



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

September 20, 2018

BOARD OF EDUCATION

Pamela Feix, President
James Na, Vice President
Irene Hernandez-Blair, Clerk
Andrew Cruz, Member
Sylvia Orozco, Member

Alexi Magallanes, Student Representative



SUPERINTENDENT
Norm Enfield, Ed.D.

5130 Riverside Drive. Chino. California 91710
www.chino.k12.ca.us

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
District Board Room
5130 Riverside Drive, Chino, CA 91710
6:00 p.m. – Closed Session • 7:00 p.m. – Regular Meeting
September 20, 2018

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 – 6:00 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): Federal District Court, Case No. EDCV 14-2336-JGB (DTBx) Freedom from Religion Foundation vs. Chino Valley Unified School District Board of Education. (Tyler & Bursch, LLP) (10 minutes)
- b. Conference with Legal Counsel Existing Litigation: Government Code 54954.5 (c) and 54956.9 (d)(1): Oxford Preparatory Academy v. Chino Valley Unified School District, et. al. SBC No. CIVDS1710045. (Chidester, Margaret A. & Associates) (10 minutes)
- c. Conference with Legal Counsel Anticipated Litigation: Government Code 54954.5(c) and 54956.9 (d)(2) and (e)(1): One possible case. (Atkinson, Andelson, Loya, Ruud & Romo) (10 minutes)
- d. Public Employee Discipline/Dismissal/Release: Government Code 54957: (15 minutes)
- e. Public Employee Appointment: Government Code 54957: Junior High School Assistant Principal; High School Assistant Principal; Coordinator Teacher Support; and Director, Human Resources. (10 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/PRESENTATION

1. Woodcrest JHS: Microsoft Showcase School
2. LCAP Annual Update: Professional Development

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

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

II. CONSENT

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

II.A. ADMINISTRATION

II.A.1. Minutes of the September 6, 2018 Regular Meeting, and Special Meeting of September 13, 2018

Page 7

Recommend the Board of Education approve the minutes of the September 6, 2018 regular meeting, and special meeting of September 13, 2018.

II.B. BUSINESS SERVICES

II.B.1. Warrant Register

Page 17

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

II.B.2. Fundraising Activities

Page 18

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

II.B.3. Donations

Page 23

Recommend the Board of Education accept the donations.

II.B.4. Legal Services

Page 25

Recommend the Board of Education approve payment for legal services to the law office of Fagen Friedman & Fulfrost LLP.

II.B.5. 2018/2019 Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students

Page 26

Recommend the Board of Education approve/ratify the 2018/2019 applications to operate fundraising activities and other activities for the benefit of students.

II.C. FACILITIES, PLANNING, AND OPERATIONS

II.C.1. Purchase Order Register

Page 28 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

II.C.2. Agreements for Contractor/Consultant Services

Page 29 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

II.C.3. Surplus/Obsolete Property

Page 32 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

II.C.4. Notice of Completion for CUPCCAA Projects

Page 34 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Projects.

II.C.5. Resolution 2018/2019-18, Authorization to Utilize a Piggyback Contract

Page 35 Recommend the Board of Education adopt Resolution 2018/2019-18, authorization to utilize a piggyback contract.

II.C.6. Bid 18-19-05F, Chino HS Reconstruction—Phase 0

Page 39 Recommend the Board of Education award Bid 18-19-05F, Chino HS Reconstruction—Phase 0, to the following contractors: Bid Package #1 to Lee and Stires; Bid Package #2 to Southern California Landscape; Bid Package #3 to New Dynasty Construction; Bid Package #4 to Econo Fence; Bid Package #5 to Hamel Construction; Bid Package #6 to Valley Pipeline; and Bid Package #7 to RDM Electric.

II.C.7. Bid 18-19-06F Cattle ES, Litel ES, and Oak Ridge ES Modernization Project – Interim Housing

Page 41 Recommend the Board of Education award Bid 18-19-06F, Cattle ES, Litel ES, and Oak Ridge ES Modernization Project – Interim Housing, to the following contractors: Bid Package #1 to Elite Earthworks & Engineering, dba GK Backlund; Bid Package #2 to Rancho Pacific Electric, Inc.; and Bid Package #3 to RVH Constructors, Inc.

II.C.8. Revision of Board Policy 1330 Community Relations—Use of School Facilities

Page 43 Recommend the Board of Education approve the revision of Board Policy 1330 Community Relations—Use of School Facilities.

II.C.9. Revision of Board Policy 1400 Community Relations—Relations Between Other Governmental Agencies and the Schools

Page 49

Recommend the Board of Education approve the revision of Board Policy 1400 Community Relations—Relations Between Other Governmental Agencies and the Schools.

II.D. HUMAN RESOURCES

II.D.1. Certificated/Classified Personnel Items

Page 55

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

II.D.2. Job Description Revisions for Billing Specialist; Director, Communications; Director Transportation; Interpreter-Hearing Impaired; and Mechanic II

Page 62

Recommend the Board of Education:

- a) Approve the job description revision for Billing Specialist;
- b) Approve the job description revision for Director, Communications;
- c) Approve the job description revision for Director, Transportation;
- d) Approve the job description revision for Interpreter-Hearing Impaired; and
- e) Approve the job description revision for Mechanic II.

II.D.3. Resolution 2018/2019-19, Week of the School Administrator

Page 86

Recommend the Board of Education adopt Resolution 2018/2019-19, Week of the School Administrator.

III. INFORMATION

III.A. ADMINISTRATION

III.A.1. Revision of Board Policy 2121 Administration—Superintendent’s Contract

Page 89

Recommend the Board of Education receive for information the revision of Board Policy 2121 Administration—Superintendent’s Contract.

III.B.2. Revision of Board Policy 2210 Administration—Administrative Discretion Regarding Board Policy

Page 97

Recommend the Board of Education receive for information the revision of Board Policy 2210 Administration—Administrative Discretion Regarding Board Policy.

III.B. BUSINESS SERVICES

III.B.1. Revision of Board Policy and Administrative Regulation 3551 Business and Noninstructional Operations—Food Services Operations/Cafeteria Fund

Page 102

Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 3551 Business and Noninstructional Operations—Food Services Operations/Cafeteria Fund.

IV. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

V. ADJOURNMENT

Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education
Date posted: September 14, 2018

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
September 6, 2018

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 5:45 P.M.

1. Roll Call

President Feix called to order the regular meeting of the Board of Education, Thursday, September 6, 2018, at 5:45 p.m. with Blair, Cruz, Na, Orozco, and Feix present.

Administrative Personnel

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

2. Public Comment on Closed Session Items

Jade Anastasi, Dana Anastasi, Tiffany Oestreich, and Veronica Muñoz addressed the Board regarding public employee discipline/dismissal/release.

3. Closed Session

President Feix adjourned to closed session at 5:55 p.m. regarding conference with legal counsel existing and anticipated litigation; public employee discipline/dismissal/release; public employee appointment; junior high school assistant principal; high school assistant principal; procurement coordinator; and construction coordinator; and public employee performance evaluation: Superintendent.

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

1. Report Closed Session Action

President Feix reconvened the regular meeting of the Board of Education at 7:02 p.m. with Blair, Cruz, Na, Orozco, and Feix present.

The Board met in closed session from 5:55 p.m. to 6:45 p.m. regarding conference with legal counsel existing and anticipated litigation; public employee discipline/dismissal/release; public employee appointment; junior high school assistant principal; high school assistant principal; procurement coordinator; and construction coordinator; and public employee performance evaluation: Superintendent.

The Board appointed Samuel Sousa, Construction Coordinator, Maintenance, Operations, and Construction effective September 7, 2018, by a unanimous vote of 5-0 with Cruz, Blair, Na, Orozco, and Feix voting yes; appointed Kathy Casino, Procurement Coordinator in Purchasing effective September 7, 2018, by a unanimous vote of 5-0 with Cruz, Blair, Na, Orozco, and Feix voting yes; and appointed Stephen Eggert, assistant principal, Ayala HS effective September 17, 2018, by a unanimous vote of 5-0 with Cruz, Blair, Na, Orozco, and Feix voting yes. No further action was taken that required public disclosure.

2. Pledge of Allegiance
Sam Sousa led the Pledge of Allegiance.

I.C. STUDENT SHOWCASE/PRESENTATION

1. Ayala HS Choir
Robert Davis, Choral Director, led the Ayala HS choir in a musical performance.
2. Oak Ridge ES: All Pro Dads
Principal Christine Hinkle, Ed.D, and parent Justin White presented the All Pro Dads community engagement program.
3. Staffing and Enrollment
Richard Rideout, Assistant Superintendent, Human Resources, provided information on staffing and enrollment.

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

Alexi Magallanes said the first Student Advisor Committee (SAC) meeting took place on September 4; and said the next SAC meeting is scheduled for October 2.

I.E. EMPLOYEE REPRESENTATIVES' COMMUNICATIONS

Brenda Walker, A.C.T. President, spoke about back to school nights; thanked technology training specialists for hosting a District Ed. Camp; spoke about the District moving toward bringing back the BTSA program for new teachers; said there are only nine combination classes in the District;

and extended condolences to Chino Hills HS teacher Angelina Nsek who lost her husband in a biking accident.

I.F. COMMUNITY LIAISON’S COMMUNICATIONS

Art Bennett, Chino Hills Council Member, commended the Ayala HS choir for their performance; acknowledged the All Pro Dads program and spoke in support of parent rights; announced a suicide prevention program scheduled at Chino Hills HS next Tuesday; spoke about recent suicide tragedies; said the Los Serranos Park groundbreaking will take place on September 17; said the city is hosting an emergency preparedness workshop on September 20; announced details about the Celebrate the Family poster contest; said he is a strong believer that parents should make the decisions about what goes on and is taught in schools; implored the Board to look at the policy (model parental rights) seriously; and asked that the discussion item be moved up on the agenda.

James Na and Andrew Cruz asked for consensus that item V.A.1., (Request to Put Item on the Agenda Pursuant to Bylaw of the Board 9322— Agenda/Meeting Materials Regarding Model Parental Rights in Child’s Education) be brought forward on the agenda. The request failed.

Mike Kreeger, Chino Valley Fire District, announced that the Fire District is holding a memorial tribute remembering the victims of the September 11 terrorist attack.

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

Jenny Beauchamp announced the Girl Scout Gold Award Project - Teen Suicide Awareness/Prevention scheduled for September 29 at the Chino Community Building; Kayla Rodgers, Tim Rodgers, Jessica Ghabour, Ren Wright, Valene Vela-Mineer, addressed the Board in support of Amy Campbell; and Juan Villalba addressed the Board regarding the prayer lawsuit.

I.H. CHANGES AND DELETIONS

The following changes and deletions were read into the record: Item IV.A.1., Facilities, Planning, and Operations, Revision of Board Policy and Administrative Regulation 1330 Community Relations—Use of School Facilities, the portion related to the Administrative Regulation 1330 was pulled from the agenda: Item III.E.1., Certificated/Classified Personnel Items, amended termination of employee number 2340 to read “resignation effective September 6, 2018.”

II. ACTION

II.A. BUSINESS SERVICES

II.A.1. 2017/2018 Unaudited Actuals Financial Report

Moved (Na) seconded (Blair) carried unanimously (5-0) to approve the 2017/2018 Unaudited Actuals Financial Report, and authorized the Superintendent or design to sign the 2017/2018 District Certification of Unaudited Actual Financial Report. Student representative voted yes.

III. CONSENT

Sylvia Orozco pulled for separate action Items III.B.2., and III.B.5. Moved (Na) seconded (Blair) carried unanimously (5-0) to approve the consent items, as amended.

III.A. ADMINISTRATION

III.A.1. Minutes of the August 16, 2018 Regular Meeting

Approved the minutes of the August 16, 2018 regular meeting.

III.A.2. Revision of Bylaws of the Board 9310—Board Policies

Approved the revision of Bylaws of the Board 9310—Board Policies.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Approved/ratified the warrant register.

III.B.2. Fundraising Activities

Moved (Orozco) seconded (Na) carried unanimously (5-0) to approve all fundraising activities with the exception of the Chino Hills HS General Boosters – Weekly Bingo , which will be considered separately. Moved (Orozco) seconded (Na) carried unanimously (5-0) to extend the approval to October 18 when that item will come back to the Board.

III.B.3. Donations

Accepted the donations.

III.B.4. Legal Services

Approved payment for legal services to the law office of Atkinson, Andelson, Loya, Ruud & Romo.

III.B.5. 2018/2019 Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students

Moved (Orozco) seconded (Na) carried unanimously (5-0) to approve all authorizations to operate fundraising activities and other activities for the benefit of students with the exception of the Chino Hills HS General Boosters Club, which will be considered separately. Moved (Orozco) seconded (Na) carried unanimously (5-0) to extend the approval until October 18 at which time it will come back to the Board when staff will have met with the boosters.

III.B.6. Signature Authorizations for Chino Valley Unified School District

Approved the signature authorizations for Chino Valley Unified School District.

III.B.7. Resolution 2018/2019-15, Actual Gann Limit for 2017/2018 and Estimated Gann Limit for 2018/2019

Adopted Resolution 2018/2019-15, Actual Gann Limit for 2017/2018 in the amount of \$165,639,082.00 and Estimated Gann Limit for 2018/2019 in the amount of \$162,685,667.00.

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

III.C.1. School-Sponsored Trips

Approved/ratified the following school-sponsored trips: Cortez ES; Eagle Canyon ES; Hidden Trails ES; Oak Ridge ES; Rolling Ridge ES; Ayala HS; Chino HS; and Don Lugo HS.

III.C.2. Baldy View Regional Occupational Program 2018/2019 Contract for Services and Participation Incentive

Approved the Baldy View Regional Occupational Program 2018/2019 Contract for Services and Participation Incentive.

III.C.3. Baldy View Regional Occupational Program 2018/2019 Contract for Embedded BVROP Classes

Approved the Baldy View Regional Occupational Program 2018/2019 Contract for Embedded BVROP Classes.

III.C.4. Baldy View Regional Occupational Program 2018/2019 District Operated Program Contract

Approved the Baldy View Regional Occupational Program 2018/2019 District Operated Program Contract.

III.C.5. Revision of Board Policy 6146.1 Instruction—High School Graduation Requirements

Approved the revision of Board Policy 6146.1 Instruction—High School Graduation Requirements.

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 Bid 17-18-07F, Rhodes ES Portable Classroom/Site Work Improvements

Approved the change order and Notice of Completion for Bid 17-18-07F, Rhodes ES Portable Classroom/Site Work Improvements.

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

Approved the Notice of Completion for CUPCCAA Projects.

III.D.6. Resolution 2018/2019-14 Authorization to Apply for California Energy Commission School Bus Replacement Grant Program CFO-17-607

Adopted Resolution 2018/2019-14, Authorization to Apply for California Energy Commission School Bus Replacement Grant Program GFO-17-607.

III.D.7. Resolution 2018/2019-16, Authorization to Utilize a Piggyback Contract

Adopted Resolution 2018/2019-16, authorization to utilize a piggyback contract.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

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

III.E.2. Fieldwork Agreement with Concordia University

Approved the fieldwork agreement with Concordia University.

III.E.3. Participants in the Learning, Leading, and Serving Agreement with Grand Canyon University

Approved the Participants in Learning, Leading, and Serving agreement with Grand Canyon University.

III.E.4. Student Internship Agreement with Loyola Marymount University

Approved the student internship agreement with Loyola Marymount University.

- III.E.5. Student Teaching Agreement with Whittier College**
Approved the student teaching agreement with Whittier College.

IV. INFORMATION

IV.A. FACILITIES, PLANNING, AND OPERATIONS

- IV.A.1. Revision of Board Policy and Administrative Regulation 1330 Community Relations—Use of School Facilities**

Received for information the revision of Board Policy 1330 Community Relations—Use of School Facilities. Administrative Regulation 1330 was pulled from the agenda.

- IV.A.2. Revision of Board Policy 1400 Community Relations—Relations Between Other Governmental Agencies and the Schools**

Received for information the revision of Board Policy 1400 Community Relations—Relations Between Other Governmental Agencies and the Schools.

V. DISCUSSION

Student representative left the meeting at 9:56 p.m. President Feix asked for and received consensus to extend the meeting beyond 10:00 p.m.

V. ADMINISTRATION

- V.A.1. Request to Put Item on the Agenda Pursuant to Bylaw of the Board 9322—Agenda/Meeting Materials Regarding Model Parental Rights in Child’s Education**

Thomas John Curtis; Steven Contreras; Vicki Fitch; Karen England; Jack Hibbs; Gina Gleason; Carolyn Schenkel; James Reid; Matthew Escalante; Toni Holle; Lee Guenvere; Jennifer Pimentel; Edric Clifton Zaruba; Kun Zhu; Barry LeBlanc; Stephanie Yates; Michelle New; Andreea Pavon; Peth Ivanalac; Lynda Ramos; K. Marmey addressed the Board in support of the item; and Naomi Minogue addressed the Board opposed to the item. Midway between speakers, President Feix closed public comments to allow the Board to discuss the policy. After Board discussion, public comments were resumed.

VI. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

Sylvia Orozco said she agreed that the state is pushing things on us; asked Superintendent Enfield to ensure that the 2015 parent notification letter is current; spoke about the requirement that permission slips must be signed by parents; suggested that Education Code 51938 be spelled out in Board policy; said parts that are contrary to state and federal cannot be approved; spoke about Board member responsibilities; acknowledged retirees on the agenda; extended kudos to Communications Director Imee Perius on the CVUSD Success Digital News magazine; attended the city of Chino council meeting for the inauguration of the Chino Cares program; spoke about the Pomona Valley Art Association – Young Artist Showcase at the Montclair Plaza, and asked Superintendent Enfield to distribute the information to 7-12 grade principals/art teachers; and spoke about mandating school start times.

Andrew Cruz spoke about the RAPTOR System being effective; spoke about President Trump’s National Preparedness for the month of August; attended the Don Lugo HS pancake breakfast; and spoke about taking his children out to eat for family time.

Irene Hernandez-Blair extended prayers to the Clue family in whose student is in critical condition; and said we need stronger programs/assemblies regarding bullying.

James Na spoke about fathers getting involved with their students; referred to a speaker’s comment about paying attention to .5% of the population while neglecting 99.5% of other students’ rights; spoke about parental rights and that it was good to see parents speaking about protecting children; asked Superintendent Enfield to find and formulate the strongest parental rights policy; said he honors coach Amy Campbell’s decision; and commended parents who attended the meeting.

Superintendent Enfield said the District reached out to local government agencies to jointly host a presentation titled *A Hero in Each of Us - Finding Your Role In Suicide Prevention* scheduled for September 11 at Chino Hills HS starting at 6:30 p.m.; and said that the District is hosting the annual *Parent Information Forum* on September 19 at Chino HS starting at 6:00 p.m.

President Feix said she is 65 years old and that she felt attacked; spoke about devoting most of her life to education and being invested in the community; and expressed concerns about misstatements regarding certain things not being in place with regard to sex/health education.

VII. ADJOURNMENT

President Feix adjourned the regular meeting of the Board of Education at 10:26 p.m.

Pamela Feix, President

Irene Hernandez-Blair, Clerk

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT
SPECIAL MEETING OF THE BOARD OF EDUCATION
September 13, 2018

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 5:00 P.M.

1. Roll Call

President Feix called to order the special meeting of the Board of Education, Thursday, September 13, 2018, at 5:00 p.m. with Cruz, Na, Orozco, and Feix present. Mrs. Blair was absent.

Administrative Personnel

Norm Enfield, Ed.D., Superintendent

Sandra H. Chen, Associate Superintendent, Business Services

Lea Fellows, Assistant Superintendent, CIIS

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

Richard Rideout, Assistant Superintendent, Human Resources

Gregory J. Stachura, Asst. Supt., Facilities, Planning, & Operations

2. Pledge of Allegiance

Lea Fellows, Assistant Superintendent, CIIS, led the Pledge of Allegiance.

3. Comments from the Audience on Items on the Agenda

None.

II. ACTION

II.A. ADMINISTRATION

II.A.1. Sycamore Academy of Science and Cultural Arts—Chino Valley Charter School Petition

Moved (Orozco) seconded (Na) motion carried (4-0, Blair was absent) to adopt Resolution 2018/2019-17 Adopting Recommended Findings of Fact regarding the Sycamore Academy of Science and Cultural Arts—Chino Valley charter school petition pursuant to Education Code section 47605(b).

III. ADJOURNMENT

President Feix adjourned the regular meeting of the Board of Education at 5:17 p.m.

Pamela Feix, President

Recorded by: Patricia Kaylor, Administrative Secretary, Board of Education
September 20, 2018

Irene Hernandez-Blair, Clerk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: September 20, 2018
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

\$2,983,523.89 to all District funding sources.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: September 20, 2018
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
September 20, 2018

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Borba ES</u>		
PFA	Membership Drive	9/21/18 - 10/1/18
PFA	Student Store	9/26/18 - 5/22/19
PFA	Off Campus Catalog Sale	10/8/18 - 10/12/18
PFA	Gift Boutique	12/10/18 - 12/14/18
PFA	Off Campus Popcorn Sale	2/4/19 - 2/8/19
PFA	After School Refreshment Sale	2/27/19
PFA	Father/Daughter Dance	3/15/19
PFA	Mother/Son Event	5/3/19
PFA	Tacos El Rey Family Night Out	5/6/19
<u>Chaparral ES</u>		
PTO	Fun Run Donation Drive	10/1/18 - 10/31/18
PTO	Harkins Theatre Movie Night	11/29/18
<u>Cortez ES</u>		
PFA	Ultra Fun Run	9/21/18
PFA	Spirit Wear Sale	9/21/18 - 6/30/19
PFA	Family Movie Night Refreshment Sale	10/12/18
PFA	Family Movie Night Refreshment Sale	12/14/18
<u>Country Springs ES</u>		
PFA	Community Discount Card Sale	11/1/18 - 12/1/18
<u>Dickey ES</u>		
PTO	PTO Membership Drive	9/21/18 - 5/31/19
PTO	Spirit Wear Sale	9/21/18 - 5/31/19
PTO	After School Student Store	9/21/18 - 5/31/19
PTO	After School Snack Sale	9/21/18 - 5/31/19
PTO	Trunk-or-Treat	10/26/18
<u>Dickson ES</u>		
PTA	Spirit T-Shirt Sale	9/21/18 - 5/30/19
PTA	After School Popsicle Sale	9/21/18 - 5/30/19
PTA	Fall Catalog Sale	10/1/18 - 10/12/18
PTA	Boo Gram Sale	10/22/18 - 10/26/18

CHINO VALLEY UNIFIED SCHOOL DISTRICT
September 20, 2018

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Dickson ES</u> (cont.)		
PTA	Fall Festival Refreshment Sale	10/26/18
PTA	Carl's Jr. Family Night Out	11/6/18
PTA	Santa Gift Shop	12/10/18 - 12/14/18
PTA	Movie Night Refreshment Sale	12/14/18
<u>Hidden Trails ES</u>		
PTA	Movie Night Refreshment Sale	9/21/18
<u>Liberty ES</u>		
ASB - 1st Grade	After School Bi-Weekly Juice-It-Up Sale	9/21/18 - 6/1/19
ASB - 4th Grade	Jog-a-Thon	10/12/18
ASB - TK	Jog-a-Thon	10/23/18
ASB - 1st Grade	Jog-a-Thon	11/9/18
<u>Rhodes ES</u>		
PEP Club	Book Fair	9/24/18 - 9/28/18
<u>Rolling Ridge ES</u>		
PTA	Family Fun Night Shaved Ice Sale	10/26/18
PTA	Chino Hills Pizza Co. Family Dine Out	11/7/18
PTA	Panera Bread Family Dine Out	12/12/18
<u>Wickman ES</u>		
PTO	Project Pie Family Night Out	10/10/18
<u>Cal Aero K-8</u>		
Preserve Flight Crew	Mother/Son Night	1/25/19
Preserve Flight Crew	Ontario Reign Family Fun Night	2/8/19
Preserve Flight Crew	Father/Daughter Night	4/26/19
Preserve Flight Crew	Junior High Dance	5/17/19

CHINO VALLEY UNIFIED SCHOOL DISTRICT
September 20, 2018

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Magnolia JHS</u>		
PFA	Mountain Mike's Pizza Discount Card Sale	10/1/18 - 10/12/18
PFA	Harkins Theatre Cups/Popcorn Card Sale	11/15/18 - 11/29/18
<u>Ayala HS</u>		
Grad Nite 2020 Boosters	Clothing Drive	9/21/18 - 5/30/19
BAC Boosters	Utah Travel Gram Sale	10/1/18 - 10/24/18
FCCLA	Cookbook Sale	10/2/18 - 10/16/18
BAC Boosters	Reusable Bag Sale	10/5/18 - 5/3/19
BAC Boosters	Woodstone Pizza Spirit Day	10/9/18
BAC Boosters	Off Campus Donut Sale	10/22/18 - 11/1/18
FCCLA	After School Cookie Sale	10/24/18 - 11/16/18
BAC Boosters	Off Campus See's Candy Sale	11/1/18 - 11/15/18
BAC Boosters	Fresno Travel Gram Sale	11/1/18 - 11/15/18
BAC Boosters	Poinsettia Sale	11/1/18 - 11/15/18
BAC Boosters	Bravo Burger Spirit Day	11/6/18
<u>Chino HS</u>		
Wrestling Boosters	Wrestling Under the Lights Ticket Sale	9/21/18 - 10/6/18
Girls Basketball Boosters	Cannataro's Restaurant Family Night Out	9/26/18
Wrestling Boosters	Cannataro's Restaurant Family Night Out	9/27/18
Girls Basketball Boosters	CHS vs DAL Staff Basketball Game	10/10/18
Girls Basketball Boosters	Chipotle Family Night Out	10/15/18
Wrestling Boosters	Chipotle Family Night Out	10/17/18
Boys Soccer Boosters	Spaghetti Dinner Sale	10/18/18
Girls Basketball Boosters	Scrip Gift Certificate Sale	12/3/18 - 12/14/18
Girls Basketball Boosters	Discount Card Sale	1/7/19 - 1/18/19
<u>Chino Hills HS</u>		
Choir	Off Campus Chocolate Sale	9/24/18 - 10/5/18
AVID	Snap! Raise Donation Drive	9/24/18 - 10/24/18
AVID	Spirit Pack Donation Drive	9/24/18 - 10/24/18
Choir	Birthday Gram Sale	9/25/18 - 5/31/19
Girls Tennis Team	Papa Murphy's Pizza Spirit Day	9/26/18
H.S.A.	Youth Mental Health & First Aid Training	9/29/18
AVID	Off Campus Candy Sale	9/30/18 - 10/30/18
Choir	Off Campus Cookie Dough Sale	10/8/18 - 10/17/18
Girls Soccer Team	Off Campus Cookie Dough Sale	11/2/18 - 12/2/18

CHINO VALLEY UNIFIED SCHOOL DISTRICT
September 20, 2018

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Don Lugo HS</u>		
Class of 2020	Monthly Restaurant Days	10/2/18 - 5/7/19
Class of 2021	Monthly Restaurant Days	10/11/8 - 5/9/19

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 20, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Liz Pensick, Director, Fiscal Services
SUBJECT: DONATIONS

=====

BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education accept the donations.

FISCAL IMPACT

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

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
September 20, 2018

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Nutrition Services</u>		
Graduated Students	Meal Account Balances	\$247.00
<u>Cattle ES</u>		
PFA	Cash	\$4,300.00
<u>Chaparral ES</u>		
Chaparral Heat PTO	Cash	\$5,000.00
<u>Eagle Canyon ES</u>		
Walmart	Cash	\$1,000.00
<u>Rolling Ridge ES</u>		
Mr. & Mrs. Trent Thacker	2 Chromebooks & 2 Printers	\$740.00
<u>Ayala HS</u>		
Gloria & Jack Kramer Foundation	Cash	\$2,000.00
<u>Chino HS</u>		
Gloria & Jack Kramer Foundation	Cash	\$2,000.00
<u>Chino Hills HS</u>		
Edison International	Cash	\$60.00
Gloria & Jack Kramer Foundation	Cash	\$2,000.00
<u>Don Lugo HS</u>		
Natalie Marsh	Cash	\$299.00
Gloria & Jack Kramer Foundation	Cash	\$2,000.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Our Motto:
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DATE: September 20, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
 Liz Pensick, Director, Fiscal Services

SUBJECT: LEGAL SERVICES

=====

BACKGROUND

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

FIRM	MONTH	INVOICE AMOUNTS	2018/2019 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	-	-	\$ 19,168.50
Fagen Friedman & Fulfroost LLP	July 2018	\$ 72.00	\$ 72.00
	Total	\$ 72.00	\$ 19,240.50

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

RECOMMENDATION

It is recommended the Board of Education approve payment for legal services to the law office of Fagen Friedman & Fulfroost LLP.

FISCAL IMPACT

\$ 72.00 to the General Fund.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: September 20, 2018
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: 2018/2019 APPLICATIONS TO OPERATE FUNDRAISING
ACTIVITIES AND OTHER ACTIVITIES FOR THE BENEFIT OF
STUDENTS**

=====

BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education approve/ratify the 2018/2019 applications to operate fundraising activities and other activities for the benefit of students.

FISCAL IMPACT

None.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
September 20, 2018

2018/2019 AUTHORIZATION TO OPERATE FUNDRAISING ACTIVITIES
AND OTHER ACTIVITIES FOR THE BENEFIT OF STUDENTS

<u>School</u>	<u>Organization</u>
Borba ES	PFA
Dickson ES	PTA
Magnolia JHS	Music Boosters
Ayala HS	Boys Golf Boosters
Ayala HS	Grad Night Boosters

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: September 20, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: PURCHASE ORDER REGISTER

=====

BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$1,083,186.00 to all District funding sources.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: September 20, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
Anna G. Hamilton, Director, Purchasing
SUBJECT: AGREEMENTS FOR CONTRACTOR/CONSULTANT SERVICES

=====

BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

As indicated.

NE:GJS:AGH:pw

BUSINESS SERVICES	FISCAL IMPACT
B-1819-014 The Advantage Group. To provide assistance with COBRA administration services. Submitted by: Payroll Duration of Agreement: October 1, 2018 - September 30, 2019	Contract amount: \$11,628.00 Funding source: General Fund

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-1819-113 Scholastic Library Publishing. To provide ScienceFlix software access for students. Submitted by: Glenmeade ES Duration of Agreement: September 21, 2018 - June 30, 2019	Contract amount: \$677.75 Funding source: Title I
CIIS-1819-114 Lexia Learning Systems LLC. To provide additional 1/2 day training for Lexia Power Up Literacy. Submitted by: Elementary Curriculum & Instruction Duration of Agreement: September 21, 2018 - August 31, 2019	Contract amount: \$1,500.00 Funding source: LCAP
CIIS-1819-116 Baldy View Regional Occupational Program. To provide warehouse wreath production teacher(s) at Boys Republic HS. Submitted by: Boys Republic HS Duration of Agreement: September 21, 2018 – June 30, 2019	Contract amount: \$6,500.00 Funding source: Title I
CIIS-1819-117 Carly Web Strategies, Inc., dba Home Campus. To provide CIF sports scheduling, athlete eligibility, and clearance tracking. Submitted by: Chino HS Duration of Agreement: July 1, 2018 – June 30, 2019	Contract amount: \$895.00 Funding source: Site Budget

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-1819-035 Arcadis U.S., Inc. To provide master agreement for Construction Management Services. Submitted by: Facilities, Planning, and Operations Duration of Agreement: May 1, 2018 - June 30, 2021	Contract amount: Per rate sheet Funding source: Measure G
F-1819-036 Time & Alarm Systems. To provide fire and security alarm monitoring for the former El Rancho ES. Submitted by: Maintenance Duration of Agreement: August 1, 2018 - June 30, 2019	Contact amount: \$960.00 Funding source: General Fund to be reimbursed by ASA

HUMAN RESOURCES	FISCAL IMPACT
HR-1819-009 Fagen Friedman & Fulfroost LLP. To provide legal services. Submitted by: Human Resources Duration of Agreement: July 1, 2018 - June 30, 2019	Contract amount: Per rate sheet Funding source: General Fund

MASTER CONTRACTS	FISCAL IMPACT
MC-1819-023 Esteban Miguel Ruiz (Velvet Rope Photo Booth). To provide photo booth rentals. Submitted by: Don Lugo HS Duration of Agreement: September 21, 2018 - June 30, 2021	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters

MASTER CONTRACTS	FISCAL IMPACT
MC-1819-024 In-N-Out. To provide food truck for fundraising. Submitted by: Purchasing Duration of Agreement: September 21, 2018 - June 30, 2021	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
MC-1819-025 Shoes That Fit. To provide donation of tennis shoes for students in need. Submitted by: Walnut ES Duration of Agreement: September 21, 2018 - June 30, 2021	Contract amount: None Funding source: ASB/USB/PFA/PTA/Boosters
MC-1819-026 Camfel Productions, Inc. To provide character building educational assembly programs. Submitted by: Townsend JHS Duration of Agreement: September 21, 2018 - June 30, 2021	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
MC-1819-027 Tortoro Enterprises dba Fun Services. To provide school carnival event rentals. Submitted by: Rolling Ridge ES Duration of Agreement: September 21, 2018 - June 30, 2021	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
MC-1819-028 School Tours of America, LLC. To provide travel coordinations for trip to Washington D.C. and New York. Submitted by: Magnolia JHS Duration of Agreement: September 21, 2018 - June 30, 2021	Contract amount: Per rate sheet Funding source: Parents
MC-1819-029 # ICANHELP. To provide leadership workshops and assemblies. Submitted by: Townsend JHS Duration of Agreement: September 21, 2018 - June 30, 2021	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
MC-1819-030 Alex Morales dba PrimeTime Music & Entertainment. To provide DJ services. Submitted by: Magnolia JHS Duration of Agreement: September 21, 2018 - June 30, 2021	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
MC-1819-031 Ryan Brennan. To provide BMX assembly. Submitted by: Walnut ES Duration of Agreement: September 21, 2018 - June 30, 2019	Contract amount: \$1,150.00 Funding source: ASB/USB/PFA/PTA/Boosters
MC-1819-032 Orange County Department of Education. To provide Inside the Outdoors Field program for students. Submitted by: Purchasing Duration of Agreement: September 21, 2018 - June 30, 2019	Contract amount: Per rate sheet Funding source: Various
MC-1819-035 Props AV. To provide event planning and DJ services. Submitted by: Chino HS Duration of Agreement: September 21, 2018 – June 30, 2021	Contract amount: Per rate sheet Funding source: Various

APPROVED CONTRACT TO BE AMENDED	FISCAL IMPACT
CIIS-1718-124 Rob Wiltsey Creative Partners, LLC. To provide six (6) Extra Effort, Extra Credit Video Episodes. Submitted by: Communications Duration of Agreement: March 1, 2018 - December 2, 2018 Original Agreement Board Approved: March 1, 2018	Increase contract amount from \$15,500.00 to \$25,000.00 Funding source: Various

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
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DATE: September 20, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
SUBJECT: SURPLUS/OBSOLETE PROPERTY

=====

BACKGROUND

The Board of Education recognizes that the District may own personal property which is unusable, obsolete, or no longer needed by the District. The Superintendent or designee shall arrange for the sale or disposal of District personal property in accordance with Board policy and the requirements of Education Code 17545.

Lists of surplus items are emailed to the Facilities/Planning Department to be placed on an upcoming Board agenda. After Board approval, items may be picked up by District warehouse or a liquidation company for public auction. Proceeds of the sale are deposited into the General Fund.

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

RECOMMENDATION

It is recommended the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

FISCAL IMPACT

Increase to the General Fund from proceeds of sale.

NE:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
SURPLUS/OBSOLETE PROPERTY
September 20, 2018**

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Printer	Xerox 6180	26949	Country Springs ES
File Cabinet-Green			Country Springs ES
File Cabinet-Tan			Country Springs ES
File Cabinets-Black (6)			Country Springs ES
Table-Round			Country Springs ES
Table-Rectangle			Country Springs ES
Student Desks (14)			Country Springs ES
Chairs-Small (10)			Country Springs ES
Chairs-Medium (3)			Country Springs ES
Headphones (38)			Country Springs ES
Laptop	Dell	33222	Country Springs ES
Laptop	Dell	18964	Country Springs ES
Laptop	Dell	22118	Country Springs ES
Laptop	Dell	31145	Country Springs ES
Response System	Renaissance	24293	Country Springs ES
System	Mimio		Country Springs ES
Dymo Pad	Mimio		Country Springs ES
Projector	Epson	26845	Country Springs ES
Projector	Viewsonic	24391	Country Springs ES
Projector	Viewsonic	24393	Country Springs ES
Projector	Viewsonic		Country Springs ES
Laptop	Dell	2100	Country Springs ES
Projector	Epson	30077	Liberty ES
TVs (3)			Rhodes ES
VCRs (2)			Rhodes ES
Projector	Epson	KM3F010939L	Rhodes ES

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: September 20, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA PROJECTS

=====

BACKGROUND

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

CUPCCAA Project	Project Description	Contractor	Original Quotation	Change Order	Total	Funding Source
CC2018-44	Private Fire Main Install and Repair at Ayala HS	Inland Empire Fire & Safety	\$42,625.00	N/A	\$42,625.00	14
CC2019-01	Fire Service Leak Repair at Ayala HS	Inland Empire Fire & Safety	\$16,543.00	N/A	\$16,543.00	14

Documentation indicating satisfactory completion and compliance with specifications has been obtained from school site administrators; Sam Sousa, Supervisor; James Costa, 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

\$59,168.00 to Deferred Maintenance Fund 14.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: September 20, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: RESOLUTION 2018/2019-18, AUTHORIZATION TO UTILIZE A PIGGYBACK CONTRACT

=====

BACKGROUND

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

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

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

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

Resolution	Contract	Contractor	Description	Term
2018/2019-18	State of California Multiple Awards Schedule (CMAS) 3-18-70-3587A	Intelli-Tech	Information Technology Goods & Services: Hewlett Packard, Lenovo, Microsoft, and Viewsonic	8/17/2018-11/28/2019

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2018/2019-18, authorization to utilize a piggyback contract.

FISCAL IMPACT

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District
Resolution 2018/2019-18
Authorization to Utilize the California Multiple Awards Schedule (CMAS)
Contract 3-18-70-3587A
With Intelli-Tech
to Purchase Information Technology Goods & Services: Hewlett Packard, Lenovo,
Microsoft, and Viewsonic
Through the Piggyback Contract**

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure information technology goods & services: Hewlett Packard, Lenovo, Microsoft, and Viewsonic for the District;

WHEREAS, CMAS currently has a piggyback contract, Contract 3-18-70-3587A, in accordance with Public Contract Code 20118 with Intelli_Tech that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of information technology goods & services: Hewlett Packard, Lenovo, Microsoft, and Viewsonic through the piggyback contract procured by the CMAS Contract 3-18-70-3587A.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of information technology goods & services: Hewlett Packard, Lenovo, Microsoft, and Viewsonic through the piggyback contract originally procured by the CMAS Contract 3-18-70-3587A is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of information technology goods & services: Hewlett Packard, Lenovo, Microsoft, and Viewsonic in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS Contract 3-18-70-3587A.

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

Section 5. Effective Date. This resolution shall be effective as of August 17, 2018, for the term ending November 28, 2019.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 20th day of September 2018 by the following vote:

Blair	_____
Cruz	_____
Feix	_____
Na	_____
Orozco	_____

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

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 20, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: BID 18-19-05F, CHINO HS RECONSTRUCTION - PHASE 0

=====

BACKGROUND

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

A Notice to Contractors Calling for Bids for Bid 18-19-05F, Chino HS Reconstruction – Phase 0, was published in the Inland Valley Daily Bulletin on July 26, 2018, and August 2, 2018. Bids were opened at 1:00 p.m. on August 28, 2018. The results are as follows:

Contractor	# of Bids Received	Low Bidder	Bid Amount
Bid Package #1 Demo/Earthwork	5	Lee and Stires	\$857,500.00
Bid Package #2 Landscape and Irrigation	3	Southern California Landscape	\$1,014,600.00
Bid Package #3 Concrete	6	New Dynasty Construction	\$1,086,463.00
Bid Package #4 Fencing	2	Econo Fence	\$761,215.00
Bid Package #5 Modular Building and General Construction	4	Hamel Construction	\$1,086,008.00
Bid Package #6 Plumbing and Underground Utilities	7	Valley Pipeline	\$497,800.00
Bid Package #7 Electrical	3	RDM Electric	\$838,800.00
Total of Awarded Bids			\$6,142,386.00

The basic scope of work for this project includes: Renovation of existing baseball and softball fields including demolition of existing facilities and installation of new improvements such as new site utilities; irrigated field turf; sports equipment; site fencing; dugouts; scoreboard; pre-fabricated modular restroom and concession building; concrete hardscape and new lighting.

The apparent low bidder in Bid Package #3, Roadway Engineering, withdrew its bid due to a mathematical error discovered by the contractor after bid opening. Therefore, it is recommended that the bid be awarded to the next low bidder for Bid Package #3, New Dynasty Construction.

The apparent low bidder in Bid Package #7, Giant Services, withdrew its bid due to a mathematical error discovered by the contractor after bid opening. Therefore, it is recommended that the bid be awarded to the next low bidder for Bid Package #7, RDM Electric.

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

RECOMMENDATION

It is recommended the Board of Education award Bid 18-19-05F, Chino HS Reconstruction – Phase 0, to the following contractors: Bid Package #1 to Lee and Stires; Bid Package #2 to Southern California Landscape; Bid Package #3 to New Dynasty Construction; Bid Package #4 to Econo Fence; Bid Package #5 to Hamel Construction; Bid Package #6 to Valley Pipeline; and Bid Package #7 to RDM Electric.

FISCAL IMPACT

\$6,142,386.00 to Measure G Fund 21.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: September 20, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: BID 18-19-06F, CATTLE ES, LITEL ES, AND OAK RIDGE ES
MODERNIZATION PROJECT – INTERIM HOUSING**

=====

BACKGROUND

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

A Notice to Contractors Calling for Bids for Bid 18-19-06F, Cattle ES, Litel ES, and Oak Ridge ES Modernization Project – Interim Housing, was Published in the Inland Valley Daily Bulletin on August 6, 2018, and August 13, 2018. Bids were opened at 1:00 p.m. on September 6, 2018. The results are as follows:

Contractor	# of Bids Received	Low Bidder	Bid Amount
Bid Package #1 Demo, Site Clearing, Grading, Paving, and Fencing	11	Elite Earthworks & Engineering dba GK Backlund	\$452,870.00
Bid Package #2 Site Electrical, Low Voltage, and Fire Alarm	8	Rancho Pacific Electric, Inc.	\$998,700.00
Bid Package #3 Demo, Drywall, Ceiling, Flooring, Signage, Doors/Hardware, Misc. Steel, and Toilet Accessories	6	RVH Constructors, Inc.	\$341,000.00
Total of Awarded Bids			\$1,792,570.00

The basic scope of work for this project includes: electrical; low voltage; fire alarm; and audio-visual systems for temporary portable classrooms; temporary site electrical to provide power for portable classrooms; asphalt paving for portable classroom egress; drywell drains for condensate piping; and site utilities for possible new fire hydrant.

The apparent low bidder in Bid Package #3, Patriot Contracting Engineering Inc., withdrew its bid due to a mathematical error discovered by the contractor after bid opening. Therefore, it is recommended that the bid be awarded to the next low bidder for Bid Package #3, RVH Constructors, Inc.

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

RECOMMENDATION

It is recommended the Board of Education award Bid 18-19-06F, Cattle ES, Litel ES, and Oak Ridge ES Modernization Project – Interim Housing, to the following contractors: Bid Package #1 to Elite Earthworks & Engineering, dba GK Backlund; Bid Package #2 to Rancho Pacific Electric, Inc.; and Bid Package #3 to RVH Constructors, Inc.

FISCAL IMPACT

\$1,792,570.00 to Measure G Fund 21.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 20, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
**SUBJECT: REVISION OF BOARD POLICY 1330 COMMUNITY RELATIONS –
USE OF SCHOOL FACILITIES**

=====

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. Revision of Board Policy 1330 Community Relations –Use of School Facilities is updated to reflect new language regarding fees/direct costs for non-profit community groups and organizations. Policy also adds new section on the use of school facilities as a polling place, formerly in BP1400 – Relations Between Other Governmental Agencies and the Schools. This item was presented to the Board of Education on September 6, 2018, 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 1330 Community Relations – Use of School Facilities.

FISCAL IMPACT

None.

NE:GJS:pw

USE OF SCHOOL FACILITIES

The Board of Education believes that school facilities AND GROUNDS are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by District residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall give priority to school-related activities in the use of SCHOOL facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities.
2. Preserve order in school ~~buildings~~ FACILITIES and on school grounds and protect school facilities, designating a person to supervise this task, if necessary.

(cf. 0450 - Comprehensive School Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work.

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities OR GROUNDS on those days on which DISTRICT ~~the~~ schools ~~is~~ ARE closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

There shall be no advertising on school facilities and grounds except as allowed by District policy specified in Board Policy 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

USE OF SCHOOL FACILITIES (cont.)

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the District and the community.

(cf. 1330.1 - Joint Use Agreements)

Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

(cf. 9320 - Meetings and Notices)

AMOUNT NOT EXCEEDING DIRECT COSTS TO ALL NON-PROFIT COMMUNITY GROUPS AND ORGANIZATIONS.

The Board believes that the use of school facilities or grounds should not result in ~~costs~~ AN EXPENSE to the District. The Superintendent or designee shall charge all NON-PROFIT groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

Additionally, when any use of school facilities or grounds is for religious services, the District shall charge an amount at least equal to the District's direct costs. (Education Code 38134)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the District's students. (Education Code 38134)

CALCULATING DIRECT COSTS

~~In determining~~ Direct costs to be charged for community use of each, or each type of, school facility or grounds, ~~the Superintendent or designee~~ shall BE calculated, in accordance with 5 CCR 14038, AND MAY REFLECT the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

USE OF SCHOOL FACILITIES (cont.)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space, school facilities, or grounds.

~~However, capital direct costs shall not be charged to organizations retained by the District or school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs. (5 CCR 14037)~~

~~(cf. 5148 - Child Care and Development)~~

~~(cf. 5148.2 - Before/After School Programs)~~

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services PERFORMED BY District employees and/or contracted workers, and salaries and benefits paid to District employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds.

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the District's students. (Education Code 38134)

Expending Funds Collected As Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

USE OF SCHOOL FACILITY AS POLLING PLACE

THE BOARD MAY AUTHORIZE THE USE OF SCHOOL BUILDINGS AS POLLING PLACES ON ANY ELECTION DAY, AND MAY ALSO AUTHORIZE THE USE OF SCHOOL BUILDINGS, WITHOUT COST, FOR THE STORAGE OF VOTING MACHINES AND OTHER VOTE-TABULATING DEVICES. HOWEVER, IF A CITY OR COUNTY ELECTIONS OFFICIAL SPECIFICALLY REQUESTS THE USE OF A SCHOOL BUILDING AS A POLLING PLACE, THE BOARD SHALL ALLOW ITS USE FOR SUCH PURPOSE. IF SCHOOL WILL BE IN SESSION, THE SUPERINTENDENT OR DESIGNEE SHALL IDENTIFY TO ELECTIONS OFFICIALS THE SPECIFIC

USE OF SCHOOL FACILITIES (cont.)

AREAS OF THE SCHOOL BUILDINGS NOT OCCUPIED BY SCHOOL ACTIVITIES THAT WILL BE ALLOWED FOR USE AS POLLING PLACES. (Elections Code 12283)

(cf. 6111 - School Calendar)

WHEN A SCHOOL IS USED AS A POLLING PLACE, THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE THE ELECTIONS OFFICIAL A SITE WITH AN ADEQUATE AMOUNT OF SPACE THAT WILL ALLOW THE PRECINCT BOARD TO PERFORM ITS DUTIES IN A MANNER THAT WILL NOT IMPEDE, INTERFERE, OR INTERRUPT THE NORMAL PROCESS OF VOTING AND SHALL MAKE A TELEPHONE LINE FOR INTERNET ACCESS AVAILABLE FOR USE BY LOCAL ELECTIONS OFFICIALS IF SO REQUESTED. HE/SHE SHALL MAKE A REASONABLE EFFORT TO ENSURE THAT THE SITE IS ACCESSIBLE TO PERSONS WITH DISABILITIES. (Elections Code 12283)

THE SUPERINTENDENT OR DESIGNEE SHALL ESTABLISH PROCEDURES TO ENSURE STUDENT SAFETY AND MINIMIZE DISRUPTIONS WHENEVER SCHOOL IS IN SESSION WHILE THE FACILITIES ARE BEING USED AS A POLLING PLACE.

(cf. 3515.2 - Disruptions)

Existing Joint Use of Facilities Agreements between the Chino Valley Unified School District and the Cities of Chino, Chino Hills and Ontario have priority of use and priority of consideration for use of facilities/fields over all requests by other parties. All facility use requests are subject to the terms and conditions of the joint use of facilities agreement.

An online application must be completed and approved by the Superintendent or his designee.

The Superintendent or his designee shall establish administrative regulations to be approved by the Board of Education to implement this policy, which shall be reviewed and updated on an annual basis as necessary.

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

ELECTIONS CODE

12283 Polling places: schools

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

USE OF SCHOOL FACILITIES (cont.)

MILITARY AND VETERANS CODE

1800 Definitions

CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010
Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

WEBSITES

California School Boards Association: www.csba.org

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

Chino Valley Unified School District

Policy Adopted: October 19, 1995

Revised: June 3, 1999

Revised: March 6, 2003

Revised: July 18, 2013

Revised: November 20, 2014

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 20, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
**SUBJECT: REVISION OF BOARD POLICY 1400 COMMUNITY RELATIONS –
RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES
AND THE SCHOOLS**

=====

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. Revision of Board Policy 1400 Community Relations – Relations Between Other Governmental Agencies and the Schools is revised to delete material regarding the use of school facilities as a polling place, now addressed in BP 1330 – Use of School Facilities. Policy adds material on collaboration with local government agencies, formerly in BP 1020 – Youth Services. This item was presented to the Board of Education on September 6, 2018, 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 1400 Community Relations – Relations Between Other Governmental Agencies and the Schools.

FISCAL IMPACT

None.

NE:GJS:pw

RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS

The Board of Education BELIEVES THAT DISTRICT EFFORTS TO PROVIDE A HIGH-QUALITY EDUCATION FOR STUDENTS IN THE COMMUNITY CAN BE ENHANCED WITH COLLABORATION WITH OTHER GOVERNMENT AND PUBLIC AGENCIES THAT ARE RESPONSIBLE FOR THE ~~recognizes that agencies at all levels of government share its concern and responsibility for the welfare~~ health, and safety, AND WELL-BEING of CHILDREN AND youth. ~~The Board and district staff shall take every opportunity to work cooperatively with these agencies for the benefit of our students. The Superintendent or designee~~ DISTRICT SHALL initiate and maintain good working relationships with representatives of these LOCAL agencies ~~in order to~~ MAXIMIZE STUDENT AND FAMILY ACCESS TO SUPPORT SERVICES THAT WILL help District schools and students ACHIEVE TO THEIR HIGHEST POTENTIAL. ~~make use of the resources which governmental agencies can provide.~~

(cf. 0450 - Comprehensive Safety Plan)
 (cf. 5030 - Student Wellness)
 (cf. 5131.6 - Alcohol and other Drugs)
 (cf. 5141.32 - Health Screening for School Entry)
 (cf. 5141.4 - Child Abuse Prevention and Reporting)
 (cf. 5141.52 - Suicide Prevention)
 (cf. 5141.6 - School Health Services)
 (cf. 5146 - Married/Pregnant/Parenting Students)
 (cf. 5148 - Child Care and Development)
 (cf. 5148.2 - Before/After School Programs)
 (cf. 5148.3 - Preschool/Early Childhood Education)
 (cf. 6164.2 - Guidance/Counseling Services)
 (cf. 6173 - Education for Homeless Children)
 (cf. 6173.1 - Education for Foster Youth)

THE BOARD SHALL INITIATE OR PARTICIPATE IN COLLABORATIVE RELATIONSHIPS WITH CITY AND COUNTY ELECTED OFFICIALS TO DESIGN AND COORDINATE MULTI-AGENCY PROGRAMS THAT RESPOND TO THE NEEDS OF CHILDREN AND FAMILIES AND PROVIDE MORE EFFICIENT USE OF DISTRICT AND COMMUNITY RESOURCES. TO FURTHER SUCH COLLABORATIONS, THE BOARD MAY ESTABLISH OR PARTICIPATE IN FORMAL STRUCTURES FOR GOVERNANCE TEAMS TO REGULARLY MEET AND DISCUSS ISSUES OF MUTUAL CONCERN.

(cf. 0200 - Goals for the School District)
 (cf. 9140 - Board Representatives)

THE SUPERINTENDENT AND APPROPRIATE STAFF SHALL COOPERATE WITH GOVERNMENT AND PUBLIC AGENCIES IN THE PLANNING AND IMPLEMENTATION OF JOINT PROJECTS OR ACTIVITIES WITHIN THE COMMUNITY. THE SUPERINTENDENT OR DESIGNEE MAY DESIGNATE A COORDINATOR TO ENSURE EFFECTIVE IMPLEMENTATION OF THE DISTRICT'S RESPONSIBILITIES IN ANY SUCH COLLABORATIVE PROJECT.

RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS
(cont.)

IN ORDER TO IDENTIFY PRIORITIES FOR SERVICES, THE BOARD SHALL ENCOURAGE A PERIODIC ASSESSMENT OF CHILDREN'S NEEDS WITHIN THE COMMUNITY, WHICH MAY INCLUDE, BUT NOT BE LIMITED TO, NEEDS BASED ON POVERTY, CHILD ABUSE AND NEGLECT, POOR PHYSICAL OR MENTAL HEALTH, SUBSTANCE ABUSE, VIOLENCE, HOMELESSNESS, PLACEMENT IN FOSTER CARE, OR LACK OF ACCESS TO CHILD CARE. THE NEEDS ASSESSMENT SHOULD ALSO EXAMINE THE EXTENT TO WHICH THOSE NEEDS ARE BEING MET THROUGH EXISTING SERVICES IN THE DISTRICT AND IN THE COMMUNITY, THE COSTS OF PROVIDING THOSE SERVICES, AND ANY GAPS, DELAY, OR DUPLICATION OF SERVICES.

THE BOARD SHALL APPROVE THE SERVICES TO BE OFFERED BY THE DISTRICT, THE RESOURCES THAT WILL BE ALLOCATED TO SUPPORT COLLABORATION, ANY USE OF SCHOOL FACILITIES FOR SERVICES, AND ANY DEVELOPMENT OR JOINT USE OF FACILITIES WITH OTHER JURISDICTIONS. ALL AGREEMENTS WITH OTHER AGENCIES TO COORDINATE SERVICES OR SHARE RESOURCES SHALL BE IN WRITING. THE BOARD MAY ESTABLISH JOINT POWERS AGREEMENTS OR MEMORANDUMS OF UNDERSTANDING, WHEN FEASIBLE, TO FORMALIZE THE RESPONSIBILITIES AND LIABILITIES OF ALL PARTIES IN A COLLABORATIVE ACTIVITY.

(cf. 1330 - Use of School Facilities)
(cf. 1330.1 - Joint Use Agreement)
(cf. 3100 - Budget)

THE SUPERINTENDENT OR DESIGNEE SHALL WORK WITH INTERAGENCY PARTNERS TO EXPLORE FUNDING OPPORTUNITIES AVAILABLE THROUGH EACH AGENCY, STATE AND NATIONAL GRANT PROGRAMS, AND/OR PRIVATE FOUNDATIONS FOR YOUTH SERVICE COORDINATION AND DELIVERY.

IN ORDER TO FACILITATE SERVICE DELIVERY OR DETERMINATION OF ELIGIBILITY FOR SERVICES, THE DISTRICT MAY SHARE INFORMATION WITH OTHER APPROPRIATE AGENCIES AS LONG AS THE PARENT/GUARDIAN CONSENTS AND THE INFORMATION IS SHARED IN ACCORDANCE WITH LAWS PERTAINING TO CONFIDENTIALITY AND PRIVACY.

(cf. 3553 - Free and Reduced Price Meals)
(cf. 5125 - Student Records)

THE BOARD SHALL RECEIVE REGULAR REPORTS OF PROGRESS TOWARD THE IDENTIFIED GOALS OF THE COLLABORATIVE EFFORT. THE REPORTS MAY INCLUDE, BUT NOT BE LIMITED TO, FEEDBACK FROM STAFF AND FAMILIES REGARDING SERVICE DELIVERY, NUMBERS OF CHILDREN AND FAMILIES

RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS
(cont.)

SERVED, SPECIFIC INDICATORS OF CONDITIONS OF CHILDREN, AND INDICATORS OF SYSTEM EFFICIENCY AND COST EFFECTIVENESS.

(cf. 0500 - Accountability)

THE BOARD SHALL COMMUNICATE WITH THE COMMUNITY ABOUT THE DISTRICT'S COLLABORATIVE EFFORTS AND THE CONDITIONS OF CHILDREN WITHIN THE SCHOOLS. THE BOARD MAY ADVOCATE FOR LOCAL, STATE, AND NATIONAL POLICIES, PROGRAMS, AND INITIATIVES DESIGNED TO IMPROVE THE CONDITIONS OF CHILDREN AND YOUTH.

(cf. 1100 - Communication with the Public)
(cf. 1160 - Political Processes)
(cf. 9000 - Role of the Board)
(cf. 9322 - Agenda/Meeting Materials)

~~The District may enter into agreements with other agencies which involve the exchange of funds or reciprocal services. Such agreements shall be approved by the Board and executed in writing.~~

Elections/Voter Registration

~~If a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote tabulating devices. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)~~

~~(cf. 6111 - School Calendar)~~

~~When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to disabled persons. (Elections Code 12283)~~

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

~~The Superintendent or designee shall designate a contact person at each high school for the Secretary of State to contact in order to facilitate the distribution of voter registration~~

RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS (cont.)

~~forms to eligible students. The Superintendent or designee shall provide the address, phone number, and email address of each contact person to the Secretary of State. (Elections Code 2148)~~

~~To encourage students to participate in the elections process when they are eligible, the Superintendent or designee shall determine the most effective means of distributing the voter registration forms provided by the Secretary of State including, but not limited to, distributing the forms at the start of the school year, with orientation materials, at central locations, and/or with graduation materials.~~

~~(cf. 6142.3 - Civic Education)~~

Legal Reference:

EDUCATION CODE

8800-8807 Healthy Start support services for children

10900-10914.5 Cooperative community recreation programs

49073 Privacy of student records

49075 Parent/guardian permission for release of student records

49557.2 Sharing of information for MediCal eligibility

HEALTH AND SAFETY CODE

120440 Immunization records; release to local health departments

130100-130155 Early childhood development; First 5 Commission

WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

18961.5 Computerized database; families at risk for child abuse; sharing of information

18980-18983.8 Child Abuse Prevention Coordinating Council

18986-18986.30 Interagency Children's Services Act

18986.40-18986.46 Multidisciplinary services teams

18986.50-18986.53 Integrated day care program

18987.6-18987.62 Family-based services

Management Resources:

CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS

Healthy Children, Healthy Communities: An Action Guide for California Communities, 2006

Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006

YOUTH LAW CENTER PUBLICATIONS

Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995

WEBSITES

California School Boards Association: www.csba.org

California Department of Education, Learning Support: www.cde.ca.gov/ls

California Department of Public Health: www.cdph.ca.gov

Department of Social Services: www.dss.cahwnet.gov California

California State Association of Counties: www.csac.counties.org

Children Now: www.childrennow.org

RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS
(cont.)

Cities, Counties, and Schools Partnership: www.ccspartnership.org

First 5 California: www.cfc.ca.gov

League of California Cities:

Youth Law Center: www.ylc.org

Chino Valley Unified School District

Policy adopted: October 19, 1995

Revised: April 1, 2010

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 20, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Suzanne Hernandez, Ed.D., 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:SH:mcm

CERTIFICATED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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CERTIFICATED MANAGEMENT PERSONNEL FOR THE 2018/2019 SCHOOL YEAR**RESIGNATION**

ROBERTS, Shavon	Assistant Principal - HS	Chino Hills HS	09/21/2018
FRINK, Nenoska	Program Specialist	Special Education	09/21/2018

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

MATTHEWS, Jennifer	Elementary Teacher	Dickson ES	09/11/2018
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RESIGNATION

RUSSELL, Cheryl	Special Education Teacher	Eagle Canyon ES	08/31/2018
GREEN, Temeca	Intervention Counselor K-8	Health Services	08/31/2018

APPOINTMENT - EXTRA DUTY

ORTEGA, Thalia (NBM)	Color Guard (B)	Townsend JHS	09/21/2018
ARANA, Hector (NBM)	Boys Soccer (GF)	Ayala HS	09/21/2018
JAGERMAN, Jonathan (NBM)	Band (B)	Ayala HS	09/21/2018
LOPEZ, Erik (NBM)	Wrestling (GF)	Ayala HS	09/21/2018
REEVES, Matthew	Cheer (GF)	Ayala HS	09/21/2018
SOLTYSIK, Dylan (NBM)	Wrestling (GF)	Ayala HS	09/21/2018
WILLE, Kayla (NBM)	Athletic Trainer (B)	Ayala HS	09/21/2018
ABILEZ, Peter (NBM)	Boys Basketball (GF)	Chino HS	09/21/2018
ANGULO, Alex	Wrestling (GF)	Chino HS	09/21/2018
ARCIAGA, Armina (NBM)	Girls Basketball (GF)	Chino HS	09/21/2018
ARELLANO, Alex (NBM)	Football (B)	Chino HS	09/21/2018
BLANK, Charles (NBM)	Girls Soccer (GF)	Chino HS	09/21/2018
CASTANEDA, Hannah (NBM)	Girls Tennis (B)	Chino HS	09/21/2018
CASTANEDA, Saray (NBM)	Girls Soccer (GF)	Chino HS	09/21/2018
COBARRUBIAS, Gerardo (NBM)	Boys Soccer (GF)	Chino HS	09/21/2018
COMMESSO, Joseph (NBM)	Boys Basketball (GF)	Chino HS	09/21/2018
CRASK, Madison (NBM)	Track & Field (GF)	Chino HS	09/21/2018
DAVIS, Jonathan	Girls Basketball (GF)	Chino HS	09/21/2018
DIAZ III, Jorge (NBM)	Girls Soccer (B)	Chino HS	09/21/2018
DIAZ, Araceli (NBM)	Band (B)	Chino HS	09/21/2018
GAMBOA, Alysia (NBM)	Girls Basketball (B)	Chino HS	09/21/2018
GLEESON, Megan (NBM)	Track & Field (B)	Chino HS	09/21/2018
GODINHO, Brooke (NBM)	Girls Water Polo (B)	Chino HS	09/21/2018
GODINHO, Brooke (NBM)	Swim (B)	Chino HS	09/21/2018
JIMENEZ DELGADILLO, Jose (NBM)	Boys Soccer (GF)	Chino HS	09/21/2018

CERTIFICATED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
MACHUCA, Fabian (NBM)	Boys Soccer (GF)	Chino HS	09/21/2018
MURILLO, Diane	Boys Basketball (GF)	Chino HS	09/21/2018
MURILLO, Joseph (NBM)	Boys Basketball (GF)	Chino HS	09/21/2018
OCHOA, Daniella (NBM)	Softball (GF)	Chino HS	09/21/2018
PARRELL, Jessica (NBM)	Track & Field (GF)	Chino HS	09/21/2018
PEREZ, Evan (NBM)	Band (B)	Chino HS	09/21/2018
PRATT, Joshua (NBM)	Boys Tennis (GF)	Chino HS	09/21/2018
ROSALEZ, Victor	Boys Soccer (GF)	Chino HS	09/21/2018
SANDERS, Branden (NBM)	Boys Basketball (B)	Chino HS	09/21/2018
STARICKA, Damian	Girls Basketball (GF)	Chino HS	09/21/2018
STWERTNIK, Demi (NBM)	Girls Soccer (GF)	Chino HS	09/21/2018
TAYLOR, Lucas (NBM)	Wrestling (GF)	Chino HS	09/21/2018
TORRES, Peter (NBM)	Track & Field (B)	Chino HS	09/21/2018
URIAS, Samuel (NBM)	Boys Soccer (B)	Chino HS	09/21/2018
WUERTZ, Sarah (NBM)	Girls Water Polo (GF)	Chino HS	09/21/2018
WUERTZ, Sarah (NBM)	Swim (GF)	Chino HS	09/21/2018
ZARAGOZA, Zibley (NBM)	Girls Basketball (GF)	Chino HS	09/21/2018
BALDOVINO, Joel (NBM)	Girls Basketball (B)	Chino Hills HS	09/21/2018
BALL, Amanda (NBM)	Girls Soccer (B)	Chino Hills HS	09/21/2018
BARCENAS, Ruben (NBM)	Boys Basketball (GF)	Chino Hills HS	09/21/2018
BERGMANN, James	Track & Field (GF)	Chino Hills HS	09/21/2018
BUTLER, Stephanie (NBM)	Girls Basketball (GF)	Chino Hills HS	09/21/2018
CABADO, Kenneth (NBM)	Boys Basketball (GF)	Chino Hills HS	09/21/2018
CALLES, Scott (NBM)	Track & Field (B)	Chino Hills HS	09/21/2018
DELOYE, Amber (NBM)	Girls Water Polo (B)	Chino Hills HS	09/21/2018
ESPINOSA, Jose	Baseball (B)	Chino Hills HS	09/21/2018
FARROW, Andrew (NBM)	Volleyball (GF)	Chino Hills HS	09/21/2018
FRANKLIN, Daniel	Baseball (GF)	Chino Hills HS	09/21/2018
FULLERTON, Keith	Baseball (GF)	Chino Hills HS	09/21/2018
GONZALEZ, Brandon (NBM)	Softball (B)	Chino Hills HS	09/21/2018
HAYASHIDA, Kiana (NBM)	Volleyball (B)	Chino Hills HS	09/21/2018
IVES, Merrick (NBM)	Girls Soccer (B)	Chino Hills HS	09/21/2018
JOHNSON, Keland (NBM)	Boys Tennis (B)	Chino Hills HS	09/21/2018
KENT, Shannon (NBM)	Girls Soccer (GF)	Chino Hills HS	09/21/2018
LATIMORE, Dennis	Boys Basketball (GF)	Chino Hills HS	09/21/2018
LONG, Debra (NBM)	Wrestling (B)	Chino Hills HS	09/21/2018
LOZA, Trevin (NBM)	Track & Field (B)	Chino Hills HS	09/21/2018
MARQUEZ, Ronald (NBM)	Boys Tennis (GF)	Chino Hills HS	09/21/2018
MATTHEWS, Scott (NBM)	Boys Soccer (GF)	Chino Hills HS	09/21/2018
METOYER, James (NBM)	Boys Soccer (B)	Chino Hills HS	09/21/2018
MORALES Jr., Richard	Track & Field (GF)	Chino Hills HS	09/21/2018
NHIAL, Kristen (NBM)	Track & Field (B)	Chino Hills HS	09/21/2018
OLIVER, Jennifer (NBM)	Girls Soccer (GF)	Chino Hills HS	09/21/2018
PALMER, Robert	Baseball (GF)	Chino Hills HS	09/21/2018

CERTIFICATED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
PERREAULT, Brian (NBM)	Boys Soccer (B)	Chino Hills HS	09/21/2018
PLASCENCIA, Andy (NBM)	Girls Soccer (GF)	Chino Hills HS	09/21/2018
PLASCENCIA, Emmanuel (NBM)	Girls Soccer (B)	Chino Hills HS	09/21/2018
ROGERS, David (NBM)	Girls Basketball (B)	Chino Hills HS	09/21/2018
SIMS, Melvin (NBM)	Boys Basketball (B)	Chino Hills HS	09/21/2018
STRONG, Frank J. (NBM)	Golf (B)	Chino Hills HS	09/21/2018
WINTON, Bryce (NBM)	Swim (B)	Chino Hills HS	09/21/2018
REHRER, Brett (NBM)	Girls Water Polo (B)	Chino Hills HS	09/21/2018
SANTOS, Remencito (NBM)	Boys Basketball (B)	Chino Hills HS	09/21/2018
SHOCKEY, Joshua (NBM)	Girls Water Polo (B)	Chino Hills HS	09/21/2018
SIMS, Marcus (NBM)	Baseball (B)	Chino Hills HS	09/21/2018
STEWART, Stanley (NBM)	Girls Basketball (GF)	Chino Hills HS	09/21/2018
TRANTOW, Ian (NBM)	Boys Soccer (GF)	Chino Hills HS	09/21/2018
VERDUZCO, Jenna (NBM)	Track & Field (B)	Chino Hills HS	09/21/2018
AYALA, Joshua (NBM)	Wrestling (GF)	Don Lugo HS	09/21/2018
BARAJAS, Enrique (NBM)	Girls Water Polo (B)	Don Lugo HS	09/21/2018
BECERRIL, Cesar (NBM)	Girls Soccer (GF)	Don Lugo HS	09/21/2018
BELLOSO, Rodrigo	Girls Basketball (GF)	Don Lugo HS	09/21/2018
BUCKLEY, Camille (NBM)	Girls Basketball (GF)	Don Lugo HS	09/21/2018
CELESTINO, Lisbet (NBM)	Girls Water Polo (B)	Don Lugo HS	09/21/2018
CELESTINO, Raquel (NBM)	Girls Water Polo (B)	Don Lugo HS	09/21/2018
DELEON, Joey (NBM)	Boys Basketball (B)	Don Lugo HS	09/21/2018
DELEON, Steven	Boys Basketball (GF)	Don Lugo HS	09/21/2018
HERNANDEZ, Carlos (NBM)	Wrestling (GF)	Don Lugo HS	09/21/2018
HUNTER, Devin	Girls Water Polo (B)	Don Lugo HS	09/21/2018
JUAREZ CEBALLOS, Marcos (NBM)	Boys Soccer (GF)	Don Lugo HS	09/21/2018
KUSHKAKI, Ehssanullah (NBM)	Boys Soccer (GF)	Don Lugo HS	09/21/2018
LIZER, Toby	Girls Water Polo (GF)	Don Lugo HS	09/21/2018
PINEDA, Alana (NBM)	Band (B)	Don Lugo HS	09/21/2018
SINGLETON, Carlyle (NBM)	Girls Basketball (GF)	Don Lugo HS	09/21/2018
SWIFT, Micah (NBM)	Boys Soccer (GF)	Don Lugo HS	09/21/2018
TORRES, Hector (NBM)	Boys Soccer (GF)	Don Lugo HS	09/21/2018
WALTZ, Dean (NBM)	Boys Basketball (B)	Don Lugo HS	09/21/2018
WALTZ, Eric (NBM)	Girls Basketball (GF)	Don Lugo HS	09/21/2018
WALTZ, Eric (NBM)	Boys Basketball (GF)	Don Lugo HS	09/21/2018
WILSON Jr., Duwyce (NBM)	Football (B)	Don Lugo HS	09/21/2018
TOTAL:			\$124,266.00

DELETE – EXTRA DUTY

PERREAULT, Brian (NBM)	Boys Soccer	Don Lugo HS	09/07/2018
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CERTIFICATED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2018, THROUGH
JUNE 30, 2019**

ALDAS, Eduardo
ENRIQUEZ, Benjamin

BAUTISTA Jr., Mario
NIGHBERT, Karen

DE LA ROSA, Maria

CLASSIFIED PERSONNEL

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

CAJUCOM, Crystal	Playground Supervisor (GF)	Chaparral ES	09/21/2018
PIATTONI, Michelle	Playground Supervisor (GF)	Oak Ridge ES	09/21/2018
PINEDA, Jennylyn	Playground Supervisor (GF)	Wickman ES	09/21/2018
BAEZA, Lucero	Grant Program Support Spec. (FRC/C)	Health Services	09/21/2018

PROMOTION

SCHMALTZ, Holly	FROM: Nutrition Services Asst. I (NS) 2 hrs./181 work days	Liberty ES	09/21/2018
	TO: Nutrition Services Mgr. I (NS) 3.75 hrs./183 work days	Oak Ridge ES	

CHANGE IN ASSIGNMENT

BURT, Yvette	FROM: Nutrition Services Asst. I (NS) 3 hrs./181 work days	Borba ES	09/21/2018
	TO: Nutrition Services Asst. I (NS) 3.5 hrs./181 work days	Dickey ES	

RESIGNATION

VEAZIE, Regina	Nutrition Services Asst. I (NS)	Cortez ES	09/28/2018
HOLZMEISTER, Esther	IA/Biling.-Bilit.-Spanish (ABG)	Adult School	09/06/2018

APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JULY 1, 2018, THROUGH DECEMBER 31, 2018

BANKS, Lisette	IA/Special Education/SH	Country Springs ES
HAMILTON, Bernice	IA/Special Education/SH	Oak Ridge ES
MACANAS, Maileen	IA/Special Education/SH	Walnut ES
GINES, Stacie	IA/Special Education/SH	Ayala HS

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

ALBARRAN, Luis	BLAZER, Katherine	CORTEZ, Jeannie
CHOW, Tiffany	KING, Shannon	MAGALLANES, Fernando
PHELPS, Nadine	TARUI, Michael	

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 20, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: JOB DESCRIPTION REVISIONS FOR BILLING SPECIALIST;
DIRECTOR, COMMUNICATION; DIRECTOR, TRANSPORTATION;
INTERPRETER-HEARING IMPAIRED; AND MECHANIC II**

=====

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 District has consulted with the California School Employees Association on the job descriptions that are under their bargaining units, as required.

New language is provided in UPPER CASE, while old language to be deleted is ~~lined through~~. New numerical value is provided in **bold**.

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 job description revision for Billing Specialist;
- b) Approve the job description revision for Director, Communication;
- c) Approve the job description revision for Director, Transportation;
- d) Approve the job description revision for Interpreter-Hearing Impaired; and
- e) Approve the job description revision for Mechanic II.

FISCAL IMPACT

There is an additional fiscal impact for salary to the General Fund Restricted of \$4,751.00 for the Billing Specialist position, and \$25,154.00 for the Interpreter-Hearing Impaired position. There is an additional fiscal impact for salary to the General Fund of \$15,395.00 for the Director, Communication; \$14,693.00 for the Director, Transportation; and \$4,058.00 for Mechanic II.

NE:RR:SH:mcm

BILLING SPECIALIST**DEFINITION**

The Billing Specialist provides COMPLEX office management assistance and complex support services for the District's ~~Medi-Cal Billing Program and Child Health and Disability Programs (CHDP)~~ IN HEALTH SERVICES, under the direction of the DIRECTOR OF Health Services/~~CHILD DEVELOPMENT Coordinator~~; and serves as a liaison between the ~~coordinator~~ DIRECTOR and members of the community, parents and staff.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished by the maintenance of ~~fiscal records keeping and responsibility for Medi-Cal and CHDP billing~~, submission of bills to ~~San Bernardino County Superintendent of Schools and the State Department of Health Services~~ APPROPRIATE AGENCIES, technical support to practitioners, preparation of handbooks and ~~assistance~~ RESPONSIBILITY in monitoring of the expenses and income.

OCCUPATIONAL GROUP

Classified (CLERICAL)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Maintains strict ~~Medi-Cal and CHDP~~ confidentiality. Receives all ~~Medi-Cal~~ billing logs and ~~CHDP~~ forms from practitioners; checks for accuracy and completeness; identifies errors, makes corrections or refers to responsible party for correction. Verifies practitioner logs for ~~Medi-Cal~~ eligibility and completes bills for eligible students. **(E)**
2. ~~Participates in the PROCESSES~~ daily AND MONTHLY billing, process. SUBMITS TO APPROPRIATE AGENCIES, AND MAINTAINS AUDIT-READY FILES OF ALL PRACTITIONER LOGS AND SUBMITTED ~~submits bills monthly to San Bernardino County Schools and Department of Health Services.~~ **(E)**
3. ~~Maintains audit-ready files of all practitioner logs and submitted bills~~ RECONCILES AND AUDITS A VARIETY OF RECORDS AND PREPARES REPORTS, AND PROVIDES ACCOUNT ANALYSES. **(E)**
4. Maintains specialized ~~Targets Case Management~~ files for all ~~Medi-Cal~~ eligible AND CONFIDENTIAL FILES FOR students BILLING. **(E)**

5. ~~Reviews RADS (Remittance Advice Details) and sends rebills to billing agent as necessary. Tracks dollars AMOUNTS billed, to County Schools and amounts received, from California Department of Health. Reconciles monthly financial activity sheets, with checks received and billing agent charges deducted. Communicates weekly with County Schools APPROPRIATE AGENCIES regarding billing. discrepancies. and sends copies of all requested warrants. (E)~~
6. Assists with inservices for all new District practitioners on billing procedures, Maintains practitioner handbooks, updating as ~~Medi-Cal and CHDP~~ billing laws and procedures changeS. (E)
7. Coordinates with other departments and outside agencies to facilitate the billing process. (E)
8. Answers all phone and in-person billing questions from District practitioners. (E)
9. Assists the ~~DIRECTOR Health Services Coordinator~~ in disseminating information from ~~County Medi-Cal meetings~~ to practitioners, AND PREPARING MEETINGS WITH STAKEHOLDERS. (E)
10. Updates all practitioner credential and license information ~~monthly~~ for audit purposes.
11. ~~Works with Information Services to submit data disk to State Department of Education for quarterly eligibility run. Prints and distributes eligibility lists. ASSISTS WITH THE COORDINATION AND TRACKING TO ENSURE COMPLIANCE WITH FEDERAL, STATE, AND COUNTY REGULATIONS. (E)~~
12. ~~Assists the Coordinator with the preparation for the quarterly Community Oversight Committee meetings~~ EXTERNAL AUDITORS TO ASSURE EFFICIENT AND RESPONSIVE AUDIT OF DISTRICT FUNDS. (E)
13. ~~Assists families and children in completing paperwork and preparation for CHDP assessments~~ IN DEVELOPING VARIOUS HEALTH SERVICES RELATED PROGRAM BUDGETS, MONITORS EXPENDITURES, MAINTAINS RECORDS, AND PROCESSES BUDGET-RELATED PAPERWORK. (E)
14. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- ~~Applicable Medi-Cal and CHDP~~ HEALTH RELATED billing laws, regulations, and procedures; AND Medical terminology and ICD*9*CM codes;
- Principles and procedures of basic record keeping and mathematics principles;

- Principles and methods of effective report preparation and presentation;
- Office management techniques, filing systems, telephone techniques, letter and report writing;
- Computer applications including word processing, data base, spreadsheet, desktop publishing;
- Business Math and business English including vocabulary, correct grammatical usage, punctuation, and spelling; AND
- FEDERAL AND STATE GUIDELINES PERTAINING TO BILLABLE HEALTH RELATED SERVICES AND PROGRAMS.

Possession of:

- ~~-Written and oral communication skills;~~
- ~~-Good, positive interpersonal skills;~~
- ~~-Positive attitude.~~

Ability to:

- Analyze data, information, and problems and recommend actions or solutions;
- Prepare written and oral reports;
- Read, interpret, and apply laws and regulations related to Medi-Cal, AND HEALTH RELATED PROGRAMS;
- Establish and maintain cooperative working relationships;
- Communicate effectively, both orally and in writing;
- Operate computers with ~~Windows 95 and Microsoft Office.~~ A VARIETY OF COMPUTER SOFTWARE APPLICATIONS, TO INCLUDE, BUT NOT LIMITED TO, SPREADSHEETS, DATABASES, AND WORD PROCESSING PROGRAMS; Maintain extensive computer and hard copy audit files;
- Compile accurate reports;
- Exercise sound judgment; AND
- Work effectively in the absence of supervision.

EXPERIENCE

~~A minimum of two years of clerical experience in an educational and/or medical institution.~~ THREE YEARS INCREASINGLY RESPONSIBLE EXPERIENCE IN AN ACCOUNTING OR FINANCE POSITION INCLUDING AT LEAST ONE YEAR WITHIN A PUBLIC SCHOOL DISTRICT OR COUNTY OFFICE OF EDUCATION OR COMPARABLE GOVERNMENTAL AGENCY. Experience in the LEA, Medi-Cal or CHDP AND/OR MAA Billing Program desirable.

EDUCATION

~~High school graduation or the equivalent supplemented by additional specialized training in medical billing.~~ ANY COMBINATION EQUIVALENT TO: COMPLETION OF TWENTY-FOUR (24) SEMESTER OR THIRTY-SIX (36) QUARTER UNITS OF COLLEGE COURSE WORK IN ACCOUNTING, BUSINESS, OR FINANCE. THREE YEARS OF INCREASINGLY RESPONSIBLE EXPERIENCE IN ACCOUNTING, FINANCE OR BUSINESS RELATED POSITION WITHIN A PUBLIC SCHOOL DISTRICT OR COUNTY OFFICE OF EDUCATION

OR COMPARABLE GOVERNMENT AGENCY MAY BE SUBSTITUTED FOR UP TO TWELVE (12) SEMESTER OR EIGHTEEN (18) QUARTER UNITS.

WORKING CONDITIONS

- DISTRICT OFFICE ENVIRONMENT AND SCHOOL SITES;
- ~~—Complex office environment;~~
- DEMANDING TIMELINES;
- Subject to frequent interruptions and EXTENSIVE CONTACT WITH STUDENTS, STAFF, PARENTS AND THE PUBLIC ~~continual deadlines;~~
- ~~—Interaction with multiple staff members;~~
- ~~—Heavy interaction with the public;~~
- ~~—Heavy telephone usage.~~
- INDOOR AND OUTDOOR ENVIRONMENT; AND
- SUBJECT TO OCCASIONAL DRIVING TO A VARIETY OF LOCATIONS TO CONDUCT WORK AND/OR TRAINING DURING DAY, EVENING, AND WEEKEND HOURS.

PHYSICAL ABILITIES

- Bending at the waist, KNEELING OR CROUCHING, and reaching to retrieve and maintain files and records;
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY;
- ~~—Carrying, pushing, or pulling;~~
- Dexterity of hands and fingers to operate STANDARD OFFICE EQUIPMENT, computer keyboard, and other office equipment NECESSARY TO COMPLETE THE REQUIRED DUTIES;
- Hearing and speaking to exchange information in person and on the telephone;
- ~~—Kneeling or crouching;~~
- ~~—Operate computer for extended periods of time;~~
- Visual ability to read and to prepare/process documents AND TO MONITOR VARIOUS SERVICES AND PERSONNEL;
- Sitting AND STANDING for extended periods of time.;
- WALKING OVER ROUGH OR UNEVEN SURFACES;
- CLIMBING, OCCASIONAL USE OF A LADDER; AND
- PHYSICAL ACTIVITY MAY BE REQUIRED, WHICH COULD INCLUDE MODERATE LIFTING.

HAZARDS

- Extended viewing of computer monitor;
- Working around and with OFFICE EQUIPMENT ~~machinery~~ having moving parts; AND
- MAY BE EXPOSED TO CONTACT WITH HOSTILE OR ABUSIVE INDIVIDUALS.

ADDITIONAL REQUIREMENTS

~~Must possess or obtain prior to appointment, a valid California Driver's License. Must have the ability to obtain and maintain insurability status under the District's Vehicle Insurance Policy. Ability to speak Spanish desirable.~~

Board Approved: 01/08/98
REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Communications	REPORTS:	Superintendent
DEPARTMENT:	Superintendent	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	226
ISSUED:	10-5-06	SALARY:	Range 46 15

BASIC FUNCTIONS:

Under the direction of the Superintendent or his/her designee, plans, organizes, controls, and directs an effective communications program and coordinates its regular evaluation, including the District programs of public information and marketing, internally and externally; establishes and maintains cooperative relationships with all news media, including radio, television, and print; acts as District spokesperson; point of contact for communication during emergencies; processes and maintains public records requests; reviews District information for content, accuracy and effectiveness; provides media relations training; publicizes District current events, activities, and recognitions; projects the image of excellence through District accomplishments; and, evaluates the performance of assigned personnel.

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

E = Essential Functions

Leads communications projects as assigned and develops projects to be completed to carry out the district's comprehensive communication plan. **(E)**

Designs and implements communication strategies that maximize community and stakeholder engagement. **(E)**

Develops, coordinates, implements and monitors the crisis communication plan as needed, including the organization of press conferences and dissemination of time-sensitive information. **(E)**

Initiates and coordinates media coverage, and acts as District spokesperson, available to the press during office hours and on call at other times. **(E)**

Plans and coordinates an effective press relations program; maintains close working relationship with media representatives, meeting regularly with reporters and holding press conferences as appropriate. **(E)**

Promotes newsworthy material from District and site personnel including, but not limited to information on service events, student activities, recreational and sporting activities, shows and exhibits, and other District-related matters. **(E)**

Establishes an effective means of communication with District employees; prepares and distributes electronic and regular newsletters; provides information to news media, District staff and community; prepares, edits and disseminates news releases, public service announcements, and news advisories, regarding the District's programs, policies, events, efforts, and related information. (E)

Works closely with the Board and/or Superintendent in solving public relations problems, issues, concerns, and provides recommendations for crisis situations within the district. (E)

Coordinates website development and the regular maintenance review of district and site websites; responsible for the overall content, quality, design and style of the district and school site websites. (E)

Researches and prepares special reports and projects as assigned, and prepares, edits, and distributes white papers to Board members and staff. (E)

Develops, implements, and maintains a district-wide strategic media plan and provides commensurate training, support and assistance to administrators and management regarding the district's comprehensive communication program.

Reviews communication material created by District departments for efficiency and public information value, as well as information to be posted on the District website. (E)

Assists in the development of materials, and assists District personnel in developing and branding materials to inform and increase understanding of District objectives, problems, programs and achievements. (E)

Assists in District communication regarding employee negotiations, and the development and dissemination of information during general obligation bond elections. (E)

Responds to District emergencies as appropriate. (E)

Plans, organizes, and develops multi-media productions. (E)

Plans and coordinates marketing and public relations activities and district events such as Principal-for-a-Day, State of the District Address, Student Government Day, Legislators Adopt-A-School Program, forums and town hall meetings, recognition and retirement functions, and the District's presence at the L.A. County Fair; assists with other events and activities as requested. (E)

Writes or reviews speeches, articles and scripts for Members of the Board of Education, Superintendent, and District staff as requested; responds to correspondence, and develops remarks for public events. (E)

Invites and coordinates guest presentations at Board of Education meetings; plans and implements Board recognitions. (E)

Serves as District representative to the Chamber of Commerce and represents the District at service organizations and community events as requested. (E)

Develops and maintains a district-wide calendar of events. (E)

Attends all Board meetings and serves as a liaison to the media; coordinates requests for interviews and programs; and provides results of Board action as appropriate. (E)

Represents the district at meetings, conferences and events as requested by the superintendent.

Directs “key community communicators” group and coordinates power breakfast meetings.

Develops a marketing program to attract new students and involve local businesses to sponsor programs and volunteer in District schools.

Develops partnerships with community entities to support district students and programs.

Supervises, directs, and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; plans, coordinates, and arranges for appropriate training of subordinates. (E)

Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepares agendas and memos. (E)

Develops and implements long and short-term plans and activities. (E)

Assures accurate and timely dissemination of information. (E)

Serves on committees, such as the Superintendent’s Cabinet, District Safety Committee, and the District-wide Relationship Council, as appropriate. (E)

Writes and revises policies and administrative regulations pertaining to assigned functions. (E)

Keeps informed of current trends in communications, public relations, public education and other pertinent areas, such as federal, state and local laws and District regulations and procedures. (E)

Performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Bachelor’s degree required in Journalism, Marketing, Communications, Public Relations, English, or related field. Master’s degree in related field preferred.

A minimum of three (3) years experience performing communications, marketing, public relations, and/or journalism work at the professional level. Experience working directly with public school districts is highly desirable.

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 be willing to attend evening, night, weekend meetings, and be on call.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and methods of publication.
- Principles of organization, operation, and supervision of a District communications office.
- Principles, practices and techniques of communications and public relations.
- Principles and methods of professional writing.
- Technical aspects of field of specialty.
- Principles of organization, operation, and supervision of a District Communications Office.
- Principles and practices of management.
- Modern technology and office procedures, methods, computer equipment, and computer software application necessary to perform required duties.
- Budget preparation and control.
- Applicable federal, state and local laws, codes, regulations, and District policies, regulations, and procedures.
- Oral and written communication skills, including English usage, grammar, spelling, vocabulary, composition, and mathematics.

ABILITY TO:

- Serve as District spokesperson to the media.
- Provide counsel to District staff on marketing, communications, and public relations issues.
- Respond calmly and effectively in emergency or confusing situations.
- Prepare and deliver speeches and other oral and audio-visual presentations.
- Develop and implement communications and public relations strategies.
- Edit and prepare clear, complete and concise reports, policy statements and other written materials.
- Produce effective, meaningful written communications.
- Determine and retain privileged communications.
- Utilize a variety of computer applications, with the ability to quickly master new applications.
- Operate a computer terminal and audio-visual equipment.
- Plan, organize, and administer comprehensive and effective communications and public relations programs.
- Administer assigned budgets and allocate funds.
- Communicate effectively, both orally and in writing.
- Speak and write within parameters of stated or implied policies (such as confidentiality).
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Analyze situations carefully and adopt an effective course of action.
- Interpret, apply, and explain administrative and Board policies, laws, and regulations.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks.
- Work independently; work under pressure.
- Understand, analyze, and prepare comprehensive narrative and statistical reports.
- Establish and maintain effective and cooperative working relationships with District staff, community members, and business contacts.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment, school sites, Board meetings, and various public sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours, and on call.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.

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, other office equipment, 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.
- Light lifting; pushing or pulling carts.

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

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

(SIGNATURE OF EMPLOYEE)

(DATE)

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

Board Approved: 09-15-05
 Revised: 10-05-06
 Revised: 04-06-17
 Revised: 06-15-17
 REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Transportation	REPORTS:	Assistant Superintendent, Facilities, Planning, and Operations
DEPARTMENT:	Facilities, Planning, and Operations	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	256
ISSUED:	November 16, 2000	SALARY:	Range 46 15

BASIC FUNCTIONS:

Under the direction of the Assistant Superintendent, Facilities, Planning and Operations plans, develops, organizes, implements, monitors, evaluates and directs the District Transportation Department. Supervision of driver supervisor, dispatchers, bus drivers, mechanics, clerical and office personnel.

REPRESENTATIVE DUTIES:

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

DISTINGUISHING CHARACTERISTICS:

This is a single class position characterized by the responsibility to plan, organize, coordinate and supervise the District's Transportation Department operations.

E = ESSENTIAL FUNCTIONS

EXAMPLES OF DUTIES/RESPONSIBILITIES:

1. Provides general leadership, supervision, support and monitoring of transportation operations and personnel. **(E)**
2. Provides leadership that supports the process of education. **(E)**
3. Studies and analyzes pupil transportation requirements for each school area along with information regarding overflow and Special Education transportation needs received from various departments. Applies District policies and prepares/supervises the preparation of an integrated and efficient system of bus routes and schedules each school year; reviews audits, and modifies routes and schedules during the year as required. **(E)**

4. Supervises the scheduling of all maintenance and repair work on buses, automobiles, trucks, tractors, and other mechanical equipment using diesel, gas, and alternate fuels. **(E)**
5. Supervises the ordering and maintaining an inventory of all shop supplies, automotive equipment and related shop equipment. **(E)**
6. Supervises the preparation of time and material estimates of costs and records of time and material used. **(E)**
7. Directs vehicle maintenance personnel regarding methods and procedures of supply and equipment requirements. **(E)**
8. Supervises and evaluates assigned staff. **(E)**
9. Maintains information related to transporting students and the use of vehicles. **(E)**
10. Initiates the purchase and lease of buses and other fleet vehicles.
11. Investigates transportation-related and staff complaints.
12. Prepares boundaries for school transportation coverage.
13. Negotiates and promotes transportation business with other districts.
14. Oversees billing of transportation services performed for other districts. **(E)**
15. Prepares reports for administrative staff and Board use.
16. Ensures compliance with federal, state, and local rules and regulations concerning pupil transportation; maintains strict compliance with federal Department of Transportation (DOT) drug and alcohol regulations; keeps complete records and updated information on all California Highway Patrol (CHP) rules and regulations. **(E)**
17. Develops short- and long-range plans and programs for present and future student transportation needs. **(E)**
18. Investigates and prepares reports on school bus accidents, operations and costs. **(E)**
19. Purchases District transportation supplies; purchases District school buses and vehicles including preparing grants for school bus replacement.
20. Serves on a variety of committees related to transportation.
21. Analyzes needs and recommends improvements and policies based on data.
22. Develops and recommends annual budget; monitors and controls expenditures; maintains accurate and current cost analysis records; prepares transportation budget requests and data required for the annual J-141 report, and supervises maintenance of computerized record database. **(E)**

23. Communicates with District personnel and the community to resolve issues of concern; interfaces with CHP, the Department of Motor Vehicles, and other governmental agencies to coordinate transportation operations. (E)

Performs other duties as assigned.

MINIMUM REQUIREMENTS

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

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

Five (5) years of increasingly responsible public transportation experience, including three (3) years in a supervisory capacity. School district experience desirable.

Possession of a Class B driver's license; School Bus Driver's Certificate.

Must be insurable at standard rates and maintain such insurability during the course of employment.

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

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of leadership, administration, supervision, and training.
- Budget preparation and control.
- Operation of transportation system.
- Safe operation and methods of maintenance and repair for school buses and District vehicles.
- Efficient bus routing and scheduling, including home-to-school and field trips.
- Methods of scheduling routes and vehicles.
- Oral and written communication skills.
- Recordkeeping techniques.
- Various computer programs.
- California Vehicle Code, California Code of Regulations (CCR) Title 13, and applicable sections of the California Education Code.

ABILITY TO:

- Plan, organize, coordinate, and direct a student transportation system, programs and services.
- Train, supervise, and evaluate assigned staff.
- Ensure compliance with safety programs and procedures.
- Develop annual budget recommendations.
- Maintain accurate and current records of operations and cost.
- Prepare oral and written reports.
- Operate computers.

- Interpret, apply and explain laws, rules, regulations, policies, procedures and contracts, which affect the District transportation program.
- Communicate effectively orally and in writing.
- Establish and maintain effective and cooperative working relationships with all personnel contacted in the course of performing assigned duties.
- Maintain satisfactory rating from the Motor Carrier Division of the CHP.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

- Ability to work with frequent interruptions.
- 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 a computer keyboard and standard office equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, prepare, process documents and to direct staff.
- Gross and fine motor abilities for occasional work in, under, and with mechanical parts of buses and other vehicles.
- Sitting for extended periods.
- Standing for extended periods.
- Walking for extended periods.
- Walking over rough or uneven surfaces.
- Occasional carrying, pushing, pulling, or lifting light equipment and supplies.
- Occasional kneeling, crouching, or stooping.
- Climbing and occasional use of stepladder.
- Regularly lift/move up to ten (10) pounds; frequently lift/move up to 25 pounds; and occasionally lift/move up to 100 pounds.

HAZARDS:

- Extended viewing of computer monitor.
- Climbing, occasional use of stepladder.
- Noise from large vehicles.
- Some contact with toxic materials.

- Noxious fumes from vehicles.
- Stress from work complexities.
- May be exposed to contact with uncooperative or abusive individuals.
- Working around and with office and other equipment having moving parts.

I have read the above position description and fully understand the requirements set forth herein. I hereby accept the position of Director, Transportation 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 Human Resources.

Board approved: 07/27/00
 Revised: 08/10/00
 Revised: 05/20/04
 Revised: 04/19/07
 Revised: 07/19/07
 Revised: ~~June 13, 2013~~ 06/13/13
 REVISED:

INTERPRETER- DEAF/HARD OF HEARING IMPAIRED**BRIEF DESCRIPTION OF POSITION DEFINITION**

Under general supervision of a site principal OR DESIGNEE, the interpreter provides AMERICAN sign language interpretation for students, teachers, parents and others as needed. Such activities require proficiency in recognized AMERICAN sign language sufficient to effectively interpret with general education teachers and students.

DISTINGUISHING CHARACTERISTICS

Persons in this classification are characterized by their responsibility to interpret for teachers, students, parents and others in an instructional setting in order to attain the goals and objectives of an instructional program. ~~Positions may be assigned to levels K-12.~~

OCCUPATIONAL GROUP

Classified (Instructional)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Accompanies Deaf/Hard of Hearing students, PARENTS, AND/OR STAFF, ~~to the regular education classes~~ and acts as an interpreter using manual AMERICAN SIGN LANGUAGE communication; ~~for the classroom teacher and student.~~ **(E)**
2. ~~Assimilates~~ RELAYS direction from classroom teacher AND/OR STAFF and reinforces lessons by explaining and ~~relaying~~ PROVIDING information to Deaf/Hard of Hearing students, PARENTS, AND/OR STAFF, using AMERICAN sign language skills. **(E)**
3. Acts as interpreter, ~~as needed~~, at Individualized Education Plan PROGRAM (I.E.P.) meetings, 504 MEETINGS, STEP OR SST MEETINGS, STUDENT LEAD CONFERENCES, etc., interprets at conferences and in other situations, as needed. **(E)**
4. ~~Interprets at conferences and in other situations, as needed.~~ **(E)**
4. 5. ProvideS assistance to dDeaf/HARD OF HEARING students, PARENTS, AND/OR STAFF through instruction, guidance, reinforcement of material and arrangement of other resources. **(E)**
5. 6- AssistS in the ~~direction~~ of GUIDING students during classroom and school activities, recess, and field trips. **(E)**

6. 7. AssistS in preparation of instructional materials and/or equipment for learning activities. **(E)**

~~8. Assist in maintenance of student records and files. **(E)**~~

7. 9. MonitorS student needs during lunch and/or recess periods as required.

8. 10. Performs other related duties as assigned.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

GOOD KNOWLEDGE OF:

- Learning problems of children with special educational needs;
- Student behavior management techniques and strategies;
- Correct English usage, spelling, grammar, and punctuation;
- Basic arithmetical concepts;
- Basic concepts of child growth and development, and developmental behavior characteristics of the deaf/hard of hearing;
- Amplification and assistive listening devices;
- Simple record keeping and record management;
- Necessary AMERICAN sign language vocabulary to perform duties; AND
- Personal computers and software, including word processing, learning and educational software.

ABILITY TO:

- Demonstrate an understanding, patient, and receptive attitude toward students;
- Learn and apply the methods and procedures to be followed in instructional care situations involving deaf/hard of hearing students;
- Establish and maintain cooperative working relationships with children and adults; AND
- Maintain confidentiality of pupil records and school reports.

EXPERIENCE

One year of paid/volunteer experience using AMERICAN sign language communication preferably working with children in an educational setting.

EDUCATION/CERTIFICATION

Completion of twelfth grade and successful completion of a minimum of three (3) college level courses on manual American Sign Language (ASL). Two (2) years of college coursework is desirable.

In pursuance of Title 5, sections 3051.16 and 3065 interpreters will be required to present certification by national RID or achieve a score of 4.0 or above on the EIPA, ESSE-I/R, or the NAD/ACCI assessment.

POSSESSION OF A VALID CALIFORNIA DRIVER'S LICENSE. MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY.

SPECIAL REQUIREMENTS

- ~~1. A minimum one (1) year experience using sign language communication, preferably working with children (verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted for the work experience on an equal time basis).~~
- ~~2. Proficient in recognized sign language sufficient to effectively communicate with the general education teachers and students.~~
- ~~3. Necessary sign language vocabulary to perform duties.~~
- ~~4. Ability to establish and maintain effective working relationships with those contacted in the course of work.~~
- ~~5. Possession of a valid California Driver's License. Must have the ability to obtain and maintain insurability status under the district's vehicle insurance policy.~~

WORKING CONDITIONS

- K-12 classroom learning environment;
- Attend meetings;
- Demanding timelines;
- Indoor/outdoor environment; AND
- Subject to frequent interruptions and extensive contact with students, parents and others.
- SUBJECT TO DRIVING TO A VARIETY OF LOCATIONS TO CONDUCT WORK DURING DAY, EVENING, AND WEEKEND HOURS.

PHYSICAL ABILITIES

- Dexterity of hands and fingers to operate standard office equipment, i.e., computer keyboard and other office equipment, other related equipment, and to file and write;
- Hearing and speaking to exchange information in person and on the telephone;
- Kneeling or crouching;
- Pushing and pulling;
- Sitting and/or standing for extended periods of time; AND
- Walking.

HAZARDS

- Extended viewing of computer monitor;
- May be exposed to contact with hostile or abusive individuals; AND
- Contact with cleaning agents and chemicals.

Approved: 10/20/94
Revised: 11/05/09
REVISED:

MECHANIC II**DEFINITION**

Under general supervision, performs semi-skilled and skilled repairs and maintenance on ~~gasoline and diesel-powered~~ DISTRICT vehicles and other mechanical equipment.; ~~performs related duties as required.~~

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by the responsibility to perform SEMI-SKILLED AND SKILLED ~~journey level and routine~~ mechanical repairs and maintenance of District vehicles BOTH independently AND COLLABORATIVELY. ~~to assist the Mechanic III in more complex or difficult repair tasks.~~

This class is distinguished from the next higher class of Mechanic III by the absence of supervisory responsibilities. ~~and the work assigned may be of a less specialized nature. This class refers extremely difficult or complex tasks to the class of Mechanic III.~~

OCCUPATIONAL GROUP

Classified (Crafts, Labor and Trades)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Inspects, diagnoses and repairs ~~mechanical defects on~~ DISTRICT VEHICLES ~~school buses, trucks, vans, automobiles~~ and other mechanical equipment.; ~~assists with major repairs such as engine overhauls.~~ **(E)**
2. ~~Performs minor~~ Repairs AND MAINTAINS DRIVE TRAIN, CHASSIS, ELECTRICAL SYSTEMS, FUEL SYSTEMS, COOLING SYSTEMS, BRAKE SYSTEMS, AIR CONDITIONING/HEATING SYSTEMS AND SAFETY SYSTEMS. ~~such as engine tune-ups; adjusts and repairs transmissions, replaces and adjusts bearings; adjusts ignitions and carburetors; relines and adjusts brakes; repairs air brakes; repairs or replaces generators, starters, fuel systems, water pumps and distributors.~~ **(E)**
3. Performs preventive maintenance on DISTRICT VEHICLES AND OTHER MECHANICAL EQUIPMENT ~~school buses and other automobile equipment~~ in accordance with maintenance schedules; maintains records of repairs and of parts used; completes work orders and logs time worked; replaces parts and supplies as needed. **(E)**
4. Performs minor body and metal repairs, including simple ~~arc and gas~~ welding. **(E)**

5. ~~Checks~~ INSPECTS buses for ~~conformance to~~ COMPLIANCE WITH California Highway Patrol standards. **(E)**
6. Makes service calls for emergency repairs. **(E)**
7. Maintains repair facilities and equipment in a clean and orderly condition. **(E)**
8. Provides vacation and temporary relief as required.
9. PERFORMS OTHER RELATED DUTIES AS ASSIGNED.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

Knowledge of:

- Principles of internal combustion engines AND ALTERNATIVE FUEL VEHICLES;
- Preventive maintenance program;
- Methods, tools, materials and equipment used in the maintenance, DIAGNOSTICS, and repair of DISTRICT VEHICLES AND OTHER mechanical equipment;
- Laws and regulations pertaining to school bus maintenance and operations; AND
- Safe work practices.

Ability to:

- Diagnose mechanical defects and make necessary repairs to DISTRICT VEHICLES AND OTHER mechanical equipment;
- Use ~~standard~~ shop tools and equipment, INCLUDING DIAGNOSTIC SOFTWARE AND COMPUTER DATABASES;
- Maintain clear and concise records and make accurate ~~arithmetic~~ MATHEMATICAL computations as required in the course of work;
- Follow oral and written directions;
- Perform moderate to heavy manual labor, including frequent bending, stooping and heavy lifting; AND
- Establish and maintain effective working relationships.

WORKING CONDITIONS

- CONSTANT INTERRUPTIONS;
- CONTACT WITH CLEANING AGENTS AND CHEMICALS;
- DEMANDING TIMELINES;
- DISTRICT OFFICE AND SCHOOL SITE ENVIRONMENT;
- HEAT FROM EQUIPMENT;
- INDOOR/OUTDOOR ENVIRONMENT;
- NOISE (FROM EQUIPMENT);
- REGULAR EXPOSURE TO FUMES, DUST, ODORS, DIRT, POLLEN;
- SUBJECT TO DRIVING TO A VARIETY OF LOCATIONS TO CONDUCT WORK;
- SUBJECT TO INTERRUPTIONS AND CONTACT WITH THE STAFF AND PUBLIC;

- TEMPERATURE EXTREMES; AND
- DEPARTMENT INSPECTIONS.

PHYSICAL ABILITIES

- BENDING AT THE WAIST AND REACHING TO RETRIEVE EQUIPMENT;
- CARRYING, PUSHING, PULLING OR LIFTING EQUIPMENT AND SUPPLIES WEIGHING UP TO 50 POUNDS;
- CLIMBING AND STANDING ON LADDERS FOR EXTENDED PERIODS;
- DEXTERITY OF HANDS AND FINGERS TO OPERATE EQUIPMENT;
- HEARING AND SPEAKING TO EXCHANGE INFORMATION IN PERSON AND ON THE TELEPHONE;
- KNEELING, CROUCHING OR STOOPING FOR EXTENDED PERIODS OF TIME;
- NEAR AND FAR VISUAL ACUITY, DEPTH PERCEPTION, COLOR VISION;
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY;
- VISUAL ABILITY TO READ, PREPARE/PROCESS DOCUMENTS; AND
- SITTING AND/OR STANDING FOR EXTENDED PERIODS OF TIME.

HAZARDS

- ADVERSE WEATHER CONDITIONS INCLUDING EXTREME TEMPERATURES;
- EXPOSURE TO FUMES/VAPORS, DUST, AND OTHER HAZARDOUS MATERIALS;
- MAY BE EXPOSED TO CONTACT WITH UNCOOPERATIVE OR ABUSIVE INDIVIDUALS;
- NOISE FROM EQUIPMENT OPERATIONS;
- SOME CONTACT WITH TOXIC MATERIALS;
- WORKING AROUND AND WITH MACHINERY HAVING MOVING PARTS; AND
- WORKING IN A CRAMPED OR RESTRICTIVE WORK AREA.

EXPERIENCE

Two years of increasingly responsible experience in the repair and maintenance of automotive VEHICLES AND equipment. ~~preferably including diesel engine maintenance and repair, or two years as a Mechanic I.~~

EDUCATION

EQUIVALENT TO THE COMPLETION OF THE TWELFTH GRADE. ~~Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance, or two years as a Mechanic I.~~

ADDITIONAL REQUIREMENTS

Must possess, or obtain prior to appointment, a valid California Driver's License CLASS B OR GREATER. AIR BRAKE ENDORSEMENT PREFERRED. Must have ability to obtain and maintain insurability status under the District's vehicle insurance policy.

Approved: 03/12/87
 REVISED:
 Mechanic II

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 20, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Suzanne Hernandez, Ed.D., Director, Human Resources
SUBJECT: RESOLUTION 2018/2019-19, WEEK OF THE SCHOOL ADMINISTRATOR

=====
BACKGROUND

Leadership matters for California’s public school system, and the future of its public education system depends greatly upon the quality of its leadership. To that end, the state of California has declared October 8-14, 2018, as the Week of the School Administrator.

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2018/2019-19, Week of the School Administrator.

FISCAL IMPACT

None.

NE:RR:SH:mcm

**Chino Valley Unified School District
Resolution 2018/2019-19
Week of the School Administrator**

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

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

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

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

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

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

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

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

WHEREAS, the State of California has declared October 8-14, 2018, as the “Week of the School Administrator” in Education Code 44015.1; and

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

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

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 20th day of September 2018.

Blair _____
Cruz: _____
Feix: _____
Na: _____
Orozco: _____

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 regularly meeting as stated.

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 20, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
**SUBJECT: REVISION OF BOARD POLICY 2121 ADMINISTRATION—
SUPERINTENDENT’S CONTRACT**

=====

BACKGROUND

Board policies and regulations are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 2121 Administration—Superintendent’s Contract is being revised to reflect updated laws and current District practice.

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 2121 Administration—Superintendent’s Contract.

FISCAL IMPACT

None.

NE:sg

SUPERINTENDENT'S CONTRACT

~~The Board of Education recognizes the need to attract and maintain outstanding personnel, as well as the need to encourage the superintendent's long-term commitment to the District and the community. The Board also has the responsibility to protect the District from potentially adverse financial and legal obligations. Before approving an employment contract, the Board shall obtain legal advice on the contract provisions and shall carefully consider the long-range financial and legal implications of the contract.~~

~~The Superintendent's contract shall be ratified by the Board in open session and shall limit the maximum cash settlement for terminating the contract in accordance with law.~~

~~The Board of Education shall designate a representative to negotiate with a prospective Superintendent on its behalf and shall consult legal counsel to draft the contract document.~~

~~The Board of Education shall deliberate in closed session about the terms of the contract. (Government Code 54957)~~

~~The terms of the contract shall remain confidential until the ratification process commences.~~

~~The Superintendent's contract shall be ratified by the Board in an open session and the ratification shall be reflected in the board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)~~

~~The contract shall include, but not be limited to, provisions for salary and benefits, annual evaluations, term of the contract, and conditions for termination of the contract. The contract shall limit the maximum cash settlement or terminating the contract in accordance with law, and should also include general responsibilities and duties of the Superintendent.~~

~~The term of the contract shall be for no more than four years. (Education Code 35031)~~

~~During the term of the contract the Board of Education may reemploy the Superintendent on those terms and conditions mutually agreed upon by the Board and Superintendent. (Education Code 35031)~~

~~The Superintendent's contract shall be extended only by Board action and after a satisfactory evaluation of the Superintendent's performance.~~

SUPERINTENDENT'S CONTRACT (cont.)

~~In the event that the Board of Education determines not to reemploy the Superintendent, the Board shall provide written notice to the Superintendent at least 45 days in advance of the expiration of the term of the contract. (Education Code 35031)~~

~~The Superintendent's contract shall include a provision specifying the maximum cash settlement that the Superintendent may receive upon termination of the contract. The cash settlement shall not include any non-cash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)~~

~~If the Board of Education terminates the Superintendent's contract upon its belief and subsequent confirmation pursuant to an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal practices, the maximum Settlement shall be within the limits prescribed by law, as determined by an administrative law judge after a hearing. (Government Code 53260 (b))~~

~~(cf. 1340—Access to District Records)
 (cf. 2110—Superintendent Responsibilities and Duties)
 (cf. 2140—Evaluation of the Superintendent)
 (cf. 3580—District Records)
 (cf. 4312.1—Contracts)
 (cf. 9000—Role of Board and Members)
 (cf. 9011—Disclosure of Confidential Information)
 (cf. 9321—Closed Session Purposes and Agendas)
 (cf. 9321.1—Closed Session Conduct and Reports)~~

THE BOARD OF EDUCATION BELIEVES THAT THE SUPERINTENDENT'S EMPLOYMENT CONTRACT SHOULD OUTLINE THE FRAMEWORK THROUGH WHICH THE BOARD AND SUPERINTENDENT ARE TO WORK TOGETHER TO ACHIEVE DISTRICT GOALS AND OBJECTIVES. WHEN APPROVING THE SUPERINTENDENT'S EMPLOYMENT CONTRACT, THE BOARD SHALL CONSIDER THE NEED FOR STABILITY IN DISTRICT ADMINISTRATION AND SHALL ENSURE THE BEST USE OF DISTRICT RESOURCES.

~~(cf. 0200 - Goals for the School District)
 (cf. 2120 - Superintendent Recruitment and Selection)
 (cf. 4312.1 - Contracts)
 (cf. 9000 - Role of the Board)~~

THE CONTRACT SHALL BE REVIEWED BY THE DISTRICT'S LEGAL COUNSEL AND MAY INCLUDE THE FOLLOWING:

1. TERM OF THE CONTRACT, WHICH SHALL BE FOR NO MORE THAN FOUR YEARS PURSUANT TO EDUCATION CODE 35031
2. LENGTH OF THE WORK YEAR AND HOURS OF WORK

SUPERINTENDENT'S CONTRACT (cont.)

3. SALARY, HEALTH AND WELFARE BENEFITS, AND OTHER COMPENSATION FOR THE POSITION

(cf. 4154/4254/4354 - Health and Welfare Benefits)

4. REIMBURSEMENT OF WORK-RELATED EXPENSES, INCLUDING MILEAGE REIMBURSEMENT, CONSISTENT WITH BOARD POLICIES, REGULATIONS, AND GUIDELINES APPLICABLE TO OTHER PROFESSIONAL ADMINISTRATIVE STAFF

(cf. 3350 - Travel Expenses)

THE CONTRACT MAY ALSO ADDRESS PAYMENT FOR PROFESSIONAL DUES AND ACTIVITIES, THE DISTRICT'S PROVISION OF CELL PHONES OR OTHER TECHNOLOGICAL DEVICES, AND THE SUPERINTENDENT'S USE OF HIS/HER PERSONAL VEHICLE.

(cf. 4040 - Employee Use of Technology)

5. VACATION, ILLNESS AND INJURY LEAVE, AND PERSONAL LEAVES

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

(cf. 4161.5/4261.5/4361.5 - Military Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

6. GENERAL DUTIES AND RESPONSIBILITIES OF THE POSITION

(cf. 2110 - Superintendent Responsibilities and Duties)

7. CRITERIA, PROCESS, AND PROCEDURE FOR ANNUAL EVALUATION OF THE SUPERINTENDENT

(cf. 2140 - Evaluation of the Superintendent)

8. A STATEMENT THAT ANY SUBSEQUENT INCREASE IN THE SUPERINTENDENT'S SALARY SHALL BE AT THE SOLE DISCRETION OF THE BOARD

9. A STATEMENT THAT THERE SHALL BE NO AUTOMATIC RENEWAL OR EXTENSION OF THE CONTRACT, ALTHOUGH THE BOARD CAN ENTER INTO A NEW CONTRACT WITH THE SUPERINTENDENT PRIOR TO THE EXPIRATION OF THE EXISTING CONTRACT

10. TIMELINE FOR PROVIDING WRITTEN NOTICE TO THE SUPERINTENDENT IF THE BOARD DOES NOT WISH TO ENTER INTO A NEW CONTRACT, WHICH SHALL BE AT LEAST 45 CALENDAR DAYS IN ADVANCE OF THE EXPIRATION

SUPERINTENDENT'S CONTRACT (cont.)

OF THE TERM OF THE CONTRACT PURSUANT TO EDUCATION CODE 35031, AND THE RESPONSIBILITY OF THE SUPERINTENDENT TO REMIND THE BOARD IN WRITING AND IN A TIMELY MANNER OF THE REQUIREMENT TO GIVE NOTICE

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

11. CONDITIONS AND PROCESS FOR TERMINATION OF THE CONTRACT, INCLUDING THE MAXIMUM CASH SETTLEMENT THAT THE SUPERINTENDENT MAY RECEIVE IF THE CONTRACT IS TERMINATED PRIOR TO ITS EXPIRATION DATE
12. MATTERS RELATED TO LIABILITY AND INDEMNIFICATION AGAINST DEMANDS, CLAIMS, SUITS, ACTIONS, AND LEGAL PROCEEDINGS BROUGHT AGAINST THE SUPERINTENDENT IN HIS/HER OFFICIAL CAPACITY IN THE PERFORMANCE OF DUTIES RELATED TO HIS/HER EMPLOYMENT

THE BOARD MAY DELIBERATE ABOUT TERMS OF THE CONTRACT IN CLOSED SESSION AT A REGULAR MEETING. HOWEVER, DISCUSSIONS REGARDING THE SALARY, SALARY SCHEDULE, OR OTHER COMPENSATION MAY OCCUR IN THE CLOSED SESSION OF A REGULAR MEETING ONLY BETWEEN THE BOARD AND ITS DESIGNATED REPRESENTATIVE(S), AS PERMITTED UNDER GOVERNMENT CODE 54957.6 (THE "LABOR EXCEPTION"), FOR THE PURPOSE OF REVIEWING THE BOARD'S POSITION AND/OR INSTRUCTING THE DESIGNATED REPRESENTATIVE(S) PRIOR TO OR DURING BONA FIDE NEGOTIATIONS WITH THE CURRENT OR PROSPECTIVE SUPERINTENDENT. SUCH DELIBERATIONS SHALL NOT BE HELD DURING A SPECIAL MEETING. (Government Code 54956, 54957, 54957.6)

THE BOARD MAY CONSULT WITH DISTRICT LEGAL COUNSEL PRIOR TO HOLDING A CLOSED SESSION WITH THE DESIGNATED REPRESENTATIVE(S) TO DISCUSS COMPENSATION TO BE PAID TO THE CURRENT OR PROSPECTIVE SUPERINTENDENT.

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

TERMS OF THE CONTRACT SHALL REMAIN CONFIDENTIAL UNTIL THE RATIFICATION PROCESS COMMENCES.

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

SUPERINTENDENT'S CONTRACT (cont.)

THE BOARD SHALL TAKE FINAL ACTION ON THE SUPERINTENDENT'S CONTRACT DURING AN OPEN SESSION OF A REGULARLY SCHEDULED BOARD MEETING, AND THAT ACTION SHALL BE REFLECTED IN THE BOARD'S MINUTES. AT THAT MEETING, PRIOR TO TAKING ACTION, THE BOARD SHALL ORALLY REPORT A SUMMARY OF THE RECOMMENDATION FOR THE FINAL ACTION ON THE SUPERINTENDENT'S SALARY OR COMPENSATION IN THE FORM OF FRINGE BENEFITS. (GOVERNMENT CODE 3511.1, 53262, 54953)

COPIES OF THE CONTRACT AND OTHER PUBLIC RECORDS CREATED OR RECEIVED IN THE PROCESS OF DEVELOPING THE RECOMMENDATION RELATED TO THE SUPERINTENDENT'S SALARY, BENEFITS, AND OTHER COMPENSATION SHALL BE AVAILABLE TO THE PUBLIC UPON REQUEST. (GOVERNMENT CODE 53262, 54953, 54957.6)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

TERMINATION OF CONTRACT

PRIOR TO THE EXPIRATION OF THE CONTRACT, THE BOARD MAY TERMINATE THE SUPERINTENDENT'S EMPLOYMENT CONTRACT IN ACCORDANCE WITH LAW AND APPLICABLE CONTRACT PROVISIONS.

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

IN SUCH AN EVENT, ANY CASH SETTLEMENT THAT THE SUPERINTENDENT MAY RECEIVE UPON TERMINATION OF THE CONTRACT SHALL NOT EXCEED HIS/HER MONTHLY SALARY MULTIPLIED BY THE NUMBER OF MONTHS LEFT ON THE CONTRACT OR, IF THE UNEXPIRED TERM OF THE CONTRACT IS MORE THAN 18 MONTHS AND THE CONTRACT WAS EXECUTED PRIOR TO JANUARY 1, 2016, NO GREATER THAN THE SUPERINTENDENT'S MONTHLY SALARY MULTIPLIED BY 18. FOR ANY CONTRACT EXECUTED ON OR AFTER JANUARY 1, 2016, ANY CASH SETTLEMENT SHALL NOT EXCEED THE SUPERINTENDENT'S MONTHLY SALARY MULTIPLIED BY 12. (GOVERNMENT CODE 53260)

THE CASH SETTLEMENT SHALL NOT INCLUDE ANY NONCASH ITEMS OTHER THAN HEALTH BENEFITS, WHICH MAY BE CONTINUED FOR THE SAME DURATION OF TIME AS COVERED IN THE SETTLEMENT OR UNTIL THE SUPERINTENDENT FINDS OTHER EMPLOYMENT, WHICHEVER OCCURS FIRST. (GOVERNMENT CODE 53260, 53261)

HOWEVER, WHEN THE TERMINATION OF THE SUPERINTENDENT'S CONTRACT IS BASED UPON THE BOARD'S BELIEF AND SUBSEQUENT CONFIRMATION THROUGH AN INDEPENDENT AUDIT THAT THE SUPERINTENDENT HAS

SUPERINTENDENT'S CONTRACT (cont.)

ENGAGED IN FRAUD, MISAPPROPRIATION OF FUNDS, OR OTHER ILLEGAL FISCAL PRACTICES, NO CASH OR NONCASH SETTLEMENT OF ANY AMOUNT SHALL BE PROVIDED. (GOVERNMENT CODE 53260)

IN ADDITION, IF THE SUPERINTENDENT IS CONVICTED OF A CRIME INVOLVING AN ABUSE OF HIS/HER OFFICE OR POSITION, HE/SHE SHALL REIMBURSE THE DISTRICT FOR PAYMENTS HE/SHE RECEIVES AS PAID LEAVE SALARY PENDING INVESTIGATION OR AS CASH SETTLEMENT UPON HIS/HER TERMINATION, AND FOR ANY FUNDS EXPENDED BY THE DISTRICT IN HIS/HER DEFENSE AGAINST A CRIME INVOLVING HIS/HER OFFICE OR POSITION. (GOVERNMENT CODE 53243-53243.4, 53260)

Legal Reference:

EDUCATION CODE

35031 Term of employment
41325-41329.3 Conditions of emergency apportionment

GOVERNMENT CODE

3511.1-3511.2 Local agency executives
6250-6270 California Public Records Act
53243-53243.4 Abuse of office
53260-53264 Employment contracts
54953 Oral summary of recommended salary and benefits of superintendent
54954 Time and place of regular meetings
54956 Special meetings
54957 Closed session personnel matters
54957.1 Closed session, public report of action taken
54957.6 Closed sessions regarding employee matters

UNITED STATES CODE, TITLE 26

105 Self-insured medical reimbursement plan; definition of highly compensated individual

UNITED STATES CODE, TITLE 42

300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals

CODE OF FEDERAL REGULATIONS

1.105-11 Self-insured medical reimbursement plan

COURT DECISIONS

San Diego Union v. City Council, (1983) 146 Cal.App.3d 947

ATTORNEY GENERAL OPINIONS

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

Management Resources:

CSBA PUBLICATIONS

Superintendent Contract Template, 2015

ATTORNEY GENERAL PUBLICATIONS

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

SUPERINTENDENT'S CONTRACT (cont.)

WEBSITES

California School Boards Association: www.csba.org
Association of California School Administrators: www.acsa.org
California Office of the Attorney General: www.oag.ca.gov

Chino Valley Unified School District

Policy adopted: September 21, 1995

Revised: August 21, 2008

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 20, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
**SUBJECT: REVISION OF BOARD POLICY 2210 ADMINISTRATION—
ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY**

=====

BACKGROUND

Board policies and regulations are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 2210 Administration—Administrative Discretion Regarding Board Policy is being revised to reflect updated laws and current District practice.

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 2210 Administration—Administrative Discretion Regarding Board Policy.

FISCAL IMPACT

None.

NE:sg

ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY

~~Through the adoption of written policies, the Board of Education conveys its expectations for actions that will be taken in the District, clarifies roles and responsibilities of the Board and Superintendent, and communicates Board philosophy and direction. However, the Board of Education recognizes that, at times, issues may arise in the operation of the District schools or in the implementation of District programs that are not addressed in Board policy or administrative regulation. When resolution of such a situation necessitates immediate action, the Superintendent or designee shall have the authority to act on behalf of the District.~~

~~(cf. 2110 – Superintendent Responsibilities and Duties)
(cf. 9000 – Role of the Board)
(cf. 9310 – Board Policies)~~

~~If the situation or its resolution may affect the safety or security of students or staff members, involve a significant impact on student learning, or create a distraction within the school community, the Superintendent or designee shall notify the Board as soon as practicable after its occurrence. The Board president and the Superintendent shall schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions to Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.~~

~~(cf. 0450 – Comprehensive Safety Plan)
(cf. 3516.5 – Emergency Schedules)
(cf. 9322 – Agenda/Meeting Materials)~~

Tier 3 Categorical Flexibility

~~The Board has determined that it is in the best interest of the District to utilize the categorical program flexibility authorized by Education Code 42605. In implementing the flexibility, the Superintendent, in accordance with Education Code 42605, may suspend any program or funding requirement reflected in any Board policy, administrative regulation, or other document designed for the operation of any tier 3 categorical program to the extent that such suspension does not affect the terms of any existing District contract or bargaining agreement. As necessary, the Superintendent or designee shall consult with other staff, including District legal counsel and/or the chief business official, regarding the District's exercise of this flexibility.~~

~~The Superintendent or designee shall regularly report to the Board regarding how the District is exercising the flexibility and whether the desired results are being achieved.~~

~~(cf. 0420 – School Plans/Site Councils)
(cf. 0420.1 – School-Based Program Coordination)
(cf. 1220 – Citizen Advisory Committees)
(cf. 1312.4 – Williams Uniform Complaint Procedures)~~

ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY (cont.)

~~(cf. 3110 – Transfer of Funds)~~
~~(cf. 4111 – Recruitment and Selection)~~
~~(cf. 4112.2 – Certification)~~
~~(cf. 4112.21 – District Interns)~~
~~(cf. 4113 – Assignment)~~
~~(cf. 4117.14 – Early Retirement Incentive Program)~~
~~(cf. 4131 – Staff Development)~~
~~(cf. 4139 – Peer Assistance and Review)~~
~~(cf. 4231 – Staff Development)~~
~~(cf. 4331 – Staff Development)~~
~~(cf. 5123 – Promotion/Acceleration/Retention)~~
~~(cf. 5136 – Gangs)~~
~~(cf. 5141.32 – Health Screening for School Entry)~~
~~(cf. 5145.6 – Parental Notifications)~~
~~(cf. 5146 – Married/Pregnant/Parenting Students)~~
~~(cf. 5147 – Dropout Prevention)~~
~~(cf. 5149 – At-Risk Students)~~
~~(cf. 6142.6 – Visual and Performing Arts Education)~~
~~(cf. 6142.91 – Reading/Language Arts Instruction)~~
~~(cf. 6142.94 – History-Social Science Instruction)~~
~~(cf. 6146.1 – High School Graduation Requirements)~~
~~(cf. 6161.1 – Selection and Evaluation of Instructional Materials)~~
~~(cf. 6162.52 – High School Exit Examination)~~
~~(cf. 6163.1 – Library Media Centers)~~
~~(cf. 6164.2 – Guidance/Counseling Services)~~
~~(cf. 6172 – Gifted and Talented Student Program)~~
~~(cf. 6176 – Weekend/Saturday Classes)~~
~~(cf. 6177 – Summer School)~~
~~(cf. 6178 – Career Technical Education)~~
~~(cf. 6179 – Supplemental Instruction)~~
~~(cf. 6184 – Continuation Education)~~
~~(cf. 6185 – Community Day School)~~
~~(cf. 6200 – Adult Education)~~
~~(cf. 7214 – General Obligation Bonds)~~
~~(cf. 9323.2 – Actions by the Board)~~

THE BOARD OF EDUCATION DESIRES TO BE PROACTIVE IN COMMUNICATING ITS PHILOSOPHY, PRIORITIES, AND EXPECTATIONS FOR THE DISTRICT; CLARIFYING THE ROLES AND RESPONSIBILITIES OF THE BOARD, SUPERINTENDENT, AND OTHER SENIOR ADMINISTRATORS; AND SETTING DIRECTION FOR THE DISTRICT THROUGH WRITTEN POLICIES. HOWEVER, THE BOARD RECOGNIZES THAT, IN THE COURSE OF OPERATING DISTRICT SCHOOLS OR IMPLEMENTING DISTRICT PROGRAMS, SITUATIONS MAY ARISE WHICH MAY NOT BE ADDRESSED IN WRITTEN POLICIES. IN SUCH SITUATIONS, OR WHEN IMMEDIATE ACTION IS NECESSARY TO AVOID ANY RISK TO THE SAFETY OR SECURITY OF STUDENTS, STAFF, OR DISTRICT PROPERTY OR TO PREVENT DISRUPTION OF SCHOOL OPERATIONS, THE SUPERINTENDENT OR DESIGNEE SHALL HAVE THE AUTHORITY TO ACT ON BEHALF OF THE DISTRICT IN A MANNER THAT IS CONSISTENT WITH LAW AND BOARD POLICIES.

ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY (cont.)

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 2121 - Superintendent's Contract)
(cf. 3516.5 - Emergency Schedules)
(cf. 9000 - Role of the Board)
(cf. 9310 - Board Policies)

AS NECESSARY, THE SUPERINTENDENT OR DESIGNEE SHALL CONSULT WITH OTHER DISTRICT STAFF, INCLUDING LEGAL COUNSEL AND/OR THE CHIEF BUSINESS OFFICIAL, REGARDING THE EXERCISE OF THIS AUTHORITY.

ANY EXERCISE OF ADMINISTRATIVE AUTHORITY SHALL BE NON-DISCRIMINATORY AND DEMONSTRATE THE DISTRICT'S COMMITMENT TO EQUITY IN DISTRICT PROGRAMS AND ACTIVITIES.

(cf. 0410 - Nondiscrimination in district programs and activities)
(cf. 0415 - Equity)

THE SUPERINTENDENT SHALL BE ACCOUNTABLE TO THE BOARD FOR ALL AREAS OF OPERATION UNDER HIS/HER AUTHORITY. AS APPROPRIATE, THE SUPERINTENDENT OR DESIGNEE SHALL NOTIFY THE BOARD AS SOON AS PRACTICABLE AFTER HE/SHE EXERCISES THE AUTHORITY GRANTED UNDER THIS POLICY. THE BOARD PRESIDENT AND THE SUPERINTENDENT SHALL SCHEDULE A REVIEW OF THE ACTION AT THE NEXT REGULAR BOARD MEETING. IF THE ACTION INDICATES THE NEED FOR ADDITIONS OR REVISIONS TO BOARD POLICIES, THE SUPERINTENDENT OR DESIGNEE SHALL MAKE THE NECESSARY RECOMMENDATIONS TO THE BOARD.

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

EDUCATION CODE

35010 Control of district, prescription and enforcement of rules
35035 Powers and duties of superintendent
35160 Authority of governing boards
35161 Powers and duties; authority to delegate
35163 Official actions, minutes and journal

Management Resources:

WEBSITES

California School Boards Association: <http://www.csba.org>

ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY (cont.)

Chino Valley Unified School District

Policy adopted: September 21, 1985

Revised: August 21, 2009

Revised: May 6, 2010

Revised: September 22, 2011

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 20, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Javier Quirarte, Director, Nutrition Services

**SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE
REGULATION 3551 BUSINESS AND NONINSTRUCTIONAL
OPERATIONS – FOOD SERVICES OPERATIONS/CAFETERIA FUND**

=====

BACKGROUND

Board policies and regulations are routinely developed as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and Administrative Regulation 3551 Business and Noninstructional Operations – Food Services Operations/Cafeteria Fund are being revised to reflect updates to both laws and current practice.

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 3551 Business and Noninstructional Operations – Food Services Operations/Cafeteria Fund.

FISCAL IMPACT

None.

NE:SHC:JQ:wc

NUTRITION SERVICES OPERATIONS/CAFETERIA FUND

The Board of Education intends that the school nutrition services program shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all nutrition service accounts for the District.

(cf. 3100 - Budget)
(cf. 3300 - Expenditures/Expending Authority)
(cf. 3311 - Bids)
(cf. 3550 - Nutrition Services/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)
(cf. 5030 - Student Wellness)

The Superintendent or designee shall ensure that all Nutrition Services administrators and personnel possess the required qualifications and receive ongoing professional development related to the effective management and implementation of the District's nutrition services program in accordance with law.

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

At least once each year, ~~food~~ NUTRITION serviceS administrators, other appropriate personnel who conduct or oversee administrative procedures, and other ~~food~~ NUTRITION serviceS personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

Meal Sales

Meals may be sold to students, District employees, board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals who are on campus during meal times for a legitimate purpose, ~~such as classroom volunteers, parents/guardians, or students' siblings~~. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture Foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

NUTRITION SERVICES OPERATIONS/CAFETERIA FUND (cont.)

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments, ~~and shall clearly communicate these procedures and related District policies to students and parents/guardians. The SUCH procedures adopted by the Superintendent or designee shall conform with 2 CFR 200.426 and any applicable CDE guidance, and shall not overtly identify students with unrecovered or delinquent debt or treat them differently than other students.~~ THE SUPERINTENDENT OR DESIGNEE SHALL CLEARLY COMMUNICATE THESE PROCEDURES TO STUDENTS AND PARENTS/GUARDIANS, AND SHALL MAKE THIS POLICY AND THE ACCOMPANYING ADMINISTRATIVE REGULATION AVAILABLE TO THE PUBLIC.

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT A STUDENT WHOSE PARENT/GUARDIAN HAS UNPAID SCHOOL MEAL FEES IS NOT OVERTLY IDENTIFIED, SHAMED, TREATED DIFFERENTLY, OR SERVED A MEAL THAT DIFFERS FROM THE MEAL SERVED TO OTHER STUDENTS (Education Code 49557.5)

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the District's general fund.

The wages, salaries and benefits of nutrition service employees shall be paid from the District general fund ~~and reimbursed monthly from the cafeteria fund to the general fund.~~ AT ANY TIME, THE BOARD MAY ORDER REIMBURSEMENT FROM THE DISTRICT'S CAFETERIA FUND FOR THESE PAYMENTS IN AMOUNTS PRESCRIBED BY THE BOARD AND NOT EXCEEDING THE COSTS ACTUALLY INCURRED. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of ~~food~~ NUTRITION services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3230 - Federal Grant Funds)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

NUTRITION SERVICES OPERATIONS/CAFETERIA FUND (cont.)**CONTRACTS WITH OUTSIDE SERVICES**

With Board approval, the District may enter into a contract for food service consulting services or management services in one or more District schools. (Education Code 45103.5; 42 usc 1758; 7 cfr 210.16)

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)

PROCUREMENT OF FOODS

To the maximum extent practicable, foods purchased for use in school meals by the District or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 usc 1760; 7 cfr 210.21)

A nondomestic food product may be purchased for use in the District's ~~food~~ NUTRITION serviceS program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the exception.

FURTHERMORE, THE DISTRICT SHALL ACCEPT A BID OR PRICE FOR AN AGRICULTURAL PRODUCT GROWN IN CALIFORNIA BEFORE ACCEPTING A BID OR PRICE FOR AN AGRICULTURAL PRODUCT GROWN OUTSIDE THE STATE, IF THE QUALITY OF THE CALIFORNIA-GROWN PRODUCT IS COMPARABLE AND THE BID OR PRICE DOES NOT EXCEED THE LOWEST BID OR PRICE OF A PRODUCT PRODUCED OUTSIDE THE STATE. (Food and Agriculture Code 58595)

BID SOLICITATIONS AND AWARDS FOR PURCHASES OF EQUIPMENT, MATERIALS, OR SUPPLIES IN SUPPORT OF THE DISTRICT'S CHILD NUTRITION PROGRAM, OR FOR CONTRACTS AWARDED PURSUANT TO PUBLIC CONTRACT CODE 2000, SHALL BE CONSISTENT WITH THE FEDERAL PROCUREMENT STANDARDS IN 2 CFR 200.318-200.326. AWARDS SHALL BE LET TO THE MOST RESPONSIVE AND RESPONSIBLE PARTY. PRICE SHALL BE THE PRIMARY CONSIDERATION, BUT NOT THE ONLY DETERMINING FACTOR, IN MAKING SUCH AN AWARD. (Public Contract Code 20111)

PROGRAM MONITORING AND EVALUATION

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the ~~food~~ NUTRITION serviceS program.

NUTRITION SERVICES OPERATIONS/CAFETERIA FUND (cont.)

The Superintendent or designee shall provide all necessary documentation required for the administrative review conducted by the CDE to ensure compliance of the District's food NUTRITION services program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:EDUCATION CODE

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49554 Contract for services

49550-49564.5 Meals for needy students

49580-49581 Food recovery program

FOOD AND AGRICULTURE CODE

58595 Preference for California-grown agricultural products

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

PUBLIC CONTRACT CODE

2000-2002 Responsive bidders

20111 Contracts

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition

200.318-200.326 Procurement standards

200.400-200.475 Cost principles

200 Appendix VII Indirect cost proposals

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

Management Resources:CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, Management Bulletin, SNP-03-2017, April 2017

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-06-2015, May 2015

Cafeteria Funds--Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013

NUTRITION SERVICES OPERATIONS/CAFETERIA FUND (cont.)

Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012
Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods,
Management Bulletin USDA-FDP-02-2010, August 2010
Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, Management Bulletin
00-111, July 2000

WEBSITES

California Department of Education, Nutrition Services Division: www.cde.ca.gov/ls/nu California School
Nutrition Association: www.calsna.org
U.S. Department of Agriculture, Food and Nutrition Service: www.fns.usda.gov/cnd

Chino Valley Unified School District

Policy adopted: November 16, 1995

Revised: August 21, 2008

Revised: April 5, 2012

Revised: September 7, 2017

REVISED:

NUTRITION SERVICES OPERATIONS/CAFETERIA FUND**Payments for Meals**

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the District's meal payment policies and encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the District's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the District's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

(cf. 1113 - District and School Web Sites)
(cf. 5145.6 - Parental Notifications)

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student

NUTRITION SERVICES OPERATIONS/CAFETERIA FUND (cont.)

to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.

Unpaid and Delinquent Meal Charges

~~Students and their parents/guardians shall be notified whenever their account has a low or negative balance. Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.~~

~~In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.~~

~~The Superintendent or designee may enter into a repayment plan with a student's parents/guardians for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.~~

NO LATER THAN 10 DAYS AFTER A STUDENT'S SCHOOL MEAL ACCOUNT HAS REACHED A NEGATIVE BALANCE, THE SUPERINTENDENT OR DESIGNEE SHALL SO NOTIFY THE STUDENT'S PARENT/GUARDIAN. BEFORE SENDING THIS NOTIFICATION, THE DISTRICT SHALL EXHAUST ALL OPTIONS AND METHODS TO DIRECTLY CERTIFY THE STUDENT FOR FREE OR REDUCED-PRICE MEALS. IF THE DISTRICT IS NOT ABLE TO DIRECTLY CERTIFY THE STUDENT, THE NOTICE TO THE PARENT/GUARDIAN SHALL INCLUDE A PAPER COPY OF, OR AN ELECTRONIC LINK TO, AN APPLICATION FOR FREE OR REDUCED-PRICE MEALS AND THE SUPERINTENDENT OR DESIGNEE SHALL CONTACT THE PARENT/GUARDIAN TO ENCOURAGE SUBMISSION OF THE APPLICATION. (Education Code 49557.5)

NUTRITION SERVICES OPERATIONS/CAFETERIA FUND (cont.)

THE DISTRICT MAY ATTEMPT TO COLLECT UNPAID SCHOOL MEAL FEES FROM A PARENT/GUARDIAN, BUT SHALL NOT USE A DEBT COLLECTOR. (Education Code)

THE SUPERINTENDENT OR DESIGNEE MAY ENTER INTO AN AGREEMENT WITH A STUDENT'S PARENT/GUARDIAN FOR PAYMENT OF THE STUDENT'S UNPAID MEAL CHARGE BALANCE OVER A PERIOD OF TIME. AS NECESSARY, THE REPAYMENT PLAN MAY ALLOW THE UNRECOVERED OR DELINQUENT DEBT TO CARRY OVER INTO THE NEXT FISCAL YEAR.

THE DISTRICT SHALL NOT DIRECT ANY ACTION TOWARD A STUDENT TO COLLECT UNPAID SCHOOL MEAL FEES. (Education Code 49557.5)

The District's efforts to collect debt shall be consistent with District policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The District shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online child nutrition information and payment system.

DONATION OF LEFTOVER FOOD

TO MINIMIZE WASTE AND REDUCE FOOD INSECURITY, THE DISTRICT MAY PROVIDE SHARING TABLES WHERE STUDENTS AND STAFF MAY RETURN APPROPRIATE UNUSED CAFETERIA FOOD ITEMS TO BE MADE AVAILABLE TO STUDENTS DURING THE COURSE OF A REGULAR SCHOOL MEAL TIME. IF FOOD ON THE SHARING TABLES IS NOT TAKEN BY A STUDENT, THE SCHOOL CAFETERIA MAY DONATE THE FOOD TO A FOOD BANK OR ANY OTHER NONPROFIT CHARITABLE ORGANIZATION. (Health and Safety Code 114079)

NUTRITION SERVICES OPERATIONS/CAFETERIA FUND (cont.)

FOOD THAT MAY BE DONATED INCLUDES PREPACKAGED, NONPOTENTIALLY HAZARDOUS FOOD WITH THE PACKAGING STILL INTACT AND IN GOOD CONDITION, WHOLE UN CUT PRODUCE, UNOPENED BAGS OF SLICED FRUIT, UNOPENED CONTAINERS OF MILK THAT ARE IMMEDIATELY STORED IN A COOLING BIN MAINTAINED AT 41 DEGREES FAHRENHEIT OR BELOW, AND PERISHABLE PREPACKAGED FOOD IF IT IS PLACED IN A PROPER TEMPERATURE-CONTROLLED ENVIRONMENT. THE PREPARATION, SAFETY, AND DONATION OF FOOD SHALL BE CONSISTENT WITH HEALTH AND SAFETY CODE 113980. (Health and Safety Code 114079)

Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the governing board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, 38092)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 -Transfer of Funds)

Indirect costs charged to the food service program shall be based on either the District's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 220.14)

U.S. Department of Agriculture Foods

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

NUTRITION SERVICES OPERATIONS/CAFETERIA FUND (cont.)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation
5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA food also may be used in other nonprofit food service activities, including, but not limited to, with any revenues accruing to the District's nonprofit food service account. Such activities may include school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the Districts nonprofit food service account. (7 CFR 250.60)

Contracts With Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The District shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The District shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 U 1758; 7 CFR 210.16)

NUTRITION SERVICES OPERATIONS/CAFETERIA FUND (cont.)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212 - Appointments and Conditions of Employment)

Chino Valley Unified School District

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