS ADDRESSED TO THE BOARD. MEMBERS SHOULD BE AWARE THAT ACCESS TO DISTRICT RECORDS IS A FUNDAMENTAL PUBLIC RIGHT, AND ELECTRONIC CORRESPONDENCE IN GENERAL IS PART OF THE PUBLIC RECORD. A BOARD MEMBER'S RIGHT TO HAVE CONVERSATIONS WITH COMMUNITY MEMBERS SHOULD NOT BE RESTRICTED. WHEREVER ANY OF THE FOLLOWING PROTOCOLS INDICATE THAT THE PRESIDENT SHOULD BE COPIED OR INCLUDED IN AN EMAIL, A BOARD MEMBER SHOULD DISREGARD THAT INSTRUCTION IF BY DOING SO A BROWN ACT VIOLATION MIGHT RESULT.

PROTOCOLS:

1. WHEN RESPONDING TO A CORRESPONDENT, THE BOARD MEMBER MUST ALWAYS BE CAREFUL TO DISTINGUISH AMONG FACTUAL INFORMATION, PERSONAL OPINIONS, AND POSITIONS OR POLICIES THAT HAVE BEEN DISCUSSED AND ADOPTED BY THE BOARD.
2. WHEN A BOARD MEMBER RECEIVES A REQUEST FOR ACTION NOT ADDRESSED TO OTHER BOARD MEMBERS, THE MEMBER SHOULD ASK PERMISSION TO FORWARD THE REQUEST TO THE SUPERINTENDENT. IF PERMISSION IS NOT GIVEN, THE MEMBER SHALL HANDLE THE CONCERN AS DESCRIBED IN THE "HANDLING CONCERNS/COMPLAINTS FROM THE PUBLIC AND STAFF" PROTOCOL.
3. WHEN A BOARD MEMBER RECEIVES A SIMPLE INQUIRY (NOT A COMPLAINT) NOT ADDRESSED TO THE SUPERINTENDENT OR OTHER BOARD MEMBERS, THE MEMBER SHOULD FIRST DETERMINE WHETHER IT WOULD BE IMPORTANT OR USEFUL FOR OTHER BOARD MEMBERS TO BE AWARE OF THE INQUIRY. IF NOT, AND IF THE MEMBER HAS THE INFORMATION SOUGHT, THE MEMBER MAY RESPOND TO THE INQUIRY. IF THE MEMBER DOES NOT HAVE THE ANSWER, OR FEELS THAT THE SUPERINTENDENT SHOULD KNOW OF THE INQUIRY, THE MEMBER SHOULD RESPOND TO THE CORRESPONDENT TO EXPLAIN THAT THE INQUIRY WILL BE FORWARDED TO THE SUPERINTENDENT; THEN DO SO, IF PERMITTED BY THE CORRESPONDENT.

BOARD PROTOCOLS (cont.)

4. EMAILS ADDRESSED TO THE ENTIRE BOARD OR TO MULTIPLE BOARD MEMBERS SHALL BE RESPONDED TO BY A MEMBER DESIGNATED BY THE BOARD. ANY RECIPIENT OF THE EMAIL SHOULD FORWARD THE EMAIL TO THE SUPERINTENDENT. THE DESIGNATED RESPONDER MUST AVOID USING “REPLY-ALL” OR OTHERWISE CREATE A BROWN ACT VIOLATION. THE SUPERINTENDENT MIGHT ALSO WISH TO RESPOND. THE SUPERINTENDENT AND DESIGNATED RESPONDER WILL COPY EACH OTHER ON ALL CORRESPONDENCE THAT IS IN RESPONSE TO EMAILS FROM THE PUBLIC. INQUIRIES REGARDING LEGAL ISSUES SHOULD BE REFERRED TO THE SUPERINTENDENT.
5. IF A BOARD MEMBER BECOMES AWARE OF ISSUES OF CONCERN TO MEMBERS OF THE COMMUNITY, THE BOARD MEMBER SHOULD REQUEST TO TALK TO THE SUPERINTENDENT OR SHOULD SEND THE SUPERINTENDENT AN EMAIL DESCRIBING THE ISSUE.
6. BOARD MEMBERS’ ELECTRONIC CORRESPONDENCE SHOULD BE SENT TO AND FROM THE DISTRICT EMAIL ADDRESSES, NOT PERSONAL EMAIL ADDRESSES. IF A BOARD MEMBER RECEIVES AN EMAIL AT A PERSONAL ADDRESS, THE MEMBER MAY INVITE THE SENDER TO COMMUNICATE USING THE DISTRICT-PROVIDED ADDRESS. IN ANY CASE, ANY RESPONSE SHALL BE FROM THE DISTRICT ADDRESS.
7. BOARD MEMBERS SHOULD BE AWARE THAT ALL ELECTRONIC CORRESPONDENCE—including email and social media—can be reprinted and distributed to the public. Responses should be consistent with other adopted protocols.
8. BOARD MEMBERS SHOULD NOT DISCUSS PENDING BOARD ACTIONS ON SOCIAL MEDIA.
9. BOARD MEMBERS SHOULD AVOID SENDING EMAILS TO A QUORUM OF THE BOARD. WHEN IN DOUBT, SEND MESSAGES TO THE SUPERINTENDENT FOR POSSIBLE DISTRIBUTION.
10. AVOID “REPLY ALL.”
11. EMAILS ARE PART OF THE PUBLIC RECORD AND ALL DISTRICT EMAIL CORRESPONDENCE IS BACKED UP ON A SERVER. BOARD MEMBERS SHOULD BE AWARE THAT DELETING AN EMAIL FROM THEIR EMAIL ACCOUNT DOES NOT REMOVE IT FROM THE SERVER OR PREVENT IT FROM BEING RECOVERED FROM THE SERVER AND DISCLOSED IN EVENT OF LEGAL PROCEEDINGS.

BOARD PROTOCOLS (cont.)

BOARD MEMBERS' ROLE IN PUBLIC

PRINCIPLES: BOARD MEMBERS ARE A RESOURCE TO THE COMMUNITY ABOUT PENDING DECISIONS, ISSUES, AND NEW PROGRAMS. THE FINAL AUTHORITY RESTS WITH THE BOARD AS A WHOLE, NOT INDIVIDUAL BOARD MEMBERS.

PROTOCOLS:

1. BOARD MEMBERS WILL REPRESENT THE DISTRICT IN A POSITIVE MANNER AND REFRAIN FROM MAKING DISPARAGING COMMENTS ABOUT THE DISTRICT IN PUBLIC.
2. AS NEW PROGRAMS AND ISSUES ARE INTRODUCED, THE SUPERINTENDENT WILL PREPARE TALKING POINTS FOR BOARD MEMBERS COVERING THE SCOPE OF THE ISSUE OR PROGRAM.
3. THE BOARD AND SUPERINTENDENT WILL LINK, WHEN POSSIBLE, THE PROGRAM AND ISSUE TO THE VISION, GOALS, AND STRATEGIC PLAN OF THE DISTRICT.
4. WHEN A BOARD MEMBER IS APPROACHED BY A COMMUNITY MEMBER ABOUT A PENDING DECISION, ISSUE, OR NEW PROGRAM, THE BOARD MEMBER WILL PROVIDE RELEVANT INFORMATION.
5. THE BOARD MEMBER WILL REMIND THE PUBLIC THAT THE ROLE OF THE BOARD AND THE INDIVIDUAL BOARD MEMBERS IS TO MAKE DECISIONS THAT BENEFIT ALL STUDENTS AND THE COMMUNITY.
6. THE BOARD MEMBER WILL REMIND THE PUBLIC THAT DELIBERATION LEADING TO DECISION MAKING WILL TAKE PLACE AT OPEN, PUBLIC BOARD MEETINGS.
7. WHEN THE BOARD HAS REACHED A CONSENSUS OR VOTED ON AN ISSUE, ANY BOARD MEMBER WHO DISAGREES WITH THE MAJORITY DECISION WILL NEVERTHELESS WORK IN CONCERT WITH THE MAJORITY TO IMPLEMENT THE DECISION.
8. IF ASKED ABOUT THE DECISION OF THE BOARD, THE BOARD MEMBER SHOULD MAKE AN EFFORT TO CONVEY THE BOARD DECISION.

BOARD PROTOCOLS (cont.)**HANDLING CONCERNS/COMPLAINTS FROM THE PUBLIC AND STAFF**

PRINCIPLES: BOARD MEMBERS SHOULD BE RESPONSIVE TO THE COMMUNITY AND BE GOOD LISTENERS. IT'S IMPORTANT FOR MEMBERS OF THE GOVERNANCE TEAM TO BE CONSISTENT IN THEIR RESPONSES TO STAFF AND THE COMMUNITY. BOARD MEMBERS NEED TO STAY WITHIN THEIR FUNCTION AND NOT ATTEMPT TO PERSONALLY "FIX" THE PROBLEM. THERE ARE STAFF MEMBERS WHOSE JOB IT IS TO REMEDY OR DEAL WITH STUDENT AND STAFF SITUATIONS. STUDENTS AND STAFF MEMBERS HAVE DUE PROCESS AND CONFIDENTIALITY RIGHTS THAT CANNOT BE VIOLATED. KEEP IN MIND THAT THE SCHOOL BOARD IS POTENTIALLY THE "COURT OF LAST RESORT" AND MEMBERS WHO HAVE BEEN TOO INVOLVED EARLY IN A SITUATION MAY NOT BE ABLE TO PARTICIPATE IN A FINAL HEARING.

PROTOCOLS:

1. WHEN SOMEONE EXPRESSES A COMPLAINT OR CONCERN IN PRIVATE TO A MEMBER OF THE BOARD, THE MEMBER SHOULD LISTEN POLITELY AND ASK CLARIFYING QUESTIONS AS APPROPRIATE, REMEMBERING THAT THE MEMBER OF THE BOARD IS HEARING ONLY ONE SIDE OF THE STORY.
2. THEN, DEPENDING ON THE SEVERITY AND NATURE OF THE COMPLAINT, THE MEMBER SHOULD EITHER REFER THE INDIVIDUAL TO THE APPROPRIATE STAFF MEMBER, SUCH AS A TEACHER OR PRINCIPAL, OR ASK FOR PERMISSION TO SHARE THE COMPLAINT WITH THE SUPERINTENDENT.
3. IF NO PERMISSION IS GIVEN, THE MEMBER SHOULD SUGGEST THAT THE INDIVIDUAL TALK WITH THE SUPERINTENDENT AND NOT SHARE THE INFORMATION. IF PERMISSION IS GIVEN, THE MEMBER SHOULD COMMUNICATE WITH THE SUPERINTENDENT THE CONVERSATION S/HE HAD WITH THE INDIVIDUAL.
4. THE MEMBER SHOULD MAKE SURE THE COMPLAINANT UNDERSTANDS THE APPROPRIATE ORDER OF WHOM TO CONTACT (TEACHER, THEN PRINCIPAL, THEN DISTRICT STAFF) AND IS AWARE OF ANY FORMAL FORMS OR POLICIES THAT MIGHT ASSIST THEM (E.G., THE UNIFORM COMPLAINT FORM ON THE WEBSITE).
5. THE MEMBER SHOULD CLARIFY THAT ONE BOARD MEMBER HAS NO INDIVIDUAL AUTHORITY TO FIX A PROBLEM.

BOARD PROTOCOLS (cont.)

6. IF THROUGH CONVERSATION A BOARD MEMBER BECOMES AWARE OF ISSUES OF CONCERN TO MEMBERS OF THE COMMUNITY OR STAFF, THE BOARD MEMBER SHOULD REQUEST TO TALK TO THE SUPERINTENDENT OR SHOULD SEND THE SUPERINTENDENT AND PRESIDENT AN EMAIL DESCRIBING THE ISSUE. UNLESS THE INDIVIDUALS WHO RAISED THE ISSUE HAVE GIVEN THEIR PERMISSION TO DO SO, THE BOARD MEMBER SHOULD NOT INCLUDE THEIR NAMES WHEN REPORTING THE CONVERSATION TO THE SUPERINTENDENT.
7. IF THE COMPLAINT IS REGARDING THE SUPERINTENDENT, THE COMPLAINT SHOULD BE REFERRED TO THE ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES.

REQUESTS FOR INFORMATION

PRINCIPLES: BOARD MEMBERS SHOULD BE SENSITIVE TO THE WORKLOAD OF THE STAFF AND AS TO WHETHER THEIR REQUESTS ARE NECESSARY FOR EFFECTIVE DECISION MAKING AND TO FURTHER THE GOALS OF THE DISTRICT. STAFF SHOULD COMMUNICATE EFFECTIVELY WITH BOARD MEMBERS TO CLARIFY THE URGENCY AND NATURE OF THE BOARD MEMBER'S REQUEST.

PROTOCOLS:

1. BOARD MEMBERS WILL BE MINDFUL OF THE WORKLOAD OF STAFF AND WILL SELF-MONITOR REQUESTS TO ENSURE THAT ONE MEMBER'S REQUEST WILL NOT DIVERT AN INAPPROPRIATE AMOUNT OF TIME FROM STAFF EFFORTS TO ACHIEVE DISTRICT GOALS.
2. BOARD MEMBERS SHOULD ALWAYS DIRECT REQUESTS TO THE SUPERINTENDENT AND ASK OTHER STAFF MEMBERS FOR INFORMATION ONLY IF DIRECTED TO DO SO BY THE SUPERINTENDENT.
3. IF THE SUPERINTENDENT FEELS A REQUEST IS UNREASONABLE OR TOO TIME CONSUMING, THE SUPERINTENDENT SHOULD DISCUSS THE ISSUE WITH THE BOARD MEMBER.
4. ANSWERS TO INFORMATION REQUESTS WILL BE DISTRIBUTED TO ALL BOARD MEMBERS.
5. WHEN BOARD MEMBERS REQUEST INFORMATION THAT IS NOT READILY AVAILABLE, THE SUPERINTENDENT AND/OR STAFF WILL PROVIDE A TIME FRAME FOR WHEN TO EXPECT AN ANSWER IF IT WILL TAKE LONGER THAN ONE OR TWO DAYS.

CHINO VALLEY UNIFIED SCHOOL DISTRICT
EXHIBIT APPROVED:

Chino Valley Unified School District

Our Motto:

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

DATE: February 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support

SUBJECT: STUDENT ATTENDANCE CALENDARS FOR THE 2020/2021, 2021/2022, AND 2022/2023 SCHOOL YEARS

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BACKGROUND

The Student Attendance Calendar is adopted sufficiently in advance of the new school year in order to provide community stakeholders with ample time to provide input and conduct advance planning for the coming year. Additionally, adoption of the Student Attendance Calendar at this time permits the District to meet with exclusive representatives of the District’s certificated and classified employees regarding applicable work year calendars. The Student Attendance Calendar is not intended to constitute the employee work year calendar, which will be negotiated to the extent required by law.

This item was presented to the Calendar Committee.

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 Student Attendance Calendars for the 2020/2021, 2021/2022, and 2022/2023 school years.

FISCAL IMPACT

None.

NE:LF:rtr

Chino Valley Unified School District
2020-2021 STUDENT ATTENDANCE CALENDAR
 180 School Days – Traditional

JULY 2020

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

AUGUST 2020

S	M	T	W	Th	F	S
						1
2	3	●	●	X	○	8
9	10					15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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JANUARY 2021

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FEBRUARY 2021

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MARCH 2021

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IMPORTANT DATES

July 3	Independence Day observed	Jan 18	Martin Luther King Day	■ First day of School ■ Last Day of School ■ Legal Holiday ■ School Closed
Aug 4-5	● New Teacher Workday	Feb 15	Lincoln's Birthday	
Aug 6	X K-6 Teacher Workday	Feb 22	Washington's Birthday	
Aug 7	○ All Teacher Workday	Mar 29-Apr 2	Spring Break	
Aug 10	First Day of School	April 5	School Closed	
Sept 7	Labor Day	May 27	Last Day of School	
Nov 11	Veterans' Day	May 28	○ All Teacher Workday	
Nov 23-27	Thanksgiving Break	May 31	Memorial Day	
Dec 18	△ 7-12 Teacher Workday/TK-12 Non-School Day			
Dec 18-Jan 5	Christmas/Winter Break			

Chino Valley Unified School District
2021-2022 STUDENT ATTENDANCE CALENDAR
 180 School Days – Traditional

JULY 2021

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MARCH 2022

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
MAY 2022

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JUNE 2022

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IMPORTANT DATES

July 5	Independence Day observed	Jan 17	Martin Luther King Day	 First day of School  Last Day of School  Legal Holiday  School Closed
Aug 3-4	● New Teacher Workday	Feb 14	Lincoln's Birthday	
Aug 5	X K-6 Teacher Workday	Feb 21	Washington's Birthday	
Aug 6	○ All Teacher Workday	Mar 28-Apr 1	Spring Break	
Aug 9	First Day of School	Apr 15	School Closed	
Sept 6	Labor Day	May 26	Last Day of School	
Nov 11	Veterans' Day	May 27	○ All Teacher Workday	
Nov 12	School Closed	May 30	Memorial Day	
Nov 22-26	Thanksgiving Break			
Dec 17	△ 7-12 Teacher Workday/TK-12 Non-School Day			
Dec 17-Jan 3	Christmas/Winter Break			

Chino Valley Unified School District
2022-2023 STUDENT ATTENDANCE CALENDAR
 180 School Days – Traditional

JULY 2022

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AUGUST 2022

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SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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JANUARY 2023

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MARCH 2023

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APRIL 2023

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MAY 2023

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JUNE 2023

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IMPORTANT DATES

July 4	Independence Day	Jan 16	Martin Luther King Day	First day of School Last Day of School Legal Holiday School Closed
Aug 2-3	● New Teacher Workday	Feb 13	Lincoln's Birthday	
Aug 4	X K-6 Teacher Workday	Feb 20	Washington's Birthday	
Aug 5	○ All Teacher Workday	Mar 27-31	Spring Break	
Aug 8	First Day of School	April 7	School Closed	
Sept 5	Labor Day	May 25	Last Day of School	
Nov 11	Veterans' Day	May 26	○ All Teacher Workday	
Nov 21-25	Thanksgiving Break	May 29	Memorial Day	
Dec 16	△ 7-12 Teacher Workday/TK-12 Non-School Day			
Dec 16-Jan 3	Christmas/Winter Break			

Chino Valley Unified School District

Our Motto:

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

DATE: February 21, 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 AND ADMINISTRATIVE REGULATION 5141.21 STUDENTS – ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

=====

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 5141.21 Students – Administering Medication and Monitoring Health Conditions are being revised to be in alignment with state law that allows districts to train nonmedical District employees to administer medication.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 5141.21 Students – Administering Medication and Monitoring Health Conditions.

FISCAL IMPACT

None.

NE:LF:SJ:rtr

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

The Board of Education believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

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

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 Rehabilitation Act of 1973 shall be administered in accordance with the student's Individualized Education Program or Section 504 services plan, as applicable.

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

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the District's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition.

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

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes safety and privacy.

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

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)

The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel WITH APPROPRIATE TRAINING.

School nurses and other designated school personnel, with appropriate training, shall administer medications to students in accordance with law, board policy, and administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

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

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.3, 49414.5, 49423, 49423.1)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)

Legal Reference:

EDUCATION CODE

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

BUSINESS AND PROFESSIONS CODE

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

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

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

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. Torlakson, (2013) 57 Cal.4th 570

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

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

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

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

Program Advisory on Medication Administration, 2005

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

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

WEBSITES

California School Boards Association: www.csba.org

American Diabetes Association: www.diabetes.org

California Department of Education: www.cde.ca.gov/ls/he/hn

National Diabetes Education Program: www.ndep.nih.gov

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

Chino Valley Unified School District

Policy adopted: January 23, 1997

Revised: May 7, 2009

Revised: May 5, 2011

Revised: October 5, 2017

REVISED:

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS**Definitions**

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

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

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

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

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

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

(cf. 5141.23 - Asthma Management)

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

Notifications to Parents/Guardians

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

(cf. 5145.6 - Parental Notifications)

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

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)

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

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

Parent/Guardian Responsibilities

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

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

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**Parent/Guardian Statement**

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

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

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

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

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

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)

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

Health Care Provider Statement

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

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)
5. FOR MEDICATION THAT IS TO BE ADMINISTERED BY UNLICENSED PERSONNEL, CONFIRMATION BY THE STUDENT'S HEALTH CARE PROVIDER THAT THE MEDICATION MAY SAFELY AND APPROPRIATELY BE ADMINISTERED BY UNLICENSED PERSONNEL (Education Code 49423, 49423.1; 5 CCR 602)
- 5-6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
- 6-7. Possible side effects of the medication
- 7-8. Name, address, telephone number, and signature of the student's authorized health care provider

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

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)

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

District Responsibilities

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT ANY UNLICENSED SCHOOL PERSONNEL AUTHORIZED TO ADMINISTER MEDICATION TO A STUDENT RECEIVES APPROPRIATE TRAINING FROM THE SCHOOL NURSE OR OTHER QUALIFIED MEDICAL PERSONNEL.

The school nurse or other designated school personnel shall:

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

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)

5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student

6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 - Student Records)

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

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

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

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

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

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

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

13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance

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

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**Additional Requirements for Management of Epileptic Seizures**

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

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

(cf. 6159 - Individualized Education Program)

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

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

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

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

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

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

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)

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

- d. Techniques and procedures to ensure student privacy

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

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

- 3. Notification of Administration: The Superintendent or designee shall establish a process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site.

- 4. Supervision of Volunteers: volunteer school employees shall be supervised by a licensed health care professional in accordance with 5 CCR 627.

Emergency Epinephrine Auto-Injectors

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

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

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

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

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

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

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

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

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

(cf. 3290 - Gifts, Grants and Bequests)

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

(cf. 3580 - District Records)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)

Chino Valley Unified School District

Regulation approved: January 23, 1997

Revised: April 2, 2009

Revised: April 7, 2011

Revised: March 5, 2015

Revised: September 21, 2017

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 21, 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
Luke Hackney, Director, Elementary Curriculum and Instruction
Julian Rodriguez, Ed.D., Secondary Curriculum and Instruction

SUBJECT: DELETION OF BOARD POLICY 6161.3 INSTRUCTION – TOXIC ART SUPPLIES

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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 6161.3 Instruction – Toxic Art Supplies is being deleted. Key concepts have been incorporated into Board Policy 3514.1 Business and Noninstructional Operations – Hazardous Substances.

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 deletion of Board Policy 6161.3 Instruction – Toxic Art Supplies.

FISCAL IMPACT

None.

NE:GP:LH:JR:smr

TOXIC ART SUPPLIES

The Board of Education recognizes its responsibility to protect the health and safety of students in the selection of materials used for instruction in arts and crafts activities.

The Superintendent shall develop procedures for the purchase, use and proper disposal of arts and crafts materials which insure that the health and safety of students is protected from harmful exposure to toxic substances in accordance with Education Code 32064 and established health standards.

The Superintendent or designee shall ensure that arts and crafts materials purchased for use by students in grades K-6 will not contain toxic substances or cause chronic illness as determined by the State Department of Health Services.

Students in grades 7-12 are considered able to read and understand product labels and to take adequate precautions to use products which are prohibited for use in grades K-6. The Superintendent or designee shall ensure that arts and crafts materials purchased for use in grades 7-12 meet the requirements of Education Code 32065. The products must be properly labeled to identify toxic ingredients, warn of potential adverse health effects and describe procedures for safe use and storage.

(cf. 3514 - Environmental Safety)-
(cf. 3514.1 - Hazardous Substances)-
(cf. 5142 - Safety)

Legal Reference:

EDUCATION CODE

32060 Legislative findings and declarations-
32061 Art or craft material; definition-
32062 Human carcinogen; definition
32063 Toxic substance causing chronic illness; definition-
32064 Restrictions on purchases of arts and crafts materials-
32065 Warning labels
32066 List of toxic art supplies; preparation and distribution-

HEALTH AND SAFETY CODE

108500-108515 Labeling of arts and crafts materials

PENAL CODE

594.1 Aerosol containers of paint

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

0712.94 Toxic Art Supplies List of Approved Products CIL : 94/95-01

Chino Valley Unified School District

Policy adopted: August 21, 1997

Revised: February 4, 1999

Reviewed: January 6, 2011

DELETED: