



**CHINO VALLEY**  
UNIFIED SCHOOL DISTRICT

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

# BOARD OF EDUCATION AGENDA

**November 1, 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.

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5130 Riverside Drive. Chino. California 91710  
[www.chino.k12.ca.us](http://www.chino.k12.ca.us)

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Don Lugo High School – Multi Purpose Room**  
**13400 Pipeline Avenue, Chino, CA 91710**  
**5:45 p.m. – Closed Session • 7:00 p.m. – Regular Meeting**  
**November 1, 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 – 5:45 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: Government Code 54954.5(c) and 54956.9(d)(2) and (e)(1): Two possible cases. (Chidester, Margaret A. & Associates) (20 minutes)
- e. Student Expulsion Matter (Education Code 35146, 48918 (c) & (j): Case 18/19-04. (5 minutes)
- f. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Frank Arce, Sandra Chen, Lea Fellows, and Richard Rideout. (10 minutes)
- g. Public Employee Discipline/Dismissal/Release: Government Code 54957: (10 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

**I.C. COMMENTS FROM STUDENT REPRESENTATIVE**

**I.D. EMPLOYEE REPRESENTATIVES' COMMUNICATIONS**

- I.E. COMMUNITY LIAISON’S COMMUNICATIONS**
- I.F. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA**
- I.G. CHANGES AND DELETIONS**

<b>II. CONSENT</b>
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**II.A. ADMINISTRATION**

**II.A.1. Minutes of the October 18, 2018 Regular Meeting**  
Page 7 Recommend the Board of Education approve the minutes of the October 18, 2018 regular meeting.

**II.B. BUSINESS SERVICES**

**II.B.1. Warrant Register**  
Page 13 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

**II.B.2. Fundraising Activities**  
Page 14 Recommend the Board of Education approve/ratify the fundraising activities.

**II.B.3. Donations**  
Page 16 Recommend the Board of Education accept the donations.

**II.B.4. Legal Services**  
Page 18 Recommend the Board of Education approve payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; and Margaret A. Chidester & Associates.

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

**II.C.1. Student Expulsion Case 18/19-04**  
Page 19 Recommend the Board of Education approve expulsion case 18/19-04.

**II.C.2. School-Sponsored Trips**  
Page 20 Recommend the Board of Education approve the following school-sponsored trips: Walnut ES, Ayala HS, Chino HS, and Don Lugo HS.

**II.C.3. Amendment to Local Agreement for Child Development Services CCTR-8191**

Page 22

Recommend the Board of Education approve the amendment to Local Agreement for Child Development Services CCTR-8191.

**II.C.4. Amendment to Local Agreement for Child Development Services CSPP-8421**

Page 25

Recommend the Board of Education approve the amendment to Local Agreement for Child Development Services CSPP-8421.

**II.C.5. Proclamation for The Great American Smokeout on November 15, 2018**

Page 27

Recommend the Board of Education adopt the proclamation for The Great American Smokeout on November 15, 2018.

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

**II.D.1. Purchase Order Register**

Page 29

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

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

Page 30

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

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

Page 33

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

**II.D.4. Notice of Completion for CUPCCAA Projects**

Page 35

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

**II.D.5. Notice of Completion for the Purchase and Installation of Playground Shade Shelters at Rhodes ES**

Page 36

Recommend the Board of Education approve the Notice of Completion for the Purchase and Installation of Playground Shade Shelters at Rhodes ES.

**II.D.6. Change Order and Notice of Completion for Bid 17-18-16F, Emergency Preparedness Supplies**

Page 37

Recommend the Board of Education approve the change order and Notice of Completion for Bid 17-18-16F, Emergency Preparedness Supplies.

**II.D.7. Resolution 2018/2019-23, Annual and Five-Year Developer Fee Reports for Fiscal Year 2017/2018**

Page 40

Recommend the Board of Education adopt Resolution 2018/2019-23, Annual and Five-Year Developer Fee Reports for Fiscal Year 2017/2018.

**II.D.8. Reimbursement Agreement for DSA Required Special Inspection Services Through the City of Chino Hills**

Page 45

Recommend the Board of Education approve the Reimbursement Agreement for DSA Required Special Inspection Services through the city of Chino Hills.

**II.E. HUMAN RESOURCES**

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

Page 51

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

**II.E.2. Rejection of Claim**

Page 57

Recommend the Board of Education reject the claim and refer it to the District's insurance adjuster.

**II.E.3. New Job Description and Creation of the Position for McKinney-Vento Grant Program Manager**

Page 58

Recommend the Board of Education:

- a) Approve the new job description for McKinney-Vento Grant Program Manager, and
- b) Authorize the creation of the position for McKinney-Vento Grant Program Manager.

<b>III. INFORMATION</b>
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**III.A. ADMINISTRATION**

**III.A.1. New Board Policy 5020.1 Students—Model Parental Rights in Child's Education Policy**

Page 63

Recommend the Board of Education receive for information the new Board Policy 5020.1 Students—Model Parental Rights in Child's Education Policy.

**III.B. BUSINESS SERVICES**

**III.B.1. Adopted 2018/2019 Organized and Unorganized Student Body Budgets**

Page 68

Recommend the Board of Education receive for information the adopted 2018/2019 organized and unorganized student body budgets.

**IV. DISCUSSION**

**IV.A. ADMINISTRATION**

**IV.A.1. Board Bylaw 9100 Bylaws of the Board—Organization**

Page 70

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

**V. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**VI. ADJOURNMENT**

Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education  
Date posted: October 26, 2018

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**October 18, 2018**

**MINUTES**

<b>I. OPENING BUSINESS</b>
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**I.A. CALL TO ORDER: 5:00 P.M.**

1. Roll Call

President Feix called to order the regular meeting of the Board of Education, Thursday, October 18, 2018, at 5:00 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 5:00 p.m. regarding conference with legal counsel existing and anticipated litigation; a student expulsion matter; public employee discipline/dismissal/release; public employee appointment: high school assistant principal and coordinator, teacher support; and conference with labor negotiators: A.C.T. and CSEA.

**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 Cruz, Na, Orozco, and Feix present. The Board met in closed session from 5:00 p.m. to 6:34 p.m. regarding conference with legal counsel existing and anticipated litigation; a student expulsion; public employee discipline/dismissal/release; public employee appointment: high school assistant principal and coordinator, teacher

support; and conference with labor negotiators: A.C.T. and CSEA. The Board appointed Austin Andrade as assistant principal of Chino Hills HS effective November 2, 2018, by a unanimous vote of 5-0 with Cruz, Blair, Na, Orozco, and Feix voting yes; appointed Teresa Shockley as coordinator, teacher support effective November 1, 2018 by a vote a unanimous vote of 5-0 with Cruz, Blair, Na, Orozco, and Feix voting yes. By the following vote, the District decided the matter of an appeal of the complaint filed by employee number 4942: Blair, Na, Orozco, and Feix voting yes, and Cruz voting no; and decided the matter of an appeal of the complaint filed by employee number 2982: Blair, Na, Orozco, and Feix voting yes, and Cruz voting no. Mrs. Blair excused herself from the meeting immediately following closed session. No further action was taken that required public disclosure.

2. Pledge of Allegiance

Tom Rummel, Wickman ES Principal, led the Pledge of Allegiance.

**I.C. STUDENT SHOWCASE**

1. Wickman ES: Student Service Projects

Principal Tom Rummel accompanied students who presented their student service projects.

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

Absent.

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

Tom Mackessy, CHAMP president elect, announced a speaker event hosted by CHAMP on November 7 at the PDC; thanked principals and administrators for encouraging parents to take the parent survey; attended PLC training; spoke about upcoming elections; and thanked Mrs. Feix and Mrs. Orozco for their service on behalf of CHAMP.

**I.F. COMMUNITY LIAISON'S COMMUNICATIONS**

Araceli Talavera, Chino Community Services Commission announced the following events: October 20, pumpkin carving event at the Chino Community Garden; October 24, spooky senior dance at the Senior Center; October 25, Lights on After School Event; October 31 Halloween Spooktacular at Ayala Park; Chino Youth Museum toddler program the first Friday of every month; and November 3, Bark Around Ayala Park.



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

Mya Cortes addressed the Board regarding diversity; Kelly McClister addressed the Board regarding the Board president rotation; and Peter Attwood addressed the Board regarding Raptor Technologies System.

**I.H. CHANGES AND DELETIONS**

The following was read into the record: Item V.A.1., was pulled from the agenda.

<b>II. ACTION</b>
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**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**

President Feix opened the 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, at 7:35 p.m. There were no speakers, and the hearing was closed at 7:35 p.m.

<b>III. CONSENT</b>
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Moved (Na) seconded (Orozco) motion carried (4-0, Blair absent) to approve the consent items, as amended. Sylvia Orozco pulled for separate action item III.B.2., and III.B.3.

**III.A. ADMINISTRATION**

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

Approved the minutes of the October 4, 2018 regular meeting.

**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**

Moved (Orozco) seconded (Na) motion carried (4-0, Blair absent) to approve/ratify the fundraising activities with the exception of Chino Hills HS. Moved (Na) seconded (Orozco) motion carried (4-0, Blair absent) to reconsider the vote. Moved (Orozco) seconded (Na) motion carried (4-0, Blair absent) to approve/ratify the fundraising activities.

**III.B.3. Fundraising Activities**

Moved (Orozco) seconded (Na) motion carried (4-0, Blair absent) to approve the fundraising activities with the exception of Chino Hills HS bingo, which was considered separately. Moved (Orozco) seconded (Na) motion carried (4-0, Blair absent) to provisionally approve the Chino Hills HS General Boosters Weekly Bingo until January 17, 2019.

**III.B.4. Donations**

Accepted the donations.

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

Approved 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**

Approved student expulsion case 18/19-02.

**III.C.2. School-Sponsored Trips**

Approved 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**

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 17-18-28F, Briggs K-8 New Parking Lot**

Approved 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**

Approved 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**

Adopted Resolution 2018/2019-22, authorization to utilize a piggyback contract.

**III.E. HUMAN RESOURCES**

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

Approved/ratified the certificated/classified personnel items.

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

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

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

Approved the new job description for Nutrition Services Roving Assistant; authorized the creation of the position for Nutrition Services Roving Assistant; and approved the job description revisions for Multi Media Communications Specialist.

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

Approved the student internship agreements with Brandman University.

<b>IV. INFORMATION</b>
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**IV.A. FACILITIES, PLANNING, AND OPERATIONS**

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

Received 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.**

This item was pulled from the agenda.

**VI. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

Sylvia Orozco announced retirements on the agenda.

Andrew Cruz said he attended the 12<sup>th</sup> Annual Music in Motion program.

James Na attended various high school football games; announced that Chino Hills HS lost another student and extended prayers to the family; asked that staff meet with Peter Attwood to answer his questions regarding the Raptor system; and thanked students for attending the meeting.

Superintendent Enfield made no comments.

Pamela Feix spoke about the Great California Shakeout and commended everyone who participated in the exercise.

**VII. ADJOURNMENT**

President Feix adjourned the regular meeting of the Board of Education at 7:47 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  
Humility • Civility • Service

**DATE:** November 1, 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**

\$3,445,969.18 to all District funding sources.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** November 1, 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**  
**November 1, 2018**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Butterfield Ranch ES</u></b>		
PTA	Applebee's Family Nights Out	11/13/18 - 11/14/18
<b><u>Liberty ES</u></b>		
ASB - General	Taco Hut Family Night Out	11/7/18
<b><u>Litel ES</u></b>		
PTA	Fun Run Donation Drive	11/5/18 - 11/14/18
<b><u>Canyon Hills JHS</u></b>		
Music Club Boosters	Discount Card Sale	11/5/18 - 11/19/18
<b><u>Magnolia JHS</u></b>		
Break-A-Leg Club	Holiday Card Sale	12/3/18 - 12/19/18
<b><u>Ayala HS</u></b>		
Theatre Arts Boosters	Theatre Production Concessions/Ticket Sale	11/2/18 - 11/3/18
FBLA	March of Dimes Donation Drive	11/2/18 - 11/16/18
Komforting Kids Club	Chick-fil-A Family Night Out	11/6/18
Theatre Arts Boosters	Holiday Card Sale	11/8/18 - 11/10/18
Theatre Arts Boosters	Murder Mystery Dinner Ticket Sale	11/30/18
Theatre Arts Boosters	Christmas Wrap Station @ The Shoppes	12/13/18 - 12/24/18
<b><u>Chino Hills HS</u></b>		
Girls Golf Club	Driving Range Ball Sale	11/3/18
Filipino Culture Club	Membership Drive	11/3/18 - 11/15/18
Girls Up Club	Off Campus Donut Sale	11/26/18 - 12/7/18
Health Science Academy	Blood Drive Donation	11/29/18
Choir	Pancake Breakfast	12/1/18
<b><u>Don Lugo HS</u></b>		
Boys Basketball	Midnight Madness Ticket Sale	11/16/18
Boys Basketball	Clothing Donation Drive	4/6/2019

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**DATE:** November 1, 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**

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**BACKGROUND**

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

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

**RECOMMENDATION**

It is recommended the Board of Education accept the donations.

**FISCAL IMPACT**

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

NE:SHC:LP:wc



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**November 1, 2018**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Rolling Ridge ES</u></b>		
Pamela Feix	Cash	\$284.00
<b><u>Townsend JHS</u></b>		
PTSA	Cash	\$1,500.00
<b><u>Woodcrest JHS</u></b>		
Mansour Chiropractic, Inc.	Cash	\$300.00
<b><u>Don Lugo HS</u></b>		
Kimberly Cabrera	Cash	\$10.00
Nikki Busch	Cash	\$31.00
Robert Thomas Grebel	Cash	\$71.00
Felipe & Sabrina Juatco	Cash	\$100.00
Ronald Sinsabaugh	Cash	\$100.00
Zoetis	Cash	\$2,500.00
Lally Medical Group	Cash	\$7,000.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
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**DATE:** November 1, 2018

**TO:** Members, Board of Education

**FROM:** Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: LEGAL SERVICES**

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**BACKGROUND**

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

FIRM	MONTH	INVOICE AMOUNTS	2018/2019 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	September 2018	\$ 9,874.13	\$ 76,595.13
Fagen Friedman & Fulfroost LLP	-	-	\$ 72.00
Margaret A. Chidester & Associates	August 2018	\$166,740.99	\$286,151.37
	<b>Total</b>	\$176,615.12	\$362,818.50

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$176,615.12 to the General Fund.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** November 1, 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 18/19-04**

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**BACKGROUND**

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

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

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

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

**RECOMMENDATION**

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve student expulsion case 18/19-04.

**FISCAL IMPACT**

None.

NE:LF:SJ:ss

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** November 1, 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**

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**BACKGROUND**

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

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

**RECOMMENDATION**

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

<b>School-Sponsored Trips</b>	<b>Date</b>	<b>Fiscal Impact</b>
Site: Walnut ES Event: Pali Institute Science Camp Place: Running Springs, CA Chaperone: 89 students/21 chaperones	January 16-18, 2019	Cost: \$300.00 per student Funding Source: Title I funds
Site: Ayala HS Event: Band and Color Guard - Western Band Association Championships Place: Bakersfield, CA Chaperone: 223 students/22 chaperones	November 16-18, 2018	Cost: \$764.00 per student Funding Source: Parents and fundraising

Site: Chino HS Event: Advanced Via Individual Determination College Tour Place: San Luis Obispo; Stanford, CA; Berkeley, CA, and Merced, CA Chaperone: 40 students/4 chaperones	March 10-13, 2019	Cost: \$499.00 per student Funding Source: Parents and fundraising
Site: Chino HS Event: Associated Student Body - California Association of Student Leaders Place: Santa Clara, CA Chaperone: 8 students/2 chaperones	April 6-8, 2019	Cost: \$500.00 per student Funding Source: Fundraising
Site: Don Lugo HS Event: Jazz Band - International Reno Jazz Festival Place: Reno, NV Chaperone: 20 students/4 chaperones	April 25-28, 2019	Cost: \$275.00 per student Funding Source: Parents and fundraising
Site: Don Lugo HS Event: Academic Decathlon - Study Retreat Place: Big Bear City, CA Chaperone: 15 students/3 chaperones	December 8-9, 2018	Cost: \$10.00 per student Funding Source: Donations

## **FISCAL IMPACT**

None.

NE:LF:rtr

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 1, 2018

**TO:** Members, Board of Education

**FROM:** Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: AMENDMENT TO LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES CCTR-8191**

=====

**BACKGROUND**

The Local Agreement for Child Development Services represents the annual contract with the California Department of Education (CDE) to provide state-subsidized general child care to low income families in the Chino Valley Unified School District. The Board approved the CCTR-8191 agreement at its June 14, 2018, meeting. The program award CCTR-8191 funds general child care and development services to programs located at the Buena Vista Infant/Toddler Center, Liberty Fun Club, and Newman Fun Club. It is being amended to reflect two revisions: an increase to the Maximum Reimbursable Amount of \$538,373.00 to \$592,546.00, which equates to a per child increase from \$45.44 to \$47.98; and an increase in service requirements to minimum Child Days of Enrollment from 11,848.0 to 12,135.0 to reflect enrollment data submitted to the state by the Child Development program.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the amendment to Local Agreement for Child Development Services CCTR-8191.

**FISCAL IMPACT**

An additional award of \$54,173.00 to the Child Development program.

NE:LF:SJ:rtr



**CALIFORNIA DEPARTMENT OF EDUCATION**

1430 N Street

Sacramento, CA 95814-5901

**F.Y. 18 - 19**

**Amendment 01**

**LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES**

Budget Act

**DATE:** July 01, 2018

**CONTRACT NUMBER:** CCTR-8191

**PROGRAM TYPE:** GENERAL CHILD CARE &  
DEV PROGRAMS

**PROJECT NUMBER:** 36-6767-00-8

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

This agreement with the State of California dated July 01, 2018 designated as number CCTR-8191 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$538,373.00 and inserting \$592,546.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$45.44 and inserting \$47.98 in place thereof.

**SERVICE REQUIREMENTS**

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 11,848.0 and inserting 12,351.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 248. (No Change)

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

STATE OF CALIFORNIA		CONTRACTOR				
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)				
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING				
TITLE Contract Manager		ADDRESS				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 54,173	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE		Department of General Services use only		
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 538,373	(OPTIONAL USE) See Attached					
TOTAL AMOUNT ENCUMBERED TO DATE \$ 592,546	ITEM See Attached	CHAPTER	STATUTE			FISCAL YEAR
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.			
SIGNATURE OF ACCOUNTING OFFICER See Attached		November 1, 2018 Page 23				

CONTRACTOR'S NAME: CHINO VALLEY UNIFIED SCHOOL DISTRICT

CONTRACT NUMBER: CCTR-8191

# Amendment 01

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 138,712	(OPTIONAL USE)0656 13609-6767	FC# 93.596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 138,712	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290				

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 63,765	(OPTIONAL USE)0656 15136-6767	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 63,765	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290				

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 54,173	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 335,896	(OPTIONAL USE)0656 23254-6767			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 390,069	ITEM 30.10.020.001 6100-194-0001	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590				

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	November 1, 2018	
	Page 24	
	DATE	



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 1, 2018

**TO:** Members, Board of Education

**FROM:** Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: AMENDMENT TO LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES CSPP-8421**

=====

**BACKGROUND**

The Local Agreement for Child Development Services represents the annual contract with the California Department of Education to provide state-subsidized general child care to low income families in the Chino Valley Unified School District. The Board approved the CSPP-8421 agreement at its June 14, 2018, meeting. The program award CSPP-8421 funds the California state preschool program located at the Chino Children’s Center. It is being amended to reflect two revisions: an increase to the Maximum Reimbursable Amount of \$283,846.00 to \$298,078.00, which equates to a per child increase from \$45.73 to \$48.28; and a decrease in service requirements to minimum Child Days of Enrollment from 6,207.0 to 6,174.0 to reflect enrollment data submitted to the state by the Child Development program.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the amendment to Local Agreement for Child Development Services CSPP-8421.

**FISCAL IMPACT**

An additional award of \$14,232.00 to the Child Development program.

NE:LF:SJ:rtr



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 18 - 19

Amendment 01

DATE: July 01, 2018

CONTRACT NUMBER: CSPP-8421

PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM

PROJECT NUMBER: 36-6767-00-8

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

Budget Act

CONTRACTOR'S NAME: CHINO VALLEY UNIFIED SCHOOL DISTRICT

This agreement with the State of California dated July 01, 2018 designated as number CSPP-8421 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$283,846.00 and inserting \$298,078.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$45.73 and inserting \$48.28 in place thereof.

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 6,207.0 and inserting 6,174.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 248. (No Change)

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

Table with columns for STATE OF CALIFORNIA and CONTRACTOR, containing fields for signatures, names, titles, amounts, and program details.

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

**DATE:** November 1, 2018

**TO:** Members, Board of Education

**FROM:** Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: PROCLAMATION FOR THE GREAT AMERICAN SMOKEOUT ON  
NOVEMBER 15, 2018**

=====

**BACKGROUND**

Each year on the third Thursday in November, the American Cancer Society sponsors the Great American Smokeout. This is an annual social engineering event to encourage Americans to stop tobacco smoking for 24 hours with the hopes that this decision will continue on forever. About 38 million Americans still smoke cigarettes, and tobacco use remains the single largest preventable cause of disease and premature death in the world. By quitting, even for one day, smokers taking an important step toward a healthier life, one that can lead to reducing cancer risks.

The Chino Valley Unified School District is a tobacco-free District and has a strong commitment to provide tobacco use prevention education to its students. The proclamation is a means of recognizing the District's support of the American Cancer Society's The Great American Smokeout on November 15, 2018.

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

**RECOMMENDATION**

It is recommended the Board of Education adopt the proclamation for The Great American Smokeout on November 15, 2018.

**FISCAL IMPACT**

None.

NE:LF:SJ:rtr

**Chino Valley Unified School District  
Proclamation  
The Great American Smokeout  
November 15, 2018**

**WHEREAS**, the American Cancer Society's nationally recognized event, The Great American Smokeout, challenges people to stop using tobacco and raises awareness around the many effective ways to quit for good;

**WHEREAS**, increasing numbers of children are experimenting with a product that can produce lifetime addiction with an increased risk of cancer;

**WHEREAS**, more Americans die every year from tobacco-related diseases than from AIDS, alcohol, car accidents, fires, illegal drugs, murders, and suicides combined;

**WHEREAS**, the health benefits of not smoking are substantiated and well known;

**WHEREAS**, nicotine is an addictive drug; and

**WHEREAS**, youth-related promotions such as The Great American Smokeout Pledge encourages youth not to start smoking.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Education of the Chino Valley Unified School District does hereby support November 15, 2018, as The Great American Smokeout day in this District, and in doing so, urges all smokers and smokeless tobacco users to demonstrate to themselves and our children that they can quit and to further encourage our children not to start smoking.

---

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:** November 1, 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**

\$5,365,332.96 to all District funding sources.

NE:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** November 1, 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

<b>SUPERINTENDENT</b>	<b>FISCAL IMPACT</b>
<b>S-1819-006 ArchiveSocial, Inc. dba Archive Social.</b> To provide social media account archiving and monitoring as required by the California Public Records Act. Submitted by: Communications Duration of Agreement: November 16, 2018 - November 15, 2019	Contract amount: \$2,388.00  Funding source: General Fund

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-1819-132 Don Johnston, Inc.</b> To provide Snap&Read Universal subscription renewal. Submitted by: Special Education Duration of Agreement: December 16, 2018 - December 15, 2019	Contract amount: \$2,586.82  Funding source: Special Education
<b>CIIS-1819-136 Houghton Mifflin Harcourt.</b> To provide 12-month Reading Counts! online content access. Submitted by: Borba ES Duration of Agreement: November 2, 2018 - November 2, 2019	Contract amount: \$1,000.00  Funding source: Title I
<b>CIIS-1819-137 Ingenuity Works.</b> To provide All The Right Type web-based typing program for student use. Submitted by: Borba ES Duration of Agreement: September 20, 2018 - September 19, 2019	Contract amount: \$450.00  Funding source: Title I
<b>CIIS-1819-138 Kareo, Inc.</b> To provide Medi-Cal billing software mandated by Child Health and Disability Prevention Program (CHDP). Submitted by: Health Services Duration of Agreement: November 2, 2018 - October 31, 2019	Contract amount: \$1,530.00  Funding source: LCAP
<b>CIIS-1819-139 SolarWinds Worldwide, LLC.</b> To provide Network Topology Mapper software license and maintenance. Submitted by: Technology Duration of Agreement: December 22, 2018 - June 30, 2019	Contract amount: \$212.90  Funding source: LCAP

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<b>F-1819-045 Time &amp; Alarm Systems.</b> To provide software and support for District-wide keyless access system (Vanderbilt). Submitted by: Maintenance Duration of Agreement: July 1, 2018 - June 30, 2019	Contract amount: \$4,344.00  Funding source: General Fund
<b>F-1819-046 Leading Edge Air Conditioning.</b> To provide HVAC consulting services. Submitted by: Maintenance Duration of Agreement: July 1, 2018 - June 30, 2019	Contract amount: Per rate sheet  Funding source: Various
<b>F-1819-047 KCB Inspection Services.</b> To provide contract for DSA project inspection for Don Lugo HS HVAC replacement project. Submitted by: Facilities, Planning, and Operations Duration of Agreement: June 1, 2018 - December 30, 2018	Contract amount: \$49,280.00  Funding source: Deferred Maintenance Fund 14

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<b>F-1819-048 Zonar Systems.</b> To provide fleet management software system. Submitted by: Transportation Duration of Agreement: July 1, 2018 - June 30, 2019	Contract amount: \$29,568.00  Funding source: General Fund
<b>F-1819-049 SMG.</b> To provide facility use for 2018/2019 commencement ceremonies to be held May 28 and 29, 2019. Submitted by: Facilities, Planning, and Operations Duration of Agreement: November 2, 2018 - June 30, 2019	Contract amount: \$125,000.00  Funding source: General Fund

<b>HUMAN RESOURCES</b>	<b>FISCAL IMPACT</b>
<b>HR-1819-013 California State University, Stanislaus.</b> To provide suicide prevention, intervention, and postvention training. Submitted by: Risk Management Duration of Agreement: November 2, 2018 - June 30, 2019	Contract amount: No cost to CVUSD  Funding source: Paid for by California Schools Risk Management JPA

<b>APPROVED CONTRACTS TO BE AMENDED</b>	<b>AMENDMENT</b>
<b>CIIS-1718-133-1 International Academy of Science.</b> To provide Acellus web-based learning. Submitted by: Alternative Education Center Duration of Agreement: January 1, 2018 - June 30, 2019 Original Agreement Board Approved: April 19, 2018	Increase contract amount from \$35,590.00 to \$36,800.00 for additional student licenses  Funding source: School Site Budget
<b>CIIS-1718-135-2 Lexia Learning Systems.</b> To provide Lexia reading subscription. Submitted by: Elementary Curriculum Duration of Agreement: April 20, 2018 - June 30, 2019 Original Agreement Board Approved: April 19, 2018	Increase contract amount from \$269,414.00 to \$270,854.00 for additional student licenses  Funding source: LCAP
<b>CIIS-1819-110-2 IXL Learning, Inc.</b> To provide immersive K-12 learning experience providing comprehensive, standard-aligned content for math. Submitted by: Briggs K-8 Duration of Agreement: November 2, 2018 - June 30, 2019 Original Agreement Board Approved: September 6, 2018	Increase contract amount from \$6,120.00 to \$18,460.00. Adding Chino Hills HS and Borba ES  Funding source: Title I - Borba ES School Site Budget - Chino Hills HS
<b>F-1718-022-1 Arcadis.</b> To provide construction management services for Districtwide campus safety and security project. Submitted by: Facilities, Planning, and Operations Duration of Agreement: November 17, 2017- project completion Original Agreement Board Approved: February 15, 2018	Revise scope of project to focus on safety and security which may include keyless access, security cameras, door hardware and door replacement, and/or intrusion alarm  Contract amount: Not to exceed 5% of total construction cost.  Funding source: Measure G Fund 21
<b>PO 190527/ PY 182753-1 USA Shade &amp; Fabric Structures.</b> To provide playground structures and installations at Rhodes ES using Fullerton Joint Union HS District 1516-15 contract; Resolution 2017/2018-29. Submitted by: Facilities, Planning, and Operations Duration of Agreement: January 17, 2018 - June 30, 2019 Original PO Board Approval: February 15, 2018 Original Piggyback Approval: November 16, 2017	Increase contract amount from \$114,046.51 to \$115,757.21 to include cost of payment bond  Funding source: Capital Facilities Fund 25



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 1, 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**

November 1, 2018

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Worktable			Technology
Worktable (Small)			Technology
Computer	Dell	36189	Woodcrest JHS
Computer	Dell	44039	Woodcrest JHS
Computer	Dell	44098	Woodcrest JHS
Computer	Dell	29509	Woodcrest JHS
Printer	HP	CNGKB94250	Woodcrest JHS
Overhead Projector	Epson	27383	Woodcrest JHS
Overhead Projector	Epson	27568	Woodcrest JHS
Overhead Projector	Epson	17089	Woodcrest JHS
Time Clock	Taylor Time		Woodcrest JHS
Printer	HP	CNC9B8RSBZ	Woodcrest JHS

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** November 1, 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.

<b>CUPCCAA Project</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Original Quotation</b>	<b>Change Order</b>	<b>Total</b>	<b>Funding Source</b>
CC2019-10	Synthetic Turf Replacement at Chino HS	J2 Builders	\$43,900.00	N/A	\$43,900.00	01
CC2019-13	Privacy Chain Link Fence Installation at Briggs K-8	Valley Cities/Gonzales Fence Inc.	\$28,237.00	N/A	\$28,237.00	25

Documentation indicating satisfactory completion and compliance with specifications has been obtained from school site administrators; Alex Rivera, Maintenance Supervisor; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$43,900.00 to RMA Fund 01.

\$28,237.00 to RDA Fund 25.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** November 1, 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 THE PURCHASE AND INSTALLATION OF PLAYGROUND SHADE SHELTERS AT RHODES ES**

=====

**BACKGROUND**

On November 16, 2017, the Board of Education approved Resolution 2017/2018-29 for the use of piggyback contract # 1516-15 with Fullerton Joint Union HS District and USA Shade and Fabric Structures to purchase and install playground shade shelters at Rhodes ES.

All contracted work was completed on May 7, 2018. The contract summary for this project is provided below.

<b>Original Bid Amount</b>	<b>Approved Change Orders</b>	<b>Total Contract Amount</b>
\$115,757.21	N/A	\$115,757.21

Documentation indicating satisfactory completion and compliance with DSA approved specifications, plans, and project requirements has been obtained from the following individuals; Ken Burr, DSA Inspector of Record; Peter Fox, WLC Architects; Molly Large, Principal, Rhodes ES; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

Staff recommends approval of the Notice of Completion for this bid.

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 the Purchase and Installation of Playground Shade Shelters at Rhodes ES.

**FISCAL IMPACT**

\$115,757.21 to Capital Facilities Fund 25.

NE:GJS:pw

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

**DATE:** November 1, 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: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID 17-18-16F, EMERGENCY PREPAREDNESS SUPPLIES**

=====

**BACKGROUND**

On June 14, 2018, the Board of Education awarded Bid 17-18-16F, Emergency Preparedness Supplies to More Prepared LLC. During the course of the project, modifications to the original list of supplies was 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	More Prepared LLC	\$85,269.63
	Bid Amount:	\$265,311.27
	Revised Total Project Amount:	\$350,580.90

The change order results in a net increase of \$85,269.63 to the project cost and no change in contract time. The revised total project cost, including all change orders, is \$350,580.90. Approval of the change order allows for compensation to the contractor for the additional supplies as described. All contracted work was completed on October 19, 2018.

Documentation indicating satisfactory completion and compliance with specification and requirements has been obtained from the following individual: Craig Frame, Director, Risk Management.

Staff recommends the approval of the Notice of Completion for this bid.

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 17-18-16F, Emergency Preparedness Supplies.

**FISCAL IMPACT**

\$85,269.63 to General Fund 01.

NE:GJS:AGH: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 #**

**DATE: 10/19/2018**

**PROJECT / BID #: 17-18-16F Emergency Preparedness Supplies**

**DSA APPLICATION #: N/A**

**DSA FILE #: N/A**

**OWNER: Chino Valley Unified School District**

**ARCHITECT/ENGINEER: N/A**


**CONTRACTOR: More Prepared, LLC.**


THE CONTRACTOR IS AUTHORIZED TO DO THE FOLLOWING:

Item #1	Provide additional emergency supply quantities over and above what was included in the initial District request; stretchers/backboards, bandages, Isopropyl Alcohol, Hydrogen Peroxide, emergency survival blankets, toilet/infectious waste bags, medical examination gloves, emergency drinking water packets, flashlight batteries, and storage containers.	\$ 85,269.63
---------	--	--------------

The original contract amount was:	\$ 265,311.27
The contract amount will be increased by this Change Order:	\$ <u>85,269.63</u>
The new contract amount including this Change Order will be:	\$ 350,580.90
The contract time will remain the same.	

**APPROVED BY:**

  
 \_\_\_\_\_  
 CVUSD DIRECTOR OF RISK MANAGEMENT

  
 \_\_\_\_\_  
 OWNER (authorized agent)

10/19/18  
DATE

10/19/18  
DATE

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 1, 2018

**TO:** Members, Board of Education

**FROM:** Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: RESOLUTION 2018/2019-23, ANNUAL AND FIVE-YEAR DEVELOPER FEE REPORTS FOR FISCAL YEAR 2017/2018**

=====

**BACKGROUND**

Pursuant to Government Codes 66006(b) and 66001(d), the District is required to prepare Annual and Five-Year Reports of the developer fees collected for residential, commercial and industrial development projects within 180 days of the end of the fiscal year, which must be reviewed by the Board of Education at a regularly scheduled public meeting.

The Chino Valley Unified School District Annual and Five-Year Developer Fee Reports for fiscal year 2017/2018 are attached.

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2018/2019-23, Annual and Five-Year Developer Fee Reports for Fiscal Year 2017/2018.

**FISCAL IMPACT**

None.

NE:GJS:pw



**Chino Valley Unified School District  
Resolution 2018/2019-23  
Annual and Five-Year Developer Fee Reports  
For Fiscal Year 2017/2018**

**WHEREAS**, pursuant to its authority under Education Code 17620, *et seq.*, and Government Code 65995, *et seq.*, the Board of Education has previously adopted and imposed statutory Level 1 school fees for the 2017/2018 fiscal year on residential, commercial, and industrial development (Developer Fees) to mitigate the impact of new development on the Chino Valley Unified School District (District);

**WHEREAS**, the District has deposited all Developer Fees that it has received in a separate, non-comingled capital facilities fund (Capital Facilities Fund) established for such a purpose, pursuant to Government Code 66006(a) and (b);

**WHEREAS**, the District has made available to the public within one hundred and eighty (180) days of the end of the 2017/2018 fiscal year the Annual and Five-Year Developer Fee Reports for Fiscal Year 2017/2018;

**WHEREAS**, the District has reviewed the information provided in the Annual and Five-Year Developer Fee Reports and has determined the information contained therein to be true and correct;

**WHEREAS**, the Annual Developer Fee Report was prepared in accordance with Government Code 66006(b)(1);

**WHEREAS**, the Five-Year Developer Fee Report was prepared in accordance with Government Code 66001(d); and

**WHEREAS**, the Board of Education has reviewed and considered the Annual and Five-Year Developer Fee Reports at a duly noticed, regularly scheduled public meeting at least fifteen (15) days after the District made this information publicly available, pursuant to Government Code 66006(b)(2).

**NOW, THEREFORE, BE IT RESOLVED** as follows:

- Section 1. The Board has reviewed the information provided in the Annual and Five-Year Developer Fee Reports and finds it to be true and correct.
- Section 2. The Board, based upon the information contained in the Annual Developer Fee Report, finds as follows:
  - 2.1 That the Annual Developer Fee Report describes the types of fees contained in the Capital Facilities Fund, including the amount of the fees, the beginning and ending balance of the Capital Facilities Fund, as well as the amount of fees collected, and the interest earned thereon.

- 2.2 That the Annual Developer Fee Report identifies each public improvement on which Developer Fees were expended.
- 2.3 That sufficient funds have not been collected to complete the financing on any incomplete public improvement.
- 2.4 That sufficient funds have not been collected to complete the financing of any incomplete public improvement, and that there were refunds made of Developer Fees.

Section 3. The Board, based upon the information contained in the Five-Year Developer Fee Report, finds as follows:

- 3.1 That the purpose of Developer Fees imposed on new residential, commercial, and industrial development within the District is to fund the school facilities required to serve the additional grade K-12 students generated by such new development and that the Developer Fees will be used for the construction and/or acquisition of additional school facilities and the remodeling of existing school facilities to provide additional capacity.
- 3.2 That there is a proportional and reasonable relationship between the Developer Fees imposed on new development and the need for additional District school facilities because new development will generate new students to be enrolled in the District which will lead to increased need for school facilities, and that the Developer Fees imposed do not exceed the cost of providing such additional school facilities.
- 3.3 That there is a further proportional and reasonable relationship between the unexpended Developer Fees contained in the Capital Facilities Fund and the need for additional school facilities because the Developer Fees imposed on new developments will not fully cover the costs of providing such school facilities for these new students.
- 3.4 That the portion of the Capital Facilities Fund that remains unexpended will be used for the construction and/or acquisition of additional school facilities, remodeling existing school facilities in order to increase capacity, and the acquisition of additional portable classrooms to accommodate students generated from new development.
- 3.5 That the funding anticipated completing the financing of incomplete projects would be obtained from the State School Facilities Program and additional Developer Fees as set forth in the Five-Year Developer Fee Report.

3.6 That the dates upon which the District's school facilities projects employing the unexpended funds in the Capital Facilities Fund will commence are not presently known.

Section 4. The Annual and Five-Year Developer Fee Reports have been made available to the public within one hundred and eighty (180) days after the last day of the fiscal year pursuant to Government Code 66001(d) and 66006(b).

Section 5. The District made the Annual and Five-Year Developer Fee Reports available for public review at least fifteen (15) days prior to the Board's consideration of these reports.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 1st day of November 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.

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

Developer Fees and Special Tax A  
 Summary of Revenues, Expenditures and Changes in Fund Balance  
 Fiscal Year Ending June 30, 2018

	Special Tax A Fund 25.9812	General Fund 25.9815	CFD4 Fund 25.9816	Preserve Fund 25.9817	Total
<b>REVENUES</b>					
Fees and Taxes	1,104,128.03	9,417,422.81			10,521,550.84
Interest	60,373.32	380,017.00	30,421.51	43,711.11	514,522.94
All Other Local Revenue		8,830.72			8,830.72
All Other State Revenue					0.00
Transfers In From Other Funds					0.00
<b>Total Revenues</b>	<b>1,164,501.35</b>	<b>9,806,270.53</b>	<b>30,421.51</b>	<b>43,711.11</b>	<b>11,044,904.50</b>
<b>EXPENDITURES</b>					
Supplies	9,744.62	124,824.49		3,500.07	138,069.18
Other Operating Expenses		15,793.38			15,793.38
Rentals & Leases	16,574.55	98,909.47		40,000.00	155,484.02
Repairs	164,662.31				164,662.31
Contracts/Legal Expenses/Administration Fees	18,031.83	391,564.57		4,644.00	414,240.40
Improvements to Sites	342,893.51	13,450.25	19,600.00		375,943.76
Buildings & Improvements to Buildings	344,476.51	829,049.93		64,378.32	1,237,904.76
Indirect Costs to General Fund		282,372.68			282,372.68
<b>Total Expenditures</b>	<b>896,383.33</b>	<b>1,755,964.77</b>	<b>19,600.00</b>	<b>112,522.39</b>	<b>2,784,470.49</b>
<b>TRANSFERS OUT</b>					
Transfers Out To Other Funds		215,687.50			215,687.50
Transfers to Debt Service		60,935.00			60,935.00
<b>Total Transfers Out</b>	<b>0.00</b>	<b>276,622.50</b>	<b>0.00</b>	<b>0.00</b>	<b>276,622.50</b>
<b>Total Expenditures and Transfers</b>	<b>896,383.33</b>	<b>2,032,587.27</b>	<b>19,600.00</b>	<b>112,522.39</b>	<b>3,061,092.99</b>
<b>Excess (Deficiency) of Revenues over Expenditures/Transfers</b>	<b>268,118.02</b>	<b>7,773,683.26</b>	<b>10,821.51</b>	<b>(68,811.28)</b>	<b>7,983,811.51</b>
<b>BEGINNING BALANCE 7/1/17</b>	<b>4,874,093.69</b>	<b>25,876,182.18</b>	<b>2,438,531.54</b>	<b>3,545,589.57</b>	<b>36,734,396.98</b>
<b>ENDING BALANCE 6/30/18</b>	<b>5,142,211.71</b>	<b>33,649,865.44</b>	<b>2,449,353.05</b>	<b>3,476,778.29</b>	<b>44,718,208.49</b>

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 1, 2018

**TO:** Members, Board of Education

**FROM:** Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: REIMBURSEMENT AGREEMENT FOR DSA REQUIRED SPECIAL INSPECTION SERVICES THROUGH THE CITY OF CHINO HILLS**

=====

**BACKGROUND**

On October 16, 2015, the Board of Education approved a land use agreement with the city of Chino Hills to construct, maintain and operate a public park (the "Project") on District property adjacent to Chaparral ES, located at 4849 Bird Farm Rd., Chino Hills, CA 91709. Per this agreement and per the Department of State Architect (DSA) approved plans, some portions of this work must be inspected and approved by a DSA certified inspection lab beyond what is inspected and approved by the assigned DSA Inspector of Record.

The District will be providing the DSA inspector through a Board approved inspection service provider, John R. Byerly, Inc. and the City will reimburse the District for these costs through the reimbursement agreement.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Reimbursement Agreement for DSA Required Special Inspection Services through the city of Chino Hills.

**FISCAL IMPACT**

None.

WMJ:GJS:pw

## **AGREEMENT FOR ADVANCE OF FUNDS**

(Reimbursement Agreement for DSA Required Special Inspection Services)

This Agreement for Advance of Funds (the "Agreement") is entered into as of November 2, 2018 (the "Effective Date") by and between the Chino Valley Unified School District (the "District") and the City of Chino Hills ("City"). District and City may be referred to in this Agreement collectively as the "Parties."

### **WITNESSETH**

**WHEREAS**, the District entered into a land use agreement with the City on October 16, 2015, for the City to construct, maintain and operate a public park (the "Project") on District property adjacent to Chaparral Elementary School, located at 4849 Bird Farm Rd., Chino Hills, CA 91709 (the "Premises"); and

**WHEREAS**, the Department of General Services, Division of the State Architect ("DSA") requires that the Project being constructed by the City is consistent with the plans and specifications approved by DSA and as more particularly described in Exhibit "A" attached hereto and incorporated herein by this reference (the "Work"); and

**WHEREAS**, consistent with Education Code section 17311, District has entered into a contract for competent, adequate, and continuous special inspection services during the construction of the Project with John R. Byerly, Inc. ("Inspection Services"), a firm satisfactory to the District and to DSA; and

**WHEREAS**, the District has agreed to advance the cost for the Inspection Services and the City has agreed to reimburse District for such costs per Exhibit "B" attached hereto and incorporated herein;

**NOW, THEREFORE**, in consideration of the above recitals and the terms and conditions set forth hereinafter, the Parties agree as follows:

1. The District agrees to advance the costs incurred for the Inspection Services related to the Project.

2. The City agrees to reimburse the District for the costs advanced by the District to compensate for the Inspection Services upon receipt of District's monthly invoice, supported by a detailed invoice of work performed. The City shall pay all such invoices within 14 business days from the date of each such invoice payable to the District at the following address:

Chino Valley Unified School District  
5130 Riverside Drive  
Chino, California 91710-4130  
Attn: Gregory Stachura

3. The Parties agree that the compensation for the Inspection Services shall not exceed \$75,000.00, unless such amount is increased with the mutual written consent of the Parties.

4. The term of this Agreement shall commence as of the Effective Date and shall continue until the Project has been completed and is compliant with all applicable requirements of DSA Procedure: Project Certification Process (PR 13-02), or successor DSA Procedure.

5. Neither party may assign its rights or obligations under this Agreement to another party.

6. This Agreement may only be amended in writing by mutual consent of the Parties.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**CITY OF CHINO HILLS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Gregory J. Stachura

Name: \_\_\_\_\_

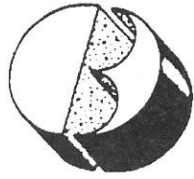
Title: Assistant Superintendent

Title: \_\_\_\_\_

Date: November 2, 2018

Date: \_\_\_\_\_

Board Approved: November 1, 2018



# John R. Byerly

I N C O R P O R A T E D

October 24, 2018

Chino Valley Unified School District  
5130 Riverside Drive  
Chino, California 91710

File No.: C-1012  
I.D. No.: 101826

Attention: Greg Stachura, Assistant Superintendent - Facilities, Planning & Operations

Project: Chaparral Elementary School / Los Serranos Park, 4849 Bird Farm Road, Chino Hills, California; DSA File No. 36-11, DSA Application No. 04-116715

Subject: Proposal for Geotechnical Engineering, Testing Laboratory, and Special Inspection Services

References: (a) DSA – 103 form, April 24, 2018  
(b) Email, Greg Stachura, request for proposal, October 23, 2018

Ladies and Gentlemen:

We were pleased to be contacted regarding geotechnical engineering, special inspection, and testing laboratory services that will be needed during construction of the new CMU toilet building, two shade structures and site improvements, including playground equipment, post-tensioned concrete basketball court, picnic areas and exercise stations. We understand the project construction cost is estimated at approximately \$3,000,000.00 per the DSA tracker site. We have reviewed the project DSA -103 testing and inspection form and project plans. However, we understand a construction schedule and soils report are currently unavailable for our review. Therefore, this proposal is based on our review and experience with similar projects. The anticipated services would include:

- Grading inspection and compaction testing
- Foundation soil inspection
- Inspection and compaction tests, utility trench backfill
- Compaction tests, sidewalks/hardscape
- Geotechnical laboratory testing of soil samples



- Tag, identify, and sample reinforcing steel and post-tension cables
- Laboratory testing of reinforcing steel, tension and bend
- Tag and identify anchor rods, nuts, and washers
- Review mix designs
- Concrete batch plant inspection
- Fabrication of concrete test cylinders, including slump and temperature testing
- Compression testing of concrete samples, including pick up and curing
- ID and test concrete masonry units
- Special inspection, structural masonry
- Fabricate grout/mortar test samples
- Compression testing of grout/mortar samples
- Coring masonry building wall and performing shear tests
- Witness installation of post-installed anchors
- Torque/pull tests of post-installed anchors
- Special inspection, shop welding
- Special inspection, field welding
- Ultrasonic and magnetic particle testing
- Special inspection, shop glue-laminated lumber

Our fees are predicated on time consumption computed at the unit rates shown on the enclosed Schedule of Fees. We note that a construction schedule is not presently available, and that there are elements of the proposed construction for which a reliable estimate of fees for special inspection and testing is not possible without the contractor's construction schedule.

It has been our experience that the total fee for geotechnical engineering, special inspection, and testing laboratory services for the planned scope of construction can be expected to be in the range of 2.0 percent to 3.0 of the construction cost, or \$60,000 to \$90,000, for this \$3,000,000 project; therefore, we suggest a budget of \$75,000 (2.5 percent of construction costs) be established for our services. This budget amount should be reviewed when the soils report and contractor's schedule are available.

Our Schedule of Fees is considered a part of this proposal and will be used in invoicing for all services. The fee estimate also assumes 5-day workweeks and 8-hour workdays. Premium pay rates are required for time in excess of 8 hours in any day, for time in excess of 40 hours in any week, and for Saturday work. Holiday and Sunday work would be charged at double time.

We appreciate the opportunity to provide you with this proposal. Should there be questions, please feel free to contact this office.

Respectfully submitted,

**JOHN R. BYERLY, INC.**



John R. Byerly, P.E.  
President  
R.E. No. GE179, Exp. 6/30/19  
R.E. No. C15871, Exp. 6/30/19

JRB:LA:jet

Enclosure: Schedule of Fees

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 1, 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  
**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:mcm

**CERTIFICATED PERSONNEL**

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

**RESIGNATION**

HERNANDEZ, Suzanne	Director	Human Resources	10/19/2018
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2018/2019 SCHOOL YEAR**

BOURNE, Lisette	Art Teacher	Chino Hills HS	11/02/2018
FRUTOS, Matthew	Math Teacher	Chino Hills HS	11/02/2018
PATINO, Marc	Secondary Teacher	CVLA	11/02/2018

**RESCIND 39-MONTH RE-EMPLOYMENT FROM THE OCTOBER 4, 2018 AGENDA**

PYE, Steven	Special Education Teacher	Ayala HS	09/25/2018
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**RESIGNATION**

SANCHEZ, Joshua	Special Education Teacher	Ayala HS	11/01/2018
SWANSON, Kylie	Math Teacher	Chino HS	11/02/2018
PHILLIPS, Jenna	Math Teacher	Chino Hills HS	11/01/2018

**APPOINTMENT – EXTRA DUTY**

YEWMAN, Aaron (NBM)	Band (B)	Woodcrest JHS	11/02/2018
DELEON, Kayla (NBM)	Girls Soccer (B)	Ayala HS	11/02/2018
YEWMAN, Aaron (NBM)	Band (B)	Chino HS	11/02/2018
JONES, Vincent (NBM)	Girls Basketball (GF)	Chino Hills HS	11/02/2018
CELESTINO, Lisbet (NBM)	Swim (B)	Don Lugo HS	11/02/2018
CELESTINO, Raquel (NBM)	Swim (GF)	Don Lugo HS	11/02/2018
HIGHSTREET, Eric	Baseball (GF)	Don Lugo HS	11/02/2018

TOTAL GF:	\$10,123.00
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**DELETE – EXTRA DUTY**

ABEL, Jeffrey	Baseball (GF)	Don Lugo HS	11/02/2018
HORSLEY, Christopher	Golf (GF)	Don Lugo HS	11/02/2018

TOTAL GF:	\$6,522.00
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**CERTIFICATED PERSONNEL** (cont.)

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

COOPMAN, Katie	Jr. High Activity Stipend: PBIS Coach	Ramona JHS	11/2/2018
TOTAL:			\$1,479.00

**APPOINTMENT - EXTRA DUTY – ELEMENTARY STIPENDS**

CHUNG, Liana	ASB	Cattle ES	11/2/2018
FLORES, Ailene	Safe School Ambassador	Cattle ES	11/2/2018
FREGOZO, Erika	Safe School Ambassador	Cattle ES	11/2/2018
MOLLES, Marlana	Safe School Ambassador	Cattle ES	11/2/2018
OROSCO, Ashley	ASB	Cattle ES	11/2/2018
OSUNA, Jena	ASB	Cattle ES	11/2/2018
REYES, Brianda	ASB	Cattle ES	11/2/2018
TORDIFF, Rachelle	Safe School Ambassador	Cattle ES	11/2/2018
HUBBARD, Amanda	Talent Show Coordinator	Dickey ES	11/2/2018
HUM, Nadine	Talent Show Coordinator	Dickey ES	11/2/2018
TOTAL:			\$1,624.00

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

ARELLANO, Alex	BAZZO, Anthony	BROWN, Sean
DINNEWETH, Melanie	FILPI, Tandi	GOMEZ-LECARO, Maria Elena
GOOD, Sarah	GUTIERREZ, Mark	LIBAO, Alan
MARTINEZ, Carmen	NESTER, Kaylie	QUESADA, Bobbi
RUBALCAVA, Steven	SHERMAN, Sharon	VILLANUEVA, Ruth

**CLASSIFIED PERSONNEL**

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

**APPOINTMENT**

CRUZ, Vanessa	Behavior Intervention Counselor (MH)	Special Education	11/09/2018
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE**

**APPOINTMENT**

GONZALEZ CONTRERAS, Brandon	Custodian I (GF)	Butterfield Ranch ES	11/02/2018
RAMOS, Eufracia	Playground Supervisor (GF)	Litel ES	11/02/2018
GARZA, Lisa Marie	Playground Supervisor (GF)	Litel ES	11/02/2018
REYES, Maria	IA/Special Ed./SH (SELPA/GF)	Walnut ES	11/02/2018
OROSCO, Anthony	Custodian I (GF)	Woodcrest JHS	11/02/2018
PEREA, Belem	Central Kitchen Asst. I (NS)	Woodcrest JHS	11/02/2018
PULLIAM, Scott	Custodian I (GF)	Don Lugo HS	11/02/2018
BENSON, Lorraine	Typist Clerk II (GF)	Maintenance	11/05/2018
BOGDON, George	Bus Driver (GF)	Transportation	11/02/2018
SCHOENFELD, Jan	Bus Driver (GF)	Transportation	11/15/2018

**PROMOTION**

LOPEZ, Ronald	FROM: Custodian II (GF) 8 hrs./261 contract days TO: Carpet/Flooring Custodian III (GF) 8 hrs./261 contract days	Newman ES Maintenance	10/15/2018
ALVAREZ, Andrew Shawn	FROM: Maintenance III - Painter (GF) 8 hrs./261 contract days TO: Maintenance III - Locksmith (GF) 8 hrs./261 contract days	Maintenance Maintenance	11/02/2018

**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**CHANGE OF ASSIGNMENT**

PATEL, Meena	FROM: IA/Special Ed./SH (SELPA/GF) 3 hrs./181 work days	Country Springs ES	11/02/2018
	TO: IA/Special Ed./SH (SELPA/GF) 6 hrs./181 work days	Country Springs ES	
WAKE, Jill	FROM: IA/Special Ed./SH (SELPA/GF) 6 hrs./181 work days	Special Education	11/02/2018
	TO: IA/Special Ed. (SELPA/GF) 5 hrs./181 work days	Chino HS	

**INCREASE OF HOURS**

ALAMILLO, Marisol	FROM: Playground Supervisor (GF) 5.5 hrs./180 work days	Chino Hills HS	11/02/2018
	TO: Playground Supervisor (GF) 7.5 hrs./180 work days	Chino Hills HS	
GUZMAN, Guadalupe	FROM: Playground Supervisor (GF) 4.5 hrs./180 work days	Chino Hills HS	11/02/2018
	TO: Playground Supervisor (GF) 7.5 hrs./180 work days	Chino Hills HS	

**RESIGNATION**

POSADA, Wendy OLIVA, Amparo	Playground Supervisor (GF)	Borba ES	10/31/2018
	Playground Supervisor (GF)	Glenmeade ES & Magnolia JHS	10/19/2018
OGLE, Kim	Nutrition Services Asst. II (NS)	Chino HS	11/02/2018
BLADES, Mary	Central Kitchen Asst. I (NS)	Townsend JHS	11/30/2018
GIBBS, Erika	Account Clerk II (GF)	Transportation	11/01/2018

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

HAMILTON, Bernice	IA/Special Ed./Collab.	Rolling Ridge ES
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**CLASSIFIED PERSONNEL** (cont.)

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

GARCIA, Jeffrey	HIGUERA, Ana	SOSA, Mireya	
VISAYA, Anne			

- (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:** November 1, 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 CLAIM**

=====

**BACKGROUND**

Claim 18-10-17 was submitted on October 16, 2018, by Gregory Mendoza on behalf of his son, a student at Eagle Canyon ES. Claimant alleges student was injured while attending the preschool program during the 2017/2018 school year. Claimant seeks reimbursement for injuries exceeding \$25,000.00 in unlimited civil court.

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 claim and refer it to the District's insurance adjuster.

**FISCAL IMPACT**

Unknown at present.

NE:RR:CF:lag

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** November 1, 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  
**SUBJECT: NEW JOB DESCRIPTION AND CREATION OF THE POSITION FOR  
MCKINNEY-VENTO GRANT PROGRAM MANAGER**

=====

**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.

New language is provided in UPPER CASE.

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

**RECOMMENDATION**

It is recommended the Board of Education:

- a) Approve the new job description for McKinney-Vento Grant Program Manager, and
- b) Authorize the creation of the position for McKinney-Vento Grant Program Manager.

**FISCAL IMPACT**

A fiscal impact to the General Restricted Fund of \$122,038.00 inclusive of mandatory benefits for the McKinney-Vento Grant Program Manager.

NE:RR:FA:mcm

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

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**TITLE:** MCKINNEY-VENTO GRANT PROGRAM  
MANAGER

**REPORTS:** DIRECTOR HEALTH  
SERVICES/CHILD DEVELOPMENT

**DEPARTMENT:** HEALTH SERVICES

**CLASSIFICATION:** CLASSIFIED  
MANAGEMENT

**FLSA:** EXEMPT

**WORK YEAR:** 220

**ISSUED:**

**SALARY:** RANGE 29

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**BASIC FUNCTION:**

UNDER THE GENERAL DIRECTION OF THE DIRECTOR OF HEALTH SERVICES/CHILD DEVELOPMENT, PROMOTES MCKINNEY-VENTO HOMELESS ASSISTANCE RIGHTS AND ELIGIBILITY, ADVOCATES ON BEHALF OF HOMELESS STUDENTS, ASSISTS IN CONNECTING IDENTIFIED HOMELESS STUDENTS WITH SUPPLEMENTAL SUPPORT SERVICES TO ENHANCE EDUCATIONAL ACHIEVEMENT, COLLABORATES WITH HOMELESS SERVICE AGENCIES AND CONDUCTS TRAINING FOR DISTRICT STAFF, PARENTS, AND COMMUNITY PARTNERS, CASE MANAGERS AND INTERNS FOR THE DISTRICT CARE AND HOPE PROGRAMS.

**REPRESENTATIVE DUTIES:**

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

**DISTINGUISHING CHARACTERISTICS:**

THE MCKINNEY-VENTO GRANT PROGRAM MANAGER IS RESPONSIBLE FOR THE MANAGEMENT, DEVELOPMENT AND IMPLEMENTATION OF SOCIAL SERVICES/INTERVENTIONS PERTAINING TO THE DISTRICT HOMELESS EDUCATION PROGRAM. THE MCKINNEY-VENTO GRANT PROGRAM MANAGER WILL OVERSEE THE SUPPLEMENTAL SUPPORT SERVICES PROVIDED TO CHINO VALLEY UNIFIED SCHOOL DISTRICT CHILDREN BIRTH THROUGH 21; WORKS CLOSELY WITH SCHOOL DISTRICT PERSONNEL TO MONITOR AND ASSESS ACADEMIC, SOCIAL OR EMOTIONAL ISSUES THAT AFFECT HOMELESS CHILDREN AND SCHOOLS. THE MCKINNEY-VENTO GRANT PROGRAM MANAGER IS RESPONSIBLE FOR THE SUPERVISION AND TRAINING OF CASE MANAGERS THAT PROVIDE RESOURCES TO AT RISK CHILDREN FROM BIRTH THROUGH 21.

**E = ESSENTIAL FUNCTIONS**

## **MINIMUM REQUIREMENTS:**

1. CONNECTS WITH THE LOCAL EDUCATION AGENCY (LEA) HOMELESS LIAISONS AND INTERFACES WITH HOMELESS YOUTH AND FAMILIES TO ASSESS ANY BARRIERS THAT MAY PREVENT A HOMELESS STUDENT FROM ATTENDING SCHOOL. (E)
2. REFERS NON-SCHOOL AGE CHILDREN (0-5) TO EARLY START, HEAD START OR OTHER PUBLIC PRESCHOOL PROGRAMS IN THE LOCAL COMMUNITY OR WITHIN THE DISTRICT. (E)
3. LINKS YOUTH TO APPROPRIATE EDUCATIONAL/VOCATIONAL RESOURCES AND PROGRAMS IN THE LEA THAT SUPPORT THE YOUTH'S GOALS. (E)
4. PARTICIPATES IN CARE COORDINATION MEETINGS TO PROVIDE DISTRICT STAFF WITH UPDATES ON EDUCATIONAL REFERRALS AND SERVICES RENDERED TO YOUTH AND COLLABORATE TO DETERMINE WHAT RESOURCES ARE NEEDED TO IMPROVE THE EDUCATIONAL AND/OR VOCATIONAL OUTCOMES OF YOUTH. (E)
5. DOCUMENTS SERVICES AND CASE MANAGEMENT NOTES WITHIN A PRESCRIBED DATA INFORMATION SYSTEM. (E)
6. PROVIDES TRAINING TO DISTRICT STAFF ON EDUCATIONAL RIGHTS TO STUDENTS PER MCKINNEY-VENTO LEGISLATION. (E)
7. ATTENDS MEETINGS AND CONFERENCES, WHICH ARE JOB-RELATED AND APPROVED BY THE DISTRICT HOMELESS EDUCATION LIAISON. (E)
8. ADMINISTERS THE OPERATIONS OF THE SOCIAL WORK PROGRAM FOR THE DISTRICT; DEVELOPS, IMPLEMENTS AND MONITORS WORK PLANS TO ACHIEVE GOALS AND OBJECTIVES; PARTICIPATES IN DEVELOPING, IMPLEMENTING AND EVALUATING PROGRAMS; AND PLANS AND PROCESSES THE SYSTEMS AND PROCEDURES TO ACHIEVE DISTRICT GOALS. (E)
9. PROVIDES HIGH PERFORMANCE, CUSTOMER SERVICE-ORIENTED WORK ENVIRONMENT WHICH SUPPORTS ACHIEVING DISTRICT AND SITE OBJECTIVES AND SERVICE EXPECTATIONS; DESIGNS AND IMPLEMENTS CLIENT SATISFACTION FEEDBACK SYSTEMS.
10. WORKS IN COLLABORATION WITH MULTIPLE DISTRICTS, CITY, COUNTY AND PRIVATE AGENCIES IN A SCHOOL-BASED AND SCHOOL-LINKED INTEGRATION MODEL TO DIRECT AND MANAGE THE DELIVERY OF COUNSELING/SOCIAL SERVICES TO AT-RISK YOUTH AND THEIR FAMILIES. (E)
11. SUPERVISES AND TRAINS CASE MANAGERS/INTERNS; MONITORS AND EVALUATES CASE MANAGERS' ASSESSMENTS, FAMILY GOALS AND PLANS FOR REFERRED STUDENTS; AND MANAGES AND DIRECTS CRISIS INTERVENTIONS. (E)
12. OVERSEES AND DIRECTS COUNSELING AND CASE MANAGEMENT ACTIVITIES FOR ASSIGNED SCHOOL SITES. (E)
13. PROVIDES INDIVIDUAL, GROUP AND FAMILY THERAPY SERVICES; CONDUCTS INTERVIEWS, ASSESSMENTS AND OBSERVATIONS; PARTICIPATES IN SPECIAL

ASSESSMENTS, INDIVIDUAL THERAPY PLANS, AND OTHER MEETINGS; REFERS STUDENTS TO OTHER AGENCIES; MAINTAINS LOG OF INCOMING REFERRALS, CASE OPENINGS AND CLOSINGS AND CASE DISPOSITIONS.

14. OTHER RELATED DUTIES AS ASSIGNED BY SUPERVISOR.

**E = ESSENTIAL FUNCTIONS**

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

A VALID LICENSED CLINICAL SOCIAL WORKER (LCSW) BY CALIFORNIA BOARD OF BEHAVIORAL SCIENCES IS REQUIRED.

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

TWO (2) YEARS POST GRADUATE EXPERIENCE IN A SOCIAL WORKER SETTING IN A SCHOOL OR AGENCY.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- THEORY, PRINCIPLES AND PRACTICES OF CLINICAL SOCIAL WORK; AND
- PRINCIPLES, PRACTICES, METHODS AND PROTOCOLS FOR INTERDISCIPLINARY CASE MANAGEMENT.

**ABILITY TO:**

- TRAIN AND SUPERVISE STAFF;
- ASSESS ELIGIBILITY FOR PARTICIPATION IN COUNSELING OR CASE MANAGEMENT PROGRAM;
- OBTAIN SENSITIVE AND CONFIDENTIAL INFORMATION THROUGH PERSONAL INTERVIEW;
- INTERACT EFFECTIVELY WITH PARENTS AND CHILDREN OF DIVERSE BACKGROUNDS AND EXPERIENCES;
- PROVIDE COUNSEL ON DIFFICULT, SENSITIVE AND CONFIDENTIAL MATTERS OFTEN INVOLVING ISSUES THAT ARE EMOTIONALLY UPSETTING; AND
- ESTABLISH AND MAINTAIN CASE RECORDS, FILES, REPORTS AND OTHER MATERIALS.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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

**PHYSICAL DEMANDS:**

- BENDING AT THE WAIST, KNEELING OR CROUCHING, AND REACHING TO RETRIEVE AND MAINTAIN FILES AND RECORDS;
- REACHING OVERHEAD, ABOVE THE SHOULDERS, AND HORIZONTALLY;
- DEXTERITY OF HANDS AND FINGERS TO OPERATE STANDARD OFFICE EQUIPMENT, COMPUTER KEYBOARD, AND OTHER EQUIPMENT NECESSARY TO COMPLETE THE REQUIRED DUTIES;
- HEARING AND SPEAKING TO EXCHANGE INFORMATION IN PERSON AND ON THE TELEPHONE;
- VISUAL ABILITY TO READ, AND TO PREPARE/PROCESS DOCUMENTS AND TO MONITOR VARIOUS SERVICES AND PERSONNEL;
- SITTING FOR EXTENDED PERIODS;
- STANDING FOR EXTENDED PERIODS;
- WALKING OVER ROUGH OR UNEVEN SURFACES;
- CLIMBING, OCCASIONAL USE OF STEPLADDERS; AND
- PHYSICAL ACTIVITY MAY BE REQUIRED, WHICH COULD INCLUDE MODERATE LIFTING.

**HAZARDS:**

- EXTENDED VIEWING OF COMPUTER MONITOR; AND
- WORKING AROUND AND WITH OFFICE EQUIPMENT HAVING MOVING PARTS.

**FUNDING:**

CONTINUITY OF THIS POSITION IS BASED ON CONTINUED AVAILABILITY OF GRANT FUNDING.

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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF MCKINNEY VENTO GRANT PROGRAM MANAGER AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

---

(SIGNATURE OF EMPLOYEE)

---

(DATE)

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

BOARD APPROVED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 1, 2018  
**TO:** Members, Board of Education  
**FROM:** Andrew Cruz, Member, Board of Education  
**SUBJECT: NEW BOARD POLICY 5020.1 STUDENTS—MODEL PARENTAL RIGHTS IN CHILD’S EDUCATION POLICY**

=====

**BACKGROUND**

At its September 6, 2018 regular meeting, the Board discussed a proposed Board policy submitted by Karen England, Executive Director, Capitol Resource Institute regarding *Model Parental Rights in Child’s Education Policy*. Ms. England’s position is that schools can and should adopt policies that respect parental rights, and that both the U.S. Supreme Court and California courts recognize that parents possess a fundamental right to direct the upbringing and education of their children.

During the discussion at that meeting, Board member Andrew Cruz requested the proposed policy be placed on the September 20 agenda pursuant to Board Bylaw 9322. Subsequently, Mr. Cruz requested the item be brought forward to the October 18 meeting. However, at its October 4 meeting, Board member Sylvia Orozco requested that the proposed new policy be brought forward as an information item at the November 1 meeting, along with a legal analysis presentation.

New language is provided in UPPER CASE.

**RECOMMENDATION**

It is recommended the Board of Education receive for information the new Board Policy 5020.1 Students—Model Parental Rights in Child’s Education Policy.

**FISCAL IMPACT**

Unknown.

**MODEL PARENTAL RIGHTS IN CHILD'S EDUCATION POLICY****SECTION 1. DEFINITIONS.**

AS USED IN THIS POLICY:

COMPREHENSIVE SEXUAL HEALTH EDUCATION HAS THE MEANING SET FORTH IN CALIFORNIA EDUCATION CODE § 51931(B).

HIV PREVENTION EDUCATION HAS THE MEANING SET FORTH IN CALIFORNIA EDUCATION CODE § 51931(D).

FAMILY LIFE EDUCATION MEANS INSTRUCTION, MATERIALS, PRESENTATIONS, OR PROGRAMMING THAT DISCUSS GENDER, GENDER IDENTITY, GENDER EXPRESSION, SEXUAL ORIENTATION, DISCRIMINATION, HARASSMENT, BULLYING, INTIMIDATION, RELATIONSHIPS, OR FAMILY.

PHYSICAL PRIVACY CONCERN MEANS ANY CIRCUMSTANCES WHERE A CHILD MAY BE IN A STATE OF UNDRESS IN THE SAME ROOM AS SOMEONE OF THE OPPOSITE BIOLOGICAL SEX WHILE ON SCHOOL PREMISES OR, IF NOT ON SCHOOL PREMISES, WHILE UNDER THE SUPERVISION OF SCHOOL PERSONNEL. THE TERM INCLUDES, BUT IS NOT LIMITED TO, THE PRESENCE OF ANY PERSON ON SCHOOL PREMISES WHO ASSERTS A GENDER IDENTITY DIFFERENT FROM THE PERSON'S BIOLOGICAL SEX AND WHO IS PERMITTED BY POLICY, PRACTICE, OR LAW TO ACCESS RESTROOMS, LOCKER ROOMS, SHOWERS, AND OVERNIGHT ACCOMMODATIONS CONSISTENT WITH THE PERSON'S GENDER IDENTITY.

**SECTION 2. RIGHT TO NOTIFICATION OF INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION, HIV PREVENTION EDUCATION, RESEARCH ON PUPIL HEALTH BEHAVIORS AND RISKS, AND FAMILY LIFE EDUCATION.**

- A) A PARENT OR GUARDIAN OF A PUPIL HAS THE RIGHT TO EXCUSE THEIR CHILD FROM ALL OR PART OF COMPREHENSIVE SEXUAL EDUCATION, HIV PREVENTION EDUCATION, AND FAMILY LIFE EDUCATION THROUGH A PASSIVE CONSENT ("OPT-OUT") PROCESS.
- B) AT THE BEGINNING OF EACH SCHOOL YEAR, OR, FOR A PUPIL WHO ENROLLS IN A SCHOOL AFTER THE BEGINNING OF THE SCHOOL YEAR, AT THE TIME OF THAT PUPIL'S ENROLLMENT, EACH SCHOOL SHALL NOTIFY THE PARENT OR GUARDIAN OF EACH PUPIL ABOUT INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION, HIV PREVENTION EDUCATION, AND FAMILY LIFE EDUCATION PLANNED FOR THE COMING YEAR.



**MODEL PARENTAL RIGHTS IN CHILD'S EDUCATION POLICY (CONT.)**

THE NOTICE SHALL DO ALL OF THE FOLLOWING:

1. ADVISE THE PARENT OR GUARDIAN THAT WRITTEN AND AUDIOVISUAL EDUCATIONAL MATERIALS USED IN COMPREHENSIVE SEXUAL HEALTH EDUCATION, HIV PREVENTION EDUCATION, AND FAMILY LIFE EDUCATION ARE AVAILABLE FOR INSPECTION.
2. ADVISE THE PARENT OR GUARDIAN WHETHER THE COMPREHENSIVE SEXUAL HEALTH EDUCATION, HIV PREVENTION EDUCATION, AND/OR FAMILY LIFE EDUCATION WILL BE TAUGHT BY SCHOOL DISTRICT PERSONNEL OR BY OUTSIDE CONSULTANTS. A SCHOOL MAY PROVIDE COMPREHENSIVE SEXUAL HEALTH EDUCATION, HIV PREVENTION EDUCATION AND/OR FAMILY LIFE EDUCATION, TO BE TAUGHT BY OUTSIDE CONSULTANTS, AND MAY HOLD AN ASSEMBLY TO DELIVER COMPREHENSIVE SEXUAL HEALTH EDUCATION, HIV PREVENTION EDUCATION, AND/OR FAMILY LIFE EDUCATION BY GUEST SPEAKERS, BUT IF IT ELECTS TO PROVIDE COMPREHENSIVE SEXUAL HEALTH EDUCATION, HIV PREVENTION EDUCATION, AND/OR FAMILY LIFE EDUCATION IN EITHER OF THESE MANNERS, THE NOTICE SHALL INCLUDE THE DATE OF THE INSTRUCTION, THE NAME OF THE ORGANIZATION OR AFFILIATION OF EACH GUEST SPEAKER, AND INFORMATION STATING THE RIGHT OF THE PARENT OR GUARDIAN TO REQUEST A COPY OF CALIFORNIA EDUCATION CODE SECTION 51933, AND SECTION 51934. IF ARRANGEMENTS FOR THIS INSTRUCTION ARE MADE AFTER THE BEGINNING OF THE SCHOOL YEAR, NOTICE SHALL BE MADE BY MAIL OR ANOTHER COMMONLY USED METHOD OF NOTIFICATION, NO FEWER THAN 14 DAYS BEFORE THE INSTRUCTION IS DELIVERED.
3. INCLUDE INFORMATION EXPLAINING THE PARENT'S OR GUARDIAN'S RIGHT TO REQUEST A COPY OF THIS POLICY.
4. ADVISE THE PARENT OR GUARDIAN THAT THE PARENT OR GUARDIAN HAS THE RIGHT TO EXCUSE THEIR CHILD FROM COMPREHENSIVE SEXUAL HEALTH EDUCATION, HIV PREVENTION EDUCATION, AND FAMILY LIFE EDUCATION AND THAT IN ORDER TO EXCUSE THEIR CHILD THEY MUST STATE THEIR REQUEST IN WRITING TO THE SCHOOL DISTRICT.

**SECTION 3. RIGHT TO NOTIFICATION OF PHYSICAL PRIVACY CONCERNS.**

AT THE BEGINNING OF EACH SCHOOL YEAR, OR, FOR A PUPIL WHO ENROLLS IN A SCHOOL AFTER THE BEGINNING OF THE SCHOOL YEAR, AT THE TIME OF THAT PUPIL'S ENROLLMENT, EACH SCHOOL SHALL NOTIFY THE PARENT OR GUARDIAN OF EACH PUPIL ABOUT ANY PHYSICAL PRIVACY CONCERN PLANNED

**MODEL PARENTAL RIGHTS IN CHILD'S EDUCATION POLICY (CONT.)**

FOR THE COMING YEAR. IF A PHYSICAL PRIVACY CONCERN OCCURS AFTER THE BEGINNING OF THE SCHOOL YEAR, NOTICE SHALL BE MADE BY MAIL OR ANOTHER COMMONLY USED METHOD OF NOTIFICATION TO EACH PARENT OR GUARDIAN NO LESS THAN 14 DAYS BEFORE THE OCCURRENCE OF A PHYSICAL PRIVACY CONCERN; OR IF A PHYSICAL PRIVACY CONCERN OCCURS WITHOUT THE PRIOR KNOWLEDGE OF SCHOOL PERSONNEL, WITHIN TWENTY-FOUR (24) HOURS OF ANY SCHOOL PERSONNEL FIRST LEARNING OF THE PHYSICAL PRIVACY CONCERN.

THE NOTICE SHALL DO ALL OF THE FOLLOWING:

1. ADVISE THE PARENT OR GUARDIAN OF THE SPECIFIC CIRCUMSTANCES RESULTING IN THE PHYSICAL PRIVACY CONCERN, PROVIDED HOWEVER THAT THE NOTICE SHALL NOT INCLUDE ANY PERSONAL IDENTIFYING INFORMATION.
2. ADVISE THE PARENT OR GUARDIAN OF ANY ACTIVITIES, INCLUDING SCHOOL ACTIVITIES AND OVERNIGHT TRIPS, THAT WILL BE IMPACTED BY THE PHYSICAL PRIVACY CONCERN.
3. ADVISE THE PARENT OR GUARDIAN THAT THE PARENT OR GUARDIAN HAS THE RIGHT TO EXCUSE THEIR CHILD FROM PARTICIPATING IN ANY INSTRUCTION OR SCHOOL ACTIVITIES THAT CREATE A PHYSICAL PRIVACY CONCERN AND THAT IN ORDER TO EXCUSE THEIR CHILD THEY MUST STATE THEIR REQUEST IN WRITING TO THE SCHOOL DISTRICT.
4. ADVISE THE PARENT OR GUARDIAN THAT THE PARENT OR GUARDIAN HAS THE RIGHT TO OBTAIN A PRIVACY ACCOMMODATION FOR THEIR CHILD, SUCH AS A SINGLE-USER RESTROOM, LOCKER ROOM OR SIMILAR FACILITY, WHILE ON SCHOOL PREMISES OR ATTENDING SCHOOL-SPONSORED EVENTS, AND OBTAIN LODGING ACCOMMODATIONS FOR THEIR CHILD DURING ANY SCHOOL- RELATED OVERNIGHT TRIPS, SUCH AS A SEPARATE HOTEL ROOM OR LODGING WHERE THE SLEEPING QUARTERS AND RESTROOMS, SHOWERS AND LOCKER ROOMS ARE LIMITED TO MEMBERS OF THE SAME BIOLOGICAL SEX,
5. ADVISE THE PARENT OR GUARDIAN THAT IN ORDER TO OBTAIN PRIVACY OR LODGING ACCOMMODATIONS FOR THEIR CHILD, THEY MUST STATE THEIR REQUEST IN WRITING TO THE SCHOOL DISTRICT.

**MODEL PARENTAL RIGHTS IN CHILD'S EDUCATION POLICY (CONT.)**

6. INCLUDE INFORMATION EXPLAINING THE PARENT'S OR GUARDIAN'S RIGHT TO REQUEST A COPY OF THIS POLICY.

**SECTION 4. SCHOOL'S RESPONSIBILITIES.**

THE SCHOOL SHALL BE RESPONSIBLE FOR ENSURING THAT EVERY PARENT OR GUARDIAN RECEIVES ALL WRITTEN NOTICES. ANY FAILURE TO PROPERLY NOTIFY A PARENT OR GUARDIAN THAT RESULTS IN A CHILD RECEIVING COMPREHENSIVE SEXUAL HEALTH EDUCATION, HIV PREVENTION EDUCATION, OR FAMILY LIFE EDUCATION AGAINST THE WISHES OF THE PARENT OR BEING EXPOSED TO A PHYSICAL PRIVACY CONCERN AGAINST THE WISHES OF THE PARENT SHALL BE CONSIDERED THE FAULT OF THE SCHOOL.

THE SCHOOL SHALL BE RESPONSIBLE FOR REMOVING A PARENT'S OR GUARDIAN'S CHILD AT THE PROPER TIMES ACCORDING TO THE PARENT'S OR GUARDIAN'S OPT-OUT REQUEST AS INDICATED IN THE SIGNED STATEMENT FROM THE PARENT OR GUARDIAN. THE SCHOOL SHALL FOLLOW THE PARENT'S OR GUARDIAN'S OPT-OUT REQUEST UNTIL THE SCHOOL IS NOTIFIED IN WRITING BY PARENT OR GUARDIAN THAT THEIR OPT-OUT REQUEST HAS CHANGED.

THE SCHOOL SHALL BE RESPONSIBLE FOR ENSURING THAT THERE ARE SUFFICIENT FACILITIES TO ACCOMMODATE ALL CHILDREN WHOSE PARENTS OR GUARDIANS HAVE REQUESTED PRIVACY OR LODGING ACCOMMODATIONS. THE SCHOOL SHALL ALSO BE RESPONSIBLE FOR ENSURING THAT NO CHILD IS COERCED OR PRESSURED INTO CIRCUMSTANCES THAT CREATE A PHYSICAL PRIVACY CONCERN.

THE SCHOOL SHALL BE RESPONSIBLE FOR ENSURING THAT NO CHILD PARTICIPATES IN A SCHOOL ACTIVITY OF WHICH A PARENT OR GUARDIAN HAS OPTED THEIR CHILD OUT.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
POLICY ADOPTED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** November 1, 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: ADOPTED 2018/2019 ORGANIZED AND UNORGANIZED STUDENT  
BODY BUDGETS**

=====

**BACKGROUND**

Board Policy 3452 Business and Noninstructional Operations – Student Activity Funds requires organized and unorganized student body budgets to be submitted to the Board of Education each year for information. The list that follows reflects the adopted student body budgets for fiscal year 2018/2019.

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the adopted 2018/2019 organized and unorganized student body budgets.

**FISCAL IMPACT**

None.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
ASSOCIATED STUDENT BODY  
ADOPTED BUDGET 2018/2019**

**ORGANIZED STUDENT BODIES**

<b>COMPREHENSIVE HIGH SCHOOLS</b>	<b>TOTAL</b>	
Ayala HS	\$ 1,823,491	
Chino HS	\$ 838,257	
Chino Hills HS	\$ 1,385,281	
Don Lugo HS	\$ 872,134	
<b>TOTAL HIGH SCHOOLS</b>		<b>\$ 4,919,163</b>
<b>JUNIOR HIGH SCHOOLS</b>		
Briggs K-8	\$ 80,279	
Cal Aero K-8	\$ 74,272	
Canyon Hills JHS	\$ 238,393	
Magnolia JHS	\$ 155,155	
Ramona JHS	\$ 92,195	
Townsend JHS	\$ 175,196	
Woodcrest JHS	\$ 60,006	
<b>TOTAL JUNIOR HIGH SCHOOLS</b>		<b>\$ 875,496</b>
<b>TOTAL ORGANIZED STUDENT BODIES</b>		<b>\$ 5,794,659</b>

**UNORGANIZED STUDENT BODIES**

<b>DISTRICT ASB/ELEMENTARY GENERAL</b>		
Elementary General	\$ 10,655	\$ 10,655
<b>CONTINUATION HIGH SCHOOL</b>		
Buena Vista HS	\$ 49,354	\$ 49,354
<b>ELEMENTARY SCHOOLS</b>		
Borba ES	\$ 4,726	
Briggs K-8*	\$ -	
Butterfield Ranch ES	\$ -	
Cattle ES	\$ 50,298	
Chaparral ES	\$ 33,813	
Cortez ES*	\$ -	
Country Springs ES*	\$ -	
Dickey ES	\$ 2,239	
Dickson ES	\$ 47,185	
Eagle Canyon ES	\$ 45,150	
Glenmeade ES*	\$ -	
Hidden Trails ES	\$ 1,134	
Liberty ES	\$ 55,992	
Litel ES	\$ 21,795	
Marshall ES	\$ 56,916	
Newman ES	\$ 11,781	
Oak Ridge ES	\$ 7,519	
Rhodes ES	\$ 1,029	
Rolling Ridge ES	\$ 63,241	
<b>TOTAL ELEMENTARY SCHOOLS</b>		<b>\$ 402,818</b>
<b>TOTAL UNORGANIZED STUDENT BODIES</b>		<b>\$ 462,827</b>
<b>TOTAL ASB BUDGETS</b>		<b>\$ 6,257,486</b>

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** November 1, 2018  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**SUBJECT: BOARD BYLAW 9100 BYLAWS OF THE BOARD—  
ORGANIZATION**

=====

**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