



**CHINO VALLEY**  
**UNIFIED SCHOOL DISTRICT**

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

# **BOARD OF EDUCATION AGENDA**

**January 16, 2020**

**BOARD OF EDUCATION**

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

Audrey Ing, Student Representative

—◆—  
**SUPERINTENDENT**

**Norm Enfield, Ed.D.**

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**5130 Riverside Drive, Chino, CA 91710**  
**4:30 p.m. - Closed Session • 6:00 p.m. - Regular Meeting**  
**January 16, 2020**

**AGENDA**

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

**I. OPENING BUSINESS**

**I.A. CALL TO ORDER – 4:30 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 Anticipated Litigation (Government Code 54954.5(c) and 54956.9 (d)(2) and (e)(1)): One possible case. (Terry Tao, Esquire) (5 minutes)
- b. Student Admission Matters (Education Code 35146, 48916 (c)): Admission Case 19/20-03A. (5 minutes)
- c. Student Readmission Matters (Education Code 35146, 48916 (c)): Readmission Cases 18/19-24 and 18/19-30. (10 minutes)
- d. Student Discipline Matters (Education Code 35146, 48918 (c) & (j)): Expulsion cases 19/20-19, 19/20-22, 19/20-24, 19/20-25, and 19/20-28. (55 minutes)
- e. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Frank Arce, Isabel Brenes, Sandra Chen, and Richard Rideout. (5 minutes)
- f. Public Employee Discipline/Dismissal/Release (Government Code 54957): (5 minutes)
- g. Public Employee Performance Evaluation (Government Code 54957): Superintendent. (5 minutes)

**I.B. RECONVENE TO REGULAR OPEN MEETING – 6:00 P.M.**

1. Report Closed Session Action
2. Pledge of Allegiance

**I.C. STAFF REPORT**

1. Annual Report: College and Career Indicator

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

The proceedings of this meeting are being recorded.

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

## II. ACTION

### II.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT

II.A.1. Proclamation for National School Counseling Week, February 3-7, 2020

Page 12

Recommend the Board of Education adopt the proclamation for National School Counseling Week, February 3-7, 2020.

Motion\_\_\_\_Second\_\_\_\_  
Preferential Vote: \_\_\_\_  
Vote: Yes \_\_\_\_ No \_\_\_\_

### II.B. HUMAN RESOURCES

II.B.1. Public Hearing and Ratification of the Tentative Agreement Between the Chino Valley Unified School District and the California School Employees Association and its Chino Chapter 102 Effective July 1, 2018, through June 30, 2021

Page 14

Recommend the Board of Education:

- Conduct a public hearing, and
- Ratify the Tentative Agreement between the Chino Valley Unified School District and the California School Employees Association and its Chino Chapter 102 effective July 1, 2018, through June 30, 2021.

Open Hearing \_\_\_\_  
Close Hearing \_\_\_\_  
Motion\_\_\_\_Second\_\_\_\_  
Preferential Vote: \_\_\_\_  
Vote: Yes \_\_\_\_ No \_\_\_\_

II.B.2. Addendum to the Employment Contracts for Superintendent; Associate Superintendents: Business Services; and Curriculum, Instruction, Innovation, and Support; Assistant Superintendents: Curriculum, Instruction, Innovation, and Support; Facilities, Planning, and Operations; and Human Resources Divisions

Page 21

Recommend the Board of Education approve the addendum to the employment contracts for Superintendent; Associate Superintendents: Business Services; and Curriculum, Instruction,

Motion\_\_\_\_Second\_\_\_\_  
Preferential Vote: \_\_\_\_  
Vote: Yes \_\_\_\_ No \_\_\_\_

Innovation, and Support; Assistant Superintendents: Curriculum, Instruction, Innovation, and Support; Facilities, Planning, and Operations; and Human Resources Divisions as follows:

- a) Provide a 2.5% on-schedule salary increase for the 2019/2020 school year effective July 1, 2019, and a 0.5% off-schedule one-time payment for current employees as of November 22, 2019, based on their 2019/2020 salary schedule; and
- b) Provide a 2.0% on-schedule salary increase for the 2020/2021 school year effective July 1, 2020, and a 1.0% off-schedule one-time payment to current employees based on their salary schedule as of July 1, 2020.

**II.B.3. Compensation Increase for Substitute Services Provided for Certificated Employees**

Page 29

Recommend the Board of Education approve a compensation increase for substitute services provided for certificated employees.

Motion \_\_\_\_ Second \_\_\_\_  
 Preferential Vote: \_\_\_\_  
 Vote: Yes \_\_\_\_ No \_\_\_\_

**II.B.4. Revisions to the Classified Substitute Salary Schedule**

Page 30

Recommend the Board of Education approve the revisions to the Classified Substitute Salary Schedule.

Motion \_\_\_\_ Second \_\_\_\_  
 Preferential Vote: \_\_\_\_  
 Vote: Yes \_\_\_\_ No \_\_\_\_

<b>III. CONSENT</b>
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Motion \_\_\_\_ Second \_\_\_\_  
 Preferential Vote: \_\_\_\_  
 Vote: Yes \_\_\_\_ No \_\_\_\_

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the December 12, 2019 Organizational Meeting**

Page 33

Recommend the Board of Education approve the minutes of the December 12, 2019 organizational meeting.

**III.A.2. Resolution 2019/2020-28 Board Compensation for James Na and Andrew Cruz for December 12, 2019 Missed Meeting**

Page 42

Recommend the Board of Education adopt Resolution 2019/2020-28 Board compensation for James Na and Andrew Cruz for December 12, 2019 missed meeting.

**III.B. BUSINESS SERVICES**

**III.B.1. Warrant Register**

Page 44 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

**III.B.2. Fundraising Activities**

Page 45 Recommend the Board of Education approve/ratify the fundraising activities.

**III.B.3. Donations**

Page 48 Recommend the Board of Education accept the donations.

**III.B.4. Legal Services**

Page 52 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.

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

Page 53 Recommend the Board of Education approve the signature authorizations for Chino Valley Unified School District.

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

**III.C.1. Student Admission Case 19/20-03A**

Page 58 Recommend the Board of Education approve the student admission case 19/20-03A.

**III.C.2. Student Readmission Cases 18/19-24 and 18/19-30**

Page 59 Recommend the Board of Education approve student readmission cases 18/19-24 and 18/19-30.

**III.C.3. Student Expulsion Cases 19/20-19, 19/20-22, 19/20-24, 19/20-25, and 19/20-28**

Page 60 Recommend the Board of Education approve student expulsion cases 19/20-19, 19/20-22, 19/20-24, 19/20-25, and 19/20-28.

**III.C.4. School-Sponsored Trips**

Page 61 Recommend the Board of Education approve/ratify the following school-sponsored trips for Walnut ES, Ramona JHS, Ayala HS, Chino HS, and Don Lugo HS.

**III.C.5. 2019/2020 Single Plan for Student Achievement**

Page 63 Recommend the Board of Education approve the 2019/2020 Single Plan for Student Achievement.

**III.C.6. Chino Valley Unified School District 2019/2020 School Accountability Report Card**  
Page 64

Recommend the Board of Education approve the Chino Valley Unified School District 2019/2020 School Accountability Report Card.

**III.C.7. Resolution 2019/2020-30 Recognizing February as Career and Technical Education Month**  
Page 66

Recommend the Board of Education adopt Resolution 2019/2020-30 recognizing February as Career and Technical Education Month.

**III.C.8. 2020 Supplemental Summer Instruction Program and Special Education Extended School Year**  
Page 69

Recommend the Board of Education approve the 2020 Supplemental Summer Instruction Program and Special Education Extended School Year.

**III.C.9. Articulation Agreement Between Mt. San Antonio College and the Chino Valley Unified School District**  
Page 71

Recommend the Board of Education approve the Articulation Agreement between Mt. San Antonio College and the Chino Valley Unified School District.

**III.C.10. Resolution 2019/2020-25 Authorization to Join Education Technology Joint Powers Authority (Ed Tech JPA)**  
Page 78

Recommend the Board of Education approve Resolution 2019/2020-25 Authorization to join Education Technology Joint Powers Authority (Ed Tech JPA).

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

**III.D.1. Purchase Order Register**

Page 87  
Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

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

Page 88  
Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

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

Page 92  
Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

**III.D.4. Resolutions 2019/2020-26, 2019/2020-27, 2019/2020-29 for Authorization to Utilize Piggyback Contracts**  
Page 96

Recommend the Board of Education adopt Resolutions 2019/2020-26, 2019/2020-27, and 2019/2020-29 for authorization to utilize piggyback contracts.

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

Page 104 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Projects.

**III.D.6. Notice of Completion for Contract F-1819-052, Chino HS Materials and Labor to Relocate Photovoltaic Conduit for Construction of New Buildings**

Page 106 Recommend the Board of Education approve the Notice of Completion for Contract F-1819-052, Chino HS Materials and Labor to Relocate Photovoltaic Conduit for Construction of New Buildings.

**III.D.7. Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction—Phase 0 (Bid Package #5)**

Page 107 Recommend the Board of Education approve the Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction—Phase 0 (Bid Package #5).

**III.D.8. Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction—Phase 0 (Bid Package #6)**

Page 108 Recommend the Board of Education approve the Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction—Phase 0 (Bid Package #6).

**III.D.9. Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction—Phase 0 (Bid Package #7)**

Page 109 Recommend the Board of Education approve the Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction—Phase 0 (Bid Package #7).

**III.D.10. Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen (BP 01)**

Page 110 Recommend the Board of Education approve the Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen (BP 01).

**III.D.11. Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen (BP 02)**

Page 111 Recommend the Board of Education approve the Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen (BP 02).

**III.D.12. Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen (BP 03)**

Page 112 Recommend the Board of Education approve the Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen (BP 03).

**III.D.13. Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen (BP 04)**

Page 113 Recommend the Board of Education approve the Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen (BP 04).

**III.D.14. Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen (BP 05)**

Page 114

Recommend the Board of Education approve the Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen (BP 05).

**III.D.15. Notice of Completion for Bid 18-19-27F, Briggs K-8 New Science Lab Building—Interim Housing (Bid Package 01)**

Page 115

Recommend the Board of Education approve the Notice of Completion for Bid 18-19-27F, Briggs K-8 New Science Lab Building—Interim Housing (Bid Package 01).

**III.D.16. Notice of Completion for Bid 18-19-41F, Chino HS Site Preparation Phase (Bid Package #1)**

Page 116

Recommend the Board of Education approve the Notice of Completion for Bid 18-19-41F, Chino HS Site Preparation Phase (Bid Package #1).

**III.D.17. Notice of Completion for Bid 18-19-41F, Chino HS Site Preparation Phase (Bid Package #2)**

Page 117

Recommend the Board of Education approve the Notice of Completion for Bid 18-19-41F, Chino HS Site Preparation Phase (Bid Package #2).

**III.D.18. Notice of Completion for Bid 18-19-41F, Chino HS Site Preparation Phase (Bid Package #3)**

Page 118

Recommend the Board of Education approve the Notice of Completion for Bid 18-19-41F, Chino HS Site Preparation Phase (Bid Package #3).

**III.D.19. Change Order and Notice of Completion for Bid 18-19-40F, Country Springs ES and Rolling Ridge ES Interim Housing**

Page 119

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid 18-19-40F, Country Springs ES and Rolling Ridge ES Interim Housing.

**III.D.20. Change Orders for Bid 18-19-05F, Reconstruction of Chino HS—Phase 0**

Page 126

Recommend the Board of Education approve the Change Orders for Bid 18-19-05F, Reconstruction of Chino HS—Phase 0.

**III.D.21. Change Order for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen**

Page 130

Recommend the Board of Education approve the Change Order for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen.

**III.D.22. Change Orders for Bid 18-19-41F, Chino HS Site Preparation Phase**

Page 133

Recommend the Board of Education approve the Change Orders for Bid 18-19-41F, Chino HS Site Preparation Phase.



**III.D.23. Rejection of Bid 19-20-20F, Emergency Operations Plan Development, and Authorization to Re-bid**

Page 137

Recommend the Board of Education reject the bids received for Bid 19-20-20F, Emergency Operations Plan Development, and authorize staff to re-bid the project.

**III.D.24. Request for Proposals 19-20-25, Data Networking Services—District Wide – E-Rate Fiscal Year 23 (2020-2021)**

Page 138

Recommend the Board of Education award RFP 19-20-25, Data Networking Services—District Wide – E-Rate Fiscal Year 23 (2020-2021) to Charter Communications Operating LLC.

**III.D.25. Additional Facilities Use Fee Schedule Category, Tennis Courts (No Lights) and Corresponding Rates**

Page 140

Recommend the Board of Education approve the Additional Facilities Use Fee Schedule Category, Tennis Courts (No Lights) and Corresponding Rates.

**III.E. HUMAN RESOURCES**

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

Page 141

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

**III.E.2. New Job Descriptions for Electronics Communication Systems Technician, Electronics Display Systems Technician, Electronics Security Systems Technician; and Revision of Job Description for Lead Electronics Technician**

Page 147

Recommend the Board of Education:

- a) Approve the new job description for Electronics Communication Systems Technician;
- b) Authorize the creation of an Electronics Communication Systems Technician position;
- c) Approve the new job description for Electronics Display Systems Technician;
- d) Authorize the creation of an Electronics Display Systems Technician position;
- e) Approve the new job description for Electronics Security Systems Technician;
- f) Authorize the creation of an Electronics Security Systems Technician position; and
- g) Approve the revisions to the job description for Lead Electronics Technician.

**III.E.3. Revision of Board Policy 0450 Philosophy-Goals-Objectives and Comprehensive Plans—Comprehensive Safety Plans**  
Page 168

Recommend the Board of Education approve the revision of Board Policy 0450 Philosophy-Goals-Objectives and Comprehensive Plans—Comprehensive Safety Plans.

## **IV. INFORMATION**

### **IV.A. ADMINISTRATION**

**IV.A.1. Revision of Board Policy 2121 Administration—Superintendent's Contract**  
Page 173

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

### **IV.B. BUSINESS SERVICES**

**IV.B.1. 2018/2019 Independent Auditor's Annual Financial Audit Report**  
Page 179

Recommend the Board of Education receive for information the 2018/2019 Independent Auditor's Annual Financial Audit Report.

### **IV.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**

**IV.C.1. Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October Through December 2019**  
Page 180

Recommend the Board of Education receive for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October through December 2019.

### **IV.D. FACILITIES, PLANNING, AND OPERATIONS**

**IV.D.1. Measure G Financial/Performance Audit Report**  
Page 182

Recommend the Board of Education receive for information the Measure G Financial/Performance Audit Report.

## **V. COMMUNICATIONS**

### **BOARD MEMBERS AND SUPERINTENDENT**

<b>VI.      ADJOURNMENT</b>
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Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education

Date posted: January 10, 2020

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: PROCLAMATION FOR NATIONAL SCHOOL COUNSELING WEEK,  
FEBRUARY 3–7, 2020**

=====

**BACKGROUND**

National School Counseling Week, sponsored by the American School Counselor Association, will be celebrated from February 3–7, 2020, to focus public attention on the unique contribution professional school counselors provide within U.S. school systems. National School Counseling Week highlights the tremendous impact school counselors have in helping students achieve school success and plan for a career.

This special week provides recognition for school counselors who implement comprehensive school counseling programs.

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 National School Counseling Week, February 3–7, 2020.

**FISCAL IMPACT**

None.

NE:GP:JAR:smr

**Chino Valley Unified School District  
Proclamation  
National School Counseling Week  
February 3–7, 2020**

**WHEREAS**, school counselors are employed in public and private schools to help students reach their full potential;

**WHEREAS**, school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development;

**WHEREAS**, school counselors help parents focus on ways to further the educational, personal, and social growth of their children;

**WHEREAS**, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves;

**WHEREAS**, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

**WHEREAS**, comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Education of the Chino Valley Unified School District does hereby proclaim February 3–7, 2020, as National School Counseling Week.

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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:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: PUBLIC HEARING AND RATIFICATION OF THE TENTATIVE AGREEMENT BETWEEN THE CHINO VALLEY UNIFIED SCHOOL DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHINO CHAPTER 102 EFFECTIVE JULY 1, 2018, THROUGH JUNE 30, 2021**

=====

## **BACKGROUND**

On November 22, 2019, the Chino Valley Unified School District and the California School Employees Association and its Chino Chapter 102 reached tentative agreements for the reopener to the collective bargaining agreement, effective July 1, 2018, through June 30, 2021. The Association membership approved the tentative agreement on December 17, 2019.

The District has provided the necessary Notice to the Public and there is no fiscal impact to disclose. Additionally, the Board is required to conduct a public hearing in order to receive public input prior to any Board action.

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

## **RECOMMENDATION**

It is recommended the Board of Education:

- a) Conduct a public hearing, and
- b) Ratify the Tentative Agreement between the Chino Valley Unified School District and the California School Employees Association and its Chino Chapter 102 effective July 1, 2018, through June 30, 2021.

## **FISCAL IMPACT**

See Form for Public Disclosure of Proposed Collective Bargaining Agreement for a full financial disclosure.

Date: 11/22/19  
Initials: [Signature]

**TENTATIVE AGREEMENT  
BETWEEN THE  
CHINO VALLEY UNIFIED SCHOOL DISTRICT (CVUSD)  
AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATE (CSEA) AND ITS  
CHINO CHAPTER 102  
REGARDING REOPENER NEGOTIATIONS FOR 2019-2020**

**NOVEMBER 22, 2019**

**Article 9: VACANCIES/PROMOTIONS**

**9.5.1** Bargaining unit members shall have the opportunity to apply for any vacant bargaining unit position by submitting AN ~~written~~ application to the Human Resources Office within the time specified on the vacancy announcement and meeting all application requirements set forth by the Human Resources Office.

**Article 12: WAGES AND BENEFITS**

**12.1 Wages**

**12.1.1 2019-2020 ~~2017-2018~~ School Year**

THE DISTRICT SHALL APPLY 2.5% ON-GOING ON-SCHEDULE SALARY INCREASE EFFECTIVE JULY 1, 2019. Unit members who are in paid status AS OF NOVEMBER 22, 2019 between July 1, 2017-December 11, 2017, shall receive a 0.5 2% one-time off-schedule payment BASED ON THEIR 2019-2020 SALARY SCHEDULE. This one-time off-schedule payment will be based on their annual based as of December 11, 2017 (prior to the implementation of Article 12.1.2). A unit member who was terminated or resigned in lieu of termination anytime during the 201-2018 school year will not be eligible to receive the payment.

**12.1.2 2020-2021 ~~2018-2019~~ School Year**

The District shall provide a 2% on-going on-schedule salary increase effective July 1, 2020 +8.  
UNIT MEMBERS WHO ARE IN PAID STATUS SHALL RECEIVE A 1.0% ONE-TIME OFF SCHEDULE PAYMENT EFFECTIVE JULY 1, 2020.

**~~12.1.3 2018-2019 School Year~~**


~~The District and the Association shall negotiate salary as a reopener for the 2017-2018 school year shall provide a 2% on going on schedule salary increase effective July 1, 2018.~~

~~Salary and Health & Welfare will be closed through 2018-2019.~~

Date: 11/22/19  
Initials: DF KK

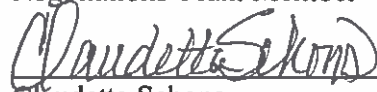
This Tentative Agreement is subject to ratification by CSEA Chino 102 membership, CSEA Policy 610 requirements and adoption by the Chino Valley District Board of Education.

California School Employees Association  
Chino 102

 11/22/19  
Daniel Hernandez Date  
President

 11/22/19  
Freddie Arroyo Jr Date  
1<sup>st</sup> Vice President

 11/22/19  
Terri Basaites Date  
Negotiations Team Member

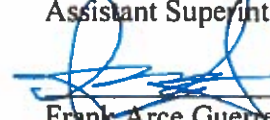
 11/22/19  
Claudetta Schons Date  
Negotiations Team Member

 11/22/19  
Diego Solis Date  
2<sup>nd</sup> Vice President

 11/22/19  
Monica Landry Date  
Labor Relations Representative

Chino Valley Unified School District

 11/22/19  
Richard Rideout Date  
Assistant Superintendent, HR

 11/22/19  
Frank Arce Guerrero Date  
Director, Human Resources

 11/22/19  
Jane Sousa Date  
Personnel Technician



**FORM FOR PUBLIC DISCLOSURE  
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT  
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756  
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2 )**

**Chino Valley Unified**

**SCHOOL DISTRICT**

Government Code Section 3547.5: **Before** a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.

Intent of Legislation: To ensure that members of the public are informed of the major provisions of a collective bargaining agreement before it becomes binding on the school district.

**(This information is pulled from the SUMMARY section of this file which should be completed FIRST)**

**MAJOR PROVISIONS OF PROPOSED AGREEMENT WITH THE**

**California School Employees Association (CSEA)**

**BARGAINING UNIT**

To be acted upon by the Governing Board at its meeting on

**01/16/20**

**A. PERIOD OF AGREEMENT:**

The proposed bargaining agreement covers the period beginning and ending  
for the following fiscal years **2018/19**

**07/01/18**

**06/30/21**

**2018/19, 2019/20, 2020/21**

**B. TOTAL COST CHANGE TO IMPLEMENT PROPOSED AGREEMENT (SALARIES & BENEFITS)**

The total change in costs for salaries and employee benefits in the proposed agreement:

1. Current Year Costs Before Agreement

**\$52,774,429.00**

2. Current Year Costs After Agreement

**\$54,357,662.00**

3. Total Cost Change

**\$1,583,233.00**

4. Percentage Change

**3.00%**

5. Value of a 1% Change

**\$527,744.00**

**C. PERCENTAGE SALARY CHANGE FOR AVERAGE, REPRESENTED EMPLOYEE**

The total percentage change in salary, including annual step and column movement on the salary schedule (as applicable), for the average, represented employee under this proposed agreement:

1. Salary Schedule change

(% Change To Existing Salary Schedule)

**2.5%**

(% change for one time bonus/stipend or salary reduction)

**0.5%**

2. Step & Column

(Average % Change Over Prior Year Salary Schedule)

**1.0%**

3. TOTAL PERCENTAGE CHANGE FOR THE  
AVERAGE, REPRESENTED EMPLOYEE

**4%**

4. Change in # of Work Days (+/-) Related to % Change

5. Total # of Work Days to be provided in Fiscal Year

**Varies**

6. Total # of Instructional Days to be provided in Fiscal Year  
(applicable to Certificated BU agreements only)

**180**

**FORM FOR PUBLIC DISCLOSURE  
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT  
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756  
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2 )**

**Chino Valley Unified**

**SCHOOL DISTRICT**

**D. PERCENTAGE BENEFITS CHANGE FOR BOTH STATUTORY AND DISTRICT-PROVIDED EMPLOYEE BENEFITS INCLUDED IN THIS PROPOSED AGREEMENT:**

1.	Cost of Benefits Before Agreement	<b>\$17,186,122.00</b>
2.	Cost of Benefits After Agreement	<b>\$17,701,706.00</b>
3.	Percentage Change in Total Costs	<b>3.00%</b>

**E. IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES**

State-Recommended Minimum Reserve Level (after implementation of Proposed Agreement)

1.	Based On Total Expenditures and Other Uses in the General Fund of:	<b>\$323,611,623.00</b>
2.	Percentage Reserve Level State Standard for District:	<b>3.0%</b>
3.	Amount of State Minimum Reserve Standard:	<b>\$9,708,348.69</b>

**SUFFICIENCY OF DISTRICT UNRESTRICTED RESERVES to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT:**

**GENERAL FUND RESERVES (Fund 01 Unrestricted ONLY)**

4.	Reserve for Economic Uncertainties (Object 9789)	<b>\$25,315,401.00</b>
5.	Unassigned/Unappropriated (Object 9790)	<b>\$50,673,131.00</b>
6.	<b>Total Reserves: (Object 9789 + 9790)</b>	<b>\$75,988,532.00</b>

**SPECIAL RESERVE FUND (Fund 17, as applicable)**

7.	Reserve for Economic Uncertainties (Object 9789)	
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**TOTAL DISTRICT RESERVES, applicable to State Minimum Reserve Standard:**

8.	General Fund & Special Reserve Fund:	<b>\$75,988,532.00</b>
9.	Percentage of General Fund Expenditures/Uses	<b>23.48%</b>
	Difference between District Reserves and Minimum State Requirement	<b>\$66,280,183.31</b>

**FORM FOR PUBLIC DISCLOSURE  
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT  
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756  
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2 )**

**Chino Valley Unified**

**SCHOOL DISTRICT**

**F. MULTIYEAR CONTRACT AGREEMENT PROVISIONS**

The District shall apply 2.5% on-going on-schedule salary increase effective July 1, 2019. Unit members who are in paid status as of November 22, 2019 shall receive a 0.5% one-time off-schedule payment based on their 2019-2020 salary schedule. The District shall provide a 2% on-going on-schedule salary increase effective July 1, 2020. Unit members who are in paid status shall receive a 1.0% one-time off schedule payment effective July 1, 2020.

**G. FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS**

**The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years (including any compensation and/or noncompensation provisions specified below that have been agreed upon if the proposed agreement is part of a multi-year contract):**

The assumptions used to project the available funds were provided by School Services of California dashboard, as well as local district assumptions. The projected enrollment for 2019/20 will show a significantly less decrease than originally projected due to stabilization of enrollment in the community and less attraction than anticipated for local charters.

**H. NARRATIVE OF AGREEMENT**

The District shall apply 2.5% on-going on-schedule salary increase effective July 1, 2019. Unit members who are in paid status as of November 22, 2019 shall receive a 0.5% one-time off-schedule payment based on their 2019-2020 salary schedule. The District shall provide a 2% on-going on-schedule salary increase effective July 1, 2020. Unit members who are in paid status shall receive a 1.0% one-time off schedule payment effective July 1, 2020.

**I. SOURCE OF FUNDING FOR PROPOSED AGREEMENT**

**The following source(s) of funding have been identified to fund the proposed agreement**

The District is using LCFF base funding to fund the proposed agreement.

**FORM FOR PUBLIC DISCLOSURE  
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT**  
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756  
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2 )

**Chino Valley Unified**

**SCHOOL DISTRICT**

**CERTIFICATION**

*To be signed by the District Superintendent AND Chief Business Official when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement.*

*Districts with a Qualified or Negative Certification: Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review 10 days prior to the board meeting that will ratify the agreement.*

*The information provided in this document summarizes the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirements of AB 1200, AB 2756 and GC 3547.5.*

**We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.**

*District Superintendent - signature*

*Date*

*Chief Business Official- signature*

*Date*

*After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on*

**1/16/2020**

*took action to approve the proposed Agreement*

*with the*

**California School Employees Association (CSEA)**

*Bargaining Unit.*

*President, Governing Board  
(signature)*

*Date*

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: ADDENDUM TO THE EMPLOYMENT CONTRACTS FOR  
SUPERINTENDENT; ASSOCIATE SUPERINTENDENTS:  
BUSINESS SERVICES; AND CURRICULUM, INSTRUCTION,  
INNOVATION, AND SUPPORT; ASSISTANT  
SUPERINTENDENTS: CURRICULUM, INSTRUCTION,  
INNOVATION, AND SUPPORT; FACILITIES, PLANNING, AND  
OPERATIONS; AND HUMAN RESOURCES DIVISIONS**

=====

**BACKGROUND**

Government Code 53262 requires that “all contracts with a superintendent, deputy superintendent, assistant superintendent, associate superintendent...of a local agency shall be ratified in an open session of the governing body which shall be reflected in the governing body’s minutes.”

As a result of the anticipated ratification between the District and the Associated Chino Teachers, a recommendation for a salary increase for the Superintendent, Associate Superintendents, and Assistant Superintendents, is now being brought before the Board.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the addendum to the employment contracts for Superintendent; Associate Superintendents: Business Services; and Curriculum, Instruction, Innovation, and Support; Assistant Superintendents: Curriculum, Instruction, Innovation, and Support; Facilities, Planning, and Operations; and Human Resources Divisions as follows:

- a) Provide a 2.5% on-schedule salary increase for the 2019/2020 school year effective July 1, 2019, and a 0.5% off-schedule one-time payment for current employees as of November 22, 2019, based on their 2019/2020 salary schedule; and

- b) Provide a 2.0% on-schedule salary increase for the 2020/2021 school year effective July 1, 2020, and a 1.0% off-schedule one-time payment to current employees based on their salary schedule as of July 1, 2020.

### **FISCAL IMPACT**

An ongoing fiscal impact of \$40,427.00, and a one-time fiscal impact of \$8,085.00 to the General Fund for the 2019/2020 school year; and an ongoing fiscal impact of \$33,151.00, and a one-time fiscal impact of \$12,900.00 to the General Fund for the 2020/2021 school year.

NE:RR:FA:IB:mcm

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF  
SUPERINTENDENT  
BETWEEN THE BOARD OF EDUCATION  
OF THE  
CHINO VALLEY UNIFIED SCHOOL DISTRICT  
  
COUNTY OF SAN BERNARDINO, CALIFORNIA  
AND  
NORM P. ENFIELD, ED.D.

The May 3, 2018 contract for employment of Norm P. Enfield, Ed.D., Superintendent, shall be amended as set forth below:

Item 7 – Salary

- a) Provide a 2.5% on-schedule salary increase for the 2019/2020 school year effective July 1, 2019, and a 0.5% off-schedule one-time payment for current employees as of November 22, 2019, based on their 2019/2020 salary schedule; and
- b) Provide a 2.0% on-schedule salary increase for the 2020/2021 school year effective July 1, 2020, and a 1.0% off-schedule one-time payment to current employees based on their salary schedule as of July 1, 2020.

All other provisions of the contract for employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

\_\_\_\_\_  
Joe Schaffer, President                      Date

\_\_\_\_\_  
Christina Gagnier, Vice-President                      Date

\_\_\_\_\_  
Irene Hernandez-Blair, Clerk                      Date

\_\_\_\_\_  
Andrew Cruz, Member                      Date

\_\_\_\_\_  
James Na, Member                      Date

SIGNATURE OF THE SUPERINTENDENT

\_\_\_\_\_  
Norm P. Enfield, Ed.D.                      Date

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF  
ASSOCIATE SUPERINTENDENT  
BETWEEN THE BOARD OF EDUCATION  
OF THE  
CHINO VALLEY UNIFIED SCHOOL DISTRICT  
  
COUNTY OF SAN BERNARDINO, CALIFORNIA  
AND  
SANDRA H. CHEN

The July 1, 2018 contract for employment of Sandra H. Chen, Associate Superintendent, Business Services, shall be amended as set forth below:

Item 2 – Salary

- a) Provide a 2.5% on-schedule salary increase for the 2019/2020 school year effective July 1, 2019, and a 0.5% off-schedule one-time payment for current employees as of November 22, 2019, based on their 2019/2020 salary schedule; and
- b) Provide a 2.0% on-schedule salary increase for the 2020/2021 school year effective July 1, 2020, and a 1.0% off-schedule one-time payment to current employees based on their salary schedule as of July 1, 2020.

All other provisions of the contract for employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

\_\_\_\_\_  
Joe Schaffer, President                      Date

\_\_\_\_\_  
Christina Gagnier, Vice-President                      Date

\_\_\_\_\_  
Irene Hernandez-Blair, Clerk                      Date

\_\_\_\_\_  
Andrew Cruz, Member                      Date

\_\_\_\_\_  
James Na, Member                      Date

SIGNATURE OF THE ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES

\_\_\_\_\_  
Sandra H. Chen                      Date



ADDENDUM TO CONTRACT FOR EMPLOYMENT OF  
ASSISTANT SUPERINTENDENT  
BETWEEN THE BOARD OF EDUCATION  
OF THE  
CHINO VALLEY UNIFIED SCHOOL DISTRICT  
  
COUNTY OF SAN BERNARDINO, CALIFORNIA  
AND  
LEA FELLOWS

The July 1, 2018 contract for employment of Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation and Support, shall be amended as set forth below:

Item 2 – Salary

- a) Provide a 2.5% on-schedule salary increase for the 2019/2020 school year effective July 1, 2019, and a 0.5% off-schedule one-time payment for current employees as of November 22, 2019, based on their 2019/2020 salary schedule; and
- b) Provide a 2.0% on-schedule salary increase for the 2020/2021 school year effective July 1, 2020, and a 1.0% off-schedule one-time payment to current employees based on their salary schedule as of July 1, 2020.

All other provisions of the contract for employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

\_\_\_\_\_  
Joe Schaffer, President                      Date

\_\_\_\_\_  
Christina Gagnier, Vice-President                      Date

\_\_\_\_\_  
Irene Hernandez-Blair, Clerk                      Date

\_\_\_\_\_  
Andrew Cruz, Member                      Date

\_\_\_\_\_  
James Na, Member                      Date

SIGNATURE OF THE ASSISTANT SUPERINTENDENT, CURRICULUM, INSTRUCTION, INNOVATION AND SUPPORT

\_\_\_\_\_  
Lea Fellows                      Date

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF  
ASSOCIATE SUPERINTENDENT  
BETWEEN THE BOARD OF EDUCATION  
OF THE  
CHINO VALLEY UNIFIED SCHOOL DISTRICT  
  
COUNTY OF SAN BERNARDINO, CALIFORNIA  
AND  
GRACE PARK, ED.D.

The July 1, 2018 contract for employment of Grace Park, Ed.D., Associate Superintendent, Curriculum, Instruction, Innovation, and Support, shall be amended as set forth below:

Item 2 – Salary

- a) Provide a 2.5% on-schedule salary increase for the 2019/2020 school year effective July 1, 2019, and a 0.5% off-schedule one-time payment for current employees as of November 22, 2019, based on their 2019/2020 salary schedule; and
- b) Provide a 2.0% on-schedule salary increase for the 2020/2021 school year effective July 1, 2020, and a 1.0% off-schedule one-time payment to current employees based on their salary schedule as of July 1, 2020.

All other provisions of the contract for employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

\_\_\_\_\_  
Joe Schaffer, President                      Date

\_\_\_\_\_  
Christina Gagnier, Vice-President                      Date

\_\_\_\_\_  
Irene Hernandez-Blair, Clerk                      Date

\_\_\_\_\_  
Andrew Cruz, Member                      Date

\_\_\_\_\_  
James Na, Member                      Date

SIGNATURE OF THE ASSOCIATE SUPERINTENDENT, CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT

\_\_\_\_\_  
Grace Park, Ed.D.                      Date

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF  
ASSISTANT SUPERINTENDENT  
BETWEEN THE BOARD OF EDUCATION  
OF THE  
CHINO VALLEY UNIFIED SCHOOL DISTRICT  
  
COUNTY OF SAN BERNARDINO, CALIFORNIA  
AND  
RICHARD RIDEOUT

The August 17, 2018 contract for employment of Richard Rideout, Assistant Superintendent, Human Resources, shall be amended as set forth below:

Item 2 – Salary

- a) Provide a 2.5% on-schedule salary increase for the 2019/2020 school year effective July 1, 2019, and a 0.5% off-schedule one-time payment for current employees as of November 22, 2019, based on their 2019/2020 salary schedule; and
- b) Provide a 2.0% on-schedule salary increase for the 2020/2021 school year effective July 1, 2020, and a 1.0% off-schedule one-time payment to current employees based on their salary schedule as of July 1, 2020.

All other provisions of the contract for employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

\_\_\_\_\_  
Joe Schaffer, President                      Date

\_\_\_\_\_  
Christina Gagnier, Vice-President                      Date

\_\_\_\_\_  
Irene Hernandez-Blair, Clerk                      Date

\_\_\_\_\_  
Andrew Cruz, Member                      Date

\_\_\_\_\_  
James Na, Member                      Date

SIGNATURE OF THE ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

\_\_\_\_\_  
Richard Rideout                      Date

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF  
ASSISTANT SUPERINTENDENT  
BETWEEN THE BOARD OF EDUCATION  
OF THE  
CHINO VALLEY UNIFIED SCHOOL DISTRICT  
  
COUNTY OF SAN BERNARDINO, CALIFORNIA  
AND  
GREGORY J. STACHURA

The July 1, 2018 contract for employment of Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations, shall be amended as set forth below:

Item 2 – Salary

- a) Provide a 2.5% on-schedule salary increase for the 2019/2020 school year effective July 1, 2019, and a 0.5% off-schedule one-time payment for current employees as of November 22, 2019, based on their 2019/2020 salary schedule; and
- b) Provide a 2.0% on-schedule salary increase for the 2020/2021 school year effective July 1, 2020, and a 1.0% off-schedule one-time payment to current employees based on their salary schedule as of July 1, 2020.

All other provisions of the contract for employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

\_\_\_\_\_  
Joe Schaffer, President                      Date

\_\_\_\_\_  
Christina Gagnier, Vice-President                      Date

\_\_\_\_\_  
Irene Hernandez-Blair, Clerk                      Date

\_\_\_\_\_  
Andrew Cruz, Member                      Date

\_\_\_\_\_  
James Na, Member                      Date

SIGNATURE OF THE ASSISTANT SUPERINTENDENT, FACILITIES, PLANNING, AND OPERATIONS

\_\_\_\_\_  
Gregory J. Stachura                      Date

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: COMPENSATION INCREASE FOR SUBSTITUTE SERVICES  
PROVIDED FOR CERTIFICATED EMPLOYEES**

=====

**BACKGROUND**

The District last provided a pay rate increase for its certificated substitutes in 2014. Currently, surrounding school districts provide a pay rate above what the District provides. As a result, the District continues to lose potential substitute applicants, which further impacts the District's ability to cover classroom vacancies. The District must provide a competitive salary to ensure it has an adequate and well-qualified pool of certificated substitutes.

The District currently provides a daily rate of \$125.00 for its substitute teachers. Substitutes working on a long-term assignment receive a rate of \$140.00 per day. This rate becomes retroactive on the eleventh consecutive day worked in the same assignment. The proposed increase would augment the daily rate to \$140.00. The long-term assignment will increase the daily rate to \$155.00.

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

**RECOMMENDATION**

It is recommended the Board of Education approve a compensation increase for substitute services provided for certificated employees.

**FISCAL IMPACT**

The fiscal impact is unknown at this time due to the fluctuation of substitutes and student workers.

NE:RR:FA:IB:mcm

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Richard Rideout, Assistant Superintendent, Human Resources  
**SUBJECT: REVISIONS TO THE CLASSIFIED SUBSTITUTE SALARY SCHEDULE**

=====

**BACKGROUND**

Classified substitutes are hired to work temporary day-to-day or long-term assignments on an as-needed basis. The current Classified Salary Schedule only captures a small sample of classifications available for substitute assignments. The District's goal is to implement an updated salary schedule that includes all classifications and aligns to Step A of the Classified School Employees Association salary schedule.

New language is provided in UPPER CASE. New hourly rates are provided in **bold**, while old hourly rates to be deleted are ~~lined through~~.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revisions to the Classified Substitute Salary Schedule.

**FISCAL IMPACT**

The fiscal impact is unknown at this time due to the fluctuation of substitutes and student workers.

NE:RR:mcm

# CHINO VALLEY UNIFIED SCHOOL DISTRICT

## Classified Substitute Salary Schedule

CLERICAL	RANGE	STEP A
Account Clerk I	28	\$17.25 <del>\$14.70</del>
Account Clerk II	32	\$19.05 <del>\$15.56</del>
ACCOUNT CLERK III	36	\$21.01
ACCOUNT CLERK III/FACILITIES & PLANNING	37	\$21.55
ACCOUNTANT I	43	\$24.99
ACCOUNTANT II	46	\$26.93
ACCOUNTANT II/FACILITIES & PLANNING	46	\$26.93
ACCOUNTANT II/POSITION CONTROL	46	\$26.93
ADMINISTRATIVE SECRETARY I	40	\$23.21
ADMINISTRATIVE SECRETARY II	48	\$28.26
ADMINISTRATIVE SECRETARY III	50	\$29.71
ADMINISTRATIVE SECRETARY IV	52	\$31.20
ALTERNATIVE ED. WORK CENTER OUTREACH ADVISOR	30	\$18.14
ASB Student Store Clerk	27	\$16.82 <del>\$14.34</del>
ASSESSMENT TECHNICIAN	40	\$23.21
Assistant Principal Secretary	32	\$19.05 <del>\$15.56</del>
Attendance Clerk	29	\$17.68 <del>\$15.04</del>
BEHAVIOR INTERVENTION RECORDS ASST.	31	\$18.58
BILINGUAL (DESIG. LANG.) ADMIN. SECRETARY I	42	\$24.38
Bilingual Typist Clerk I	28	\$17.25 <del>\$14.70</del>
BILLING SPECIALIST	43	\$24.99
Career Center Guidance Technician	34	\$20.00 <del>\$16.63</del>
CATEGORICAL PROGRAMS TECHNICIAN	40	\$23.21
CHILD DEVELOPMENT PROGRAM CLERK II	30	\$18.14
CHILD DEVELOPMENT PROGRAM TECHNICIAN	40	\$23.21
COMMUNICATIONS TECHNICIAN	40	\$23.21
Counseling Assistant	33	\$19.51 <del>\$16.63</del>
CREDENTIAL TECHNICIAN	44	\$25.61
DISTRICT ATTENDANCE AIDE II	30	\$18.14
DISTRICT ATTENDANCE LIAISON	29	\$17.68
DISTRICT ATTENDANCE SPECIALIST	46	\$26.93
District Community Attendance Liaison	28	\$17.25 <del>\$14.70</del>
DISTRICT MEDIA CENTER CLERK	27	\$16.82
DISTRICT MEDIA CENTER OPERATIONS TECHNICIAN	34	\$20.00
DISTRICT MEDIA CENTER SPECIALIST	32	\$19.05
DISTRICT POSTAL SPECIALIST	29	\$17.68
DISTRICT PURCHASING ASSISTANT	41	\$23.79
District Receptionist	27	\$16.82 <del>\$14.34</del>
District Secretary	32	\$19.05 <del>\$15.56</del>
DISTRICT STUDENT BODY FINANCE TECHNICIAN	40	\$23.21
DISTRICT STUDENT RECORDS SPECIALIST	29	\$17.68
Elementary Library/Media Center Assistant	28	\$17.25 <del>\$14.70</del>
FAMILY SERVICES PROGRAM SPECIALIST	50	\$29.71
FINANCE TECHNICIAN	54	\$32.78
FRINGE BENEFITS TECHNICIAN	40	\$23.21
GRANT PROGRAM SUPPORT SPEC./SUPPL. FUNDING	30	\$18.14
Health Technician	30	\$18.14 <del>\$14.81</del>
High School Receptionist	27	\$16.82 <del>\$14.34</del>
INSURANCE CLAIMS EXAMINER	36	\$21.01
INTERFUND CONTROL CLERK	38	\$22.08
NUTRITION ELIGIBILITY SPECIALIST	32	\$19.05
NUTRITION SERVICES FISCAL TECHNICIAN	40	\$23.21
Payroll Clerk II	32	\$19.05 <del>\$15.56</del>
Payroll Clerk III	36	\$21.01 <del>\$16.42</del>
PAYROLL TECHNICIAN	40	\$23.21
PERSONNEL CLERK I	28	\$17.25
PERSONNEL CLERK II	32	\$19.05
PERSONNEL CLERK III	36	\$21.01
PURCHASING CLERK II	32	\$19.05
PURCHASING CLERK III	36	\$21.01

CLERICAL (cont.)	RANGE	STEP A
Registrar	32	\$19.05 <del>\$15.56</del>
RISK MANAGEMENT SPECIALIST	46	\$26.93
School Secretary I	36	\$21.01 <del>\$16.42</del>
School Secretary II	38	\$22.08 <del>\$17.26</del>
Secondary Library/Media Asst.	30	\$18.14 <del>\$14.81</del>
STUDENT PERSONNEL SPECIALIST	31	\$18.58
STUDENT BODY FINANCE CLERK	31	\$18.58
SUPPLEMENTAL INSTRUCTION SUPPORT TECHNICIAN	34	\$20.00
TRANSPORTATION TECHNICIAN	40	\$23.21
Typist Clerk I	26	\$16.42 <del>\$13.99</del>
Typist Clerk II	29	\$17.68 <del>\$15.04</del>
WIOA EMPLOYMENT PLACEMENT SPECIALIST	29	\$17.68
WORKFORCE INVESTMENT ACT CAREER TECHNICIAN	35	\$20.51
INSTRUCTIONAL		
BEHAVIOR INTERVENTION AIDE/SPEC. ED.	28	\$17.25
BILINGUAL-BILITERATE/GENERIC	26	\$16.42
BILINGUAL-BILITERATE/SPANISH	26	\$16.42
BILINGUAL-PORTUGUESE	26	\$16.42
Child Care Specialist	30	\$18.14 <del>\$14.81</del>
GED TEST PROCTOR	26	\$16.42
Instructional Aide IA/CHILDHOOD EDUCATION	26	\$16.42 <del>\$13.99</del>
IA/COMPUTER ASSISTED INSTRUCTION	26	\$16.42
IA/CURRICULUM LAB	26	\$16.42
IA/ELEMENTARY PHYSICAL EDUCATION	26	\$16.42
IA/ELEMENTARY GRADE LEVEL	26	\$16.42
IA/SECONDARY GRADE LEVEL	26	\$16.42
IA/SEVERELY HANDICAPPED/SH	26	\$16.42
IA/SPECIAL EDUCATION	26	\$16.42
IA/VISUALLY HANDICAPPED	26	\$16.42
IA/VOC./SPECIAL EDUCATION	26	\$16.42
INTERPRETER-DEAF/HARD OF HEARING	58	\$36.19
REMEDIAL READING	26	\$16.42
ROP/AUTO BODY/PAINT	26	\$16.42
SCHOOL COMMUNITY LIAISON	28	\$17.25
COMMUNITY LIAISON/BILINGUAL-SPANISH	28	\$17.25
SPEECH-LANGUAGE PATHOLOGY ASSISTANT	30	\$18.14
TESTING AIDE/BILING.-BILIT.	28	\$17.25
NUTRITIONAL SERVICES		
CENTRAL KITCHEN ASSISTANT I	18	\$13.47
CENTRAL KITCHEN ASSISTANT II	23	\$15.26
NUTRITION ELIGIBILITY SPECIALIST	32	\$19.05
Nutrition Services Assistant I	16	*\$13.00
NUTRITION SERVICES ASSISTANT II	18	\$13.47
NUTRITION SERVICES MANAGER I	23	\$15.26
NUTRITION SERVICES MANAGER II	28	\$17.25
NUTRITION SERVICES MANAGER III	35	\$17.25
NS/ROVING MGR./CATERER/CENTRAL KITCHEN ASST.	35	\$20.51
NUTRITION SERVICES ROVING ASSISTANT	20	\$14.16
TECHNICAL		
ATHLETIC TRAINER	42	\$24.38
AUDIO VISUAL/COMPUTER ELEC. TECHNICIAN	52	\$31.20
COMPUTER OPERATIONS TECHNICIAN I	40	\$23.21
COMPUTER OPERATIONS TECHNICIAN II	46	\$26.93
DISTRICT VIDEOGRAPHER	40	\$23.21
Duplicating Department Clerk	27	\$16.82 <del>\$14.34</del>
ELECTRONICS TECHNICIAN I	39	\$22.64
ELECTRONICS TECHNICIAN II	49	\$28.98
FOUR-COLOR SPECIALIST	38	\$22.08
JUNIOR DATABASE ADMINISTRATOR	51	\$30.46
LEAD DUPLICATING TECHNICIAN	41	\$23.79

\* = To comply with the requirements of the California Minimum Wage, the start rate was adjusted.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Classified Substitute Salary Schedule

TECHNICAL (cont.)	RANGE	STEP A
LEAD ELECTRONICS TECHNICIAN	52	\$31.20
LEAD NETWORK TECHNICIAN	60	\$38.04
LICENSED VOCATIONAL NURSE	38	\$22.08
PUBLIC INFORMATION OFFICER	50	\$29.71
NETWORK SUPPORT TECHNICIAN	46	\$26.93
NETWORK TECHNICIAN	56	\$34.45
Offset Press Operator Spec.	35	\$20.51 <del>\$15.56</del>
PRINTER/PUBLISHER OPERATOR	35	\$20.51
PROGRAMMER I	41	\$23.79
PROGRAMMER ANALYST I	51	\$30.46
TECHNOLOGY/COMPUTER ASSISTANT	32	\$19.05
TECHNOLOGY TECHNICIAN	40	\$23.21
MAINTENANCE/OPERATIONS		
Custodian I	29	\$17.68 <del>\$15.04</del>
Custodian II	32	\$19.05 <del>\$15.56</del>
CUSTODIAN I/CARPET-FLOORING	29	\$17.68
CUSTODIAN II/CARPET-FLOORING	32	\$19.05
CUSTODIAN III/CARPET-FLOORING	38	\$22.08
Custodian Specialist	38	\$22.08 <del>\$17.26</del>
DRAFTSPERSON	41	\$23.79
ENERGY/RESOURCE CONSERVATION TECH.	39	\$22.64
Groundswoker I	29	\$17.68 <del>\$15.04</del>
GROUNDWORKER II	32	\$19.05
GROUNDWORKER III	36	\$21.01
GROUNDS EQUIPMENT OPERATOR II	34	\$20.00
PESTICIDE APPL./GROUNDS EQUIPMENT OPERATOR II	36	\$21.01
GROUNDS EQUIPMENT OPERATOR III	40	\$23.21
HEAVY GROUNDS EQUIPMENT OPERATOR II	34	\$20.00
HEAVY GROUNDS EQUIPMENT OPERATOR III	40	\$23.21
Maintenance I		
CARPENTER	35	\$20.51
ELECTRICIAN	35	\$20.51
FIRE SYSTEM REPAIR	32	\$19.05
General Maintenance	32	\$19.05 <del>\$15.56</del>
HEATING/VENTILATING AIR COND./REFRIGERATION	38	\$22.08
LOCKSMITH	32	\$19.05
PAINTER	32	\$19.05
PLUMBER	38	\$22.08
SHEET METAL	32	\$19.05
SMALL ENGINE REPAIR	32	\$19.05
WELDER	32	\$19.05
Maintenance II		
CARPENTER	39	\$22.64
ELECTRICIAN	39	\$22.64
EQUIPMENT REPAIR	36	\$21.01
FIRE SYSTEM REPAIR	36	\$21.01
GENERAL MAINTENANCE	36	\$21.01
HEATING/VENTILATING AIR COND./REFRIGERATION	42	\$24.38
LOCKSMITH	36	\$21.01
PAINTER	36	\$21.01
PLUMBER	42	\$24.38
SHEET METAL	36	\$21.01
WELDER	36	\$21.01

MAINTENANCE/OPERATIONS (cont.)	RANGE	STEP A
Maintenance III		
CARPENTER	43	\$24.99
CRAFTS SPECIALIST	40	\$23.21
ELECTRICIAN	46	\$26.93
EQUIPMENT REPAIR	40	\$23.21
FIRE SYSTEM TECHNICIAN	40	\$23.21
HEATING/VENTILATING AIR COND./REFRIGERATION	46	\$26.93
LOCKSMITH	46	\$26.93
METAL WORKER/WELDER	46	\$26.93
PAINTER	40	\$23.21
PLUMBER	46	\$26.93
SHEET METAL	40	\$23.21
SMALL ENGINE REPAIR	40	\$23.21
WELDER	40	\$23.21
Maintenance Leadworker		
CARPENTER	46	\$26.93
ELECTRICIAN	46	\$26.93
HEATING./VENT./AIR COND./REF.	49	\$28.98
PAINTER	43	\$24.99
PLUMBER	49	\$28.98
MAINTENANCE POOL TECHNICIAN	36	\$21.01
MAINTENANCE SCHEDULER/PARTS FAC.	42	\$24.38
MAINTENANCE SPRINKLER TECH. I	35	\$20.51
MAINTENANCE SPRINKLER TECH. II	39	\$22.64
MAINTENANCE SPRINKLER TECH. III	43	\$24.99
OFFICE MACHINES TECH. I	32	\$19.05
OFFICE MACHINES TECH. II	36	\$21.01
OFFICE MACHINES TECH. III	40	\$23.21
Security Person	34	\$20.00 <del>\$16.34</del>
SENIOR SECURITY OFFICER	36	\$21.01
LEAD STOREKEEPER/WAREHOUSE DELIVERY PERSON	39	\$22.64
STOREKEEPER	36	\$21.01
MAINTENANCE MATERIAL/EQUIPMENT FACILITATOR	43	\$24.99
Warehouse AND/OR Delivery Worker	31	\$18.58 <del>\$15.83</del>
TRANSPORTATION		
AUTOMOTIVE SERVICE PERSON	31	\$18.58
Bus Driver	32	\$19.05 <del>\$17.00</del>
DRIVER TRAINER	35	\$20.51
DISPATCHER/SCHEDULER	34	\$20.00
MECHANIC I	35	\$20.51
MECHANIC II	44	\$25.61
MECHANIC III	46	\$26.93
TRANSPORTATION GLAZER/UPHOLSTER	40	\$23.21
OTHER		
AVID Tutor	NA	\$13.00
Playground Supervisor	21A	\$13.99
WOIA Student	NA	\$13.00
District Media Center Helper	25	\$13.66
District Mail Clerk	26	\$13.99
Duplication Operator	29	\$15.07
ROP Technician	34	\$16.34



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION**  
**December 12, 2019**

**MINUTES**

<b>I.        OPENING BUSINESS</b>
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**I.A.        CALL TO ORDER – 4:30 P.M.**

1. Roll Call

Vice President Blair called to order the organizational meeting of the Board of Education, Thursday, December 12, 2019, at 4:43 p.m. with Blair, Gagnier, and Schaffer. Mr. Cruz and Mr. Na were absent.

Administrative Personnel

Norm Enfield, Ed.D., Superintendent

Sandra H. Chen, Associate Superintendent, Business Services

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

Lea Fellows, Assistant Superintendent, CIIS

Richard Rideout, Assistant Superintendent, Human Resources

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

2. Public Comment on Closed Session Items

None.

3. Closed Session

Vice President Blair adjourned to closed session at 4:43 p.m. regarding conference with legal counsel existing and anticipated litigation; student readmissions; student discipline matters; conference with labor negotiators: A.C.T. and CSEA; and public employee discipline/dismissal/release. For the record, student expulsion case 19/20/19 was deleted.

**I.B.        RECONVENE TO REGULAR OPEN MEETING – 6:00 P.M.**

1. Report Closed Session Action

Vice President Blair reconvened the organizational meeting of the Board of Education at 6:00 p.m. with Blair, Gagnier, and Schaffer present. Mr. Cruz and Mr. Na were absent. The Board met in closed session from 4:43 p.m. to 5:20 p.m. regarding conference with legal counsel existing and anticipated litigation; student readmissions; student discipline matters; conference with labor negotiators: A.C.T. and CSEA; and public employee discipline/dismissal/release. No action was taken that required public disclosure.

## **Minutes of the Organizational Meeting of the Board of Education-December 12, 2019**

2. Pledge of Allegiance  
Jassiel Mejia led the Pledge of Allegiance.

### **I.C. STAFF REPORT**

1. Annual Report: Academic Indicator  
Curriculum, Instruction, Innovation, and Support staff reviewed LCAP goals and focuses, and academic indicators.

### **I.D. PRESENTATION**

1. Boys Republic: Della Robbia Wreath Presentation  
Carl Hampton, Boys Republic Principal, and student representatives presented the Della Robbia wreath to the Board of Education.

### **I.E. ORGANIZATION OF BOARD**

#### **Election of Officers/Representatives**

1. Election of President  
Irene Hernandez-Blair nominated Joe Schaffer as president. There were no other nominations, and Joe Schaffer was elected as president.
2. Election of Vice President  
Irene Hernandez-Blair nominated Christina Gagnier as vice president. There were no other nominations, and Christina Gagnier was elected as vice president.
3. Election of Clerk  
Joe Schaffer nominated Irene Hernandez-Blair as clerk. There were no other nominations, and Irene Hernandez-Blair was elected as clerk.

President Schaffer called for a recess from 6:29 p.m. to 6:34 p.m.

Moved (Gagnier) seconded (Blair) motion carried (3-0, Cruz and Na were absent) to appoint Dr. Enfield as Secretary to the Board.

4. Election of Board Liaison–City of Chino  
Irene Hernandez-Blair volunteered. There were no other nominations. Irene Hernandez-Blair was selected as liaison to the city of Chino.
5. Election of Board Liaison–City of Chino Hills  
Joe Schaffer volunteered. There were no other nominations. Joe Schaffer was selected as liaison to the city of Chino Hills.

## **Minutes of the Organizational Meeting of the Board of Education-December 12, 2019**

6. Election of Board Liaison–City of Ontario  
Christina Gagnier volunteered. There were no other nominations. Christina Gagnier was selected as liaison to the city of Ontario.
7. Election of Board Liaison–Chino Valley Independent Fire District  
Irene Hernandez-Blair volunteered. There were no other nominations. Irene Hernandez-Blair was selected as liaison to the Chino Valley Independent Fire District.
8. Election of Representative–County Committee on School District Organization  
Joe Schaffer volunteered. There were no other nominations. Joe Schaffer was selected as representative to the County Committee on School District Organization.
9. Election of Representative–Chino Hills Parks and Recreation Commission  
Joe Schaffer volunteered. There were no other nominations. Joe Schaffer was selected as representative to the Chino Hills Parks and Recreation Commission.
10. Election of Two Representatives–Joint Meeting with the City of Chino  
Christina Gagnier and Irene Hernandez-Blair volunteered. There were no other nominations. Christina Gagnier and Irene Hernandez-Blair were selected as representatives to the joint meeting with the city of Chino.
11. Election of Two Representatives–Joint Meeting with the City of Chino Hills  
Joe Schaffer and Irene Hernandez-Blair volunteered. There were no other nominations. Joe Schaffer and Irene Hernandez-Blair were selected as representatives to the joint meeting with the city of Chino Hills.
12. Election of Representative–Chamber of the Chino Valley  
Christina Gagnier volunteered. There were no other nominations. Christina Gagnier was selected as representative to the Chamber of the Chino Valley.
13. Election of Representative and Alternate–Baldy View Regional Occupational Program Commission for a Term to Expire in December 2021  
Joe Schaffer and Christina Gagnier volunteered. There were no other nominations. Joe Schaffer and Christina Gagnier were selected as representative and alternate, respectively, to the Baldy View Regional Occupational Program Commission for a term to expire December 2021.

### **I.F. BOARD PRESIDENT’S PRESENTATION**

President Schaffer asked Superintendent Enfield to present the Board President plaque to outgoing 2019 President James Na on behalf of the Board of Education.

## **Minutes of the Organizational Meeting of the Board of Education-December 12, 2019**

### **I.G. COMMENTS FROM STUDENT REPRESENTATIVE**

Audrey Ing reported on the December 10 Student Advisory Council (SAC) meeting; gave an overview of activities schedule for upcoming months; said the next SAC meeting is scheduled for January 21; and gave high school activity reports.

### **I.H. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

Barbara Bearden, CHAMP representative, extended thanks to the Chino Valley Fire Department and those who made the Make a Child Smile event a success; thanked the Board for supporting Professional Learning Communities; thanked Yvette Farley for her support with school plans for student achievement; thanked District directors for their support; and extended holiday wishes.

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

Jose Gamez, Nathan Ramirez, Victoria Lecaro, Scott Rossen, and Elena Lecaro addressed the Board regarding Rhodes ES bus transportation issues; Barbara Hale addressed the Board regarding Sycamore Academy; and Catherine Osman addressed the Board regarding the installation of smartboards in grades K-2.

### **I.J. CHANGES AND DELETIONS**

The following changes/deletions were read into the record: Items II.A.1., 2020/2021 Board Meeting Calendar, the date April 16, 2020, was deleted from the calendar; and Item III.C.2., Student Expulsions, case 19/20-19 was deleted; and case 19/20-14 was amended so that student is required to complete petty theft counseling.

## **II. ACTION**

### **II.A. ADMINISTRATION**

#### **II.A.1. 2020/2021 Board Meeting Calendar**

Moved (Gagnier) seconded (Blair) motion carried (3-0, Cruz and Na were absent) to approve the 2020/2021 Board meeting calendar, as amended. Student representative voted yes.

#### **II.A.2. Nominations for California School Boards Association Delegate Assembly**

The item died for lack of a motion.

## **Minutes of the Organizational Meeting of the Board of Education-December 12, 2019**

### **II.A.3. Public Notice and Hearing Regarding Co-Location of Community Day School Chino Valley Learning Academy with Other Educational Programs Operating at the Los Serranos School Site**

President Schaffer opened the public hearing at 7:05 p.m. to receive parent/guardian and community input regarding the co-location of community day school Chino Valley Learning Academy with other educational programs operating at the Los Serranos school site, including the District's Alternative Education Center, the Sycamore Academy of Science and Cultural Arts-Chino Valley Charter School, and Spectrum Center Schools and Programs. There were no speakers, and the hearing was closed at 7:06 p.m.

### **II.A.4. Adoption of Resolution 2019/2020-22 Certifying No Satisfactory Alternative Facilities Available for Community Day School, Approving Co-Location of Community Day School with Other Educational Programs Operating at the Los Serranos School Site and Submission of Request to the State Board of Education for a Waiver**

Barbara Hale addressed the Board in support of the waiver. Moved (Blair) seconded (Gagnier) motion carried (3-0, Na and Cruz absent) to adopt Resolution 2019/2020-22 certifying that satisfactory alternative facilities are not available for a community day school and approving the co-location of the community day school Chino Valley Learning Academy with other educational programs operating at the Los Serranos school site, including the District's Alternative Education Center, the Sycamore Academy of Science and Cultural Arts-Chino Valley Charter School, and Spectrum Center Schools and Programs, and submission of request to the State Board of Education for a waiver of the application of Education Code § 48661(a) pursuant to the general waiver provisions of Education Code § 33050 et seq. Student representative voted yes.

## **II.B. BUSINESS SERVICES**

### **II.B.1. 2019/2020 First Interim Financial Report**

Moved (Gagnier) seconded (Blair) motion carried (3-0, Cruz and Na were absent) to approve the 2019/2020 First Interim Financial Report, and authorize the President of the Board of Education and the Superintendent to sign the positive Certification of Financial Condition for the current and two subsequent fiscal years. Student representative voted yes.

## **III. CONSENT**

Moved (Gagnier) seconded (Blair) motion carried (3-0, Cruz and Na were absent) to approve the consent items, as amended. Student representative voted yes.

## **Minutes of the Organizational Meeting of the Board of Education-December 12, 2019**

### **III.A. ADMINISTRATION**

#### **III.A.1. Minutes of the Regular Meeting of November 21, 2019**

Approved the minutes of the regular meeting of November 21, 2019.

### **III.B. BUSINESS SERVICES**

#### **III.B.1. Warrant Register**

Approved/ratified the warrant register.

#### **III.B.2. Fundraising Activities**

Approved/ratified the fundraising activities.

#### **III.B.3. Donations**

Accepted the donations.

#### **III.B.4. Legal Services**

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

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

#### **III.C.1. Student Readmission Cases 18/19-35, 19/20-02A, and 19/20-03**

Approved student readmission cases 18/19-35, 19/20-02A, and 19/20-03.

#### **III.C.2. Student Expulsion Cases 19/20-14, 19/20-18, 19/20-19, and 19/20-20**

Approved student expulsion cases 19/20-14 (as amended), 19/20-18, and 19/20-20. Case 19/20-19 was deleted.

#### **III.C.3. School-Sponsored Trips**

Approved/ratified the school-sponsored trips for: Ayala HS, Chino Hills HS, and Don Lugo 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. Resolution 2019/2020-23, Authorization to Utilize a Piggyback Contract**

Adopted Resolution 2019/2020-23, authorization to utilize a piggyback contract.

## **Minutes of the Organizational Meeting of the Board of Education-December 12, 2019**

### **III.D.5. Resolution 2019/2020-24, Butterfield Ranch ES Ground Mounted Photovoltaic Panel Installation**

Adopted Resolution 2019/2020-24, Butterfield Ranch ES Ground Mounted Photovoltaic Panel Installation.

### **III.D.6. Notice of Completion for CUPCCAA Project**

Approved the Notice of Completion for CUPCCAA Project.

### **III.D.7. Bid 19-20-17F, Chino HS Reconstruction–Phase I**

Awarded Bid 19-20-17F, Chino HS—Reconstruction Phase I to Southern California West Coast Electric Inc.

### **III.D.8. Bid 19-20-22F, Cortez ES, Rhodes ES, and Don Lugo HS Roofing Project**

Awarded Bid 19-20-22F, Cortez ES, Rhodes ES, and Don Lugo HS Roofing Project to Bligh Roof Co., dba Bligh Pacific.

### **III.D.9. Bid 19-20-23F, Borba ES and Marshall ES Fencing Replacement**

Awarded Bid 19-20-35F, Borba ES and Marshall ES Fencing Replacement to Lighting Fence Company, Inc.

### **III.D.10. Change Orders for Bid 18-19-08F, Ayala HS New Science Lab Building**

Approved the Change Orders for Bid 18-19-08F, Ayala HS New Science Lab Building.

### **III.D.11. Change Order for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project**

Approved the Change Order for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project.

### **III.D.12. Change Order for Bid 18-19-12F, Ayala HS Safety and Security**

Approved the Change Order for Bid 18-19-12F, Ayala HS Safety and Security.

## **III.E. HUMAN RESOURCES**

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

Approved/ratified the certificated/classified personnel items.

### **III.E.2. Internship Agreement with Redlands University**

Approved the internship agreement with Redlands University.

## **IV. INFORMATION**

## **Minutes of the Organizational Meeting of the Board of Education-December 12, 2019**

### **IV.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**

#### **IV.A.1. San Bernardino County Superintendent of Schools Williams Report of Findings Decile 1-3 Schools for Borba ES, Chino HS, Dickson ES, Marshall ES, Ramona JHS, and Walnut ES**

Received for information the San Bernardino County Superintendent of Schools Williams Report of Findings Decile 1-3 schools for Borba ES, Chino HS, Dickson ES, Marshall ES, Ramona JHS, and Walnut ES.

#### **IV.A.2. San Bernardino County Superintendent of Schools Williams Settlement Fiscal Year 2018/2019 Annual Report**

Received for information the San Bernardino County Superintendent of Schools Williams Settlement Fiscal Year 2018/2019 Annual Report.

### **IV.B. HUMAN RESOURCES**

#### **IV.B.1. Revision of Board Policy and Administrative Regulation 0450 Philosophy—Goals—Objectives and Comprehensive Plans—Comprehensive Safety Plan**

Received for information the revision of Board Policy and Administrative Regulation 0450 Philosophy—Goals—Objectives and Comprehensive Plans—Comprehensive Safety Plan.

## **V. COMMUNICATIONS**

### **BOARD MEMBERS AND SUPERINTENDENT**

Irene Hernandez-Blair spoke about technology in the classroom and said she is in support of the District's use of it; addressed the concerns regarding bus transportation for Rhodes ES; commented on the revision to the Board officer election policy; explained why she voted not to table an item from a prior meeting; asked staff to consider hosting a career fair for those who are not college bound; congratulated Joe Schaffer and Christina Gagnier on their new positions; said this is her last December meeting and spoke about her journey to success; and extended best wishes for Christmas and 2020.

Christina Gagnier thanked meeting attendees; thanked Rhodes ES students for addressing the Board; addressed the question regarding the rotation policy change and explained her reason for bringing it forward; spoke about her 2020 goals for the Board; and wished everyone safe and joyous holidays.

Superintendent Enfield recognized teaching and support staff for what they do in support of student academic achievement; and extended holiday greetings.



## **Minutes of the Organizational Meeting of the Board of Education-December 12, 2019**

President Schaffer commended student speakers from Rhodes ES; thanked Boys Republic HS for the Della Robbia wreath and baked goods; thanked Mayor Art Bennett for being liaison to the Board for many years, and acknowledged new liaison Cynthia Moran; attended the Adult School HVAC graduation on November 22; attended the CSBA conference in San Diego and spoke about the various sessions; attended the 18<sup>th</sup> annual Make a Child Smile event on December 11; provided the BVROP committee report; said the Chino Hills Boat Parade is scheduled for December 13; and extended Christmas greetings.

### **VI. ADJOURNMENT**

President Schaffer adjourned the organizational meeting of the Board of Education at 7:33 p.m.

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Joe Schaffer, President

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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:** January 16, 2020  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D, Superintendent  
**SUBJECT: RESOLUTION 2019/2020-28 BOARD COMPENSATION FOR JAMES NA  
AND ANDREW CRUZ FOR DECEMBER 12, 2019 MISSED MEETING**

=====

**BACKGROUND**

Board Bylaw 9250, Remuneration, Reimbursement, Board Development and Other Benefits, authorizes a Board member to receive the monthly compensation as provided for in law. Additionally, Bylaws of the Board Exhibit 9250, Resolution on Board Compensation for Missed Meetings authorizes that a member is entitled to be paid for missed meetings if he/she was absent due to limited circumstances.

This resolution recognizes that James Na and Andrew Cruz were absent from the December 12, 2019 organizational meeting of the Board of Education due to illness.

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2019/2020-28 Board compensation for James Na and Andrew Cruz for December 12, 2019 missed meeting.

**FISCAL IMPACT**

None.

NE:pk

**RESOLUTION 2019/2020-28**  
**BOARD COMPENSATION FOR JAMES NA AND ANDREW CRUZ**  
**DECEMBER 12, 2019 MISSED MEETING**

**WHEREAS**, the Board of Education of the Chino Valley Unified School District appreciates the services provided by members of the Board and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250; and

**WHEREAS**, Education Code 35120 provides that the monthly compensation provided to Board members shall be commensurate with the percentage of meetings attended during the month unless otherwise authorized by Board resolution; and

**WHEREAS**, Education Code 35120 specifies limited circumstances under which the Board is authorized to compensate a Board member for meetings he/she missed; and

**WHEREAS**, the Board finds that James Na and Andrew Cruz did not attend the December 12, 2019 Board meeting for the following reason(s):

- ☐ Performance of other designated duties for the District during the time of the meeting
- ☒ Illness or jury duty
- ☐ Hardship deemed acceptable by the Board

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the Chino Valley Unified School District approves compensation of the Board members for the December 12, 2019 missed meeting.

**APPROVED, PASSED, AND ADOPTED** this 16th day of January 2020 at a regular meeting, by the following vote:

Blair	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

---

Joe Schaffer, President

---

Irene Hernandez-Blair, Clerk

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: WARRANT REGISTER**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$12,850,217.29 to all District funding sources.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: FUNDRAISING ACTIVITIES**

=====

**BACKGROUND**

Board Policy 3452 Business and Noninstructional Operations – Student Activity Funds and Board Policy 1230 Community Relations – School Connected Organizations require that fundraising activities be submitted to the Board of Education for approval.

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

**RECOMMENDATION**

It is recommended the Board of Education approve/ratify the fundraising activities.

**FISCAL IMPACT**

None.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**January 16, 2020**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Butterfield ES</u></b>		
PTA	Applebee's Family Night Out	1/22/20
<b><u>Chaparral ES</u></b>		
PTO	Movie Night	1/24/20
PTO	Family Night at Angels Stadium	4/25/20
<b><u>Cortez ES</u></b>		
PFA	Off Campus Popcorn/Chocolate Sale	3/3/20 - 3/17/20
PFA	Father/Daughter Dance	3/13/20
<b><u>Hidden Trails ES</u></b>		
PTA	Chick-fil-A Spirit Day	2/28/20
<b><u>Litel ES</u></b>		
PTA	Off Campus Cookie Sale	4/6/20 - 4/17/20
<b><u>Marshall ES</u></b>		
PTO	6th Grade Spirit Wear Sale	1/17/20 - 2/3/20
PTO	Valentine Gram Sale	2/7/20 - 2/14/20
<b><u>Walnut ES</u></b>		
ASB - 6th Grade	Valentine Gram Sale	2/3/20 - 2/14/20
ASB - 6th Grade	Off Campus See's Candy Sale	3/9/20 - 4/1/20
<b><u>Townsend JHS</u></b>		
PTSA	Chino Hills Pizza Co. Family Night Out	1/23/20
PTSA	Baskin-Robbins Family Night Out	1/23/20
<b><u>Ayala HS</u></b>		
Key Club	Ding Tea Family Night Out	1/28/20
History Club	Chipotle Family Night Out	1/29/20

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**January 16, 2020**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Chino HS</u></b>		
Basketball Boosters	After School Popcorn Sale	1/20/20 - 1/31/20
Basketball Boosters	After School Krispy Kreme Donut Sale	1/20/20 - 1/31/20
Art Honor Society	Calendar Sale	1/20/20 - 3/1/20
N.H.S.	Applebee's Pancake Breakfast	1/26/20
Renaissance	Mr. Chino High	2/15/20 - 2/21/20
Softball Boosters	Chipotle Spirit Day	2/20/20
Softball Boosters	Los Portales Spirit Day	3/19/20
Softball Boosters	Cannataro's Spirit Day	4/21/20
Sports Boosters	Golf Tournament	4/25/20
<b><u>Chino Hills HS</u></b>		
Choir	Ontario Reign Hockey Ticket Sale	1/20/20
Peer Leadership	Chipotle Family Night Out	1/21/20
Football Boosters	Future Stars Academy	1/21/20 - 5/22/20
Smash Brothers Club	Smash Brother Video Game Tournament	1/24/20
Key Club	Sharetea Spirit Day	1/31/20
Football Boosters	Snack Bar/Concessions	2/1/20 - 6/30/20
Football Boosters	Monthly Restaurant Family Nights Out	2/4/20 - 6/30/20
Football Boosters	Spirit Apparel Sale	2/4/20 - 6/30/20
Football Boosters	Blast On-Line Donation Drive	2/4/20 - 6/30/20
Football Boosters	Off Campus Krispy Kreme Donut Sale	6/1/20 - 6/30/20
<b><u>Don Lugo HS</u></b>		
2020 Grad Night Boosters	Boys Republic Car Show Ticket Sale	2/3/20 - 2/14/20

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: DONATIONS**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

It is recommended the Board of Education accept the donations.

**FISCAL IMPACT**

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

NE:SHC:LP:wc



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**January 16, 2020**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>HOPE Progam/CARE Closet</u></b>		
Katy Brecht	Gift Card	\$25.00
Michelle Seward	Gift Cards	\$30.00
Janice Chase	Gift Cards	\$70.00
Laurel E. Bell	Cash	\$100.00
Julie Cannataro	Cash	\$100.00
Cam Building Maintenance, Inc.	Cash	\$100.00
James Case	Gift Cards	\$100.00
Brigitte A. Delaura	Cash	\$100.00
Pamela Edwards-Swift	Cash	\$100.00
Sandra Graham	Cash	\$100.00
Sherry Hall	Gift Cards	\$100.00
Kristi H. Kim	Cash	\$100.00
Kathye Lindsley	Cash	\$100.00
Preetinder K. Mand	Cash	\$100.00
Erica Moreno	Cash	\$100.00
Bea A. Oliver	Cash	\$100.00
Patrice G. Porter	Cash	\$100.00
Ruthe Ann Rosen	Cash	\$100.00
Shelley Ryan	Cash	\$100.00
Janelle Shiba	Cash	\$100.00
Kandy Sullivan	Cash	\$100.00
Dr. Betty Uribe	Cash	\$100.00
W.C. Media, Inc.	Cash	\$100.00
Sherry Young-Conely	Cash	\$100.00
Linda L. Zeigler	Cash	\$100.00
Leslie Toledo	Gift Cards	\$140.00
Terri Trembly	Gift Cards	\$200.00
Susan Stack	Gift Cards	\$250.00
Veterans of Foreign Wars	Gift Cards	\$300.00
BAPS Charities	Cash	\$3,000.00
<b><u>Nutrition Services</u></b>		
Tammi Sherman	Cash	\$200.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**January 16, 2020**

<b><u>DEPARTMENT/SITE DONOR</u></b>	<b><u>ITEM DONATED</u></b>	<b><u>APPROXIMATE VALUE</u></b>
<b><u>Borba ES</u></b>		
Edison International	Cash	\$500.00
<b><u>Country Springs ES</u></b>		
Walmart	Cash	\$1,000.00
<b><u>Dickey ES</u></b>		
Dickey PTO	Cash	\$20,000.00
<b><u>Glenmeade ES</u></b>		
99 Cents Only Store	Holiday Decorations	\$6,727.00
<b><u>Hidden Trails ES</u></b>		
ASD.com	Cash	\$143.00
<b><u>Rhodes ES</u></b>		
Wells Fargo Bank	Holiday Toys	\$300.00
<b><u>Wickman ES</u></b>		
Anonymous	Cash	\$300.00
<b><u>Ayala HS</u></b>		
BAPS Charities	Cash	\$1,000.00
<b><u>Buena Vista HS</u></b>		
BAPS Charities	Cash	\$1,000.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**January 16, 2020**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Chino HS</u></b>		
BAPS Charities	Cash	\$1,000.00
<b><u>Chino Hills HS</u></b>		
YourCause, LLC	Cash	\$60.00
BAPS Charities	Cash	\$1,000.00
<b><u>Don Lugo HS</u></b>		
JERS Enterprises, Inc.	Cash	\$200.00
BAPS Charities	Cash	\$1,000.00
Inland Air Balance, Inc.	Cash	\$4,000.00

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: LEGAL SERVICES**

=====

**BACKGROUND**

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

FIRM	MONTH	INVOICE AMOUNTS	2019/2020 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	Nov. 2019	\$18,992.32	\$ 96,154.22
Margaret A. Chidester & Associates	Sept. & Oct. 2019	\$80,383.32	\$254,735.80
The Tao Firm	-	-	\$ 21,800.00
	<b>Total</b>	\$99,375.64	\$372,690.02

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**

\$99,375.64 to the General Fund.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
**SUBJECT: SIGNATURE AUTHORIZATIONS FOR CHINO VALLEY UNIFIED SCHOOL DISTRICT**

=====

**BACKGROUND**

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

This updated signature list removes signature authorization for James Na, President, Board of Education; Andrew Cruz, Clerk, Board of Education; and adds signature authorization for Joe Schaffer, President, Board of Education; and Irene Hernandez-Blair, Clerk, 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 the signature authorizations for Chino Valley Unified School District.

**FISCAL IMPACT**

None.

NE:SHC:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**AUTHORIZED SIGNATURE LIST**  
**January 16, 2020**

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

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

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

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

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



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

\* Requires more than one signature

\*\* Requires separate Board action

\*\*\* Name added

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction,  
Innovation, and Support  
Stephanie Johnson, Director, Student Support Services

**SUBJECT: STUDENT ADMISSION CASE 19/20-03A**

=====

**BACKGROUND**

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

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

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

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

**RECOMMENDATION**

Based upon the evidence presented to the Expulsion Hearing Administrative Panel, it is recommended the request regarding admission to the Chino Valley Unified School District be approved for student admission case 19/20-03A.

**FISCAL IMPACT**

None.

NE:LF:SJ:ss

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**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 READMISSION CASES 18/19-24 AND 18/19-30**

=====

**BACKGROUND**

Administrative Regulation 5144.1 Students – Suspension and Expulsion/Due Process  
Readmission after Expulsion state:

- The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met.
- School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
- The Superintendent or designee shall transmit his/her recommendation regarding readmission to the Board. The Board shall consider this recommendation, in closed session, if information disclosed would be in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.

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

**RECOMMENDATION**

It is recommended the Board of Education approve student readmission cases 18/19-24 and 18/19-30.

**FISCAL IMPACT**

None.

NF:LF:SJ:ss

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction,  
Innovation, and Support  
Stephanie Johnson, Director, Student Support Services

**SUBJECT: STUDENT EXPULSION CASES 19/20-19, 19/20-22, 19/20-24,  
19/20-25, AND 19/20-28**

=====

**BACKGROUND**

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

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

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

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

**RECOMMENDATION**

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve student expulsion cases 19/20-19, 19/20-22, 19/20-24, 19/20-25, and 19/20-28.

**FISCAL IMPACT**

None.

NE:LF:SJ:ss

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: SCHOOL-SPONSORED TRIPS**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

<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: 82 students/5 chaperones	February 4-5, 2020	Cost: \$129.00 per student Funding Source: Title I
Site: Ramona JHS Event: Washington, D.C. Trip Place: Washington, D.C.; and New York, NY Chaperone: 24 students/3 chaperones	June 1-5, 2020	Cost: \$2,300.00 per student Funding Source: Parents and fundraising
Site: Ayala HS Event: California Association of Student Activities State Conference Place: Ontario, CA Chaperone: 26 students/2 chaperones	March 28-30, 2020	Cost: \$395.00 per student Funding Source: Parents and USB

Site: Chino HS Event: Wrestling Tournament Place: Fountain Valley, CA Chaperone: 12 students/2 chaperones	January 10-11, 2020	Cost: \$77.00 per student Funding Source: Fundraising
Site: Chino HS Event: Wrestling California Interscholastic Federation Tournament Place: San Bernardino, CA Chaperone: 12 students/2 chaperones	February 14-15, 2020	Cost: \$77.00 per student Funding Source: Fundraising
Site: Chino HS Event: Advancement Via Individual Determination College Tours Place: Santa Barbara, CA; Monterey, CA; Santa Cruz, CA; San Francisco, CA; and Berkeley, CA Chaperone: 35 students/4 chaperones	March 9-11, 2020	Cost: \$379.00 per student Funding Source: Parents
Site: Chino HS Event: California Association of Directors of Activities State Conference Place: Ontario, CA Chaperone: 8 students/2 chaperones	March 28-30, 2020	Cost: \$500.00 per student Funding Source: Fundraising
Site: Don Lugo HS Event: Future Farmers of America Made for Excellence Regional Conference Place: Ontario, CA Chaperone: 6 students/1 chaperone	January 31-February 1, 2020	Cost: \$115.00 per student Funding Source: Parents

## **FISCAL IMPACT**

None.

NE:LF:rtr

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: 2019/2020 SINGLE PLAN FOR STUDENT ACHIEVEMENT**

=====

**BACKGROUND**

The California Department of Education requires every public school receiving federal funds to annually develop a Single Plan for Student Achievement (SPSA). The plan describes goals and objectives based on each school site's assessment data and describes how funds will be spent to support the goals identified.

The School Site Council and the Board of Education must approve the SPSA annually. A SPSA for each school is submitted at this time based on the federal funds program budgets for fiscal year 2019/2020. The SPSA for each school site is provided under separate cover.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the 2019/2020 Single Plan for Student Achievement.

**FISCAL IMPACT**

None.

NE:LF:YF:dt

**Chino Valley Unified School**  
**District Our Motto:**  
Student Achievement • Safe Schools • Positive School  
Climate Humility • Civility • Service

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT:** **CHINO VALLEY UNIFIED SCHOOL DISTRICT 2019/2020  
SCHOOL ACCOUNTABILITY REPORT CARD**

=====

**BACKGROUND**

Every school in California is required by state law to publish a School Accountability Report Card (SARC), by February 1 of each year. The SARC contains information about the condition and performance of each California public school. Additionally, data reported in the Local Control and Accountability Plan is to be consistent with data reported in the SARC.

The SARC generally begins with a profile that provides background information about the school and its students. The profile summarizes the school's mission, goals, and accomplishments. State law requires that the SARC contains all of the following:

- Demographics
- School safety and climate for learning information
- Facilities inspection results
- Academic data
- Class size
- Teacher and staff information
- Curriculum and instruction descriptions
- Postsecondary preparation information
- Fiscal and expenditure data
- Types of services

State law encourages schools to make a concerted effort to notify parents of the purpose of the SARC. Specifically, schools are required to notify all parents about the availability of the SARC and instructions about how the SARC can be obtained both through the internet and on paper. It is also required that if a sufficient number of the school's enrolled students speak a single primary language other than English, state law requires that the SARC be made available to parents in the appropriate language.



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

**RECOMMENDATION**

It is recommended the Board of Education approve the Chino Valley Unified School District 2019/2020 School Accountability Report Card.

**FISCAL IMPACT**

None.

NE:LF:rtr

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: RESOLUTION 2019/2020-30 RECOGNIZING FEBRUARY AS CAREER AND TECHNICAL EDUCATION MONTH**

=====

**BACKGROUND**

Career and Technical Education (CTE) is a program of study that involves a multiyear sequence of courses that integrates core academic with technical and occupational knowledge. Skills attained from this program will empower students to choose a meaningful and sustainable career by providing a pathway to postsecondary education and careers.

Career and Technical Education Month is a public awareness campaign that takes place each February to celebrate the value of CTE and the achievements and accomplishments of CTE programs across the country.

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2019/2020-30 recognizing February as Career and Technical Education Month.

**FISCAL IMPACT**

None.

NE:GP:JAR:smr

**Chino Valley Unified School District  
Resolution 2019/2020-30  
Recognizing February as  
Career and Technical Education Month**

**WHEREAS**, the month of February has been designated Career and Technical Education Month by the Association for Career and Technical Education; and

**WHEREAS**, career and technical education helps students form career goals and provides them with pathways, and opportunities to gain the academic, technical and employability skills necessary for true “Career Readiness”; and

**WHEREAS**, leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing and information technology; and

**WHEREAS**, career and technical education students experience meaningful, real-world problem solving and applications, emerging technologies, and opportunities to interface with experts through business and industry partnerships; and

**WHEREAS**, career and technical education is part of the backbone of workforce and economic development, fostering productivity in business and industry and contributes to America’s leadership in the globally competitive marketplace; and

**WHEREAS**, career and technical education prepares students for fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

**WHEREAS**, career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and advancement opportunities; and

**WHEREAS**, cooperative efforts between career and technical educators, business, and industry stimulate growth and vitality in the local economy; and

**WHEREAS**, CTE programs of Chino Valley Unified School District offers rigor, relevance, and relationships that engage students in career path preparation and options for employment, industry recognized credentials and post-secondary education;

**NOW, THEREFORE, BE IT RESOLVED** the Board hereby finds, determines, and declares February 2020 as Career and Technical Education Month and urges residents to become familiar with the services and benefits offered by career and technical education programs.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 16<sup>th</sup> day of January 2020 by the following vote:

Blair:	_____
Cruz:	_____
Gagnier:	_____
Na:	_____
Schaffer:	_____

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

---

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

# CHINO VALLEY UNIFIED SCHOOL DISTRICT

## Our Motto:

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

**PREPARED BY:** Grace Park, Ed.D., Associate Superintendent, Curriculum, Instruction, Innovation, and Support  
Preston R. Carr, Ed.D., Director, Alternative Education  
Anne Ingulsrud, Director, Special Education

**SUBJECT: 2020 SUPPLEMENTAL SUMMER INSTRUCTION PROGRAM AND SPECIAL EDUCATION EXTENDED SCHOOL YEAR**

## BACKGROUND

The Board of Education recognizes that summer school provides valuable opportunities for students to improve their skills and make academic progress. The District's summer school program may be used to provide supplemental instruction for students failing to meet academic requirements in accordance with the law, board policy, and administrative regulation.

### Supplemental Summer Instruction Program

<b>Elementary</b>	June 3 – June 30, 2020	Monday – Friday	8:00 a.m. – 12:15 p.m.
<b>Junior High</b>	June 3 – June 30, 2020	Monday – Friday	Period 1, 7:30 a.m. – 9:30 a.m. Period 2, 9:45 a.m. – 11:45 a.m.
<b>High School</b> <i>*Priority to seniors</i>	June 8 – June 23, 2020 June 25 – July 10, 2020	Monday – Friday	7:30 a.m. – 11:45 a.m.
<b>Continuation High School</b>	June 8 – June 23, 2020 June 25 – July 10, 2020	Monday – Friday	7:30 a.m. – 11:45 a.m.

### Special Education Extended School Year

<b>Elementary</b>	June 3 – June 30, 2020	Monday – Friday	8:00 a.m. – 12:15 p.m.
<b>Junior High</b>	June 3 – June 30, 2020	Monday – Friday	Period 1, 7:30 a.m. – 9:30 a.m. Period 2, 9:45 a.m. – 11:45 a.m.
<b>High School</b>	June 8 – July 10, 2020	Monday – Friday	Period 1, 7:30 a.m. – 9:30 a.m. Period 2, 9:45 a.m. – 11:45 a.m.

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the 2020 Supplemental Summer Instruction Program and Special Education Extended School Year.

### **FISCAL IMPACT**

Supplemental Summer Instruction Program and Special Education Extended School Year are funded by the State.

NE:GP:PRC:Al:eb

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: ARTICULATION AGREEMENT BETWEEN MT. SAN ANTONIO COLLEGE AND THE CHINO VALLEY UNIFIED SCHOOL DISTRICT**

=====

**BACKGROUND**

This Articulation Agreement sets forth the terms for a systematic process by which the Chino Valley Unified School District and Mt. San Antonio College will enable students to move from a high school program or course to the next educational level, minimizing duplication of efforts and reducing educational costs.

Course articulation is based upon demonstration of competencies through a course, or courses, as defined in the agreement, which specifies the conditions that allow the college to award articulated college credit at the completion of the student's high school articulated course. Students enrolled in the following Chino Valley Unified School District courses may qualify for articulation credit during the 2019/2020 academic year (Course ID - Course name): 5845-Nursery/Greenhouse Management; 5404-Agricultural Biology; 5612-PE Agriculture Horsemanship; 5840-Introduction to Agriculture; 5407-Veterinary Science A&P; 5716-American Sign Language 1; 5798-American Sign Language 2; 5799-American Sign Language 3H; and 5U06-Agricultural and Soil Chemistry.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Articulation Agreement between Mt. San Antonio College and the Chino Valley Unified School District.

**FISCAL IMPACT**

None.



Mt. SAC Career Pathways Office  
1100 North Grand Avenue  
Walnut, California 91789

## 2 + 2 Articulation Agreement

- 1.) **Mt. San Antonio College and** Chino-Valley U.S.D.  
**High School District • Regional Occupational Program • Adult Education – Please identify the agency FUNDING the course.**

- 2.) **High School • Regional Occupational Program (ROP) • Adult Education Course:**

Authorized Instructors (3 Maximum – PLEASE PRINT) 1) Alyssa Berry

Don A. Lugo High School

Location

2) \_\_\_\_\_

3) \_\_\_\_\_

- 3.) **Mt. San Antonio College agrees to provide students qualified under the terms of this Articulation Agreement:**  
**College Credit by Exam**

<u>Nursery/Greenhouse Management</u>	<u>10</u>	<u>AGOR 1 Horticultural Science</u>	<u>3</u>
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
<u>Agriculture Biology</u>	<u>10</u>		
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
<u>High School - ROP - Adult Ed Course Name</u>	<u>Credits</u>	<u>Mt. SAC - Course Title</u>	<u>Units</u>
<u>High School - ROP - Adult Ed Course Name</u>	<u>Credits</u>	<u>Mt. SAC - Course Title</u>	<u>Units</u>
<u>High School - ROP - Adult Ed Course Name</u>	<u>Credits</u>	<u>Mt. SAC - Course Title</u>	<u>Units</u>

### Additional Requirements or Notes:

*With instructor's recommendation, and a final grade of 70% (C) or better in all semesters of the secondary course, students may request articulation credit. Secondary course exams will meet the articulation exam requirement. the final grade assigned by the secondary program will be used as the college grade.*

- 4.) **It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for Articulation must be submitted at the completion of all courses identified on this document.**

**This agreement is valid for the school year 2019-20 only.**

Any curriculum changes at either institution involving the courses named in this document shall require this agreement to be renegotiated.

- 5.) **To be completed by Mt. San Antonio College**

College Professor

[Signature]  
(Please sign with red or blue ink)

11/7/19  
Date

Department Chair

[Signature]  
(Please sign with red or blue ink)

11/7/19  
Date

Division Dean

\_\_\_\_\_  
(Please sign with red or blue ink)

\_\_\_\_\_  
Date

Mt. SAC Articulation Officer

\_\_\_\_\_  
(Please sign with red or blue ink)

\_\_\_\_\_  
Date

- 6.) **To be completed by the High School District • Regional Occupational Program (ROP) • Adult Education department**

Instructor

[Signature]  
(Please sign with red or blue ink)

11/7/19  
Date

Authorized Administrator

\_\_\_\_\_  
(Please sign with red or blue ink)

\_\_\_\_\_  
Date



## 2 + 2 Articulation Agreement

- 1.) **Mt. San Antonio College and Chino Valley U.S.D.**  
**High School District • Regional Occupational Program • Adult Education – Please identify the agency FUNDING the course.**
- 2.) **High School • Regional Occupational Program (ROP) • Adult Education Course:**

Authorized Instructors (3 Maximum- PLEASE PRINT) 1) Ashley Cureton

Don A. Lugo High School

Location

1) Ashley Cureton

2)

3)

- 3.) Mt. San Antonio College agrees to provide students qualified under the terms of this Articulation Agreement:  
**College Credit by Exam**

Horsemanship	10	AGLI 16 Horse Production	4
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units

**Additional Requirements or Notes:**

*With instructor's recommendation, and a final grade of 70% (C) or better in all semesters of the secondary course, students may request articulation credit. Secondary course exams will meet the articulation exam requirement. The final grade assigned by the secondary program will be used as the college grade.*

- 4.) It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for Articulation must be submitted at the completion of all courses identified on this document.

This agreement is valid for the school year 2019-20 only.

Any curriculum changes at either institution involving the courses named in this document shall require this agreement to be renegotiated.

- 5.) To be completed by Mt. San Antonio College

### College Professor

(Please sign with red or blue ink)

**Department Chair**

(Please sign with red or blue ink)

Division Dean

(Please sign with red or blue ink)

**Mt. SAC Articulation Officer**

(Please sign with red or blue ink)

11-7-19

Date \_\_\_\_\_

11/7/19

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

- 6.) To be completed by the High School District • Regional Occupational Program (ROP) • Adult Education department

**Instructor**

(Please sign with red or blue ink)

**Authorized Administrator**

(Please sign with red or blue ink)

11/7/11

Date \_\_\_\_\_

Date \_\_\_\_\_



Mt. SAC Career Pathways Office  
1100 North Grand Avenue  
Walnut, California 91789

## 2 + 2 Articulation Agreement

- 1.) **Mt. San Antonio College and** Chino-Valley U.S.D.  
**High School District • Regional Occupational Program • Adult Education – Please identify the agency FUNDING the course.**

- 2.) **High School • Regional Occupational Program (ROP) • Adult Education Course:**

Authorized Instructors (3 Maximum– PLEASE PRINT) 1) Alyssa Berry

Don A. Lugo High School

Location

2) \_\_\_\_\_

3) \_\_\_\_\_

- 3.) **Mt. San Antonio College agrees to provide students qualified under the terms of this Articulation Agreement:**  
**College Credit by Exam**

<u>Intro to Agriculture</u>	<u>10</u>	<u>AGAN 1 Animal Science</u>	<u>3</u>
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
<u>Veterinary Science</u>	<u>10</u>		
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
<u>High School - ROP - Adult Ed Course Name</u>	<u>Credits</u>	<u>Mt. SAC - Course Title</u>	<u>Units</u>
<u>High School - ROP - Adult Ed Course Name</u>	<u>Credits</u>	<u>Mt. SAC - Course Title</u>	<u>Units</u>
<u>High School - ROP - Adult Ed Course Name</u>	<u>Credits</u>	<u>Mt. SAC - Course Title</u>	<u>Units</u>

### Additional Requirements or Notes:

*With instructor's recommendation, and a grade of 80% (B) or better in all semesters of the secondary course, students may request articulation credit. Students must pass the AGAN 1 final course exam with a minimum score of 70% to earn credit. Students must take the exam by the completion of the secondary course(s). Students may only take the exam one time. Exam to be taken at Mt. SAC unless alternate arrangements are confirmed.*

- 4.) **It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for Articulation must be submitted at the completion of all courses identified on this document.**

**This agreement is valid for the school year** 2019-20 **only.**

Any curriculum changes at either institution involving the courses named in this document shall require this agreement to be renegotiated.

- 5.) **To be completed by Mt. San Antonio College**

College Professor

(Please sign with red or blue ink)

Date

Department Chair

(Please sign with red or blue ink)

Date

Division Dean

(Please sign with red or blue ink)

Date

Mt. SAC Articulation Officer

(Please sign with red or blue ink)

Date

- 6.) **To be completed by the High School District • Regional Occupational Program (ROP) • Adult Education department**

Instructor

(Please sign with red or blue ink)

Date

Authorized Administrator

(Please sign with red or blue ink)

Date

Version 5.1 Revised 2016





Mt. SAC Career Pathways Office  
1100 North Grand Avenue  
Walnut, California 91789

## 2 + 2 Articulation Agreement

- 1.) **Mt. San Antonio College and** Chino-Valley U.S.D.  
**High School District • Regional Occupational Program • Adult Education – Please identify the agency FUNDING the course.**
- 2.) **High School • Regional Occupational Program (ROP) • Adult Education Course:**

Authorized Instructors (3 Maximum– PLEASE PRINT) 1) Margot Cienik

Don Antonio Lugo High School

Location

2) \_\_\_\_\_

3) \_\_\_\_\_

- 3.) **Mt. San Antonio College agrees to provide students qualified under the terms of this Articulation Agreement:**  
**College Credit by Exam**

ASL 1	10	SIGN 101 American Sign Language 1	4
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
ASL 2	10	SIGN 102 American Sign Language 2	4
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units

### Additional Requirements or Notes:

*With instructor's recommendation, and a secondary course grade of 70% (C) or better in all semesters, students may take the articulation exam. Students will be granted units in three ASL courses at Mt. SAC based on demonstration of proficiency by exam. The exam will be administered by Mt. SAC SIGN faculty.*

- 4.) **It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for Articulation must be submitted at the completion of all courses identified on this document.**

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- 5.) **To be completed by Mt. San Antonio College**

College Professor

(Please sign with red or blue ink)

Date

Department Chair

(Please sign with red or blue ink)

Date

Division Dean

(Please sign with red or blue ink)

Date

Mt. SAC Articulation Officer

(Please sign with red or blue ink)

Date

- 6.) **To be completed by the High School District • Regional Occupational Program (ROP) • Adult Education department**

Instructor

(Please sign with red or blue ink)

Date

Authorized Administrator

(Please sign with red or blue ink)

Date



Mt. SAC Career Pathways Office  
1100 North Grand Avenue  
Walnut, California 91789

## 2 + 2 Articulation Agreement

- 1.) **Mt. San Antonio College and** Chino-Valley U.S.D.  
**High School District • Regional Occupational Program • Adult Education – Please identify the agency FUNDING the course.**
- 2.) **High School • Regional Occupational Program (ROP) • Adult Education Course:**

Authorized Instructors (3 Maximum– PLEASE PRINT) 1) Margot Cienik

Don Antonio Lugo High School

Location

2) \_\_\_\_\_

3) \_\_\_\_\_

- 3.) **Mt. San Antonio College agrees to provide students qualified under the terms of this Articulation Agreement:**  
**College Credit by Exam**

ASL 1	10	SIGN 101 American Sign Language 1	4
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
ASL 2	10	SIGN 102 American Sign Language 2	4
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
ASL 3	10	SIGN 103 American Sign Language 3	4
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units

### Additional Requirements or Notes:

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College Professor

(Please sign with red or blue ink)

Date

Department Chair

(Please sign with red or blue ink)

Date

Division Dean

(Please sign with red or blue ink)

Date

Mt. SAC Articulation Officer

(Please sign with red or blue ink)

Date

- 6.) **To be completed by the High School District • Regional Occupational Program (ROP) • Adult Education department**

Instructor

(Please sign with red or blue ink)

Date

Authorized Administrator

(Please sign with red or blue ink)

Date

Version 5.1 Revised 2016



## 2 + 2 Articulation Agreement

- 1.) **Mt. San Antonio College and Chino-Valley U.S.D.**  
**High School District • Regional Occupational Program • Adult Education – Please identify the agency FUNDING the course.**
- 2.) **High School • Regional Occupational Program (ROP) • Adult Education Course:**

Authorized Instructors (3 Maximum- PLEASE PRINT) 1) Alyssa Berry

Don A. Lugo High School

Location

2)

3)

- 3.) Mt. San Antonio College agrees to provide students qualified under the terms of this Articulation Agreement:  
College Credit by Exam

<b>Agriculture Soil Chemistry</b>	<b>10</b>	<b>AGOR 1 Horticultural Science</b>	<b>3</b>
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
<b>Agriculture Biology</b>	<b>10</b>		
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units
High School - ROP - Adult Ed Course Name	Credits	Mt. SAC - Course Title	Units

**Additional Requirements or Notes:**

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- 5.) To be completed by Mt. San Antonio College

### College Professor

(Please sign with red or blue ink)

Date \_\_\_\_\_

### Department Chair

(Please sign with red or blue ink)

Date \_\_\_\_\_

### Division Dean

(Please sign with red or blue ink)

Date \_\_\_\_\_

**Mt. SAC Articulation Officer**

(Please sign with red or blue ink)

Date \_\_\_\_\_

- 6.) To be completed by the High School District • Regional Occupational Program (ROP) • Adult Education department

**Instructor**

(Please sign with red or blue ink)

Date \_\_\_\_\_

**Authorized Administrator**

(Please sign with red or blue ink)

Date \_\_\_\_\_

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

**PREPARED BY:** Grace Park, Ed.D., Associate Superintendent, Curriculum,  
Instruction, Innovation, and Support  
Maggie Bunten, Director, Technology

**SUBJECT: RESOLUTION 2019/2020-25 AUTHORIZATION TO JOIN  
EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY  
(ED TECH JPA)**

=====

**BACKGROUND**

The Chino Valley Unified School District desires to become a member of the Education Technology Joint Powers Authority (Ed Tech JPA). Ed Tech JPA acts as a procurement vehicle for technology goods and allows members to leverage contracts established through the Request for Proposal process, thus alleviating members' administrative costs and overhead.

Each Ed Tech JPA contract leveraged by the District must be Board approved and executed prior to any obligation to the District.

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

**RECOMMENDATION**

It is recommended the Board of Education approve Resolution 2019/2020-25 Authorization to join Education Technology Joint Powers Authority (Ed Tech JPA).

**FISCAL IMPACT**

None.

NE:GP:MB:ede

**Chino Valley Unified School District  
Resolution 2019/2020-25  
Associate Membership Agreement to Join Education Technology Joint Powers  
Authority (Ed Tech JPA)**

**WHEREAS**, the Chino Valley Unified School District has been considering methods to better address the procurement costs, data privacy protection, and pricing of its education software; and

**WHEREAS**, other California public agencies, such as school districts, community college districts, and county offices of education who have also considered these issues have determined that there is a need to form a coalition of public districts to acquire education technology and services for use at their respective facilities; and

**WHEREAS**, Title 1, Division 7, Chapter 5, Article 1, (Section 6500 et seq.) of the Government Code authorizes joint exercise by two or more public agencies of any power common to them; and

**WHEREAS**, California law enables school districts, county superintendent of schools, community college districts, and joint power agencies to actively control procurement and privacy terms and to acquire educational software and services for use at their respective facilities, and to establish a coalition to accomplish those ends; and

**WHEREAS**, the Irvine Unified School District, Capistrano Unified School District, Fullerton Unified School District, and the Clovis Unified School District have formed the Education Technology Joint Powers Authority (Ed Tech JPA), a California joint powers authority, and have agreed to be the Founding Members of Ed Tech JPA, and appointed their respective district's chief technology officer, chief business official, or person with equivalent duties and background, to serve as a member of the Ed Tech JPA Board; and

**WHEREAS**, the Board of Education of the Chino Valley Unified School District ("District") has considered the proposed Associate Membership Agreement, under which the District will become an associate member of Education Technology JPA; and

**WHEREAS**, the District has determined that entering into an Associate Membership Agreement to avail the District to the benefits of the Ed Tech JPA, including obtaining legally compliant and economically priced technology services and products, as well as the financial, technical, and professional development services to support the successful implementation of products and services purchased through a JPA, is in the best interests of the District.

**NOW, THEREFORE, BE IT RESOLVED,**

1. The Board of Education of the Chino Valley Unified School District hereby declares and formally approves its membership in Ed Tech JPA, a California Joint Powers Authority, and instructs its duly authorized agent to execute and deliver on its behalf any necessary or appropriate documents to carry out the intent of this resolution, including

the Ed Tech JPA Associate Membership Agreement and any agreements necessary or appropriate to participate in Ed Tech JPA programs.

2. The Board of Education of the Chino Valley Unified School District authorizes the Superintendent or designee to appoint District's Technology or Business Services Department, or person with equivalent duties and background in education technology procurement, who shall serve as the authorized representative to the JPA.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 16<sup>th</sup> day of January 2020 by the following vote:

Blair:	_____
Cruz:	_____
Gagnier:	_____
Na:	_____
Schaffer:	_____

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

---

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



**ED TECH JPA  
ASSOCIATE MEMBER AGREEMENT**

This Associate Member Agreement is made as of **1/16/2020** (the “Effective Date”), by and between the Education Technology Joint Powers Authority ("Ed Tech JPA") and **Chino Valley USD** ("Associate Member").

**RECITALS**

**WHEREAS**, Articles 1 and 2, Chapter 5, Division 7, Title 1 of the California Government Code (Section 6500 et seq.) permits two or more public agencies by agreement to exercise jointly powers common to the contracting parties; and

**WHEREAS**, the Board of Trustees of Capistrano Unified School District, Irvine Unified School District, Clovis Unified School District and Fullerton School District ("Founding Members") have executed a Joint Powers Agreement, formally establishing the Ed Tech JPA for the purpose of aggregating purchasing power and expertise to negotiate legally complaint and economically priced technology software agreements for procurement by its members; and

**WHEREAS**, Ed Tech JPA's Board issues requests for proposals, evaluates proposals, and negotiates Master Agreements with vendors that meet minimum criteria established by the Ed Tech JPA's Founding Members; and

**WHEREAS**, Ed Tech JPA negotiates with Vendors to establish the general terms for the purchase of the Product ("Master Agreement") by current Ed Tech JPA members and by other “Eligible Entities” who elect to join the Ed Tech JPA: and

**WHEREAS**, Associate Members electing to use a Master Agreement will enter into a separate contract ("Purchase Agreement") with the Vendor; and

**WHEREAS**, **Chino Valley USD** is an Eligible Entity with the power to contract and desires to become an Associate Member of Ed Tech JPA so that it may avail itself to the pricing, terms, and conditions leveraged by Ed Tech JPA; and

**WHEREAS**, a condition of joining the Ed Tech JPA is execution of this Associate Member Agreement; and

**WHEREAS**, if required, the Governing Board of **Chino Valley USD** has reviewed the services available from the Ed Tech JPA and determined that the coordinated programs and services provided by Ed Tech JPA will result in benefits that are in the best interest of Associate Member.

**NOW**, therefore, for good and valuable consideration, the parties agree as follows.

**ARTICLE 1: DEFINITIONS**

“Associate Member” shall mean any Eligible Entity that has duly executed and delivered to the Ed Tech JPA an Associate Membership Agreement.

"Designated Representative" shall mean a member of the Associate Member's technology or business services department, or person with equivalent duties and background in education technology procurement, who shall serve as the authorized representative to the JPA. The Designated Representative will be identified on the Associate Membership Application.

"Ed Tech JPA" shall mean the Education Technology Joint Powers Authority created pursuant to the JPA Agreement executed by its Founding Members.

"Eligible Entity" shall mean (a) all California public school districts, county offices of education, and community college districts, and (b) any other public agency in the United States whose procurement rules, whether internal rules or rules enacted pursuant to statute, allow them to purchase goods or services through a procurement vehicle such as Ed Tech JPA.

"Founding Members" shall mean those public school districts, cities, counties, and other governmental units that are signatories to the Joint Powers Agreement and have a voting member serving on the JPA's Board of Directors.

"Implementation Plan" shall mean the mutually agreed upon contract fulfillment requirements established between Associate Member and Vendor for delivery of a product purchased pursuant to the JPA agreements, including timeline, infrastructure and data integration, testing, content creation, training and post-implementation support, and project evaluation.

"Master Agreement" shall mean an agreement entered into between Ed Tech JPA and Vendor following RFP selection process administered by Ed Tech JPA, setting forth the general terms for purchase of a Product.

"Purchase Agreement" shall mean an agreement, duly executed and approved by the Associate Member's authorized representative and, if required, approved by its governing Board, entered into between Associate Member and Vendor, based on the same general terms and conditions as the Master Agreement.

"Vendor" shall mean an entity or firm selected for a Master Agreement after submitting a responsive proposal in compliance with the specifications contained in this Request for Proposals, including meeting the essential requirements set forth by the Ed Tech JPA's Board.

## **ARTICLE 2: ASSOCIATE MEMBER POWERS, DUTIES, & RESTRICTIONS**

**2.1 Associate Member Status.** The Chino Valley USD [Entity Name] is hereby made an Associate Member of the Ed Tech JPA for all purposes of the Agreement and the Bylaws of the Ed Tech JPA, the provisions of which are hereby incorporated herein by reference. From and after the date of execution and delivery of this Associate Membership Agreement by the Associate Member and the Ed Tech JPA, the Associate Member shall be and remain an Associate Member of the Ed Tech JPA.

**2.2 Term.** Membership shall be for one (1) year, and shall automatically renew from year to year, on the same terms and conditions as the prior term, unless terminated sooner by either party.

**2.3 Fees.** Ed Tech JPA may make reasonable charges for its services rendered to members as set forth below.

**2.3.1 Administrative Fee.** The Ed Tech JPA receives an administrative fee (the “Administrative Fee”) for each transaction, calculated as a small percentage of the gross invoiced amount (for some procurements a fixed fee applies) of any Purchase Agreement with Vendor. The administrative fee is used to cover overhead and administrative costs associated with conducting each product procurement and maintaining the JPA. Associate Member's payment to Vendors shall include the Administrative Fee for each executed Purchase Agreement, and Vendor shall deliver the Administrative Fee to Ed Tech JPA. Once a Purchase Agreement has been fully executed by the Associate Member and the Vendor, the Administrative Fee is non-refundable under any circumstances.

**2.3.2 Membership Fee.** Currently, there is no cost to Associate Member to join the Ed Tech JPA. The JPA reserves the right, and Associate Member acknowledges such reservation, to assess a fee, (“Membership Fee”) to its Associate Members at an undetermined future date. In such event, Associate Members shall be provided advance notice and be provided the opportunity to withdraw membership prior to assessment of the Membership Fee. Purchase Agreements executed prior to Associates Member’s withdrawal (if applicable), shall remain in effect through their natural termination and any extensions thereto, and the Administrative Fees associated with such Purchase Agreement(s) shall continue to be paid to Ed Tech JPA.

**2.3.3 Audits.** Ed Tech JPA will periodically audit Vendors, and Associate Members will cooperate in transaction reporting including, if requested, providing a copy of all executed Purchase Agreements to Ed Tech JPA within thirty (30) days of such request.

**2.3.4 Product Research.** Associate Member may browse products available for purchase and, if a suitable product is identified, Associate Member may enter into a Purchase Agreement directly with Vendor for that product. If a suitable product is not identified, Associate Members are free to solicit proposals and negotiate directly with a vendor not subject to a Master Agreement with the Ed Tech JPA.

**2.3.5 Minimum Price.** Associate Member acknowledges and agrees that the collective bargaining power of the Ed Tech JPA would be undermined if Associate Member used the terms and conditions obtained by the Ed Tech JPA to negotiate separately with Vendor for its own advantage. Associate Member agrees that it will not attempt to negotiate lower prices with a Vendor under contract with the JPA. Notwithstanding the foregoing, Associate Member is free to solicit proposals and negotiate directly with a vendor not subject to a Master Agreement with the Ed Tech JPA. Consistent with this goal, and in order to provide Associate Members with assurances regarding advantageous pricing by purchasing through the JPA, Vendors are requested to provide a Minimum Price Guarantee (MPG), whereby the Vendor will not sell directly, or through a reseller, to Ed Tech JPA’s Eligible Entities (regardless of whether the Eligible Entity is an Associate Member of the Ed Tech JPA) for a lower price. The requirements of this Section do not apply to contracts in existence prior to the establishment of a Master Agreement between Vendor and Ed Tech JPA.

**2.4 Designated Representative.** Associate Member shall appoint a Designated Representative to serve as the primary contact with Ed Tech JPA. The Designated Representative should be a member of the District's technology or business services department, or person with equivalent duties and background in education technology procurement. Associate Member will be provided a single sign-on to access to Ed Tech JPA product information. The Designated Representative will be the custodian of Associate Member's credentials and is responsible for account security. The Designated Representative shall be authorized by the District's governing board, if required, to conduct due diligence in product selection,

and develop an Implementation Plan with Vendors. The Designated Representative shall obtain authority from the District's governing board, if required, to negotiate and execute Purchase Agreements with Vendors. Purchase Agreements shall only be made for the direct use of Associate Member and not on behalf of any third party.

**2.5 Proprietary/Confidential Materials.** Associate Member acknowledges that Proposals and other documents may contain proprietary and confidential information. Associate Member agrees to maintain documents in a responsible manner with security measures reflecting best practices. Associate Member shall not share Proposals and documentation that may contain proprietary and confidential information with third-parties without prior consent from the Vendor and/or Ed Tech JPA as applicable unless required to do so by law. In the event that a third-party requests confidential or proprietary information from Associate Member, Associate Member shall notify Vendor and/or Ed Tech JPA so that Vendor/Ed Tech JPA may assist Associate Member to redact proprietary information prior to disclosing the requested information.

**2.6 Restrictions.** An Associate Member shall not be entitled to representation on the Board of Directors or to vote on any matter coming before the Board of Directors or the Ed Tech JPA. However, an Associate Member shall be entitled to participate in all programs and other undertakings of the Ed Tech JPA.

**2.7 Withdrawal.** An Associate Member may withdraw from membership in the Ed Tech JPA upon thirty (30) days advance written notice to the Ed Tech JPA. No such withdrawal, however, shall relieve such Associate Member from its obligations under any outstanding Purchase Agreements relating to the Ed Tech JPA. Effective immediately upon withdrawal, Associate Members shall not have access Ed Tech JPA Master Agreements and other documentation, or be entitled to participate in the other programs of the JPA.

**2.8 Independent Vendor Selection.** Ed Tech JPA does not warrant that the products available will be suitable for the specific needs of individual members. Associate Member agrees to conduct its own due diligence in compliance with all applicable state and federal laws, as well as the requirements of Associate Member's local procurement rules and regulations. Associate Member is solely responsible for determining suitability of product and compliance with local, state and federal procurement rules prior to entering into Purchase Agreement.

**2.9 Compliance with Laws.** Ed Tech JPA's competitively bid Master Agreements follow bidding and procurement procedures established by the California Public Contract Code and the local body overseeing each respective Founding Member. Associate Member has access to all the contract documentation prepared by Ed Tech JPA and is responsible for compliance with any additional or varying laws and regulations governing its purchases. Associate Member acknowledges that purchases made with federal funds may be subject to additional requirements. Associate Member is encouraged to seek approval from its own local agency(s) before entering into a Purchase Agreement with a Vendor.

Master Agreements are available to Associate Members "as is". Ed Tech JPA is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of an Associate Member. Associate Members are permitted to negotiate directly with the Vendor and agree to additional terms and conditions that are separate from the base price.

Associate Member acknowledges and agrees that is solely responsible for (a) completing due diligence regarding the suitability of Vendor, including using price as a significant factor, and (b) prior to executing a Purchase Agreement, working directly with the Vendor to establish a suitable Implementation Plan for contract fulfillment. An Associate Member is not bound to a purchase until it has obtained approval from its Board, if required, and executed the Purchase Agreement with the Vendor for the Product. Associate Member acknowledges that Vendor is not bound to provide products and/or services prior to execution of the Purchase Agreement.

**2.10 Liabilities.** The debts, liabilities and obligations of the Associate Member shall be the debts, liabilities or obligations of the Associate Member alone and not of the Ed Tech JPA or its membership. There shall be no joint and several liabilities between Ed Tech JPA and Associate Member. Notwithstanding any other provision of this Agreement, in no event, shall Ed Tech JPA be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

**2.11 Release.** Associate Member acknowledges that Ed Tech JPA is not a party to any Purchase Agreement between the Associate Member and the Vendor. Associate Member is solely responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and providing payment. Any dispute which may arise from Associate Member's participation in Purchase Agreement shall be resolved between the Associate Member and the Vendor. Associate Member will not seek remedy from Ed Tech JPA for issues arising from a Purchase Agreement and hereby waives and releases Ed Tech JPA from all possible claims.

**2.12 Reservation of Rights.** Ed Tech JPA reserves the right to cancel the whole or any part of this contract due to failure by the Associate Member to carry out any obligation, term or condition of the contract, including, failure to follow the established procedure for purchase orders, invoices and receipt of funds, and failure to pay.

**2.13 Indemnification.** Associate Member agrees to defend, indemnify and hold the Ed Tech JPA, its Governing Board and its Board members, as well as all of their respective officers, employees and agents, free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any such use.

**2.14 Amendments.** This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

**2.15 Governing Law.** This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California.

**2.16 Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

**2.17 Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

**Associate Member**

**Education Technology JPA**

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

Name: Anna Hamilton

Title: Director, Purchasing

Date: January 17, 2020

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

Name: Brianne Ford

Title: President

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

20-41/4425452.2

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**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**

\$12,002,170.92 to all District funding sources.

NE:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** January 16, 2020

**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-1920-009 Constant Contact, Inc.</b> To provide email communications service. Submitted by: Communications Duration of Agreement: January 17, 2020 - January 17, 2021	Contract amount: \$663.00  Funding source: General Fund

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-1920-179 Demontray Hankins dba Dee Hankins.</b> To provide motivational assembly. Submitted by: Briggs K-8 Duration of Agreement: January 17, 2020 - June 30, 2020	Contract amount: \$3,000.00  Funding source: Title I
<b>CIIS-1920-180 ViaTRON Systems Inc.</b> To provide document conversion, scanning, and storage. Submitted by: Alternative Education Center Duration of Agreement: January 17, 2020 - June 30, 2020	Contract amount: \$8,500.00  Funding source: School Site Budget
<b>CIIS-1920-181 Computer Sports Medicine, Inc.</b> To provide Sportware Online access to monitor athlete injuries and treatment protocols. Submitted by: Don Lugo HS Duration of Agreement: January 17, 2020 - January 17, 2021	Contract amount: \$250.00  Funding source: School Site Budget
<b>CIIS-1920-182 Smartest Edu, Inc. dba Formative.</b> To provide assessment tracking software. Submitted by: Magnolia JHS Duration of Agreement: January 17, 2020 - January 17, 2021	Contract amount: \$2,778.00  Funding source: Title I
<b>CIIS-1920-183 Parents as Teachers.</b> To provide renewal for approved user subscription and access to curriculum. Submitted by: Health Services/Hope Program Duration of Agreement: October 30, 2019 - October 30, 2020	Contract amount: \$240.00  Funding source: LCAP
<b>CIIS-1920-184 Newsela, Inc.</b> To provide Newsela Pro license and training. Submitted by: Magnolia JHS Duration of Agreement: November 14, 2019 - May 13, 2020	Contract amount: \$2,000.00  Funding source: Title I
<b>CIIS-1920-185 Thinking Maps, Inc.</b> To provide one-year online licenses to Thinking Maps Learning Community. Submitted by: Magnolia JHS Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$3,995.00  Funding source: Title I
<b>CIIS-1920-186 VapeEducate, LLC.</b> To provide one-year online licenses for vape education and substance abuse. Submitted by: Briggs K8 Duration of Agreement: January 17, 2020 - July 17, 2021	Contract amount: \$200.00  Funding source: Title I
<b>CIIS-1920-187 Society of Health and Physical Educators dba Shape America.</b> To provide one-year online access to Adapted Physical Education Assessment Scale (APEAS) II for adapted physical education teachers. Submitted by: Special Education Duration of Agreement: January 30, 2020 - January 30, 2021	Contract amount: \$500.00  Funding source: Special Education
<b>CIIS-1920-188 Ruling Our Experiences, Inc. (ROX).</b> To provide twenty (20) week evidence-based program. Submitted by: Chino Hills HS Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$2,000.00  Funding source: General Fund

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-1920-189 DreamBox Learning, Inc.</b> To provide instructional software. Submitted by: Cattle ES Duration of Agreement: January 17 - June 30, 2020	Contract amount: \$2,900.00  Funding source: Title I

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<b>F-1920-053 Class Leasing, LLC (Cal Aero K-8).</b> To provide 5-year straight lease of 10 portables. Submitted by: Facilities, Planning, and Operations Duration of Agreement: February 1, 2020 - January 30, 2025	Contract amount: \$200,000.00  Funding source: Capital Facilities Fund 25
<b>F-1920-054 Colbi Technologies.</b> To provide Quality Bidders annual license/service renewal. Submitted by: Purchasing Duration of Agreement: January 1, 2020 - December 31, 2020	Contract amount: \$26,750.00  Funding source: Various
<b>F-1920-055 Inland Empire Fire and Safety Enterprise.</b> To provide District-wide inspection and repair to fire sprinkler system. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: January 17, 2020 - June 30, 2020	Contract amount: Per rate sheet  Funding source: General Fund
<b>F-1920-056 U.S. CAD Holdings LLC.</b> To provide software and support for editing, managing, mark-up, and design of blue prints and project documents. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: January 17, 2020 - January 16, 2021	Contract amount: Per rate sheet  Funding source: Various
<b>F-1920-057 John Greer dba Greer's Mobile Truck &amp; Equipment Repair.</b> To provide on-site repairs to District equipment. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: January 17, 2020 - June 30, 2020	Contract amount: Per rate sheet  Funding source: General Fund

<b>SAN BERNARDINO COUNTY</b>	<b>FISCAL IMPACT</b>
<b>SBC-11-510-A-9 SB County Probation Department.</b> To provide school probation officers. Submitted by: Risk Managment Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$61,441.80  Funding source: General Fund

<b>SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS</b>	<b>FISCAL IMPACT</b>
<b>SBCSS 17/18-0875 SBCSS Foster Youth Transportation Services.</b> To provide transportation for District students served by county transportation. Submitted by: Business Services Duration of Agreement: January 1, 2018 - June 30, 2021	Contract amount: None  Funding source: None

<b>MASTER CONTRACTS</b>	<b>FISCAL IMPACT</b>
<b>MC-1920-042 Herff Jones.</b> To provide yearbook services. Submitted by: Magnolia JHS Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$8,624.35  Funding source: ASB/USB/PFA/PTA/Boosters
<b>MC-1920-043 Herff Jones.</b> To provide yearbook services. Submitted by: Townsend JHS Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$21,408.70  Funding source: ASB/USB/PFA/PTA/Boosters

<b>MASTER CONTRACTS</b>	<b>FISCAL IMPACT</b>
<b>MC-1920-044 Snowkap Enterprises, Inc. dba Fiesta Village.</b> To provide field trips. Submitted by: Walnut ES Duration of Agreement: January 17, 2020 - June 30, 2023	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters
<b>MC-1920-045 EMW, Inc. dba Bobatime Chino Hills.</b> To provide family night fundraiser events. Submitted by: Canyon Hills JHS Duration of Agreement: January 17, 2020 - June 30, 2023	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters

<b>APPROVED CONTRACTS TO BE AMENDED</b>	<b>AMENDMENT</b>
<b>GRANT 14332 California Department of Education.</b> To provide support services for homeless children and youth. Submitted by: Health Services Duration of Agreement: July 1, 2019 - June 30, 2020 Original Agreement Board Approved: September 5, 2019	Increase grant amount from \$168,000.00 to \$175,000.00  Funding source: Grant funds for the education of homeless children and youth program.
<b>MC-1819-075 Big Smiles California Program.</b> To provide comprehensive dental services to CVUSD students. Submitted by: Purchasing Duration of Agreement: March 8, 2019 - June 30, 2021 Original Agreement Board Approved: March 7, 2019	Add dental restorative services to current agreement  Contract amount: None  Funding Source: None
<b>RFP 17-18-10 Herff Jones.</b> To provide yearbook services to Ayala HS and Chino Hills HS. Submitted by: Purchasing Duration of Agreement: July 1, 2019 - June 30, 2020 Original Agreement Board Approved: May 17, 2018	Extend contract through June 30, 2021, for Ayala HS and Chino Hills HS as per contract.  Contract amount: \$163,062.28  Funding Source: ASB/USB/PFA/PTA/Boosters

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**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**

January 16, 2020

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Time Recorder	Rapid Print	490631	LAC
Printer	Xerox	MXX911617	LAC
Time Recorder	Taylor	LT50006915	LAC
Duplication Station	SD-11	37141	Media Center
VCR	PV-V4520	37142	Media Center
VCR	PV-V4520	37145	Media Center
VCR	PV-V4520	37143	Media Center
VCR	PV-V4520	37146	Media Center
VCR	PV-V4520	37144	Media Center
VCR Monitor	JVC	A21920	Media Center
Spiral Machine	Ibimatic	A23096	Media Center
Monitor	Dell	CNOC730C716231BS6420	Media Center
LCD Monitor	Acer	ETOS1084S96260D6884203	Media Center
Computer	Dell	39684	Media Center
TV	Samsung	12165	Media Center
Video Monitor	Panasonic	BLUOO895	Media Center
Video Monitor-Color	Sony	6200917	Media Center
VCR	JVC	07834042	Media Center
VCR	JVC	07834016	Media Center
CD Player	Tascan	16891	Media Center
VHS Rewinder	GE	511	Media Center
Computer	CBS	29219	Media Center
Freelow Scanner	Xerox	4HQ300142	Media Center
Speakers	Samson	RESOLV40A	Media Center
Computer	Apple	22424	Media Center
Monitor	Apple	22425	Media Center
Keyboard	Apple		Media Center
Project Yourself	Infocus	Sp-ceil-lm3x	Media Center
Video Monitor-Color	CT2088	16009	Media Center
Walkie-Talkie	Motorola	690FPWI599	Media Center
Monitor	Acer	ETLS 10-84S960260DA84203	Media Center
Keyboard	Logitech	867462-0403	Media Center
Keyboard	Dell	CN-DIHF24	Media Center
DVD Player	Toshiba	BCD920351462	Media Center
TV	Samsung	05464	Media Center
TV	Panasonic	15112	Media Center
TV	Panasonic	D4AA47330	Media Center
TV	Toshiba	27806	Media Center

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
TV	Samsung	12170	Media Center
TV	Samsung	12168	Media Center
Paper Trimmer	PCT40	FPCT40-09/04	Media Center
VHS Rewinder	GE	411	Media Center
Calculator	Canon	2186675	Media Center
Printer	HP	VNB3M16861	Media Center
Computer	Dell	39684	Media Center
Computer	Dell	29344	Media Center
Monitor	Dell	1908FPb	Media Center
Keyboard	Dell	CN-OW7688-37172-61N-0938	Media Center
Document Camera	Epson	23377	Chaparral ES
Computer	iMac	322mac-04-06	Chaparral ES
Computer	iMac	26925	Chaparral ES
Computer	iMac	26923	Chaparral ES
Computer	iMac	26934	Chaparral ES
Computer	iMac	41543	Chaparral ES
Computer	iMac	41545	Chaparral ES
Computers (5)	Dell Thin Client		Rhodes ES
Metal Folding Chairs			Magnolia JHS
Monitor	Apple	18940	Magnolia JHS
Computer	Dell	C0474	Magnolia JHS
Computer	Dell	41565	Magnolia JHS
Computer	Dell	26978	Magnolia JHS
iPad 2	Apple	40897	Magnolia JHS
Netbook	Dell	32224	Magnolia JHS
Laptop	Dell	34143/C0594	Magnolia JHS
Keyboards (15)	Dell		Magnolia JHS
Computer	Dell	39369	Magnolia JHS
Printer	HP	C8963A	Magnolia JHS
Printer	Canon		Magnolia JHS
TV	Sharp		Magnolia JHS
Monitors (8)	Dell		Magnolia JHS
TV Stand	Bretford	C02897	Magnolia JHS
TV	Samsung	TXK2767	Magnolia JHS
TV Stand			Magnolia JHS
VHS Player	Panasonic	PV9450	Magnolia JHS
VHS Player	Sony	DVP-NC80V	Magnolia JHS
DVD Player	Philips		Magnolia JHS
Computer	Dell	39319	Magnolia JHS
Printer	HP Photosmart		Magnolia JHS
Printer	HP	C8462A	Magnolia JHS
Computer	Dell	41566	Magnolia JHS

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Keyboards (2)	HP		Magnolia JHS
Printer	Dell	31945	Magnolia JHS
Printer	HP	C8954B	Magnolia JHS
Printer	HP	C8962A	Magnolia JHS
Robot Kit	Boe-Bot	81031	Magnolia JHS
Projector	Epson	29418	Townsend JHS
Projector	Epson	32247	Townsend JHS

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**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: RESOLUTIONS 2019/2020-26, 2019/2020-27, AND 2019/2020-29 FOR AUTHORIZATION TO UTILIZE PIGGYBACK CONTRACTS**

=====

**BACKGROUND**

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

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

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

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

Resolution	Contract	Contractor	Description	Term
2019/2020-26	Torrance Unified School District Bid Number 10-04.09.19	Culver Newlin	Classroom and Office Furniture	6/1/2019-6/30/2020
2019/2020-27	State of California Statewide Contract Fleet Vehicles-Trucks 1-18-23-20A	Downtown Ford Sales	Fleet Vehicles-Trucks	5/1/2019-4/30/2020



<b>Resolution</b>	<b>Contract</b>	<b>Contractor</b>	<b>Description</b>	<b>Term</b>
2019/2020-29	State of California Multiple Awards Schedule (CMAS) 3-19-36-049E	Cell Business Equipment	Canon Copiers	11/15/2019-1/20/2021

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

### **RECOMMENDATION**

It is recommended the Board of Education adopt Resolutions 2019/2020-26, 2019/2020-27, and 2019/2020-29 for authorization to utilize piggyback contracts.

### **FISCAL IMPACT**

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District  
Resolution 2019/2020-26  
Authorization to Utilize the Torrance Unified School District  
Bid Number 10-04.09.19 With Culver Newlin  
to Purchase Classroom and Office Furniture  
Through the Piggyback Contract**

**WHEREAS**, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure classroom and office furniture for the District;

**WHEREAS**, Torrance Unified School District currently has a piggyback contract, Bid Number 10-04.09.19, in accordance with Public Contract Code 20118 with Culver Newlin, that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase of classroom and office furniture through the piggyback contract procured by the Torrance Unified School District Bid Number 10-04.09.19.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of classroom and office furniture through the piggyback contract originally procured by the Torrance Unified School District Bid Number 10-04.09.19 is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of classroom and office furniture in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Torrance Unified School District Bid Number 10-04.09.19.

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

Section 5. Effective Date. This resolution shall be effective as of June 1, 2019, for the term ending June 30, 2020.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 16th day of January 2020 by the following vote:

Blair	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

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

---

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

**Chino Valley Unified School District  
Resolution 2019/2020-27  
Authorization to Utilize the State of California Statewide Contract  
Fleet Vehicles-Trucks 1-18-23-20A With Downtown Ford Sales  
to Purchase Fleet Vehicles-Trucks  
Through the Piggyback Contract**

**WHEREAS**, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure fleet vehicles-trucks for the District;

**WHEREAS**, State of California Statewide Contract Fleet Vehicles-Trucks currently has a piggyback contract, 1-18-23-20A, in accordance with Public Contract Code 20118 with Downtown Ford Sales, that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase of fleet vehicles-trucks through the piggyback contract procured by the State of California Statewide Contract Fleet Vehicles-Trucks 1-18-23-20A.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of fleet vehicles-trucks through the piggyback contract originally procured by the State of California Statewide Contract Fleet Vehicles-Trucks 1-18-23-20A. is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of fleet vehicles-trucks in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the State of California Statewide Contract Fleet Vehicles-Trucks 1-18-23-20A.

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

Section 5. Effective Date. This resolution shall be effective as of May 1, 2019, for the term ending April 30, 2020.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 16th day of January 2020 by the following vote:

Blair	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

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

---

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

**Chino Valley Unified School District  
Resolution 2019/2020-29  
Authorization to Utilize the State of California Multiple Awards Schedule  
(CMAS) 3-19-36-049E With Cell Business Equipment  
to Purchase Canon Copiers  
Through the Piggyback Contract**

**WHEREAS**, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure Canon copiers for the District;

**WHEREAS**, CMAS currently has a piggyback contract, 3-19-36-049E, in accordance with Public Contract Code 20118 with Cell Business Equipment, that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase of Canon copiers through the piggyback contract procured by the CMAS 3-19-36-049E.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of Canon copiers through the piggyback contract originally procured by the CMAS 3-19-36-049E is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of Canon copiers in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS 3-19-36-049E.

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

Section 5. Effective Date. This resolution shall be effective as of November 15, 2019, for the term ending January 20, 2021.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 16th day of January 2020 by the following vote:

Blair	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

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

---

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

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA PROJECTS**

=====

### **BACKGROUND**

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

CUPCCAA Project	Project Description	Contractor	Original Quotation	Change Order	Total	Funding Source
CC2020-04	Alternative Education Center New Irrigation & Landscape Installation	Hernandez Landscape Co., Inc.	\$22,000.00	N/A	\$22,000.00	25
CC2020-12	Chino Hills HS Classroom Renovation	John Buck dba J2 Builders	\$29,400.00	N/A	\$29,400.00	25
CC2020-13	Alternative Education Center MPR and Teacher Work Room Flooring	Rite-Way Flooring Inc.	\$21,388.00	N/A	\$21,388.00	01

Documentation indicating satisfactory completion and compliance with specifications has been obtained from: school site administrator; John Buck, Construction/Project Manager; Freddy Hernandez, Construction Manager; Cesar Portugal, Project Manager; Jonathan Campbell, Project Manager; 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**

\$21,388.00 General Fund 01.  
\$51,400.00 to Tax A Fund 25.

NE:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**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: NOTICE OF COMPLETION FOR CONTRACT F-1819-052,  
CHINO HS MATERIALS AND LABOR TO RELOCATE  
PHOTOVOLTAIC CONDUIT FOR CONSTRUCTION OF NEW  
BUILDINGS**

=====

**BACKGROUND**

On January 17, 2019, the Board of Education awarded Contract F-1819-052, Chino HS Materials and Labor to Relocate Photovoltaic Conduit for Construction of New Buildings to Tesla Inc. All contracted work was completed on February 5, 2019. Contract summary is provided below.

Original Contract Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$74,744.00	N/A	\$74,744.00	\$3,737.20

Documentation indicating satisfactory completion and compliance with specification has been obtained from: school site administrator; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Contract F-1819-052, Chino HS Materials and Labor to Relocate Photovoltaic Conduit for Construction of New Buildings.

**FISCAL IMPACT**

None.

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

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**DATE:** January 16, 2020

**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: NOTICE OF COMPLETION FOR BID 18-19-05F, CHINO HS RECONSTRUCTION – PHASE 0 (BID PACKAGE #5)**

=====

### **BACKGROUND**

On September 20, 2018, the Board of Education awarded Bid 18-19-05F, Chino HS Reconstruction – Phase 0 Bid Package #5 to Hamel Contracting, Inc. All contracted work was completed on November 22, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$1,086,008.00	N/A	\$1,086,008.00	\$54,300.40

Documentation indicating satisfactory completion and compliance with specification has been obtained from: school site administrator; Joe Henderson, DSA Inspector; Jim DiCamillo, Architect/Engineer; Robert Stewart, Construction Manager; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction – Phase 0 (Bid Package #5).

### **FISCAL IMPACT**

None.

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** January 16, 2020

**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: NOTICE OF COMPLETION FOR BID 18-19-05F, CHINO HS RECONSTRUCTION – PHASE 0 (BID PACKAGE #6)**

=====

### **BACKGROUND**

On September 20, 2018, the Board of Education awarded Bid 18-19-05F, Chino HS Reconstruction – Phase 0 Bid Package #6 to Valley Pipeline Services, Inc. All contracted work was completed on November 20, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$497,800.00	N/A	\$497,800.00	\$24,890.00

Documentation indicating satisfactory completion and compliance with specification has been obtained from: school site administrator; Joe Henderson, DSA Inspector; Jim DiCamillo, Architect/Engineer; Robert Stewart, Construction Manager; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction – Phase 0 (Bid Package #6).

### **FISCAL IMPACT**

None.

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** January 16, 2020

**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: NOTICE OF COMPLETION FOR BID 18-19-05F, CHINO HS RECONSTRUCTION – PHASE 0 (BID PACKAGE #7)**

=====

### **BACKGROUND**

On September 20, 2018, the Board of Education awarded Bid 18-19-05F, Chino HS Reconstruction – Phase 0 Bid Package #7 to RDM Electric Co., Inc. All contracted work was completed on December 13, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$838,800.00	\$32,318.00	\$871,118.00	\$43,555.90

Documentation indicating satisfactory completion and compliance with specification has been obtained from: school site administrator; Joe Henderson, DSA Inspector; Jim DiCamillo, Architect/Engineer; Robert Stewart, Construction Manager; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction – Phase 0 (Bid Package #7).

### **FISCAL IMPACT**

None.

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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Humility • Civility • Service

**DATE:** January 16, 2020

**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: NOTICE OF COMPLETION FOR BID 18-19-26F, AYALA HS ALTERATION HVAC UPGRADES – GYM AND KITCHEN (BP 01)**

=====

### **BACKGROUND**

On March 7, 2019, the Board of Education awarded Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen (BP 01), General Construction to RVH Constructors Inc. All contracted work was completed on August 2, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$997,000.00	(\$52,093.00)	\$944,907.00	\$47,245.35

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from: school site administrator; Ken Burr, DSA Inspector; Jim DiCamillo, Architect/Engineer; Mark Mercado, Project Manager; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen (BP 01).

### **FISCAL IMPACT**

None.

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** January 16, 2020

**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: NOTICE OF COMPLETION FOR BID 18-19-26F, AYALA HS ALTERATION HVAC UPGRADES – GYM AND KITCHEN (BP 02)**

=====

### **BACKGROUND**

On March 7, 2019, the Board of Education awarded Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen (BP 02), Structural/Misc. Steel to RND Contractors, Inc. All contracted work was completed on August 1, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$259,000.00	(\$25,218.01)	\$233,781.99	\$11,689.10

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from: school site administrator; Ken Burr, DSA Inspector; Jim DiCamillo, Architect/Engineer; Mark Mercado, Project Manager; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen (BP 02).

### **FISCAL IMPACT**

None.

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

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

**DATE:** January 16, 2020

**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: NOTICE OF COMPLETION FOR BID 18-19-26F, AYALA HS ALTERATION HVAC UPGRADES – GYM AND KITCHEN (BP 03)**

=====

### **BACKGROUND**

On March 7, 2019, the Board of Education awarded Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen (BP 03), Plumbing/Site Utilities to Continental Plumbing Inc. All contracted work was completed on August 1, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$87,000.00	(\$9,703.00)	\$77,297.00	\$3,864.85

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from: school site administrator; Ken Burr, DSA Inspector; Jim DiCamillo, Architect/Engineer; Mark Mercado, Project Manager; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen (BP 03).

### **FISCAL IMPACT**

None.



## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

Student Achievement • Safe Schools • Positive School Climate  
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**DATE:** January 16, 2020

**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: NOTICE OF COMPLETION FOR BID 18-19-26F, AYALA HS ALTERATION HVAC UPGRADES – GYM AND KITCHEN (BP 04)**

=====

### **BACKGROUND**

On March 7, 2019, the Board of Education awarded Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen (BP 04), HVAC to Franklin Mechanical Systems, Inc. All contracted work was completed on August 14, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$645,500.00	(\$27,100.00)	\$618,400.00	\$30,920.00

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from: school site administrator; Ken Burr, DSA Inspector; Jim DiCamillo, Architect/Engineer; Mark Mercado, Project Manager; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen (BP 04).

### **FISCAL IMPACT**

None.

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** January 16, 2020

**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: NOTICE OF COMPLETION FOR BID 18-19-26F, AYALA HS ALTERATION HVAC UPGRADES – GYM AND KITCHEN (BP 05)**

=====

### **BACKGROUND**

On March 7, 2019, the Board of Education awarded Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen (BP 05), Electrical/Low Voltage to Ryan Electric, Inc. All contracted work was completed on August 14, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$604,400.00	(\$51,260.09)	\$553,139.91	\$27,657.00

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from: school site administrator; Ken Burr, DSA Inspector; Jim DiCamillo, Architect/Engineer; Mark Mercado, Project Manager; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen (BP 05).

### **FISCAL IMPACT**

None.

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** January 16, 2020

**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 BID 18-19-27F, BRIGGS K-8 NEW SCIENCE LAB BUILDING – INTERIM HOUSING (BID PACKAGE 01)**

=====

### **BACKGROUND**

On March 7, 2019, the Board of Education awarded Bid 18-19-27F, Briggs K-8 New Science Lab Building – Interim Housing Bid Package 01 to Incotechnic, Inc. All contracted work was completed on November 20, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$176,000.00	(\$10,510.94)	\$165,489.06	\$8,274.45

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from the following individuals: school site administrator; Mike Georgei, DSA Inspector; Jim DiCamillo, Architect/Engineer; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-27F, Briggs K-8 New Science Lab Building – Interim Housing (Bid Package 01).

### **FISCAL IMPACT**

None.

NE:GJS:pw

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** January 16, 2020

**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 BID 18-19-41F, CHINO HS SITE PREPARATION PHASE (BID PACKAGE #1)**

=====

### **BACKGROUND**

On June 6, 2019, the Board of Education awarded Bid 18-19-41F, Chino HS Site Preparation Phase Bid Package #1 to Lee & Stires, Inc. All contracted work was completed on November 20, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$913,624.00	(\$163,870.34)	\$749,753.66	\$37,487.68

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from: school site administrator; Joe Henderson, DSA Inspector; Jim DiCamillo, Architect/Engineer; Robert Stewart, Construction Manager; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-41F, Chino HS Site Preparation Phase (Bid Package #1).

### **FISCAL IMPACT**

None.

NE:GJS:pw

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** January 16, 2020

**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 BID 18-19-41F, CHINO HS SITE PREPARATION PHASE (BID PACKAGE #2)**

=====

### **BACKGROUND**

On June 6, 2019, the Board of Education awarded Bid 18-19-41F, Chino HS Site Preparation Phase Bid Package #2 to Valley Pipeline Services, Inc. All contracted work was completed on December 16, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$177,000.00	N/A	\$177,000.00	\$8,850.00

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from: school site administrator; Joe Henderson, DSA Inspector; Jim DiCamillo, Architect/Engineer; Robert Stewart, Construction Manager; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-41F, Chino HS Site Preparation Phase (Bid Package #2).

### **FISCAL IMPACT**

None.

NE:GJS:pw

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** January 16, 2020

**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 BID 18-19-41F, CHINO HS SITE PREPARATION PHASE (BID PACKAGE #3)**

=====

### **BACKGROUND**

On June 6, 2019, the Board of Education awarded Bid 18-19-41F, Chino HS Site Preparation Phase Bid Package #3 to RDM Electric Co., Inc. All contracted work was completed on December 5, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$323,000.00	(\$69,060.00)	\$253,940.00	\$12,697.00

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from: school site administrator; Joe Henderson, DSA Inspector; Jim DiCamillo, Architect/Engineer; Robert Stewart, Construction Manager; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-41F, Chino HS Site Preparation Phase (Bid Package #3).

### **FISCAL IMPACT**

None.

NE:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID 18-19-40F, COUNTRY SPRINGS ES AND ROLLING RIDGE ES INTERIM HOUSING**

=====

**BACKGROUND**

On May 16, 2019, the Board of Education awarded Bid 18-19-40F, Country Springs ES and Rolling Ridge ES – Interim Housing to KemCorp Construction, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	KemCorp Construction, Inc.	(\$120,084.00)
	Bid Amount:	\$1,994,000.00
	Revised Total Project Amount:	\$1,873,916.00
	Retention Amount:	\$93,695.80

The change order results in a net decrease of \$120,084.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$1,873,916.00. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on December 31, 2019.

Documentation indicating satisfactory completion and compliance with specifications and Division of the State Architect (DSA) requirements has been obtained from the following individuals: school site administrator; Bud Cole, DSA Inspector; Jim DiCamillo, Architect/Engineer; Jocelyn Aquino, Construction Manager; Sam Sousa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid 18-19-40F, Country Springs ES and Rolling Ridge ES – Interim Housing.

**FISCAL IMPACT**

(\$120,084.00) to Building Fund 21.

NE:GJS:MS:pw





## CHINO VALLEY UNIFIED SCHOOL DISTRICT

Facilities, Planning and Operations Division

5130 Riverside Drive

Chino, CA 91710

Telephone: 909.628.1202, Ext. 145 Fax: 909.548.6034

## FINAL CHANGE ORDER

DATE: 12/11/19 BID #: 18-19-40F CHANGE ORDER: 001

PROJECT: Country Springs and Rolling Ridge Elementary School Modernization – Interim Housing

DSA APPLICATION #: See below DSA FILE #: See below

OWNER: Chino Valley Unified School District

ARCHITECT: WLC Architects, Inc. CONTRACTOR: Kemcorp Construction Inc.

The Contractor is hereby authorized to make the following changes to your construction contract when this change order has been approved by the undersigned parties:

### Country Springs Elementary School

DSA Application #A04-118321 / DSA File #36-11

ITEM NO. 1:	Description:	Trim Tree for Trailer Installation
	Reason:	Trim trees near property fence line to allow for trailer installation.
	Document Ref:	Change Order Request No. C-001 (PCO No. C-001)
	Requested by:	District
	Change in Contract Sum:	\$564.00 / ADD
	Time Extension:	0 Calendar days
ITEM NO. 2:	Description:	Regrade Pad for Interim Housing
	Reason:	Regrade Pad for Portables per RFI #010 response.
	Document Ref:	Change Order Request No. C-002 (PCO No. C-003)
	Requested by:	District
	Change in Contract Sum:	\$1,263.00 / ADD
	Time Extension:	0 Calendar days
ITEM NO. 3:	Description:	Sheetmetal Vent Covers
	Reason:	Provide sheetmetal vent covers to allow for asphalt installation per RFI #012 response.
	Document Ref:	Change Order Request No. C-003 (PCO No. C-004)

Requested by: District  
Change in Contract Sum: \$364.00 / ADD  
Time Extension: 0 Calendar days

ITEM NO. 4: Description: Eliminate Security System  
Reason: Delete security system at portables per District request.  
Document Ref: Change Order Request No. C-004 (PCO No. C-005)  
Requested by: District  
Change in Contract Sum: <\$22,107.00> / DEDUCT  
Time Extension: 0 Calendar days

ITEM NO. 5: Description: Remove and Reinstall Existing Projectors  
Reason: Remove and reinstall existing projectors from existing classrooms to interim housing portables.  
Document Ref: Change Order Request No. C-005 (PCO No. C-010)  
Requested by: District  
Change in Contract Sum: \$2,778.00 / ADD  
Time Extension: 0 Calendar days

ITEM NO. 6: Description: Power Pole Padded Wraps  
Reason: Provide yellow safety protection pads over poles located in playground area.  
Document Ref: Change Order Request No. C-006 (PCO No. C-011)  
Requested by: District  
Change in Contract Sum: \$2,152.00 / ADD  
Time Extension: 0 Calendar days

ITEM NO. 7: Description: Unforeseen Conditions Allowance Reconciliation  
Reason: Provide credit for all unused portion of allowance.  
Document Ref: Change Order Request No. C-007 (PCO No. C-012)  
Requested by: District  
Change in Contract Sum: <\$50,000.00> / DEDUCT  
Time Extension: 0 Calendar days

**Rolling Ridge Elementary School**

DSA Application #A04-118355 / DSA File #36-11

ITEM NO. 1:	Description:	Premium OT Hours to Facilitate Interim Housing Delivery
	Reason:	Provide overtime premium payment to complete pad to meet the scheduled installation of interim housing portables by others.
	Document Ref:	Change Order Request No. R-001 (PCO No. R-002)
	Requested by:	District
	Change in Contract Sum:	\$853.00 / ADD
	Time Extension:	0 Calendar days
ITEM NO. 2:	Description:	Eliminate Security System
	Reason:	Delete security system at portables per District request.
	Document Ref:	Change Order Request No. R-002 (PCO No. R-004)
	Requested by:	District
	Change in Contract Sum:	<\$22,107.00> / DEDUCT
	Time Extension:	0 Calendar days
ITEM NO. 3:	Description:	Regrade Parking Lot/Construction Area
	Reason:	Grades required parking lot and construction area to be redone to allow for proper drainage and vehicle access.
	Document Ref:	Change Order Request No. R-003 (PCO No. R-005)
	Requested by:	District
	Change in Contract Sum:	\$16,156.00 / ADD
	Time Extension:	0 Calendar days
ITEM NO. 4:	Description:	Reconciliation of Unforeseen Conditions Allowance
	Reason:	Provide credit for all unused portion of allowance.
	Document Ref:	Change Order Request No. R-004 (PCO No. R-009)
	Requested by:	District
	Change in Contract Sum:	<\$50,000.00> / DEDUCT
	Time Extension:	0 Calendar days

**\*END OF CHANGE ORDER NO. 001 ITEMS\***

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### SCHOOL SITE SUMMARY

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School	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Country Springs ES	\$1,122,000.00	\$0.00	<\$64,986.00>	\$1,057,014.00
Rolling Ridge ES	\$872,000.00	\$0.00	<\$55,098.00>	\$816,902.00
<b>Total</b>	<b>\$1,994,000.00</b>	<b>\$0.00</b>	<b>&lt;\$120,084.00&gt;</b>	<b>\$1,873,916.00</b>

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### CONTRACT SUMMARY

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The original contract amount was: \$1,994,000.00

The contract amount will be decreased by this Change Order: <\$120,084.00>

The new contract amount including this change order will be: \$1,873,916.00

The original contract completion date: 08/06/19

The contract time will be increased/decreased by days: 00

The date of completion as a result of this Change Order is: 08/06/19

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This Change Order is a full and final compromise settlement of any and all known and unknown claims by the Contractor against the Owner, and the Project. This Change Order represents and reflects the entire adjustment of the Contract Price and the Contract Time due Contractor, including but not limited to, disputed, undisputed and doubtful claims. Payment by Owner of the amount agreed under this Change Order shall constitute a full and complete accord and satisfaction of all such claims and shall constitute payment in full of all such claims and a full release and discharge of Owner, and their respective officers, directors, agents, sureties and employees from any and all further liability in connection with the subject project and contract. Contractor expressly waives any and all rights under California Civil Code Section 1542 which provide as follows: "A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

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#### APPROVED BY:

  
Kemcorp Construction Inc.  
(Contractor)


Jason Bollinger, President  
Print Name / Title

1/6/20  
Date

  
DSA Inspector of Record (Team Inspections)

Emory M. Cole Jr. / Inspector

1/6/20  
Date

  
Construction Manager (CW Driver)

Hung Truong / Project Manager

\_\_\_\_\_  
Date

  
CVUSD  
Owner (authorized agent)

  
WLC Architects Inc. (Architect)

Samuel Sousa / Construction Coordinator,  
Maintenance, Operations & Construction

Greg Stachura / Assistant Superintendent, Facilities,  
Planning & Operations Department

Jim DiCamillo / President  
Print Name / Title

1-6-20  
Date

1/6/2020  
Date

12.13.19  
Date

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDERS FOR BID 18-19-05F, RECONSTRUCTION OF CHINO HS – PHASE 0**

=====

**BACKGROUND**

On September 20, 2018, the Board of Education awarded Bid 18-19-05F, Reconstruction of Chino HS – Phase 0 to the following contractors: Bid Package #1 to Lee and Stires; Bid Package #2 to Southern California Landscape; Bid Package #3 to New Dynasty Construction; Bid Package #4 to Econo Fence; Bid Package #5 to Hamel Construction; Bid Package #6 to Valley Pipeline; and Bid Package #7 to RDM Electric. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change orders have been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Bid Package 2 – Landscape & Irrigation – Southern California Landscape	(\$5,508.00)
	Bid Amount:	\$1,014,600.00
	Revised Total Project Amount:	\$1,009,092.00

Change Order	Contractor	Amount
2	Bid Package 7 – Electrical – RDM Electric	(\$16,342.00)
	Bid Amount:	\$838,800.00
	Previously Approved Change Orders:	\$48,660.00
	Revised Total Project Amount:	\$871,118.00

The change order results in a net decrease of \$21,850.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$6,169,196.00. Approval of the change orders allow for compensation to the contractor to perform the additional work as described.

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 Orders for Bid 18-19-05F, Reconstruction of Chino HS – Phase 0.

**FISCAL IMPACT**

(\$21,850.00) to Building Fund 21.

NE:GJS:MS:pw





Chino Valley Unified School District  
Facilities, Planning, and Operations Division

## CHANGE ORDER

Date: 11/20/2019 BID /CUPCCAA #: 18-19-05F Change Order #: 001  
Project Title: Reconstruction of Chino HS - Phase 0  
Owner: Chino Valley Unified School District DSA Application #: 04-117053 DSA File #: 36-H3  
Architect: WLC Architects Contractor: Southern California Landscape (BID PKG #2)

**The Contractor is hereby authorized to do the following:**


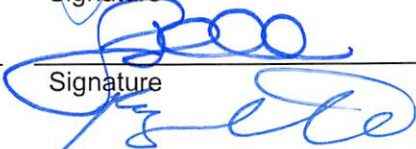
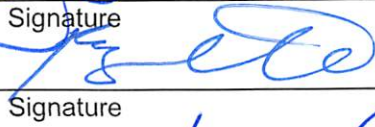




**Item # 1** Change Order #1  
Requested By: Construction Manager Increase/Decrease amount: -\$ 5,508.00  
Reason: To provide credit for unused landscaping Bid Package allowance.

**Item # 2** \_\_\_\_\_  
Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Item # 3** \_\_\_\_\_  
Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Item # 4** \_\_\_\_\_  
Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
Reason: \_\_\_\_\_

Original contract completion date: _____	Original contract amount: <u>\$ 1,014,600.00</u>
Increase/Decrease of days: _____	Increase/Decrease amount: <u>-5508</u>
New contract completion date: _____	New contract amount: <u>\$ 1,009,092.00</u>

Approved by:		
Joe Henderson		<u>11/20/19</u>
DSA Inspector of Record	Signature	Date
Jim DiCamillo		<u>11.20.19</u>
Architect / Engineer	Signature	Date
Robert Stewart		<u>11/20/19</u>
Construction/Project Manager	Signature	Date
James Costa		<u>11/20/19</u>
CVUSD Construction Coordinator	Signature	Date
<u>Lee Ann Lyon</u>		<u>11/20/19</u>
Contractor	Signature	Date
<u>MARSH SIKKEMA</u>		<u>12-5-19</u>
Director, Maintenance, Operations & Construction	Signature	Date
<u>GREGORY STACHURA</u>		<u>12/6/19</u>
Owner (Authorized Agent)	Signature	Date





Chino Valley Unified School District  
Facilities, Planning, and Operations Division

bd 01/16/20

## CHANGE ORDER

Date: 11/01/19 BID /CUPCCAA #: 18-19-05F Change Order #: 002  
Project Title: Reconstruction of Chino HS - Phase 0  
Owner: Chino Valley Unified School District DSA Application #: 04-117053 DSA File #: 36-H3  
Architect: WLC Architects Contractor: RDM Electric Co., Inc.

**The Contractor is hereby authorized to do the following:**

**Item # 1** Change Order #2

Requested By: Construction Manager Increase/Decrease amount: -\$ 16,342.00  
Reason: To provide credit for unused electrical Bid Package allowance.

**Item # 2**

Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Item # 3**

Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Item # 4**

Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
Reason: \_\_\_\_\_

Original contract completion date: <u>3/29/2019</u>	Original contract amount: <u>\$ 887,460.00</u>
Increase/Decrease of days: <u>0</u>	Increase/Decrease amount: <u>-\$ 16,342.00</u>
New contract completion date: <u>3/29/2019</u>	New contract amount: <u>\$ 871,118.00</u>

Approved by:		
Joe Henderson		<u>11/4/19</u>
DSA Inspector of Record	Signature	Date
Jim DiCamillo		<u>11.5.19</u>
Architect / Engineer	Signature	Date
Robert Stewart		<u>11/1/19</u>
Construction/Project Manager	Signature	Date
James Costa		<u>11/12/19</u>
CVUSD Construction Coordinator	Signature	Date
 Contractor / CFO		<u>11-19-19</u>
 Director, Maintenance, Operations & Construction		<u>11/21/19</u>
 Owner (Authorized Agent)		<u>11/21/19</u>
	Signature	Date

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDER FOR BID 18-19-26F, AYALA HS ALTERATION  
HVAC UPGRADES – GYM AND KITCHEN**

=====

### **BACKGROUND**

On March 7, 2019, the Board of Education awarded Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen to the following contractors: Bid Package 01, General Construction to RVH Constructors; Bid Package 02, Structural/Misc. Steel to RND Constructors; Bid Package 03, Plumbing/Site Utilities to Continental Plumbing Inc.; Bid Package 04, HVAC to Franklin Mechanical Systems, Inc.; and Bid Package 05, Electrical/Low Voltage to Ryan Electric, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Bid Package 01-General Construction-RVH Constructors	(\$52,093.00)
Bid Amount:		\$997,000.00
Revised Total Project Amount:		\$944,907.00

The change order result in a net decrease of \$52,093.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$2,427,525.90. Approval of the change order allows for compensation to the contractor to perform the additional work as described.

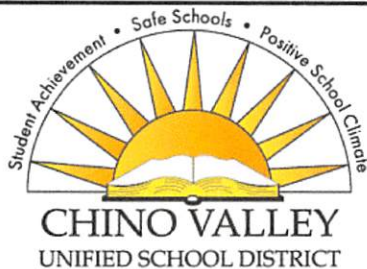
Approval of this item supports the goals identified within the District's Strategic Plan.

### **RECOMMENDATION**

It is recommended the Board of Education approve the Change Order for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen.

### **FISCAL IMPACT**

(\$52,093.00) to Building Fund 21.



## CHINO VALLEY UNIFIED SCHOOL DISTRICT

Facilities, Planning and Operations Division

5130 Riverside Drive

Chino, CA 91710

Telephone: 909.628.1202, Ext. 1200 Fax: 909.548.6034

## CHANGE ORDER

DATE: 11/21/19 BID #: 18-19-26F CHANGE ORDER: 001

PROJECT: Ayala High School Alteration HVAC Upgrades – Gymnasium & Kitchen

DSA APPLICATION #: 04-117632 DSA FILE #: \_\_\_\_\_

OWNER: Chino Valley Unified School District

ARCHITECT: WLC Architects CONTRACTOR: RVH Constructors (BP #01)

The Contractor is hereby authorized to make the following changes to your construction contract when this change order has been approved by the undersigned parties:


ITEM NO. 1	Description:	CREDIT All Unused Allowances
	Reason:	Unused amounts of allowances to be credited back to CVUSD
	Document Ref:	Change Order Request No. 001
	Requested by:	Balfour Beatty
	Change in Contract Sum:	<\$52,093.00> / DEDUCT
	Time Extension:	0 Calendar days

\*END OF CHANGE ORDER NO. 001 ITEMS\*


## CONTRACT SUMMARY

The original contract amount was:	<u>\$997,000.00</u>
Previously approved change order amount(s):	<u>\$0.00</u>
The contract amount will be <u>decreased</u> by this Change Order:	<u>&lt;\$52,093.00&gt;</u>
The new contract amount including this change order will be:	<u>\$944,907.00</u>
The original contract completion date:	<u>08/01/19</u>
The contract time will be increased/decreased by days:	<u>00</u>
The date of completion as a result of this Change Order is:	<u>08/01/19</u>


**APPROVED BY:***Blake Van Hensbergen*SignNow e-signature ID: b6e2680ec1...  
11/21/2019 19:31:31 UTC

	Blake Van Hensbergen President	11/21/2019
<b>Contractor</b> <b>(RVH Constructors)</b>	<b>Print Name / Title</b>	<b>Date</b>


SignNow e-signature ID: 7da932ea42...  
11/21/2019 16:50:10 UTC

	Ken Burr / DSA Inspector	11/21/2019
<b>DSA Inspector of Record</b> <b>(Knowland Construction Services)</b>	<b>Print Name / Title</b>	<b>Date</b>

SignNow e-signature ID: 48ef3f2a91...  
11/21/2019 16:11:43 UTC

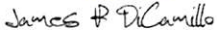
	Mark Mercado / Project Manager	11/21/2019
<b>Construction Manager (Balfour Beatty)</b>	<b>Print Name / Title</b>	<b>Date</b>


SignNow e-signature ID: 8ecc2b653b...  
11/21/2019 17:27:09 UTC

	James Costa / Construction Coordinator, Maintenance, Operations & Construction	11/21/2019
<b>CVUSD</b>	<b>Print Name / Title</b>	<b>Date</b>



<b>Owner (authorized agent)</b>	Gregory Stachura / Assistant Superintendent, Facilities, Planning & Operations Department	12/5/19
	<b>Print Name / Title</b>	<b>Date</b>

SignNow e-signature ID: c877dad04c...  
11/21/2019 22:03:58 UTC

	Jim DiCamillo / President, Architect, AIA LEEP AP	11/21/2019
<b>Architect</b>	<b>Print Name / Title</b>	<b>Date</b>

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDERS FOR BID 18-19-41F, CHINO HS SITE PREPARATION PHASE**

=====

**BACKGROUND**

On June 6, 2019, the Board of Education awarded Bid 18-19-41F to the following contractors: Bid Package #1 - Lee & Stires; Bid Package #2 - Valley Pipeline; and Bid Package #3 - RDM Electric. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change orders have been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Bid Package 1 – Demolition, Site Prep, Abatement – Lee & Stires	(\$163,870.34)
Bid Amount:		\$913,624.00
Revised Total Project Amount:		\$749,753.66

Change Order	Contractor	Amount
1	Bid Package 3 – Electrical, High Voltage, Signal – RDM Electric	(\$69,060.00)
Bid Amount:		\$323,000.00
Revised Total Project Amount:		\$253,940.00

The change orders result in a net decrease of \$232,930.34 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$1,180,693.66. Approval of the change orders allow for compensation to the contractor to perform the additional work as described.

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 Orders for Bid 18-19-41F, Chino HS Site Preparation Phase.

## **FISCAL IMPACT**

(\$232,930.34) to Building Fund 21.

NE:GJS:MS:pw





Chino Valley Unified School District  
Facilities, Planning, and Operations Division

## CHANGE ORDER

Date: 11/12/2019 BID /CUPCAA #: 18-19-41F Change Order #: 001  
Project Title: Reconstruction of Chino HS - Phase 0.5  
Owner: Chino Valley Unified School District DSA Application #: \_\_\_\_\_ DSA File #: \_\_\_\_\_  
Architect: WLC Architects Contractor: Lee & Stires Inc. (BID PKG. #1)

**The Contractor is hereby authorized to do the following:**

**Item # 1** Change Order #1

Requested By: Construction Manager Increase/Decrease amount: -\$ 163,870.34  
Reason: To provide credit for unused site preparation Bid Package allowance.

**Item # 2**

Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Item # 3**

Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Item # 4**

Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
Reason: \_\_\_\_\_

Original contract completion date: _____	Original contract amount: <u>\$ 913,624.00</u>
Increase/Decrease of days: _____	Increase/Decrease amount: <u>-\$ 163,870.34</u>
New contract completion date: _____	New contract amount: <u>\$ 749,753.66</u>

**Approved by:**

Joe Henderson  
DSA Inspector of Record

Signature

Date

Jim DiCamillo  
Architect / Engineer

Signature

Date

Robert Stewart  
Construction/Project Manager

Signature

Date

James Costa  
CVUSD Construction Coordinator

Signature

Date

Charles S Brown  
Contractor

Signature

Date

Marking / Simon  
Director, Maintenance, Operations & Construction

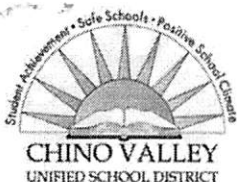
Signature

Date

Gregory Strachan  
Owner (Authorized Agent)

Signature

Date



Chino Valley Unified School District  
Facilities, Planning, and Operations Division

## CHANGE ORDER

Date: 11/19/2019 BID /CUPCAA #: 18-19-41F Change Order #: 001  
Project Title: Reconstruction of Chino HS - Phase 0.5  
Owner: Chino Valley Unified School District DSA Application #: \_\_\_\_\_ DSA File #: \_\_\_\_\_  
Architect: WLC Architects Contractor: RDM Electric Co., Inc. (BID PKG. #3)

The Contractor is hereby authorized to do the following:

**Item # 1** Change Order #1

Requested By: Construction Manager Increase/Decrease amount: -\$ 69,060.00  
Reason: To provide credit for unused electrical Bid Package allowance.

**Item # 2**

Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Item # 3**

Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Item # 4**

Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
Reason: \_\_\_\_\_

Original contract completion date: _____	Original contract amount: <u>\$ 323,000.00</u>
Increase/Decrease of days: _____	Increase/Decrease amount: <u>-\$ 69,060.00</u>
New contract completion date: _____	New contract amount: <u>\$ 253,940.00</u>

Approved by:

Joe Henderson  
DSA Inspector of Record

Signature

Date

Jim DiCamillo  
Architect / Engineer

Signature

Date

Robert Stewart  
Construction/Project Manager

Signature

Date

James Costa  
CVUSD Construction Coordinator

Signature

Date

Diane E. McDonnell  
Contractor RDM Electric Co., Inc. / CFO

Signature

Date

Martin Silva  
Director, Maintenance, Operations & Construction

Signature

Date

GREGOR / SMITH  
Owner (Authorized Agent)

Signature

Date



## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** January 16, 2020

**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: REJECTION OF BID 19-20-20F, EMERGENCY OPERATIONS PLAN DEVELOPMENT, AND AUTHORIZATION TO RE-BID**

=====

### **BACKGROUND**

Public Contract Code 20111 requires that contracts for purchase of equipment, materials or supplies of \$92,600.00 or more must be competitively bid, legally advertised and awarded to the lowest responsible bidder.

A Notice to Contractors Calling for Bid 19-20-20F, Emergency Operations Plan Development was published in the Inland Valley Daily Bulletin on September 18 and September 25, 2019. Bids were opened at 10:00 a.m. on October 11, 2019. The results are as follows:

CONTRACTOR	BID
School Safety Operations	\$148,700.00
Campus Safety Group, LLC	\$165,450.00

Upon receipt of bids, staff reviewed all documents and determined that the bids were over budget. Staff requests rejection of all bids and authorization to re-bid.

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

### **RECOMMENDATION**

It is recommended the Board of Education reject the bids received for Bid 19-20-20F, Emergency Operations Plan Development, and authorize staff to re-bid the project.

### **FISCAL IMPACT**

None.

NE:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** January 16, 2020

**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: REQUEST FOR PROPOSALS 19-20-25, DATA NETWORKING SERVICES – DISTRICT WIDE – E-RATE FISCAL YEAR 23 (2020-2021)**

=====

**BACKGROUND**

The Request for Proposals (RFP) process requires vendors to submit proposals within a framework created to fit the District's unique needs. The District is able to customize the services to be purchased on its specific needs, receive better responses, screen vendors more effectively, and ultimately receive a better product or solution for less money.

RFP 19-20-25, Data Networking Services – District Wide – E-Rate Fiscal Year 23 (2020-2021) was published in the Inland Valley Daily Bulletin on November 7, 2019, and November 14, 2019. Proposals were opened at 3:00 p.m. on December 12, 2019. The three companies submitting proposals to be considered were Crown Castle Fiber, Frontier Communications Corporation, and Charter Communications Operating LLC.

The basic scope of work for this RFP includes data networking services to schools, administrative facilities, non-instructional facilities, and to the Internet through Chaffey Joint Union High School Districts K12HSN (K12 High Speed Network).

The criteria used to evaluate the RFP's were cost of eligible products and services, 35%; solution, 25%; experience, 15%; experience with CVUSD, 10%; responsiveness to RFP 5%; and references of project of similar size and scope, 10%.

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

## **RECOMMENDATION**

It is recommended the Board of Education award RFP 19-20-25, Data Networking Services – District Wide – E-Rate Fiscal Year 23 (2020-2021) to Charter Communications Operating LLC.

## **FISCAL IMPACT**

\$1,058,580.00 to General Fund 01.

NE:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: ADDITIONAL FACILITIES USE FEE SCHEDULE CATEGORY, TENNIS COURTS (NO LIGHTS) AND CORRESPONDING RATES**

=====

**BACKGROUND**

On July 18, 2019, the Board of Education approved a revised fee schedule for the use of District facilities. It was brought to the attention of the District that an additional category of Tennis Courts (no lights) would better serve the District and community so as user groups utilizing the tennis courts during daylight hours would not be charged the same rate as those using lighted tennis courts during nighttime hours.

FACILITIES CATEGORY	PROPOSED RATES	
	DIRECT COST HOURLY	FAIR RENTAL HOURLY
TENNIS COURTS (NO LIGHTS)	\$20	\$30

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Additional Facilities Use Fee Schedule Category, Tennis Courts (No Lights) and Corresponding Rates.

**FISCAL IMPACT**

Unknown General Fund Cost Offset.

NE:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

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

NE:RR:FA:IB:mcm

**CERTIFICATED PERSONNEL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2019/2020 SCHOOL YEAR</u></b>			
BEYER, Cynthia	English Teacher	Ramona JHS	01/17/2020
CHAN, Elizabeth	Speech Language Pathologist	Special Education	01/17/2020

**APPOINTMENT - EXTRA DUTY**

DAWSON, Cynthia	Jr. High AVID Advisor	Ramona JHS	01/06/2020
LIANG, Meng (NBM)	Boys Basketball (GF)	Townsend JHS	01/17/2020
ALLEN, Stephanie	Competitive Cheer (B)	Ayala HS	01/17/2020
HARRIGAN-COTA, Daniel (NBM)	Cross Country (B)	Ayala HS	01/17/2020
HARRIGAN-COTA, Daniel (NBM)	Track & Field (B)	Ayala HS	01/17/2020
ST. ESTEBEN, Michael (NBM)	Baseball (B)	Chino HS	01/17/2020
CRONKITE, Joshua (NBM)	Football (B)	Chino Hills HS	01/17/2020
FANNING, Ashley (NBM)	Color Guard (B)	Chino Hills HS	01/17/2020
FOX, Jason (NBM)	Baseball (B)	Chino Hills HS	01/17/2020
LANDEROS, Adrian (NBM)	Boys Soccer (B)	Chino Hills HS	01/17/2020
TRAN, Cesar	Track & Field (B)	Chino Hills HS	01/17/2020
ARAMBULA, Lindsay (NBM)	Boys Tennis (GF)	Don Lugo HS	01/17/2020
COOPER, Derreck (NBM)	Wrestling (GF)	Don Lugo HS	01/17/2020
MONROE, Jonathan (NBM)	Softball (B)	Don Lugo HS	01/17/2020
TOTAL:			\$7,433.00

**APPOINTMENT - EXTRA DUTY - ACTIVITIES**

DAWSON, Cynthia	Jr. High AVID Advisor	Ramona JHS	12/19/2019
KEUROGHELIAN, Shant	Assistant Band Director	Ayala HS	08/12/2019
YEH, Wei	Coach of Academic Comp.	Ayala HS	08/12/2019
TOTAL:			\$624.96

**DELETE - EXTRA DUTY - ACTIVITIES**

CHUNG, Stephanie	Jr. High AVID Advisor	Ramona JHS	12/19/2019
TOTAL:			\$-624.96

**APPOINTMENT- EXTRA DUTY - DEPARTMENT CHAIR**

SALAZAR, Matthew	2-3 Grade Level Chair	Liberty ES	08/26/2019
TOTAL			\$892.50

**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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**DELETE - APPOINTMENT- EXTRA DUTY – DEPARTMENT CHAIR**

BUSS, Tracy	2-3 Grade Level Chair	Liberty ES	08/26/2019
		TOTAL	\$-892.50

**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2019, THROUGH  
JUNE 30, 2020**

ARIAS, Kirsten	AUSTIN, Erica	AYERS, Melissa
BANDAK, Jomana	BEYER, Micah	BUENROSTRO, Gabriel
CABRERA, Charmia	CARRILLO, Justine	CEBALLOS II, Marcus
CHANG, Ellen	DAVIS, Brianna	FRANCO, Melody
GRAHAM, Kelsey	GRAVETT, Summer	HARRIGAN COTA, Daniel
KENDRICK, Stephanie	LOZA, Trevin	MARTINEZ, Sarah
MCKITRICK, Michael	MCMANUS, Rona	MEJIA, Malinda
MICHALSEN, Kara	MONCAYO, Andrew	OLMOS, Veronica
PANTOJA PENA, Viviana	RASMUSSEN, Lauren	TAYLOR, Yvette
TORRES, Sarah	TRANTOW, Ian	VENEGAS, Vanessa
YOUNG, Alyssa		

**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 SALARY SCHEDULE****APPOINTMENT**

KAULULAAU, Deanna	Playground Supervisor (GF)	Borba ES	01/17/2020
HAHM, Wendy	Playground Supervisor (GF)	Rolling Ridge ES	01/17/2020
HOBBS, Tammy	IA/Special Education/SH (SELPAS/GF)	Ayala HS	01/17/2020
MELO, Vanessa	Payroll Clerk III (GF)	Business Services	01/17/2020

**PROMOTION**

ALARCON, Yolanda	FROM: Nutrition Services Assistant I (NS) 3 hrs./181 work days TO: Nutrition Services Assistant II (NS) 2 hrs./181 work days	Butterfield Ranch ES  Chino Hills HS	01/17/2020
PEREZ, Colleen	FROM: IA/Childhood Ed. (CDF) 3.8 hrs./180 work days TO: Typist Clerk I (GF) 8 hrs./201 work days	Dickey SOAR  Chino Hills HS	01/17/2020

**CHANGE OF ASSIGNMENT**

VALDEZ, Gloria	FROM: Playground Supervisor (GF) 1.5 hrs./180 work days TO: Nutrition Services Assistant I (NS) 3 hrs./181 work days	Dickson ES  Marshall ES	01/17/2020
SCHMALTZ, Holly	FROM: Nutrition Services Manager I (NS) 3.75 hrs./183 work days TO: Nutrition Services Manager I (NS) 6 hrs./183 work days	Oak Ridge ES  Glenmeade ES	01/17/2020
MEDRANO, Jasmine	FROM: IA/Special Ed. (SELPAS/GF) 3.5 hrs./181 work days TO: IA/Childhood Ed. (CDF) 3.6 hrs./180 work days	Magnolia JHS  Rolling Ridge FC	01/17/2020
BHASIN, Ramandeep	FROM: IA/Special Ed. (SELPAS/GF) 3.5 hrs./181 work days TO: IA/Special Ed. (SELPAS/GF) 5 hrs./181 work days	Ayala HS  Ayala HS	01/17/2020



**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** (cont.)

MARTINEZ, Martha	FROM: Career Center Guidance Technician (GF) 4 hrs./187 work days	Buena Vista HS	01/17/2020
	TO: Career Center Guidance Technician (GF) 6 hrs./187 work days	Chino HS	

**PERSONAL LEAVE OF ABSENCE**

JERRETT, Barbara	Secondary Library/Media Center Assistant (GF)	Briggs K-8	01/02/2020 through 05/01/2020
GONZALEZ, Cosme	Bus Driver (GF)	Transportation	01/13/2020 through 02/13/2020

**PLACED ON 39 MONTH RE-EMPLOYMENT LIST**

WALDT, Patricia	Custodian II (GF)	Magnolia JHS	12/16/2019
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**RE-HIRE FROM 39 MONTH RE-EMPLOYMENT LIST**

WALDT, Patricia	Custodian II (GF)	Magnolia JHS	01/06/2020
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**RELEASE OF PROBATIONARY EMPLOYEE WITHOUT PREJUDICE**

Employee 27401			01/07/2020
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**RESIGNATION**

CASTILLO, Raamses	Elementary Library/Media Center Assistant (C)	Borba ES	12/20/2019
MEDINA, Veronica	Nutrition Services Assistant I (NS)	Liberty ES	12/31/2019
RODRIGUEZ, Nicole	IA/Special Education/SH	Walnut ES	01/21/2020
YOON, Stephanie	Playground Supervisor (GF)	Cal Aero K-8	12/12/2019
KING, Brandon	Playground Supervisor (GF)	Townsend JHS	12/06/2019
FILIO, Jedd Jari	Technology Technician (GF)	Technology	12/25/2019
ALDAMA, Yesenia	Bus Driver (GF)	Transportation	12/20/2019

**RETIREMENT**

MENENDEZ, Mario (12 Years of Service)	Custodian I (GF)	Glenmeade ES	02/25/2020
RODRIGUEZ, Jesse (33 Years of Service)	Mechanic II (GF)	Transportation	12/31/2019

**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 SHORT TERM EMPLOYEES EFFECTIVE OCTOBER 1, 2019, THROUGH DECEMBER 31, 2019**

DE LA TORRE, Roxana	IA/Special Education/Collab.	Oak Ridge ES	
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**APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JANUARY 1, 2020, THROUGH MARCH 31, 2020**

DE LA TORRE, Roxana	IA/Special Education/Collab.	Oak Ridge ES
TOOLE, Cailee	IA/Special Education/SH	Woodcrest JHS
GUZMAN, Christina	IA/Special Education/SH	Don Lugo HS

**APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2019, THROUGH JUNE 30, 2020**

CARDONA, Yolanda	FELIX, Gabriel	GARIBAY, Victoria
GEETER, Joshua	JERRY, Jordan	KAMMER, Sarah
OSORIO, Elias	PICKETT, Deanne	REGALADO, Johanna
RODRIGUEZ, Matthew	VIERNES, Elvis	

(504)	= Federal Law for Individuals with Handicaps
(ACE)	= Ace Driving School
(ADLTCALW)	= Adult Cal Works
(ABG)	= Adult Education Block Grant
(ASB)	= Associated Student Body
(ASF)	= Adult School Funded
(ATE)	= Alternative to Expulsion
(B)	= Booster Club
(BTSA)	= Beginning Teacher Support & Assessment
(C)	= Categorically Funded
(CAHSEE)	= California High School Exit Exam
(CC)	= Children's Center (Marshall)
(CDF)	= Child Development Fund
(CSR)	= Class Size Reduction
(CVLA)	= Chino Valley Learning Academy
(CWY)	= Cal Works Youth
(E-rate)	= Discount Reimbursements for Telecom.
(ESLC)	= ESL/Citizenship – Adult Education
(FRC)	= Family Resource Center - TYKES
(G)	= Grant Funded
(GF)	= General Fund
(HBE)	= Home Base Education

(HEG)	= Homeless Children Ed Grant
(MM)	= Measure M – Fund 21
(MAA)	= Medi-Cal Administrative Activities
(MCB)	= Medi-Cal Billing Option
(MH)	= Mental Health – Special Ed.
(NBM)	= Non-Bargaining Member
(ND)	= Neglected and Delinquent
(NS)	= Nutrition Services Budget
(OPPR)	= Opportunity Program
(PFA)	= Parent Faculty Association
(R)	= Restricted
(ROP)	= Regional Occupation Program
(SAT)	= Saturday School
(SB813)	= Medi-Cal Admin. Activities Entity Fund
(SELPA)	= Special Education Local Plan Area
(SOAR)	= Students on a Rise
(SPEC)	= Spectrum Schools
(SS)	= Summer School
(SWAS)	= School within a School
(VA)	= Virtual Academy
(WIA)	= Workforce Investment Act

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: NEW JOB DESCRIPTIONS FOR ELECTRONICS  
COMMUNICATION SYSTEMS TECHNICIAN; ELECTRONICS  
DISPLAY SYSTEMS TECHNICIAN; ELECTRONICS SECURITY  
SYSTEMS TECHNICIAN; AND REVISION OF JOB DESCRIPTION  
FOR LEAD ELECTRONICS TECHNICIAN**

=====

**BACKGROUND**

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

The proposed new job descriptions for Electronics Communication Systems Technician, Electronics Display Systems Technician, and Electronics Security Systems Technician have been created to meet current industry demand and ensure that each position delineates and focuses on the specific needs of the Maintenance, Operations, and Construction Department. The Electronics Technician II shall be abolished.

Additionally, the Lead Electronics Technician job description is being updated to reflect the relationship to the new positions as well as the increased responsibility and associated duties.

The District has consulted with the California School Employees Association as required.

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

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

## **RECOMMENDATION**

It is recommended the Board of Education:

- a) Approve the new job description for Electronics Communication Systems Technician;
- b) Authorize the creation of an Electronics Communication Systems Technician position;
- c) Approve the new job description for Electronics Display Systems Technician;
- d) Authorize the creation of an Electronics Display Systems Technician position;
- e) Approve the new job description for Electronics Security Systems Technician;
- f) Authorize the creation of an Electronics Security Systems Technician position; and
- g) Approve the revisions to the job description for Lead Electronics Technician.

## **FISCAL IMPACT**

There are additional fiscal impacts for salary inclusive of mandatory benefits to the General Fund of \$5,020.00 for the Electronics Communication Systems Technician position, \$5,020.00 for the Electronics Display Systems Technician position, \$5,020.00 for the Electronics Security Systems Technician, and \$10,967.00 for the Lead Electronics Technician.

NE:RR:FA:IB:mcm

**ELECTRONICS COMMUNICATION SYSTEMS TECHNICIAN**

**DEFINITION**

UNDER GENERAL SUPERVISION OF THE DIRECTOR OF MAINTENANCE, OPERATIONS, AND CONSTRUCTION DEPARTMENT, PERFORMS HIGHLY SKILLED REPAIRS OF A WIDE VARIETY OF ELECTRO-MECHANICAL AND ELECTRONIC SYSTEMS; MAINTAINS DISTRICT INSTALLATION INVENTORY AND REPAIR RECORDS AS ASSIGNED; PERFORMS RELATED DUTIES AS REQUIRED.

**DISTINGUISHING CHARACTERISTICS**

THIS POSITION IS CHARACTERIZED BY THE RESPONSIBILITY TO PERFORM HIGHLY SKILLED INSTALLATION, SERVICING AND REPAIRS OF DISTRICT ELECTRONIC EQUIPMENT IN THE AREAS OF PROGRAMING PHONES, VOICE OVER IP, VOICEMAIL, AND RADIOS, WORKING KNOWLEDGE OF THE INSTALLATION, SERVICING AND REPAIRING OF CLOCKS, TIMERS, FIRE ALARMS, BELLS, INTERCOM SYSTEMS, ABLE TO ASSIST WITH ELECTRONIC KEYLESS ACCESS REPAIRS, SECURITY CAMERAS, SECURITY ALARMS, MARQUEES, SOUND SYSTEMS, AND STAGE LIGHTING CONTROL SYSTEMS, TELEPHONE SYSTEMS, TELEPHONE EQUIPMENT, LOW VOLTAGE/ELECTRONIC DATA TERMINALS, TWO-WAY RADIOS, ETC. ASSIGNMENTS MAY BE MADE IN EITHER SPECIALTY DEPENDING ON DISTRICT REQUIREMENTS AND/OR THE INCUMBENT'S EXPERIENCE.

**OCCUPATIONAL GROUP**

CLASSIFIED (CRAFTS, LABOR, TRADES)

**EXAMPLES OF DUTIES**

1. USES COMPLEX TEST EQUIPMENT TO TROUBLESHOOT AND REPAIR ELECTRONIC EQUIPMENT. (E)
2. ASSISTS WITH CONSTRUCTABILITY REVIEWS OF ALL DISTRICT PROJECT DRAWINGS AND SPEC BOOKS, DEVELOPMENT OF DISTRICT SPECS FOR FIRE ALARM, INTERCOM, BELL, SECURITY ALARM, SECURITY CAMERA SYSTEMS, MARQUEES, AND SCOREBOARDS, AND PARTICIPATES IN REGULAR CONSTRUCTION PROJECT VISITS AS WELL AS PROJECT PUNCH LIST AND JOB WALKS. (E)
3. INSTALLS, MAINTAINS AND REPAIRS ALL MASTER AND SECONDARY CLOCKS THROUGHOUT THE DISTRICT.

4. PROGRAMS CHANGES TO BELL SCHEDULES FOR ALL SCHOOLS.
5. MAINTAINS, AND REPAIRS TWO-WAY RADIOS PAGERS, BUS RADIOS AND PUBLIC ADDRESS EQUIPMENT, AND PERIPHERALS, TELEPHONE SYSTEMS, AND NECESSARY EQUIPMENT. **(E)**
6. MAINTAINS AND REPAIRS INTERCOM SYSTEMS, CONTROL CIRCUITRY, PATHWAY AND PERIPHERALS, AND NECESSARY EQUIPMENT.
7. MAINTAINS AND REPAIRS ALL FIRE ALARM AND DETECTION SYSTEMS, EMERGENCY POWER SYSTEMS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
8. MAINTAINS AND REPAIRS STAGE LIGHTING CONTROL SYSTEMS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
9. MAINTAINS AND REPAIRS PUBLIC ADDRESS SYSTEMS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
10. MAINTAINS AND REPAIRS SCOREBOARDS, MARQUEES, TIMERS AND CONTROLLERS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
11. MAINTAINS AND REPAIRS SECURITY CAMERAS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
12. MAINTAINS AND REPAIRS SECURITY ALARM SYSTEMS, CONTROL CIRCUITRY, PATHWAY AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
13. MAINTAINS AND REPAIRS KEYLESS ACCESS COMMUNICATION DEVICES, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
14. MAINTAINS TELEPHONE LINES AND PATHWAYS, AS NECESSARY. **(E)**
15. ASSISTS OTHER MAINTENANCE PERSONNEL WITH ELECTRONIC CONTROL PROBLEMS AND SUPERVISES THE WORK OF HELPERS. **(E)**
16. RECOMMENDS WHEN OUTSIDE VENDOR REPAIR MAY BE NECESSARY, TRACKS SUCH REPAIRS; REVIEWS CONTRACTORS' COMPLIANCE WITH DISTRICT SPECIFICATIONS AND EVALUATES INSTALLATION OF NEW EQUIPMENT. **(E)**
17. DETERMINES AND IMPLEMENTS SERVICE AIDS AND CIRCUITS NEEDED FOR REPAIRS OR SPECIAL NEEDS. **(E)**

18. MAINTAINS INVENTORY OF FREQUENTLY USED PARTS. **(E)**
19. MAKES RECOMMENDATIONS FOR REPAIR TO OR REPLACEMENT OF DEFECTIVE OR WORN ELECTRONIC EQUIPMENT; ESTABLISHES A REPAIR SCHEDULE FOR EXISTING EQUIPMENT. **(E)**
20. SETS UP AND MONITORS PUBLIC ADDRESS SYSTEMS FOR USE AT DISTRICT SITES, WHICH MAY INCLUDE AFTER HOURS WORK FOR SCHEDULED STUDENT ACTIVITIES. **(E)**
21. MAINTAINS A VARIETY OF RECORDS FOR USE BY THE DEPARTMENT, WHICH INCLUDES DATA SUCH AS LOCATION AND REPAIR OF SPECIFIC ELECTRONIC EQUIPMENT. **(E)**
22. RESPONDS TO FIRE AND DISASTER ALARMS, PARTICIPATES IN SCHEDULED DISTRICT SITE INSPECTIONS BY THE ASSIGNED FIRE MARSHALL. MAKES NOTE OF ALL DEFICIENCIES CITED IN FACILITY'S FIRE ALARM CONTROL PANEL AND ALARM SYSTEM AND CORRECTS DEFICIENCIES PRIOR TO RE-INSPECTION.
23. PROVIDES VACATION AND TEMPORARY RELIEF AS REQUIRED AND PERFORMS OTHER RELATED DUTIES AS ASSIGNED.
24. DRIVES DISTRICT VEHICLES IN THE PERFORMANCE OF DUTIES. **(E)**

**(E)** = ESSENTIAL FUNCTIONS

### **MINIMUM REQUIREMENTS**

#### **CONSIDERABLE KNOWLEDGE OF:**

- METHODS, TOOLS, MATERIALS, PROCEDURES AND EQUIPMENT USED IN THE INSTALLATION, MAINTENANCE AND REPAIR OF ELECTRO-MECHANICAL AND ELECTRONIC SYSTEMS AND COMPONENTS;
- APPROPRIATE SAFETY PRECAUTIONS AND PROCEDURES OF ELECTRONIC AND MECHANICAL WORK; AND
- NEW DEVELOPMENTS IN THE AREA OF RESPONSIBILITY.

#### **GOOD KNOWLEDGE OF:**

- ELECTRONIC TECHNOLOGY; AND
- PRINCIPLES OF ORGANIZATION, SUPERVISION AND TRAINING.

#### **ABILITY TO:**

- AVAILABILITY AND COST OF REPLACEMENT PARTS;
- FEDERAL COMMUNICATION COMMISSION LAWS, RULES AND REGULATIONS

- RELATING TO TELECOMMUNICATIONS;
- BE A SELF-STARTER AND WORK INDEPENDENTLY WITH MINIMUM SUPERVISION;
  - INSTALL, REPLACE AND REPAIR ALL TYPES OF ELECTRO-MECHANICAL AND ELECTRONIC SYSTEMS;
  - SKILLFULLY USE SPECIALIZED ELECTRONIC TESTING, REPAIR EQUIPMENT AND TOOLS;
  - DISTINGUISH COLOR CODING OF ELECTRONIC COMPONENTS;
  - READ AND INTERPRET TECHNICAL SPECIFICATIONS AND WORK FROM CIRCUIT DIAGRAMS;
  - DIAGNOSE ELECTRONIC AND COMMUNICATION SYSTEM PROBLEMS AND DETERMINE WHAT REPAIRS ARE NEEDED;
  - DESIGN AND BUILD ELECTRONIC CIRCUITS;
  - LEARN NEW REPAIR METHODS AND PROCEDURES AS NEEDED;
  - RESPOND TO EMERGENCY CALLS OUTSIDE OF REGULAR WORK HOURS;
  - RECOGNIZE AND REPAIR MINOR PROBLEMS IN EQUIPMENT BEFORE THEY BECOME MAJOR PROBLEMS;
  - MAINTAIN SIMPLE RECORDS;
  - GIVE INFORMATIVE INSTRUCTION ON EQUIPMENT CARE AND OPERATION;
  - UNDERSTAND AND CARRY OUT ORAL AND WRITTEN DIRECTIONS;
  - ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK; AND
  - WORK UNDERGROUND IN TRENCHES, PITS, VAULTS, ETC., AND AT HIGH LEVELS ABOVE GROUND SUCH AS ON ROOFS, SCAFFOLDS, LADDERS AND OTHER ELEVATED EQUIPMENT.

### **WORKING CONDITIONS**

- REPAIR SHOP AND OUTSIDE ENVIRONMENTS; AND
- SUBJECT TO DRIVING A VEHICLE TO CONDUCT WORK.

### **PHYSICAL ABILITIES**

- DEXTERITY OF HANDS AND FINGERS TO OPERATE A VARIETY OF ELECTRONIC TESTING EQUIPMENT AND MEASURING DEVICES AND OFFICE MACHINES;
- HEARING AND SPEAKING TO EXCHANGE INFORMATION;
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY;
- BENDING AT THE WAIST; AND
- CARRYING, PUSHING OR PULLING AUDIO-VISUAL AND OFFICE EQUIPMENT.

### **HAZARDS**

- EXPOSURE TO ELECTRICAL POWER SUPPLY AND HIGH VOLTAGE.



## **EXPERIENCE**

TWO YEARS OF SKILLED EXPERIENCE IN THE MAINTENANCE AND REPAIR OF ELECTRICAL, ELECTRO- MECHANICAL AND/OR ELECTRONIC EQUIPMENT RELATED TO THOSE LISTED IN THE DISTINGUISHED CHARACTERISTICS AND EXAMPLE OF JOB DUTIES. SPECIALIZED TRAINING IN THE ELECTRONIC FIELD MAY BE SUBSTITUTED FOR UP TO ONE YEAR OF THE REQUIRED EXPERIENCE ON A STRAIGHT TIME BASIS.

## **EDUCATION**

EDUCATION THAT WOULD DEMONSTRATE THE ABILITY TO FULFILL THE DUTIES OF THE POSITION AS EXAMPLED ABOVE.

## **ADDITIONAL REQUIREMENT**

MUST POSSESS OR OBTAIN PRIOR TO APPOINTMENT, A VALID CALIFORNIA VEHICLE OPERATOR'S LICENSE. MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY.

APPROVED:

**ELECTRONICS DISPLAY SYSTEMS TECHNICIAN**

**DEFINITION**

UNDER GENERAL SUPERVISION OF THE DIRECTOR OF MAINTENANCE, OPERATIONS, AND CONSTRUCTION DEPARTMENT, PERFORMS HIGHLY SKILLED REPAIRS OF A WIDE VARIETY OF ELECTRO-MECHANICAL AND ELECTRONIC SYSTEMS; MAINTAINS DISTRICT INSTALLATION INVENTORY AND REPAIR RECORDS AS ASSIGNED; PERFORMS RELATED DUTIES AS REQUIRED.

**DISTINGUISHING CHARACTERISTICS**

THIS POSITION IS CHARACTERIZED BY THE RESPONSIBILITY TO PERFORM HIGHLY SKILLED INSTALLATION, SERVICING AND REPAIRS OF DISTRICT ELECTRONIC EQUIPMENT IN THE AREAS OF FIRE, LIGHTING, SOUND, MARQUEES/SCORE BOARD SYSTEMS. WORKING KNOWLEDGE OF THE INSTALLATION, SERVICING AND REPAIRING OF CLOCKS, TIMERS, FIRE ALARMS, BELLS, INTERCOM SYSTEMS, ABLE TO ASSIST WITH ELECTRONIC KEYLESS ACCESS REPAIRS, SECURITY CAMERAS, SECURITY ALARMS, MARQUEES, SOUND SYSTEMS, STAGE LIGHTING CONTROL SYSTEMS, TELEPHONE SYSTEMS, TELEPHONE EQUIPMENT, LOW VOLTAGE/ELECTRONIC DATA TERMINALS, TWO-WAY RADIOS, ETC. ASSIGNMENTS MAY BE MADE IN EITHER SPECIALTY DEPENDING ON DISTRICT REQUIREMENTS AND/OR THE INCUMBENT'S EXPERIENCE.

**OCCUPATIONAL GROUP**

CLASSIFIED (CRAFTS, LABOR, TRADES)

**EXAMPLES OF DUTIES**

1. USES COMPLEX TEST EQUIPMENT TO TROUBLESHOOT AND REPAIR ELECTRONIC EQUIPMENT. (E)
2. ASSISTS WITH CONSTRUCTABILITY REVIEWS OF ALL DISTRICT PROJECT DRAWINGS AND SPEC BOOKS, DEVELOPMENT OF DISTRICT SPECS FOR FIRE ALARM, INTERCOM, BELL, SECURITY ALARM, SECURITY CAMERA SYSTEMS, MARQUEES, AND SCOREBOARDS, AND PARTICIPATES IN REGULAR CONSTRUCTION PROJECT VISITS AS WELL AS PROJECT PUNCH LIST AND JOB WALKS. (E)
3. MAINTAINS AND REPAIRS ALL MASTER AND SECONDARY CLOCKS THROUGHOUT THE DISTRICT. (E)
4. PROGRAMS CHANGES TO BELL SCHEDULES FOR ALL SCHOOLS.

5. MAINTAINS, AND REPAIRS TWO-WAY RADIOS PAGERS, BUS RADIOS AND PUBLIC ADDRESS EQUIPMENT, AND PERIPHERALS, TELEPHONE SYSTEMS, AND NECESSARY EQUIPMENT.
6. MAINTAINS AND REPAIRS INTERCOM SYSTEMS, CONTROL CIRCUITRY, PATHWAY AND PERIPHERALS, AND NECESSARY EQUIPMENT.
7. MAINTAINS AND REPAIRS ALL FIRE ALARM AND DETECTION SYSTEMS, EMERGENCY POWER SYSTEMS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
8. MAINTAINS AND REPAIRS STAGE LIGHTING CONTROL SYSTEMS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
9. MAINTAINS AND REPAIRS PUBLIC ADDRESS SYSTEMS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
10. MAINTAINS AND REPAIRS SCOREBOARDS, MARQUEES, TIMERS AND CONTROLLERS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
11. MAINTAINS AND REPAIRS SECURITY CAMERAS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
12. MAINTAINS AND REPAIRS SECURITY ALARM SYSTEMS, CONTROL CIRCUITRY, PATHWAY AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
13. MAINTAINS AND REPAIRS KEYLESS ACCESS COMMUNICATION DEVICES, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
14. MAINTAINS TELEPHONE LINES AND PATHWAYS, AS NECESSARY. **(E)**
15. ASSISTS OTHER MAINTENANCE PERSONNEL WITH ELECTRONIC CONTROL PROBLEMS AND SUPERVISES THE WORK OF HELPERS. **(E)**
16. RECOMMENDS WHEN OUTSIDE VENDOR REPAIR MAY BE NECESSARY, TRACKS SUCH REPAIRS; REVIEWS CONTRACTORS' COMPLIANCE WITH DISTRICT SPECIFICATIONS AND EVALUATES INSTALLATION OF NEW EQUIPMENT. **(E)**
17. DETERMINES AND IMPLEMENTS SERVICE AIDS AND CIRCUITS NEEDED FOR REPAIRS OR SPECIAL NEEDS. **(E)**
18. MAINTAINS INVENTORY OF FREQUENTLY USED PARTS. **(E)**

19. MAKES RECOMMENDATIONS FOR REPAIR TO OR REPLACEMENT OF DEFECTIVE OR WORN ELECTRONIC EQUIPMENT; ESTABLISHES A REPAIR SCHEDULE FOR EXISTING EQUIPMENT. **(E)**
20. SETS UP AND MONITORS PUBLIC ADDRESS SYSTEMS FOR USE AT DISTRICT SITES, WHICH MAY INCLUDE AFTER HOURS WORK FOR SCHEDULED STUDENT ACTIVITIES. **(E)**
21. MAINTAINS A VARIETY OF RECORDS FOR USE BY THE DEPARTMENT, WHICH INCLUDES DATA SUCH AS LOCATION AND REPAIR OF SPECIFIC ELECTRONIC EQUIPMENT. **(E)**
22. RESPONDS TO FIRE AND DISASTER ALARMS, PARTICIPATES IN SCHEDULED DISTRICT SITE INSPECTIONS BY THE ASSIGNED FIRE MARSHALL. MAKES NOTE OF ALL DEFICIENCIES CITED IN FACILITY'S FIRE ALARM CONTROL PANEL AND ALARM SYSTEM AND CORRECTS DEFICIENCIES PRIOR TO RE-INSPECTION. **(E)**
23. PROVIDES VACATION AND TEMPORARY RELIEF AS REQUIRED AND PERFORMS OTHER RELATED DUTIES AS ASSIGNED.
24. DRIVES DISTRICT VEHICLES IN THE PERFORMANCE OF DUTIES. **(E)**

**(E)** = ESSENTIAL FUNCTIONS

### **MINIMUM REQUIREMENTS**

#### **CONSIDERABLE KNOWLEDGE OF:**

- METHODS, TOOLS, MATERIALS, PROCEDURES AND EQUIPMENT USED IN THE INSTALLATION, MAINTENANCE AND REPAIR OF ELECTRO-MECHANICAL AND ELECTRONIC SYSTEMS AND COMPONENTS;
- APPROPRIATE SAFETY PRECAUTIONS AND PROCEDURES OF ELECTRONIC AND MECHANICAL WORK; AND
- NEW DEVELOPMENTS IN THE AREA OF RESPONSIBILITY.

#### **GOOD KNOWLEDGE OF:**

- ELECTRONIC TECHNOLOGY; AND
- PRINCIPLES OF ORGANIZATION, SUPERVISION AND TRAINING.

#### **ABILITY TO:**

- AVAILABILITY AND COST OF REPLACEMENT PARTS;
- FEDERAL COMMUNICATION COMMISSION LAWS, RULES AND REGULATIONS RELATING TO TELECOMMUNICATIONS;
- BE A SELF-STARTER AND WORK INDEPENDENTLY WITH MINIMUM

#### **SUPERVISION;**

- INSTALL, REPLACE AND REPAIR ALL TYPES OF ELECTRO-MECHANICAL AND ELECTRONIC SYSTEMS;
- SKILLFULLY USE SPECIALIZED ELECTRONIC TESTING, REPAIR EQUIPMENT AND TOOLS;
- DISTINGUISH COLOR CODING OF ELECTRONIC COMPONENTS;
- READ AND INTERPRET TECHNICAL SPECIFICATIONS AND WORK FROM CIRCUIT DIAGRAMS;
- DIAGNOSE ELECTRONIC AND COMMUNICATION SYSTEM PROBLEMS AND DETERMINE WHAT REPAIRS ARE NEEDED;
- DESIGN AND BUILD ELECTRONIC CIRCUITS;
- LEARN NEW REPAIR METHODS AND PROCEDURES AS NEEDED;
- RESPOND TO EMERGENCY CALLS OUTSIDE OF REGULAR WORK HOURS;
- RECOGNIZE AND REPAIR MINOR PROBLEMS IN EQUIPMENT BEFORE THEY BECOME MAJOR PROBLEMS;
- MAINTAIN SIMPLE RECORDS;
- GIVE INFORMATIVE INSTRUCTION ON EQUIPMENT CARE AND OPERATION;
- UNDERSTAND AND CARRY OUT ORAL AND WRITTEN DIRECTIONS;
- ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK; AND
- WORK UNDERGROUND IN TRENCHES, PITS, VAULTS, ETC., AND AT HIGH LEVELS ABOVE GROUND SUCH AS ON ROOFS, SCAFFOLDS, LADDERS AND OTHER ELEVATED EQUIPMENT.

#### **WORKING CONDITIONS**

- REPAIR SHOP AND OUTSIDE ENVIRONMENTS; AND
- SUBJECT TO DRIVING A VEHICLE TO CONDUCT WORK.

#### **PHYSICAL ABILITIES**

- DEXTERITY OF HANDS AND FINGERS TO OPERATE A VARIETY OF ELECTRONIC TESTING EQUIPMENT AND MEASURING DEVICES AND OFFICE MACHINES;
- HEARING AND SPEAKING TO EXCHANGE INFORMATION;
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY;
- BENDING AT THE WAIST; AND
- CARRYING, PUSHING OR PULLING AUDIO-VISUAL AND OFFICE EQUIPMENT.

#### **HAZARDS**

- EXPOSURE TO ELECTRICAL POWER SUPPLY AND HIGH VOLTAGE.

#### **EXPERIENCE**

TWO YEARS OF SKILLED EXPERIENCE IN THE MAINTENANCE AND REPAIR OF ELECTRICAL, ELECTRO- MECHANICAL AND/OR ELECTRONIC EQUIPMENT RELATED TO THOSE LISTED IN THE DISTINGUISHED CHARACTERISTICS AND

EXAMPLE OF JOB DUTIES. SPECIALIZED TRAINING IN THE ELECTRONIC FIELD MAY BE SUBSTITUTED FOR UP TO ONE YEAR OF THE REQUIRED EXPERIENCE ON A STRAIGHT TIME BASIS.

### **EDUCATION**

EDUCATION THAT WOULD DEMONSTRATE THE ABILITY TO FULFILL THE DUTIES OF THE POSITION AS EXAMPLED ABOVE.

### **ADDITIONAL REQUIREMENT**

MUST POSSESS OR OBTAIN PRIOR TO APPOINTMENT, A VALID CALIFORNIA VEHICLE OPERATOR'S LICENSE. MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY.

APPROVED:

**ELECTRONICS SECURITY SYSTEMS TECHNICIAN**

**DEFINITION**

UNDER GENERAL SUPERVISION OF THE DIRECTOR OF MAINTENANCE, OPERATIONS, AND CONSTRUCTION DEPARTMENT, PERFORMS HIGHLY SKILLED REPAIRS OF A WIDE VARIETY OF ELECTRO-MECHANICAL AND ELECTRONIC SYSTEMS; MAINTAINS DISTRICT INSTALLATION INVENTORY AND REPAIR RECORDS AS ASSIGNED; PERFORMS RELATED DUTIES AS REQUIRED.

**DISTINGUISHING CHARACTERISTICS**

THIS POSITION IS CHARACTERIZED BY THE RESPONSIBILITY TO PERFORM HIGHLY SKILLED INSTALLATION, SERVICING AND REPAIRS OF DISTRICT ELECTRONIC EQUIPMENT IN THE AREAS OF CAMERAS, SECURITY ALARMS, INTERCOM, CLOCKS, WORKING KNOWLEDGE OF KEYLESS ACCESS. WORKING KNOWLEDGE OF THE INSTALLATION, SERVICING AND REPAIRING OF CLOCKS, TIMERS, FIRE ALARMS, BELLS, INTERCOM SYSTEMS, ABLE TO ASSIST WITH ELECTRONIC KEYLESS ACCESS REPAIRS, SECURITY CAMERAS, SECURITY ALARMS, MARQUEES, SOUND SYSTEMS, AND STAGE LIGHTING CONTROL SYSTEMS, TELEPHONE SYSTEMS, TELEPHONE EQUIPMENT, LOW VOLTAGE/ELECTRONIC DATA TERMINALS, TWO-WAY RADIOS, ETC. ASSIGNMENTS MAY BE MADE IN EITHER SPECIALTY DEPENDING ON DISTRICT REQUIREMENTS AND/OR THE INCUMBENT'S EXPERIENCE.

**OCCUPATIONAL GROUP**

CLASSIFIED (CRAFTS, LABOR, TRADES)

**EXAMPLES OF DUTIES**

1. USES COMPLEX TEST EQUIPMENT TO TROUBLESHOOT AND REPAIR ELECTRONIC EQUIPMENT. **(E)**
2. ASSISTS WITH CONSTRUCTABILITY REVIEWS OF ALL DISTRICT PROJECT DRAWINGS AND SPEC BOOKS, DEVELOPMENT OF DISTRICT SPECS FOR FIRE ALARM, INTERCOM, BELL, SECURITY ALARM SYSTEM, SECURITY CAMERA SYSTEMS, MARQUEES, AND SCOREBOARDS, AND PARTICIPATES IN REGULAR CONSTRUCTION PROJECT VISITS AS WELL AS PROJECT PUNCH LIST AND JOB WALKS. **(E)**
3. INSTALLS, MAINTAINS AND REPAIRS ALL MASTER AND SECONDARY CLOCKS THROUGHOUT THE DISTRICT. **(E)**

4. PROGRAMS CHANGES TO BELL SCHEDULES FOR ALL SCHOOLS. **(E)**
5. MAINTAINS AND REPAIRS TWO-WAY RADIOS PAGERS, BUS RADIOS AND PUBLIC ADDRESS EQUIPMENT, AND PERIPHERALS, TELEPHONE SYSTEMS, AND NECESSARY EQUIPMENT.
6. MAINTAINS AND REPAIRS INTERCOM SYSTEMS, CONTROL CIRCUITRY, PATHWAY AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
7. MAINTAINS AND REPAIRS ALL FIRE ALARM AND DETECTION SYSTEMS, EMERGENCY POWER SYSTEMS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
8. MAINTAINS AND REPAIRS STAGE LIGHTING CONTROL SYSTEMS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
9. MAINTAINS AND REPAIRS PUBLIC ADDRESS SYSTEMS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
10. MAINTAINS AND REPAIRS SCOREBOARDS, MARQUEES, TIMERS AND CONTROLLERS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
11. MAINTAINS AND REPAIRS SECURITY CAMERAS, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
12. MAINTAINS AND REPAIRS SECURITY ALARM SYSTEMS, CONTROL CIRCUITRY, PATHWAY AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
13. MAINTAINS AND REPAIRS KEYLESS ACCESS COMMUNICATION DEVICES, CONTROL CIRCUITRY, PATHWAYS AND PERIPHERALS, AND NECESSARY EQUIPMENT. **(E)**
14. MAINTAINS TELEPHONE LINES AND PATHWAYS, AS NECESSARY. **(E)**
15. ASSISTS OTHER MAINTENANCE PERSONNEL WITH ELECTRONIC CONTROL PROBLEMS AND SUPERVISES THE WORK OF HELPERS. **(E)**
16. RECOMMENDS WHEN OUTSIDE VENDOR REPAIR MAY BE NECESSARY, TRACKS SUCH REPAIRS; REVIEWS CONTRACTORS' COMPLIANCE WITH DISTRICT SPECIFICATIONS AND EVALUATES INSTALLATION OF NEW EQUIPMENT. **(E)**
17. DETERMINES AND IMPLEMENTS SERVICE AIDS AND CIRCUITS NEEDED FOR REPAIRS OR SPECIAL NEEDS. **(E)**



18. MAINTAINS INVENTORY OF FREQUENTLY USED PARTS. (E)
19. MAKES RECOMMENDATIONS FOR REPAIR TO OR REPLACEMENT OF DEFECTIVE OR WORN ELECTRONIC EQUIPMENT; ESTABLISHES A REPAIR SCHEDULE FOR EXISTING EQUIPMENT. (E)
20. SETS UP AND MONITORS PUBLIC ADDRESS SYSTEMS FOR USE AT DISTRICT SITES, WHICH MAY INCLUDE AFTER HOURS WORK FOR SCHEDULED STUDENT ACTIVITIES. (E)
21. MAINTAINS A VARIETY OF RECORDS FOR USE BY THE DEPARTMENT, WHICH INCLUDES DATA SUCH AS LOCATION AND REPAIR OF SPECIFIC ELECTRONIC EQUIPMENT. (E)
22. RESPONDS TO FIRE AND DISASTER ALARMS, PARTICIPATES IN SCHEDULED DISTRICT SITE INSPECTIONS BY THE ASSIGNED FIRE MARSHALL. MAKES NOTE OF ALL DEFICIENCIES CITED IN FACILITY'S FIRE ALARM CONTROL PANEL AND ALARM SYSTEM AND CORRECTS DEFICIENCIES PRIOR TO RE-INSPECTION.
23. PROVIDES VACATION AND TEMPORARY RELIEF AS REQUIRED AND PERFORMS OTHER RELATED DUTIES AS ASSIGNED.
24. DRIVES DISTRICT VEHICLES IN THE PERFORMANCE OF DUTIES. (E)

(E) = ESSENTIAL FUNCTIONS

### **MINIMUM REQUIREMENTS**

#### **CONSIDERABLE KNOWLEDGE OF:**

- METHODS, TOOLS, MATERIALS, PROCEDURES AND EQUIPMENT USED IN THE INSTALLATION, MAINTENANCE AND REPAIR OF ELECTRO-MECHANICAL AND ELECTRONIC SYSTEMS AND COMPONENTS;
- APPROPRIATE SAFETY PRECAUTIONS AND PROCEDURES OF ELECTRONIC AND MECHANICAL WORK; AND
- NEW DEVELOPMENTS IN THE AREA OF RESPONSIBILITY.

#### **GOOD KNOWLEDGE OF:**

- ELECTRONIC TECHNOLOGY;
- PRINCIPLES OF ORGANIZATION, SUPERVISION AND TRAINING.

#### **ABILITY TO:**

- AVAILABILITY AND COST OF REPLACEMENT PARTS;
- FEDERAL COMMUNICATION COMMISSION LAWS, RULES AND REGULATIONS

- RELATING TO TELECOMMUNICATIONS;
- BE A SELF-STARTER AND WORK INDEPENDENTLY WITH MINIMUM SUPERVISION;
  - INSTALL, REPLACE AND REPAIR ALL TYPES OF ELECTRO-MECHANICAL AND ELECTRONIC SYSTEMS;
  - SKILLFULLY USE SPECIALIZED ELECTRONIC TESTING, REPAIR EQUIPMENT AND TOOLS;
  - DISTINGUISH COLOR CODING OF ELECTRONIC COMPONENTS;
  - READ AND INTERPRET TECHNICAL SPECIFICATIONS AND WORK FROM CIRCUIT DIAGRAMS;
  - DIAGNOSE ELECTRONIC AND COMMUNICATION SYSTEM PROBLEMS AND DETERMINE WHAT REPAIRS ARE NEEDED;
  - DESIGN AND BUILD ELECTRONIC CIRCUITS;
  - LEARN NEW REPAIR METHODS AND PROCEDURES AS NEEDED;
  - RESPOND TO EMERGENCY CALLS OUTSIDE OF REGULAR WORK HOURS;
  - RECOGNIZE AND REPAIR MINOR PROBLEMS IN EQUIPMENT BEFORE THEY BECOME MAJOR PROBLEMS;
  - MAINTAIN SIMPLE RECORDS;
  - GIVE INFORMATIVE INSTRUCTION ON EQUIPMENT CARE AND OPERATION;
  - UNDERSTAND AND CARRY OUT ORAL AND WRITTEN DIRECTIONS;
  - ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK; AND
  - WORK UNDERGROUND IN TRENCHES, PITS, VAULTS, ETC., AND AT HIGH LEVELS ABOVE GROUND SUCH AS ON ROOFS, SCAFFOLDS, LADDERS AND OTHER ELEVATED EQUIPMENT.

### **WORKING CONDITIONS**

- REPAIR SHOP AND OUTSIDE ENVIRONMENTS; AND
- SUBJECT TO DRIVING A VEHICLE TO CONDUCT WORK.

### **PHYSICAL ABILITIES**

- DEXTERITY OF HANDS AND FINGERS TO OPERATE A VARIETY OF ELECTRONIC TESTING EQUIPMENT AND MEASURING DEVICES AND OFFICE MACHINES;
- HEARING AND SPEAKING TO EXCHANGE INFORMATION;
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY;
- BENDING AT THE WAIST; AND
- CARRYING, PUSHING OR PULLING AUDIO-VISUAL AND OFFICE EQUIPMENT.

### **HAZARDS**

- EXPOSURE TO ELECTRICAL POWER SUPPLY AND HIGH VOLTAGE.

## **EXPERIENCE**

TWO YEARS OF SKILLED EXPERIENCE IN THE MAINTENANCE AND REPAIR OF ELECTRICAL, ELECTRO- MECHANICAL AND/OR ELECTRONIC EQUIPMENT RELATED TO THOSE LISTED IN THE DISTINGUISHED CHARACTERISTICS AND EXAMPLE OF JOB DUTIES. SPECIALIZED TRAINING IN THE ELECTRONIC FIELD MAY BE SUBSTITUTED FOR UP TO ONE YEAR OF THE REQUIRED EXPERIENCE ON A STRAIGHT TIME BASIS.

## **EDUCATION**

EDUCATION THAT WOULD DEMONSTRATE THE ABILITY TO FULFILL THE DUTIES OF THE POSITION AS EXAMPLED ABOVE.

## **ADDITIONAL REQUIREMENT**

MUST POSSESS OR OBTAIN PRIOR TO APPOINTMENT, A VALID CALIFORNIA VEHICLE OPERATOR'S LICENSE. MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY.

APPROVED:

**LEAD ELECTRONICS TECHNICIAN****DEFINITION**

Under general supervision OF THE DIRECTOR OF MAINTENANCE, OPERATIONS, AND CONSTRUCTION, PROVIDES SUPPORT, ANALYSIS, AND INPUT IN THE DESIGN, IMPLEMENTATION, MODIFICATION AND MAINTENANCE OF DISTRICT LOW VOLTAGE/ELECTRONIC SYSTEMS. PRIORITIZES, assigns, AND supervises DAILY TASKS TO LOW VOLTAGE/ELECTRONIC SYSTEMS TECHNICIANS. Gives input for evaluations and checks the work of ~~journeyman~~ LOW VOLTAGE/ELECTRONIC SYSTEMS technicians and ~~helpers~~. Performs highly skilled repairs of a wide variety of electro-mechanical, and electronic, AUDIO-VISUAL, AND COMMUNICATION systems; maintains District installation inventory and repair records as assigned; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single position class characterized by the responsibility to coordinate and oversee the work of others assigned to ~~audio-visuals~~ LOW VOLTAGE/electronic SYSTEMS projects. The incumbent serves as an expert in this trade area. Performs a variety of District LOW VOLTAGE/electronic installations, servicing and repairs of a wide variety of District LOW VOLTAGE/electronic equipment. ~~There are two distinct~~ THE areas of responsibility; ARE: ~~one area includes, but is not limited to, area~~ the installation, servicing and repairing of clocks, timers, fire alarms, bells, intercom systems, ELECTRONIC KEYLESS ACCESS REPAIRS, SECURITY CAMERAS, SECURITY ALARMS, MARQUEES/SCOREBOARD SYSTEMS, SOUND SYSTEMS, STAGE LIGHTING CONTROL SYSTEMS, etc. ~~The other area of responsibility may include, but is not limited to, installations, servicing and repairing of EPBX PROGRAMING telephone systems, telephone equipment, LOW VOLTAGE/ELECTRONIC data terminals, two-way radios, etc. Assignments may be made in either specialty depending on District requirements and/or the incumbent's experience.~~

~~It is distinguished from the higher classification of Assistant Audio-Visual Electronic Manager in that the position in the latter class has the responsibility to supervise and coordinate all aspects of the audio-visual electronics group, and works at a higher concept level, coordinating the computerized control of complex communications such as the District telephone, energy management and security systems.~~

**OCCUPATIONAL GROUP**

Classified (~~Technical~~)(Crafts, Labor, Trades)

**EXAMPLES OF DUTIES**

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

1. Plans, lays out and supervises the construction, maintenance and repair of all types of LOW VOLTAGE/electronic equipment and systems. Supervises personnel assigned to those projects. (E)
2. Assigns and schedules work according to work orders; estimates type and amount of materials needed; orders materials and parts; coordinates work with site administrators and other personnel; determines methods to be utilized on jobs; makes rough sketches of projects. (E)

3. Uses ~~an oscilloscope and other~~ complex test equipment to troubleshoot and repair electronic equipment. **(E)**
4. Performs installation, maintenance and repairs to all master and secondary clocks throughout the District. **(E)**
5. Prepares, installs or programs changes to bell schedules for schools. **(E)**
6. Installs, maintains and repairs all fire alarm and detection systems, emergency power systems, control circuitry, intercom systems, electronic scoreboards, timers and controllers, MARQUEES, two-way radios and pagers, bus radios and public address equipment, ELECTRONIC KEYLESS ACCESS REPAIRS, SECURITY CAMERAS, SECURITY ALARMS, data terminals and peripherals, ~~EPBX~~ telephone systems, ~~keyphone KSU equipment, 1A2 telephone instruments~~ and necessary equipment. **(E)**
7. Installs and maintains telephone LINES and data ~~cables, electrical lines and conduit~~ PATHWAY as necessary. **(E)**
8. Assists other maintenance personnel with LOW VOLTAGE/electronic control problems. **(E)**
9. Determines if outside vendor repair is necessary; arranges and tracks such repairs. **(E)**
10. ~~Designs~~ DETERMINES and ~~fabricates~~ IMPLEMENTS service aids and circuits needed for repairs or special needs. **(E)**
11. Maintains inventory of frequently used parts; makes recommendations to staff regarding appropriate equipment to purchase. **(E)**
12. Sets up and monitors public address systems for use at District sites, which may include after hours work for scheduled student activities. **(E)**
13. Keeps a variety of records. **(E)**
14. Responds to fire and disaster alarms, PARTICIPATES IN SCHEDULED DISTRICT SITE INSPECTIONS BY THE ASSIGNED FIRE MARSHALL. MAKES NOTE OF ALL DEFICIENCIES CITED IN FACILITY'S FIRE ALARM CONTROL PANEL AND ALARM SYSTEM AND CORRECTS DEFICIENCIES PRIOR TO RE-INSPECTION. **(E)**
15. Works with contractors regarding specifications and installation of new equipment. **(E)**
16. ~~Supervises the work of helpers~~ PRIORITIZES AND ASSIGNS DAILY TASKS TO LOW VOLTAGE/ELECTRONIC SYSTEMS TECHNICIANS. GIVES INPUT FOR EVALUATIONS AND CHECKS THE WORK OF LOW VOLTAGE/ELECTRONIC SYSTEMS TECHNICIANS. **(E)**
17. Provides vacation and temporary relief as required. **(E)**

**(E)** = Essential Functions

## **MINIMUM REQUIREMENTS**

### **Considerable knowledge of:**

- Methods, tools, materials, procedures and equipment used in the installation, maintenance and repair of electro-mechanical and electronic systems and components;
- Appropriate safety precautions and procedures of electronic and mechanical work; AND
- New developments in the area of responsibility, AS WELL AS CURRENT INDUSTRY STANDARDS.

### **Good knowledge of:**

- Principles of supervision;
- Electronic technology;
- Availability and cost of replacement parts;
- Federal Communication Commission laws; AND
- Rules and regulations relating to telecommunications AND FIRE DETECTION SYSTEMS.

### **Ability to:**

- Be a self-starter and work independently with minimum supervision;
- Install, replace and repair all types of electro-mechanical and electronic systems;
- Estimate labor and material costs;
- Skillfully use specialized electronic testing, repair equipment and tool;
- Distinguish color coding of electronic components;
- Read and interpret technical specifications and work from circuit diagrams;
- Diagnose electronic and communication system problems and determine what repairs are needed;
- Design and build electronic circuits;
- Learn new repair methods and procedures as needed;
- Respond to emergency calls outside of regular work hours;
- Supervise work of others;
- Recognize and repair minor problems in equipment before they become major problems;
- Maintain simple records and prepare complete and concise reports;
- Give informative instruction on equipment care and operation;
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work; AND
- Work underground in trenches, pits, vaults, etc., and at high levels above ground such as on roofs, scaffolds, ladders and other elevated equipment.

## **PHYSICAL ABILITIES**

- Dexterity of hands and fingers to operate a variety of electronic testing equipment and measuring devices and office machines;
- Hearing and speaking to exchange information;
- Reaching overhead, above the shoulders and horizontally;
- Bending at the waist; AND
- Carrying, pushing or pulling audio-visual and office equipment.

## **EXPERIENCE**

Two years of skilled experience in the maintenance and repair of electrical, electro-mechanical and/or electronic equipment ~~and/or EPBX~~ and telephones and/or two-way radio equipment. Specialized training in the electronic field may be substituted for up to one year of the required experience on a straight time basis or one year as a technician and one year experience in a lead capacity or two years as ~~an Audio-Visual or Electronic~~ SECURITY SYSTEMS Technician II, ELECTRONIC DISPLAY SYSTEMS TECHNICIAN, AND/OR ELECTRONIC COMMUNICATION SYSTEMS TECHNICIAN.

## **EDUCATION**

Completion of formal or informal education sufficient to assure the ability to perform the tasks listed above.

## **SPECIAL REQUIREMENTS**

Must possess, or obtain prior to date of appointment, a valid California Driver's License. Must have ability to obtain and maintain insurability status under the District's vehicle insurance policy. ~~Must possess and keep current the Fire Life Safety Technician Certificate.~~

Approved: March 12, 1987

Revised: June 2, 2011

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: REVISION OF BOARD POLICY 0450 PHILOSOPHY-GOALS-  
OBJECTIVES AND COMPREHENSIVE PLANS –  
COMPREHENSIVE SAFETY PLAN**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 0450 Philosophy-Goals-Objectives and Comprehensive Plans – Comprehensive Safety Plan is being revised to reflect new law (AB 1747) which requires the California Department of Education (CDE) to post a compliance checklist for developing the comprehensive safety plan and best practices related to reviewing and approving the plan, and requires districts to share their approved comprehensive safety plans with local law enforcement, the fire department, and other first responder entities. The Board policy is also being revised to update the responsible party for the review and approval of the plans. This item was presented to the Board of Education on December 12, 2019, as information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 0450 Philosophy-Goals-Objectives and Comprehensive Plans – Comprehensive Safety Plan.

**FISCAL IMPACT**

None.

NE:RR:FA:IB:mcm



**COMPREHENSIVE SAFETY PLAN**

The Board of Education recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 3515 - Campus Security)  
(cf. 3515.2 - Disruptions)  
(cf. 3515.8 - Firearms on School Grounds)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5131.4 - Student Disturbances)  
(cf. 5131.7 - Weapons and Dangerous Instruments)  
(cf. 5136 - Gangs)  
(cf. 5137 - Positive School Climate)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 5145.3 - Nondiscrimination/Harassment of Students)  
(cf. 5145.7 - Sexual Harassment)  
(cf. 5145.9 - Hate-Motivated Behavior)

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

(cf. 0420 - School Plans/Site Councils)  
(cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the board for approval. (Education Code 32286, 32288)

The ~~Board~~ SUPERINTENDENT OR DESIGNEE SHALL review the comprehensive safety plan(s) in order to ensure compliance with state law, board policy, and administrative regulation and shall ~~approve~~ CERTIFY the plan(s). ~~at a regularly scheduled meeting.~~ THE APPOINTED DESIGNEE WILL PRESENT THE COMPREHENSIVE SAFETY PLANS TO THE BOARD FOR FINAL APPROVAL.

(cf. 0500 - Accountability)  
(cf. 9320 - Meetings and Notices)

## **COMPREHENSIVE SAFETY PLAN (cont.)**

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of schools that have not complied with the requirements of Education Code 32281. (Education Code 32288(c))

### **Tactical Response Plan**

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential Information)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

### **Public Access to Safety Plan(s)**

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

THE SUPERINTENDENT OR DESIGNEE SHALL SHARE THE COMPREHENSIVE SAFETY PLANS AND ANY UPDATES TO THE PLANS WITH LOCAL LAW ENFORCEMENT, THE LOCAL FIRE DEPARTMENT, AND OTHER FIRST RESPONDER ENTITIES. (Education Code 32281)

#### **Legal Reference:**

##### **EDUCATION CODE**

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

## **COMPREHENSIVE SAFETY PLAN (cont.)**

32280-32289 School safety plans  
32290 Safety devices  
35147 School site councils and advisory committees  
35183 School dress code; uniforms  
35291 Rules  
35291.5 School-adopted discipline rules  
41020 Annual audits  
48900-48927 Suspension and expulsion  
48950 Speech and other communication  
49079 Notification to teacher; student act constituting grounds for suspension or expulsion  
67381 Violent crime  
GOVERNMENT CODE  
54957 Closed session meetings for threats to security  
PENAL CODE  
422.55 Definition of hate crime  
626.8 Disruptions  
11164-11174.3 Child Abuse and Neglect Reporting Act  
CALIFORNIA CONSTITUTION  
Article 1, Section 28(c) Right to Safe Schools  
CODE OF REGULATIONS, TITLE 5  
11987-11987.7 School Community Violence Prevention Program requirements  
11992-11993 Definition, persistently dangerous schools  
UNITED STATES CODE, TITLE 20  
7111-7122 Student Support and Academic Enrichment Grants  
7912 Transfers from persistently dangerous schools  
UNITED STATES CODE, TITLE 42  
12101-12213 Americans with Disabilities Act

### **Management Resources:**

#### CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016  
Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011  
Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010  
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010  
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

#### FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

#### U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

#### WEBSITES

California School Boards Association: [www.csba.org](http://www.csba.org)  
California Department of Education, Safe Schools: [www.cde.ca.gov/lr/ss](http://www.cde.ca.gov/lr/ss)  
California Governor's Office of Emergency Services: [www.caloes.ca.gov](http://www.caloes.ca.gov)  
California Healthy Kids Survey: [www.chks.wested.org](http://www.chks.wested.org)  
Centers for Disease Control and Prevention: [www.cdc.gov/ViolencePrevention](http://www.cdc.gov/ViolencePrevention)  
Federal Bureau of Investigation: [www.fbi.gov](http://www.fbi.gov)  
National Center for Crisis Management: [www.schoolcrisisresponse.com](http://www.schoolcrisisresponse.com)

**COMPREHENSIVE SAFETY PLAN (cont.)**

National School Safety Center: [www.schoolsafety.us](http://www.schoolsafety.us)

U.S. Department of Education: [www.ed.gov](http://www.ed.gov)

U.S. Secret Service, National Threat Assessment Center: [www.secretservice.gov/protection/ntac](http://www.secretservice.gov/protection/ntac)

**Chino Valley Unified School District**

Policy adopted: April 1, 1999

Revised: February 3, 2000

Revised: May 1, 2008

Revised: September 1, 2016

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

**SUBJECT: REVISION OF BOARD POLICY 2121 ADMINISTRATION—  
SUPERINTENDENT’S CONTRACT**

=====

**BACKGROUND**

Board policies, administrative regulations, and Bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 2121 Administration—Superintendent’s Contract is being revised to include professional development as an optional component that may be addressed in the Superintendent’s contract and to eliminate content related to maximum cash settlement requirements for contracts executed prior to January 1, 2016, since state law limits the term of the contract to a maximum of four years.

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

None.

NE:sg

**SUPERINTENDENT'S CONTRACT**

The Board of Education believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent are to work together to achieve District goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the need for stability in District administration and shall ensure the best use of District resources.

(cf. 0200 - Goals for the School District)  
(cf. 0460 - Local Control and Accountability Plan)  
(cf. 2120 - Superintendent Recruitment and Selection)  
(cf. 4312.1 - Contracts)  
(cf. 9000 - Role of the Board)

The contract shall be reviewed by the District's legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work
3. Salary, health and welfare benefits, and other compensation for the position

(cf. 4154/4254/4354 - health and welfare benefits)

4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with board policies, regulations, and guidelines applicable to other professional administrative staff

(cf. 3350 - Travel and Conference Expenses)

The contract may also address payment for professional dues and activities, the District's provision of cell phones or other technological devices, and the Superintendent's use of his/her personal vehicle.

(cf. 4040 - Employee Use of Technology)

5. Vacation, illness and injury leave, and personal leaves

(cf. 4161/4261/4361 - Leaves)  
(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)  
(cf. 4161.2/4261.2/4361.2 - Personal Leaves)  
(cf. 4161.5/4261.5/4361.5 - Military Leave)  
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

## **SUPERINTENDENT'S CONTRACT (cont.)**

### **6. PROFESSIONAL DEVELOPMENT**

#### **6 7. General duties and responsibilities of the position**

(cf. 2110 - Superintendent of Schools: Responsibilities and Duties)

#### **7 8. Criteria, process, and procedure for annual evaluation of the Superintendent**

(cf. 2140 - Evaluation of the Superintendent)

#### **8 9. A statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board**

#### **9 10. A statement that there shall be no automatic renewal or extension of the contract, although the Board can enter into a new contract with the Superintendent prior to the expiration of the existing contract**

#### **40 11. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 calendar days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in writing and in a timely manner of the requirement to give notice**

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

#### **44 12. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date**

#### **42 13. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his/her official capacity in the performance of duties related to his/her employment**

The Board may deliberate about terms of the contract in closed session at a regular meeting. However, discussions regarding the salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 (the "labor exception"), for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective Superintendent. Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

**SUPERINTENDENT'S CONTRACT (cont.)**

The Board may consult with District legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Terms of the contract shall remain confidential until the ratification process commences.

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

The Board shall take final action on the Superintendent's contract during an open session of a regularly scheduled board meeting, and that action shall be reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be available to the public upon request. (Government Code 53262, 54953, 54957.6)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

**TERMINATION OF CONTRACT**

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

In such an event, ~~any~~ THE MAXIMUM cash settlement that the Superintendent may receive upon termination of the contract shall not exceed his/her monthly salary multiplied by the number of months left on the contract or, ~~if the unexpired term of the contract is more than 18 months and the contract was executed prior to January 1, 2016, no greater than the Superintendent's monthly salary multiplied by 18. For any contract executed on or after January 1, 2016, any cash settlement shall not exceed the Superintendent's monthly salary multiplied by 12, WHICHEVER IS LESS.~~ (Government Code 53260)



**SUPERINTENDENT'S CONTRACT (cont.)**

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

In addition, if the Superintendent is convicted of a crime involving an abuse of his/her office or position, he/she shall reimburse the District for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination, and for any funds expended by the District in his/her defense against a crime involving his/her office or position. (Government Code 53243.4, 53260)

**Legal Reference:**EDUCATION CODE

35031 Term of employment

41325-41329.3 Conditions of emergency apportionment

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

6250-6270 California Public Records Act

53243-53243.4 Abuse of office

53260-53264 Employment contracts

54953 Oral summary of recommended salary and benefits of superintendent

54954 Time and place of regular meetings

54956 Special meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

54957.6 Closed sessions regarding employee matters

UNITED STATES CODE, TITLE 26

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

UNITED STATES CODE, TITLE 42

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

CODE OF FEDERAL REGULATIONS, TITLE 26

1.105-11 Self-insured medical reimbursement plan

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

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

**SUPERINTENDENT'S CONTRACT (cont.)**

**Management Resources:**

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Superintendent Contract Template

ATTORNEY GENERAL PUBLICATIONS

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

WEBSITES

California School Boards Association: [www.csba.org](http://www.csba.org)

Association of California School Administrators: [www.acsa.org](http://www.acsa.org)

California Office of the Attorney General: [www.oag.ca.gov](http://www.oag.ca.gov)

**Chino Valley Unified School District**

Policy adopted: September 21, 1995

Revised: August 21, 2008

Revised: October 4, 2018

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: 2018/2019 INDEPENDENT AUDITOR'S ANNUAL FINANCIAL AUDIT REPORT**

=====

**BACKGROUND**

Education Code 41020 states the Governing Board of each school district must provide an annual audit of all funds under the jurisdiction and control of the District.

Education Code 41020 further requires that not later than December 15 of each year, a copy of the annual audit report for the prior year be filed with the County Superintendent of Schools, the State Department of Education, and the State Controller's Office.

By January 31 of each year, the Board of Education must review the annual audit for the prior year at a public meeting. The Annual Audit Report has been provided under separate cover.

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 2018/2019 Independent Auditor's Annual Financial Audit Report.

**FISCAL IMPACT**

None.

NE:SHC:LP:wc

**Chino Valley Unified School District**

**Our Motto:**

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Humility • Civility • Service

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT:** **WILLIAMS SETTLEMENT LEGISLATION QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY FOR OCTOBER THROUGH DECEMBER 2019**

=====

**BACKGROUND**

In accordance with the Williams settlement legislation, Education Code 35186 states that the Superintendent or designee shall report summarized data on the nature and resolution of all Williams related complaints to the Board of Education and the San Bernardino County Superintendent of Schools on a quarterly basis. Williams related complaints are complaints specific to 1) insufficiency of instructional materials, 2) unsafe facilities, or 3) teacher vacancy or misassignment. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled board meeting.

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 Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October through December 2019.

**FISCAL IMPACT**

None.

NE:LF:rtr

**Williams Settlement Legislation**  
**Quarterly Uniform Complaint Report Summary**  
*For submission to school district governing board and county office of education*

District Name: Chino Valley Unified School District

Quarter covered by this report: October 2019 – December 2019

Please fill in the following table. Enter 0 in any cell that does not apply.

	<b>Number of complaints received in quarter</b>	<b>Number of complaints resolved</b>	<b>Number of complaints unresolved</b>
<b>Instructional Materials</b>	0	0	0
<b>Facilities</b>	0	0	0
<b>Teacher Vacancy and Misassignments</b>	0	0	0
<b>Totals</b>	0	0	0

Submitted by: Lea Fellows

Title: Assistant Superintendent, Curriculum, Instruction, Innovation, and Support

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** January 16, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: MEASURE G FINANCIAL/PERFORMANCE AUDIT REPORT**

=====

### **BACKGROUND**

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, community college districts, or county offices of education, "for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of rental property for school facilities", upon approval by 55 percent of the electorate. In addition to reducing the approval threshold from two-thirds to 55 percent, Proposition 39 and the enacting legislation (AB 1908 and AB 2659) requires the following accountability measures as codified in Education Code sections 15278-15282:

1. Requires that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3)(C) of the California Constitution, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.
2. The school district must list the specific school facilities projects to be funded in the ballot measure, and must certify that the governing board has evaluated safety, class size reduction and information technology needs in developing the project list.
3. Requires the school district to appoint a Citizens' Oversight Committee.
4. Requires the school district to conduct an annual independent financial audit and performance audit in accordance with the Government Auditing Standards issued by the comptroller general of the United States of the bond proceeds until all of the proceeds have been expended.

5. Requires the school district to conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

The objectives of the financial/performance audit are twofold:

1. Determine whether expenditures charged to the building fund have been made in accordance with the bond project list approved by the voters through the approval of Measure G.
2. Determine whether salary transactions charged to the building fund were in support of Measure G and not for District general administration or operations.

The Board of Education must review the annual audit for the prior year at a public meeting. The Annual Audit Report has been provided under separate cover.

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 Measure G Financial/Performance Audit Report.

### **FISCAL IMPACT**

None.

NE:GJS:pw