



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

October 18, 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.

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
District Board Room
5130 Riverside Drive, Chino, CA 91710
5:00 p.m. – Closed Session • 7:00 p.m. – Regular Meeting
October 18, 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 – 5:00 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. Conference with Legal Counsel Anticipated Litigation Significant exposure to litigation pursuant to Government Code 54954.5 and paragraph (2) or (3) of subdivision (d) of section 54956.9: Two potential cases. (Fagen Friedman & Fulfroost) (60 minutes)
- e. Student Expulsion Matter (Education Code 35146, 48918 (c) & (j): Case 18/19-02. (5 minutes)
- f. Public Employee Discipline/Dismissal/Release: Government Code 54957: (10 minutes)
- g. Public Employee Appointment: Government Code 54957: High School Assistant Principal and Coordinator, Teacher Support (5 minutes)
- h. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Frank Arce, Sandra Chen, Lea Fellows, and Richard Rideout. A.C.T. and CSEA Negotiations. (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

1. Wickman ES: Student Service Projects

- 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. ACTION

II.A. HUMAN RESOURCES

II.A.1. Public Notice and Hearing Regarding the District's Initial Bargaining Proposal to the California School Employees Association, and its Chino Chapter 102, for a Successor Collective Bargaining Agreement Effective July 1, 2018

Page 7

Recommend the Board of Education give public notice, and conduct a public hearing regarding the District's initial bargaining proposal to the California School Employees Association, and its Chino Chapter 102, for a successor Collective Bargaining Agreement effective July 1, 2018.

Open Hearing _____
 Close Hearing _____

III. CONSENT

III.A. ADMINISTRATION

III.A.1. Minutes of the October 4, 2018 Regular Meeting

Page 9

Recommend the Board of Education approve the minutes of the October 4, 2018 regular meeting.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Page 16

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

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

III.B.2. 2018/2019 Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students

Page 17

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

III.B.3. Fundraising Activities

Page 19

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

III.B.4. Donations

Page 22

Recommend the Board of Education accept the donations.

III.B.5. Signature Authorizations for Chino Valley Unified School District

Page 24

Recommend the Board of Education approve the signature authorizations for Chino Valley Unified School District.

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

III.C.1. Student Expulsion Case 18/19-02

Page 29

Recommend the Board of Education approve expulsion case 18/19-02.

III.C.2. School-Sponsored Trips

Page 30

Recommend the Board of Education approve the following school-sponsored trips: Cattle ES; Townsend JHS; and Chino Hills HS.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Page 32

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

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

Page 33

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

III.D.3. Surplus/Obsolete Property

Page 38

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

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

Page 41

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

III.D.5. Change Order and Notice of Completion for Bid 17-18-28F, Briggs K-8 New Parking Lot

Page 43

Recommend the Board of Education approve the change order and Notice of Completion for Bid 17-18-28F, Briggs K-8 New Parking Lot.

III.D.6. Subcontractor Substitution for Bid 18-19-06F, Cattle ES, Litel ES, and Oak Ridge ES Modernization Project—Interim Housing

Page 46

Recommend the Board of Education approve the subcontractor substitution for Bid 18-19-06F, Cattle ES, Litel ES, and Oak Ridge ES Modernization Project—Interim Housing.

III.D.7. Resolution 2018/2019-22, Authorization to Utilize a Piggyback Contract

Page 47

Recommend the Board of Education adopt Resolution 2018/2019-22, authorization to utilize a piggyback contract.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Page 51

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

III.E.2. Rejection of Claims

Page 71

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

III.E.3. New Job Description and Creation of the Position for Nutrition Services Roving Assistant and Revisions for Multi Media Communications Specialist

Page 72

Recommend the Board of Education:

- a) Approve the new job description for Nutrition Services Roving Assistant,
- b) Authorize the creation of the position for Nutrition Services Roving Assistant, and
- c) Approve the job description revisions for Multi Media Communications Specialist.

III.E.4. Student Internship Agreements with Brandman University

Page 82

Recommend the Board of Education approve the student internship agreements with Brandman University.

IV. INFORMATION

IV.A. FACILITIES, PLANNING, AND OPERATIONS

IV.A.1. Annual Report Required Per Board Policy 3470 Debt Issuance and Management

Page 101

Recommend the Board of Education receive for information the annual report required per Board Policy 3470 Debt Issuance and Management.

V. DISCUSSION

V.A. ADMINISTRATION

V.A.1. Board Bylaw 9100 Bylaws of the Board—Organization.

Page 108

Recommend the Board of Education discuss Board Bylaw 9100 Bylaws of the Board—Organization.

VI. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

VII. ADJOURNMENT

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 18, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: PUBLIC NOTICE AND HEARING REGARDING THE DISTRICT'S
INITIAL BARGAINING PROPOSAL TO THE CALIFORNIA
SCHOOL EMPLOYEES ASSOCIATION, AND ITS CHINO
CHAPTER 102, FOR A SUCCESSOR COLLECTIVE BARGAINING
AGREEMENT EFFECTIVE JULY 1, 2018**

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BACKGROUND

The present Collective Bargaining Agreement between the Chino Valley Unified School District and the California School Employees Association (CSEA), and its Chino Chapter 102, expired on June 30, 2018. Pursuant to Article 21.1 of the Agreement, CSEA, and its Chino Chapter 102 gave notice to the District regarding its initial proposal for a successor Collective Bargaining Agreement and a public hearing was conducted on October 4, 2018.

Based on Administrative Regulation 4243.1, Public Notice – Personnel Negotiations, CSEA, and its Chino Chapter 102, the District is hereby announcing to the public its initial proposal for a successor Collective Bargaining Agreement, to be effective July 1, 2018. The District has given notice to CSEA regarding its initial bargaining proposal for the successor Collective Bargaining Agreement.

The Chino Valley Unified School District presents the following initial proposal to reach an agreement in negotiations with the California School Employees and its Chino Chapter 102 on a successor agreement to the parties' contract:

ARTICLE 3: ASSOCIATION RIGHTS

ARTICLE 4: EMPLOYEE RIGHTS

The District proposes to make changes to these Articles to bring them into compliance with recent legislation and case law.

ARTICLE 9: VACANCIES/PROMOTIONS

The District proposes to make changes to this Article concerning hiring procedures.

ARTICLE 12: WAGES AND BENEFITS

The District proposes to make changes to Article 12.3 Professional Growth—Tuition Reimbursement.

ARTICLE 21: NEGOTIATIONS PROCEDURES

ARTICLE 22: TERM

The District proposes that dates in these Articles be updated to reflect a three (3) year successor agreement, from July 1, 2018, through June 30, 2021.

CLASSIFIED HANDBOOK

The District proposes to make changes to its existing Catastrophic Leave forms and proposes to make changes to language for campus supervisors.

The District reserves the right to make proposals and counter proposals in response to the Association’s proposal and to introduce new subjects of negotiation during the course of bargaining consistent with the notice requirements in Government Code section 3547(d).

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

RECOMMENDATION

It is recommended the Board of Education give public notice, and conduct a public hearing regarding the District’s initial bargaining proposal to the California School Employees Association, and its Chino Chapter 102, for a successor Collective Bargaining Agreement effective July 1, 2018.

FISCAL IMPACT

To be determined through the bargaining process and disclosed prior to any Board action being taken pursuant to Board Policy 4243.1 and Government Code 3547.5.

NE:RR:FA:SH:mcm

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
October 4, 2018

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:00 P.M.

1. Roll Call

President Feix called to order the regular meeting of the Board of Education, Thursday, October 4, 2018, at 4:00 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

None.

3. Closed Session

President Feix adjourned to closed session at 4:00 p.m. regarding conference with legal counsel existing and anticipated litigation; public employee complaint hearing; public employee discipline/dismissal/release; and public employee appointment, director of human resources.

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 7:01 p.m. with Blair, Cruz, Na, Orozco, and Feix present. The Board met in closed session from 4:00 p.m. to 6:58 p.m. regarding conference with legal counsel existing and anticipated litigation; public employee complaint hearing; public employee discipline/dismissal/release; and public employee appointment, director of human resources.

The Board appointed Francisco Arce, Director of Human Resources, effective October 8, 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

Student Frankie Verduzco led the Pledge of Allegiance.

I.C. STUDENT SHOWCASE

1. Don Lugo HS: Quest News

Annette Deming, journalism teacher, accompanied journalism students who gave a presentation regarding cyberbullying and social media.

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

Alexi Magallanes spoke about the Student Advisory Committee's October 2 virtual meeting; and announced the next meeting scheduled for November 2.

I.E. EMPLOYEE REPRESENTATIVES' COMMUNICATIONS

None.

I.F. COMMUNITY LIAISON'S COMMUNICATIONS

None.

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

Bella Kennedy-Cummings addressed the Board regarding diversity; Juan Villalba addressed the Board regarding the prayer lawsuit; Don Bridge addressed the Board regarding the San Bernardino County Superintendent's State of the Education address; Sharon Stein and Debi Wollery addressed the Board regarding Andrew Cruz's comments; and Frankie Verduzco addressed the Board regarding marriage.

I.H. CHANGES AND DELETIONS

The following changes/deletions were read into the record: Item III.C.1., under Chino Hills HS, Song Leaders, Universal Dance Association High School Dance Team Nationals, deleted Crestline, California and inserted Kissimmee, Florida; Item III.D.6., second paragraph, deleted HBI Inspections and replaced with TYR IOR Services; and third 'whereas' deleted HBI Inspections and replaced with TYR IOR Services.

II. ACTION

II.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**II.A.1. Public Hearing Regarding the Sufficiency of Instructional Materials 2018/2019 and Adoption of Resolution 2018/2019-21**

President Feix opened the public hearing regarding the Sufficiency of Instructional Materials 2018/2019 at 7:46 p.m. There were no speakers and the hearing was closed at 7:47 p.m. Moved (Na) seconded (Cruz) carried unanimously (5-0) to adopt Resolution 2018/2019-21. Student representative voted yes.

II.B. FACILITIES, PLANNING, AND OPERATIONS**II.B.1. Resolution 2018/2019-20 Adopting the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program, Approving the Project, and Delegating Authority to Staff to Execute the Notice of Determination for the Chino HS Reconstruction Project**

Moved (Na) seconded (Cruz) carried unanimously (5-0) to adopt Resolution 2018/2019-20, the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program; approved the project; and delegated authority to staff to execute the Notice of Determination for the Chino HS Reconstruction project. Student representative voted yes.

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

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

II.C.2. Public Notice and Hearing Regarding the California School Employees Association and its Chino Chapter 102, Initial Bargaining Proposal to the Chino Valley Unified School District for a Successor Collective Bargaining Agreement Effective July 1, 2018

President Feix opened the public hearing regarding the California School Employees Association and its Chino Chapter 102, Initial Bargaining Proposal to the Chino Valley Unified School District for a successor Collective Bargaining Agreement Effective July 1, 2018, at 7:50 p.m. There were no speakers and the hearing was closed at 7:50 p.m.

III. CONSENT

Moved (Na) seconded (Cruz) carried unanimously (5-0) to approve the consent items, as amended. Student representative voted yes.

III.A. ADMINISTRATION**III.A.1. Minutes of the September 20, 2018 Regular Meeting**

Approved the minutes of the September 20, 2018 regular meeting.

III.A.2. Revision of Board Policy 2121 Administration—Superintendent’s Contract

Approved the revision of Board Policy 2121 Administration—Superintendent’s Contract.

III.A.3. Revision of Board Policy 2210 Administration—Administrative Discretion Regarding Board Policy

Approved the revision of Board Policy 2210 Administration—Administrative Discretion Regarding Board Policy.

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

Approved/ratified the warrant register.

III.B.2. 2018/2019 Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students

Approved/ratified the 2018/2019 applications to operate fundraising activities and other activities for the benefit of students.

III.B.3. Fundraising Activities

Approved/ratified the fundraising activities.

III.B.4. Donations

Accepted the donations.

III.B.5. Legal Services

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

III.B.6. Revision of Board Policy 3551 Business and Noninstructional Operations—Nutrition Services Operations/Cafeteria Fund

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

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

III.C.1. School-Sponsored Trips

Approved the following school-sponsored trips: Ayala HS; Chino HS; Chino Hills HS; and Don Lugo HS, as amended.

III.C.2. Memorandum of Understanding between Chino Valley Unified School District and Chaffey Community College District for Dual Enrollment Credit

Approved the Memorandum of Understanding between Chino Valley Unified School District and Chaffey Community College District for Dual Enrollment Credit.

III.C.3. Proclamation for Red Ribbon Week, October 23-31, 2018

Adopted the proclamation for Red Ribbon Week, October 23-31, 2018.

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. Notice of Completion for CUPCCAA Projects

Approved the Notice of Completion for CUPCCAA Projects.

III.D.5. Change Order and Notice of Completion for Bid 17-18-19F, Ayala HS, Chino Hills HS, and Don Lugo HS Tennis Court Resurfacing

Approved the change order and Notice of Completion for Bid 17-18-19F, Ayala HS, Chino Hills HS, and Don Lugo HS Tennis Court Resurfacing.

III.D.6. Reimbursement Agreement for DSA Inspection Services Through the City of Chino Hills

Approved the Reimbursement Agreement for DSA Inspection services through the city of Chino Hills, as amended.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Approved/ratified the certificated/classified personnel items.

III.E.2. Memorandum of Understanding for the California Agricultural Teachers' Induction Program with the Sutter County Superintendent of Schools

Approved the Memorandum of Understanding for the California Agricultural Teachers' Induction Program with the Sutter County Superintendent of Schools.

IV. INFORMATION

IV.A. BUSINESS SERVICES

IV.A.1. Revision of Administrative Regulation 3230 Business and Noninstructional Operations—Federal Grant Funds

Received for information the revision of Administrative Regulation 3230 Business and Noninstructional Operations—Federal Grant Funds.

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

IV.B.1. Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for July through September 2018

Received for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for July through September 2018.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

Sylvia Orozco acknowledged former Board member Michael Calta in the audience; said Superintendent Enfield spoke at the Chino Valley Real Estate Professionals meeting; visited the STEAM room at Liberty ES; spoke about Don Lugo HS's SynDaver Synthetic surgical canines; attended the September mixer for the Chino Valley Chamber of Commerce; attended Rhodes ES Cum Laude awards; announced that County Supervisor Curt Hagman's office is holding a Veteran Claims event on November 8 at his Chino Hills office; explained the process for placing items on the agenda; and requested that the Board receive a legal analysis presentation at the

November 1 meeting, and that the Model Parental Rights proposed policy item be moved to the November 1 Board meeting as an information item.

Andrew Cruz attended the parent family engagement program at Chino Hills HS on October 3; acknowledged the local law enforcement officers in attendance; spoke about suggestions made by parents in attendance; and spoke about social media impacting children in a negative way.

Irene Hernandez-Blair commended student Bella Kennedy-Cummings for speaking about households with love and same sex parents; and spoke about the individual who authored the 2010 resolution in support of Proposition 8, (the California Marriage Protection Act), and said she hopes that it can be undone in the future.

James Na commended Don Lugo HS students for their presentation on cyberbullying and expressing their concerns; spoke about life being tough, compassion, and doing one's best; visited Chino HS and commented on the new artificial turf in the quad area; and visited Chino Hills HS.

Superintendent Enfield made no comments.

President Feix addressed Mr. Cruz's comments regarding students using cell phones in class; and asked that the Board consider discussing the Board Bylaw that governs the selection of the Board president.

VI. ADJOURNMENT

President Feix adjourned the regular meeting of the Board of Education at 8:14 p.m.

Pamela Feix, President

Irene Hernandez-Blair, Clerk

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
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DATE: October 18, 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

\$4,645,258.36 to all District funding sources.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 18, 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**

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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
October 18, 2018

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

School

Organization

Ramona JHS

Band Boosters

Chino Hills HS

General Boosters

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 18, 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
October 18, 2018

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Country Springs ES</u>		
Student Council	Hallo-Gram Sale	10/19/18 - 10/31/18
PFA	Active Sock Sale	10/23/18 - 11/2/18
Student Council	Student Store	11/1/18 - 5/30/19
Student Council	Winter Wishes Gram Sale	12/3/18 - 12/19/18
Student Council	Valentine Gram Sale	1/28/19 - 2/13/19
Student Council	Aloha Gram Sale	5/6/19 - 5/29/19
<u>Glenmeade ES</u>		
PTA	After School Kona Ice Sale	10/19/18 - 6/1/19
PTA	Chick-fil-A Family Night Out	10/23/18
PTA	Chipotle Family Night Out	11/17/18
<u>Hidden Trails ES</u>		
PTA	Off Campus Cookie Dough Sale	10/19/18
PTA	Trunk or Treat/Monster Mash	10/26/18
PTA	McDonald's McTeacher Night	11/14/18
PTA	Book Fair	12/10/18 - 12/14/18
PTA	Holiday Gift Shop	12/10/18 - 12/14/18
<u>Marshall ES</u>		
ASB - 6th Grade	Off Campus Candy Sale	10/19/18 - 11/16/18
<u>Rolling Ridge ES</u>		
ASB - 6th Grade	Sweatshirt Sale	10/19/18 - 5/30/19
<u>Magnolia JHS</u>		
N.I.H.S. Club	Donation Drive	11/1/18 - 5/30/19
ASB - General	After School Kona Ice Sale	5/8/19 - 5/9/19
<u>Ramona JHS</u>		
Band Boosters	IHOP Spirit Days	10/23/18 - 10/24/18
Travel Club	Chipotle Family Night Out	12/4/18

CHINO VALLEY UNIFIED SCHOOL DISTRICT
October 18, 2018

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Ayala HS</u>		
S.A.D.D. Club	Chipotle Family Night Out	10/19/18
Mock Trial Club	After School Donut Sale	10/19/18 - 10/26/18
AVID	College Tour Ticket Sale	10/20/18 - 5/30/19
Taiwanese Club	Ding Tea Spirit Day	10/23/18
Grad Night Boosters	Stussy Clothing Sale	11/3/18
Science Olympiad	Chipotle Family Night Out	11/6/18
Boys Soccer	Off Campus Beef Jerky Sale	11/8/18 - 12/8/18
Boys Soccer	Donation Drive	11/20/18 - 12/30/18
<u>Chino Hills HS</u>		
Girls Basketball	Sponsorship Drive	10/19/18 - 11/15/18
Ping Pong Club	Off Campus Candy Sale	10/19/18 - 11/30/18
Yearbook Club	Tribute Advertisement Sale	10/19/18 - 2/28/19
CHAD	Donation Drive	10/19/18 - 6/1/19
General Boosters	Weekly Bingo	10/19/18 - 6/30/19
Korean Culture Awareness	Ding Tea Spirit Days	10/22/18 - 10/26/18
Music Boosters	Which Wich Superior Sandwichs Night Out	10/24/18
Operation Smile Club	Before School Donut Sale	10/26/18
PTSA	E-waste Recycling	10/27/18
Girls Basketball	Applebee's Breakfast	10/27/18
Spirit Boosters	Comedy Show Ticket Sale	11/10/18
Baseball Boosters	Active Perfect Pair Sock Sale	11/15/18
Baseball Boosters	Baseball Games Snack Bar	11/15/18 - 6/1/19
Music Boosters	Mattress Sale	1/19/19

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Our Motto:

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

DATE: October 18, 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
October 18, 2018

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>C.A.R.E. Program</u>		
Veterans of Foreign War	Gift Cards	\$50.00
<u>Cortez ES</u>		
Kroger	Cash	\$18.00
<u>Country Springs ES</u>		
Donor's Choose	HP Chromebook II	\$782.00
<u>Magnolia JHS</u>		
Magnolia PFA	Golf Cart	\$11,154.00
<u>Chino Hills HS</u>		
Insul-Light	Cash	\$350.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
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DATE: October 18, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
SUBJECT: SIGNATURE AUTHORIZATIONS FOR CHINO VALLEY UNIFIED SCHOOL DISTRICT

=====

BACKGROUND

Signature authorization items are routinely brought to the Board for approval based on changes in the organization. Signature authorization allows employees and Board members to perform designated functions in the course of their assigned duties. Approval of the list authorizes designated employees and Board members specific signature authority.

This updated signature list adds signature authorization for Frank Arce, Director, Human Resources.

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

RECOMMENDATION

It is recommended the Board of Education approve the signature authorizations for Chino Valley Unified School District.

FISCAL IMPACT

None.

NE:SHC:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
 AUTHORIZED SIGNATURE LIST
 October 18, 2018**

In accordance with provisions of legal codes for the State of California, the Board of Education of the Chino Valley Unified School District hereby delegates authority to sign documents on their behalf, subject to the conditions noted below.

No contract signed pursuant to this delegation shall be valid until such approval has been granted by the governing body of this school district. The duration of this delegation shall extend until revoked or amended.

DOCUMENTS	NAMES
Certificated Notice of Employment**	Norm Enfield Richard Rideout Frank Arce*** Suzanne Hernandez
Classified Notice of Employment**	Norm Enfield Richard Rideout Frank Arce*** Suzanne Hernandez
Notice of Intent Not to Re-Employ	Norm Enfield Richard Rideout Frank Arce*** Suzanne Hernandez
Notice of Employment – Youth Work Experience**	Norm Enfield Lea Fellows Grace Park Luke Hackney Julian Rodriguez
Temporary Teaching Credentials and Credential Applications	Norm Enfield Richard Rideout Frank Arce*** Suzanne Hernandez
Statements of Need	Norm Enfield Richard Rideout Frank Arce*** Suzanne Hernandez
Inter District and Intra District Attendance Agreements	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Richard Rideout Stephanie Johnson
Claim of Plaintiff Statements	Norm Enfield Sandra H. Chen Richard Rideout Greg Stachura Craig Frame

DOCUMENTS	NAMES
Small Claims Court Representatives**	Norm Enfield Sandra H. Chen Richard Rideout Frank Arce*** Suzanne Hernandez Craig Frame
Forms/Report/Claims for Workers' Compensation Risk Management	Norm Enfield Sandra H. Chen Richard Rideout Frank Arce*** Suzanne Hernandez Craig Frame
Payroll Orders	Norm Enfield Sandra H. Chen Liz Pensick Patti Newton
Payroll Connected District Orders	Norm Enfield Sandra H. Chen Liz Pensick Patti Newton
Custodian of Revolving Cash Fund for the General Fund*	Norm Enfield Sandra H. Chen (custodian) Liz Pensick Patti Newton
District Orders for Employee Mileage Reimbursement and Transportation Reports	Norm Enfield Sandra H. Chen Liz Pensick
Purchase Orders**	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Richard Rideout Greg Stachura Anna G. Hamilton Liz Pensick Patti Newton
All Other Special Projects Applications and Report Documents	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Richard Rideout Greg Stachura Beverly Beemer Liz Pensick

DOCUMENTS	NAMES
Special Projects Funding Applications, Funding Certifications	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Greg Stachura Beverly Beemer
Miscellaneous Receipts Checking Account*	Norm Enfield Sandra H. Chen Liz Pensick Patti Newton
Forms, Reports, Checks for Nutrition Service Cafeteria Account*	Sandra H. Chen Liz Pensick Patti Newton Javier Quirarte
Briggs Fundamental Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Buena Vista HS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Cal Aero Preserve Academy Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Canyon Hills JHS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Magnolia JHS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Ramona JHS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Townsend JHS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton

DOCUMENTS	NAMES
Woodcrest JHS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Elementary Student Bodies*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Travel Advances	Norm Enfield Sandra H. Chen
Housing Construction Impact Reports	Norm Enfield Sandra H. Chen Greg Stachura Beverly Beemer
District Orders, Contracts and in Lieu of Transportation Payments**	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Richard Rideout Greg Stachura Anna G. Hamilton Liz Pensick
Approval of the Release of Commercial Warrants as Payments to Vendors**	Norm Enfield Sandra H. Chen Greg Stachura Beverly Beemer Liz Pensick Patti Newton
Bank Documents	Sandra H. Chen Liz Pensick
Electronic Signature Key Authorization	Sandra H. Chen Anna G. Hamilton Liz Pensick Patti Newton
Budget and Expenditure Transfers or Adjustments**	Norm Enfield Sandra H. Chen Greg Stachura Beverly Beemer Liz Pensick
Necessary School Facilities Program Documents (State Allocation Board)	Norm Enfield Sandra H. Chen Greg Stachura Beverly Beemer
Certification of Board of Education Minutes	Norm Enfield Pamela Feix-(President) Irene Hernandez-Blair-(Clerk)

- * Requires more than one signature
- ** Requires separate Board action
- *** Name added

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 18, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Stephanie Johnson, Director, Student Support Services
SUBJECT: STUDENT EXPULSION CASE 18/19-02

=====

BACKGROUND

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

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

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

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

RECOMMENDATION

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve student expulsion case 18/19-02.

FISCAL IMPACT

None.

NE:LF:SJ:ss

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: October 18, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: SCHOOL-SPONSORED TRIPS

=====

BACKGROUND

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

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

RECOMMENDATION

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

School-Sponsored Trips	Date	Fiscal Impact
Site: Cattle ES Event: Sacramento Day Trip Place: Sacramento, CA Chaperone: 34 students/21 chaperones	March 21, 2019	Cost: \$379.00 per student Funding Source: Parents
Site: Cattle ES Event: Arrowhead Ranch Outdoor Science Camp Place: Lake Arrowhead, CA Chaperone: 100 students/10 chaperones	April 15-18, 2019	Cost: \$264.00 per student Funding Source: Parents and fundraising

Site: Townsend JHS Event: East Coast Trip Place: Washington, D.C.; Philadelphia, PA; and New York, NY Chaperone: 70 students/10 chaperones	March 23-28, 2019	Cost: \$2,679.00 per student Funding Source: Parents and fundraising
Site: Chino Hills HS Event: Varsity Softball - Bullhead Tournament of Champions Place: Bullhead City, AZ Chaperone: 21 students/3 chaperones	March 6-10, 2019	Cost: \$170.00 per student Funding Source: Parents

FISCAL IMPACT

None.

NE:LF:rtr

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: October 18, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: PURCHASE ORDER REGISTER

=====

BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$2,197,809.34 to all District funding sources.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: October 18, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: AGREEMENTS FOR CONTRACTOR/CONSULTANT SERVICES

=====

BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

As indicated.

NE:GJS:AGH:pw

BUSINESS SERVICES	FISCAL IMPACT
<p>B-1819-015 CVUSD Nutrition Services. To provide prepared meals each school day for students in Health Services and Child Development programs. Submitted by: Nutrition Services Duration of Agreement: July 1, 2018 - June 30, 2019</p>	<p>Contract amount: Per rate sheet Funding source: Cafeteria Fund</p>
CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
<p>CIIS-1819-121 Paradigm Healthcare Services, LLC. To provide Medi-Cal Administrative Activities (MAA) billing services. Submitted by: Health Services Duration of Agreement: October 19, 2018 - June 30, 2021</p>	<p>Contract amount: \$36,300.00 Funding source: Health Services</p>
<p>CIIS-1819-122 SPAY, Inc. dba Stack Sports and Blue Star Sports. To provide online access game film analysis and storage and player statistics. Submitted by: Chino HS Duration of Agreement: October 19, 2018 - June 30, 2019</p>	<p>Contract amount: \$1,900.00 Funding source: Site Budget</p>
<p>CIIS-1819-123 DemiDec Resources. To provide online resources for Academic Decathlon. Submitted by: Don Lugo HS Duration of Agreement: October 19, 2018 - June 30, 3019</p>	<p>Contract amount: \$856.93 Funding source: Site Budget</p>
<p>CIIS-1819-124 Paul Giganti, Jr. dba California Math Festival Program. To provide elementary math fesitval assembly. Submitted by: Walnut ES Duration of Agreement: October 19, 2018 - June 30, 2019</p>	<p>Contract amount: \$2,800.00 Funding source: Site Budget</p>
<p>CIIS-1819-125 imacs of South Florida Inc. dba imacs. To provide AP Computer Science Java programming software licensing. Submitted by: Alternative Education Center Duration of Agreement: October 19, 2018 - June 30, 2019</p>	<p>Contract amount: \$249.50 Funding source: Site Budget</p>
<p>CIIS-1819-126 City of Chino. To provide case management services for eligible McKinney-Vento students during the 2018/2019 school year. Submitted by: Health Services Duration of Agreement: July 1, 2018 - June 30, 2019</p>	<p>Contract amount: \$75,000.00 Funding source: McKinney-Vento Grant</p>
<p>CIIS-1819-127 School Newspaper Online (SNO) Sites. To provide journalism website domain renewal Submitted by: Don Lugo HS Duration of Agreement: October 19, 2018 - October 17, 2019</p>	<p>Contract amount: \$416.62 Funding source: Site Budget</p>
<p>CIIS-1819-128 National Scholastic Press Association. To provide online services for journalism. Submitted by: Don Lugo HS Duration of Agreement: October 19, 2018 - June 30, 2019</p>	<p>Contract amount: \$109.00 Funding source: Site Budget</p>
<p>CIIS-1819-129 Imagine Learning, Inc. To provide student licenses for online language and literacy program. Submitted by: Dickson ES Duration of Agreement: October 19, 2018 - June 30, 3019</p>	<p>Contract amount: \$1,500.00 Funding source: Title I</p>

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-1819-130 DeAntwann Dytrell Johnson dba DJ Johnson/DJ Inspires LLC. To provide various services that meet the social-emotional needs of schools and students. Submitted by: Briggs K-8 Duration of Agreement: October 19, 2018 - June 30, 2019	Contract amount: \$600.00 Funding source: Title I
CIIS-1819-131 My New Enterprise, LLC. To provide online curriculum for Agricultural Economics class. Submitted by: Don Lugo HS Duration of Agreement: October 19, 2018 - June 30, 2019	Contract amount: \$195.00 Funding source: Carl Perkins Grant
CIIS-1819-133 DreamBox Learning Inc. To provide 12-month DreamBox math site license subscription. Submitted by: Hidden Trails ES Duration of Agreement: October 19, 2018 - October 18, 2019	Contract amount \$7,900.00 Funding source: Site Budget
CIIS-1819-134 Sidepath, Inc. To provide professional development for server maintenance Submitted by: Technology Duration of Agreement: October 19, 2018 - October 18, 2019	Contract amount \$44,714.00 Funding source: LCAP
CIIS-1819-135 Follett School Solutions, Inc. To provide 12-month Destiny Express renewal for District-wide libraries. Submitted by: Technology Duration of Agreement: October 31, 2018 - October 31, 2019	Contract amount: \$41,467.00 Funding source: LCAP

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-1819-041 Best-VIP Chauffeured Worldwide. To provide charter bus services. Submitted by: Transportation Duration of Agreement: October 19, 2018 - June 30, 2019	Contract amount: Per rate sheet Funding source: General Fund
F-1819-042 Carreras Tours LLC. To provide charter bus services. Submitted by: Transportation Duration of Agreement: October 19, 2018 - June 30, 2019	Contract amount: Per rate sheet Funding source: General Fund
F-1819-043 Hot Dogger Tours, Inc. dba Gold Coast Tours. To provide charter bus services. Submitted by: Transportation Duration of Agreement: October 19, 2018 - June 30, 2019	Contract amount: Per rate sheet Funding source: General Fund
F-1819-044 Alliance Bus Lines, Inc. To provide charter bus services. Submitted by: Transportation Duration of Agreement: October 19, 2018 - June 30, 2019	Contract amount: Per rate sheet Funding source: General Fund

HUMAN RESOURCES	FISCAL IMPACT
HR-1819-011 Protect Connect Educate (PCE) Solutions. To provide training for student-led bullying reduction and school climate improvement. Submitted by: Risk Management Duration of Agreement: July 1, 2018 - June 30, 2021	Contract amount: \$9,078.50 Funding source: General Fund

HUMAN RESOURCES	FISCAL IMPACT
HR-1819-012 City of Chino Hills. To provide School Resource Officers (SROs) at Ayala HS and Chino Hills HS. Submitted by: Human Resources Duration of Agreement: August 13, 2018 - May 30, 2019	Contract amount: \$242,746.00 Funding source: General Fund

SAN BERNARDINO COUNTY	FISCAL IMPACT
SBC-18-541 San Bernardino County Behavioral Health. To provide School-Aged Treatment Services (SATS). Submitted by: Health Services Duration of Agreement: August 1, 2018 - June 30, 2023	Contract amount: \$4,097,712.00 Funding source: General Fund

MASTER CONTRACTS	FISCAL IMPACT
MC-1819-039 Rock for Human Rights. To provide free human rights assembly. Submitted by: Townsend JHS Duration of Agreement: October 19, 2018 - June 30, 2021	Contract amount: None Funding source: None
MC-1819-040 Jurupa Community Services District. To provide banquet and catering facility. Submitted by: Chino HS Duration of Agreement: October 19, 2018 - June 30, 2021	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
MC-1819-041 Discovery Science Center of Orange County dba Discovery Cube Orange County. To provide school assemblies. Submitted by: Purchasing Duration of Agreement: October 19, 2018 - June 30, 2021	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
MC-1819-042 Charitable Ventures of Orange County dba San Geronimo Outdoor Science School. To provide outdoor science camp. Submitted by: Marshall ES Duration of Agreement: October 19, 2018 - June 30, 2021	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
CIIS-1819-088 Houghton Mifflin Harcourt Publishing Co. To provide Math 180 hosting renewals for 2018. Submitted by: Secondary Curriculum Duration of Agreement: July 1, 2018 - June 30, 2019 Original Agreement Board Approved: July 19, 2018	Increase contract amount from \$6,660.00 to \$9,610.00 for additional implementation training for math teachers Funding source: LCAP/Title I
CIIS-1819-105 Wendy Weichel Murawski dba 2 Teach LLC. To provide professional development training for teachers to improve instructional strategies in the classroom and student achievement. Submitted by: Don Lugo HS Duration of Agreement: September 7, 2018 - June 30, 2019 Original Agreement Board Approved: September 6, 2018	Increase contract amount from \$30,600.00 to \$42,600.00 to include Chino HS Funding source: Title I
F-1516-002 TYR Inspection Services. To provide DSA inspection services. Submitted by: Facilities, Planning, and Operations Duration of Agreement: July 1, 2015 - June 30, 2017 Original Agreement Board Approved: June 25, 2015	Contract amount: Per rate sheet Funding source: Capital Facilities and include Measure G Fund 21 Extend contract to: June 30, 2019

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<p>F-1718-008 PlaceWorks. To provide preparation of mandated California Environmental Quality Act (CEQA) documentation for the reconstruction of Chino HS. Submitted by: Facilities, Planning, and Operations Duration of Agreement: October 6, 2017 - June 30, 2018 Original Agreement Board Approved: October 5, 2017</p>	<p>Contract amount: Per rate sheet</p> <p>Funding source: Capital Facilities and include Measure G Fund 21</p> <p>Extend contract to: June 30, 2019</p>

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 18, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: SURPLUS/OBSOLETE PROPERTY

=====

BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

Increase to the General Fund from proceeds of sale.

NE:GJS:pw

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

October 18, 2018

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Printer	Xerox Phaser 3500	25015	Human Resources
Laptop	Dell Latitude E6400	67678	Technology
Laptop	Dell Latitude E5430	41108	Technology
Laptop	Apple	39860	Technology
Laptop	Dell Latitude E5400	33842	Technology
Laptop	Dell Latitude E5430	41106	Technology
Laptop	Dell Latitude E5430	40968	Technology
Laptop	Dell Latitude E5430	41645	Technology
Laptop	Dell Latitude E5430	41216	Technology
Laptop	Dell Latitude E5430	41260	Technology
Laptop	Apple	25358	Technology
Laptop	Apple	W87328YWZ5W	Technology
Laptop	Dell Latitude E5400	39197/8TZ3MQ1	Technology
Computer	Dell	40687/7RFSSW1	Technology
Laptop	Apple	W891221P2QT/29513	Technology
Laptop	Dell	41494 / H2NFPX1	Technology
Laptop	Apple	24476/W87150S4W0M	Technology
Laptop	Dell	41642/HPSTSY1	Technology
Laptop	Dell	41644/4TSTSY1	Technology
Laptop	Dell	40676/BS5FXW1	Technology
Laptop	Apple	W87328ZYZ6W	Technology
Laptop	Apple	W87331DZZ5W	Technology
Laptop	Apple	21967	Technology
24 Port Switch	3Com	0301/7MFF048305	Technology
Hard Drive	LaCie	33170069	Technology
Laptop	Dell	1jytw1/41196	Technology
Laptop	Dell	40414/CV79VV21	Technology
Laptop	Dell	40680/D16FXW1	Technology
Laptop	HP	MXL41313G4	Technology
Laptop	Dell	39106/8TXSLQ1	Technology
Laptop	Dell	40799/JXKRXW1	Technology
Computer	LG	00180446646299	Technology
Laptop	Dell	41217/HJYTW1	Technology
Laptop	Dell	41197/7M0VZW1	Technology
Laptop	Dell	39194/8TWTLQ1	Technology
Laptop	Dell	40974/8NHQYW1	Technology
Laptop	Dell	41202/BD0VZW1	Technology
Wireless LAN Switch	3Com	24155/M8WE7IJ5CC520	Technology

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Wireless LAN Switch	3Com	24151/M8WE7PJB50E20	Technology
Wireless LAN Switch	3Com	24157/M8WE7PJB4EE70	Technology
Laptop	Dell	40802/FXJRXW1	Technology
Laptop	Dell	41638/ FJ1TSY1	Technology
Laptop	Dell	39082/8T29MQ1	Technology
Laptop	Dell	45399 / 467TL32	Technology
Laptop	Dell	45709 / G77TL32	Technology
Laptop	Dell	44491 / JYTYM12	Technology
Laptop	Dell	43997 / 1BNQL12	Technology
Laptop	Dell	39198 / 8TYFMQ1	Technology
Laptop	Dell	40436 / J42LLV1	Technology
Laptop	Dell	39789/8P7C6S1	Technology
Laptop	Dell	39086/8T2GMQ1	Technology
Laptop	Dell	41207/74ZTZW1	Technology
Laptop	Dell	39074/8T30MQ1	Technology
Laptop	Dell	29133/FV8DRH1	Technology
Laptop	Dell	40998/HFD9ZW1	Technology
Computer	LG	00180466535712	Technology
Computer	LG	00180457362127	Technology
Laptop	Apple	39478	Chaparral ES
Copy Machine	HP	9050 DN	Canyon Hills JHS
Laptop	Dell Latitude 3189	3801672722	Don Lugo HS

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: October 18, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA PROJECTS

=====

BACKGROUND

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

CUPCCAA Project	Project Description	Contractor	Original Quotation	Change Order	Total	Funding Source
CC2018-32	Mulch Coverage on Slope at Eagle Canyon ES	Mission Landscape Co. Inc.	\$22,200.00	N/A	\$22,200.00	25
CC2019-02	Safety and Security Office Door at Marshall ES	J2 Builders	\$24,200.00	N/A	\$24,200.00	21
CC2019-03	Safety and Security Office Door at Glenmeade ES	J2 Builders	\$17,500.00	N/A	\$17,500.00	21

Documentation indicating satisfactory completion and compliance with specifications has been obtained from school site administrators; Sam Sousa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$41,700.00 to Building Fund 21.

\$22,200.00 to Tax A Fund 25.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 18, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID 17-18-28F, BRIGGS K-8 NEW PARKING LOT

=====

BACKGROUND

On June 14, 2018, the Board of Education awarded Bid No. 17-18-28F, Briggs K-8 New Parking Lot to Roadway Engineering & Contracting Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Roadway Engineering & Contracting Inc.	(\$113,756.85)
	Bid Amount:	\$984,400.00
	Revised Total Project Amount:	\$870,643.15
	Retention Amount:	\$43,532.16

The change order results in a net decrease of \$113,756.85 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$870,643.15. All contracted work was completed on August 18, 2018.

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from the following individuals: site administrator; Michael De Vries, Construction Manager; Phuc Tran, WLC, Architect; TYR, DSA Inspector; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance and Operations.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the change order and Notice of Completion for Bid 17-18-28F, Briggs K-8 New Parking Lot.

FISCAL IMPACT

\$870,643.15 to Building Fund 21.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT



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

C H A N G E O R D E R # 0 1

DATE: August 22, 2018

PROJECT / BID #: Briggs K-8 New Parking Lot / Bid #17-18-28F ↗

DSA APPLICATION #: NA

DSA FILE #: NA

OWNER: Chino Valley Unified School District

ARCHITECT/ENGINEER: WLC Architects

CONTRACTOR: Roadway Engineering & Contracting Inc.

THE CONTRACTOR IS HEREBY AUTHORIZED TO DO THE FOLLOWING

Item 1:	Credit for Unused Allowance Amount	\$113,756.85 ↗
Requested by:	Chino Valley Unified School District	
Reason:	Only \$36,243.15 of the \$150,000.00 Allowance Amount was used.	

The original contract amount was:	\$ 984,400.00 ↗
The contract amount will be decreased by this Change Order:	\$(113,756.85) ↗
The new contract amount including this Change Order will be:	\$ 870,643.15 ↗
The contract time will be increased by 31 days.	

APPROVED BY:

GENERAL CONTRACTOR

9-5-18
DATE

TJR _____
DSA INSPECTOR OF RECORD

9-7-18
DATE

[Signature] _____
CVUSD CONSTRUCTION COORDINATOR

9-10-18
DATE

[Signature] _____
CVUSD DIRECTOR OF MAINTENANCE, OPERATIONS & CONSTRUCTION

9-12-18
DATE

[Signature] _____
OWNER (authorized agent)

9/25/18
DATE

[Signature] _____
ARCHITECT/ENGINEER/CONSULTANT

9.7.18
DATE
9-7-18

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 18, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
Anna G. Hamilton, Director, Purchasing
SUBJECT: SUBCONTRACTOR SUBSTITUTION FOR BID 18-19-06F, CATTLE ES, LITEL ES, AND OAK RIDGE ES MODERNIZATION PROJECT – INTERIM HOUSING

=====

BACKGROUND

On September 20, 2018, the Board of Education approved the award of Bid 18-19-06F, Cattle ES, Litel ES, and Oak Ridge ES Modernization Project – Interim Housing and awarded Bid Package #3 Demo, Drywall, Ceiling, Flooring, Signage, Doors/Hardware, Misc. Steel, and Toilet Accessories to RVH Constructors Inc. This contractor has requested a substitution of Compass Builders Inc., the subcontractor responsible for the steel gates and plumbing portion of the bid package.

RVH Constructors will be using Econo Fence Inc. to complete the steel gates scope of work on the project and Empryeen Plumbing, Inc. to complete the plumbing scope of work on the project at no additional cost to the District. This substitution was requested because Compass Builders is unable to provide the services as specified in the bid documents and refused to sign their subcontract agreement.

Compass Builders was notified of the request for substitution. The company did not object and subsequently submitted a Letter of Withdrawal from the subcontract.

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

RECOMMENDATION

It is recommended the Board of Education approve the subcontractor substitution for Bid 18-19-06F, Cattle ES, Litel ES, and Oak Ridge ES Modernization Project – Interim Housing.

FISCAL IMPACT

None.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 18, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: RESOLUTION 2018/2019-22, 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
2018/2019-22	State of California Multiple Awards Schedule (CMAS) 3-16-70-0012B	Dell Marketing L.P.	Information Technology Goods & Services: Adobe, Dell, Microsoft, Computer-Laptop, Computer-PC, LAN/WAN-Wireless Network, Network-Component, Printer, Server-Network, Software, and Software-Application	7/15/2016-2/28/2021

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2018/2019-22, authorization to utilize a piggyback contract.

FISCAL IMPACT

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District
Resolution 2018/2019-22
Authorization to Utilize the California Multiple Awards Schedule (CMAS)
Contract 3-16-70-0012B
With Dell Marketing L.P.
to Purchase Information Technology Goods & Services: Adobe, Dell, Microsoft,
Computer-Laptop, Computer-PC, LAN/WAN-Wireless Network,
Network-Component, Printer, Server-Network, Software, and Software-Application
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 Adobe, Dell, Microsoft, Computer-Laptop, Computer-PC, LAN/WAN-Wireless Network, Network-Component, Printer, Server-Network, Software, and Software-Application for the District;

WHEREAS, CMAS currently has a piggyback contract, Contract 3-16-70-0012B, in accordance with Public Contract Code 20118 with Dell Marketing L.P. 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 Adobe, Dell, Microsoft, Computer-Laptop, Computer-PC, LAN/WAN-Wireless Network, Network-Component, Printer, Server-Network, Software, and Software-Application through the piggyback contract procured by the CMAS Contract 3-16-70-0012B.

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 Adobe, Dell, Microsoft, Computer-Laptop, Computer-PC, LAN/WAN-Wireless Network, Network-Component, Printer, Server-Network, Software, and Software-Application through the piggyback contract originally procured by the CMAS Contract 3-16-70-0012B 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 Adobe, Dell, Microsoft, Computer-Laptop, Computer-PC, LAN/WAN-Wireless Network, Network-Component, Printer, Server-Network, Software, and Software-Application in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS Contract 3-16-70-0012B.

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

Section 5. Effective Date. This resolution shall be effective as of July 15, 2016, for the term ending February 28, 2021.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 18th day of October 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: October 18, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

PETIT DINKINS, Shawna	Principal – JHS	Cal Aero K-8	10/12/2018
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HIRED AT APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2018/2019 SCHOOL YEAR

ROUSSELLE, Reanna	Elementary Teacher	Cortez ES	10/19/2018
REZA SETO, Christine	Special Education Teacher	Oak Ridge ES	10/19/2018
KREISS, Kimberly	Social Science Teacher	Chino Hills HS	10/19/2018

TEACHING OUT OF CREDENTIAL AREA PER EDUCATION CODE §44258.7(b) EFFECTIVE JULY 1, 2018, THROUGH JUNE 30, 2019

ALLEN, Jeffrey	Athletic PE	Ayala HS	2018/2019
AMELUXEN, John	Athletic PE	Ayala HS	2018/2019
BHATT, Sameer	Athletic PE	Ayala HS	2018/2019
CAPPS, Ronald	Athletic PE	Ayala HS	2018/2019
GRACIA, Arthur	Athletic PE	Ayala HS	2018/2019
LONG, Eric	Athletic PE	Ayala HS	2018/2019
MARCEAU, Paul	Athletic PE	Ayala HS	2018/2019
REAMS, Randall	Athletic PE	Ayala HS	2018/2019
REED, Warren	Athletic PE	Ayala HS	2018/2019
ULLMANN, Matthew	Athletic PE	Ayala HS	2018/2019
VOGT, Christopher	Athletic PE	Ayala HS	2018/2019
ANGULO, Alex	Athletic PE	Chino HS	2018/2019
MILLER, Craig	Athletic PE	Chino HS	2018/2019
STARICKA, Damian	Athletic PE	Chino HS	2018/2019
SURINA, Michael	Athletic PE	Chino HS	2018/2019
BERGMANN, James	Athletic PE	Chino Hills HS	2018/2019
PALMER, Robert	Athletic PE	Chino Hills HS	2018/2019
HIGHSTREET, Eric	Athletic PE	Don Lugo HS	2018/2019
POLITE, Coby	Athletic PE	Don Lugo HS	2018/2019
POTEET, Ronald	Athletic PE	Don Lugo HS	2018/2019
SWIFT, Micah	Athletic PE	Don Lugo HS	2018/2019

TEACHING OUT OF CREDENTIAL AREA PER EDUCATION CODE §44263 EFFECTIVE JULY 1, 2018, THROUGH JUNE 30, 2019

RUSSELL, Kevin	Digital Photo	Ayala HS	2018/2019
BURNS, John	Health Science	Boys Republic HS	2018/2019
SMOUSE, Frank	Stage Craft	Chino HS	2018/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>TEACHING OUT OF CREDENTIALLED AREA PURSUANT TO T5 §80020.4(a) & (b)</u> <u>EFFECTIVE JULY 1, 2018, THROUGH JUNE 30, 2019</u>			
CISNEROS-ALBA, Melissa	Instructional Coach	Butterfield Ranch ES	2018/2019
HOO, Penelope	Instructional Coach	Cattle ES	2018/2019
MADKIN, Kitt	Instructional Coach	Cortez ES	2018/2019
LEONG, Eileen	Instructional Coach	Country Springs ES	2018/2019
MORALES, Elizabeth	Instructional Coach	Dickey ES	2018/2019
STRADLING, Sandra	Instructional Coach	Eagle Canyon ES	2018/2019

TEACHING OUT OF CREDENTIALLED AREA PURSUANT TO T5 §80020.4(a) & (b)
EFFECTIVE JULY 1, 2018, THROUGH JUNE 30, 2019 (cont.)

BAKER, Andrea	Instructional Coach	Glenmeade ES	2018/2019
OLGIN, Patricia	Instructional Coach	Hidden Trails ES	2018/2019
PERA, Belma	Instructional Coach	Liberty ES	2018/2019
ALTERMATT, Lauren	Instructional Coach	Litel ES	2018/2019
MILVERSTED, Angela	Instructional Coach	Marshall ES	2018/2019
LONG, Amanda	Instructional Coach	Newman ES	2018/2019
GROSS, Heidi	Instructional Coach	Oak Ridge ES	2018/2019
COLBY, Stacy	Instructional Coach	Rolling Ridge ES	2018/2019
IVES, Kristine	Instructional Coach	Walnut ES	2018/2019
LANE, Cheryl	Instructional Coach	Wickman ES	2018/2019
SCRANTON, Alison	Instructional Coach	Wickman ES	2018/2019
LISTA, Lisa	Instructional Coach	Woodcrest JHS	2018/2019
EMHOFF, Elizabeth	Instructional Coach	Briggs K-8	2018/2019
MOUNCE, Erin	Instructional Coach	Cal Aero K-8	2018/2019
GRAHAM, Stephenette	Instructional Coach	Cal Aero K-8	2018/2019
ASHCRAFT, Jason	TOA – PI – Inst. Coach	District Office	2018/2019
DESARRO, Diana	TOA – PI – Inst. Coach	District Office	2018/2019
FEWINS, Nancy	TOA – PI – Inst. Coach	District Office	2018/2019
MENDOZA, Norma	TOA – PI – Inst. Coach	District Office	2018/2019
MUHR, Lauren	TOA – PI – Inst. Coach	District Office	2018/2019
SAAVEDRA, Diana	TOA – PI – Inst. Coach	District Office	2018/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>APPOINTMENT – EXTRA DUTY</u>			
ASHFORD, Zachary (NBM)	Baseball (B)	Chino HS	10/19/2018
BOOKER, Raymond (NBM)	Track & Field (B)	Chino HS	10/19/2018
BRANSKE, Garrett (NBM)	Baseball (B)	Chino HS	10/19/2018
COLTON, Danny (NBM)	Track & Field (GF)	Chino HS	10/19/2018
CROCKEM, Ronald (NBM)	Track & Field (GF)	Chino HS	10/19/2018
HILL, Brittany (NBM)	Softball (GF)	Chino HS	10/19/2018
OCHOA, Javier (NBM)	Baseball (B)	Chino HS	10/19/2018
ST. ESTEBEN, Dusty (NBM)	Baseball (B)	Chino HS	10/19/2018
SURINA, Michael	Baseball (GF)	Chino HS	10/19/2018
TAPIA, Beatrice (NBM)	Softball (GF)	Chino HS	10/19/2018
VALENCIA, Paul (NBM)	Softball (B)	Chino HS	10/19/2018
YOUNG, Devan (NBM)	Wrestling (GF)	Chino HS	10/19/2018
COTE, Thomas (NBM)	Wrestling (GF)	Chino Hills HS	10/19/2018
JONES, Brian (NBM)	Cheer (GF)	Chino Hills HS	10/19/2018
SETT, Wai (NBM)	Boys Basketball (B)	Chino Hills HS	10/19/2018
WALTERS, Eric (NBM)	Wrestling (GF)	Chino Hills HS	10/19/2018
ABEL, Jeffrey	Baseball (GF)	Don Lugo HS	10/19/2018
ASHFORD, Mark (NBM)	Baseball (GF)	Don Lugo HS	10/19/2018
CLARK, Richard (NBM)	Golf (B)	Don Lugo HS	10/19/2018
DEGUZMAN, Enrico (NBM)	Boys Tennis (GF)	Don Lugo HS	10/19/2018
HERNANDEZ, Carlos (NBM)	Softball (GF)	Don Lugo HS	10/19/2018
HORSLEY, Christopher	Golf (GF)	Don Lugo HS	10/19/2018
LIZER, Toby	Swim (GF)	Don Lugo HS	10/19/2018
MCKEE, Herbert (NBM)	Baseball (GF)	Don Lugo HS	10/19/2018
POLITE, Coby	Track & Field (B)	Don Lugo HS	10/19/2018
POTEET, Jr., Ronald	Softball (GF)	Don Lugo HS	10/19/2018
ROMAN, Alexis (NBM)	Softball (GF)	Don Lugo HS	10/19/2018
ROY, Alex (NBM)	Track & Field (B)	Don Lugo HS	10/19/2018
SINCLAIR, Spencer (NBM)	Boys Tennis (B)	Don Lugo HS	10/19/2018
SINCLAIR, Timothy (NBM)	Baseball (B)	Don Lugo HS	10/19/2018
THIGPEN, William	Track & Field (GF)	Don Lugo HS	10/19/2018
ZAMORA, Nestor (NBM)	Baseball (B)	Don Lugo HS	10/19/2018

TOTAL: \$69,003.00

APPOINTMENT – EXTRA DUTY - ACTIVITIES

BADER, Lisa	Jr. High AVID Advisor	Briggs K-8	10/19/2018
COLLINS, Celia	Activities Director	Briggs K-8	10/19/2018
JONES, Douglas	Band Director	Briggs K-8	10/19/2018
PEASE, Adam	Jr. High Yearbook Advisor	Briggs K-8	10/19/2018
WEINSTEIN, Danielle	Jr. High Renaissance	Briggs K-8	10/19/2018

CERTIFICATED PERSONNEL (cont.)

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

ADAMS, Christopher	Jr. High STEM/STEAM Advisor	Cal Aero K-8	10/19/2018
FELLOWS, Amber	Jr. High Science Fair Advisor	Cal Aero K-8	10/19/2018
NARAMORE, Michele	Yearbook Advisor	Cal Aero K-8	10/19/2018
QUEZADA, Melissa	Activities Director	Cal Aero K-8	10/19/2018
QUEZADA, Melissa	Jr. High Renaissance	Cal Aero K-8	10/19/2018
SOUTHERN, Richard	Band Director	Cal Aero K-8	10/19/2018
BROMLEY, Maureen	Jr. High AVID Advisor	Canyon Hills JHS	10/19/2018
CAREW, Kimberly	Jr. High Yearbook Advisor	Canyon Hills JHS	10/19/2018
MILAN, Torey	Jr. High Activities Director/Leadership	Canyon Hills JHS	10/19/2018
VERA-MINEER, Valerie	Jr. High Renaissance	Canyon Hills JHS	10/19/2018
VERA-MINEER, Valerie	Jr. High Activity Stipend: Student Recog. Breakfast	Canyon Hills JHS	10/19/2018
WILEY, Jeffrey	Jr. High Band Director	Canyon Hills JHS	10/19/2018
JENKINS, Sean	Jr. High Band Director	Magnolia JHS	10/19/2018
JENKINS, Sean	Jr. High Color Guard Advisor	Magnolia JHS	10/19/2018
LEWIS, Kerry	Jr. High AVID Advisor	Magnolia JHS	10/19/2018
MITCHELL, Brandi	Yearbook Advisor	Magnolia JHS	10/19/2018
ROSSEN, Scott	Jr. High Activity Stipend: Social Group	Magnolia JHS	10/19/2018
ST. CLAIRE, Tracy	Jr. High Activities Director/ Leadership	Magnolia JHS	10/19/2018
TAYLOR, Collette	Jr. High Activity Stipend: Social Group	Magnolia JHS	10/19/2018
ALBERS, Victoria	Jr. High Yearbook Advisor	Ramona JHS	10/19/2018
CERVANTES, Kirstie	Jr. High Activities Director/Leadership	Ramona JHS	10/19/2018
LAROYA, Paulina (NBM)	Jr. High Color Guard Advisor	Ramona JHS	10/19/2018
YANIK, Stephen	Jr. High Band Director	Ramona JHS	10/19/2018
CARLS, Allison	Jr. High AVID Advisor	Townsend JHS	10/19/2018
EICHMANN, Julie (NBM)	Drill Team Advisor	Townsend JHS	10/19/2018
GONZALES, Rosa	Jr. High AVID Advisor	Townsend JHS	10/19/2018
HALE, Sierra	Drama Director	Townsend JHS	10/19/2018
KUKLINSKI, Kamila	Drama Director	Townsend JHS	10/19/2018
MURILLO, Christopher	Activities Director	Townsend JHS	10/19/2018
NOBLETT, Jodie	Yearbook Advisor	Townsend JHS	10/19/2018
ROBB, Anne	Band Director	Townsend JHS	10/19/2018
BELL, Pamela	Jr. High Visual Performance Arts Advisor	Woodcrest JHS	10/19/2018
BELL, Pamela	Jr. High Band Director	Woodcrest JHS	10/19/2018

CERTIFICATED PERSONNEL (cont.)

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

GARRET, Edana	Jr. High Drill Team/Dance Advisor	Woodcrest JHS	10/19/2018
IVEY, Steven	Jr. High Yearbook Advisor	Woodcrest JHS	10/19/2018
LINDSEY, Patrick	Jr. High Activities Director/Leadership	Woodcrest JHS	10/19/2018
OH, Susan	Jr. High AVID Advisor	Woodcrest JHS	10/19/2018
SMITH, Eugene	Jr. High Science Fair Advisor	Woodcrest JHS	10/19/2018
BOREN, Arthur	High School Activity Stipend: Robotics	Ayala HS	10/19/2018
CALDWELL, Stephanie	Pep Squad Advisor	Ayala HS	10/19/2018
CLARK, Taylor	Junior Class Advisor	Ayala HS	10/19/2018
CLARK, Taylor	FBLA/DECCA	Ayala HS	10/19/2018
CROSS, Jessica	VICA	Ayala HS	10/19/2018
CROSS, Jessica	Junior Class Advisor	Ayala HS	10/19/2018
DAVIS, Ashley	Senior Class Advisor	Ayala HS	10/19/2018
DAVIS, Robert	Choral Director	Ayala HS	10/19/2018
ELLINGTON, Matthew	Audio/Visual Coordinator	Ayala HS	10/19/2018
GARCIA, Lisa	Coach/Acad. Comp. Team	Ayala HS	10/19/2018
GILLESPIE, Stacy (NBM)	Assistant Pep Squad Advisor	Ayala HS	10/19/2018
HIGGINS, John	Publications Advisor	Ayala HS	10/19/2018
HOFSTETTER, Christina	Choreographer	Ayala HS	10/19/2018
JOLLY, Mariana	Freshman Class Advisor	Ayala HS	10/19/2018
JOLLY, Mariana	High School Activity Stipend: Robotics	Ayala HS	10/19/2018
KOENIG, Christy	AVID Advisor	Ayala HS	10/19/2018
MEHAFFIE, Jennifer	FHA/HERO	Ayala HS	10/19/2018
RAMIREZ, Mario (NBM)	Drill Team/Dance Advisor	Ayala HS	10/19/2018
REED JR., Warren	Athletic Director	Ayala HS	10/19/2018
REEVES, Matthew	Senior Class Advisor	Ayala HS	10/19/2018
REEVES, Matthew	Photo Advisor	Ayala HS	10/19/2018
SCHULD, Jeffery	Yearbook Advisor	Ayala HS	10/19/2018
SJOL, Alexis	Freshman Class Advisor	Ayala HS	10/19/2018
SPELLMAN, Daniel	Sophomore Class Advisor	Ayala HS	10/19/2018
SYIEM, Esibon	Coach/Acad. Comp. Team	Ayala HS	10/19/2018
TROST, Timothy	Band Director	Ayala HS	10/19/2018
TSE, Eileen	Coach/Acad. Comp. Team	Ayala HS	10/19/2018
WEISS, Deborah	Activities Director	Ayala HS	10/19/2018
YEH, Wei	Drama Director	Ayala HS	10/19/2018
YEH, Wei	Coach/Acad. Comp. Team	Ayala HS	10/19/2018
BOWDEN, Douglas	Band Director	Chino HS	10/19/2018

CERTIFICATED PERSONNEL (cont.)

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

BOWDEN, Douglas	Choral Director	Chino HS	10/19/2018
CARDENAS-ISLEY, Adriana	Freshman Class Advisor	Chino HS	10/19/2018
DAVIS, Jonathon	AVID Advisor	Chino HS	10/19/2018
DEAL, Katherine (NBM)	Senior Class Advisor	Chino HS	10/19/2018
EDWARDS, Jorge	Audio Visual Coordinator	Chino HS	10/19/2018
GIBBONS, Mary	High School Activity Stipend: Art Show Coordinator	Chino HS	10/19/2018
GIBBS, Lucia	Sophomore Class Advisor	Chino HS	10/19/2018
GUILLEN, Alexis (NBM)	Assistant Pep Squad	Chino HS	10/19/2018
HINKLE, Michael	Athletic Director	Chino HS	10/19/2018
INGLIMA, Heather	Junior Class Advisor	Chino HS	10/19/2018
KEYS, Kinnette	Drill Team/Dance Advisor	Chino HS	10/19/2018
KEYS, Kinnette	Choreographer	Chino HS	10/19/2018
KUO, Korina	Sophomore Class Advisor	Chino HS	10/19/2018
LERMA, Breanne	Yearbook Advisor	Chino HS	10/19/2018
NORMAN, Jasmine	Activities Director	Chino HS	10/19/2018
OTTMAN, Peter	Publication Advisor	Chino HS	10/19/2018
PRESCOTT, Renay (NBM)	Pep Squad Advisor	Chino HS	10/19/2018
SCHUMANN, Donald	Senior Class Advisor	Chino HS	10/19/2018
SMOUSE, Frank	Drama Director	Chino HS	10/19/2018
SWANSON, Kylie	Junior Class Advisor	Chino HS	10/19/2018
WILLIAMS, Elizabeth	FHA/HERO	Chino HS	10/19/2018
WILLIAMS, Elizabeth	Career Technical Education (CTE)	Chino HS	10/19/2018
BATEMAN, Shelley	Freshman Class Advisor	Chino Hills HS	10/19/2018
BEHOUNEK, Lisa	Senior Class Advisor	Chino Hills HS	10/19/2018
CARDENAS CASILLAS, Luis	Assistant Band Director	Chino Hills HS	10/19/2018
CHIOTTI, Michelle	Activities Director	Chino Hills HS	10/19/2018
CROW, Gregory	Coach of Academic Comp. Team	Chino Hills HS	10/19/2018
DORADO, Margo	Publication Advisor	Chino Hills HS	10/19/2018
FAWCETT, Daniel	Yearbook Advisor	Chino Hills HS	10/19/2018
GUTIERREZ, Tiffany	After School Activity: Aca Deca	Chino Hills HS	10/19/2018
JONES, Brian (NBM)	Pep Squad Advisor	Chino Hills HS	10/19/2018
KRUMBINE, Steve	Band Director	Chino Hills HS	10/19/2018
LINDEMULDER, Craig	Audio Visual Coordinator	Chino Hills HS	10/19/2018
MISAWA, Keane	Coach of Academic Comp. Team	Chino Hills HS	10/19/2018
MYERS, Eric	Senior Class Advisor	Chino Hills HS	10/19/2018
REYES, Albert	Junior Class Advisor	Chino Hills HS	10/19/2018

CERTIFICATED PERSONNEL (cont.)

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

ROBLEDO, Melissa	Freshman Class Advisor	Chino Hills HS	10/19/2018
ROLLAND, Michael	Audio Visual Coordinator	Chino Hills HS	10/19/2018
ROLLAND, Michael	Sophomore Class Advisor	Chino Hills HS	10/19/2018
RUPE, Kerry	Drama Director	Chino Hills HS	10/19/2018
RUPE, Kerry	Sophomore Class Advisor	Chino Hills HS	10/19/2018
RUTHERFORD, Laura	Choral Director	Chino Hills HS	10/19/2018
SABBARA, Samer	Athletic Director	Chino Hills HS	10/19/2018
TERRY, Mykeal	High School Activity: Equipment Manager	Chino Hills HS	10/19/2018
THOMAS, Jonathan	Photo Advisor	Chino Hills HS	10/19/2018
TRIBE, Danielle	Drill Team/Dance Advisor	Chino Hills HS	10/19/2018
VIVANCO, Lora	AVID Advisor	Chino Hills HS	10/19/2018
ASHLEY, Mary Jane	Agriculture Advisor	Don Lugo HS	10/19/2018
BELLOSO, Rodrigo	Sophomore Class Advisor	Don Lugo HS	10/19/2018
BERRY, Alyssa	Agriculture Advisor	Don Lugo HS	10/19/2018
CANTOS, Odyssees	Freshman Class Advisor	Don Lugo HS	10/19/2018
CARCIDO, Anissa (NBM)	Choreographer	Don Lugo HS	10/19/2018
DEMING, Annette	Drama Director	Don Lugo HS	10/19/2018
DEMING, Annette	Publications Advisor	Don Lugo HS	10/19/2018
DEMING, Annette	Freshman Class Advisor	Don Lugo HS	10/19/2018
DOMINGUEZ, Christine H.	VICA	Don Lugo HS	10/19/2018
DONOHOO, James	Athletic Director	Don Lugo HS	10/19/2018
DONOHOO, James	Audio/Visual Coordinator	Don Lugo HS	10/19/2018
GARCIA, Brian	Photo Advisor	Don Lugo HS	10/19/2018
GARCIA, Phillip	After School Activity Stipend: Work Experience	Don Lugo HS	10/19/2018
GREBEL, Robert	Coach/Acad. Comp. Team	Don Lugo HS	10/19/2018
HENSLEY, Irene (NBM)	Assistant Pep Squad	Don Lugo HS	10/19/2018
LIN, James	Yearbook Advisor	Don Lugo HS	10/19/2018
PARTIDA, Patricia (NBM)	Pep Squad Advisor	Don Lugo HS	10/19/2018
POTEET Jr., Ronald	Senior Class Advisor	Don Lugo HS	10/19/2018
RIGO-WITT, Farrah	Activities Director	Don Lugo HS	10/19/2018
RIGO-WITT, Farrah	Audio/Visual Coordinator	Don Lugo HS	10/19/2018
SALES, Diana	Junior Class Advisor	Don Lugo HS	10/19/2018
SIPPRELLE, Delaney (NBM)	Drill Team/Dance Advisor	Don Lugo HS	10/19/2018
YANIK, Stephen	Band Director	Don Lugo HS	10/19/2018
YU, Sophie	AVID Advisor	Don Lugo HS	10/19/2018
YU, Sophie	Junior Class Advisor	Don Lugo HS	10/19/2018

TOTAL:			\$308,785.00
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CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>APPOINTMENT - EXTRA DUTY – DEPARTMENT CHAIR</u>			
CRAFT, Jerri Lynn	2-3 Grade Level Chair	Borba ES	10/19/2018
DANIELS, Denise	K-1 Grade Level Chair	Borba ES	10/19/2018
GRACIA, Valerie	4-6 Grade Level Chair	Borba ES	10/19/2018
CURRIE, Karen	4-6 Grade Level Chair	Butterfield Ranch ES	10/19/2018
HERNANDEZ, Noel-Lauren	2-3 Grade Level Chair	Butterfield Ranch ES	10/19/2018
KLINGELBERG, Debra	4-6 Grade Level Chair	Butterfield Ranch ES	10/19/2018
ROMO, Melody	2-3 Grade Level Chair	Butterfield Ranch ES	10/19/2018
SCHAFFER, Georgina	4-6 Grade Level Chair	Butterfield Ranch ES	10/19/2018
SCHLERF, Laura	K-1 Grade Level Chair	Butterfield Ranch ES	10/19/2018
STACHURA, Marlene	2-3 Grade Level Chair	Butterfield Ranch ES	10/19/2018
THOMPSON, Jennifer	2-3 Grade Level Chair	Butterfield Ranch ES	10/19/2018
WHITE, Andrea	K-1 Grade Level Chair	Butterfield Ranch ES	10/19/2018
ATHERTON, Mari	2-3 Grade Level Chair	Cal Aero K-8	10/19/2018
BOYLE, Kristina	4-6 Grade Level Chair	Cal Aero K-8	10/19/2018
LABRUCHERIE, Kassandra	K-1 Grade Level Chair	Cal Aero K-8	10/19/2018
LEE, Jae Heon	4-6 Grade Level Chair	Cal Aero K-8	10/19/2018
MARSH, Nicole	2-3 Grade Level Chair	Cal Aero K-8	10/19/2018
NOVICK, Jennifer	2-3 Grade Level Chair	Cal Aero K-8	10/19/2018
PANDURO, Iliana	4-6 Grade Level Chair	Cal Aero K-8	10/19/2018
POPE, Jamie	K-1 Grade Level Chair	Cal Aero K-8	10/19/2018
RENNER, William	4-6 Grade Level Chair	Cal Aero K-8	10/19/2018
RUDY, Natalee	4-6 Grade Level Chair	Cal Aero K-8	10/19/2018
SAVAGE, Lara	4-6 Grade Level Chair	Cal Aero K-8	10/19/2018
VINEY, Brittany	2-3 Grade Level Chair	Cal Aero K-8	10/19/2018
BURTON, Holly	K-1 Grade Level Chair	Cattle ES	10/19/2018
DIPAULO, Edward	4-6 Grade Level Chair	Cattle ES	10/19/2018
FREGOZO, Erika	2-3 Grade Level Chair	Cattle ES	10/19/2018
MAY, Debra	4-6 Grade Level Chair	Cattle ES	10/19/2018
SHIBA, Janelle	2-3 Grade Level Chair	Cattle ES	10/19/2018
VAN DELL, Julie	K-1 Grade Level Chair	Cattle ES	10/19/2018
VANDESTEEG, Carla	4-6 Grade Level Chair	Cattle ES	10/19/2018
CLAUSEN, Traci	K-1 Grade Level Chair	Chaparral ES	10/19/2018
FINNERAN-HOFMANN, Susan	4-6 Grade Level Chair	Chaparral ES	10/19/2018
FOSS, Raechel	2-3 Grade Level Chair	Chaparral ES	10/19/2018
GALLEGOS, Bonni	4-6 Grade Level Chair	Chaparral ES	10/19/2018
LES, Joseph	4-6 Grade Level Chair	Chaparral ES	10/19/2018
VALENZUELA, Jean	K-1 Grade Level Chair	Chaparral ES	10/19/2018
WADE, Alecia	2-3 Grade Level Chair	Chaparral ES	10/19/2018
BARTEL, Mari	4-6 Grade Level Chair	Cortez ES	10/19/2018
CHAPIN, Stephanie	4-6 Grade Level Chair	Cortez ES	10/19/2018
CUTLER, Melinda	2-3 Grade Level Chair	Cortez ES	10/19/2018
FALLS, Jamie	2-3 Grade Level Chair	Cortez ES	10/19/2018

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENT - EXTRA DUTY – DEPARTMENT CHAIR (cont.)

FELLER, Emily	K-1 Grade Level Chair	Cortez ES	10/19/2018
HAINES, Angela	K-1 Grade Level Chair	Country Springs ES	10/19/2018
KEUNING, Kristi	4-6 Grade Level Chair	Country Springs ES	10/19/2018
KILLAM, Amy	2-3 Grade Level Chair	Country Springs ES	10/19/2018
OUNI, Ninamarie	4-6 Grade Level Chair	Country Springs ES	10/19/2018
RICKMAN, Irene	K-1 Grade Level Chair	Country Springs ES	10/19/2018
SHULER, Laurie	4-6 Grade Level Chair	Country Springs ES	10/19/2018
SMITH, Adrienne	K-1 Grade Level Chair	Country Springs ES	10/19/2018
TRAXLER, Julie	2-3 Grade Level Chair	Country Springs ES	10/19/2018
ARROYO, Sabrina	2-3 Grade Level Chair	Dickey ES	10/19/2018
BALDOMINO, Nancy	4-6 Grade Level Chair	Dickey ES	10/19/2018
CROSMER, Allyson	4-6 Grade Level Chair	Dickey ES	10/19/2018
HUBBARD, Amanda	2-3 Grade Level Chair	Dickey ES	10/19/2018
JIMENEZ, Lisa	4-6 Grade Level Chair	Dickey ES	10/19/2018
NAKAWAKI, Sharon	K-1 Grade Level Chair	Dickey ES	10/19/2018
RAMIREZ, Maryanne	K-1 Grade Level Chair	Dickey ES	10/19/2018
BAEZA, Art	4-6 Grade Level Chair	Dickson ES	10/19/2018
DONOHUE, Renee	4-6 Grade Level Chair	Dickson ES	10/19/2018
KERTESZ, Kathryn	2-3 Grade Level Chair	Dickson ES	10/19/2018
KOSEN, Kathleen	4-6 Grade Level Chair	Dickson ES	10/19/2018
MORA, Vivian	K-1 Grade Level Chair	Dickson ES	10/19/2018
PITTS, Melinda	K-1 Grade Level Chair	Dickson ES	10/19/2018
SNOW, Lisa	2-3 Grade Level Chair	Dickson ES	10/19/2018
BECKMAN, Hilda	4-6 Grade Level Chair	Eagle Canyon ES	10/19/2018
DALY, Nanette	2-3 Grade Level Chair	Eagle Canyon ES	10/19/2018
EVERHART, Helene	2-3 Grade Level Chair	Eagle Canyon ES	10/19/2018
LEE, John	4-6 Grade Level Chair	Eagle Canyon ES	10/19/2018
MCFARLAND, Andrea	K-1 Grade Level Chair	Eagle Canyon ES	10/19/2018
SOLIS, Gina	K-1 Grade Level Chair	Eagle Canyon ES	10/19/2018
VELEZ-LYNCH, Arcelia	4-6 Grade Level Chair	Eagle Canyon ES	10/19/2018
PETERS, Jami	4-6 Grade Level Chair	Glenmeade ES	10/19/2018
PRAIRIE, Nora	2-3 Grade Level Chair	Glenmeade ES	10/19/2018
SIMMONS, Marie	K-1 Grade Level Chair	Glenmeade ES	10/19/2018
HARRISON, Renee	K-1 Grade Level Chair	Hidden Trails ES	10/19/2018
WICKER, Tina	4-6 Grade Level Chair	Hidden Trails ES	10/19/2018
ZUBER, LauraLee	2-3 Grade Level Chair	Hidden Trails ES	10/19/2018
BUSS, Tracy	2-3 Grade Level Chair	Liberty ES	10/19/2018
COOPER, Sarah	K-1 Grade Level Chair	Liberty ES	10/19/2018
DEGROOT, Elizabeth	2-3 Grade Level Chair	Liberty ES	10/19/2018
DURHAM, Patricia	4-6 Grade Level Chair	Liberty ES	10/19/2018
KESSLER, Kimberly	2-3 Grade Level Chair	Liberty ES	10/19/2018
MILLARD, Robin	4-6 Grade Level Chair	Liberty ES	10/19/2018

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENT - EXTRA DUTY – DEPARTMENT CHAIR (cont.)

SUMNERS, Curtis	4-6 Grade Level Chair	Liberty ES	10/19/2018
WHITE, Sonya	2-3 Grade Level Chair	Liberty ES	10/19/2018
YLLANES, Samantha	K-1 Grade Level Chair	Liberty ES	10/19/2018
BARBOSA, Jenny	K-1 Grade Level Chair	Litel ES	10/19/2018
LEAL, Susan	K-1 Grade Level Chair	Litel ES	10/19/2018
PATALANO, Catherine	2-3 Grade Level Chair	Litel ES	10/19/2018
STEINBRINK, Ann	4-6 Grade Level Chair	Litel ES	10/19/2018
VILLANUEVA, Terri	4-6 Grade Level Chair	Litel ES	10/19/2018
WEITZ, Gina	2-3 Grade Level Chair	Litel ES	10/19/2018
YOON, Cecilia	4-6 Grade Level Chair	Litel ES	10/19/2018
ARAGON, Loraine	4-6 Grade Level Chair	Marshall ES	10/19/2018
CASTILLO, Jimmie	4-6 Grade Level Chair	Marshall ES	10/19/2018
DAY, Cindy	2-3 Grade Level Chair	Marshall ES	10/19/2018
FLORES-CORNEJO, Sindy	4-6 Grade Level Chair	Marshall ES	10/19/2018
GALLEGOS, Elizabeth	K-1 Grade Level Chair	Marshall ES	10/19/2018
ROSENBAUM, Lindsay	4-6 Grade Level Chair	Marshall ES	10/19/2018
SAENZ-RODRIGUEZ, Patricia	2-3 Grade Level Chair	Marshall ES	10/19/2018
WHITE, Kelcey	K-1 Grade Level Chair	Marshall ES	10/19/2018
ALLEN, Billie	K-1 Grade Level Chair	Newman ES	10/19/2018
BOLTON, David	2-3 Grade Level Chair	Newman ES	10/19/2018
DE BIE, Rhonda	4-6 Grade Level Chair	Newman ES	10/19/2018
GARZANELLI, Kerry	K-1 Grade Level Chair	Newman ES	10/19/2018
GREEN, Nathan	2-3 Grade Level Chair	Newman ES	10/19/2018
LONG, Amanda	4-6 Grade Level Chair	Newman ES	10/19/2018
PETTINGER, Denise	K-1 Grade Level Chair	Newman ES	10/19/2018
SCHEETZ, Sarah	4-6 Grade Level Chair	Newman ES	10/19/2018
TOVALI, Jessica	4-6 Grade Level Chair	Newman ES	10/19/2018
WILSON, Lisa	K-1 Grade Level Chair	Newman ES	10/19/2018
ALONSO, Selina	4-6 Grade Level Chair	Oak Ridge ES	10/19/2018
COOPER, Jill	K-1 Grade Level Chair	Oak Ridge ES	10/19/2018
CURTIN, Helen	K-1 Grade Level Chair	Oak Ridge ES	10/19/2018
LARSSON, Monica	K-1 Grade Level Chair	Oak Ridge ES	10/19/2018
MARTINEZ, Selena	2-3 Grade Level Chair	Oak Ridge ES	10/19/2018
MURATA, Susan	2-3 Grade Level Chair	Oak Ridge ES	10/19/2018
NEWMAN, Susan	4-6 Grade Level Chair	Oak Ridge ES	10/19/2018
SINGER, Ellen	4-6 Grade Level Chair	Oak Ridge ES	10/19/2018
SINKWICH, Dana	2-3 Grade Level Chair	Oak Ridge ES	10/19/2018
BANKS, Christina	2-3 Grade Level Chair	Rhodes ES	10/19/2018
BERNARD-SANDOVAL, Michelle	K-1 Grade Level Chair	Rhodes ES	10/19/2018
CALAWAY, Joleen	2-3 Grade Level Chair	Rhodes ES	10/19/2018
CARTHAN, Amber	4-6 Grade Level Chair	Rhodes ES	10/19/2018

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENT - EXTRA DUTY – DEPARTMENT CHAIR (cont.)

ROSSEN, Scott	4-6 Grade Level Chair	Rhodes ES	10/19/2018
SAAVEDRA, Monica	K-1 Grade Level Chair	Rhodes ES	10/19/2018
SHIFFLET, Sheila	K-1 Grade Level Chair	Rhodes ES	10/19/2018
WALKER, Kimberly	4-6 Grade Level Chair	Rhodes ES	10/19/2018
WENDLING, Michael	4-6 Grade Level Chair	Rhodes ES	10/19/2018
BEARDEN, Leonor	4-6 Grade Level Chair	Rolling Ridge ES	10/19/2018
BURRIS, Claire	K-1 Grade Level Chair	Rolling Ridge ES	10/19/2018
FARMAKIS, Stephanie	4-6 Grade Level Chair	Rolling Ridge ES	10/19/2018
LIU, Angela	2-3 Grade Level Chair	Rolling Ridge ES	10/19/2018
LUGO, Michelle	2-3 Grade Level Chair	Rolling Ridge ES	10/19/2018
MCKINNEY, Natalie	4-6 Grade Level Chair	Rolling Ridge ES	10/19/2018
PETERSON, Mary	K-1 Grade Level Chair	Rolling Ridge ES	10/19/2018
ANDREAS, Christina	2-3 Grade Level Chair	Walnut ES	10/19/2018
DE LA CRUZ, Elizabeth	K-1 Grade Level Chair	Walnut ES	10/19/2018
HUNTER-BUFFINGTON, Carri	4-6 Grade Level Chair	Walnut ES	10/19/2018
MCKELLIP, Robert	4-6 Grade Level Chair	Walnut ES	10/19/2018
RITCHIE, Lauryi	2-3 Grade Level Chair	Walnut ES	10/19/2018
VALADEZ, Jessica	K-1 Grade Level Chair	Walnut ES	10/19/2018
WIND, Nicole	4-6 Grade Level Chair	Walnut ES	10/19/2018
GARCIA, Kirstie	4-6 Grade Level Chair	Wickman ES	10/19/2018
GRAF, Roseann	4-6 Grade Level Chair	Wickman ES	10/19/2018
HARIRCHI, Maria	K-1 Grade Level Chair	Wickman ES	10/19/2018
HARRIS, Marlene	2-3 Grade Level Chair	Wickman ES	10/19/2018
MOBARAK, Cynthia	K-1 Grade Level Chair	Wickman ES	10/19/2018
RILEY, Robert	4-6 Grade Level Chair	Wickman ES	10/19/2018
WOGAHN, Kathy	2-3 Grade Level Chair	Wickman ES	10/19/2018
BADER, Lisa	Dept. Chair Voc. Ed./Music/Art	Briggs K-8	10/19/2018
GEORGE, David	Dept. Chair Soc. Science	Briggs K-8	10/19/2018
GILBERT-MCKELLIP, Laurie	2-3 Grade Level Chair	Briggs K-8	10/19/2018
HAMBLIN, Sheri	K-1 Grade Level Chair	Briggs K-8	10/19/2018
MILLSAP, Mark	Dept. Chair Math	Briggs K-8	10/19/2018
PEASE, Adam	Dept. Chair Eng./Read/LA	Briggs K-8	10/19/2018
RICHARDSON, Bradley	Dept. Chair P.E.	Briggs K-8	10/19/2018
SCRUGHAM, Corine	4-6 Grade Level Chair	Briggs K-8	10/19/2018
SPORMAN, Mary Jean	Dept. Chair Special Ed.	Briggs K-8	10/19/2018
TRUJILLO, Veronika	2-3 Grade Level Chair	Briggs K-8	10/19/2018
WEINSTEIN, Danielle	Dept. Chair Science	Briggs K-8	10/19/2018
ZORRILLA, Linda	K-1 Grade Level Chair	Briggs K-8	10/19/2018
ADAMS, Christopher	Dept. Chair Voc. Ed/Music/Art	Cal Aero K-8	10/19/2018
BUNSELMEIER, James	Dept. Chair P.E.	Cal Aero K-8	10/19/2018

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENT - EXTRA DUTY – DEPARTMENT CHAIR (cont.)

BURTON, Michelle	Dept. Chair P.E.	Cal Aero K-8	10/19/2018
CEBALLOS, Marcus	Dept. Chair Social Science	Cal Aero K-8	10/19/2018
DONALD, Ashley	Dept. Chair Eng./Read/LA	Cal Aero K-8	10/19/2018
NARAMORE, Michele	Dept. Chair Science	Cal Aero K-8	10/19/2018
NIEBLAS, Michael	Dept. Chair Eng./Read/LA	Cal Aero K-8	10/19/2018
PROULX, Lesley	Dept. Chair Special Ed.	Cal Aero K-8	10/19/2018
QUEZADA, Melissa	Dept. Chair Social Science	Cal Aero K-8	10/19/2018
REYES, Colleen	Dept. Chair Special Ed.	Cal Aero K-8	10/19/2018
RODRIGUEZ, Quynh	Dept. Chair Math	Cal Aero K-8	10/19/2018
BROMLEY, Maureen	Dept. Chair P.E.	Canyon Hills JHS	10/19/2018
BUCK, Michelle	Dept. Chair Math	Canyon Hills JHS	10/19/2018
DANIEL, Suzanne	Dept. Chair Eng./Read/LA	Canyon Hills JHS	10/19/2018
HARTLEY, Sally	Dept. Chair Soc. Science	Canyon Hills JHS	10/19/2018
HEACOCK, Jacqueline	Dept. Chair Science	Canyon Hills JHS	10/19/2018
HEMSLEY, Charles	Dept. Chair Voc. Ed./ Music/Art	Canyon Hills JHS	10/19/2018
KNIGHT, Kristen	Dept. Chair Special Ed.	Canyon Hills JHS	10/19/2018
LARNED, Kelly	Dept. Chair Science	Magnolia JHS	10/19/2018
NOVEK, Frank	Dept. Chair Science	Magnolia JHS	10/19/2018
SALMON, Darin	Dept. Chair Math	Magnolia JHS	10/19/2018
SCHAUER, Tina	Dept. Chair Special Ed.	Magnolia JHS	10/19/2018
SPICER, Scott	Dept. Chair P.E.	Magnolia JHS	10/19/2018
ST CLAIRE, Tracy	Dept. Chair Eng./Read/LA	Magnolia JHS	10/19/2018
STANFIELD, Julie	Dept. Chair Social Science	Magnolia JHS	10/19/2018
VALDEZ, Maria	Dept. Chair Voc. Ed/Music/Art	Magnolia JHS	10/19/2018
ALBERS, Victoria	Dept. Chair Eng./Read/LA	Ramona JHS	10/19/2018
ARMIJO, Michelle	Dept. Chair Special Ed.	Ramona JHS	10/19/2018
GUILLEMET, John	Dept. Chair Science	Ramona JHS	10/19/2018
MEHAFFIE, James	Dept. Chair P.E.	Ramona JHS	10/19/2018
RODGERS, Eric	Dept. Chair Soc. Science	Ramona JHS	10/19/2018
VAZQUEZ, Alberto	Dept. Chair Math	Ramona JHS	10/19/2018
CALLACI, Robert	Dept. Chair Eng./Read/LA	Townsend JHS	10/19/2018
DYER, Mark	Dept. Chair P.E.	Townsend JHS	10/19/2018
HARPER, Clifford	Dept. Chair Voc. Ed/Music/Art	Townsend JHS	10/19/2018
MURILLO, Christopher	Dept. Chair Math	Townsend JHS	10/19/2018
NOBLETT, Jodie	Dept. Chair Social Science	Townsend JHS	10/19/2018
QUIJANO, Susan	Dept. Chair Science	Townsend JHS	10/19/2018
ROMAN, Mary	Dept. Chair Special Ed.	Townsend JHS	10/19/2018
LINDSEY, Patrick	Dept. Chair Science	Woodcrest JHS	10/19/2018
DEGRAAF, Walter	Dept. Chair Math	Woodcrest JHS	10/19/2018

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENT - EXTRA DUTY – DEPARTMENT CHAIR (cont.)

DREW, Scot	Dept. Chair P.E.	Woodcrest JHS	10/19/2018
YURK, Timothy	Dept. Chair Voc. Ed/Music/Art	Woodcrest JHS	10/19/2018
IVEY, Steven	Dept. Chair Social Science	Woodcrest JHS	10/19/2018
WAGNER, Sarah	Dept. Chair Eng./Read/LA	Woodcrest JHS	10/19/2018
COLOCHO, Mercedes	Dept. Chair Special Ed.	Woodcrest JHS	10/19/2018
HANCOCK, Mary	Dept. Chair Ind. Study	Alternative Ed.	10/19/2018
MOORE, Teresa	Dept. Chair Virtual High	Alternative Ed.	10/19/2018
BELL, Ryan	Dept. Chair Counseling	Ayala HS	10/19/2018
BERGMANN, Jamie	Dept. Chair Counseling	Ayala HS	10/19/2018
CAPPS, Ronald	Dept. Chair P.E.	Ayala HS	10/19/2018
CROSS, Jessica	Dept. Chair English	Ayala HS	10/19/2018
DAVIS, Ashley	Dept. Chair Science	Ayala HS	10/19/2018
ELLINGTON, Matthew	Dept. Chair Soc. Science	Ayala HS	10/19/2018
FAN, Zhijing	Dept. Chair ESL	Ayala HS	10/19/2018
FRANCIS, Carolyn	Dept. Chair Special Ed.	Ayala HS	10/19/2018
HARMON, Jane	Dept. Chair Foreign Lang.	Ayala HS	10/19/2018
HARRISON, Brielle	Dept. Chair Math	Ayala HS	10/19/2018
HOFSTETTER, Christina	Dept. Chair Per. Arts	Ayala HS	10/19/2018
KOENIG, Christy	Dept. Chair SWAS	Ayala HS	10/19/2018
MEHAFFIE, Jennifer	Dept. Chair Home Econ.	Ayala HS	10/19/2018
OJINAGA, Paulette	Dept. Chair P.E.	Ayala HS	10/19/2018
ROBLETO, Sergio	Dept. Chair Art	Ayala HS	10/19/2018
SJOL, Adam	Dept. Chair Math	Ayala HS	10/19/2018
SJOL, Alexis	Dept. Chair English	Ayala HS	10/19/2018
SPELLMAN, Daniel	Dept. Chair Art	Ayala HS	10/19/2018
STEVENS, Deborah	Dept. Chair Science	Ayala HS	10/19/2018
SYIEM, Esibon	Dept. Chair Com. Science	Ayala HS	10/19/2018
UY, Erika	Dept. Chair Special Ed.	Ayala HS	10/19/2018
CHRISTENSEN, Niel	Dept. Chair Eng./Soc. Studies	Boys Republic HS	10/19/2018
GALINDO, Daniel	Dept. Chair Math/Science	Boys Republic HS	10/19/2018
WOODS, Kristen	Dept. Chair P.E./Voc. Ed./Special Education	Boys Republic HS	10/19/2018
ARAUJO-SALINAS, Laura	Dept. Chair Core Classes	Buena Vista HS	10/19/2018
ARROYO, Rosalia	Dept. Chair Elect. Classes	Buena Vista HS	10/19/2018
AMBROSIA, Felicia	Dept. Chair P.E.	Chino HS	10/19/2018
BARTMAN, Wendy	Dept. Chair English	Chino HS	10/19/2018
BUTLER, Deborah	Dept. Chair Special Ed.	Chino HS	10/19/2018
CAHILL, Daniel	Dept. Chair Art	Chino HS	10/19/2018
FLORES, Elvira	Dept. Chair Foreign Language	Chino HS	10/19/2018

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENT - EXTRA DUTY – DEPARTMENT CHAIR (cont.)

GIBBS, Lucia	Dept. Chair Counseling	Chino HS	10/19/2018
LEGAZCUE, Monique	Dept. Chair English	Chino HS	10/19/2018
RAYA, Joseph	Dept. Chair Math	Chino HS	10/19/2018
SCHUMANN, Donald	Dept. Chair Social Science	Chino HS	10/19/2018
WENDLING, Jacqueline	Dept. Chair Science	Chino HS	10/19/2018
WILLIAMS, Elizabeth	Dept. Chair Home Economics	Chino HS	10/19/2018
ACKER, Jennell	Dept. Chair Home Economics	Chino Hills HS	10/19/2018
BENTON, Megan	Dept. Chair P.E.	Chino Hills HS	10/19/2018
GUTIERREZ, Anjel	Dept. Chair Counseling	Chino Hills HS	10/19/2018
HERNANDEZ, Robyn	Dept. Chair English	Chino Hills HS	10/19/2018
LANATHOUA, Gilbert	Dept. Chair Foreign Language	Chino Hills HS	10/19/2018
LINDEMULDER, Charlene	Dept. Chair English	Chino Hills HS	10/19/2018
LINDEMULDER, Craig	Dept. Chair Computer Science	Chino Hills HS	10/19/2018
MARNIEN, Michael	Dept. Chair Special Ed.	Chino Hills HS	10/19/2018
MEYERS, Eric	Dept. Chair Social Science	Chino Hills HS	10/19/2018
REYES, Albert	Dept. Chair Art	Chino Hills HS	10/19/2018
ROGERS, Cayce	Dept. Chair Social Science	Chino Hills HS	10/19/2018
RUTHERFORD, Laura	Dept. Chair Performing Arts	Chino Hills HS	10/19/2018
SCHEMPP, Michele	Dept. Chair Math	Chino Hills HS	10/19/2018
SPAUN, Tina Kathleen	Dept. Chair Counseling	Chino Hills HS	10/19/2018
STOW, Paula	Dept. Chair Science	Chino Hills HS	10/19/2018
TAKENOKA, Ryan	Dept. Chair Special Ed.	Chino Hills HS	10/19/2018
CANTOS, Odyssees	Dept. Chair Science	Don Lugo HS	10/19/2018
CORTES, Jacqueline	Dept. Chair Special Ed.	Don Lugo HS	10/19/2018
CURETON, Ashley	Dept. Chair Agriculture	Don Lugo HS	10/19/2018
DELEON, Steven	Dept. Chair Counseling	Don Lugo HS	10/19/2018
DOMINGUEZ, Christine H	Dept. Chair English	Don Lugo HS	10/19/2018
GUZMAN, Alexis	Dept. Chair Soc. Science	Don Lugo HS	10/19/2018
LIN, James	Dept. Chair Com. Science	Don Lugo HS	10/19/2018
MILLER, Angelin	Dept. Chair Per. Arts	Don Lugo HS	10/19/2018
NELSON, Kenya	Dept. Chair Science	Don Lugo HS	10/19/2018
ROBINSON, David	Dept. Chair Math	Don Lugo HS	10/19/2018
ROBLES, Daniel	Dept. Chair P.E.	Don Lugo HS	10/19/2018
SALES, Diana	Dept. Chair Foreign Lang.	Don Lugo HS	10/19/2018
PRIETO, Lucina	Dept. Chair Special Ed.	Special Education	10/19/2018
THOMPSON, Lisa	Dept. Chair Special Ed.	Special Education	10/19/2018
		TOTAL	\$385,607.44

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>APPOINTMENT - EXTRA DUTY – ELEMENTARY STIPENDS</u>			
MCCORMICK, Kimberly	Safe School Ambassador Coordinator	Borba ES	10/19/2018
NANCE, Loretta	AVID Coordinator Student Leadership	Borba ES	10/19/2018 10/19/2018
KRUEGER, Kelly	Advisor Student Leadership	Butterfield Ranch ES	10/19/2018
POLITE, Kimberly	Advisor	Butterfield Ranch ES	
OLIVER, Tricia	Student Leadership Advisor	Butterfield Ranch ES	10/19/2018
LEE, Jae Heon	Student Council	Cal Aero K-8	10/19/2018
WELCHEZ, Rachel	PBIS	Cal Aero K-8	10/19/2018
CLAUSEN, Traci	Website Coordinator	Chaparral ES	10/19/2018
DAVIS, Jason	Science Coordinator	Chaparral ES	10/19/2018
ESTRADA, Michaela	Safe School Ambassadors	Chaparral ES	10/19/2018
HALL, Jennifer	Student Council	Country Springs ES	10/19/2018
HENSLEY, Kassondra	Debate Club	Country Springs ES	10/19/2018
KEUNING, Kristi	Student Council	Country Springs ES	10/19/2018
LEONG, Eileen	Kids Run the OC	Country Springs ES	10/19/2018
MACKLIFF, Carly	Student Council	Country Springs ES	10/19/2018
SHULER, Laurie	Student Council	Country Springs ES	10/19/2018
ALVO, Samantha	Science Club Advisor	Dickson ES	10/19/2018
VEENSTRA, Victoria	Science Club Advisor	Dickson ES	10/19/2018
COKER, Ayodele	Broadcast Videographer	Eagle Canyon ES	10/19/2018
SOLIS, Gina	Drama Club/SSA Advisor	Eagle Canyon ES	10/19/2018
LUND, Michele	Talent Show/Field Day	Glenmeade ES	10/19/2018
GRAHAM, Cynthia	Science Fair Coordinator	Glenmeade ES	10/19/2018
BODEN, Richard	Debate Club	Hidden Trails ES	10/19/2018
HUNT, Miyuki	Science Olympiad/Girls STEM Club	Hidden Trails ES	10/19/2018
BUSS, Tracy	Parent Academy	Liberty ES	10/19/2018
GASIO, Janet	Parent Academy	Liberty ES	10/19/2018
LINES, David	Acellus Math Program	Litel ES	10/19/2018
VILLANUEVA, Terri	Acellus Math Program	Litel ES	10/19/2018
CASTILLO, Jimmie	ASB	Marshall ES	10/19/2018
GALLEGOS, Elizabeth	Green Team	Marshall ES	10/19/2018
MORENO, Tracy	Yearbook Advisor	Newman ES	10/19/2018
TIMOTHY, Tiffany	Running Club	Newman ES	10/19/2018
WILSON, Lisa	Yearbook Advisor/Running Club	Newman ES	10/19/2018
BANKER, Michelle	Student Council	Oak Ridge ES	10/19/2018
GASS, Janet	Student Council	Oak Ridge ES	10/19/2018
GROSS, Heidi	Safe School Ambassador/ Family Night Council	Oak Ridge ES	10/19/2018

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>APPOINTMENT - EXTRA DUTY – ELEMENTARY STIPENDS</u> (cont.)			
YU, Linda	Safe School Ambassador/ Family Night Council	Oak Ridge ES	10/19/2018
CALAWAY, Joleen	Cheer Team Coach	Rhodes ES	10/19/2018
MENTZER, Amy	Cheer Team Coach	Rhodes ES	10/19/2018
PATEL, Bhumika	ASB Advisor	Rhodes ES	10/19/2018
UHRICH, Karen	ASB Advisor	Rhodes ES	10/19/2018
GONZALES, Denise	Special Education Department Chairperson	Rolling Ridge ES	10/19/2018
MCKINNEY, Natalie	Science Olympiad/Debate	Rolling Ridge ES	10/19/2018
KAHN, Bruce	Noon Sports	Walnut ES	10/19/2018
WIND, Nicole	Science Fair	Walnut ES	10/19/2018
GARCIA, Kirstie	Technology Maker Space/ STEM Lab	Wickman ES	10/19/2018
SOUTHARD, Kelly	Grade Level Chair Attendee, PLC Coalition and Data Analysis	Wickman ES	10/19/2018
PLASCENCIA, Diana	Gardening Club	Briggs K-8	10/19/2018
WEINSTEIN, Danielle	Science Club	Briggs K-8	10/19/2018
		TOTAL:	\$15,428.00

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

ABRAHAM, Charles	ANDERSON, Kevin	GUILLEMET, Kyle
HARBOUR, Sydney	THOMPSON, Charles	

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 MANAGEMENT SALARY SCHEDULE

APPOINTMENT

SOSA, Priscilla	Behavioral Health Counselor (C)	Health Services	10/22/2018
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HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE

APPOINTMENT

GOMEZ, Abril	Playground Supervisor (GF)	Cortez ES	10/19/2018
DEYO, Tricia	IA/Childhood Ed (CDF)	Dickey SOAR	10/19/2018
VALLE, Edith	Playground Supervisor (GF)	Dickey ES	10/19/2018
RAMIREZ, Jennifer	Nutrition Services Mgr. II (NS)	Ayala HS	10/19/2018
DUENAS, Priscilla	Counseling Assistant (GF)	Buena Vista HS	10/19/2018

PROMOTION

SISSUNG, Alissa	FROM: IA/Special Education SH (SELPA/GF) 6 hrs./181 work days	Country Springs ES	10/22/2018
	TO: Behavior Intervention Aide (MH) 8 hrs./190 work days	Special Education	
OLLMAN, Misty	FROM: IA/Special Education SH (SELPA/GF) 6 hrs./181 work days	Glenmeade ES	10/19/2018
	TO: Behavior Intervention Aide (MH) 8 hrs./190 work days	Special Education	
ANDERSON, Jill	FROM: Attendance Clerk (GF) 8 hrs./195 work days	Ayala HS	10/19/2018
	TO: Assistant Principal Secretary (GF) 8 hrs./213 work days	Ayala HS	
MORRELL-GALUTIA, Jacqueline	FROM: Typist Clerk I 8 hrs./201 work days	Chino Hills HS	10/19/2018
	TO: Administrative Secretary I (CSEA) 8 hrs./261 contract days	Assessment & Instructional Technology	

CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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PROMOTION (cont.)

KOERBER, Denise	FROM: Typist Clerk II (SELPA/GF) 8 hrs./261 contract days TO: Assistant Principal Secretary (GF) 8 hrs./213 work days	Special Education Chino Hills HS	10/19/2018
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CHANGE OF ASSIGNMENT

MURRAY, Marissa	FROM: Secondary Library/Media Center Assistant (GF) 8 hrs./213 work days TO: Secondary Library/Media Center Assistant (GF) 8 hrs./191 work days	Chino Hills HS Townsend JHS	10/19/2018
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ADDITIONAL ASSIGNMENT

BANUELOS, Doreen	Playground Supervisor (GF)	Dickey ES	10/19/2018
MANUEL, Kalilah	Playground Supervisor (GF)	Liberty ES	10/19/2018
SEIFERT, Danielle	Central Kitchen Assistant I	Magnolia JHS	10/19/2018

RESIGNATION

REZA-SETO, Christine	IA/Special Education (SELPA/GF)	Wickman ES	10/18/2018
OLSON, Jerry	Carpet/Flooring Custodian III (GF)	Maintenance	10/19/2018

RETIREMENT

ANDRIDGE, Kathleen (26 years of service)	School Secretary I (GF)	Eagle Canyon ES	12/01/2018
HALE, Toni (19 years of service)	School Secretary I (GF)	Oak Ridge ES	10/19/2018
ALEMAN, Olga (29 years of service)	Nutrition Services Asst. II (NS)	Don Lugo HS	01/05/2019
MARSH, Jean (32 years of service)	Nutrition Services Asst. II (NS)	Don Lugo HS	01/05/2019

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

DELGADO, Linda	IA/Special Education/SH	Chino Hills HS	
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CLASSIFIED PERSONNEL (cont.)

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

CHEEVER, Gary JOHNSON, Brittney

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 18, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Craig Frame, Director, Risk Management and Human Resources
SUBJECT: REJECTION OF CLAIMS

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BACKGROUND

On June 28, 2018, the Board approved the rejection of claim 18-06-10 which was originally submitted on June 5, 2018, by Livanya Lee on behalf of her son, a student at Chaparral ES. Claimant alleges emotional damages under the state and federal regulations. A notice of insufficiency was sent to the claimant on July 20, 2018, requesting more information. On September 19, 2018, claim 18-06-10 was resubmitted with the requested information. Claimant seeks reimbursement in the amount of \$570,000.00.

Claim 18-09-15 was submitted on September 19, 2018, by Claypool Law Firm on behalf of a student at Briggs K-8. Claimant alleges verbal abuse and bullying by classmates which led to suicidal ideations. Claimant seeks unspecified damages and a settlement demand that lies within the jurisdiction of the Superior Court.

Claim 18-09-16 was submitted on September 25, 2018, by Infinity Insurance Company, on behalf of Reyna Ventura, a member of the public. Claimant alleges that their insured obtained vehicle damages after being rear-ended by a District vehicle en-route. Claimant seeks reimbursement for vehicle damages in the amount greater than \$10,000.00.

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

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

RECOMMENDATION

It is recommended the Board of Education reject the claims and refer them to the District’s insurance adjuster.

FISCAL IMPACT

Unknown at present.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 18, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NEW JOB DESCRIPTION AND CREATION OF THE POSITION FOR NUTRITION SERVICES ROVING ASSISTANT AND THE REVISIONS FOR MULTI MEDIA COMMUNICATIONS SPECIALIST

=====

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~~.

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

RECOMMENDATION

It is recommended the Board of Education:

- a) Approve the new job description for Nutrition Services Roving Assistant,
- b) Authorize the creation of the position for Nutrition Services Roving Assistant, and
- c) Approve the job description revisions for Multi Media Communications Specialist.

FISCAL IMPACT

A fiscal impact to the Nutrition Fund of \$9,867.00 for the Nutrition Services Roving Assistant. There is no fiscal impact to the Multi Media Communications Specialist.

NE:RR:FA:SH:mcm

NUTRITION SERVICES ROVING ASSISTANT

DEFINITION

UNDER THE DIRECTION OF AN ASSIGNED SUPERVISOR/KITCHEN MANAGER, PARTICIPATES AND ASSISTS IN THE PREPARATION, SET UP AND SERVICE OF FOOD ITEMS AND MEALS. THIS INCLUDES, BUT IS NOT LIMITED TO, MEALS AND SNACKS FOR REGULAR SERVICE. PERFORMS ROUTINE DUTIES INCLUDING HANDLING INVENTORY, CLEANING KITCHEN EQUIPMENT, UTENSILS, AND WORK AND SERVING AREAS.

DISTINGUISHING CHARACTERISTICS

THE NUTRITION SERVICES ROVING ASSISTANT CLASSIFICATION IS THE ENTRY-LEVEL CLASS OF THE SERIES. DUTIES TYPICALLY INCLUDE ASSISTING WITH FOOD PREPARATION, SET UP, AND SERVICE AS DIRECTED BY THE SUPERVISOR/KITCHEN MANAGER; CLEANS PREPARATION AREA, EQUIPMENT, POTS, PANS AND UTENSILS; SERVES AS CASHIER OR SERVERS ON ALL POINT OF SALE TERMINALS; AND ASSISTS IN DISHWASHING AREA.

OCCUPATIONAL GROUP

CLASSIFIED (NUTRITION SERVICES)

EXAMPLES OF DUTIES/RESPONSIBILITIES

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. ASSISTS IN THE ASSEMBLING, HEATING OR COOKING OF HOT AND COLD FOODS, SERVES BEVERAGES AND NECESSARY DAILY MENU ITEMS WHICH MAY INCLUDE Á LA CARTE ITEMS. **(E)**
2. MAINTAINS STOCK OF PAPER GOODS AND PLASTIC WARE AND STORES FOOD USING THE FIRST IN FIRST OUT (FIFO) METHOD; ASSISTS WITH INVENTORY CONTROL AS NEEDED. **(E)**
3. MAINTAINS ALL FOOD SERVICE EQUIPMENT AND UTENSILS IN COMPLIANCE WITH SANITATION AND SAFETY STANDARDS AND ADHERES TO ALL APPLICABLE HEALTH AND SANITATION REQUIREMENTS. **(E)**
4. LOADS DISHWASHER, WASHES TRAYS, POTS, AND PANS BY HAND, AS NEEDED. **(E)**
5. SELLS, COLLECTS, RECEIVES AND IS RESPONSIBLE FOR MONEY COLLECTED FROM THE SALE OF FOOD ITEMS. **(E)**

6. MAY USE POINT OF SALE COMPUTER SYSTEM TO PROCESS MEALS SERVED AS NEEDED.
7. MAY COMPLETE DAILY SALES REPORTS AS NEEDED.
8. MAY WORK SERVING FOOD TO STUDENTS AND STAFF ACCORDING TO ESTABLISHED PROCEDURES. **(E)**
9. CHECKS AND RECORDS TEMPERATURE OF FOOD AND TEMPERATURE CONTROLLED EQUIPMENT ON A REGULAR BASIS. **(E)**
10. FOLLOWS ALL DEPARTMENT STANDARD OPERATING PROCEDURES AND STATE AND FEDERAL REGULATIONS. **(E)**
11. MAY ANSWER PHONES WHEN APPLICABLE.
12. PERFORMS OTHER RELATED DUTIES AS ASSIGNED WITHIN CLASSIFICATION.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

MAINTAIN FOOD HANDLER CERTIFICATION AS REQUIRED BY SAN BERNARDINO COUNTY DEPARTMENT OF PUBLIC HEALTH, DIVISION OF ENVIRONMENTAL HEALTH SERVICES.

KNOWLEDGE OF:

- PRINCIPLES AND METHODS OF QUANTITY FOOD PREPARATION, SERVINGS AND STORAGE;
- METHODS OF COMPUTING FOOD QUANTITIES REQUIRED BY MENUS;
- CARE AND USE OF STANDARD CAFETERIA APPLIANCES, BASIC FOOD SERVING UTENSILS, APPLIANCES AND EQUIPMENT;
- SANITATION AND SAFETY PRINCIPLES AND PRECAUTIONS RELATED TO FOOD SERVING AND KITCHEN EQUIPMENT MAINTENANCE;
- BASIC COMPUTER SKILLS AND BASIC MATH;
- STATE AND FEDERAL REGULATIONS AS THEY PERTAIN TO ALL MANDATED SCHOOL MEAL PROGRAMS AND THE DEPARTMENT OF PUBLIC HEALTH, DIVISION OF ENVIRONMENTAL SERVICES;
- METHODS OF HANDLING MONEY, MAKING CHANGE, AND COMPLETING PRODUCTION REPORTS;
- PRINCIPLES APPLICABLE TO KITCHEN MAINTENANCE; AND
- PROPER METHODS OF PREPARING AND SERVING FOOD IN A SCHOOL KITCHEN.

ABILITY TO:

- FOLLOW ORAL AND WRITTEN DIRECTIONS AND COMMUNICATE EFFECTIVELY;
- LEARN TO OPERATE BASIC COMMON KITCHEN APPLIANCES;
- MAINTAIN ACCURATE RECORDS;
- ESTABLISH AND MAINTAIN COOPERATIVE AND EFFECTIVE RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF THE WORKDAY;
- PROVIDE POSITIVE CUSTOMER SERVICE;
- UNDERSTAND PORTION CONTROL;
- ASSIST WITH FOOD PREPARATION AND SERVING FOODS;
- WORK EFFECTIVELY UNDER RUSHED CONDITIONS;
- OPERATE COMPUTERIZED POINT OF SALE SYSTEM;
- ACCEPT ASSIGNMENTS AT ANY SCHOOL SITE;
- ACCEPT ASSIGNMENTS AFTER TYPICAL WORK HOURS ON PRIMARY SOURCE OF CONTACT AND OR ELECTRONIC MAIL;
- ACCEPT MULTIPLE ASSIGNMENTS THROUGHOUT THE DAY AS NEEDED; AND
- TRAVEL FROM ONE SITE TO ANOTHER THROUGHOUT THE DAY FOR MULTIPLE ASSIGNMENTS AS NEEDED.

EXPERIENCE

MINIMUM ONE (1) YEAR EXPERIENCE IN BASIC COMMERCIAL KITCHEN SKILLS. SCHOOL SITE EXPERIENCE PREFERRED.

EDUCATION

EQUIVALENT TO THE COMPLETION OF THE 12TH GRADE, PREFERABLY SUPPLEMENTED BY COURSES IN CAFETERIA MANAGEMENT, MENU PLANNING, DIETETICS, SAFETY AND SANITATION, AND RELATED SUBJECTS.

WORKING CONDITIONS

- CONSTANT INTERRUPTIONS;
- CONTACT WITH CLEANING AGENTS AND CHEMICALS;
- DEMANDING TIMELINES;
- HEAT FROM EQUIPMENT SUCH AS OVENS AND COLD FROM WALK-IN REFRIGERATORS AND FREEZERS;
- INDOOR/OUTDOOR ENVIRONMENT; AND
- WORK SITE INSPECTIONS.

PHYSICAL ABILITIES

- CARRYING, PUSHING, OR PULLING EQUIPMENT (I.E. MOBILE FOOD CARTS, RACKS AND UTILITY CARTS);

- DEXTERITY OF HANDS AND FINGERS TO OPERATE STANDARD JOB RELATED EQUIPMENT INCLUDING COMPUTERIZED POINT OF SALE SYSTEM;
- KNEELING OR CROUCHING;
- LIFTING UP TO 50 POUNDS;
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY;
- STANDING FOR EXTENDED PERIODS OF TIME;
- BENDING AND STOOPING (TURNING, TWISTING, AND WALKING ON UNEVEN SURFACES);
- VISUAL AND HEARING ABILITY TO PERFORM JOB RESPONSIBILITIES; AND
- REPETITIVE HAND MOVEMENTS.

HAZARDS

- ADVERSE WEATHER CONDITIONS INCLUDING EXTREME TEMPERATURES (BELOW 32 DEGREES AND ABOVE 100 DEGREES), HIGH WINDS AND OCCASIONAL RAIN;
- EXPOSURE TO VERY HOT FOODS, EQUIPMENT, AND METAL OBJECTS USED IN COOKING AND BAKING;
- EXPOSURE TO SHARP KNIVES AND SLICERS;
- MAY BE EXPOSED TO CONTACT WITH UNCOOPERATIVE OR ABUSIVE INDIVIDUALS;
- NOISE AND FUMES (FROM EQUIPMENT OPERATION);
- TEMPERATURE EXTREMES AND POTENTIAL CONTACT WITH CLEANING AGENTS;
- WORKING IN A CRAMPED OR RESTRICTIVE WORK AREA;
- WORKING AROUND AND WITH MACHINERY HAVING MOVING PARTS; AND
- VIEWING OF COMPUTERIZED POINT OF SALE MONITOR FOR LONG PERIODS OF TIME.

ADDITIONAL REQUIREMENTS

MUST POSSESS, OR OBTAIN PRIOR TO APPOINTMENT, A VALID CALIFORNIA DRIVER'S LICENSE. MUST HAVE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS.

BOARD APPROVED:

~~Multi Media Communications Specialist~~ **PUBLIC INFORMATION OFFICER**

DEFINITION

The ~~Multi Media Communications Specialist~~ PUBLIC INFORMATION OFFICER will assist in implementing the communications program and support communications within the District.

DISTINGUISHING CHARACTERISTICS

The ~~Multi Media Communications Specialist~~ PUBLIC INFORMATION OFFICER carries out daily writing, editorial and social media assignments in alignment with the District's overall strategic communications plan. This position reports to the Director, Communications.

OCCUPATIONAL GROUP

Classified – Technical

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES

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

1. Research, write, fact-check, edit, and post/place articles/releases reflecting program of work at District as well as event promotion. **(E)**
2. Assist in developing and implementing social media strategies, and coordinate daily social media posts on appropriate current multi media platforms. **(E)**
3. Maintain and update the news section of the District website, including content, graphic layout and links. **(E)**
4. Assist in planning presentations and student showcases at Board of Education meetings; attend Board meetings; photograph and write articles on the presentations, showcases and Board action for posting on social media. **(E)**
5. Assist in coordinating news and events from schools and write articles for posting on social media; attend important school celebrations and programs and photograph and write articles for posting on social media; maintain District-wide calendar of events for posting and distribution to stakeholders. **(E)**

6. Assist in production of project-based presentations, including power point, signage, electronic communications, brochures/flyers, other promotional or instructional materials and projects. **(E)**
7. Collect and maintain a library of media coverage of schools and the District. **(E)**
8. Assist in the evaluation and analysis of communications activities, including preparing monthly reports, media clip summaries, social media benchmarks, and email blast analytics. **(E)**
9. Monitor, make recommendations, and implement strategies for the utilization of new technologies to effectively and efficiently advance the District's goals.
10. Create and maintain a list of media and parent contacts; develop a method of news delivery for key community contacts and other stakeholders. **(E)**
11. Manage an emergency information notification system to students, parents, and stakeholders. **(E)**
12. Work with communications staff to prepare and send breaking news alerts. **(E)**
13. Assist in coordinating the prioritization of news/events/high-lights with communications staff. **(E)**
14. Assist in the coordination of media activities. **(E)**
15. Work collaboratively with the District's Technology Department.
16. Perform other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

KNOWLEDGE OF:

- A wide range of programs and applications such as digital camera, computer publishing and design software, social media and other electronic tools;

- Photography;
- Methods of communication and media selection appropriate to a community with a diverse socio-economic population;
- Applicable federal, state, and District codes, regulations, policies and procedures governing work scope;
- Digital and multimedia copyright laws;
- Correct English usage, grammar, spelling, vocabulary and punctuation.

ABILITY TO:

- Assist in developing and implementing communications policies, practices and promotions;
- Communicate effectively, both verbally and in writing;
- Write, proofread, and edit with a demonstrated ability to tell stories and to translate technical or complex subjects for various audiences;
- Use digital camera with demonstrated ability to capture activities for reporting purposes;
- Plan and execute communications across a range of communication channels including web-based platforms and social media;
- Work collaboratively with people in a culturally diverse setting and with a variety of internal and external stakeholders;
- Establish and maintain effective working relationships with administrators, supervisors, school personnel and the general public;
- Effectively multi-task in a fast-paced, deadline intensive environment;
- Quickly solve problems, take risks, and identify contingency plans when necessary;
- Assist in developing and implementing digital communications policies and practices;
- Complete projects on time with constant interruptions;
- Prepare and maintain accurate and complete records and reports which may include those of a confidential nature.

EDUCATION AND/OR EXPERIENCE

- Any combination equivalent to a Bachelor's Degree in communications, journalism, English, public relations or related field.
- A minimum of three years of increasingly responsible experience in communications, journalism, English, public relations or related field, including at least one year in a responsible position within a public school district, county office of education or comparable private or government agency, which may be substituted for part of the required communications, journalism, public relations, or English units.

WORKING CONDITIONS

- District office environment and Board meetings;
- Demanding timelines;
- Subject to driving to a variety of locations to conduct work during day, evening, and weekend hours;
- Subject to frequent interruptions and extensive contacts with students, parents, and the public;
- Emergency call-out;
- Indoor/outdoor environment.

PHYSICAL ABILITIES

- Bending at the waist and reaching to retrieve and maintain files and records;
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard and other office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read and to prepare/process documents;
- Sitting for extended periods of time;
- Standing for extended periods of time;
- Walking over rough or uneven surfaces;
- Heavy lifting up to 50 pounds.

HAZARDS

- Extended viewing of computer monitor;
- Working around and with office equipment having moving parts;
- Exposure to individuals with excessive body odor;
- May be in contact with abusive or uncooperative individuals.

SPECIAL 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.

Board Approved: February 5, 2015
REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 18, 2018

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: STUDENT INTERNSHIP AGREEMENTS WITH BRANDMAN UNIVERSITY

=====

BACKGROUND

Student Internship agreements provide a high quality of learning, support and practical classroom experience for professionals in training. The Chino Valley Unified School District has an opportunity to establish internship agreements with Brandman University.

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

RECOMMENDATION

It is recommended the Board of Education approve the student internship agreements with Brandman University.

FISCAL IMPACT

None.

NE:RR:FA:SH:mcm

SUPERVISED INTERNSHIP AGREEMENT

Please check below all the applicable supervised fieldwork in which in your District will be participating with Brandman University Ontario Campus.

SCHOOL PSYCHOLOGY

EDUCATION ADMINISTRATION

SCHOOL COUNSELING

THIS AGREEMENT is made and entered into by and between Brandman University hereinafter called the "UNIVERSITY," and the Chino Valley Unified School District, hereinafter called "FIELDWORK SITE."

WHEREAS, an INTERN, as defined in Appendix A, is required to enroll in education courses while serving under the supervision of experienced UNIVERSITY and FIELDWORK SITE professionals, during which time the INTERN shall hold an internship credential granted by the California Commission on Teacher Credentialing, (hereinafter the "COMMISSION").

I. RESPONSIBILITIES OF THE UNIVERSITY

- A. The UNIVERSITY will assure that the student shall have completed the necessary educational prerequisites, if so required, to be eligible for supervised fieldwork.
- B. The UNIVERSITY shall designate a faculty or staff member to coordinate, consult, and collaborate with the classroom teacher or district designee of the FIELDWORK SITE, the activities of each student assigned to FIELDWORK SITE and student fieldwork experience.
- C. The UNIVERSITY shall complete periodic observations and/or evaluations of the student regarding his/her performance at the FIELDWORK SITE as per arrangement between the UNIVERSITY faculty or staff member and the FIELDWORK SITE supervisor.

II. RESPONSIBILITIES OF THE FIELDWORK SITE

- A. The FIELDWORK SITE shall provide field experiences in such schools or classes of the FIELDWORK SITE and under the direct supervision and instruction of such employees of the FIELDWORK SITE, as specified by the duly authorized representatives of the FIELDWORK SITE and the UNIVERSITY.
- B. The FIELDWORK SITE shall provide students with experiences with a student population that is diverse in terms of ethnicity, culture, language, socio-economics and/or special needs.
- C. The FIELDWORK SITE staff will promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or

involving employees or agents of the FIELDWORK SITE, take prompt and effective remedial action when discrimination or harassment is found to have occurred, and promptly notify the UNIVERSITY of the existence and outcome of any complaint of harassment by, against, or involving any participating student.

- D. To notify the UNIVERSITY of any change in its personnel, operation, or policies which may affect the field education experience.
- E. Comply with all federal, state and local statutes and regulations applicable to the operation of the program, including without limitation, laws relating to the confidentiality of student records.
- F. The FIELDWORK SITE staff shall comply with APPENDIX B regarding the FIELDWORK SITE's supervision of UNIVERSITY students.
- G. The FIELDWORK SITE acknowledges that each INTERN under this Agreement shall be a paid employee of the FIELDWORK SITE and thus covered under the FIELDWORK SITE'S insurance policies, including Workers' Compensation, to the extent available to other teachers. No intern shall be considered an employee or agent of Brandman University while performing services for the District.

III. THE PARTIES MUTUALLY AGREE

- A. Neither party shall discriminate in the assignment of INTERNS on the basis of race, color, disability, gender, religion, national origin, ancestry, sexual orientation, or any other basis prohibited by law.
- B. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- C. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK SITE CONTACT INFORMATION:

Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710
Attn: Jeannette Walsh, Administrative Assistant
Human Resources
Tel: (909) 628-1202 Ext. 1113

UNIVERSITY CONTACT INFORMATION:

Brandman University
16355 Laguna Canyon Road
Irvine, CA 92618
Attn: School of Education, Dean
Fax: (800) 775-0128

- D. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- E. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- F. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set

forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.

- G. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.


IV. TERM AND TERMINATION OF AGREEMENT

- A. THE TERM of this Agreement shall be effective October 19, 2018 and shall continue in full force and effect through October 18, 2021. This Agreement may be renewed for one (1) additional term of the contract by mutual written consent of the parties.
- B. THIS AGREEMENT may be terminated by either the UNIVERSITY or the FIELDWORK SITE with or without cause upon thirty (30) days written notice provided that (subject to the other terms of this Agreement) all students performing fieldwork at the time of notice of termination are given the opportunity to complete their fieldwork at the Fieldwork Site.

SIGNATURES:

FIELDWORK SITE: Signature: _____
 Name: _____
 Title: _____
 Date: _____

UNIVERSITY: Signature: _____
 Name: Phillip L. Doolittle
 Title: Executive Vice Chancellor of Finance and
 Administration and Chief Financial Officer
 Date: _____

Signature:  _____
Name: Dr. Christine Zeppos
Title: Dean, School of Education
Date: _____

Appendix A
Definition of Internship

- A. "INTERN" is defined according to the COMMISSION as a person who is enrolled in a COMMISSION-approved internship program and is serving with an Internship Credential issued upon the recommendation of the UNIVERSITY.
- B. INTERNS shall not displace certificated FIELDWORK SITE employees. FIELDWORK SITE further agrees to provide written certification that no person with the appropriate credential, background and qualifications is interested and/or available in the position that is the subject matter of this Agreement.
- C. The internship may continue for a period of up to two years and the credential may be renewed upon a showing of good cause.
- D. The internship program is being implemented in order to provide the INTERN with an opportunity to gain field experience on a paid basis. In the event that the internship is being developed to meet an employment shortage, FIELDWORK SITE agrees to provide a statement regarding the availability of qualified, certificated individuals holding the appropriate credential.
- E. The Internship Credential is issued for service only in the FIELDWORK SITE District and the UNIVERSITY shall notify the COMMISSION of the FIELDWORK SITE'S participation.

Appendix B
Specific Supervision Requirements for Each Program

School Counseling Fieldwork:

- A. Provide an average of one (1) hour of individual or one-and-one-half (1.5) hours of small group supervision per week from an experienced school counselor with at least two years of professional experience.
- B. Provide opportunities for students to gain a broad range of experiences, including experiences in:
 - a. Personal and career assessments
 - b. Personal counseling experience in either an individual or group context
 - c. Experience in School-based programs serving parents and family members
 - d. Observing classroom instruction
 - e. Attending district and school based meetings
 - f. Mapping school-based community resources
 - g. The candidate is to perform, under supervision, the functions of school counselors in school counseling domains.
 - h. Participating in professional development activities.
 - i. Participating in individual or group supervision.
 - j. Learning about and using technology and information systems.
 - k. Learning about Individual differences and student diversity.
- C. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including, (a) elementary, middle school or junior high, and (b) high school.
- D. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school counselor who has at least two years experience in school counseling to serve as the primary supervisor. The student may also work with other experienced school counselors for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students.
- E. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- F. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.
- G. The FIELDWORK SITE shall ensure that the student will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the student is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

I. Specific Supervision Requirements School Psychology Fieldwork:

- A. Provide an average of one (1) hour of individual or one-and-one-half (1.5) hours of small group supervision per week from an experienced school psychologist with at least two years of professional experience.
- B. Provide experiences with a diverse student population.

- C. Provide experiences with a variety of educational programs.
- D. Provide opportunities for students to gain a broad range of experiences, including experiences in:
 - a. Data based decision making: Assessing and reevaluating individual pupils and their programs.
 - b. Collaboration and consultation with school personnel and participation on interdisciplinary teams.
 - c. Developing, implementing and evaluating academic and behavioral interventions.
 - d. Providing counseling and other mental health interventions.
 - e. Home, school, community collaboration: working with parents and community members.
 - f. Learning about, helping develop, or evaluating policy, practices and programs.
 - g. Participating in professional development activities.
 - h. Participating in individual or group supervision.
 - i. Learning about and using technology and information systems.
 - j. Learning about Individual differences and student diversity.
- E. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including (a) preschool, (b) elementary, (c) middle school or junior high, and (d) high school.
- F. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school psychologist who has at least two years experience in School Psychology to serve as the primary supervisor. The student may also work with other experienced school psychologists for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students.
- G. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- H. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluations of the student's performance near the end of each university session.
- I. The FIELDWORK SITE shall ensure that the student will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the student is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

School Administration Fieldwork:

- A. The FIELDWORK SITE shall provide student with individual and/or small group supervision from an experienced school administrator.
- B. The FIELDWORK SITE shall provide student with experiences with a diverse student population.
- C. The FIELDWORK SITE shall provide student with experiences with a variety of educational programs.
- D. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual and/or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- E. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university semester.
- F. The FIELDWORK SITE shall ensure that the student will be treated by the FIELDWORK SITE as part of the professional staff and is provided a supportive work environment and adequate supplies. In addition, it shall see that the INTERN is encouraged to participate in district or county committees and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.



INTERNSHIP CONTRACT AGREEMENT

by and between

BRANDMAN UNIVERSITY

and

Chino Valley Unified School District

- **Multiple Subject Internship Credential**
- **Single Subject Internship Credential**
- **Education Specialist Internship Credential**

An Internship Credential authorizes the same service at the same level as the Preliminary Credential with some exceptions. The Internship Credential is only valid in one school district or consortium under the preconditions established by State law (see Appendix A).

For this reason, interns must have a contract before a credential can be issued. Each intern candidate is to work under the direct and continuing supervision of a Brandman University Supervisor, from the Ontario Campus, and District Mentor who provides general support at the classroom level of the cooperating school. Also, the Internship Credential shall be issued initially for a two-year period and may be renewed by the Commission. (Education Code Section 44455). For renewals, please see Education Code Section 44456.

I. General Provisions

a. The UNIVERSITY agrees and verifies that:

- i. Each Intern Teacher shall have met the requirements for enrollment in its Credential Programs
- ii. Each Intern Teacher must have completed the minimum number of preservice hours of University Credential Program course work, as required by the CCTC for issuance of the Intern Credential.
- iii. Each Intern Teacher shall apply for the Internship Credential through the Teacher Accreditation Department at Brandman University, upon verification of employment from the School District.

b. The DISTRICT agrees and verifies that:

- i. The intern assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the

District for at least **one academic year**, subject to the District's personnel policies and State law(s).

- ii. The intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No intern may coach extracurricular activities nor be required to attend meetings that present a conflict with his/her internship responsibilities at Brandman University.
- iii. The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

II. Support and Supervision Requirements

Pursuant to California Education Code §44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The Commission requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the program and of the employer.

a. General Support and Supervision Provided to All Interns

The UNIVERSITY and DISTRICT together shall provide a minimum of 144 hours of support/mentoring and supervision to each intern teacher per school year including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support, mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of four times each term that include pre

and post observation discussions. Supervisors will maintain weekly contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.

- iii. The DISTRICT shall select mentor teachers who meet the following qualifications:
 - (1) valid corresponding Clear or Life credential,
 - (2) three years successful teaching experience, and
 - (3) the English Learner (EL) Authorization (if responsible for providing specified EL support).If the mentor does not hold an EL Authorization, the district must identify an individual who does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.
- iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The mentor(s) role is to provide support specifically addressing issues in the intern's classroom (See Appendix B for examples of support/supervision activities). Interns without an English Language Authorization must also receive focused English Language instruction support.
- v. The UNIVERSITY shall provide orientation and training for the district mentors and university supervisors.
- vi. The University Supervisor and District Mentor shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.
- vii. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns in LiveText.
- viii. The District Mentor and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

b. Support and Supervision Specific to Teaching English Learners

The following additional support/mentoring and supervision shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued multiple subject, single subject, or

education specialist instruction teaching credential; a valid English learner or Cross-cultural, Language and Academic Development (CLAD) authorization:

- i. The UNIVERSITY shall provide 45 hours of support/mentoring and supervision per school year, including in-classroom coaching, specific to the needs of English learners. The minimum support/mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to five hours times the number of months remaining in the school year. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern teacher's development of knowledge and skills in the instruction of English learners.
- ii. The DISTRICT shall identify an individual who will be immediately available to assist the intern teacher with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same mentor assigned pursuant to section I above provided the individual possesses an English learner authorization and will be immediately available to assist the intern teacher. (See Appendix B for examples of support/supervision activities).
- iii. An individual who passes the California Teaching of English Learner (CTEL) examinations prior or subsequent to the issuance of the intern credential may be exempted from the additional 45 hours of support/mentoring and supervision specific to the needs of English learners.
- iv. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 45 hours of support/mentoring specific to the needs of English learners via forms submitted by the interns in LiveText.

III. THE PARTIES MUTUALLY AGREE

- A. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Agreement. Each Certificate of Insurance shall specify that should any above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
- B. The UNIVERSITY agrees to indemnify, hold harmless, and defend the DISTRICT, its agents and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the DISTRICT because of bodily injury

to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents or employees.

The DISTRICT agrees to indemnify, hold harmless, and at the University’s request, defend the UNIVERSITY, its agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the University because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with the Agreement, and due or claimed to be due to the negligence of the DISTRICT, its agents or employees.

- C. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- D. Any failure of a party to enforce that party’s right under any provision of this Agreement shall not be construed or act as a waiver of said party’s subsequent right to enforce any provisions contained herein.
- E. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK INFORMATION:	SITE	CONTACT	UNIVERSITY INFORMATION:	CONTACT
Chino Valley Unified School District 5130 Riverside Drive Chino, CA 91710 Attn: Jeannette Walsh, Administrative Assistant Human Resources Tel: (909) 628-1202 Ext. 1113			Brandman University 16355 Laguna Canyon Road Irvine, CA 92618 Attn: School of Education, Dean Fax: (800) 775-0128	

- F. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- G. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.

- H. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- I. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

IV. TERM AND TERMINATION OF AGREEMENT

Brandman University and the Chino Valley Unified School District, agree to all the conditions of this Internship Contract Agreement as outlined above, to be effective on October 19, 2018, and continuing until October 18, 2020 (2-year maximum). This agreement may be terminated and the provisions of this agreement may be altered, changed or amended by mutual consent of both parties upon sixty (60) days written notice.

SIGNATURES:


DISTRICT
REPRESENTATIVES:

Signature: _____
Name: _____
Title: Superintendent
Date: _____

Signature: _____
Name: _____
Title: Human Resources
Date: _____

UNIVERSITY:

Signature: _____
Name: Phillip L. Doolittle
Title: Executive Vice Chancellor of Finance and
Administration and Chief Financial Officer
Date: _____

Signature: 
Name: Dr. Christine Zeppos
Title: Dean, School of Education
Date: _____

APPENDIX A

Preconditions Established for Internship Programs

For initial program accreditation and continuing accreditation by the Committee on Accreditation, participating districts and universities must adhere to the following requirements of state law or Commission policy.

- (1) **Bachelor's Degree Requirement.** Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. Reference: Education Code §§44325, 44326, 44453.
- (2) **Subject Matter Requirement.** Each Multiple Subject intern admitted into the program has passed the Commission-approved subject matter examinations(s) for the subject area(s) in which the Intern is authorized to teach, and each Single Subject intern admitted into the program has passed the Commission-approved subject matter examination(s) or completed the subject matter program for the subject areas(s) in which the Intern is authorized to teach. Reference: Education Code § 44325(c) (3).
- (3) **Pre-Service Requirement.**
 - (a) Each Multiple and Single Subject Internship program must include a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and teaching English Learners.
 - (b) Each Education Specialist Internship program includes a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in pedagogy including classroom management and planning, reading/language arts, specialty specific pedagogy, human development, and teaching English Learners.
- (4) **Professional Development Plan.** The employing district has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:
 - (a) Provisions for an annual evaluation of the intern.
 - (b) A description of the courses to be completed by the intern, if any, and a plan for the completion of preservice or other clinical training, if any, including student teaching.
 - (c) Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.
 - (d) Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities.

- (5) **Supervision of Interns.**
- (a) In all internship programs, the participating institutions shall provide supervision of all interns.
- (b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Reference: Education Code § 44462. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision.
- (6) **Assignment and Authorization.** To receive program approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. Reference: Education Code § 44454. The institution stipulates that the interns' services meet the instructional or service needs of the participating district(s). Reference: Education Code § 44458.
- (7) **Participating Districts.** Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential(s) involved. Reference: Education Code §§ 44321 and 44452.
- (8) **Early Program Completion Option.** Each intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential. This option must be made available to interns who meet the following requirements:
- (a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:
- Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
 - Techniques to address learning differences, including working with students with special needs
 - Techniques to address working with English learners to provide access to the curriculum
 - Reading instruction in accordance with state standards
 - Assessment of student progress based on the state content and performance standards
 - Classroom management techniques
 - Methods of teaching the subject fields
- (b) Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.
- (c) Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).

- (d) Meet the requirements for teacher fitness.

An intern who chooses the early completion option but is not successful in passing the assessment may complete his or her full internship program. (Reference: Education Code § 44468).

- (9) **Length of Validity of the Intern Certificate.** Each intern certificate will be valid for a period of two years. However, a certificate may be valid for three years if the intern is participating in a program leading to the attainment of a specialist credential to teach students, or for four years if the intern is participating in a district intern program leading to the attainment of both a multiple subject or a single subject teaching credential and a specialist credential to teach students with mild/moderate disabilities. Reference: Education Code § 44325 (b).
- (10) **Non-Displacement of Certificated Employees.** The institution and participating districts must certify that interns do not displace certificated employees in participating districts.
- (11) **Justification of Internship Program.** When an institution submits a program for initial or continuing accreditation, the institution must explain why the internship is being implemented. Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential. The exclusive representative of certificated employees in the credential area (when applicable) is encouraged to submit a written statement to the Committee on Accreditation agreeing or disagreeing with the justification that is submitted.
- (12) **Bilingual Language Proficiency.** Each intern who is authorized to teach in bilingual classrooms has passed the language proficiency subtest of the Commission-approved assessment program leading to the Bilingual Crosscultural Language and Academic Development Certificate. Reference: Education Code Section 44325 (c).

APPENDIX B
Support and Supervision Activities

Potential Support & Supervision Activities to be Provided by the District
Demonstration Lessons and/or Co-teaching activities with mentor
Classroom Observations and Coaching*
Content Specific Coaching (for example: math coaches, reading coaches, EL coaches*)
Grade Level or Department Meetings related to curriculum, planning, and/or instruction
New Teacher Orientation
Coaching (not evaluation) from Administrator
Co-planning with Special Educator or EL expert to address included special needs students and/or English learners*
Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc.)
Review/discuss test results with colleagues (CELDT and standardized tests)*
Activities/workshops specifically addressing issues in the intern’s classroom—co-attended by intern and mentor(s)
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*
Support & Supervision Activities Provided through the University
Classroom Observations and Coaching*
Weekly Online Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) including EL support*
Weekly Contact with Supervisors via email, phone (voice, text), and/or video conferencing
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*

**May also be used towards the 45-hour EL Support & Supervision Requirement.*

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 18, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
**SUBJECT: ANNUAL REPORT REQUIRED PER BOARD POLICY 3470 DEBT
ISSUANCE AND MANAGEMENT**

=====
BACKGROUND

Senate Bill 1029, which went into effect in 2017, requires local California governmental agencies to establish local debt policies and reporting requirements. In compliance with this legislation, the Board of Education adopted Board Policy 3470 Debt Issuance and Management. Per Board Policy 3470, "the Superintendent or designee shall annually report to the Board regarding debts issued by the District, including information on actual and projected tax rates, an analysis of bonding capacity, credit agency ratings on the District's bonds, market update and refunding opportunities, new development for California bond financings, and the District's compliance with post-issuance requirements."

The following report was prepared by the District's consultant Keygent Advisors, LLC. on debt issuance and management.

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

RECOMMENDATION

It is recommended that the Board of Education receive for information the annual report required per Board Policy 3470 Debt Issuance and Management.

FISCAL IMPACT

None.

NE:SC:GJS:pw



BOARD COMMUNICATION

To: Chino Valley Unified School District Board of Education

From: Keygent LLC

Date: September 25, 2018

RE: Annual Report per Board Debt Issuance & Management Policy 3470

The purpose of this Board communication is to provide the annual report required under Board Policy 3470 (Debt Issuance and Management). The policy states the following:

“The Superintendent or designee shall annually report to the Board regarding debts issued by the District, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the District's bonds, market update and refunding opportunities, new development for California bond financings, and the District's compliance with post-issuance requirements.”

Debts Issued by the District

The District has the following debt outstanding:

General Obligation ("GO") Bonds				
Issuance	Issuance Date	Maturity Date	Issuance Amount	Principal Outstanding September 1, 2018
General Obligation Refunding Bonds 2002 Election, 2011 Series A	7/13/2011	8/1/2026	\$ 33,510,000	\$ 21,340,000
General Obligation Refunding Bonds 2002 Election, 2012 Series A	9/27/2012	8/1/2027	27,130,000	22,170,000
2014 General Obligation Refunding Bonds	8/7/2014	8/1/2030	22,425,000	22,325,000
General Obligation Bonds Election of 2016, Series 2017A	5/11/2017	8/1/2055	208,000,000	198,595,000
2017 General Obligation Refunding Bonds	5/11/2017	8/1/2031	54,555,000	54,555,000
Total			\$ 345,620,000	\$ 318,985,000

Certificates of Participation ("COP")				
Issuance	Issuance Date	Maturity Date	Issuance Amount	Principal Outstanding September 1, 2018
Refunding Certificates of Participation 2005 Series A	8/24/2005	9/1/2022	\$ 23,280,000	\$ 5,125,000
Certificates of Participation (Refunding Project) 2010 Series A	6/29/2010	9/1/2020	12,235,000	2,580,000
Total			\$ 35,515,000	\$ 7,705,000

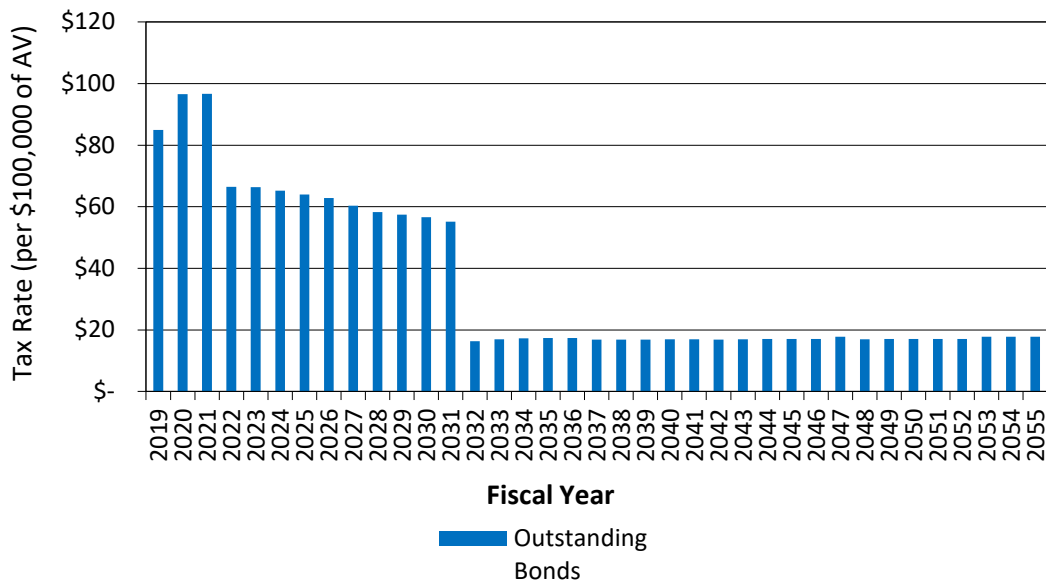
Actual & Projected Tax Rates

The District’s bond tax rate the 2018-19 fiscal year was 0.0849% or \$84.90 per \$100,000 of assessed valuation.

The District’s projected tax rates are shown below. They are based on the following assumptions:

- Annual assessed value growth:
 - o Preliminary 2018-19 AV: \$27,772,817,643
 - o 2019-20: 3.00%
 - o 2021-30: 4.00%
 - o Thereafter: 4.50%
- 8% secured and unsecured tax delinquency per San Bernardino County Auditor-Controller
- No supplemental tax collections (which typically lower the annual tax rate)

Projected Tax Rates



Bonding Capacity

Bonding capacity is a statutory limit on the amount of general obligation bonds that can be issued at any given time. The District is also limited by the amount of bond authorization approved by voters. Bonding capacity is based on:

- Current assessed value multiplied by 2.50% statutory debt limit factor
- Less: outstanding general obligation bonds

Estimated Current Bonding Capacity ⁽¹⁾

2018-19 Preliminary Total AV ⁽²⁾	\$ 27,772,817,643
Statutory Debt Limit Factor	x 2.50%
Bonding Capacity	694,320,441
Outstanding General Obligation Bonds	(318,985,000)
Available Bonding Capacity	\$ 375,335,441

⁽¹⁾ Subject to confirmation by the San Bernardino County Auditor-Controller.

⁽²⁾ Source: San Bernardino County Auditor-Controller.

District Credit Ratings

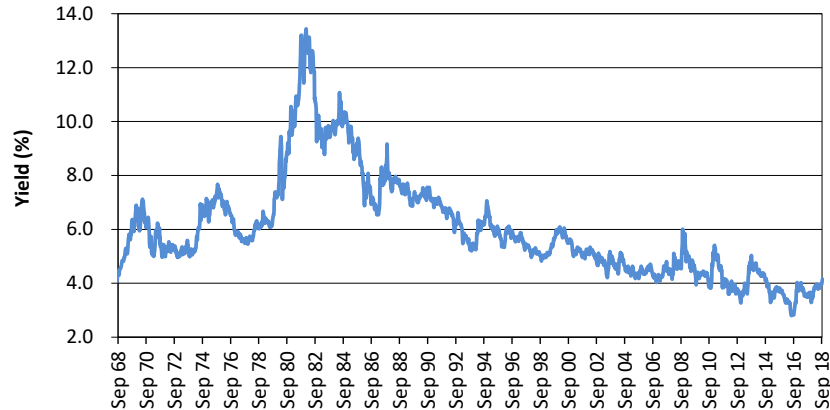
The three major credit rating agencies are Moody's, Standard & Poor's, and Fitch. Districts are rated on (1) local economy/tax base (30% of rating), (2) district finances (30%), (3) district debt/pension obligations (20%) and (4) district management (20%). Based on that information, districts are assigned a rating in accordance with the respective rating scale. The District's current ratings are Aa2 (Moody's) and AA- (Standard & Poor's). The District does not have a Fitch rating.

	Moody's	Standard & Poor's	Fitch	Rating Description
Investment grade	Aaa	AAA	AAA	Prime
	Aa1	AA+	AA+	High grade
	Aa2	AA	AA	
	Aa3	AA-	AA-	
	A1	A+	A+	Upper medium grade
	A2	A	A	
	A3	A-	A-	
	Baa1	BBB+	BBB+	Lower medium grade
	Baa2	BBB	BBB	
	Baa3	BBB-	BBB-	
Non-investment grade	Ba1	BB+	BB+	Speculative
	Ba2	BB	BB	
	Ba3	BB-	BB-	
	B1	B+	B+	Highly speculative
	B2	B	B	
	B3	B-	B-	
	Caa1 & below	CCC+ & below	CCC & below	Extremely speculative/ Default

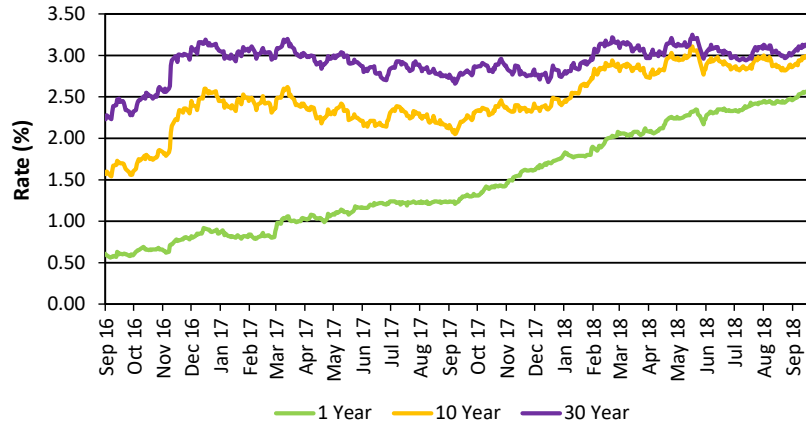
Market Update

Long-term municipal bond interest rates have experienced significant volatility, but still remain near historic lows. Short-term interest rates, however, have spiked as a result of Federal Reserve policies. The charts below demonstrate these two points. 2018 bond issuance volume is expected to be 20% - 25% lower in the aftermath of i) the significant issuance amounts in Q4 of 2017, and ii) the elimination of tax-exempt advanced refundings and tax credit bonds under the Tax Cuts and Jobs Act (as described below).

**Bond Buyer General Obligation Bond Index ⁽¹⁾
(50-Year History)**



**U.S. Treasury Rates ⁽²⁾
September 2016 - Present)**



Refunding Opportunities

The District does not currently have any GO bond refinancing opportunities which produce debt service savings. The District does have a COP refinancing opportunity for the Refunding COP 2005 Series A, which produces approximately \$64,000 in debt service savings over the life of the COPs which is equal to 1.67% present value savings ⁽³⁾. The District's estimated present value savings is currently below the industry benchmark of 3%. The refinancing opportunity will continue to be monitored.

⁽¹⁾ Index reflects average yield to maturity of 20 general obligation bonds with 20-year maturities rated 'Aa2' by Moody's Investors Service and 'AA' by Standard and Poor's. Source: The Bond Buyer & Bloomberg.

⁽²⁾ Source: U.S. Department of the Treasury.

⁽³⁾ Reflects Keygent's opinion of current interest rates considering the Municipal Market Data yield curve as of September 25, 2018, similar financings recently sold by California K-14 districts and the District's current ratings. Subject to market fluctuations until COPs are sold. Includes financing costs.

New Developments for California Bond Financings

Tax Cuts and Jobs Act

- Major economic provisions:
 - o Reduction of tax rates for individuals and corporations
 - o Limiting deductions for state income and property taxes
 - o Limiting interest deduction on new mortgages
- Municipal bond-specific provisions:
 - o Removal of tax-exempt advanced refundings
 - Most bonds include an optional redemption date (or call date)
 - Historically, a 10-year par call was the market standard
 - An advanced refunding is a refinancing that occurs more than 90 days from the call date
 - This allowed issuers to replace higher interest rate debt with lower interest rate debt sooner
 - Advanced refundings historically comprised ~20-25% of the supply of municipal bonds
 - o Removal of tax credit bonds

Major New Legislation

- Assembly Bill 1194
 - o Tax rate statements for new ballot measures must now include:
 - The best estimate of the average annual tax rate that would be required
 - The final fiscal year in which the tax is anticipated to be collected
 - The best estimate of the highest tax rate that would be required
 - The best estimate of the total debt service, including the principal and interest, that would be required to be repaid if all the bonds are issued and sold
- Assembly Bill 195
 - o 75-word ballot statement for new ballot measures must now include:
 - The amount of money to be raised annually and the rate and duration of the tax to be levied for the bonds
 - Must be a true and impartial synopsis of the purpose of the proposed measure
 - Must be in language that is neither argumentative nor likely to create prejudice for or against the measure
- Assembly Bill 2116
 - o Requires the District Board to obtain reasonable and informed projections of assessed property valuation before ordering a bond election
 - o Projections must take into consideration projections of assessed property valuations made by County Assessor
- Senate Bill 450
 - o Prior to authorization of the issuance of bonds with a term greater than 13 months, the governing body of a public body shall obtain and disclose good faith estimates of all of the following information in a meeting open to the public:
 - The true interest cost of the bonds
 - The costs of issuance
 - The amount of proceeds received by the issuer less costs of issuance
 - The total debt service on the bonds
 - o Good faith estimates can be provided by the underwriter, financial adviser or private lender

- Can be provided as part of staff report or as an appendix to the issuance resolution
- Senate Bill 1029
 - Establishes local debt policies and reporting requirements for California local government agencies
 - Annual report submitted to California Debt and Investment Advisory Commission (CDIAC) no later than 7 months after fiscal year reporting period is over (July 1-June 30)
 - Applicable for all debt with a report of final sale submitted on or after January 21, 2017

District's Compliance with Post-Issuance Requirements

The District has monitored its compliance with post-issuance requirements, including:

- Assign responsible personnel of the District to monitor and ensure compliance with the restrictions contained in each issuance's tax certificate
- Provide adequate training to responsible District personnel to monitor compliance
- Establish adequate record retention and calendaring mechanisms internally to ensure that the District will be able to establish post issuance compliance
- Maintain records detailing the investment and expenditures of financing proceeds
- Seek expert advice regarding compliance with the arbitrage rebate and yield restriction provisions
- Carefully monitor and calendar the dates by which financing proceeds should be expended to comply with yield restriction and rebate exceptions and the dates rebate must be paid, if applicable
- Monitor use and retain contracts related to the use of the projects financed by the issuances throughout the term of the financings
- Regularly consult with bond counsel and other District advisors regarding any issues that arise regarding post issuance compliance

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DATE: October 18, 2018
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
**SUBJECT: BOARD BYLAW 9100 BYLAWS OF THE BOARD—
ORGANIZATION**

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BACKGROUND

At its October 4, 2018 meeting, Board of Education President Pamela Feix requested that the Board consider revising the language regarding the election of officers found in Board Bylaw 9100 Bylaws of the Board—Organization.

RECOMMENDATION

It is recommended the Board of Education discuss Board Bylaw 9100 Bylaws of the Board—Organization.

FISCAL IMPACT

None.

NE:pk

ORGANIZATION

Annual Organizational Meeting

The Board of Education shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Identify a president, vice president, and a clerk from its members on a rotating basis.
2. Identify the Superintendent as the secretary to the Board.
3. Authorize signatures.
4. Develop a schedule of regular meetings for the year.
5. Develop a Board calendar for the year.
6. Designate Board representatives.

(cf. 9140 - Board Representatives)

(cf. 9320 - Meetings)

Election of Officers

The Board shall each year identify its entire slate of officers on a rotating basis, and a board trustee shall take the position of board member after serving one term as president.

In a non-election year, each Board member will rotate into the next highest position on the slate.

In an election year, members who are reelected will follow their previously established rotation order. Newly elected Board members will enter into the remaining open positions and the newly elected Board member with the highest number of popular votes will assume the remaining highest position and so on until a complete rotation order is established. The outgoing president will always assume the lowest position in the rotation order.

ORGANIZATION (cont.)

Legal Reference:

EDUCATION CODE

35143 Annual Organizational meeting date, and notice

35145 Public meetings

GOVERNMENT CODE

54953 Meetings to be open and public; attendance

ATTORNEY GENERAL OPINIONS

68 OPS. CAL. ATTY. GEN. 65 (1985)

59 OPS. CAL. ATTY. GEN. 619, 621-622 (1976)

Chino Valley Unified School District

Bylaw adopted: August 17, 1995

Revised: May 20, 1999

Revised March 16, 2006

Revised: November 6, 2008