



**CHINO VALLEY**  
UNIFIED SCHOOL DISTRICT

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

# BOARD OF EDUCATION AGENDA

**July 18, 2019**

**BOARD OF EDUCATION**

James Na, President  
Irene Hernandez-Blair, Vice President  
Andrew Cruz, Clerk  
Christina Gagnier, Member  
Joe Schaffer, 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**  
**5:50 p.m. - Closed Session • 7:00 p.m. - Regular Meeting**  
**July 18, 2019**

**AGENDA**

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

**I. OPENING BUSINESS**

**I.A. CALL TO ORDER – 5:50 P.M.**

1. Roll Call
2. Public Comment on Closed Session Items
3. Closed Session

**Discussion and possible action (times are approximate):**

- a. Conference with Legal Counsel Existing Litigation (Government Code 54954.5 (c) and 54956.9 (d)(1)): Oxford Preparatory Academy v. Chino Valley Unified School District, et. al. SBC No. CIVDS1710045. (Chidester, Margaret A. & Associates) (5 minutes)
- b. Conference with Legal Counsel Existing Litigation (Government Code 54956.9 subdivisions (c) and (d)(1)): Associated Chino Teachers v. Chino Valley Unified School District, San Bernardino Superior Court Case No. CIVDS1621798. (Atkinson, Andelson, Loya, Ruud, & Romo) (15 minutes)
- c. Conference with Legal Counsel Anticipated Litigation (Government Code 54954.5(c) and 54956.9 (d)(2) and (e)(1)): One possible case. (Terry Tao, Esquire) (5 minutes)
- d. Student Discipline Matter (Education Code 35146, 48918 (c) & (j)): Case 18/19-34. (10 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (10 minutes)
- f. Public Employee Appointment (Government Code 54957): Elementary School Principal and Assistant Principals; Junior High School and High School Assistant Principals. (20 minutes)
- g. Public Employee Performance Evaluation (Government Code 54957): Superintendent. (5 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

**I.C. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

**I.D. COMMENTS FROM COMMUNITY LIAISONS**

The proceedings of this meeting are being recorded.

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

I.F. CHANGES AND DELETIONS

**II. ACTION**

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

II.A.1. Consolidated Application for the 2019/2020 School Year

Page 10

Recommend the Board of Education approve the Consolidated Application for the 2019/2020 school year.

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

II.B. FACILITIES, PLANNING, AND OPERATIONS

II.B.1. Computer Network and Internet Services Memorandum of Understanding Between Chino Valley Unified School District and Allegiance STEAM Academy-Thrive Charter School

Page 25

Recommend the Board of Education approve the Computer Network and Internet Services Memorandum of Understanding between the Chino Valley Unified School District and the Allegiance STEAM Academy-Thrive charter school.

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

II.C. HUMAN RESOURCES

II.C.1. Addendum to the Employment Contract for the Assistant Superintendent, Curriculum, Instruction, Innovation, and Support; Assistant Superintendent, Facilities, Planning, and Operations; Assistant Superintendent, Human Resources; Associate Superintendent, Business Services; and Associate Superintendent, Curriculum, Instruction, Innovation, and Support

Page 39

Recommend the Board of Education approve the employment contracts for:

- a) Assistant Superintendent, Curriculum, Instruction, Innovation, and Support;
- b) Assistant Superintendent, Facilities, Planning, and Operations;
- c) Assistant Superintendent, Human Resources;

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

- d) Associate Superintendent, Business Services; and
- e) Associate Superintendent, Curriculum, Instruction, Innovation, and Support.

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

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the Regular Meeting of June 20, 2019**

Page 46 Recommend the Board of Education approve the minutes of the regular meeting of June 20, 2019.

**III.B. BUSINESS SERVICES**

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

Page 54 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

**III.B.2. 2019/2020 Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students**

Page 55 Recommend the Board of Education approve/ratify the 2019/2020 applications to operate fundraising activities and other activities for the benefit of students.

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

Page 57 Recommend the Board of Education approve/ratify the fundraising activities.

**III.B.4. Donations**

Page 63 Recommend the Board of Education accept the donations.

**III.B.5. Legal Services**

Page 65 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.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**

**III.C.1. Student Expulsion Case 18/19-34**

Page 66 Recommend the Board of Education approve student expulsion case 18/19-34.

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

Page 67 Recommend the Board of Education approve/ratify the school-sponsored trips for Chaparral ES; Cortez ES; Country Springs ES; Dickson ES; Glenmeade ES; Hidden Trails ES; Liberty ES; Litel ES; Rolling Ridge ES; Ayala HS; Chino HS; and Chino Hills HS.

- III.C.3. 2019/2020 Expulsion Hearing Administrative Panel**  
Page 70 Recommend the Board of Education approve the 2019/2020 Expulsion Hearing Administrative Panel.
- III.C.4. Agricultural Career Technical Education Incentive Grant 2019/2020 Application for Funding for Don Lugo HS**  
Page 72 Recommend the Board of Education approve the Agricultural Career Technical Education Incentive Grant 2019/2020 Application for funding for Don Lugo HS.
- III.C.5. Revision of Board Policy 5141.52 Students—Suicide Prevention**  
Page 78 Recommend the Board of Education approve the revision of Board Policy 5141.52 Students—Suicide Prevention.
- III.C.6. Revision of Board Policy 5144 Students—Discipline**  
Page 82 Recommend the Board of Education approve the revision of Board Policy 5144 Students—Discipline.
- III.D. FACILITIES, PLANNING, AND OPERATIONS**
- III.D.1. Purchase Order Register**  
Page 89 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.
- III.D.2. Agreements for Contractor/Consultant Services**  
Page 90 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.
- III.D.3. Surplus/Obsolete Property**  
Page 96 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.
- III.D.4. Resolutions 2019/2020-01, 2019/2020-02, 2019/2020-03, 2019/2020-04, and 2019/2020-05 for Authorization to Utilize Piggyback Contracts**  
Page 110 Recommend the Board of Education adopt Resolutions 2019/2020-01, 2019/2020-02, 2019/2020-03, 2019/2020-04, and 2019/2020-05 for authorization to utilize piggyback contracts.
- III.D.5. Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Projects**  
Page 122 Recommend the Board of Education award Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Projects to the following contractors: BP 02-01 to Integrated Demolition & Remediation Inc.; BP 03-01 to Inland Building Construction Co. Inc.; BP 05-01 to Anderson Charmesky Structural Steel Inc.; BP 06-01 to General Consolidated Constructors; BP 06-02 to Stolo Cabinets Inc.; BP 07-01 to Commercial Roofing Systems; BP 08-01 to Star Hardware Inc.; BP 09-01 to Mirage Builders; BP 09-02 to Continental Marble & Tile Co.; BP 09-03 to Elljay Acoustics, Inc.; BP 09-04 to Continental Flooring; BP 09-05 to AJ Fistes Inc.; BP 10-01 to Patriot Contracting &

Engineering Inc.; BP 11-01 to Kitcor Corp.; BP 22-01 to Verne's Plumbing Inc.; BP 23-01 to NKS Mechanical Contracting, Inc.; BP 26-01 to Rancho Pacific Electric Inc.; BP 27-01 to Time & Alarm; and BP 32-01 to Sean Malek Engineering & Construction.

**III.D.6. Bid 19-20-05F, District Wide Asphalt Repairs**

Page 125 Recommend the Board of Education award Bid 19-20-05F, District Wide Asphalt Repairs to Premier Paving, Inc.

**III.D.7. Bid 19-20-06F, Alternative Education Center Playground Equipment Installation**

Page 126 Recommend the Board of Education award Bid 19-20-06F, Alternative Education Center Playground Equipment Installation to John Buck dba J2 Builders.

**III.D.8. CUPCCAA Bid 19-20-07I, Rhodes ES Flooring Material and Installation**

Page 128 Recommend the Board of Education award CUPCCAA Bid 19-20-07I, Rhodes ES Flooring Material and Installation to Custom Craft Flooring Contractors.

**III.D.9. CUPCCAA Bid 19-20-10I, Sycamore Academy Site Preparation**

Page 129 Recommend the Board of Education award CUPCCAA Bid 19-20-10I, Sycamore Academy Site Preparation to Angelo Construction.

**III.D.10. Change Order for Bid 18-19-05F, Reconstruction of Chino HS—Phase 0**

Page 130 Recommend the Board of Education approve the change order for Bid 18-19-05F, Reconstruction of Chino HS—Phase 0.

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

Page 132 Recommend the Board of Education approve 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 18-19-27F, Briggs K-8 New Science Lab Building—Interim Housing**

Page 137 Recommend the Board of Education approve the change order for Bid 18-19-27F, Briggs K-8 New Science Lab Building—Interim Housing.

**III.D.13. Notice of Completion for CUPCCAA Projects**

Page 139 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Projects.

**III.D.14. Notice of Completion for CUPCCAA Bid 18-19-19I, Briggs K-8 Playground Equipment Installation**

Page 141 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Bid 18-19-19I, Briggs K-8 Playground Equipment Installation.

**III.D.15. Notice of Completion for CUPCCAA Bid 18-19-21I, Hidden Trails ES Playground Equipment Installation**

Page 143

Recommend the Board of Education approve the Notice of Completion for CUPCCAA Bid 18-19-21I, Hidden Trails ES Playground Equipment Installation.

**III.D.16. Notice of Completion for CUPCCAA Bid 18-19-32I, Chino Hills HS and Don Lugo HS Condensation Line Replacement**

Page 145

Recommend the Board of Education approve the Notice of Completion for CUPCCAA Bid 18-19-32I, Chino Hills HS and Don Lugo HS Condensation Line Replacement.

**III.D.17. Notice of Completion for CUPCCAA Bid 18-19-33I, Rolling Ridge ES Playground Equipment Installation**

Page 147

Recommend the Board of Education approve the Notice of Completion for CUPCCAA Bid 18-19-33I, Rolling Ridge ES Playground Equipment Installation.

**III.D.18. Notice of Completion for Bid 17-18-30F, Former El Rancho ES School Network**

Page 149

Recommend the Board of Education approve the Notice of Completion for Bid 17-18-30F, Former El Rancho ES School Network.

**III.D.19. Change Order and Notice of Completion for CUPCCAA Bid 18-19-20I, Newman ES Playground Equipment Installation**

Page 150

Recommend the Board of Education approve the change order and Notice of Completion for CUPCCAA Bid 18-19-20I, Newman ES Playground Equipment Installation.

**III.D.20. Change Order and Notice of Completion for CUPCCAA Bid 18-19-31I, Transportation Department Restroom Renovation (Rebid)**

Page 153

Recommend the Board of Education approve the change order and Notice of Completion for CUPCCAA Bid 18-19-31I, Transportation Department Restroom Renovation (Rebid).

**III.D.21. Adjustment to Facilities Use Fee Schedule**

Page 156

Recommend the Board of Education approve the Adjustment to Facilities Use Fee Schedule.

**III.D.22. License Agreement Between Chino Valley Unified School District and Spectrum Center, Inc. for the Use of Real Property for the 2019/2020 School Year**

Page 159

Recommend the Board of Education approve the license agreement between Chino Valley Unified School District and Spectrum Center, Inc. for the use of real property for the 2019/2020 school year.

**III.D.23. Revision of Board Policy 3250 Business and Noninstructional Operations—Transportation Fees**

Page 183

Recommend the Board of Education approve the revision of Board Policy 3250 Business and Noninstructional Operations—Transportation Fees.

**III.D.24. Revision of Board Policy 3510 Business and Noninstructional Operations—Green School Operations**

Page 186

Recommend the Board of Education approve the revision of Board Policy 3510 Business and Noninstructional Operations—Green School Operations.

**III.D.25. Revision of Board Policy 3511 Business and Noninstructional Operations—Energy and Water Conservation**

Page 192

Recommend the Board of Education approve the revision of Board Policy 3511 Business and Noninstructional Operations—Energy and Water Conservation.

**III.D.26. Revision of Board Policy 3540 Business and Noninstructional Operations—Transportation**

Page 197

Recommend the Board of Education approve the revision of Board Policy 3540 Business and Noninstructional Operations—Transportation.

**III.E. HUMAN RESOURCES**

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

Page 201

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

**III.E.2. New Job Description for Coordinator, Parent and Family Engagement**

Page 209

Recommend the Board of Education approve the new job description for Coordinator, Parent and Family Engagement.

**III.E.3. Revision of the Job Description for Teacher on Assignment Program Improvement Instructional Coach (K-8)**

Page 215

Recommend the Board of Education approve the revision of the job description for Teacher on Assignment Program Improvement Instructional Coach (K-8).

**IV. INFORMATION**

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

**IV.A.1. New Junior High and High School Comprehensive Sexual Health and HIV/AIDS Prevention Education Instructional Materials Adoption for Grades 7 Through 12**

Page 219

Recommend the Board of Education receive for information the new junior high and high school Comprehensive Sexual Health and HIV/AIDS Prevention Education Instructional Materials Adoption for Grades 7 through 12 as follows:



- a) Junior High School Curriculum—Chino Valley Unified School District, Comprehensive Sexual Health and HIV/AIDS Prevention Education, Department of Health Services. 2019., and
- b) High School Curriculum—California Department of Education, California Department of Public Health, Federal Office of Adolescent Health, Positive Prevention PLUS, Sexual Health Education for California Youth, Kim Robert Clark, MPH and Christine Janet Ridley, RN, MEd. 2015.

**IV.A.2. New Course: Introduction to Film and Video Production**

Page 221 Recommend the Board of Education receive for information the new course Introduction to Film and Video Production.

**IV.A.3. Revision of Board Policy and Administrative Regulation 6171 Instruction—Title 1 Programs**

Page 231 Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 6171 Instruction—Title 1 Programs.

**IV.A.4. Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for April Through June 2019**

Page 242 Recommend the Board of Education receive for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for April through June 2019.

**V. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**VI. ADJOURNMENT**

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Superintendent  
**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation and Support  
Yvette Farley, Director, Access & Equity  
**SUBJECT: CONSOLIDATED APPLICATION FOR THE 2019/2020 SCHOOL YEAR**

=====

**BACKGROUND**

The California Department of Education requires that school districts annually indicate in which categorical programs participation will occur during the following school year. The application contains assurances indicating that the Local Education Agency will comply with the legal requirements of each program in order to supplement the regular educational programs provided by the District. The application becomes part of the entitlement funding process for all districts.

The submission of an application for funding of consolidated categorical programs indicates the District’s intention to participate in various categorical programs and provides assurances that the program guidelines will be met. For the 2019/2020 school year, the District will be participating in the following programs: Title I, Part A (Basic Grant); Title II, Part A (Supporting Effective Instruction); Title III (English Learner); Title III (Immigrant), and Title IV, Part A (Student Support).

Approval of this item supports the goals identified within the District’s Strategic Plan described in the LEA Plan Addendum.

**RECOMMENDATION**

It is recommended the Board of Education approve the Consolidated Application for the 2019/2020 school year.

**FISCAL IMPACT**

Entitlement determined by approval of the State budget.

NE:LF:YF:dt

**2019-20 Certification of Assurances**


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca19assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Lea Fellows
Authorized Representative's Signature	
Authorized Representative's Title	Assistant Superintendent of Curriculum, Instruction, Innovation and Support
Authorized Representative's Signature Date	06/28/2019

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

**2019-20 Protected Prayer Certification**

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring and Support Office, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

**Protected Prayer Certification Statement**

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Lea Fellows
Authorized Representative's Title	Assistant Superintendent of Curriculum, Instruction, Innovation, and Support
Authorized Representative's Signature Date	06/28/2019
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

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**2019-20 LCAP Federal Addendum Certification**

**CDE Program Contact:**

Local Agency Systems Support Office, [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov), 916-323-5233

To receive funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to apply for funds, the LEA must certify that the 2017/18–2019/20 LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification the LEA is agreeing to submit the LCAP Federal Addendum that has been approved by the local governing board or governing body of the LEA to the California Department of Education (CDE), and acknowledging that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

<p><b>County Offices of Education and School Districts Enter the original approval date of the county office of education or school district 2017/18–2019/20 LCAP</b></p> <p>Note: For districts, the date should be the day your county office of education (COE) approved your 2017/18–2019/20 LCAP. For COEs, it should be the date the CDE approved your 2017/18–2019/20 LCAP.</p>	<p>09/05/2017</p>
<p><b>Charter Schools Enter the adoption date of the charter school LCAP</b></p>	
<p>Authorized Representative's Full Name</p>	<p>Lea Fellows</p>
<p>Authorized Representative's Title</p>	<p>Assistant Superintendent of Curriculum, Instruction, Innovation and Support</p>

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## 2019-20 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	07/18/2019
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**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	Phil Liu
DELAC review date	05/20/2019
Meeting minutes web address  Please enter the web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	<a href="http://www.chino.k12.ca.us/page/18770">http://www.chino.k12.ca.us/page/18770</a>
DELAC comment  If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

**Application for Categorical Programs**

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	Yes
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	Yes

**\*\*\*Warning\*\*\***

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**2019-20 Application for Funding**

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

Title IV, Part A (Student Support) ESSA Sec. 1112(b) SACS 4127	Yes
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**2019-20 Title III English Learner Student Program Subgrant Budget**

The purpose of this form is to provide a proposed budget for 2019-20 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831  
 Kevin Webb, Language Policy and Leadership Office, [kwebb@cde.ca.gov](mailto:kwebb@cde.ca.gov), 916-323-5838

**Estimated Entitlement Calculation**

Estimated English learner per student allocation	\$107.75
Estimated English learner student count	3,119
Estimated English learner entitlement amount	\$336,072

**Note: \$10,000 minimum program eligibility criteria**

If the LEA's estimated entitlement amount is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the CDE Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

**Budget**

Professional development activities	\$5,000
Program and other authorized activities	\$5,000
English Proficiency and Academic Achievement	\$310,447
Parent, family, and community engagement	\$1,000
Direct administrative costs (Amount cannot exceed 2% of the estimated entitlement)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$14,625
Total budget	\$336,072

**\*\*\*Warning\*\*\***

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**2019-20 Title III Immigrant Student Program Subgrant Budget**

The purpose of this form is to provide a proposed budget for 2019-20 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831  
 Kevin Webb, Language Policy and Leadership Office, [kwebb@cde.ca.gov](mailto:kwebb@cde.ca.gov), 916-323-5838

**Estimated Entitlement Calculation**

Estimated immigrant per student allocation	\$97.90
Estimated immigrant student count	428
Estimated immigrant entitlement amount	\$41,901

**Note: Eligibility criteria**

An LEA which has 21 or more eligible immigrant students and has experienced a significant increase of two percent or more in eligible immigrant students enrollment in the current year compared with the average of the two preceding fiscal years, is eligible to apply.

**Budget**

Authorized activities	\$40,077
Direct administrative costs (Amount should not exceed 2% of the estimated entitlement)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$1,824
Total budget	\$41,901

**\*\*\*Warning\*\*\***

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### 2019-20 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**

John Miles, Financial Accountability and Info Srv Office, [jmiles@cde.ca.gov](mailto:jmiles@cde.ca.gov), 916-445-7289

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2019-20 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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**California Department of Education**

Chino Valley Unified (36 67678 0000000)

**Consolidated Application**

Status: Certified  
Saved by: Yvette Farley  
Date: 6/19/2019 1:03 PM

**2019-20 Nonprofit Private School Consultation**

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

**CDE Program Contact:**

Sylvia Hanna, Title I Policy and Program Guidance Office, [shanna@cde.ca.gov](mailto:shanna@cde.ca.gov), 916-319-0948  
Rina DeRose, Title I Policy and Program Guidance Office, [RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov), 916-323-0472

In accordance with the Every Student Succeeds Act (ESSA) sections 1117 and 8501, a local educational agency shall consult annually with appropriate private school officials and both shall have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, teachers, and families. This applies to programs under Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; and section 4631, with regard to the Project School Emergency Response to Violence Program (Project SERV).

The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data and the tax exempt status if it is being used for the purpose of providing equitable services.

**Private School's Believed Results of Consultation Allowable Codes**

- Y1: meaningful consultation occurred
- Y2: timely and meaningful consultation did not occur
- Y3: the program design is not equitable with respect to eligible private school children
- Y4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children

**\*\*\*Warning\*\*\***

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Report Date:6/24/2019

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**2019-20 Nonprofit Private School Consultation**

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

School Name	School Code	Enrollment	Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Consultation Code	School Added
Heights Christian Schools, Chino Hills	7094477	208	Y	Y	Y	Y1	N
Loving Savior Lutheran School	7089006	289	Y	Y	Y	Y1	N
Orion International Academy	6145957	28	Y	Y	Y	Y1	N
St. Margaret Mary	6975148	328	Y	Y	Y	Y1	N
VICTORY BAPTIST ACADEMY	6154652	27	Y	Y	Y	Y1	N

**\*\*\*Warning\*\*\***

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**2019-20 Other ESEA Nonprofit Private School Participation**

The LEA must offer to provide equitable services that address the needs of nonprofit private school students, teachers and other educational personnel under the programs listed below.

**CDE Program Contact:**

Geeta Rezvani , Title II / Standards Implementation Support , [grezvani@cde.ca.gov](mailto:grezvani@cde.ca.gov) , 916-323-5595  
Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

**Title II, Part A Improving Teacher and Principal Quality**

The LEA must offer to provide Title II, Part A equitable services that address the needs of nonprofit private school students, teachers and other educational personnel. The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified and the CDE takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

**Title III Immigrant and English Learner Student Subgrant Program**

On an annual basis, the LEA must consult with all nonprofit private schools within its boundaries, as to whether the private school students and teachers will participate in the Title III English Language Acquisition, Language Enhancement, and Academic Achievement Program. Consultation with appropriate nonprofit private school officials must be done during the design and development of programs and before decisions are made that affect the opportunities of students and teachers to participate. LEAs may not require documentation that poses an administrative barrier that is inconsistent to their responsibility to ensure equitable participation of private school students and teachers.

School Name	School Code	Enrollment	Title II, Part A Participation	Title III Immigrant Participation	Title III English Learner Participation	School Added
Orion International Academy	6145957	28	N	N	N	N
VICTORY BAPTIST ACADEMY	6154652	27	N	N	N	N
St. Margaret Mary	6975148	328	Y	N	N	N

**\*\*\*Warning\*\*\***

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**2019-20 Other ESEA Nonprofit Private School Participation**

The LEA must offer to provide equitable services that address the needs of nonprofit private school students, teachers and other educational personnel under the programs listed below.

School Name	School Code	Enrollment	Title II, Part A Participation	Title III Immigrant Participation	Title III English Learner Participation	School Added
Loving Savior Lutheran School	7089006	289	Y	N	N	N
Heights Christian Schools, Chino Hills	7094477	208	Y	N	N	N

**\*\*\*Warning\*\*\***

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**2019-20 Title I, Part A Nonprofit Private School Participation**

The local educational agency (LEA) shall provide, on an equitable basis, special educational services or other benefits to nonprofit private school eligible children.

**CDE Program Contact:**

Sylvia Hanna, Title I Policy and Program Guidance Office, [shanna@cde.ca.gov](mailto:shanna@cde.ca.gov), 916-319-0948  
 Rina DeRose, Title I Policy and Program Guidance Office, [RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov), 916-323-0472

The LEA must offer to provide equitable services that address the needs of eligible students attending nonprofit private school and staff under the programs listed below. The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information field in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

School Name	School Code	Enrollment	Participating	Low Income Student Count	School Added
Heights Christian Schools, Chino Hills	7094477	208	N		N
Loving Savior Lutheran School	7089006	289	N		N
Orion International Academy	6145957	28	N		N
St. Margaret Mary	6975148	328	N		N
VICTORY BAPTIST ACADEMY	6154652	27	N		N

**\*\*\*Warning\*\*\***

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**California Department of Education**

Chino Valley Unified (36 67678 0000000)

**Consolidated Application**Status: Certified  
Saved by: Yvette Farley  
Date: 6/24/2019 9:42 AM**2019-20 Title IV, Part A Nonprofit Private School Participation**

The local educational agency (LEA) must offer to provide equitable services that address the needs of nonprofit private school students, teachers and other educational personnel for the Title IV, Part A program.

**CDE Program Contact:**Tom Herman, School Health Office, [THerman@cde.ca.gov](mailto:THerman@cde.ca.gov), 916-319-0914

On an annual basis, the LEA must consult with all nonprofit private schools within its boundaries, as to whether the private school students and teachers will participate in the Title IV, Part A Student Support Program. Consultation with appropriate nonprofit private school officials must be done during the design and development of programs and before decisions are made that affect the opportunities of students and teachers to participate. LEAs may not require documentation that poses an administrative barrier that is inconsistent to their responsibility to ensure equitable participation of private school students and teachers.

School Name	School Code	Enrollment	Title IV, Part A Participation	School Added
Heights Christian Schools, Chino Hills	7094477	208	N	N
Loving Savior Lutheran School	7089006	289	N	N
Orion International Academy	6145957	28	N	N
St. Margaret Mary	6975148	328	N	N
VICTORY BAPTIST ACADEMY	6154652	27	N	N

**\*\*\*Warning\*\*\***

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Report Date:6/24/2019

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**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations  
**SUBJECT: COMPUTER NETWORK AND INTERNET SERVICES MEMORANDUM OF UNDERSTANDING BETWEEN CHINO VALLEY UNIFIED SCHOOL DISTRICT AND ALLEGIANCE STEAM ACADEMY-THRIVE CHARTER SCHOOL**

=====

**BACKGROUND**

The District must provide reasonably equivalent Proposition 39 facilities at the former El Rancho ES school site to the Allegiance STEAM Academy-Thrive (ASA) charter school pursuant to the requirements of Education Code section 47614 and its implementing regulations. As part of the District’s obligations to provide reasonably equivalent Proposition 39 facilities, the District is providing a reasonably equivalent Computer Network for the former El Rancho ES school site.

A Computer Network and Internet Services Memorandum of Understanding (Computer Network MOU) has been prepared by the District to set forth the terms and conditions of the District’s provision of and the ASA charter school’s use of the District’s computer network and internet services at the former El Rancho ES school site for the 2019/2020 school year only.

On June 27, 2019, the ASA Board of Directors approved the Computer Network and Internet Services MOU for the 2019/2020 school year.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Computer Network and Internet Services Memorandum of Understanding between the Chino Valley Unified School District and the Allegiance STEAM Academy-Thrive charter school.

**FISCAL IMPACT**

Pursuant to the Computer Network MOU, the District will charge ASA for its utility services costs for ASA’s use of the computer network and internet services each month during the one-year term of the Computer Network MOU.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT'S  
COMPUTER NETWORK AND INTERNET SERVICES  
MEMORANDUM OF UNDERSTANDING**

This Chino Valley Unified School District Computer Network and Internet Services Memorandum of Understanding ("Computer Network and Internet Services MOU") is made and entered on this 27 day of June, 2019 by and between the Chino Valley Unified School District ("District" or "CVUSD"), a public school district organized and existing under the laws of the State of California, and Allegiance STEAM Academy Inc., a California non-profit public benefit corporation (California Secretary of State number C4040794 and federal employer identification number 82-2556226), operating the Allegiance STEAM Academy-Thrive ("ASA") charter school, referred to herein individually as a "Party" or collectively referred to herein as the "the Parties."

**RECITALS**

**WHEREAS**, District owns certain real property and facilities held in trust for the State of California to benefit all public school children within the District's boundaries;

**WHEREAS**, ASA is a TK-8th grade charter school conditionally granted by the Chino Valley Unified School District on December 14, 2017 for a term from July 1, 2018 to June 30, 2020;

**WHEREAS**, on March 29, 2019, pursuant to the Proposition 39 requirements of Education Code section 47614 and its implementing regulations, the District sent ASA its Final Notification of Facilities Offered, which provides ASA with reasonably equivalent facilities sufficient to house ASA's in-District students ("Final Notification");

**WHEREAS**, on May 23, 2019, ASA's Board of Directors approved the Final Notification and the Final Facilities Memorandum of Understanding ("Facilities MOU") between CVUSD and ASA;

**WHEREAS**, ASA's use of the District's facilities (the "El Rancho school site") located at 5862 C Street, Chino, California (formerly El Rancho Elementary) under the Facilities MOU is for the 2019-2020 school year only;

**WHEREAS**, pursuant to Section 2.L. of the Facilities MOU, because ASA accepted the Final Notification, ASA has agreed it will sign the Computer Network and Internet Services MOU, which defines the District's provision of and ASA's use of the District's computer network at the El Rancho school site, for a new one-year term commencing July 1, 2019 and ending June 30, 2020;

**WHEREAS**, the Parties agree that the District's responsibilities under this Computer Network and Internet Services MOU are contingent upon ASA's satisfaction of all conditions enumerated in the January 15, 2018 CVUSD First Amended Resolution No. 2017-2018-34 and

## COMPUTER NETWORK AND INTERNET SERVICES MOU

ASA's full compliance with the January 15, 2018 First Amended Charter School Memorandum of Understanding ("First Amended Charter School MOU") between CVUSD and ASA;

**WHEREAS**, pursuant to Section 1.5 of the District's First Amended Charter School MOU, to the extent that ASA wishes to contract with the District for any computer network or internet services beyond those specified in this First Amended Charter School MOU, a separate written contract with the District shall be required;

**WHEREAS**, the District and ASA desire to set forth the terms and conditions for the District's provision of and ASA's use of the District's computer network at the El Rancho school site.

**NOW THEREFORE**, in consideration of the ASA's utility services costs payment and of the covenants and agreements set forth herein to be kept and performed by ASA, the Parties agree as follows:

### **1. Purpose of Computer Network and Internet Services MOU**

- 1.1. The purpose of this Computer Network and Internet Services MOU is to define the District's provision of and ASA's use of the District's computer network at the El Rancho school site, subject to certain conditions enumerated in this MOU.
- 1.2. This Computer Network and Internet Services MOU when signed evidences that the District has fully complied with any and all obligations to provide reasonably equivalent facilities, under Education Code section 47614 and California Code of Regulations, Title 5, section 11969.2(e), to ASA, using the CVUSD's Cal Aero Preserve Academy and Briggs Fundamental School as comparison group schools.

### **2. Definition of the District's Provision of the Computer Network**

- 2.1. A reasonably equivalent "Computer Network" at the El Rancho school site includes the District providing wireless internet (including access points and contracted services via the District's internet services provider), network infrastructure (including switches, fiber runs, cabling, fiberboards, intermediate distribution frames), a firewall, and an operational phone and intercom system.
- 2.2. A reasonably equivalent Computer Network does not include the District providing any servers.
- 2.3. The Computer Network is and shall remain at all times the property of the District.
- 2.4. The Computer Network is not provided by the District to be used by ASA as an open public, student, or employee forum.

## COMPUTER NETWORK AND INTERNET SERVICES MOU

### 3. Term and Termination

- 3.1. This Computer Network and Internet Services MOU shall be effective for a term commencing on July 1, 2019, and ending on June 30, 2020 ("Term"). ASA shall comply with all provisions of this MOU during the Term.
- 3.2. This Computer Network and Internet Services MOU shall automatically terminate if one or more of the following occurs: the CVUSD Board of Education's designee, the CVUSD Superintendent of Schools, determines that ASA failed to comply with any terms of this Computer Network and Internet Services MOU, or the CVUSD Board of Education determines by CVUSD Resolution at a duly noticed CVUSD Board of Education meeting that ASA failed to comply with any of the conditions enumerated in the First Amended Charter School MOU; the CVUSD Board of Education determines that ASA violated any terms or provisions of the October 16, 2017 Allegiance STEAM Academy-Thrive charter; the CVUSD Board of Education determines that ASA failed to comply with any terms of the Facilities MOU; the CVUSD Board of Education determines that ASA's charter is revoked; or if ASA closes for any reason.
- 3.3. Upon termination of this Computer Network and Internet Services MOU for any reason, ASA's access to the Computer Network shall immediately cease.

### 4. Permitted Use

- 4.1. The District grants ASA the right to use the Computer Network only for legal Allegiance STEAM Academy charter school business and educational purposes.
- 4.2. The Computer Network shall not be used for any purpose related to Allegiance STEAM Academy charter school business with any Charter Management Organization.
- 4.3. ASA's right to use the Computer Network during the Term is subject to the following provisions set forth in 4.4 – 4.19:
- 4.4. **Acceptable Use and Internet Safety Policy.** ASA's Board of Directors shall develop, approve, maintain, and enforce an Acceptable Use and Internet Safety Policy for ASA employees, volunteers, parents, students, and other visitors, submit it to the District and post it on ASA's website (<http://asathrive.org/>). If ASA receives discounts for Internet services/access or internal connections through an E-Rate program, then ASA shall comply with all requirements of the Children's Internet Protection Act (47 CFR 54.520) in developing and maintaining the Acceptable Use and Internet Safety Policy. In the event of any changes to the Acceptable Use and Internet Safety Policy, ASA shall provide the District with the revised version of ASA's board-approved Acceptable Use and Internet Safety Policy and post it on ASA's website (<http://asathrive.org/>) within seven (7) calendar days.

## COMPUTER NETWORK AND INTERNET SERVICES MOU

- 4.4.1. ASA shall require all employees, volunteers, parents, students, and other visitors to sign and agree to ASA's Acceptable Use and Internet Safety Policy. Copies of all such signatures shall be provided to the District within thirty (30) calendar days.
- 4.4.2. The Computer Network shall be used only by ASA employees, volunteers, parents, students, and other visitors who have agreed to comply with ASA's Acceptable Use and Internet Safety Policy.
- 4.4.3. ASA will offer student access to the Internet and access to the Computer Network only for educational purposes that support the educational mission of ASA.
- 4.5. **Technology Plan.** ASA's Board of Directors shall prepare, approve, maintain, and enforce a Technology Plan, and submit it to the District and post it on ASA's website (<http://asathrive.org/>). In the event of any changes to the Technology Plan, ASA shall provide the District with the revised version of ASA's Board-approved Technology Plan and post it on ASA's website (<http://asathrive.org/>) within seven (7) calendar days. ASA's Technology Plan shall define for the duration of the Term of this Computer Network and Internet Services MOU, at a minimum:
  - 4.5.1. Appropriate and ethical use of information technology in the classroom;
  - 4.5.2. Internet safety;
  - 4.5.3. An anti-plagiarism policy for students and ASA employees, which defines academic dishonesty, plagiarism, and delineates the manner in which to avoid committing plagiarism, and consequences of academic dishonesty and plagiarism;
  - 4.5.4. The concept, purpose, and significance of a copyright so that students are equipped with the skills necessary to distinguish lawful from unlawful online downloading;
  - 4.5.5. The implications of illegal peer-to-peer network file sharing.
- 4.6. **Domain Policies and Procedures.** ASA shall be responsible for creation of domain policies and procedures.
- 4.7. **Passwords.** ASA shall assign passwords to any person using the Computer Network and Internet Services. All such passwords shall be kept confidential.
- 4.8. **Server(s).** In order for ASA to host services onsite, ASA shall obtain server(s) to store student and employee confidential data, and keep all such server(s) secure onsite. ASA shall provide the District with access to ASA's server(s) if the District requests access.

## COMPUTER NETWORK AND INTERNET SERVICES MOU

- 4.9. Licenses and Other Material.** ASA shall not agree to a license or download any material to the Computer Network without express written authorization from the District.
- 4.10. Downloads.** ASA shall not download unknown files from the Internet, and shall not accept email attachments from unknown senders without first scanning the file using current virus scanning software.
- 4.11. Computer Network Security.** ASA shall not attempt to hack into or violate the Computer Network. Abusing, tampering with and/or destroying the Computer Network or its physical hardware is forbidden and may result in termination of this Computer Network and Internet Services MOU and ASA's access to the District's Computer Network.
- 4.12. Monitoring.** ASA shall take all available precautions to eliminate inappropriate material and students' access to inappropriate material by software blocking access to inappropriate websites.
- 4.13. Conservation.** ASA shall conserve the Computer Network bandwidth and storage. Bandwidth is defined as the data transfer capacity, or speed of transmission, of a network communications system as measured in bits per second. The District shall determine the reasonableness of Computer Network bandwidth. ASA shall not intentionally use the Computer Network for personal use, send mass email chains, engage in chat groups or social media unrelated to the operation of ASA, or upload/download large files, including audio and video files that are not related to the operation of ASA.
- 4.14. Equipment.** Any and all electronic or other equipment connected to the Computer Network shall meet all District regulations and technical standards.
- 4.15. E-Rate Program.** If ASA participates in an E-Rate program, ASA shall be solely responsible for submitting funding requests to receive discounts for any internet services.
- 4.16. Content Limitation.** ASA shall not, at any time, use the Computer Network to produce, distribute, use, view, or store information that includes:
- 4.16.1.** Commercial or personal advertisements, solicitations, promotions, destructive codes or any other unauthorized materials;
  - 4.16.2.** Information prohibited by law, District or ASA Board Policies;
  - 4.16.3.** Obscene, pornographic, sexually explicit or harmful materials;
  - 4.16.4.** Alcohol, drugs prohibited by federal and state laws, drug paraphernalia, electronic smoking device(s);
  - 4.16.5.** Violation(s) of copyright laws;

## COMPUTER NETWORK AND INTERNET SERVICES MOU

- 4.16.6. Data or images that would subject ASA or District to criminal, civil or administrative liability for use of the Computer Network;
  - 4.16.7. False representations of the users' identity;
  - 4.16.8. Data revealing personal or confidential information regarding ASA employees or students.
- 4.17. **Modifications.** ASA shall not make any modifications to Computer Network without express written authorization from the District.
- 4.18. **Rights of District.** The District has the right at all times during the Term of this Computer Network and Internet Services MOU to block or filter Internet access to websites or online materials that are obscene or deemed inappropriate by the District.
- 4.19. **Access to Computer Network.** The District has the right at all times during the Term of this Computer Network and Internet Services MOU to access the Computer Network as necessary via the District's secure Virtual Private Network to troubleshoot all CVUSD-provided services at the El Rancho school site, including, but not limited to, phone systems, heating, ventilation, and air conditioning.

### 5. ASA's Duties

- 5.1. **Utilities Costs for Computer Network and Internet Services.** The Facilities MOU, at page 4, states that the District shall secure Internet services and bill ASA 100% of all utility costs each month during the 2019-2020 school year. Pursuant to the Facilities MOU, the District shall invoice ASA once a month for the Computer Network/Internet service costs, commencing on August 30, 2019, and ending June 30, 2020. ASA shall promptly pay to the District the costs identified in the invoice within thirty (30) calendar days of receipt of such invoice.
- 5.2. **Additional Computer Network and Internet Services.** If ASA desires any additional Computer Network and Internet Services beyond the service level provided to the District's public schools and which are not included in this Computer Network and Internet Services MOU, ASA shall submit a written request to the District for a cost estimate for the desired additional Computer Network and Internet Services.

If the District's cost estimate is approved by ASA's Board of Directors or designee, the District shall provide the desired additional Computer Network and Internet Services within a reasonable amount of time. Upon receipt of the District's services, ASA shall pay to the District the agreed cost estimate for the additional services within thirty (30) calendar days, thereafter, the additional services cost shall be invoiced to ASA monthly in addition to the utilities costs. ASA shall promptly pay to the District the additional services cost identified in the invoice within thirty (30) calendar days of receipt of such invoice.

## COMPUTER NETWORK AND INTERNET SERVICES MOU

- 5.3. Student Data.** ASA is subject to and shall comply, at all times, with all state and federal laws governing personally identifiable information in education records, including but not limited to relevant provisions of the California Education Code sections 49073.1, 49073.2, 49073.6, 49076.7, 49085 and the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. section 1232g and 34 C.F.R. section 99. ASA, not the District, shall manage all student data.
- 5.4. Third Party Informational Technology (“IT”) Consultant or Consulting Firm.** If ASA desires to contract with a third party IT consultant or consulting firm, ASA shall require the third party IT consultant or consulting firm to sign and agree to a confidentiality agreement for the duration of the Term to protect privileged personal and identifiable student information stored on ASA’s server(s). ASA shall also require the third party IT consultant or consulting firm to sign and agree to ASA’s Acceptable Use and Internet Safety Policy. ASA shall provide copies of signatures by ASA’s third party IT consultant or consulting firm accepting ASA’s Acceptable Use and Internet Safety Policy to the District within five (5) calendar days.
- 5.4.1.** The confidentiality agreement shall provide that ASA, in accordance with the FERPA, is the owner of all personally identifiable student data and the data will not be retained by the third party IT consultant or consulting firm if the agreement is terminated. The confidentiality agreement must outline procedures for security breaches and notification of such breaches to all affected ASA parents/ guardians. ASA shall provide the confidentiality agreement to the District within five (5) calendar days after execution.
- 5.4.2.** ASA shall provide the contact information of the third party IT consultant or consulting firm, in writing, to the District within five (5) calendar days after ASA executes a contract with the third party IT consultant or consulting firm.
- 5.4.3.** In the event of any change in a third party IT consultant or consulting firm, ASA shall require the new third party IT consultant or consulting firm to sign and agree to a confidentiality agreement and sign and agree to ASA’s Acceptable Use and Internet Safety Policy. ASA shall execute a new contract with the third party IT consultant or consulting firm, and shall provide the confidentiality agreement and new contract to the District within five (5) calendar days after execution. ASA shall provide the contact information of the new third party IT consultant or consulting firm, in writing, to the District within five (5) calendar days after ASA executes the contract with the new third party IT consultant or consulting firm.
- 5.4.4.** If necessary, District will contact and meet with ASA’s third party IT consultant or consulting firm at the El Rancho school site to discuss and agree upon ASA’s third party IT consultant or consulting firm’s access to the District’s Computer Network.



## **COMPUTER NETWORK AND INTERNET SERVICES MOU**

**5.4.5.** At no time shall ASA's third party IT consultant or consulting firm, or outside vendor, change, touch, manipulate, or move the District's Computer Network.

**5.4.6.** In the event maintenance issues occur with the Computer Network, as installed by the District, ASA shall submit a written request to the District outlining the issue and scope of work requested. If the District approves ASA's request, the District may coordinate and work with ASA's IT consultant or consulting firm to perform the work request.

**5.5. Support.** ASA or ASA's third party IT consultant or consulting firm will provide monitoring, maintenance, remote support, phone support, and virtual Chief Information Officer services for ASA's computers, server(s), printer(s) and peripheral equipment excluding the District's network equipment and firewall management. ASA or ASA's third party IT consultant or consulting firm shall also provide support for all ASA installed hardware and software, and ongoing monitoring of all ASA devices. At no time will the District be responsible to provide support for any of ASA's computer or peripheral equipment configurations.

### **6. District's Duties**

**6.1. Maintenance of Computer Network.** In the event maintenance issues occur with the Computer Network, as installed by the District, ASA shall submit a written request to the District outlining the issue and scope of work requested. If the District approves ASA's request, the District will provide and pay for reasonable hardware-related repairs to the Computer Network.

**6.2. Computer Network Connection.** ASA's connection to the Computer Network may be suspended temporarily and without notice in the case of system failure, upgrades, maintenance, or repair or for reasons beyond the District's control. The District will take reasonable steps to provide notice and to minimize the duration of such disruption, to the extent it is within the District's reasonable control.

### **7. Warranty Disclaimer/Limitation of Liability**

**7.1.** ASA accepts access to the Computer Network on an "as is" basis, District makes no representations or warranties of any kind with respect to performance, data quality, accessibility or integrity of the Computer Network, including but not limited to the warranties of fitness for a particular purpose or merchantability. District shall not be liable for any damages whatsoever arising out of ASA's access to or use of the Computer Network.

### **8. Indemnification**

**8.1.** With the exception of any liability, claims, or damages caused by the negligence or willful misconduct of the District, ASA shall ("Indemnifying Party") indemnify, hold

## **COMPUTER NETWORK AND INTERNET SERVICES MOU**

harmless and defend, release and protect the District, its affiliates, successors and assigns, and its officers, board members, employees, and agents (“Indemnified Party” or “Indemnified Parties”) against and from any and all claims, demands, actions, causes of action, suits, losses, liabilities, expenses, penalties, obligations, errors, omissions and costs, including legal costs, attorneys’ fees and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against the Indemnified Party or Indemnified Parties that may be asserted or claimed by any person, firm, or entity for any injury, death or damage to any person or property occurring in, on or about the El Rancho school site arising from, or in connection with ASA’s use of the District’s Computer Network at the El Rancho school site, including without limiting the generality of the foregoing:

- 8.1.1.** Any default by ASA in the observance or performance of any of the terms, covenants, or conditions of this Computer Network and Internet Services MOU on ASA’s part to be observed or performed;
- 8.1.2.** The use of the Computer Network at the El Rancho school site by ASA or any person claiming by, through or under ASA or ASA’s Board of Directors, employees, agents, representatives, contractors, licensees, directors, officers, partners, trustees, volunteers, visitors or invitees, successors and/or assigns or any such person in, on or about the El Rancho school site either prior to, during, or after the expiration of the Term of this Agreement (“Liability” or “Liabilities”); and
- 8.1.3.** Any claim by a third party that the District is responsible for any actions by ASA in connection with any use of the Computer Network at the El Rancho school site or in any way related to this Computer Network and Internet Services MOU.

ASA’s obligation to defend the District and the other indemnitees identified herein is not contingent upon there being an acknowledgement or determination of the merit of any claims, demands, actions, causes of action, suits, losses, liability, expenses, penalties, obligations, errors, omissions and/or costs.

- 8.2.** With the exception of any liability, claims, or damages caused by the negligence or willful misconduct of ASA, the District shall (“Indemnifying Party”) indemnify, hold harmless and defend, release and protect ASA, its affiliates, successors and assigns, and its officers, board members, employees and agents (“Indemnified Party” or “Indemnified Parties”) against and from any and all claims, demands, actions, causes of action, suits, losses, liabilities, expenses, penalties, obligations, errors, omissions and costs, including legal costs, attorneys’ fees and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against the Indemnified Party or Indemnified Parties that may be asserted or claimed by any person, firm, or entity for any injury, death or damage to any person or property occurring in, on or about the El Rancho school site arising

## COMPUTER NETWORK AND INTERNET SERVICES MOU

from, or in connection with (a) the District's use of the District's Computer Network at the El Rancho school site, including without limiting the generality of the foregoing:

- 8.2.1. Any default by the District in the observance or performance of any of the terms, covenants, or conditions of this Computer Network and Internet Services MOU on District's part to be observed or performed;
- 8.2.2. The use of the Computer Network at the El Rancho school site by the District or any person claiming by, through or under the District or the District's Board of Education members, employees, agents, representatives, contractors, licensees, directors, officers, partners, trustees, volunteers, visitors or invitees, successors and/or assigns or any such person in, on or about the El Rancho school site either prior to, during, or after the expiration of the Term of this Agreement (singularly "Liability" or collectively "Liabilities"); and
- 8.2.3. Any claim by a third party that ASA is responsible for any actions by the District in connection with any use of the Computer Network at the El Rancho school site or in any way related to this Computer Network and Internet Services MOU.

The District's obligation to defend ASA and the other indemnitees identified herein is not contingent upon there being an acknowledgement or determination of the merit of any claims, demands, actions, causes of action, suits, losses, liability, expenses, penalties, obligations, errors, omissions and/or costs.

### 9. Notices

- 9.1. All notices, requests, and other communications under this Computer Network and Internet Services MOU shall be in writing, mailed or delivered by overnight courier to the proper addresses, and emailed as follows:

**If to the District:**

Chino Valley Unified School District  
5130 Riverside Drive  
Chino, CA 91710  
Attention: Assistant Superintendent, Business Services  
Email: [Sandra.Chen@chino.k12.ca.us](mailto:Sandra.Chen@chino.k12.ca.us)

**If to ASA:**

Allegiance STEAM Academy Charter School  
5862 C St.  
Chino, CA 91710  
Attention: Chief Executive Officer  
Email: [sebastian.cognetta@asathrive.org](mailto:sebastian.cognetta@asathrive.org)

## **COMPUTER NETWORK AND INTERNET SERVICES MOU**

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the next business day following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

### **10. Captions and Section Headings**

**10.1.** The captions and section headings used in this Computer Network and Internet Services MOU are inserted for convenience only and shall not affect the meaning or interpretation of the terms of this MOU.

### **11. Severability**

**11.1.** If any provision or any part of this Computer Network and Internet Services MOU is determined by a court of competent jurisdiction to be invalid, illegal, unenforceable, and/or contrary to public policy or statute, such provision shall be severed and the remaining provisions shall remain valid and fully enforceable.

### **12. Venue and Governing Law**

**12.1.** 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. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be filed in the Superior Court of San Bernardino County, California. The Parties agree "shall" is mandatory pursuant to Education Code section 75.

### **13. Modification**

**13.1.** No change or modification of the terms or provisions of this Computer Network and Internet Services MOU shall be deemed valid unless set forth in writing and signed by the Parties. If any actual or physical deletions or changes appear on the face of this MOU, such deletions or changes shall be void and of no force or effect.

### **14. Entire Agreement**

**14.1.** This Computer Network and Internet Services MOU contains the entire agreement of the Parties with respect to the matters covered herein, and supersede as any oral or written understandings or agreements between the Parties with respect to the subject matter of this Computer Network and Internet Services MOU.

**COMPUTER NETWORK AND INTERNET SERVICES MOU**

**15. Scanned/Electronic Signatures**

**15.1.** This Computer Network and Internet Services MOU may be executed and electronically transmitted to any other party by PDF, which PDF shall be deemed to be, and utilized in all respects as, an original, wet-inked document.

All decisions regarding ASA’s satisfaction of all of the terms of this Computer Network and Internet Services MOU are subject to the sole discretion of the CVUSD Superintendent of Schools as the CVUSD Board of Education’s designee.

ASA agrees that ASA’s use of the District’s Computer Network and this Computer Network and Internet Services MOU automatically terminates if the CVUSD Board of Education determines that ASA failed to comply with any terms of this Computer Network and Internet Services MOU.

ASA further agrees that ASA’s use of the District’s Computer Network and this Computer Network and Internet Services MOU automatically terminates if one or more of the following occurs: the CVUSD Board of Education determines by CVUSD Resolution at a duly noticed CVUSD Board of Education meeting that ASA failed to comply with any of the conditions enumerated in the First Amended Charter School MOU; the CVUSD Board of Education determines that ASA violated any terms or provisions of the October 16, 2017 Allegiance STEAM Academy-Thrive charter; the CVUSD Board of Education determines that ASA failed to comply with the terms of the Facilities MOU, the CVUSD Board of Education determines that ASA’s charter is revoked; or if ASA closes for any reason.

Each person below warrants and guarantees that she/he is legally authorized to execute this Computer Network and Internet Services MOU on behalf of the designated entity and that such execution shall bind the designated entity to the terms of this Computer Network and Internet Services MOU. This Computer Network and Internet Services MOU may be executed in counterparts, each of which shall constitute an original. Facsimile copies of signature pages transmitted to other Parties shall be deemed equivalent to original signatures on counterparts.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Computer Network and Internet Services MOU on \_\_\_\_\_, 2019.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

By \_\_\_\_\_  
Norm Enfield, Ed.D. Date  
Superintendent

**ALLEGIANCE STEAM ACADEMY THRIVE**

By \_\_\_\_\_  
Dr. Sebastian Cogna Date  
Chief Executive Officer

**COMPUTER NETWORK AND INTERNET SERVICES MOU**

Approved and ratified on \_\_\_\_\_, 2019 by the Chino Valley Unified School District Board of Education by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

Abstentions: \_\_\_\_\_


\_\_\_\_\_  
Dr. Norm Enfield  
Clerk of the Board of Education

Approved and ratified on June 27, 2019 by the Allegiance STEAM Academy Inc. Board of Directors by the following vote:

AYES: 4

NOES: 0

Abstentions: \_\_\_\_\_

Sebastian Cignette   
Name:  
Title: CEO

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Richard Rideout, Assistant Superintendent, Human Resources

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

=====

**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.” Further, copies of the employment contract shall be made available to the public upon request.

The Board is asked to ratify and approve the addendums to the employment contract for the Assistant Superintendent, Curriculum, Instruction, Innovation, and Support; Assistant Superintendent, Facilities, Planning, and Operations; Assistant Superintendent, Human Resources; Associate Superintendent, Business Services; and Associate Superintendent, Curriculum, Instruction, Innovation, and Support for a term beginning July 1, 2019, and ending June 30, 2023. All other provisions of the contracts for employment shall remain unchanged.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the employment contracts for:

- a) Assistant Superintendent, Curriculum, Instruction, Innovation, and Support;
- b) Assistant Superintendent, Facilities, Planning, and Operations;
- c) Assistant Superintendent, Human Resources;
- d) Associate Superintendent, Business Services; and
- e) Associate Superintendent, Curriculum, Instruction, Innovation, and Support.

## **FISCAL IMPACT**

The positions are within the approved budget.

NE:RR:mcm



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 1 – Offer

The term of the contract shall be from July 1, 2019, through June 30, 2023. This contract may be extended annually, subject to the terms and conditions hereinafter set forth below, and subject to the Assistant Superintendent receiving a satisfactory job performance evaluation on or before March 1st of each calendar year by the Superintendent.

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

\_\_\_\_\_ Date  
James Na, President

\_\_\_\_\_ Date  
Irene Hernandez-Blair, Vice-President

\_\_\_\_\_ Date  
Andrew Cruz, Clerk

\_\_\_\_\_ Date  
Christina Gagnier, Member

\_\_\_\_\_ Date  
Joe Schaffer, Member

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

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

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 1 – Offer

The term of the contract shall be from July 1, 2019, through June 30, 2023. This contract may be extended annually, subject to the terms and conditions hereinafter set forth below, and subject to the Assistant Superintendent receiving a satisfactory job performance evaluation on or before March 1st of each calendar year by the Superintendent.

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

\_\_\_\_\_  
James Na, President Date

\_\_\_\_\_  
Irene Hernandez-Blair, Vice-President Date

\_\_\_\_\_  
Andrew Cruz, Clerk Date

\_\_\_\_\_  
Christina Gagnier, Member Date

\_\_\_\_\_  
Joe Schaffer, Member Date

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

\_\_\_\_\_  
Gregory J. Stachura 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 1 – Offer

The term of the contract shall be from July 1, 2019, through June 30, 2023. This contract may be extended annually, subject to the terms and conditions hereinafter set forth below, and subject to the Associate Superintendent receiving a satisfactory job performance evaluation on or before March 1st of each calendar year by the Superintendent.

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

\_\_\_\_\_  
James Na, President Date

\_\_\_\_\_  
Irene Hernandez-Blair, Vice-President Date

\_\_\_\_\_  
Andrew Cruz, Clerk Date

\_\_\_\_\_  
Christina Gagnier, Member Date

\_\_\_\_\_  
Joe Schaffer, Member Date

SIGNATURE OF THE ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES

\_\_\_\_\_  
Sandra H. Chen 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 1 – Offer

The term of the contract shall be from July 1, 2019, through June 30, 2023. This contract may be extended annually, subject to the terms and conditions hereinafter set forth below, and subject to the Associate Superintendent receiving a satisfactory job performance evaluation on or before March 1st of each calendar year by the Superintendent.

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

\_\_\_\_\_  
James Na, President Date

\_\_\_\_\_  
Irene Hernandez-Blair, Vice-President Date

\_\_\_\_\_  
Andrew Cruz, Clerk Date

\_\_\_\_\_  
Christina Gagnier, Member Date

\_\_\_\_\_  
Joe Schaffer, Member Date

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

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
June 20, 2019

**Minutes**

<b>I. OPENING BUSINESS</b>
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**I.A. CALL TO ORDER – 5:30 P.M.**

1. Roll Call

President Na called to order the regular meeting of the Board of Education, Thursday, June 20, 2019, at 5:30 p.m. with Cruz, Gagnier, Schaffer, and Na present. Mrs. Blair arrived at 5:31 p.m.

Administrative Personnel

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

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Na adjourned to closed session at 5:30 p.m. regarding conference with legal counsel existing litigation; a student readmission; student discipline; public employee discipline/dismissal/release; conference with labor negotiators: A.C.T. and CSEA negotiations; and public employee appointment: elementary school principal and assistant principal; junior high school assistant principal; and high school assistant principal.

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

1. Report Closed Session Action

President Na reconvened the regular meeting of the Board of Education at 7:00 p.m. with Blair, Cruz, Gagnier, Schaffer, and Na present. The Board met in closed session from 5:30 p.m. to 6:44 p.m. regarding conference with legal counsel existing litigation; a student readmission;

student discipline; public employee discipline/dismissal/release; conference with labor negotiators: A.C.T. and CSEA negotiations; and public employee appointment: elementary school principal and assistant principal; junior high school assistant principal; and high school assistant principal. No action was taken that required public disclosure.

2. Pledge of Allegiance

Brian Gallé lead the Pledge of Allegiance.

**I.C. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

None.

**I.D. COMMENTS FROM COMMUNITY LIAISONS**

Mark Lucio announced city sponsored activities; said concerts in the park begin in July; and said the city is starting a wrestling program for the community.

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

Tricia Cauley and Brian Gallé addressed the Board regarding Chino Hills HS general boosters; Sharon Shaw and Ramona Batey addressed the Board regarding Measure G construction near their properties; Yi Eubanks addressed the Board regarding teacher needs; Catherine Osman addressed the Board regarding computers and technology associated with student learning; and Michael Chu addressed the Board regarding health education framework and the area (sexual orientation and gender identity) in which parents cannot opt out.

**I.F. CHANGES AND DELETIONS**

The following change was read into the record: Item III.D.2., Contractor/ Consultant Services, under Human Resources, HR 1920-005 City of Chino, this item was pulled from the agenda

<b>II. ACTION</b>
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**II.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**

**II.A.1. 2019/2020 Local Control and Accountability Plan**

Moved (Blair) seconded (Gagnier) carried unanimously (5-0) to adopt the 2019/2020 Local Control and Accountability Plan.

**II.A.2. Local Control and Accountability Plan Federal Addendum**

Moved (Blair) seconded (Gagnier) carried unanimously (5-0) to approve the Local Control and Accountability Plan Federal Addendum.

**II.B. BUSINESS SERVICES**

**II.B.1. Adoption of the 2019/2020 Budget**

Moved (Blair) seconded (Gagnier) carried unanimously (5-0) to adopt the 2019/2020 budget for all funds and authorized the Superintendent or designee to sign the 2019/2020 District Certification of Budget Adoption.

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

**II.C.1. Final Facilities Memorandum of Understanding Between Chino Valley Unified School District and Sycamore Academy of Science and Cultural Arts-Chino Valley Charter School; Shared Use Agreement Between Chino Valley Unified School District and Sycamore Academy of Science and Cultural Arts-Chino Valley Charter School**

Moved (Schaffer) seconded (Na) motion carried (3-2, Blair and Gagnier voted no) to approve the Final Facilities Memorandum of Understanding between the Chino Valley Unified School District and Sycamore Academy of Science and Cultural Arts-Chino Valley charter school, and the Shared Use Agreement between the Chino Valley Unified School District and Sycamore Academy of Science and Cultural Arts-Chino Valley charter school.

**II.D. HUMAN RESOURCES**

**II.D.1. Addendum to the Employment Contract for the Superintendent of the Chino Valley Unified School District**

Moved (Gagnier) seconded (Blair) carried unanimously (5-0) to approve the addendum to the employment contract for the Superintendent of the Chino Valley Unified School District.

<b>III. CONSENT</b>
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Moved (Gagnier) seconded (Blair) carried unanimously (5-0) to approve the consent items.

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the Regular Meeting of June 6, 2019**

Approved the minutes of the regular meeting of June 6, 2019.



**III.B. BUSINESS SERVICES**

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

Approved/ratified the warrant register.

**III.B.2. 2019/2020 Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students**

Approved/ratified the 2019/2020 applications to operate fundraising activities and other activities for the benefit of students.

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

Approved/ratified the fundraising activities.

**III.B.4. Donations**

Accepted the donations.

**III.B.5. Legal Services**

Approved payment for legal services to the law offices of Margaret A. Chidester & Associates; and the Tao Firm.

**III.B.6. Resolution 2018/2019-49 Use of 2019/2020 Education Protection Accounts Funds**

Adopted Resolution 2018/2019-49 Use of 2019/2020 Education Protection Accounts Funds.

**III.B.7. Resolution 2018/2019-50 Transfers of Appropriations for 2019/2020**

Adopted Resolution 2018/2019-50 Transfers of Appropriations for 2019/2020.

**III.B.8. Signature Authorizations for Chino Valley Unified School District**

Approved the signature authorizations for Chino Valley Unified School District.

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

**III.C.1. Student Readmission Case 18/19-16**

Approved student readmission case 18/19-16.

**III.C.2. Student Expulsion Cases 18/19-31, 18/19-32, 18/19-33, and 18/19-35**

Approved student expulsion cases 18/19-31, 18/19-32, 18/19-33, and 18/19-35.

**III.C.3. School-Sponsored Trip**

Approved/ratified the school-sponsored trip for Chino HS.

**III.C.4. Local Agreement for Child Development Services CSPP-9420 and the Adoption of Resolution 2018/2019-53**

Approved the Local Agreement for Child Development Services CSPP-9420 and the adoption of Resolution 2018/2019-53.

**III.C.5. Local Agreement for Child Development Services CCTR-9188 and the Adoption of Resolution 2018/2019-54**

Approved the Local Agreement for Child Development Services CCTR-9188 and the adoption of Resolution 2018/2019-54.

**III.C.6. Revision of the Financial Literacy Course**

Approved the revision of the Financial Literacy course.

**III.C.7. Designation of California Interscholastic Federation Representatives to League for 2019/2020**

Approved the Designation of California Interscholastic Federation Representatives to League for 2019/2020.

**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, as amended.

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

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

**III.D.4. Resolutions 2018/2019-51 and 2018/2019-52 for Authorization to Utilize Piggyback Contracts**

Adopted Resolutions 2018/2019-51 and 2018/2019-52 for authorization to utilize piggyback contracts.

**III.D.5. Notice of Completion for CUPCAA Bid 18-19-30I, Woodcrest JHS Behavioral Intervention Program Installation of New Single Ply Roofing**

Approved the Notice of Completion for CUPCAA Bid 18-19-30I, Woodcrest JHS Behavioral Intervention Program Installation of New Single Ply Roofing.

**III.E. HUMAN RESOURCES**

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

Approved/ratified the certificated/classified personnel items.

**III.E.2. New Job Description and Creation of the Position for Transportation Technician**

Approved the new job description for Transportation Technician, and authorized the creation of the position for Transportation Technician.

**III.E.3. Student Teaching Agreement with Concordia University—Portland**

Approved the student teaching agreement with Concordia University—Portland.

**III.E.4. Partnership Program Addendum with Concordia University—Portland**

Approved the Partnership Program addendum with Concordia University—Portland.

**IV. INFORMATION****IV.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****IV.A.1. Revision of Board Policy and Administrative Regulation 5141.52 Students—Suicide Prevention**

Received for information the revision of Board Policy and Administrative Regulation 5141.52 Students—Suicide Prevention.

**IV.A.2. Revision of Board Policy and Administrative Regulation 5144 Students—Discipline**

Received for information the revision of Board Policy and Administrative Regulation 5144 Students—Discipline.

**IV.B. FACILITIES, PLANNING, AND OPERATIONS****IV.B.1. Revision of Board Policy 3250 Business and Noninstructional Operations—Transportation Fees**

Received for information the revision of Board Policy 3250 Business and Noninstructional Operations—Transportation Fees.

**IV.B.2. Revision of Board Policy 3510 Business and Noninstructional Operations—Green School Operations**

Received for information the revision of Board Policy 3510 Business and Noninstructional Operations—Green School Operations.

**IV.B.3. Revision of Board Policy and Administrative Regulation 3511 Business and Noninstructional Operations—Energy and Water Conservation**

Received for information the revision of Board Policy and Administrative Regulation 3511 Business and Noninstructional Operations—Energy and Water Conservation.

**IV.B.4. Revision of Administrative Regulation 3514 Business and Noninstructional Operations—Environmental Safety**

Received for information the revision of Administrative Regulation 3514 Business and Noninstructional Operations—Environmental Safety.

**IV.B.5. Revision of Board Policy and Deletion of Administrative Regulation 3540 Business and Noninstructional Operations—Transportation**

Received for information the revision of Board Policy and deletion of Administrative Regulation 3540 Business and Noninstructional Operations—Transportation.

**V. COMMUNICATIONS****BOARD MEMBERS AND SUPERINTENDENT**

Joe Schaffer commended the (Chino Hills HS) general boosters for meeting auditor's recommendations, said he looks forward to moving ahead with a productive relationship, expressed a concern related to its board members receiving a stipend, and asked Superintendent Enfield to look into what other districts do in this regard; spoke about the need for speech and language pathologists and would like to know how the District plans to recruit, and retain those we currently have; apologized to Mrs. Shaw, community member, for the inconvenience related to Measure G funded work near her property; said what is embedded in the curriculum regarding gender identity etc. is an issue with the state legislature/local representative - not the local level, but that the Board is doing its best to maintain a very conservative approach; asked Superintendent Enfield to look into technology issues in moderate to severe classrooms; asked Superintendent Enfield to make sure that the parent engagement community outreach position mentioned throughout the approved LCAP and addendum is appropriately classified and to start the process to do so; spoke about the Adult School's newly created HVAC program and the ribbon cutting ceremony; attended the June 8 SBCSBA reception and thanked Senator Levey for making herself and staff accessible; attended the Crowsby Allen award ceremony at Boys Republic today, and attended graduations the following day; and provided a brief Baldy View ROP committee report regarding its budget approval.

Christina Gagnier spoke about the student who sustained injuries during an incident in the community today; said the Chino State of the City is taking place on Wednesday at the Chaffey Community College campus in Chino; attended the opening of the Adult School HVAC facility; and lauded the collaboration between the District and Chaffey College system.

Andrew Cruz apologized to the community member who was inconvenienced during school construction near her property; said he supports the concerns raised by Yi Eubanks regarding class size and computer needs; agreed with Catherine Osman regarding technology concerns; and closed by commenting on the prayer lawsuit.

Irene Hernandez-Blair said the Measure G link on the District website is not up-to-date; said it is important that it be regularly updated; expressed sadness at the tragedy that occurred with one of our students today; and said we need to be aware of what our children are doing regardless of their age.

Superintendent Enfield said tonight’s meeting was the last meeting for the 2018/2019 school year; and expressed gratitude to the Board for extending his contract.

President Na spoke about the student who was injured today and extended thoughts to the family; said our hopes and dreams are in our students; spoke about Chino Hills HS SDC and special education class size and technology needs; asked Superintendent Enfield to make sure technology support is provided to all high schools; thanked Catherine Osman for her work with students: commented on the HVAC program at the Adult School, and said he is happy to see Dawn Marks, Chino Champion reporter, talking to the students who participate in the program; thanked Mrs. Shaw for her service as a teacher and thanked her for coming; and acknowledged the Chino Hills HS general booster club volunteers.

**VI. ADJOURNMENT**

President Na adjourned the regular meeting of the Board of Education at 7:48 p.m.

\_\_\_\_\_  
James Na, President

\_\_\_\_\_  
Andrew Cruz, Clerk

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: WARRANT REGISTER**

=====

**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**

\$8,642,613.32 to all District funding sources.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: 2019/2020 APPLICATIONS TO OPERATE FUNDRAISING  
ACTIVITIES AND OTHER ACTIVITIES FOR THE BENEFIT OF  
STUDENTS**

=====  
**BACKGROUND**

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve/ratify the 2019/2020 applications to operate fundraising activities and other activities for the benefit of students.

**FISCAL IMPACT**

None.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**July 18, 2019**

**2019/2020 AUTHORIZATION TO OPERATE FUNDRAISING ACTIVITIES  
AND OTHER ACTIVITIES FOR THE BENEFIT OF STUDENTS**

<b><u>School</u></b>	<b><u>Organization</u></b>
Butterfield Ranch ES	PTA
Eagle Canyon ES	PTA
Hidden Trails ES	PTA
Marshall ES	PTO
Walnut ES	PFA



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: FUNDRAISING ACTIVITIES**

=====

**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**  
**July 18, 2019**

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<b><u>Borba ES</u></b>		
PFA	Membership Drive	8/12/19 - 5/28/20
PFA	Off Campus Popcorn Sale	8/19/19 - 8/30/19
PFA	Back to School Night Refreshment Sale	8/21/19
PFA	Student Store	9/18/19 - 5/28/20
PFA	Gift Boutique	12/9/19 - 12/13/19
PFA	Catalog Sale	2/3/20 - 2/14/20
PFA	Mother/Daughter Event	3/13/20
PFA	Father/Son Event	5/1/20
PFA	Open House Refreshment Sale	5/13/20
PFA	Festival Snack Sale	5/15/20
<b><u>Cattle ES</u></b>		
PFA	Membership Drive	8/1/19 - 9/30/19
PFA	Spirit Wear Sale	8/1/19 - 6/30/20
PFA	La Michoacanita Family Nights Out	8/12/19 - 8/13/19
PFA	Monthly Spirit Sticks/Tags Sale	8/12/19 - 5/1/20
PFA	Fridays After School Ice Cream Sale	8/16/19 - 5/22/20
ASB	Pencil Sale	8/19/19 - 5/1/20
PFA	Super Chili Burger Family Night Out	9/9/19
PFA	Fall Catalog Sale	9/10/19 - 10/2/19
PFA	McDonald's Family Night Out	10/16/19
PFA	Islands Restaurant Family Nights Out	11/18/19 - 11/22/19
PFA	Cannataro's Family Nights Out	12/7/19 - 12/11/19
PFA	Yearbook Sale	1/2/20 - 5/31/20
PFA	Titan Burgers Family Nights Out	1/20/20 - 1/24/20
PFA	Pieology Family Nights Out	2/17/20 - 2/21/20
PFA	Taco Hut Family Nights Out	3/9/20 - 3/13/20
PFA	Chipotle Family Nights Out	4/6/20 - 4/10/20
PFA	Round Table & It's Yogurt Family Night Out	5/29/20
<b><u>Chaparral ES</u></b>		
PTO	Box Tops for Education	8/1/19 - 6/1/20
PTO	Scrip Gift Card Sale	8/8/19 - 5/30/20
PTO	Membership Drive	8/8/19 - 5/30/20
PTO	Spirit Wear Sale	8/8/19 - 5/31/20
PTO	Shave Iced Sale	8/9/19 & 9/26/19
ASB - 6th Grade	Community Discount Card Sale	8/19/19 - 8/30/19
PTO	Monthly After School Popsicle Sale	8/22/19 - 6/30/20

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**July 18, 2019**

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<b><u>Chaparral ES</u></b> (cont.)		
PTO	Movie Night Refreshment Sale	9/6/19
PTO	Project Pie Family Night Out	9/12/19 & 1/16/20
ASB - 6th Grade	Reusable Mixed Bag Sale	9/23/19 - 10/4/19
PTO	Ultra Fun Run Donations	10/10/19
PTO	Fall Holiday Gram Sale	10/21/19 - 10/25/19
ASB - 6th Grade	Off Campus See's Candy Sale	11/4/19 - 11/15/19
PTO	Winter Holiday Gram Sale	12/9/19 - 12/13/19
PTO	Valentine Gram Sale	2/3/20 - 2/7/20
PTO	Shamrock Gram Sale	3/9/20 - 3/13/20
PTO	Spring Holiday Gram Sale	4/13/20 - 4/17/20
<b><u>Eagle Canyon ES</u></b>		
PTA	Spirit Wear Sale	8/8/19 - 5/28/20
PTA	After School Snack Sale	8/8/19 - 5/28/20
PTA	Membership Drive	8/9/19 - 8/30/19
ASB	Agenda Sale	8/12/19 - 5/28/20
PTA	Off Campus Popcorn Sale	9/4/19 - 9/20/19
ASB - 6th Grade	After School Candy Apple Sale	9/9/19 - 9/20/19
PTA	Fall Family Festival Ticket Sale	9/30/19 - 10/18/19
ASB - 6th Grade	Off Campus See's Candy Sale	9/30/19 - 10/21/19
<b><u>Hidden Trails ES</u></b>		
PTA	Membership Drive	7/19/19 - 5/31/20
PTA	Amazon Smile.com	7/19/19 - 5/31/20
PTA	Spirit Wear Sale	7/19/19 - 5/31/20
PTA	Box Tops for Education	8/1/19 - 5/31/20
PTA	After School Snack Sale	8/12/19 - 5/31/20
PTA	Fall Family Night Snack Sale	9/20/19
PTA	Off Campus Cookie Dough Sale	9/30/19 - 10/15/19
PTA	McDonald's McTeachers Night	10/9/19
PTA	Trunk or Treat	10/25/19
PTA	Fall Dance	11/15/19
PTA	Pennies for Patients Donation Drive	12/2/19 - 12/18/19
PTA	Fall Book Fair	12/9/19 - 12/13/19
PTA	Holiday Gift Shop	12/9/19 - 12/13/19
PTA	Read-A-Thon	3/2/20 - 3/6/20
PTA	Off Campus See's Candy Sale	3/9/20 - 3/31/20
PTA	Family Fun Night	3/18/20

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**July 18, 2019**

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<b><u>Hidden Trails ES</u></b> (cont.)		
PTA	Spring Book Fair	5/11/20 - 5/15/20
PTA	Open House Silent Auction	5/13/20
<b><u>Lite! ES</u></b>		
PTA	Spirit Wear Sale	8/9/19 - 5/20/20
PTA	Yearbook Sale	8/9/19 - 5/28/20
PTA	Membership Drive	8/12/19 - 5/28/20
<b><u>Marshall ES</u></b>		
PTO	Catalog Sale	9/19/19 - 10/3/19
PTO	Book Fair	2/3/20 - 2/7/20
<b><u>Oak Ridge ES</u></b>		
PTA	After School Kona Ice Sale	8/22/19
PTA	Corner Bakery Spirit Nights Out	4/20/20 - 4/24/20
PTA	Subway Spirit Night	5/14/20
<b><u>Rolling Ridge ES</u></b>		
PTA	Meet Your Teacher Refreshment Sale	8/9/19
PTA	Membership Drive	8/12/19 - 5/28/20
PTA	Amazon Smile.com	8/12/19 - 5/28/20
PTA	Happy Birthday Wishes Marquee	8/12/19 - 5/28/20
PTA	Spirit Wear Sale	8/12/19 - 5/28/20
ASB - 6th Grade	Recycling Program	8/12/19 - 5/28/20
ASB - 6th Grade	After School Juice-It-Up Sale	8/12/19 - 5/28/20
ASB - 6th Grade	Yearbook Dedications	8/12/19 - 5/28/20
ASB - 6th Grade	Box Tops for Education	8/12/19 - 5/28/20
PTA	Fall Catalog Sale	8/28/19 - 9/9/19
PTA	Kinder Movie Night Refreshment Sale	9/27/19
PTA	Fall Book Fair	10/7/19 - 10/11/19
PTA	Family Fun Night	10/25/19
ASB - 6th Grade	Family Fun Night Refreshment Sale	10/25/19
ASB - 6th Grade	After School Candy Sale	12/2/19 - 12/19/19
PTA	Holiday Boutique	12/3/19 - 12/5/19
ASB - 6th Grade	Holiday Boutique	12/3/19 - 12/5/19
ASB - General	Leukemia & Lymphoma Society Donation Drive	1/21/20 - 1/31/20

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**July 18, 2019**

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<b><u>Rolling Ridge ES</u></b> (cont.)		
ASB - General	Pennies for Patients Donation Drive	1/21/20 - 1/31/20
PTA	Fun Run Pledge Drive	3/2/20 - 3/19/20
PTA	Spring Book Fair	4/27/20 - 5/1/20
ASB - 6th Grade	Spring Program Refreshment Sale	5/20/20
<b><u>Walnut ES</u></b>		
PFA	T-Shirt Sale	8/12/19 - 9/27/19
PFA	Membership Drive	8/12/19 - 9/30/19
PFA	Spirit Wear Sale	8/12/19 - 5/22/20
PFA	Fall Catalog Sale	9/9/19 - 9/20/19
PFA	Fall Book Fair	10/7/19 - 10/11/19
PFA	Halloween Gram Sale	10/15/19 - 10/31/19
PFA	McDonald's McTeacher Night	10/22/19
PFA	Yearbook Sale	11/1/19 - 5/22/20
PFA	Holiday Boutique	12/9/19 - 12/13/19
PFA	Spring Catalog Sale	3/9/20 - 3/30/20
PFA	Off Campus See's Candy Sale	4/1/20 - 4/30/20
PFA	Spring Book Fair	4/13/20 - 4/17/20
PFA	McDonald's Family Night Out	4/28/20
<b><u>Canyon Hills JHS</u></b>		
Renaissance	Agenda Sale	7/29/19 - 5/28/20
Renaissance	After School Juice-It-Up Sale	8/15/19 - 5/21/20
Music Club	Back To School Night Refreshment Sale	8/20/19
Renaissance	Off Campus Candy Sale	1/21/20 - 2/6/20
<b><u>Magnolia JHS</u></b>		
ASB - General	Welcome Back Ice Cream Social Ticket Sale	8/12/19 - 8/16/19
ASB - General	Step-It-Up Donation Drive	8/15/19 - 8/29/19
<b><u>Ayala HS</u></b>		
Spirit Boosters	Spirit Decal Sale	8/1/19 - 11/1/19
Spirit Boosters	Chipotle Family Night Out	8/12/19
Baseball Boosters	Golf Tournament	10/28/19
Baseball Boosters	Donation Drive	2/1/20 - 4/30/20

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**July 18, 2019**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Chino HS</u></b>		
Football Boosters	Blast Athletics Donation Drive	7/19/19 - 8/31/19
<b><u>Chino Hills HS</u></b>		
Peer Leadership	Marquee Birthday Announcement Sale	8/12/19 - 6/1/20

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: DONATIONS**

=====

**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**  
**July 18, 2019**

<b><u>DEPARTMENT/SITE DONOR</u></b>	<b><u>ITEM DONATED</u></b>	<b><u>APPROXIMATE VALUE</u></b>
<b><u>Alternative Education</u></b>		
Wright & Associates	Classroom Supplies/Equipment	\$500.00
<b><u>Dickey ES</u></b>		
American Heart Association	Cash	\$60.00
ITS Logistics, LLC	Cash	\$350.00
Dickey PTO	Cash	\$500.00
<b><u>Hidden Trails ES</u></b>		
Hidden Trails PTA	Cash	\$4,395.00
<b><u>Chino Hills HS</u></b>		
Rev Varsity	Cash	\$20.00
Wells Fargo Foundation	Cash	\$60.00



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**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: LEGAL SERVICES**

=====

**BACKGROUND**

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

FIRM	MONTH	INVOICE AMOUNTS	2018/2019 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	May 2019	\$ 1,921.50	\$ 161,711.91
Fagen Friedman & Fulfroost LLP	-	-	\$ 11,009.63
Margaret A. Chidester & Associates	May 2019	\$71,488.25	\$1,109,319.09
The Tao Firm	-	-	\$ 41,032.50
	<b>Total</b>	\$73,409.75	\$1,323,073.13

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**

\$73,409.75 to the General Fund.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
Stephanie Johnson, Director, Student Support Services  
**SUBJECT: STUDENT EXPULSION CASE 18/19-34**

=====

**BACKGROUND**

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

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

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

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

**RECOMMENDATION**

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve student expulsion case 18/19-34.

**FISCAL IMPACT**

None.

NE:LF:SJ:ss

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
**SUBJECT: SCHOOL-SPONSORED TRIPS**

=====

**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: Chaparral ES Event: Pali Institute Outdoor Science Camp Place: Running Springs, CA Chaperone: 77 students/20 chaperones	January 27-31, 2020	Cost: \$465.00 per student Funding Source: Parents and fundraising
Site: Cortez ES Event: Thousand Pines Outdoor Science Camp Place: Crestline, CA Chaperone: 100 students/14 chaperones	January 21-24, 2020	Cost: \$265.00 per student Funding Source: Title I

Site: Country Springs ES Event: Thousand Pines Outdoor Science Camp Place: Crestline, CA Chaperone: 90 students/14 chaperones	December 2-6, 2019	Cost: \$319.00 per student Funding Source: Parents and fundraising
Site: Country Springs ES Event: Sacramento Trip Place: Sacramento, CA Chaperone: 96 students/30 chaperones	April 17, 2020	Cost: \$460.00 per student Funding Source: Parents and fundraising
Site: Dickson ES Event: Thousand Pines Outdoor Science Camp Place: Crestline, CA Chaperone: 50 students/12 chaperones	October 14-18, 2019	Cost: \$319.00 per student Funding Source: Donations
Site: Glenmeade ES Event: Pali Institute Outdoor Science Camp Place: Running Springs, CA Chaperone: 80 students/18 chaperones	March 16-18, 2020	Cost: \$325.00 per student Funding Source: Parents and fundraising
Site: Hidden Trails ES Event: Thousand Pines Outdoor Science Camp Place: Crestline, CA Chaperone: 75 students/12 chaperones	December 16-19, 2019	Cost: \$265.00 per student Funding Source: Parents and fundraising
Site: Liberty ES Event: Thousand Pines Outdoor Science Camp Place: Crestline, CA Chaperone: 50 students/17 chaperones	March 3-6, 2020	Cost: \$265.00 per student Funding Source: Parents and fundraising
Site: Litel ES Event: Arrowhead Ranch Outdoor Science Camp Place: Lake Arrowhead, CA Chaperone: 70 students/12 chaperones	October 22-25, 2019	Cost: \$279.00 per student Funding Source: Parents
Site: Rolling Ridge ES Event: Thousand Pines Outdoor Science Camp Place: Crestline, CA Chaperone: 90 students/18 chaperones	November 18-22, 2019	Cost: \$319.00 per student Funding Source: Parents
Site: Ayala HS Event: Cross Country Team Camp Place: Big Bear City, CA Chaperone: 27 students/6 chaperones	July 28-August 1, 2019	Cost: \$400.00 per student Funding Source: Parents
Site: Ayala HS Event: Spirit Team Camp Place: Buena Park, CA Chaperone: 75 students/8 chaperones	July 29-August 1, 2019	Cost: \$485.00 per student Funding Source: Parents and fundraising
Site: Ayala HS Event: Girls Golf Team Pre-Season Competition and University Tours Place: San Francisco, CA Chaperone: 8 students/3 chaperones	August 4-8, 2019	Cost: \$1,000.00 per student Funding Source: Parents

Site: Chino HS Event: Cheer Squad Camp Place: Palm Desert, CA Chaperone: 25 students/3 chaperones	August 1-4, 2019	Cost: \$550.00 per student Funding Source: Fundraising
Site: Chino HS Event: Girls Basketball Team - Tournament Place: Alberta, Canada Chaperone: 14 students/4 chaperones	December 11-15, 2019	Cost: \$400.00 per student Funding Source: Fundraising
Site: Chino Hills HS Event: Dance Team - Camp Place: Thousand Oaks, CA Chaperone: 26 students/4 chaperones	August 1-4, 2019	Cost: \$500.00 per student Funding Source: Fundraising

**FISCAL IMPACT**

None.

NE:LF:rtr

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: 2019/2020 EXPULSION HEARING ADMINISTRATIVE PANEL**

=====

**BACKGROUND**

Administrative Regulation 5144.1 authorizes the formation and use of administrative panels to conduct expulsion hearings on behalf of the Board of Education (California Education Code 48918). The administrative panel shall be selected from a Board-approved pool. Panel members should be available to serve a minimum of two times per semester. A Board-approved list of administrators is attached. The attached list represents positions rather than names in order to alleviate the need to revise the list throughout the year as administrative assignments change.

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 Expulsion Hearing Administrative Panel.

**FISCAL IMPACT**

None.

NE:LF:SJ:ss

**POOL OF EXPULSION HEARING  
ADMINISTRATIVE PANEL MEMBERS**

**DISTRICT OFFICE PERSONNEL**

Director, Access and Equity	Coordinator, Access and Equity
Director, Alternative Education	Coordinator, Assessment and Instr. Technology
Director, Assessment and Instr. Technology	Coordinator, Behavior Intervention
Director, Elementary Curriculum and Instr.	Coordinator, Child Development
Director, Health Services	Coordinator, Child Welfare and Attendance
Directors, Human Resources	Coordinator, Elementary Curriculum and Instr.
Director, Secondary Curriculum and Instr.	Coordinator, Secondary Curriculum and Instr.
Director, Special Education	Coordinators, Special Education
Director, Student Support Services	

**ELEMENTARY SCHOOLS (K-6)**

Principal, Borba ES	Principal, Hidden Trails ES
Assistant Principal, Borba ES	Assistant Principal, Hidden Trails ES
Principal, Butterfield Ranch ES	Principal, Liberty ES
Assistant Principal, Butterfield Ranch ES	Assistant Principal, Liberty ES
Principal, Cattle ES	Principal, Litel ES
Assistant Principal, Cattle ES	Assistant Principal, Litel ES
Principal, Chaparral ES	Principal, Marshall ES
Assistant Principal Chaparral ES	Assistant Principal, Marshall ES
Principal, Cortez ES	Principal, Newman ES
Assistant Principal, Cortez ES	Assistant Principal, Newman ES
Principal, Country Springs ES	Principal, Oak Ridge ES
Assistant Principal, Country Springs ES	Assistant Principal, Oak Ridge ES
Principal, Dickey ES	Principal, Rhodes ES
Assistant Principal, Dickey ES	Assistant Principal, Rhodes ES
Principal, Dickson ES	Principal, Rolling Ridge ES
Assistant Principal, Dickson ES	Assistant Principal, Rolling Ridge ES
Principal, Eagle Canyon ES	Principal, Walnut ES
Assistant Principal, Eagle Canyon ES	Assistant Principal, Walnut ES
Principal, Glenmeade ES	Principal, Wickman ES
Assistant Principal, Glenmeade ES	Assistant Principal, Wickman ES

**K-8 SCHOOLS**

Principal, Briggs K-8	Principal, Cal Aero K-8
Assistant Principals, Briggs K-8	Assistant Principals, Cal Aero K-8

**SECONDARY SCHOOLS (7-12)**

Principal, Canyon Hills JHS	Principal, Boys Republic HS
Assistant Principals, Canyon Hills JHS	Principal, Buena Vista HS
Principal, Magnolia JHS	Principal, Chino HS
Assistant Principals, Magnolia JHS	Assistant Principals, Chino HS
Principal, Ramona JHS	Principal, Chino Hills HS
Assistant Principals, Ramona JHS	Assistant Principals, Chino Hills HS
Principal, Townsend JHS	Principal, Don Lugo HS
Assistant Principals, Townsend JHS	Assistant Principals, Don Lugo HS
Principal, Woodcrest JHS	Assistant Principal, Chino Valley Learning Academy
Assistant Principal, Woodcrest JHS	Principal, Adult School
Principal, Ayala HS	
Assistant Principals, Ayala HS	

Administrative retirees as they become available.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2019/2020 APPLICATION FOR FUNDING FOR DON LUGO HS**

=====

**BACKGROUND**

The purpose of the Agricultural Career Technical Educational Incentive Grant is to improve the quality of Agricultural Vocational Programs by upgrading agricultural equipment. Equipment is defined as “any non-salary” item of expenditure.

The grant amount applied for is in addition to any funds received through the 2019/2020 Carl D. Perkins Career and Technical Education Act. School districts participating in the incentive grant must certify that the funds will be used to supplement, not supplant, the district’s regular on-going expenditures for the Agricultural Career Technical Education Program. Districts are required to provide matching funds. Matching funds can come from several sources including but not limited to 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 approve the Agricultural Career Technical Education Incentive Grant 2019/2020 Application for funding for Don Lugo HS.

**FISCAL IMPACT**

\$24,464.00 to the General Fund.

NE:GP:JAR:lar



# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2019–20 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2019)

Don Lugo High School

School Site

Chino Valley Unified

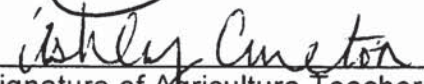
District

Please include the following items with your application:

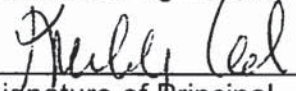
- Eligibility Determination Sheet
- Variance Request Form (if applicable)
- Quality Criterion 12 Form (if applicable)
- Award Estimator and Budget Sheet
- List of Agriculture Teachers

Certification: I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

  
\_\_\_\_\_  
Signature of Authorized Agent

  
\_\_\_\_\_  
Signature of Agriculture Teacher  
Responsible for the Program

*Director, Secondary Curriculum*  
\_\_\_\_\_  
Authorized Agent Title

  
\_\_\_\_\_  
Signature of Principal

Contact Phone Number: (951) 323-5120

Date of Local Agency Board Approval: \_\_\_\_\_

# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2019–20 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2019)

## Eligibility Determination Sheet

IN ORDER TO APPLY FOR FUNDING, YOU MUST MEET **ALL** THE QUALITY CRITERIA LISTED BELOW.

Please check each Quality Criteria you meet:

- 1. Curriculum and Instruction
- 2. Leadership and Citizenship Development
- 3. Practical Application of Occupational Skills
- 4. Qualified and Competent Personnel
- 5. Facilities, Equipment, and Materials
- 6. Community, Business, and Industry Involvement
- 7. Career Guidance
- 8. Program Promotion
- 9. Program Accountability and Planning

IF YOU CHECKED **ALL** THE REQUIRED QUALITY CRITERIA, PLEASE CONTINUE TO THE NEXT PAGE OF YOUR APPLICATION.

---

If you **do not** meet one or more of the criteria listed above, you may submit a Variance Request Form for each unmet criterion.

A variance is a proposed plan to bring your program into compliance with all the quality criteria listed above, prior to the following year's application.

All variances must be approved with this application in order to be eligible for funding. Non-compliance with the terms of the approved variance will result in a loss of funds.

Will you be including a formal Variance Request Form for each unmet criterion?

Yes     No

IF YOU ARE REQUESTING ONE OR MORE VARIANCES, PLEASE COMPLETE A **VARIANCE REQUEST FORM** FOR EACH AND CONTINUE TO THE NEXT PAGE OF YOUR APPLICATION.

---

IF YOU DO NOT MEET **ALL** REQUIRED QUALITY CRITERIA LISTED ABOVE, **AND** YOU ARE **NOT** SUBMITTING A VARIANCE REQUEST FORM

**STOP**

YOU ARE NOT ELIGIBLE TO APPLY FOR FUNDING THROUGH THE AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT.

# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2019–20 APPLICATION FOR FUNDING

California Department of Education  
(Due Date: To be received in Regional Supervisor's Office by June 30, 2019)

## AWARD ESTIMATOR

**DATES OF PROJECT DURATION: JULY 1, 2019 TO JUNE 30, 2020**

### Applicant Information (please fill in the underlined fields)

Number of Different Agriculture Teachers at Site (Please attach a separate list of Agriculture teachers' names):	3
Total Number of Students from the prior fiscal year R-2 Report:	183
Number of teachers meeting Criterion 10 (see instructions for more information):	3
Number of teachers meeting Criterion 11a (see instructions for more information):	3
Number of teachers meeting Criterion 11b (see instructions for more information):	3
Do you meet all criteria on the attached Quality Criterion 12 Form (Y/N)?	N

### Award Calculations

Part 1: Based on your number of agriculture teachers at the site: (Please attach a separate list of Agriculture teachers' names):	\$ 5,000.00
Part 2: Based on \$8.00 per member listed on the R-2 Report:	\$ 1,464.00
Part 3a: Based on number of teachers meeting Criterion 10:	\$ 6,000.00
Part 3b: Based on number of teachers meeting Criterion 11a:	\$ 6,000.00
Part 3c: Based on number of teachers meeting Criterion 11b:	\$ 6,000.00
Part 4: Based on meeting all criteria on the Quality Criterion 12 Form:	\$ 0.00
<b>Total Estimated Award:</b>	<b>\$ 24,464.00</b>

# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2019–20 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2019)

## Budget Sheet

Incentive grant awards must be matched for each Account Number below (4000, 5000, and 6000). Account Number 4000 requires only the subtotal be matched, but Account Numbers 5000 and 6000 must be matched by line item. A waiver of matching must be approved for any instances where matching funds do not meet or exceed Incentive Grant funds.

**Amount left to Allocate:**

\$ 0.00

### 4000: Books & Supplies

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Books and Supplies	\$ 13,964.00	\$ 13,964.00
Subtotal	N/A	\$ 13,964.00	\$ 13,964.00

5000 Services and Operating Expenses, including services of consultants, staff travel, conferences, rentals, leases, repairs, and bus transportation

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Conferences	\$ 2,500.00	\$ 2,500.00
2.	Transportation	\$ 2,000.00	\$ 2,000.00
3.	Repairs	\$ 1,000.00	\$ 1,000.00
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Subtotal	N/A	\$ 5,500.00	\$ 5,500.00

6000 Capital Outlay, including sites, buildings, improvement of buildings, and equipment

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Farm Equipment/improvement	\$ 5,000.00	\$ 5,000.00
2.			
3.			
4.			
5.			
Subtotal	N/A	\$ 5,000.00	\$ 5,000.00

**Total Allocated Funds:**

\$ 24,464.00

\$ 24,464.00

Agriculture Incentive Grant  
List of Agriculture Teachers  
2018-2019

1. Ashley Cureton
2. Alyssa Berry
3. Mary Jane Ashley

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
Sherri Johnson, Psy.D., Director, Health Services/Child Development  
**SUBJECT: REVISION OF BOARD POLICY 5141.52 STUDENTS – SUICIDE PREVENTION**

=====

**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 5141.52 Students – Suicide Prevention is being revised to reflect new law (AB 2639) which requires boards of districts that service grades 7-12 to review the district’s suicide prevention policy at least every five years and update it as necessary. This item was presented to the Board on June 20, 2019, as information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 5141.52 Students – Suicide Prevention.

**FISCAL IMPACT**

None.

NE:LF:SJ:rtr

## **SUICIDE PREVENTION**

The Board of Education recognizes that suicide is a ~~major~~ LEADING cause of death among youth and that ~~should be taken seriously~~ SCHOOL PERSONNEL WHO REGULARLY INTERACT WITH STUDENTS ARE OFTEN IN A POSITION TO RECOGNIZE THE WARNING SIGNS OF SUICIDE AND TO OFFER APPROPRIATE REFERRAL AND/OR ASSISTANCE. In ~~order~~ AN EFFORT to ~~attempt to~~ reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the District, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, administrators, other staff, parents/guardians, students, SUICIDE PREVENTION EXPERTS, local health agencies, mental health professionals, and community organizations.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other District employees who interact with students in the secondary grades

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

2. INSTRUCTION TO STUDENTS IN PROBLEM-SOLVING AND COPING SKILLS TO PROMOTE STUDENTS' MENTAL, EMOTIONAL, AND SOCIAL HEALTH AND WELL-BEING

(cf. 6142.8 - Health Education)

- 2-3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

**SUICIDE PREVENTION (cont.)**

- 3-4. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
- 4-5. Crisis intervention procedures for addressing suicide threats or attempts
- 5-6. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

THE BOARD SHALL REVIEW, AND UPDATE AS NECESSARY, THIS POLICY AT LEAST EVERY FIVE YEARS. (Education Code 215)

**Legal Reference:**

EDUCATION CODE

215 Student Suicide Prevention Policies  
32280-32289 Comprehensive Safety Plan  
49060-49079 Student records  
49602 Confidentiality of student information  
49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent  
5850-5883 Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

**Management Resources:**

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten through Grade Twelve, 2008  
Health Framework for California Public Schools, Kindergarten through Grade Twelve, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Preventing Suicide, A Toolkit for High Schools, 2012

National Strategy for Suicide Prevention: Goals and Objectives for Action, 2012

WEBSITES

American Association of Suicidology: [www.suicidology.org](http://www.suicidology.org)



**SUICIDE PREVENTION (cont.)**

American Foundation for Suicide Prevention: [www.afsp.org](http://www.afsp.org)  
American Psychological Association: [www.apa.org](http://www.apa.org)  
American School Counselor Association: [www.schoolcounselor.org](http://www.schoolcounselor.org)  
California Department of Education, Mental Health: [www.cde.ca.gov/ls/cg/mh](http://www.cde.ca.gov/ls/cg/mh)  
California Department of Health Care Services, Suicide Prevention Program:  
[www.dhcs.ca.gov/services.MH/Pages/SuicidePrevention.aspx](http://www.dhcs.ca.gov/services.MH/Pages/SuicidePrevention.aspx)  
Centers for Disease Control and Prevention, Mental Health: [www.cdc.gov/mentalhealth](http://www.cdc.gov/mentalhealth)  
National Institute for Mental Health: [www.nimh.nih.gov](http://www.nimh.nih.gov)  
National Institute for Mental Health: [www.nimh.nih.gov](http://www.nimh.nih.gov)  
U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services  
Administration: [www.samhsa.gov](http://www.samhsa.gov)

**Chino Valley Unified School District**

Policy Adopted: August 12, 1999

Revised: March 17, 2011

Revised: September 7, 2017

REVISED:

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
Stephanie Johnson, Director, Student Support Services  
**SUBJECT: REVISION OF BOARD POLICY 5144 STUDENTS – DISCIPLINE**

=====

**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 5144 Students – Discipline is being updated to reflect new law (AB 2657) which prohibits seclusion and behavioral restraint of students as a means of discipline, and to encourage staff development regarding equitable implementation of discipline. This item was presented to the Board on June 20, 2019, as information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 5144 Students – Discipline.

**FISCAL IMPACT**

None.

NE:LF:SJ:rtr

**DISCIPLINE**

The Board of Education ~~desires~~ IS COMMITTED to provideING a safe, supportive, and positive school environment WHICH IS conducive to student learning and ACHIEVEMENT AND DESIRES to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, PROVISION OF APPROPRIATE INTERVENTION AND SUPPORT, and parent/GUARDIAN involvement can minimize the need for disciplineARY MEASURES THAT EXCLUDE STUDENTS FROM INSTRUCTION AS A MEANS FOR CORRECTING STUDENT MISBEHAVIOR.

(cf. 5113.1 - Chronic Absence and Truancy)  
 (cf. 5131 - Conduct)  
 (cf. 5131.1 - Bus Conduct)  
 (cf. 5131.2 - Bullying)  
 (cf. 5137 - Positive School Climate)  
 (cf. 5145.9 - Hate-Motivated Behavior)  
 (cf. 6020 - Parent Involvement)

The Superintendent or designee shall ~~approve, for each school, a complement of~~ DEVELOP effective, age-appropriate strategies for MAINTAINING A POSITIVE SCHOOL CLIMATE AND correcting student MISbehavior AT DISTRICT SCHOOLS. Such THE strategies may SHALL include, ~~but are not limited to, conferences with~~ FOCUS ON PROVIDING students and ~~their parents/guardians~~ WITH NEEDED SUPPORTS; ~~use of study~~ COMMUNICATING CLEAR, guidance APPROPRIATE, ~~or other intervention-related teams~~ AND CONSISTENT EXPECTATIONS AND CONSEQUENCES FOR STUDENT CONDUCT; ~~enrollment in a program teaching~~ prosocial behavior or anger management; and ~~participation in a restorative justice program.~~ Staff shall use preventative measures ENSURING EQUITY and positive ~~conflict resolution techniques whenever possible~~ CONTINUOUS IMPROVEMENT IN THE IMPLEMENTATION OF DISTRICT DISCIPLINE POLICIES AND PRACTICES.

(cf. 6164.2 - Guidance/Counseling Services)

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as DETENTION, suspension, and expulsion, shall be imposed only when required OR PERMITTED by law ~~and~~ OR when other means of correction have BEEN DOCUMENTED TO HAVE failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)  
 (cf. 5144.1 - Suspension and Expulsion/Due Process)  
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
 (cf. 6159.4 - Behavioral Interventions for Special Education Students)  
 (cf. 6164.5 - Student Success Teams)

~~Board policies and regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.~~

**DISCIPLINE** (cont.)

SCHOOL PERSONNEL AND VOLUNTEERS SHALL NOT ALLOW ANY DISCIPLINARY ACTION TAKEN AGAINST A STUDENT TO RESULT IN THE DENIAL OR DELAY OF A SCHOOL MEAL. (Education Code 49557.5)

(cf. 3550 - Food Service/Child Nutrition Program)  
 (cf. 3551 - Food Service Operations/Cafeteria Fund)  
 (cf. 3553 - Free and Reduced Price Meals)

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs CONSISTENT WITH LAW, BOARD POLICY, AND DISTRICT REGULATIONS. ~~However, the rules shall be consistent with law, board policy, and district regulations.~~ The board may review, ~~at an open meeting,~~ the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

(cf. 0450 - Comprehensive Safety Plan)  
 (cf. 9320 - Meetings and Notices)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, WELL-BEING, and opportunity to learn.

Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, board policy, and administrative regulation.

(cf. 0450 - Comprehensive Safety Plan)  
 (cf. 3515 - Campus Security)  
 (cf. 3515.4 - Recovery for Property Loss or Damage)  
 (cf. 4158/4258/4358 - Employee Security)  
 (cf. 5136 - Gangs)  
 (cf. 5144.1 - Suspension and Expulsion/Due Process)  
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
 (cf. 6159.4 - Behavioral Interventions for Special Education Students)  
 (cf. 6164.5 - Student Success Teams)  
 (cf. 6182 - Opportunity School/Class/Program)  
 (cf. 6184 - Continuation Education)  
 (cf. 6185 - Community Day School)

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the District's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
 (cf. 5145.3 - Nondiscrimination/Harassment)  
 (cf. 5145.7 - Sexual Harassment)

**DISCIPLINE (cont.)**

The Superintendent or designee shall provide professional development as necessary to assist staff in developing ~~consistent classroom management~~ THE skills NEEDED TO, ~~implementing~~ effectively AND EQUITABLY IMPLEMENT THE disciplinary techniques STRATEGIES ADOPTED FOR DISTRICT SCHOOLS, INCLUDING, BUT NOT LIMITED TO, KNOWLEDGE OF SCHOOL and CLASSROOM MANAGEMENT SKILLS AND THEIR CONSISTENT APPLICATION, EFFECTIVE ACCOUNTABILITY AND POSITIVE INTERVENTION TECHNIQUES, AND THE TOOLS ~~establishing~~ TO FORM STRONG, cooperative relationships with parents/guardians.

(cf. 4131 - Staff Development)

(cf. 4132 - Staff Development)

(cf. 4133 - Staff Development)

DISTRICT GOALS FOR IMPROVING SCHOOL CLIMATE, BASED ON SUSPENSION AND EXPULSION RATES, SURVEYS OF STUDENTS, STAFF, AND PARENTS/GUARDIANS REGARDING THEIR SENSE OF SCHOOL SAFETY, AND OTHER LOCAL MEASURES, SHALL BE INCLUDED IN THE DISTRICT'S LOCAL CONTROL AND ACCOUNTABILITY PLAN, AS REQUIRED BY LAW.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

At the beginning of every school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in ~~each~~ DISTRICT schools in the immediately preceding school year and their effect on student learning ~~in the school~~.

**Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 6145.2 - Athletic Competition)

**DISCIPLINE (cont.)****Behavior Code for Senior Activities**

It is the intent of the Board that students be aware of district policy regarding behavior by any member (or guest) of the senior class. Restitution for damages caused by any type of vandalism will be required.

During the second semester of a school year any senior student who commits or participates in the commission of any act enumerated in the District Behavior Code, Education Code SECTIONS 233, 48900 (a)-(r), 48900, 48900.2, 48900.3, 48900.4, 48900.7, 48915(a) and/or 48915(c) while going to or coming from school, WHILE AT A SCHOOL, or a school-sponsored activity, or during the lunch period, shall be subject to the following consequences:

1. Exclusion from the activity and turned over to the appropriate authority;
2. Suspension or expulsion from school; and/OR
3. Exclusion from future activities.
  - a. First violation: Exclusion from school activities, with the exception of the graduation ceremony, for the remainder of the school year. These activities include but are not limited to:
    - (1) junior/senior prom;
    - (2) senior field trip;
    - (3) senior week; and
    - (4) baccalaureate; AND
    - (5) GRAD NIGHT.
  - b. Second violation: Exclusion from the graduation ceremony.

Any violation occurring during senior week will result in the removal of the student from the graduation ceremony and the remaining senior activities that week. An attempt shall be made by the principal or designee to notify the parent(s)/guardian(s) of such violations immediately. Appropriate disciplinary action shall be taken on the school day immediately following the activity if the incident occurred during nonschool hours.

Any senior student's guest who commits or participates in the commission of an act enumerated in the District Behavior Code, Education Code SECTIONS 233, 48900 (a)-(r), 48900(t), 48900.2, 48900.3, 48900.4, 48900.7, 48915(a) and/or 48915(c) while

**DISCIPLINE (cont.)**

attending a school activity will be removed from the activity and turned over to parents/guardians and/or the police.

All senior students and their parent(s)/guardian(s) shall be required to sign the "Notification of Behavior Regulations for Senior Activities." In the event the student and the parent(s)/guardian(s) of the student refuse to sign the "Notification of Behavior Regulations for Senior Activities" form within ~~40~~ TEN school days of the beginning of the second semester, the student will be excluded from all senior activities until such time as the document is signed.

**Discipline at Other Grade Levels**

A student at any grade level who commits or participates in the commission of an act enumerated in the District Behavior Code, Education Code SECTIONS 233, 48900 (a)-(r), 48900 (t), 48900.2, 48900.3, 48900.4, 48900.7, 48915(a) and/or 48915(c) may, in addition to the penalties enumerated in Education Code, be excluded from school activities if the principal or designee determines that:

1. This action is the most effective way to bring about improved behavior;
2. Other ~~methods~~ MEANS of correction ARE NOT FEASIBLE AND have REPEATEDLY failed to bring about improved behavior; and
3. The student's participation in the activity presents a danger to himself/herself or others.

**Notice to Parents/Guardians and Students**

The principal of each school shall ensure that students and parents/guardians are notified in writing of all Board policies, administrative regulations and individual school rules related to discipline at the beginning of each school year. Transfer students and their parents/guardians shall be so advised upon enrollment.

The notice shall state that these rules and regulations are available on request at the principal's office in all district schools.

(cf. 5145.6 - Notifications Required by Law)

**Legal Reference:****EDUCATION CODE**

32280-32288 School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-48926 Suspension and expulsion

**DISCIPLINE (cont.)**

48980-48985 Notification of parent/guardian  
49330-49335 Injurious objects  
49550-49562 Meals for needy students  
52060-52077 Local control and accountability plan

CIVIL CODE

1714.1 Parental liability for child's misconduct

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

UNITED STATES CODE, TITLE 42

1751-1769j School Lunch Program

1773 School Breakfast Program

**Management Resources:**

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEBSITES

California School Boards Association: [www.csba.org](http://www.csba.org)

California Department of Education: [www.cde.ca.gov](http://www.cde.ca.gov)

Public Counsel: [www.fixschooldiscipline.org](http://www.fixschooldiscipline.org)

U.S. Department of Education, Office for Civil Rights: [www.ed.gov/about/offices/list/ocr](http://www.ed.gov/about/offices/list/ocr)

**Chino Valley Unified School District**

Policy adopted: January 23, 1997

Revised: February 3, 2000

Revised: September 20, 2001

Revised: September 4, 2003

Revised: February 19, 2009

Revised: March 21, 2013

REVISED:



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: PURCHASE ORDER REGISTER**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$112,874,917.04 to all District funding sources.

NE:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: AGREEMENTS FOR CONTRACTOR/CONSULTANT SERVICES**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

As indicated.

NE:GJS:AGH:pw

<b>BUSINESS SERVICES</b>	<b>FISCAL IMPACT</b>
<b>B-1920-008 Harris School Solutions.</b> To provide software licensing for eTriton. Submitted by: Nutrition Services Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$50,833.65  Funding source: Cafeteria Fund
<b>B-1920-009 Image One.</b> To provide software license and web hosting for RocketScan-Meal applications. Submitted by: Nutrition Services Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$5,831.24  Funding source: Cafeteria Fund
<b>B-1920-010 School Services of California, Inc.</b> To provide fiscal budget services for 2019/2020. Submitted by: Business Services Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$3,600.00  Funding source: General Fund
<b>B-1920-011 Total Compensation Systems, Inc.</b> To provide Governmental Accounting Standards Board (GASB) 74/75 actuarial valuation services. Submitted by: Business Services Duration of Agreement: June 1, 2019 - June 30, 2021	Contract amount: \$9,600.00  Funding source: General Fund
<b>B-1920-012 Adobe Systems, Inc.</b> To provide stock images. Submitted by: Printing, Graphics, and Mail Services Duration of Agreement: July 1, 2019 - July 30, 2020	Contract amount: \$959.88  Funding source: General Fund
<b>B-1920-013 imageSource.</b> To provide software maintenance. Submitted by: Printing, Graphics, and Mail Services Duration of Agreement: July 1, 2019 - July 30, 2020	Contract amount: \$17,075.00  Funding source: General Fund
<b>B-1920-014 Pixel Peripherals Services.</b> To provide equipment service and maintenance. Submitted by: Printing, Graphics, and Mail Services Duration of Agreement: July 1, 2019 - July 30, 2020	Contract amount: \$6,400.00  Funding source: General Fund

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-1920-088 PowerSchool Group LLC.</b> To provide annual subscription, maintenance, and support fees for teachers, students, and domain administrator account. Submitted by: Assessment and Instructional Technology Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$8,580.00  Funding source: General Fund
<b>CIIS-1920-102 Center for Educational Partnerships.</b> To provide math professional development and materials. Submitted by: Newman ES Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$35,805.00  Funding source: Title I
<b>CIIS-1920-103 Freckle Education, Inc.</b> To provide four (4) subject licenses for math, ELA, social studies, and science. Submitted by: Dickey ES Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$14,149.00  Funding source: Title I
<b>CIIS-1920-104 Chino Hills Counseling.</b> To provide speaking and training services. Submitted by: Don Lugo HS Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$25,000.00  Funding source: Title I
<b>CIIS-1920-105 Pearson Education.</b> To provide online psychological testing and scoring. Submitted by: Special Education Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$10,000.00  Funding source: Special Education

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-1920-106 Pearson Education.</b> To provide online academics testing and scoring. Submitted by: Special Education Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$10,000.00  Funding source: Special Education
<b>CIIS-1920-107 Brain Train, Inc.</b> To provide integrated visual auditory assessments for psychologists. Submitted by: Special Education Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$8,000.00  Funding source: Special Education
<b>CIIS-1920-108 Edumetrisis LLC.</b> To provide Behavior Intervention Monitoring System (BIMAS). Submitted by: Special Education Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$2,500.00  Funding source: Special Education
<b>CIIS-1920-109 John Wiley &amp; Sons, Inc.</b> To provide assessment software. Submitted by: Special Education Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$350.00  Funding source: Special Education
<b>CIIS-1920-110 Psychological Assessment Resources, Inc.</b> To provide online and paper testing materials for psychologists Submitted by: Special Education Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$2,000.00  Funding source: Special Education
<b>CIIS-1920-111 Crisis Prevention Institute.</b> To provide online and in class non-violent crisis prevention training. Submitted by: Special Education Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$3,100.00  Funding source: Special Education
<b>CIIS-1920-112 Schoolhouse Educational Service.</b> To provide online testing, scoring, and materials for psychologists. Submitted by: Special Education Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$350.00  Funding source: Special Education
<b>CIIS-1920-113 MHS, Inc.</b> To provide online testing and scoring for psychologists. Submitted by: Special Education Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$13,000.00  Funding source: Special Education
<b>CIIS-1920-114 MHS, Inc.</b> To provide online testing and scoring for the Behavior Intervention program. Submitted by: Special Education Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$3,000.00  Funding source: Special Education
<b>CIIS-1920-115 Ben Choate - SoftCare Systems.</b> To provide ChildCare app software services for five users. Submitted by: Health Services Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$450.00  Funding source: Child Development Fund

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<b>F-1920-019 Brandon Petrunio &amp; Associates, Inc.</b> To provide architectural landscape services. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: July 1, 2019 - June, 30, 2020	Contract amount: Per rate sheet  Funding source: Various

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<p><b>F-1920-020 BSN Sports, LLC.</b>            To provide mechanical sports equipment and mobile bleacher inspection services.            Submitted by: Maintenance, Operations, and Construction            Duration of Agreement: July 1, 2019 - June, 30, 2020</p>	<p>Contract amount: Per rate sheet             Funding source: General Fund/Deferred Maintenance Fund 14</p>
<p><b>F-1920-021 Mijac Alarm.</b>            To provide District-wide fire and security alarm monitoring services.            Submitted by: Maintenance, Operations, and Construction            Duration of Agreement: July 1, 2019 - June, 30, 2020</p>	<p>Contract amount: Per rate sheet             Funding source: General Fund</p>
<p><b>F-1920-022 K-VAC Environmental Services.</b>            To provide District-wide disposal of hazardous waste services.            Submitted by: Maintenance, Operations, and Construction            Duration of Agreement: July 1, 2019 - June, 30, 2020</p>	<p>Contract amount: Per rate sheet             Funding source: Various</p>
<p><b>F-1920-023 Mission Landscape Companies, Inc.</b>            To provide District-wide tree trimming/remediation, slope remediation, and mulch blowing services.            Submitted by: Maintenance, Operations, and Construction            Duration of Agreement: July 1, 2019 - June, 30, 2020</p>	<p>Contract amount: Per rate sheet             Funding source: General Fund</p>
<p><b>F-1920-024 Inland Empire Fire and Safety.</b>            To provide District-wide inspection and repair to fire sprinkler systems.            Submitted by: Maintenance, Operations, and Construction            Duration of Agreement: July 1, 2019 - June, 30, 2020</p>	<p>Contract amount: Per rate sheet             Funding source: General Fund</p>
<p><b>F-1920-025 EarlyBird Extermination.</b>            To provide insect, rodent, and weed control/prevention services.            Submitted by: Maintenance, Operations, and Construction            Duration of Agreement: July 1, 2019 - June 30, 2020</p>	<p>Contract amount: Per rate sheet             Funding source: General Fund</p>

<b>HUMAN RESOURCES</b>	<b>FISCAL IMPACT</b>
<p><b>HR-1920-005 City of Chino.</b>            To provide school resource officers at Buena Vista HS, Chino HS, and Don Lugo HS.            Submitted by: Risk Management            Duration of Agreement: July 1, 2019 - June 30, 2020</p>	<p>Contract amount: \$389,751.59             Funding source: General Fund</p>
<p><b>HR-1920-009 CODESP.</b>            To provide online employment, selection materials, and training presentations for member public agencies.            Submitted by: Human Resources            Duration of Agreement: July 1, 2019 - June 30, 2020</p>	<p>Contract amount: \$2,200.00             Funding source: General Fund</p>
<p><b>HR-1920-010 Frontline Education.</b>            To provide substitute system services.            Submitted by: Human Resources            Duration of Agreement: July 1, 2019 - June 30, 2020</p>	<p>Contract amount: \$32,089.05             Funding source: General Fund</p>
<p><b>HR-1920-011 OSTs, Inc.</b>            To provide assistance with CAL OSHA compliance standards and regulation codes.            Submitted by: Risk Management            Duration of Agreement: July 1, 2019 - June 30, 2020</p>	<p>Contract amount: Per rate sheet             Funding source: General Fund</p>

<b>HUMAN RESOURCES</b>	<b>FISCAL IMPACT</b>
<b>HR-1920-012 All City Management Co./Chino Consortium.</b> To provide crossing guard services. Submitted by: Human Resources Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$381,333.51  Funding source: General Fund
<b>HR-1920-013 All City Management Co./District.</b> To provide crossing guard services. Submitted by: Human Resources Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$46,246.60  Funding source: General Fund

<b>SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS</b>	<b>FISCAL IMPACT</b>
<b>SBCSS 19/20-0123 San Bernardino County Superintendent of Schools SANDABS.</b> To provide 2019/2020 membership for San Bernardino County District Advocates for Better Schools. Submitted by: Superintendent Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$2,000.00  Funding source: General Fund

<b>MASTER CONTRACTS</b>	<b>FISCAL IMPACT</b>
<b>MC-1920-007 Dalia's Gourmet Popcorn.</b> To provide mobile popcorn services at school site events. Submitted by: Chino HS Duration of Agreement: July 1, 2019 - June 30, 2022	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters
<b>MC-1920-008 Class'e Party Rentals.</b> To provide tables, chairs, tents, canopies, table linens, and staging rentals at school site events. Submitted by: Ayala HS Duration of Agreement: July 1, 2019 - June 30, 2022	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters
<b>MC-1920-009 Satellite Sports Group.</b> To provide BMX performance during Red Ribbon Week assembly. Submitted by: Hiddel Trails ES Duration of Agreement: July 1, 2019 - June 30, 2022	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters
<b>MC-1920-010 Six Flags Magic Mountain.</b> To provide senior field trips. Submitted by: Chino HS Duration of Agreement: July 1, 2019 - June 30, 2022	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters
<b>MC-1920-011 Mariscos Las Brisas.</b> To provide taco cart catering services for events on campus. Submitted by: Chino HS Duration of Agreement: July 1, 2019 - June 30, 2022	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters
<b>MC-1920-012 Steve McClanahan dba Pop It Up Kettlecorn.</b> To provide kettle corn and funnel cake concession stand/snack bar services. Submitted by: Ayala HS Duration of Agreement: July 1, 2019 - June 30, 2022	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters
<b>MC-1920-013 SOS Entertainment, LLC.</b> To provide DJ, lighting, rigging, staging, décor, and other event activities. Submitted by: Ayala HS Duration of Agreement: July 1, 2019 - June 30, 2022	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<p><b>CIIS-1819-189 International Academy of Science.</b>            To provide online software licenses for Calculus AB/BC/Honors/LAM.            Submitted by: Alternative Education Center            Duration of Agreement: December 5, 2018 - June 30, 2019            Original Agreement Board Approved: May 2, 2019</p>	<p>Contract amount: \$1,800.00</p> <p>Funding source: School Site Budget</p> <p>Increase contract amount from \$1,800.00 to \$4,800.00 in order to cover software licensing for forty-eight (48) students</p>
<p><b>CIIS-1819-196 Illuminate Education.</b>            To provide elementary, secondary, and tier 3 assessments.            Submitted by: Assessment and Instructional Technology            Duration of Agreement: May 17, 2019 - June 30, 2020            Original Agreement Board Approved: May 16, 2019</p>	<p>Contract amount: \$81,600.00</p> <p>Funding source: Low Performing Block Grant</p> <p>Increase contract amount from \$81,600.00 to \$102,600.00 for additional facilitation of on-site review and assessment validation</p>
<p><b>CIIS-1920-090 American Academy of Pediatrics.</b>            To provide program written into our medical protocol signed by our consulting physician.            Submitted by: Health Services            Duration of Agreement: July 1, 2019 - June 30, 2020            Original Agreement Board Approved: June 20, 2019</p>	<p>Contract amount: \$670.00</p> <p>Funding source: LCAP</p> <p>Increase duration of agreement from June 30, 2020 to November 30, 2020</p>
<p><b>F-1819-015 TYR, Inc.</b>            To provide master contract for DSA project inspection services.            Submitted by: Facilities, Planning, and Operations            Duration of Agreement: October 5, 2018 - June 30, 2021            Original Agreement Board Approved: October 4, 2018</p>	<p>Contract amount: Per project authorization.</p> <p>Funding source: Various</p> <p>Increase hourly rate from \$85.00 per hour to \$90.00 per hour effective July 1, 2019</p>
<p><b>SBCSS 19/20 0443 San Bernardino County Superintendent of Schools Medi-Cal Administrative Activities.</b>            To provide MAA program coordination.            Submitted by: Health Services            Duration of Agreement: July 1, 2019 - June 30, 2020            Original Agreement Board Approved: June 20, 2019</p>	<p>Contract amount: \$32,386.00</p> <p>Funding source: LEA Grant</p> <p>Change contract number from SBCSS 19/20-0442 to SBCSS 19/20-0560</p>
<p><b>BID 17-18-17F Interactive Flat Panel Displays and Accessories. CDW-G.</b>            To provide ViewSonic interactive flat panels, accessories, and installation.            Submitted by: Purchasing            Duration of Agreement: May 4, 2019 - May 3, 2020            Original Agreement Board Approved: May 3, 2018            Contract Extension Board Approved: April 18, 2019</p>	<p>Contract Amount: Per rate sheet</p> <p>Funding Source: Various</p> <p>Product Change: ViewSonic ViewBoard IFP50 series slot in PC;            New Part # VPC16-WP4 at \$745.00 each. No price change</p>

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: SURPLUS/OBSOLETE PROPERTY**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

Increase to the General Fund from proceeds of sale.

NE:GJS:pw



**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
SURPLUS/OBSOLETE PROPERTY  
July 18, 2019**

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Computer Desk			Adult School
Desk			Adult School
Filing Cabinet			Adult School
Computer	Dell	39T2Q22	Health Services
Printer	HP	45739	Health Services
Laptop	Dell	15915	Human Resources
Port Replicator	Dell ProIX	CN02U4424864351Q1889	Human Resources
Port Replicator	Dell Pro IX	CN02U44248643SIK5474	Human Resources
Overhead Projector	3M	C07748	Human Resources
Monitor Speaker	Dell		Human Resources
Printer	HP	36413	Human Resources
Laptop	Gateway	C06979	Human Resources
Dictaphone		0554226	Human Resources
Dictaphone		0619035	Human Resources
DVD/VCR	Panasonic		Human Resources
Monitor	Dell		Human Resources
Desk			Human Resources
Chair			Human Resources
Bulletin Boards (2)			Human Resources
Shredder	Royal		Technology
Latitude E5400	Dell	29083/HDNZNH1	Technology
MacBook	Apple	W87328X2Z5W	Technology
Latitude D630	Dell	26234/JPPBWD1	Technology
Latitude D810	Dell	221887PHLL81	Technology
Latitude E5430	Dell	41704/FZ0BTZ1	Technology
Video Title Maker	Videonics	16010/334639	Technology
Doc Camera	Aver	27670	Technology
Projector	Epson	30054	Technology
Projector	Epson	17112	Technology
Projector	Epson	29259	Technology
Projector	Epson	30020	Technology
Projector	Epson	27649	Technology
Projector	Epson	27354	Technology
Projector	Epson	30025	Technology
Projector	Epson	104016	Technology
Projector	Epson	102218	Technology
PowerEdge 2950	Dell	29270/87D8YH1	Technology
PowerEdge 2950	Dell	29265/37D8YH1	Technology

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
PowerEdge 1900	Dell	26766/F8NH7F1	Technology
PowerEdge 2300	Dell	36583/950LA	Technology
PowerEdge 2950	Dell	29292/9CJFYH1	Technology
PowerEdge 2950	Dell	29273/57D8YH1	Technology
PowerEdge 2950	Dell	29269/H6D8YH1	Technology
Book Pro	Apple	41688	Technology
Latitude E5430	Dell	40817	Technology
Latitude E5440	Dell	43355	Technology
PowerEdge 2950	Dell	29290/DCJFYH1	Technology
PowerEdge R200	Dell	27506/GXP54G1	Technology
PowerEdge 2850	Dell	21403/7M2R171	Technology
OptiPlex GX620	Dell	22774/594LR91	Technology
Xserve	Apple	SQP53009MSLZ	Technology
Xserve	Apple	QP53009NSLZ	Technology
Xserve	Apple	XB30908BN9B	Technology
Xserve	Apple	QP34105CNP2	Technology
Optiplex 790	Dell	40447/1B4VXV1	Technology
Optiplex 7010	Dell	43857/H64TW12	Technology
Latitude E5420	Dell	39124/8TW1MQ1	Technology
Latitude E5430	Dell	40813/GCJRXW1	Technology
Latitude E5430	Dell	41192/6VYTZW1	Technology
Latitude E5430	Dell	40972/CHJQYW1	Technology
Latitude E5430	Dell	41491/5ZMFPX1	Technology
Latitude E5430	Dell	41199/8N0VZW1	Technology
Latitude E5420	Dell	39580/6RMX4S1	Technology
Latitude E5430	Dell	41705/301BTZ1	Technology
Latitude E5430	Dell	41702/JY0BTZ1	Technology
Latitude E5430	Dell	41176/93YCZW1	Technology
Latitude E5430	Dell	41184/506DZW1	Technology
Latitude E5430	Dell	41352/Unknown	Technology
Latitude E5430	Dell	41022/FXC9ZW1	Technology
Latitude E5430	Dell	40673/CR5FXW1	Technology
Latitude E5430	Dell	40969/2YVNYW1	Technology
Latitude E5430	Dell	41264/3SLW3X1	Technology
Latitude E5430	Dell	40919/6NYYYYW1	Technology
Latitude E5430	Dell	41267/BWLW3X1	Technology
Latitude E5430	Dell	41198/BB5VZW1	Technology
Latitude E5430	Dell	41213/FWYTW1	Technology
Latitude E5430	Dell	41174/H2YCZW1	Technology
Latitude E5430	Dell	41703/3H2BTZ1	Technology
Latitude E5430	Dell	41175/CBYCZW1	Technology
Latitude E5430	Dell	41179/8NYCZW1	Technology

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Latitude E5430	Dell	40677/886FXW1	Technology
Latitude E5420	Dell	39109/8V0NLQ1	Technology
Latitude E5430	Dell	41212/4LYTZW1	Technology
Latitude E5430	Dell	40976/2GHQYW1	Technology
Latitude E5430	Dell	41708/7JZ9TZ1	Technology
Latitude E5430	Dell	41700/201BTZ1	Technology
Latitude E5430	Dell	41183/43YCZW1	Technology
Latitude E5430	Dell	40979/H8JQYW1	Technology
Latitude E5430	Dell	40977/GJHWYW1	Technology
Latitude E5430	Dell	40918/3NYYYYW1	Technology
Latitude E5430	Dell	41129/52VQYW1	Technology
Latitude E5430	Dell	41189/92YCZW1	Technology
Latitude E5430	Dell	41188/4C9DZW1	Technology
Latitude E5430	Dell	40807/4QJRXW1	Technology
4200G-24port	3Com	31667	Technology
4924-24port	3Com	17912	Technology
4924-24port	3Com	7NHV7A48880	Technology
4060	3Com	17945	Technology
4060	3Com	7W3V2Q90FD040	Technology
MX2800	Trapeze	1024200420	Technology
MX2800	Trapeze	34248	Technology
5500G-24Port	3Com	27149	Technology
5500G-24Port	3Com	32389	Technology
A5500	HP	40320-40326	Technology
Latitude E5430	Dell	587fxw1	Technology
Latitude E5430	Dell	92R2YW1/40922	Technology
surface	Microsoft	041761360253	Technology
MAC	Apple	C02FK282DF93/35301	Technology
MAC Book	Apple	W873905FZ5Z	Technology
Latitude E5430	Dell	GNJRXW1/40806	Technology
Latitude E5430	Dell	7S3VZW1/41194	Technology
Switch	3Com	29013	Technology
Load Balancer	A10	45365	Technology
Load Balancer	A10	45366	Technology
15000 Firewall	FG	45367	Technology
15000 Firewall	FG	45368	Technology
15000 Firewall	FG	FG1K5D3/14801356	Technology
15000 Firewall	FG	FG1K5D3/14801352	Technology
Latitude E5400	Dell	29962/DH2KXG1	Technology
Latitude E5430	Dell	41182/JLQCZW1	Technology
Latitude E5430	Dell	40794/DNJRXW1	Technology
Latitude E5440	Dell	45515/9DMTL32	Technology

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Apple iPad 2	Apple	40527/F5XK2D1JDFHW	Technology
Latitude E5440	Dell	HN1TL32\45674	Technology
Latitude E5440	Dell	4GN5M32\45917	Technology
Latitude E5440	Dell	DRFTL32\45594	Technology
Latitude E5440	Dell	B67TL32\45707	Technology
Latitude E5440	Dell	G6STL32\45645	Technology
Latitude E5440	Dell	8YR0F12\43212	Technology
Latitude E5440	Dell	203WL32\45499	Technology
Latitude E5440	Dell	G5RQL12\43969	Technology
Latitude E5440	Dell	C3ZXF12\43392	Technology
Latitude E5440	Dell	CSFTL32\45497	Technology
Latitude E5440	Dell	13ZTL32\45550	Technology
Latitude E5440	Dell	DKLTL32\45591	Technology
Latitude E5440	Dell	81K0L12\45224	Technology
Latitude E5440	Dell	DSLTL32\45394	Technology
Latitude E5440	Dell	967TL32\45402	Technology
Latitude E5440	Dell	14X6F12\43304	Technology
Latitude E5440	Dell	9S6ZM32\46935	Technology
Latitude E5440	Dell	9LVYM12\44640	Technology
Latitude E5440	Dell	87JVL32\45712	Technology
Latitude E5440	Dell	BBMTL32\45534	Technology
Latitude E5440	Dell	7WPVL32\45415	Technology
Latitude E5440	Dell	D9VYM12\44532	Technology
Latitude E5440	Dell	2WLQL12\43991	Technology
Latitude E5440	Dell	J4VN12\44578	Technology
Latitude E5440	Dell	C5WYM12\44496	Technology
Latitude E5440	Dell	FHG2N32\46968	Technology
Latitude E5440	Dell	2WXXF12\43374	Technology
Latitude E5440	Dell	JNLQL12\43959	Technology
Latitude E5440	Dell	J1VYM12\44490	Technology
Latitude E5440	Dell	2JFFF12\43269	Technology
Latitude E5440	Dell	JQZZD12\43170	Technology
Latitude E5440	Dell	BSKXL32\45509	Technology
Latitude E5440	Dell	JLZZM32\46905	Technology
Latitude E5440	Dell	22MQL12\43967	Technology
Latitude E5440	Dell	H7LQL12\43916	Technology
Latitude E5440	Dell	F2K3N32\46916	Technology
Latitude E5440	Dell	CWJVL32\45606	Technology
Latitude E5440	Dell	9PLQL12\43979	Technology
Latitude E5440	Dell	3DXHM12\44421	Technology
Latitude E5440	Dell	90YYM12\44559	Technology
Latitude E5430	Dell	9Y0VZW1\41204	Technology

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Latitude E5430	Dell	FPYYYYW1/40923	Technology
Latitude E5440	Dell	2QPBWD1/21628	Technology
Latitude E5440	Dell	50FTL32 /45704	Technology
Latitude E3450	Dell	4QKQG22/49987	Technology
Latitude E5430	Dell	BJQRXW1/40801	Technology
Latitude E5400	Dell	BQRM1P1/34132/C0551	Technology
Latitude E5430	Dell	D6FJJX1/41347	Technology
Latitude E5430	Dell	2x4zw1/41208	Technology
Latitude E5440 (16)	Dell		Technology
Optiplex 3020	Dell	F9XW382/50195	Technology
Optiplex 790	Dell	3PC4KS1/39698	Technology
Latitude 3450	Dell	7QMNG22/49722	Technology
Latitude E5400	Dell	33229	Technology
Latitude 5430	Dell	HYFXRY1/41591	Technology
Latitude 5430	Dell	D7HQYW1/40975	Technology
Latitude 5430	Dell	9L4XJX1/41351	Technology
Latitude 2120	Dell	5TMXQQ1/36436	Technology
WX2200	3Com	9UZL9FM47B8F0	Technology
Firewall 400	Barracuda	BAR-SF-225712	Technology
Firewall 1000C	Fortinet	40461	Technology
Firewall 1000C	Fortinet	FGT1KC3912801138	Technology
Firewall 1500D	Fortinet	FG1J5D3L14801331	Technology
Firewall 1500D	Fortinet	FG1409071529	Technology
PowerEdge R710	Dell	31912	Technology
PowerEdge R710	Dell	5SVNQL1	Technology
PowerEdge R710	Dell	1TT1NM1	Technology
PowerEdge R710	Dell	1TV2MN1	Technology
PowerEdge 2950	Dell	5VX8YH1	Technology
PowerEdge 1950	Dell	556SNH1	Technology
PowerEdge 2950	Dell	8VX8YH1	Technology
PowerEdge 2950	Dell	7VX8YH1	Technology
PowerEdge 2950	Dell	4VX8YH1	Technology
PowerEdge 2950	Dell	6VX8YH1	Technology
PowerEdge 1900	Dell	7RQ2PJ1	Technology
Apple RAID	Apple	19250	Technology
Apple RAID	Apple	19280	Technology
Xserve	Apple	16605	Technology
Xserve	Apple	16886	Technology
Xserve	Apple	19807	Technology
4400 Switch	3Com	20153	Technology
Synology	RS22-12RPT	CALGN00211	Technology
3750 Switch	Cisco	CAT0912K2LH	Technology

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
PowerEdge 1950	Dell	28783	Technology
PowerEdge 2950	Dell	28786	Technology
Compellent SC8000	Dell	41604	Technology
Compellent SC8000	Dell	41605	Technology
Compellent SC220	Dell	41603	Technology
Server 2950	Dell	29294	Borba ES
Basketball Hoop	Arcade Hoops		Butterfield Ranch ES
Speaker	JBL		Butterfield Ranch ES
Chair			Butterfield Ranch ES
Shelving	Janti-Craft		Butterfield Ranch ES
DVD Player	Sony	1033686	Butterfield Ranch ES
Black Tables			Butterfield Ranch ES
World Maps (2)	Rand McNally		Butterfield Ranch ES
Monitor	Dell	CN-OFJ443	Butterfield Ranch ES
Monitor	Dell	CN-09C811	Butterfield Ranch ES
Monitor	Dell	CN-OFJ44J	Butterfield Ranch ES
Monitor	ViewSonic		Butterfield Ranch ES
Computer	Dell	CN-034ND5	Butterfield Ranch ES
Computer	Dell	CO674	Butterfield Ranch ES
Computer	Compaq		Butterfield Ranch ES
Doc Camera	AverMedia	24177	Chaparral ES
Doc Camera	AverMedia	24186	Chaparral ES
Doc Camera	AverMedia	34960	Chaparral ES
Projector	Epson	23359	Chaparral ES
Projector	Epson	23355	Chaparral ES
Projector	Epson	25532	Chaparral ES
Laptop	Apple	35681	Chaparral ES
Laptop	Apple	35673	Chaparral ES
Laptop	Apple	22971	Chaparral ES
Electric Stapler	Bostitch		Chaparral ES
Computer Desks (2)			Country Springs ES
Monitor	Dell	CN-0C730C	Country Springs ES
Monitor	Dell	CN-OUN852	Country Springs ES
Computer	Dell	34973	Country Springs ES
Computer	ACER		Country Springs ES
Monitor	Dell	CN-0C730C	Country Springs ES
Computers (60)	HP		Dickson ES
Computers (2)	Dell		Dickson ES
Monitors (87)	Dell		Dickson ES
Keyboards (78)	HP		Dickson ES
Keyboards (11)	Dell		Dickson ES
Tablets/Laptops (6)	Microsoft		Dickson ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
TVs (4)	Sharp		Dickson ES
TV	Sylvania		Dickson ES
Printers (4)	Xerox		Dickson ES
Printer	HP		Dickson ES
Headphones (23)	CA		Dickson ES
Tower	Dell	39541	Glenmeade ES
Tower	Dell	22435	Glenmeade ES
Tower	Dell	22433	Glenmeade ES
Tower	Dell	4H9KLN1	Glenmeade ES
Tower	Dell	4HKJLN1	Glenmeade ES
Tower	Dell	13PHLN1	Glenmeade ES
Tower	Dell	4K6KLN1	Glenmeade ES
Tower	Dell	13HHLN1	Glenmeade ES
Tower	Dell	BIWSSRI	Glenmeade ES
Tower	Dell	4JKJLN1	Glenmeade ES
Tower	Dell	13MJLN1	Glenmeade ES
Tower	Dell	4HBKLN1	Glenmeade ES
Tower	Dell	4H8KLN1	Glenmeade ES
Tower	Dell	4HQGLN1	Glenmeade ES
Tower	Dell	4JRJLN1	Glenmeade ES
Tower	Dell	4HHJLN1	Glenmeade ES
Tower	Dell	4HLGLN1	Glenmeade ES
Tower	Dell	13KHLN1	Glenmeade ES
Tower	Dell	9GYPVGM1	Glenmeade ES
Tower	Dell	4YBFGQ1	Glenmeade ES
Tower	Dell	4HULN1	Glenmeade ES
Tower	Dell	13QGLN1	Glenmeade ES
Tower	Dell	9YKYDP1	Glenmeade ES
Tower	Dell	4YBKGQ1	Glenmeade ES
Tower	Dell	4HJHLN1	Glenmeade ES
Tower	Dell	4HNHLN1	Glenmeade ES
Tower	Dell	13VHLN1	Glenmeade ES
Tower	Dell	4HKHLN1	Glenmeade ES
Tower	Dell	9YNOFP1	Glenmeade ES
Tower	Dell	4D4CPM1	Glenmeade ES
Tower	Dell	4HCGLN1	Glenmeade ES
Tower	Dell	4HJJLN1	Glenmeade ES
Tower	Dell	JJ4T9YP	Glenmeade ES
Tower	Dell	JJ5R9YI	Glenmeade ES
Tower	Dell	13JGLN1	Glenmeade ES
Tower	Dell	13HGLN1	Glenmeade ES
Tower	Dell	4JMHLN1	Glenmeade ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Tower	Dell	13NGLN1	Glenmeade ES
Tower	Dell	JJ6Q9YI	Glenmeade ES
Tower	Dell	75J8BM1	Glenmeade ES
Tower	Dell	4JULN1	Glenmeade ES
Tower	Dell	4YBDGQ1	Glenmeade ES
Tower	Dell	4HDHLN1	Glenmeade ES
Tower	Dell	7KJOWN1	Glenmeade ES
Tower	Dell	13NHLN1	Glenmeade ES
Tower	Dell	13NJLN1	Glenmeade ES
Tower	Dell	JJ4V9Y1	Glenmeade ES
Keyboard	Dell	CN-04G481 71616-36K-09AP-AOO	Glenmeade ES
Keyboard	Dell	CN-ORH 659-73571 075-01W	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571 07K-09MS	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571-01R-026X	Glenmeade ES
Keyboard	Dell	CN-0194XT 73571-020Y-AOO	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571-07M-013F	Glenmeade ES
Keyboard	Dell	CN ORH659-73571- 07L-082C	Glenmeade ES
Keyboard	Dell	CN ON6R8G73826 6B7AA8G	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571-07QOSQN	Glenmeade ES
Keyboard	Dell	CN-ORH659-7357107K.06HD	Glenmeade ES
Keyboard	Dell	CN0194XT7357113704U5A00	Glenmeade ES
Keyboard	Dell	CN4G481-7161636K047GA00	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571-080 04C3	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571 080 04BZ	Glenmeade ES
Keyboard	Dell	CN-ORH659-7357-07S-OOW7	Glenmeade ES
Keyboard	Dell	CN-04G4817161636JOSSBA00	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571 080-04BV	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571-07L 0907	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571 08J-004E	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571 07F-04HR	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571-07M-06AO	Glenmeade ES
Keyboard	Dell	CN-4G481-71616-36J-0130	Glenmeade ES
Keyboard	Dell	CN-OI94XT 73571-12Q-051B	Glenmeade ES
Keyboard	Dell	CN-ORH659 73571 07K OSP9	Glenmeade ES
Keyboard	Dell	CN-ORH659 73571 07M-OSE7	Glenmeade ES
Keyboard	Dell	CN ORH659-73571-07M-069J	Glenmeade ES
Keyboard	Dell	CN-OU473D-44751-061-00RP	Glenmeade ES
Keyboard	Dell	CN-ORH659 73571 07E-03NO	Glenmeade ES
Keyboard	Dell	CN-ORH659 73571 080 04JE	Glenmeade ES
Keyboard	Dell	CN-4G481-71616-36J-OS4V	Glenmeade ES
Keyboard	Dell	CN-ORH659 73571 07K-OSJL	Glenmeade ES
Keyboard	Dell	CN-ORH659 -73571-07M-OS93	Glenmeade ES



<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Keyboard	Dell	CN-ORH659 73571-07M OIUI	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571-070 05LM	Glenmeade ES
Keyboard	Dell	CN 4G481-71616 36J-17V-A	Glenmeade ES
Keyboard	Dell	CN-4G481-71616 36K 06RY-A	Glenmeade ES
Keyboard	Dell	CN-ORH659 73571 07K-08T7	Glenmeade ES
Keyboard	Dell	CN ORH659 73571-07M-067M	Glenmeade ES
Keyboard	Dell	CN-ORH659 73571 07M OSCI	Glenmeade ES
Keyboard	Dell	CN-ORH659 -73571-07M-066B	Glenmeade ES
Keyboard	Dell	CN-OR H659-73571 080-04G9	Glenmeade ES
Keyboard	Dell	CN-4G481 71616-443-0089-A	Glenmeade ES
Keyboard	Dell	CN ORH659-73571 07L-08QV	Glenmeade ES
Keyboard	Dell	CN OIHR2Y 11616- A6-0SQJ-A	Glenmeade ES
Keyboard	Dell	CN-ORH659-73571-78D 03VL	Glenmeade ES
Keyboard	Dell	CN-OW7658 37172 SBA-OBO	Glenmeade ES
Keyboard	Dell	CN-07H836-44751-7C7-00UQ	Glenmeade ES
Keyboard	Dell	CN-4G48 •71616 36K-OBQS-A	Glenmeade ES
Keyboard	Dell	CN ORH659 73571-07Q-OSNA	Glenmeade ES
Keyboard	Dell	CN-OR H659-73571-075-00WO	Glenmeade ES
Mice (2)	HP		Glenmeade ES
Mice (32)	Dell		Glenmeade ES
Monitors	Dell	CN-OC730C-71623-07U-5905	Glenmeade ES
Monitors	Dell	CN-OC730C- 71623-061-3922	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-071-1178	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-07U-5910	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-07U-S923	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-07U-5867	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-061-4026	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-07U-5900	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-081-1278	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-081-1280	Glenmeade ES
Monitors	Dell	CN-OKG49T-74261-37F-IM4U	Glenmeade ES
Monitors	Dell	CN-OKG49T-74261-37F-1ROU	Glenmeade ES
Monitors	Dell	CN-OKG49T-74261-37F-206U	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-07U-5861	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-071-1642	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-061-3914	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-061-3985	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-07U-5865	Glenmeade ES
Monitors	Dell	CN-OC730C-71623-061-397S	Glenmeade ES
Thin Clients	Dell	45093	Glenmeade ES
Thin Clients	Dell	44917	Glenmeade ES
Thin Clients	Dell	45103	Glenmeade ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Thin Clients	Dell	45102	Glenmeade ES
Thin Clients	Dell	45105	Glenmeade ES
Thin Clients	Dell	45104	Glenmeade ES
Monitor	Dell	CN-OCC639-72872-61F-17TT	Glenmeade ES
Monitor	Dell	CN-OCC639-72872-61E-877T	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-07U-5916	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-07U-5881	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-07U-5901	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-0SS-1544	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-061-3979	Glenmeade ES
Monitor	Dell	CN OC730C-71623-016-6431	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-07 U-5924	Glenmeade ES
Monitor	Dell	CN-OWH318-72872-72A-06NT	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-07U-5914	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-061-3940	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-07U-5920	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-061-3943	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-07U-5858	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-061-4020	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-07U-5926	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-079-5692	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-07U-5921	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-0BI-1281	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-07U-5913	Glenmeade ES
Monitor	Dell	CN-OC730C-71623-07U-5860	Glenmeade ES
Monitor	Hanns-G	HLI93ABB-242AA3WY01296	Glenmeade ES
Printer	HP	CNBB106220	Glenmeade ES
Printer	HP	CNBB106184	Glenmeade ES
Printer	HP	02457	Glenmeade ES
Printer	HP	CE538A	Glenmeade ES
TV	Samsung	330698	Glenmeade ES
TV	Sharp		Glenmeade ES
VCR/DVD	Samsung	B6086CC329111B	Glenmeade ES
VCR/DVD	JVC	HR-X1CI7SU	Glenmeade ES
Headphones (8)	CA		Glenmeade ES
CD Players (3)	Coby		Glenmeade ES
Laptop	Dell	33215	Glenmeade ES
Computer	Dell	33819	Liberty ES
Monitor	Dell	37727	Liberty ES
Tower	Dell	27544	Liberty ES
Monitor	Dell	37654	Liberty ES
Monitor	Dell	37645	Liberty ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Monitor	Dell	37648	Liberty ES
Monitor	Dell	T321-3960YRC	Liberty ES
Monitors (2)	Dell		Liberty ES
Keyboards (7)			Liberty ES
Mice (9)			Liberty ES
Monitor/Keyboard	Dell	T321-390YQW	Liberty ES
Monitor/Keyboard	Dell	59044	Liberty ES
Monitor/Keyboard	Dell	59055	Liberty ES
Monitor/Keyboard	Dell	59056	Liberty ES
Monitor/Keyboard	Dell	59385	Liberty ES
Projector	Epson	34640	Liberty ES
Projector	Epson	30068	Liberty ES
Projector	Epson	31740	Liberty ES
iBook	Apple	17642	Liberty ES
Laptop	Dell	27467	Liberty ES
Laptop	Dell	26163	Liberty ES
Laptop	Dell	26159	Liberty ES
Laptop	Dell	26158	Liberty ES
Laptop	Dell	27468	Liberty ES
Monitor/Stand	Dell		Liberty ES
Doc Camera	Dukane	5012	Liberty ES
Doc Camera	AverVision	38942	Liberty ES
Doc Camera	AverVision	29855	Liberty ES
Monitor	Dell		Liberty ES
USB	Visioneer		Liberty ES
Monitor	Dell	T321-390YPH	Liberty ES
Monitor	Dell	T321-390YSF	Liberty ES
File Cabinets (2)			Rolling Ridge ES
Teacher Desk			Rolling Ridge ES
TV	Zenith	065170606134A	Rolling Ridge ES
TV	Zenith	065770814141A	Rolling Ridge ES
TV	RCA	F054DA14W	Rolling Ridge ES
Laptop	Dell	39785	Rolling Ridge ES
Laptop	Apple	21286	Rolling Ridge ES
Printer	HP	VND3FS4072	Rolling Ridge ES
File Cabinets (5)			Rolling Ridge ES
Rolling Cabinet		01303	Rolling Ridge ES
Student Desks (11)			Rolling Ridge ES
Wooden Chairs (9)			Rolling Ridge ES
TV	Phillips	YA1A0517621540	Walnut ES
TV	Phillips	YA1A0515341698	Walnut ES
TV	Phillips	YA1A0517622934	Walnut ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Monitor	Dell	CNOT571R64180-023-07CU	Walnut ES
Monitor	Dell	CNOT571R64180-023-07BU	Walnut ES
Monitor	Dell	CNOT571R64180-023-07EU	Walnut ES
Monitor	Dell	CNOT571R64180-023-07AU	Walnut ES
Monitor	Dell	CNOT571R64180-023-079U	Walnut ES
Monitor	Dell	CNOT-71R-64180-023-078U	Walnut ES
Monitor	Dell	CNOT571R64180-023-082U	Walnut ES
Monitor	Dell	CNOT571R6418002R-03DS	Walnut ES
Monitor	Dell	CNOT571R-4180-023-075U	Walnut ES
Monitor	Dell	CNOT571R64180023-07QU	Walnut ES
Monitor	Dell	CNOT571R64180-023-083U	Walnut ES
Monitor	Dell	CNOT571R64180-023-07PU	Walnut ES
Monitor	Dell	CNOT571R64180-023-07NU	Walnut ES
Monitor	Dell	CNOT571R6418002R-18GS	Walnut ES
Monitor	Dell	CNOGC97H728725CLA5FLA	Walnut ES
Monitor	Dell	CNOM9V7W74261ACQOM	Walnut ES
Monitor	Dell	CNOGC97H728725CLA52LA	Walnut ES
Monitor	Dell	CNOT571R64180023A54LA0	Walnut ES
Monitor	Dell	CNOT571R64180023A3WLA	Walnut ES
Monitor	Dell	CNOF028J-72872-921-1V4S	Walnut ES
Monitor	Dell	CNOF028J-72872-921-18US	Walnut ES
Computer	IMAC	QP71503RWRQ	Walnut ES
Computer	IMAC	24466	Walnut ES
Monitor Attachment	HP	42556	Walnut ES
Monitor Attachment	HP	42084	Walnut ES
Monitor Attachment	HP	42572	Walnut ES
Monitor Attachment	HP	42546	Walnut ES
Monitor Attachment	HP	42550	Walnut ES
Monitor Attachment	HP	42549	Walnut ES
Monitor Attachment	HP	45781	Walnut ES
Monitor Attachment	HP	42561	Walnut ES
Monitor Attachment	HP	42568	Walnut ES
Monitor Attachment	HP	42548	Walnut ES
Monitor Attachment	HP	42554	Walnut ES
Monitor Attachment	HP	42081	Walnut ES
Monitor Attachment	HP	42114	Walnut ES
Monitor Attachment	HP	42079	Walnut ES
Monitor Attachment	HP	42545	Walnut ES
VCR/DVD Player	Go Video	5112150103241	Walnut ES
VCR/DVD Player	JVC	14253346	Walnut ES
VCR/DVD Player	Go Video	5112150103240	Walnut ES
Cassette Player	Sharp	30901	Walnut ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Computer Monitor	Dell	CNOT571RG418002R-OZSS	Walnut ES
Computer Monitor	Dell	CNOT571RG4180-023-08ZU	Walnut ES
Computer Monitor	Dell	CNOT571RG418002ROZXZ	Walnut ES
Computer Monitor	Dell		Walnut ES
Computer Monitor	HP	42072	Walnut ES
Computer Monitor	Dell	CN-OGC811-11-61JEYL	Walnut ES
Computer Monitor	Dell	CNOUWO426418071R0HZL	Walnut ES
Computer Monitor	Dell	CN-OF028j-72872-92i-1VOS	Walnut ES
Keyboard	Apple	KY7040EDFVZ5A	Walnut ES
Keyboard	Apple	KY328077TPA3C	Walnut ES
Keyboard	Apple	KY32807DFPA3C	Walnut ES
Keyboard	Apple	KY3270YWGPA3C	Walnut ES
Keyboard	Apple	KY7048EHCV7SA	Walnut ES
Keyboard	Apple	KY3270YWEPA3C	Walnut ES
Keyboard	HP	BCYRUOACP5QDEU	Walnut ES
Keyboard	HP	BCYRUOACP5QFOY	Walnut ES
Keyboard	HP	BCYRUOACP5QBWR	Walnut ES
Keyboard	HP	BC4RUOACP5QBXO	Walnut ES
Keyboard	HP	BC4RUOACP5QDF3	Walnut ES
Keyboard	HP	BC4RUOACP5QFDL	Walnut ES
Keyboard	HP	BC4RUOACP5QFQX	Walnut ES
Keyboard	HP	BC4RUOACP5QDEE	Walnut ES
Keyboard	HP	BCYRUOAHH51R4E	Walnut ES
Keyboard	HP	BCYRUOAHH51JXE	Walnut ES
Keyboard	HP	BCYRUOAHH6B610	Walnut ES
Keyboard	HP	BCYRUOAHH5HR3T	Walnut ES
Keyboard	HP	BCYRUOAHH5HF7H	Walnut ES
Keyboard	HP	BCYRUOAHH6H616	Walnut ES
Keyboard	HP	BDMGHOCPP803JY	Walnut ES
Keyboard	Dell	CN0DJ331-71616-71Q-03YF	Walnut ES
Aruba Networks	Access Point	47201	Don Lugo HS
Aruba Networks	Access Point	47203	Don Lugo HS
Aruba Networks	Antenna	APANT35A/09415	Don Lugo HS
Aruba Networks	Antenna	APANT35A/02950	Don Lugo HS

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: RESOLUTIONS 2019/2020-01, 2019/2020-02, 2019/2020-03, 2019/2020-04, AND 2019/2020-05 FOR AUTHORIZATION TO UTILIZE PIGGYBACK CONTRACTS**

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**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:

<b>Resolution</b>	<b>Contract</b>	<b>Contractor</b>	<b>Description</b>	<b>Term</b>
2019/2020-01	Val Verde Unified School District Branded Pizza Products-Ready to Serve RFP 2019/20-03	Southern California Pizza Company dba Pizza Hut	Ready to Serve Pizza Products	7/1/2019-6/30/2020

<b>Resolution</b>	<b>Contract</b>	<b>Contractor</b>	<b>Description</b>	<b>Term</b>
2019/2020-02	Downey Unified School District Purchase and Delivery of Pre-Made Pizzas RFP 2018/2019-01	Gafee Pizza, Inc. dba Domino's Pizza	Pre-Made Pizza	8/15/2019-8/14/2020
2019/2020-03	Torrance Unified School District Classroom & Office Furniture Bid No. 10-04.09.19	Culver-Newlin	Classroom & Office Furniture	6/1/2019-6/30/2020
2019/2020-04	San Diego Unified School District Classroom Science, Technology, Engineering, Art, and Math (STEAM) Supplies Bid No. GD19-0545-03	School Specialty	Classroom Science, Technology, Engineering, Art, and Math (STEAM) Supplies	1/22/2019-1/8/2022
2019/2020-05	State of California Multiple Awards Schedule (CMAS) 3-18-70-2486N	ConvergeOne Inc.	Project Management, System Implementation, Integration, and Security	12/27/2018-12/12/2022

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolutions 2019/2020-01, 2019/2020-02, 2019/2020-03, 2019/2020-04, and 2019/2020-05 for authorization to utilize piggyback contracts.

**FISCAL IMPACT**

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District  
Resolution 2019/2020-01  
Authorization to Utilize the Val Verde Unified School District Branded  
Pizza Products-Ready to Serve RFP 2019/20-03  
With Southern California Pizza Company dba Pizza Hut  
to Purchase Ready to Serve Pizza Products  
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 ready to serve pizza products for the District;

**WHEREAS**, Val Verde Unified School District Branded Pizza Products-Ready to Serve currently has a piggyback contract, RFP 2019/20-03, in accordance with Public Contract Code 20118 with Southern California Pizza Company dba Pizza Hut, 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 ready to serve pizza products through the piggyback contract procured by the Val Verde Unified School District Branded Pizza Products-Ready to Serve RFP 2019/20-03.

**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 ready to serve pizza products through the piggyback contract originally procured by the Val Verde Unified School District Branded Pizza Products-Ready to Serve RFP 2019/20-03 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 ready to serve pizza products in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Val Verde Unified School District Branded Pizza Products-Ready to Serve RFP 2019/20-03.

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

Section 5. Effective Date. This resolution shall be effective as of July 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 18th day of July 2019 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.

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

**Chino Valley Unified School District  
Resolution 2019/2020-02  
Authorization to Utilize the Downey Unified School District Purchase and Delivery  
of Pre-Made Pizzas RFP 2018/2019-01  
With Gafee Pizza, Inc. dba Domino's Pizza  
to Purchase Pre-Made Pizza  
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 pre-made pizza for the District;

**WHEREAS**, Downey Unified School District Purchase and Delivery of Pre-Made Pizzas currently has a piggyback contract, RFP 2018/2019-01, in accordance with Public Contract Code 20118 with Gafee Pizza, Inc. dba Domino's Pizza 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 pre-made pizza through the piggyback contract procured by the Downey Unified School District Purchase and Delivery of Pre-Made Pizzas RFP 2018/2019-01.

**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 pre-made pizza through the piggyback contract originally procured by the Downey Unified School District Purchase and Delivery of Pre-Made Pizzas RFP 2018/2019-01 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 pre-made pizza in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Downey Unified School District Purchase and Delivery of Pre-Made Pizzas RFP 2018/2019-01.

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

Section 5. Effective Date. This resolution shall be effective as of August 15, 2019, for the term ending August 14, 2020.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 18th day of July 2019 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 2019/2020-03  
Authorization to Utilize the Torrance Unified School District Classroom & Office  
Furniture Bid No. 10-04.09.19 With Culver-Newlin  
to Purchase Classroom & 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 & office furniture for the District;

**WHEREAS**, Torrance Unified School District Classroom & Furniture currently has a piggyback contract, Bid No. 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 & office furniture through the piggyback contract procured by the Torrance Unified School District Classroom & Office Furniture Bid No. 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 & office furniture through the piggyback contract originally procured by the Torrance Unified School District Classroom & Office Furniture Bid No. 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 & office furniture in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Torrance Unified School District Classroom & Office Furniture Bid No. 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 18th day of July 2019 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.

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

**Chino Valley Unified School District  
Resolution 2019/2020-04  
Authorization to Utilize the San Diego Unified School District Classroom Science,  
Technology, Engineering, Art, and Math (STEAM) Supplies  
Bid No. GD19-0545-03 With School Specialty  
to Purchase Classroom Science, Technology, Engineering, Art, and Math  
(STEAM) Supplies  
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 STEAM supplies for the District;

**WHEREAS**, San Diego Unified School District Classroom STEAM Supplies currently has a piggyback contract, Bid No. GD19-0545-03, in accordance with Public Contract Code 20118 with School Specialty, 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 STEAM supplies through the piggyback contract procured by the San Diego Unified School District Classroom STEAM Supplies Bid No. GD19-0545-03

**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 STEAM supplies through the piggyback contract originally procured by the San Diego Unified School District Classroom STEAM Supplies Bid No. GD19-0545-03 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 STEAM supplies in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the San Diego Unified School District Classroom STEAM Supplies Bid No. GD19-0545-03.

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 January 22, 2019, for the term ending January 8, 2022.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 18th day of July 2019 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 2019/2020-05  
Authorization to Utilize the State of California Multiple Awards Schedule (CMAS)  
3-18-70-2486N With ConvergeOne Inc.  
to Purchase Project Management, System Implementation, Integration, and  
Security  
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 project management, system implementation, integration, and security for the District;

**WHEREAS**, CMAS currently has a piggyback contract, 3-18-70-2486N, in accordance with Public Contract Code 20118 with ConvergeOne Inc., 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 project management, system implementation, integration, and security through the piggyback contract procured by the CMAS 3-18-70-2486N.

**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 project management, system implementation, integration, and security through the piggyback contract originally procured by the CMAS 3-18-70-2486N 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 project management, system implementation, integration, and security in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS 3-18-70-2486N.

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 December 27, 2018, for the term ending December 12, 2022.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 18th day of July 2019 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:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: BID 19-20-01F, COUNTRY SPRINGS ES AND ROLLING RIDGE ES  
ALTERATION PROJECTS**

=====

**BACKGROUND**

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

A Notice to Contractors Calling for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Projects was Published in the Inland Valley Daily Bulletin on May 13, 2019, and May 20, 2019. Bids were opened at 1:00 p.m. on June 20, 2019. The results are as follows:

<b>Bid Package</b>	<b># of Bids Received</b>	<b>Low Bidder</b>	<b>Bid Amount</b>
BP 02-01 – Demo, Asbestos & Lead Abatement	7	Integrated Demolition & Remediation Inc.	\$1,104,600.00
BP 03-01 – Concrete & Reinforcing Steel (Structural & Site)	2	Inland Building Construction Co. Inc.	\$ 728,500.00
BP 05-01 – Miscellaneous Metals & Steel	4	*Anderson Charmesky Structural Steel Inc.	\$ 643,268.00
BP 06-01 – Rough Carpentry	6	*Cuyamaca Construction	\$ 778,000.00
BP 06-02 – Finish Carpentry & Casework	3	Stolo Cabinets Inc.	\$1,109,900.00
BP 07-01 Built-up Roofing & Sheet Metal	4	Commercial Roofing Systems	\$1,075,067.00
BP 08-01 – Doors, Frames & Hardware	5	*Star Hardware Inc.	\$ 689,900.00
BP 09-01 – Drywall, Plaster & Insulation	2	Mirage Builders	\$1,579,750.00

BP 09-02 – Ceramic Tile	4	Continental Marble & Tile Co.	\$ 305,326.00
BP 09-03 – Acoustical Wall & Ceiling System	4	Elljay Acoustics Inc.	\$ 391,900.00
BP 09-04 – Flooring	2	Continental Flooring Inc.	\$ 444,847.00
BP 09-05 – Painting & Wallcovering	8	AJ Fistes Inc.	\$ 272,600.00
BP 10-01 – Miscellaneous Specialties	4	Patriot Contracting & Engineering Inc.	\$1,416,000.00
BP 11-01 – Food Service Equipment	1	Kitcor Corporation	\$ 237,800.00
BP 22-01 – Plumbing	4	Verne's Plumbing Inc.	\$1,251,000.00
BP 23-01 – HVAC & Controls	5	NKS Mechanical Contracting Inc.	\$ 656,000.00
BP 26-01 – Electrical & Low Voltage	5	Rancho Pacific Electric Inc.	\$2,675,100.00
BP 27-01 – Low Voltage, Data, AV, Fire Alarm, Security, & Communication	1	Time & Alarm	\$3,788,806.00
BP 32-01 – Irrigation, Landscaping, Fencing & Asphalt	3	Sean Malek Engineering & Construction	\$ 539,000.00

The basic scope of work for this project includes: alterations to existing buildings at Country Springs ES and Rolling Ridge ES including electrical, plumbing, HVAC, interior surfaces, existing Fire/Life/Safety systems and security.

\*The apparent low bidder for BP 05-01 CGWS, Inc. submitted a bid without Bid Bond per PCC § 20111 or Noncollusion Declaration per PCC § 7106 and was therefore considered to be non-responsive.

\*The apparent low bidder for BP 06-01 General Consolidated, withdrew its bid due to a mathematical error discovered by the contractor after bid opening. Therefore, it is recommended that the bid be awarded to the next low bidder, Cuyamaca Construction.

\*The apparent low bidder for BP 08-01 McKernan Inc. submitted a bid over the firm's pre-qualification limit and was therefore not authorized to bid the project. Per PCC §20111.5, prequalification is mandatory when awarding a construction project of \$1,000,000.00 or more that will be funded in whole or in part with state bond funds.

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

## **RECOMMENDATION**

It is recommended the Board of Education award Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Projects to the following contractors: BP 02-01 to Integrated Demolition & Remediation Inc.; BP 03-01 to Inland Building Construction Co. Inc.; BP 05-01 to Anderson Charmesky Structural Steel Inc.; BP 06-01 to Cuyamaca Construction; BP 06-02 to Stolo Cabinets; BP 07-01 to Commercial Roofing Systems; BP 08-01 to Star Hardware Inc.; BP 09-01 to Mirage Builders; BP 09-02 to Continental Marble & Tile; BP 09-03 to Elljay Acoustics, Inc.; BP 09-04 to Continental Flooring; BP 09-05 to AJ Fistes Corp.; BP 10-01 to Patriot Contracting & Engineering Inc.; BP 11-01 to Kitcor Corp.; BP 22-01 to Verne's Plumbing Inc.; BP 23-01 to NKS Mechanical Contracting, Inc.; BP 26-01 to Rancho Pacific Electric Inc.; BP 27-01 to Time & Alarm; and BP 32-01 to Sean Malek Engineering & Construction.

## **FISCAL IMPACT**

\$19,687,364.00 to Building Fund 21.

NE:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: BID 19-20-05F, DISTRICT WIDE ASPHALT REPAIRS**

=====

**BACKGROUND**

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

A Notice to Contractors Calling for Bid 19-20-05F, District Wide Asphalt Repairs was Published in the Inland Valley Daily Bulletin on June 7, 2019, and June 14, 2019. Bids were opened at 1:00 p.m. on July 2, 2019. The results are as follows:

<b>Feeder Group</b>	<b>Contractor</b>	<b>Bid Amount</b>	<b>Low Bid</b>
Ayala HS Feeder Group	Premier Paving, Inc.	\$189,000.00	\$189,000.00
	JB Bostick	\$245,000.00	
Chino Hills HS Feeder Group	Premier Paving, Inc.	\$310,800.00	\$310,800.00
	JB Bostick	\$357,000.00	
	Century Paving	\$364,150.00	
Chino HS Feeder Group	Premier Paving, Inc.	\$168,695.00	\$168,695.00
	JB Bostick	\$210,000.00	
Don Lugo HS Feeder Group	Premier Paving, Inc.	\$233,800.00	\$233,800.00

The basic scope of work for this project includes asphalt repairs District wide.

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

**RECOMMENDATION**

It is recommended the Board of Education award Bid 19-20-05F, District Wide Asphalt Repairs to Premier Paving, Inc.

**FISCAL IMPACT**

\$902,295.00 to Deferred Maintenance Fund 14.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: BID 19-20-06F, ALTERNATIVE EDUCATION CENTER PLAYGROUND EQUIPMENT INSTALLATION**

=====

**BACKGROUND**

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

A Notice to Contractors Calling for Bid 19-20-06F, Alternative Education Center Playground Equipment Installation was Published in the Inland Valley Daily Bulletin on June 6, 2019, and June 14, 2019. Bids were opened at 1:00 p.m. on June 24, 2019. The results are as follows:

<b>Contractor</b>	<b>Bid Amount</b>
John Buck dba J2 Builders	\$185,000.00
R.E. Schulz Construction Inc.	\$294,900.00

The basic scope of work for this project includes: Three (3) playgrounds; kindergarten, primary, and fitness. Kindergarten and primary playground areas include the installation of owner provided Miracle Recreation playground equipment in the same location of the existing equipment. Installation of new equipment includes the removal and disposal of the existing playground equipment along with preparing the area for the new playground equipment. Fitness area includes removal and disposal of the existing playground along with hydroseeding to match the surrounding area.

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

## **RECOMMENDATION**

It is recommended the Board of Education award Bid 19-20-06F, Alternative Education Center Playground Equipment Installation to John Buck dba J2 Builders.

## **FISCAL IMPACT**

\$185,000.00 to Capital Facilities Fund 25.

NE:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations  
Anna G. Hamilton, Director, Purchasing  
**SUBJECT: CUPCCAA BID 19-20-07I, RHODES ES FLOORING MATERIAL AND INSTALLATION**

=====

**BACKGROUND**

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

A Notice to Contractors Calling for Bids for CUPCCAA Bid 19-20-07I, Rhodes ES Flooring Material and Installation was emailed on June 5, 2019, to contractors currently listed on the 2019 list of qualified contractors. Bids were opened at 10:00 a.m. on June 26, 2019. The results are as follows:

Contractor	Bid Amount
Custom Craft Flooring Contractors	\$138,710.00

The basic scope of work for this project includes labor and materials to replace flooring at various locations on the Rhodes ES campus including administration building, multipurpose room, kindergarten rooms 1 and 2, and four teacher workrooms.

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

**RECOMMENDATION**

It is recommended the Board of Education award CUPCCAA Bid 19-20-07I, Rhodes ES Flooring Material and Installation to Custom Craft Flooring Contractors.

**FISCAL IMPACT**

\$138,710.00 to Deferred Maintenance Fund 14.



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: CUPCCAA BID 19-20-10I, SYCAMORE ACADEMY SITE PREPARATION**

=====

**BACKGROUND**

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

A Notice to Contractors Calling for Bids for CUPCCAA Bid 19-20-10I, Sycamore Academy Site Preparation was emailed on June 24, 2019, to contractors currently listed on the 2019 list of qualified contractors. Bids were opened at 1:00 p.m. on July 8, 2019. The results are as follows:

<b>Contractor</b>	<b>Bid Amount</b>
Angelo Construction	\$159,107.00
S&B Sons Inc.	\$177,222.00
Dalke & Sons Construction, Inc.	\$327,890.00
RT Contractor Corp	\$388,000.00

The basic scope of work for this project includes: approximately 1,300 square feet of concrete, installation of 100 feet of wrought iron fencing, 240 feet of fencing fabric, and removal of four walls in room 22A/22B at the Alternative Education Center.

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

**RECOMMENDATION**

It is recommended the Board of Education award CUPCCAA Bid 19-20-10I, Sycamore Academy Site Preparation to Angelo Construction.

**FISCAL IMPACT**

\$159,107.00 to Fund 25 Tax A.

NE:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** July 18, 2019

**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 18-19-05F, 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 order(s) has/have been reviewed and recommended for approval by District staff.

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
1	Bid Package 7 – Electrical – RDM Electric	\$48,660.00
	Bid Amount:	\$838,800.00
	Revised Total Project Amount:	\$887,460.00

The change order results in a net increase of \$48,660.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$887,460.00. 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 18-19-05F, Reconstruction of Chino HS – Phase 0

**FISCAL IMPACT**

\$48,660.00 to Building Fund 21.



Chino Valley Unified School District  
Facilities, Planning, and Operations Division

# CHANGE ORDER

Date: 6/7/2019 BID /CUPCAA #: 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 #: \_\_\_\_\_  
 Architect: WLC Architects Contractor: RDM Electric Co., Inc.

**The Contractor is hereby authorized to do the following:**

- Item # 1** PCO 11: Provide underground conduit and pull boxes for Tesla photovoltaic power lines.  
 Requested By: District Increase/Decrease amount: \$ 23,475.00  
 Reason: Unforeseen condition: The existing lines were in conflict with the new work at the varsity baseball field and had to be re-routed
- Item # 2** PCO 16: Provide temporary site power requirements at the new baseball and softball fields.  
 Requested By: District Increase/Decrease amount: \$ 10,331.00  
 Reason: Unforeseen condition: Due to lead time to procure the AMS modular concession bldg., temp power was required for the fields.
- Item # 3** PCO 25: Provide an additional underground high voltage wire from existing switchgear to old campus power loop  
 Requested By: Design Team Increase/Decrease amount: \$ 14,854.00  
 Reason: Unforeseen condition: A 3-wire system was specified, but underground existing system included a 4th wire.
- Item # 4** \_\_\_\_\_  
 Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_  
 Reason: \_\_\_\_\_

Original contract completion date: <u>3/29/19</u>	Original contract amount: <u>\$ 838,800.00</u>
Increase/Decrease of days: <u>0</u>	Increase/Decrease amount: <u>48660</u>
New contract completion date: <u>3/29/19</u>	New contract amount: <u>\$ 887,460.00</u>

Approved by:		
<u>Joe Henderson</u> DSA Inspector of Record		<u>6/13/19</u>
<u>Jim DiCamillo</u> Architect / Engineer		<u>6.20.19</u>
<u>Robert Stewart</u> Construction/Project Manager		<u>6/12/19</u>
<u>James Costa</u> CVUSD Construction Coordinator		<u>6/21/19</u>
_____	_____	_____
<u>Martin Silveira</u> Director, Maintenance, Operations & Construction		<u>6/26/19</u>
<u>GREGORY STACHURA</u> Owner (Authorized Agent)		<u>6/26/19</u>

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**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 18-19-10F, CATTLE ES, LITEL ES, AND OAK RIDGE ES ALTERATION PROJECT**

=====

**BACKGROUND**

On December 13, 2018, the Board of Education awarded Bid 18-19-10F, Cattle ES, Litel Es, and Oak Ridge ES Alteration Project to the following contractors: Bid Package 02-01, Precision Contracting; Bid Package 03-01, KAR Construction; Bid Package 06-01, Miller Construction; Bid Package 06-02, Stolo Cabinets; Bid Package 07-01, Letner Roofing; Bid Package 08-01, Construction Hardware; Bid Package 09-01, Mirage Builders; Bid Package 09-02, Continental Marble & Tile; Bid Package 09-03, CG Acoustics; Bid Package 09-04, Signature Flooring, Inc.; Bid Package 09-05, AJ Fistes Corp.; Bid Package 10-01, Bogh Engineering, Inc.; Bid Package 11-01, Kitcor Corp.; Bid Package 22-01, Emyrean Plumbing; Bid Package 23-01, Aire-Masters Air Conditioning; Bid Package 26-01, RDM Electric; and Bid Package 32-01, General Consolidated. 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.

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
1	Bid Package 06-01-Rough Carpentry- Miller Construction	\$21,164.00
	Bid Amount:	\$1,362,000.00
	Revised Total Project Amount:	\$1,383,164.00

The change order results in a net increase of \$21,164.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$1,383,164.00. 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 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project.

## **FISCAL IMPACT**

\$21,164.00 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

**CHANGE ORDER**

DATE: 6/4/19 BID #: 18-19-10F CHANGE ORDER: 001

PROJECT: Cattle, Oak Ridge & Litel Elementary School – Alterations

DSA APPLICATION #: See below DSA FILE #: See below

OWNER: Chino Valley Unified School District

ARCHITECT: WLC Architects, Inc. CONTRACTOR: Miller Construction

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:

**Cattle Elementary School**

DSA Application #A04-117035 / DSA File #36-11

ITEM NO. 1: Description: CCD#002R1 – Building C Revised Framing for 3x10 Ledger Conflict  
Reason: Existing framing retrofit noted on DSA Approved CCD#002R1 that were necessary to accommodate existing conditions for glulam beam connections at Bldg C.  
Document Ref: Change Order Request No. C-003R1 (PCO No. C-019)  
Requested by: District  
Change in Contract Sum: \$17,432.00 / ADD  
Time Extension: 0 Calendar days

ITEM NO. 2: Description: CCD#001 – Load Bearing Wall Retrofit  
Reason: Framing retrofit noted on DSA Approved CCD#001 for existing wall openings and duct openings at (2) load bearing walls in Bldg C that were not properly framed.  
Document Ref: Change Order Request No. C-004 (PCO No. C-012)  
Requested by: District  
Change in Contract Sum: \$3,732.00 / ADD  
Time Extension: 0 Calendar days

\*END OF CHANGE ORDER NO. 001 ITEMS\*

**SCHOOL SITE SUMMARY**

School	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Cattle ES	\$628,000.00	\$0.00	\$21,164.00	\$649,164.00
Litel ES	\$440,000.00	\$0.00	\$ 0.00	\$440,000.00
Oak Ridge ES	\$294,000.00	\$0.00	\$ 0.00	\$294,000.00
<b>Total</b>	<b>\$1,362,000.00</b>	<b>\$0.00</b>	<b>\$21,164.00</b>	<b>\$1,383,164.00</b>

**CONTRACT SUMMARY**

The original contract amount was: \_\_\_\_\_ \$1,362,000.00

The contract amount will be increased/decreased by this Change Order: \_\_\_\_\_ \$21,164.00

The new contract amount including this change order will be: \_\_\_\_\_ \$1,383,164.00


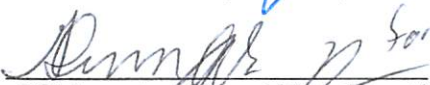

The original contract completion date: \_\_\_\_\_ 4/16/20

The contract time will be increased/decreased by days: \_\_\_\_\_ 0

The date of completion as a result of this Change Order is: \_\_\_\_\_ 4/16/20

The cumulative adjustment of the Contract Price and the Contract Time for each Change included in this Change Order represents and reflects the entire adjustment of the Contract Price and the Contract Time due Contractor for such items of Changes. The Contract Price adjustment herein for the items included in this Change Order includes without limitation, all costs for labor, materials, services and/or equipment as well as any and all costs arising out of or associated in any manner with impacts, disruptions, interference, delays or hindrances in performing or providing the Changes included in this Change Order. By executing this Change Order, Contractor acknowledges the foregoing and agrees that any rights or claims of Contractor, whether known or unknown, for costs or times associated with providing or performing the Changes included in this Change Order and not specifically reflected and included in this Change Order are waived, relinquished and released by Contractor; in connection with the foregoing, Contractor waives and releases any rights under Civil Code Section 1542 with regard to any unknown costs or additional time associated with the changes included in this Change Order.

**APPROVED BY:**

 Miller Construction (Contractor)	<u>Mark Dorf Vice President</u> Print Name / Title	<u>6-13-19</u> Date
 DSA Inspector of Record (Team Inspections)	<u>For Frank Sand / Inspector</u> Print Name / Title	<u>6-5-19</u> Date
 Construction Manager (CW Driver)	<u>Hung Truong / Project Manager</u> Print Name / Title	<u>6/5/19</u> 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

Date

Date

Date

6/20/19

6-5-19



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**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 18-19-27F, BRIGGS K-8 NEW SCIENCE LAB BUILDING – INTERIM HOUSING**

=====

**BACKGROUND**

On March 7, 2019, the Board of Education awarded Bid 18-19-27F, Briggs K-8 New Science Lab Building – Interim Housing to the following contractors: Bid Package 01, Demolition, Grading, Asphalt, Misc. to Incotechnic Inc.; Bid Package 02, Modular Building Relocation to R. Jensen Co., Inc.; and Bid Package 03, Electrical and Low Voltage Systems to Daniels Electrical Construction Co. 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.

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
1	Bid Package 02 - Modular Building Relocation - R. Jensen Co., Inc.	\$8,653.69
	Bid Amount:	\$105,000.00
	Revised Total Project Amount:	\$113,653.69

The change order results in a net increase of \$8,653.69 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$113,653.69. 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 18-19-27F, Briggs K-8 New Science Lab Building – Interim Housing.

**FISCAL IMPACT**

\$8,653.69 to Building Fund 21.



Chino Valley Unified School District  
Facilities, Planning, and Operations Division

# CHANGE ORDER

Date: June 18, 2019 BID /CUPCAA #: 18-19-27F Change Order #: 01  
 Project Title: Briggs K-8 New Science Lab Building - Interim Housing  
 Owner: Chino Valley Unified School District DSA Application #: 04-118043 DSA File #: 36-11  
 Architect: WLC Architects, Inc. Contractor: R. Jensen Co., Inc. (Bid Package 02)

**The Contractor is hereby authorized to do the following:**

- Item # 1** Relocate and set on new wood foundations three (3) 24 x 40 portable classroom buildings on site at Briggs K-8  
 Requested By: Chino Valley Unified School District Increase/Decrease amount: \$ 8,653.69  
 Reason: Cost to relocate 3 portables on site versus off site. \$18,653.69 cost minus \$10,000.00 Allowance = \$8,653.69 net.
- 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>August 8, 2019</u>	Original contract amount:	<u>\$ 105,000.00</u>
Increase/Decrease of days:	<u>0 days</u>	Increase/Decrease amount:	<u>\$ 8,653.69</u>
New contract completion date:	<u>August 8, 2019</u>	New contract amount:	<u>\$ 113,653.69</u>

Approved by:

<u>MANDRA GEORGE</u> DSA Inspector of Record	<u>[Signature]</u> Signature	<u>6-21-19</u> Date
<u>JP DI CAMILLO</u> Architect / Engineer	<u>[Signature]</u> Signature	<u>6-20-19</u> Date
<u>MICHAEL DEVRIES, ARCADIS</u> Construction/Project Manager	<u>[Signature]</u> Signature	<u>6/18/19</u> Date
<u>[Signature]</u> CVUSD Construction Coordinator	<u>[Signature]</u> Signature	<u>6/21/19</u> Date
<u>ROBERT K. JENSEN</u> Contractor	<u>[Signature]</u> Signature	<u>6-21-19</u> Date
<u>MARTIN J. JENSEN</u> Director, Maintenance, Operations & Construction	<u>[Signature]</u> Signature	<u>6/26/19</u> Date
<u>[Signature]</u> Owner (Authorized Agent)	<u>[Signature]</u> Signature	<u>6/26/19</u> Date

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

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

=====

**BACKGROUND**

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

<b>CUPCCAA Project</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Original Quotation</b>	<b>Change Order</b>	<b>Total</b>	<b>Funding Source</b>
CC2019-17	Rhodes ES Safety & Security Intercom System Upgrade	Time & Alarm Systems	\$30,826.00	N/A	\$30,826.00	21
CC2019-42	Chino Hills HS Fire Alarm Repairs	Time & Alarm Systems	\$16,971.36	N/A	\$16,971.36	01
CC2019-45	Alternative Education Center Marquee Installation	Encore Image Inc.	\$30,654.18	N/A	\$30,654.18	01
CC2019-47	Marshall ES Classroom Renovation	Angelo Construction	\$23,705.00	N/A	\$23,705.00	25

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$47,625.54 to General Fund 01  
\$30,826.00 to Building Fund 21.  
\$23,705.00 to Capital Facilities Fund 25.

NE:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** July 18, 2019

**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 and Operations

**SUBJECT: NOTICE OF COMPLETION FOR CUPCAA BID 18-19-19I,  
BRIGGS K-8 PLAYGROUND EQUIPMENT INSTALLATION**

=====

**BACKGROUND**

On May 9, 2013, the Board of Education adopted Resolution 2012/2013-71, Adoption of California Uniform Public Construction Cost Accounting Act (CUPCAA). Per Public Contract Code 22030, the adoption of CUPCAA 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 CUPCAA, the District has completed the projects listed below:

On January 17, 2019, the Board of Education awarded CUPCAA Bid 18-19-19I, Briggs K-8 Playground Equipment Installation to John Buck dba J2 Builders. All contracted work was completed on April 25, 2019. Contract summary is provided below.

CUPCAA Bid	Project Description	Contractor	Total Contract	Change Order	Total	5% Retention Amount	Funding Source
18-19-19I	Briggs K-8 Playground Equipment Installation	John Buck dba J2 Builders	\$44,100.00	N/A	\$44,100.00	\$2,205.00	25

Documentation indicating satisfactory completion and compliance with specifications and project requirements has been obtained from the following individuals: school site administrator; Alex Rivera, Project Manager; and Martin Silveira, Director, Maintenance and Operations.

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 CUPCCAA Bid 18-19-19I, Briggs K-8 Playground Equipment Installation.

**FISCAL IMPACT**

\$44,100.00 to Capital Facilities Fund 25.

NE:GJS:MS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** July 18, 2019

**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 and Operations

**SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA BID 18-19-211,  
HIDDEN TRAILS ES PLAYGROUND EQUIPMENT INSTALLATION**

=====

**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:

On January 17, 2019, the Board of Education awarded CUPCCAA Bid 18-19-211, Hidden Trails ES Playground Equipment Installation to John Buck dba J2 Builders. All contracted work was completed on May 19, 2019. Contract summary is provided below.

<b>CUPCCAA Bid</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Total Contract</b>	<b>Change Order</b>	<b>Total</b>	<b>5% Retention Amount</b>	<b>Funding Source</b>
18-19-211	Hidden Trails ES Playground Equipment Installation	John Buck dba J2 Builders	\$159,900.00	N/A	\$159,900.00	\$7,995.00	25

Documentation indicating satisfactory completion and compliance with specifications and project requirements has been obtained from the following individuals: school site administrator; Alex Rivera, Project Manager; 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 CUPCCAA Bid 18-19-21I, Hidden Trails ES Playground Equipment Installation.

**FISCAL IMPACT**

\$159,900.00 to Capital Facilities Fund 25.

NE:GJS:MS:pw



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** July 18, 2019

**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 and Operations

**SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA BID 18-19-32I,  
CHINO HILLS HS AND DON LUGO HS CONDENSATION LINE  
REPLACEMENT**

=====

**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:

On April 4, 2019, the Board of Education awarded CUPCCAA Bid 18-19-32I, Chino Hills HS and Don Lugo HS Condensation Line Replacement to Carver Air Conditioning. All contracted work was completed on June 14, 2019. Contract summary is provided below.

<b>CUPCCAA Bid</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Total Contract</b>	<b>Change Order</b>	<b>Total</b>	<b>5% Retention Amount</b>	<b>Funding Source</b>
18-19-32I	Chino Hills HS and Don Lugo HS Condensation Line Replacement	Carver Air Conditioning	\$61,250.00	N/A	\$61,250.00	\$3,062.50	01

Documentation indicating satisfactory completion and compliance with specifications and project requirements has been obtained from the following individuals: Alex Rivera, Project Manager; and Martin Silveira, Director, Maintenance and Operations.

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 CUPCCAA Bid 18-19-32I, Chino Hills HS and Don Lugo HS Condensation Line Replacement.

### **FISCAL IMPACT**

\$61,250.00 to General Fund 01.

NE:GJS:MS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**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 and Operations

**SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA BID 18-19-33I,  
ROLLING RIDGE ES PLAYGROUND EQUIPMENT INSTALLATION**

=====

**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:

On April 18, 2019, the Board of Education awarded CUPCCAA Bid 18-19-33I, Rolling Ridge ES Playground Equipment Installation to John Buck dba J2 Builders. All contracted work was completed on June 14, 2019. Contract summary is provided below.

CUPCCAA Bid	Project Description	Contractor	Total Contract	Change Order	Total	5% Retention Amount	Funding Source
18-19-33I	Rolling Ridge ES Playground Equipment Installation	John Buck dba J2 Builders	\$161,100.00	N/A	\$161,100.00	\$8,055.00	21

Documentation indicating satisfactory completion and compliance with specifications and project requirements has been obtained from the following individuals: Alex Rivera, Project Manager; and Martin Silveira, Director, Maintenance and Operations.

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 CUPCCAA Bid 18-19-33I, Rolling Ridge ES Playground Equipment Installation.

**FISCAL IMPACT**

\$161,100.00 to Building Fund 21.

NE:GJS:MS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: NOTICE OF COMPLETION FOR BID 17-18-30F, FORMER EL RANCHO ES SCHOOL NETWORK**

=====

**BACKGROUND**

On June 28, 2018, the Board of Education awarded Bid 17-18-30F, Former El Rancho ES School Network to Federal Technology Solutions, Inc. All contracted work was completed on September 30, 2018. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$768,552.90	N/A	\$768,552.90	\$38,427.65

Documentation indicating satisfactory completion and compliance with specification has been obtained from Maggie Bunten, Director, Technology; 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 17-18-30F, Former El Rancho ES School Network.

**FISCAL IMPACT**

\$768,552.90 to Building Fund 21.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** July 18, 2019

**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 and Operations

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR CUPCCAA  
BID 18-19-20I, NEWMAN ES PLAYGROUND EQUIPMENT  
INSTALLATION**

=====

**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:

On January 17, 2019, the Board of Education awarded CUPCCAA Bid 18-19-20I, Newman ES Playground Equipment Installation to John Buck dba J2 Builders. All contracted work was completed on June 4, 2019. Contract summary is provided below.

CUPCCAA Bid	Project Description	Contractor	Total Contract	Change Order	Total	5% Retention Amount	Funding Source
18-19-20I	Newman ES Playground Equipment Installation	John Buck dba J2 Builders.	\$81,200.00	\$2,000.00	\$83,200.00	\$4,160.00	25

Documentation indicating satisfactory completion and compliance with specifications and project requirements has been obtained from the following individuals: Alex Rivera, Project Manager; and Martin Silveira, Director, Maintenance and Operations.

Staff recommends approval of the Change Order and 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 CUPCCAA Bid 18-19-201, Newman ES Playground Equipment Installation.

**FISCAL IMPACT**

\$83,200.00 to Capital Facilities Fund 25.

NE:GJS:MS:pw



Chino Valley Unified School District  
Facilities, Planning, and Operations Division

# CHANGE ORDER

Date: 05/20/2019 BID /CUPCAA #: 18-19-201 Change Order #: CO#1  
Project Title: Newman ES Playground Equipment Installation  
Owner: Chino Valley Unified School District DSA Application #: N/A DSA File #: N/A  
Architect: N/A Contractor: John Buck dba J2 Builders

**The Contractor is hereby authorized to do the following:**

**Item # 1** Remove and Replace damaged sidewalk at playground. Drill and install rebar dowels into existing and place rebar reinforcement  
Requested By: District Project Manager Increase/Decrease amount: \$ 2,000.00  
Reason: Portion of sidewalk was unsafe for students and staff, it needed to be replaced.

**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>5/17/2019</u>	Original contract amount:	<u>\$ 81,200.00</u>
Increase/Decrease of days:	<u>0</u>	Increase/Decrease amount:	<u>\$ 2,000.00</u>
New contract completion date:	<u>5/17/2019</u>	New contract amount:	<u>\$ 83,200.00</u>

**Approved by:**

<u>N/A</u> DSA Inspector of Record	Signature _____	Date _____
<u>N/A</u> Architect / Engineer	Signature _____	Date _____
<u>N/A</u> Construction/Project Manager	Signature _____	Date _____
<u>N/A</u> CVUSD Construction Coordinator	Signature _____	Date _____
<u>Alex Rivera</u> CVUSD Project Manager	Signature 	Date <u>5-29-2019</u>
<u>Martin Silveira</u> Director, Maintenance, Operations & Construction	Signature 	Date <u>5/29/2019</u>
<u>Greg Stachura</u> Owner (Authorized Agent)	Signature 	Date <u>5/30/19</u>



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**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 and Operations

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR CUPCCAA  
BID 18-19-311, TRANSPORTATION DEPARTMENT RESTROOM  
RENOVATION (REBID)**

=====

**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:

On March 21, 2019, the Board of Education awarded CUPCCAA Bid 18-19-311, Transportation Department Restroom Renovation (Rebid) to Angelo Construction. All contracted work was completed on June 3, 2019 Contract summary is provided below.

<b>CUPCCAA Bid</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Total Contract</b>	<b>Change Order</b>	<b>Total</b>	<b>5% Retention Amount</b>	<b>Funding Source</b>
18-19-311	Transportation Department Restroom Renovation (Rebid)	Angelo Construction	\$82,114.00	\$3,500.00	\$85,614.00	\$4,280.70	25

Documentation indicating satisfactory completion and compliance with specifications and project requirements has been obtained from the following individuals: Jonathan Campbell, Project Manager; and Martin Silveira, Director, Maintenance and Operations.

Staff recommends approval of the Change Order and 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 CUPCCAA Bid 18-19-311, Transportation Department Restroom Renovation (Rebid).

**FISCAL IMPACT**

\$85,614.00 to RDA Fund 25.

NE:GJS:MS:pw



Chino Valley Unified School District  
Facilities, Planning, and Operations Division

# CHANGE ORDER

Date: June 26, 2019 BID/ CUPCCAA #: 18-19-311 Change Order #: 1

Project Title: Transportation Department Restroom Renovation (Rebid)

Owner: Chino Valley Unified School District DSA Application #: \_\_\_\_\_ DSA File #: \_\_\_\_\_

Architect: \_\_\_\_\_ Contractor: Angelo Construction

**The Contractor is hereby authorized to do the following:**

**Item # 1** Proposal to install epoxy flooring in hallway approximately 150 sq. ft. and 50 lin. Ft. of cove base next to adjacent work.

Requested By: Chino Valley Unified School District Increase/Decrease amount: \$3,500.00

Reason: To address failure in the existing.

**Item # 2** \_\_\_\_\_

Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_

Reason: \_\_\_\_\_

**Item # 3** \_\_\_\_\_

Requested By: \_\_\_\_\_ Increase/Decrease amount: \_\_\_\_\_

Reason: \_\_\_\_\_

Original contract completion date:	<u>June 3, 2019</u>	Original contract amount:	<u>\$82,114.00</u>
Increase/Decrease of days:	_____	Increase/Decrease amount:	<u>\$3,500.00</u>
New contract completion date:	<u>June 3, 2019</u>	New contract amount:	<u>\$85,614.00</u>

Approved by:

NA  
\_\_\_\_\_  
DSA Inspector of Record

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NA  
\_\_\_\_\_  
Architect / Engineer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Angelo Construction  
\_\_\_\_\_  
Construction/Project Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NA  
\_\_\_\_\_  
CVUSD Construction Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Jonathan Campbell  
\_\_\_\_\_  
CVUSD Project Manager

\_\_\_\_\_  
Signature

6/27/2019  
Date

Martin Silveira  
\_\_\_\_\_  
Director, Maintenance, Operations & Construction

\_\_\_\_\_  
Signature

6/28/19  
Date

Greg Stachura  
\_\_\_\_\_  
Owner (Authorized Agent)

\_\_\_\_\_  
Signature

6/30/19  
Date

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations  
**SUBJECT: ADJUSTMENT TO FACILITIES USE FEE SCHEDULE**

=====

**BACKGROUND**

On June 18, 2009, the Board of Education approved the current fee schedule for the use of District facilities. Since that date, there have been no further adjustments or increases to the fee schedule, yet the cost of utilities, wear and tear and hourly personnel rates have increased annually.

The fee schedule is comprised of Direct Costs (non-profit organizations), Fair Market Value Rental Rates (for-profit organizations) and hourly personnel rates. The attached, proposed fee schedule indicates the current fees and the increased fees to both Direct Costs and Fair Market Value Rental Rates and hourly personnel rates.

A survey of ten surrounding school districts that charge facilities use fees indicated that some of the current District's rates were substantially lower than the comparison school districts. Therefore, it is recommended, that those rates be increased accordingly.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Adjustment to Facilities Use Fee Schedule.

**FISCAL IMPACT**

Estimated General Fund cost offset of \$139,355.00 annually.

NE:GJS:pw

**CURRENT AND PROPOSED FACILITIES USE FEE SCHEDULE**

FACILITIES CATEGORY	CURRENT RATES		PROPOSED RATES	
	Direct Cost	Fair Rental	Direct Cost	Fair Rental
	Hourly	Hourly	Hourly	Hourly
Gymnasium, High School <sup>1</sup>	\$20	\$311	\$40	\$311
Small Gymnasium HS/JHS/K-8 <sup>1</sup>	\$20	\$311	\$40	\$311
Multi-Purpose Room (MPR) HS/JHS/ES <sup>1</sup>	\$16	\$156	\$32	\$156
Kitchen HS/JHS/ES <sup>1</sup>	\$20	\$186	\$40	\$186
Performing Arts Theater <sup>1</sup>	\$20	\$92	\$55	\$300
Classroom (Vacant) <sup>1</sup>	\$14	\$92	\$28	\$92
Faculty Lounge <sup>1</sup>	\$14	\$92	\$28	\$92
Library <sup>1</sup>	\$14	\$92	\$30	\$92
Conference Room <sup>1</sup>	\$14	\$92	\$28	\$92
Professional Development Center Meeting Room <sup>1</sup>	\$14	\$92	\$50	\$110
Board Room <sup>1</sup>	\$16	\$122	\$32	\$122
Tennis Courts (with lights)	\$16	\$20	\$32	\$50
Stadium Track, Field, Bleachers, Restrooms (no lights)	\$30	\$255	\$50	\$255
Stadium Track, Field, Bleachers, Restrooms (with lights)	\$60	\$300	\$120	\$315
Varsity Baseball Field	\$60	\$311	\$60	\$311
Swimming Pool <sup>2,3</sup>	\$50	\$140	\$87	\$175
Locker Room <sup>1</sup>	\$20	\$45	\$20	\$60
Concession Stand & Restrooms	\$20	\$45	\$20	\$60
Student Restrooms	\$10/Day	\$20/Day	\$30/Day	\$60/Day
Parking Lot	\$10/Day	\$20/Day	\$30/Day	\$60/Day
Outside Courts	\$10/Day	\$20/Day	\$30/Day	\$60/Day
Quad Lunch Shelter	\$10/Day	\$20/Day	\$30/Day	\$60/Day
<b>Natural Turf Field Use, Per Group, Per Site</b>	<b>Per Year</b>		<b>Per Month</b>	<b>Per Day</b>
1 Time Use of Field	\$0		\$0	\$150
2 - 10 Times	\$40		\$7	N/A
11 - 50 Times	\$60		\$10	N/A
51+ Times	\$100		\$17	N/A

**Direct cost rates** will be charged to non-profit (IRS 501c3) organizations granted facility use under the Civic Center Act. Direct cost rates include a utility charge and supply fee. Personnel fees are in addition to these fees.

**Fair rental value rates** will be charged to for-profit organizations using school facilities or grounds for entertainment or meetings where admission is charged, or contributions solicited, and net receipts are not to expended for the welfare of CVUSD students. Rates include one (1) custodial hour at the hourly rate. Additional personnel time will be charged per the current employee salary schedule. Established rates are a minimum of three (3) hours on weekends, holidays and after 5:00 p.m. One (1) hour minimum rate will be charged for use between the hours of 8:00 a.m. – 5:00 p.m. during a regular school day.

<sup>1</sup> Includes restrooms

<sup>2</sup> Includes pool restrooms & locker rooms

**<sup>3</sup>Swimming Pool Use** Qualified adult personnel trained in appropriate Red Cross CPR and lifeguard procedures shall always be present during the scheduled swimming pool use time. In the event of fecal pool contamination by a user group participant, a super-chlorination and cleaning fee of \$360.00 will be applied to the facility use fee and the pool will be closed for 24 hours minimum with no refunds for lost swim/event time.

**Custodial service** is required the entire duration when District facilities are in use. The District shall determine the need for additional personnel depending on the nature of the activities. The cost of services rendered by District personnel is the responsibility of the user organization.

**Security personnel** is required the entire duration when District facilities are used for events when attendance exceeds 500 or more. The District shall determine the need for additional personnel depending on the nature of the activities. The cost of services rendered by District personnel is the responsibility of the user organization.

**PERSONNEL SERVICES**

<b>Personnel</b>	<b>Current Hourly Rate</b>	<b>Proposed Hourly Rate</b>
Custodial	<b>\$35.00</b>	<b>\$40.00</b>
Maintenance/Grounds	<b>\$42.00</b>	<b>\$47.00</b>
Electronics Technician	<b>\$56.00</b>	<b>\$61.00</b>
Food Service Worker (3-hour minimum)	<b>\$27.00</b>	<b>\$32.00</b>
Security	<b>\$35.00</b>	<b>\$40.00</b>
Maintenance & Operations Supervisors	<b>\$40.00</b>	<b>\$50.00</b>

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: LICENSE AGREEMENT BETWEEN CHINO VALLEY UNIFIED SCHOOL DISTRICT AND SPECTRUM CENTER, INC. FOR THE USE OF REAL PROPERTY FOR THE 2019/2020 SCHOOL YEAR**

=====

**BACKGROUND**

The Chino Valley Unified School District, with the approval of the Board of Education, will continue the license agreement with Spectrum Center, Inc. for the 2019/2020 school year. The license grants a non-exclusive use of facilities for the purpose of operating a California certified private nonpublic school program. Spectrum Center, Inc. will provide a nonpublic school for students at the Alternative Education Center in Rooms 14, 15, 16, 17, 18, and 32.

Nonpublic schools provide appropriate special educational facilities, special education or designated instruction and services required by the individual with exceptional needs when no appropriate public education program is available. Spectrum schools recognize the diversity of our student populations and our students' special needs and provide a full range of support services that complement the academic programs, life skills training and transition services. Spectrum offers all support services recommended through a student's individualized education program.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the license agreement between Chino Valley Unified School District and Spectrum Center, Inc. for the use of real property for the 2019/2020 school year.

**FISCAL IMPACT**

\$1,143.35 charged to Spectrum Center, Inc. per classroom per month.

NE:GJS:pw

**LICENSE AGREEMENT BETWEEN  
CHINO VALLEY UNIFIED SCHOOL DISTRICT  
AND  
SPECTRUM CENTER, INC.  
FOR THE USE OF REAL PROPERTY**

**THIS LICENSE AGREEMENT** (“License” or “Agreement”) is approved and entered into as of this \_\_\_\_ day of June, 2019 (“Effective Date”), by and between the **CHINO VALLEY UNIFIED SCHOOL DISTRICT**, a California public school district duly organized and existing under Chapter 1 of Division 3 of Title 2 of the Education Code of the State of California (the “LICENSOR”) and **SPECTRUM CENTER, INC.** a California Nonpublic Nonsectarian Certified School (the “LICENSEE”). LICENSOR and LICENSEE may be referred to herein individually as a “Party” or collectively as the “Parties.”

**RECITALS**

WHEREAS, LICENSOR is the owner of certain real property located at 15650 Pipeline Avenue, Chino Hills, CA commonly known as the Alternative Education Center site (“AEC Property”) as more particularly described in **Exhibit A**, attached hereto and incorporated herein by this reference; and

WHEREAS, LICENSEE desires use of a portion of the AEC Property for operating its private nonpublic school program; and

WHEREAS, LICENSOR is willing to grant to LICENSEE this License for exclusive use of Classrooms 14, 15, 16, 17, 18 and 32 (“Exclusive Use Facilities”) at the AEC Property as well as shared use of the Multi-Purpose Room/Cafeteria, Kitchen, Staff Lounge, Athletic Fields, Paved Play-Space/Basketball Courts, Upper Playground, Restrooms in Buildings A, C, and G, sixty-nine (69) parking spaces, Covered Drop-off/ Pick-up area, and Common Hallways (“Shared Use Facilities”) at the AEC Property in accordance with the terms and conditions of this License;

WHEREAS, the Parties desire by this License to provide for the terms and conditions for the use of the AEC Property.

**AGREEMENT**

NOW, THEREFORE, the parties hereto for good and valuable consideration, covenant and agree as follows:



**Section 1. Grant of License and Use of Shared and Exclusive Use Facilities.**

(a) In consideration of the License Fee set forth in this Agreement, LICENSOR grants a non-exclusive license to LICENSEE to use Classrooms 14, 15, 16, 17, 18 and 32 (“Exclusive Use Facilities”) at the AEC Property, as designated in **Exhibit B**, as well as shared use of the Multi-Purpose Room/Cafeteria, Kitchen, Staff Lounge, Athletic Fields, Paved Play-Space/Basketball Courts, Upper Playground, Restrooms in Buildings A, C, and G, Sixty-Nine (69) Parking Spaces in Front Parking Lot, Covered Drop-off/Pick-up area, and Common Hallways (“Shared Use Facilities”) at the AEC Property, as designated in **Exhibit B**, for the sole purpose of operating LICENSEE’s private nonpublic school program (“Program”).

**Section 2. License Fee**

(a) **License Fee.** LICENSEE shall pay a fee of Five Thousand Seven Hundred Sixteen Dollars and Seventy Five Cents (\$5,716.75) per month, for six (6) classrooms at rate of One Thousand One Hundred Forty-Three Dollars and Thirty Five Cents (\$1,143.35) per classroom, as a License Fee for the use of the Shared Use Facilities and all the Exclusive Use Facilities. The first payment of \$6860.10 is due upon execution of this Agreement and subsequent payments are due on or before the first of each month. If LICENSOR does not receive any such monthly payment of the License Fee or any other sum due from LICENSEE by 4:00 p.m. within ten (10) business days after such amount is due, LICENSEE shall pay to LICENSOR, as an additional License Fee, a late charge equal to ten percent (10%) of such overdue amount. LICENSEE acknowledges any late charge assessed shall represent a fair and reasonable estimate of the costs LICENSOR will incur by reason of late payment by LICENSEE. Acceptance of late sums by LICENSOR shall in no event constitute a waiver of LICENSEE's default with respect to any overdue amount, nor prevent LICENSOR from exercising any of its other rights and remedies granted hereunder.

(b) **Additional Classrooms.** LICENSEE will be charged One Thousand One Hundred Forty Three Dollars and Thirty Five Cents (\$1,143.35) per month for each exclusive use additional classroom added to the Facilities during the one-year Term of this Agreement.

(c) **Disputes.** If LICENSEE disputes any part of the License Fee, LICENSEE shall pay the undisputed portion per the terms provided in Section 2(a) above. LICENSOR and LICENSEE agree the first attempt to resolve the dispute is that LICENSEE shall prepare and send to LICENSOR a written notice of dispute of the License Fee with the following information (1) a statement of facts of the dispute and (2) specific resolution sought by LICENSEE, and within thirty (30) business days from receipt of the notice of dispute, LICENSOR’s representatives shall prepare and send a written response to the dispute. If LICENSEE finds LICENSOR’s written response agreeable, LICENSEE shall prepare and send a written notice indicating the dispute has been resolved. If LICENSEE disagrees with LICENSOR’s written response, LICENSEE shall prepare a written request to informally meet with LICENSOR representatives to resolve the dispute until the dispute has been resolved. Upon resolving the dispute, LICENSEE shall pay LICENSOR the disputed part of the License Fee within three (3) business days.

### **Section 3. Term**

(a) Subject to Section 10 of this License, the term of this License shall be one (1) year ("Term"), unless mutually extended in writing by both parties.

(b) The commencement date shall be July 1, 2019 and unless sooner terminated under any provision hereof, this License shall end on June 30, 2020.

### **Section 4. Conditions of Licensee's Use**

(a) **Civic Center Act.** LICENSEE shall have use of the Shared Use Facilities and the Exclusive Use Facilities for the operation of its Program during its regular school hours; provided, however that after 4:00 PM during each week and all day on weekends and holidays, the AEC Property shall be subject to use by the public pursuant to the Civic Center Act (Education Code section 38130 *et seq.*) and/or any joint use or recreational program use that has been deemed appropriate by LICENSOR.

(b) **Non-Interference with LICENSOR Activities.** This License shall not grant LICENSEE the right to interfere with any activities of LICENSOR at the AEC Property. LICENSEE agrees that it will not engage in any conduct which has the purpose or effect of disrupting or undermining the operation of current programs' use of the AEC Property including the Alternative Education Center, the Chino Valley Learning Academy, the Hope Family Resource Center, and the Sycamore Academy of Science and Cultural Arts-Chino Valley charter school.

(c) **Rules of Conduct.** LICENSEE shall be responsible for implementing rules of public conduct for all students, staff, parent volunteers, and other invitees while on the AEC Property and for ensuring all of LICENSEE's students, staff, parent volunteers, and all other invitees adhere at all times to LICENSEE's standards of public conduct. There is to be no consumption of intoxicating beverages or other controlled substances, smoking, gambling, quarreling, fighting, use of profane language, or indecent exposure on or near the AEC Property. LICENSEE shall ensure its staff, volunteers, and visitors wear identification badges with the word "Spectrum" in a prominent font color and type at all times during LICENSEE's use of the Shared Use Facilities.

(d) **Supervision and Safety.** It shall be the ongoing responsibility of LICENSEE to make continuing efforts to maintain control and supervision of all its students, staff, parent volunteers and other invitees at all times. LICENSEE shall employ staff as may be reasonably necessary to safely operate LICENSEE's Program. All LICENSEE students at the AEC Property shall be accompanied by a LICENSEE employee at all times. LICENSEE shall designate one or more representatives at the AEC Property to be a person of authority in LICENSEE's operational structure and shall ensure that at least one such representative is present and available at the AEC Property during all hours of Program operations. LICENSEE shall complete the requested 24-hour contact information in **Exhibit C**, and return to LICENSOR by July 1, 2019.

(e) **Security; Locks – Keying and Access Authorization.** LICENSEE and LICENSOR acknowledge that LICENSOR is responsible for ensuring the security of the AEC Property through security systems and devices, including, but not limited to locks and gates. LICENSEE is required at all times to maintain the security of the AEC Property by the proper use of all of LICENSOR's security systems. LICENSOR shall retain sole discretion and authority to determine lock style, types of gates, and key/code authorizations at the AEC Property and LICENSEE's Shared Use Facilities and Exclusive Use Facilities. LICENSOR shall provide LICENSEE with one or more set of keys necessary to access the AEC Property, the Shared Use Facilities and Exclusive Use Facilities. Prior to the handing over of any keys to LICENSEE, LICENSEE shall deposit with LICENSOR \$500.00 for each set of keys it is provided with. LICENSOR shall return the deposit, less any costs for lost keys, to the LICENSEE within ten (10) business days of termination of the Agreement. LICENSOR may require that LICENSEE return all keys issued to LICENSEE at any time.

(f) **Utilities.** LICENSEE shall be responsible for payment of utility services costs during LICENSEE's use of the Shared Use Facilities and the Exclusive Use Facilities during the Term. LICENSOR shall secure all necessary utility services (such as water, sewer, power, gas, pest management and insect control, security monitoring/alarm, fire extinguisher maintenance, etc.) and bill LICENSEE monthly for its proportionate share of utility services in the amount of \$1.88 per square foot. The utility services bill is in addition to the monthly license rate of \$1,143.35 per classroom. Said invoice shall itemize LICENSEE's share of the total costs of utility services. LICENSEE shall promptly pay to LICENSOR its share of such utility costs within thirty (30) business days of receipt of such invoice from LICENSOR. LICENSEE shall also be invoiced at the rate of \$20.00 per student per year for access to LICENSOR's data lines which provide Internet service. LICENSEE shall secure phone services at its own cost.

(g) **Access/Scheduling.** LICENSEE will have access to its Exclusive Use Facilities between 6:00 a.m. and 6:00 p.m. on Monday through Friday, and may use Shared Use Facilities during designated times. A proposed daily schedule for LICENSEE's use of Shared Use Facilities is attached as **Exhibit D**. LICENSEE may request use of Shared Use Facilities outside of the designated times by submitting a written request to the LICENSOR at least seven (7) business days in advance of the proposed use. LICENSOR may allow or deny such request at its sole discretion.

(h) **Schedule of Use for Shared Use Facilities.** LICENSOR will confer in good faith with LICENSEE to reach a mutually acceptable schedule for LICENSEE's use of Shared Use Facilities after execution of this Agreement. The proposed schedule in **Exhibit D** for Shared Use Facilities is subject to change based on the LICENSOR's Alternative Education Center program use of Shared Use Facilities and the Sycamore Academy of Science and Cultural Arts-Chino Valley charter school's use of Shared Use Facilities during the 2019-2020 school year. Once a schedule of use for Shared Use Facilities is approved by LICENSOR after execution of this Agreement, LICENSEE shall maintain a copy of the schedule of use for Shared Use Facilities in LICENSEE's office within LICENSEE's Exclusive Use Facilities, and LICENSOR shall maintain a copy of the Shared Use Facilities schedule in LICENSOR's Alternative Education Center's office.

(i) **Conditions for Shared Use Facilities.** LICENSEE shall be responsible for ensuring that all Shared Use Facilities remain clean, in good condition, and in working order after each scheduled use. LICENSEE shall not at any time allow its students, parents, volunteers, or visitors to occupy any part of the Shared Use Facilities without a LICENSEE employee present to supervise. LICENSEE shall not allow its students, employees, volunteers, parents, or visitors to access any portion of the AEC Property that is not specifically allocated for LICENSEE's shared use in this Agreement.

1. **Upper Playground.** LICENSOR shall allow LICENSEE shared use of the Upper Playground but only during designated times. LICENSEE shall ensure student safety at all times when using the Upper Playground, including if applicable, monkey bars, rings, or ladders.
2. **Athletic Fields.** LICENSOR shall allow LICENSEE shared use of the Athletic Fields during the specified times as provided for in **Exhibit D**. LICENSEE shall not remove any of LICENSOR's athletic field equipment from the Athletic Fields.
3. **Paved Play-Space/Basketball Courts.** LICENSOR shall allow LICENSEE shared use of the Paved Play-Space/Basketball Courts during the specified times as provided for in **Exhibit D**. LICENSEE shall not remove any of LICENSOR's play-space equipment from the Paved Play-Space/Basketball Courts.
4. **Sixty-Nine (69) Parking Spaces in Front Parking Lot.** LICENSOR shall allow LICENSEE shared use of the Sixty-Nine (69) Parking Spaces in the Front Parking Lot. LICENSEE agrees that it will not at any time reserve spaces in the Front Parking Lot for LICENSEE's exclusive use. LICENSEE shall not abandon any inoperative vehicles or equipment on any portion of the Front Parking Lot.
5. **Restrooms in Buildings A, C, and G.** LICENSOR shall allow LICENSEE shared use of Restrooms in Buildings A, C, and G. LICENSEE shall immediately report to the Director of Alternative Education Center or his or her designee any unsanitary or unsafe conditions any LICENSEE employees observe in these Restrooms during school hours.
6. **Covered Drop-off/Pick-up.** LICENSOR shall allow LICENSEE shared use of the Covered Drop-off/Pick-up area, located in between Buildings D and G in the Front Parking Lot, only during designated times as provided for in **Exhibit D**. LICENSEE agrees that it will instruct all parents and guardians that once parents and guardians enter the Front Parking Lot from Pipeline Ave, students will only be dropped-off and picked-up at the Covered Drop-Off/Pick-Up Area. LICENSEE agrees that it will ensure its

employees supervise all of LICENSEE's students at all times during drop-off and pick-up at the designated area and at designated times.

7. **Common Hallways.** LICENSOR shall allow LICENSEE students shared use of the Common Hallways, but only to the extent necessary, for ingress and egress to Shared Use Facilities described above, and only when supervised at all times by a LICENSEE employee.

(j) **Conditions for Exclusive Use Facilities.** LICENSEE shall be responsible for ensuring that all Exclusive Use Facilities (Classrooms 14, 15, 16, 17, and 18) remain in good condition, clean, and in working order during LICENSEE's use.

(k) **School Hours; Holiday/Break Schedule.** LICENSEE shall complete the requested school hours and holiday/break schedule in **Exhibit C** and provide LICENSOR with the requested information after execution of this Agreement on or before July 1, 2019. If there are any changes to LICENSEE's school hours and/or its holiday/break schedule, LICENSEE shall provide the new hours and/or its holiday/break schedule within seven (7) business days to LICENSOR.

(l) **Meetings.** LICENSEE may submit a written request for a meeting with the Director of Alternative Education Center as necessary to discuss scheduling, calendaring, upcoming events and/or any other operational issues that may arise with LICENSEE's shared use space. When an emergency arises that involves LICENSEE students' use of Shared Use Facilities, LICENSEE may contact the Director of Alternative Education Center by phone and/or submit a written request for an emergency meeting by email.

(m) **Entrance to Facilities.** LICENSEE shall be responsible for ensuring all of its students, parents, volunteers, and visitors utilize one main gate for entry and exit to LICENSEE's Exclusive Use Facilities from the Front Parking Lot, depicted with a "Y" as LICENSEE's Main Entrance and Exit in **Exhibit B**.

(n) **Emergency Procedures/Drills.** LICENSOR shall provide LICENSEE with LICENSOR's emergency, evacuation, and security procedures to be followed at all times by LICENSEE on all areas of the AEC Property. LICENSEE's site supervisor shall meet with the Director of Alternative Education during August 2019 to identify and discuss dates throughout the year for emergency procedures/ drills. LICENSEE employees and students shall cooperate with and participate in all LICENSOR's lockdowns, emergency drills, and fire drills required by LICENSOR at the AEC Property.

(o) **Student Discipline.** The Director of Alternative Education will collaborate with Spectrum Center site supervisor to resolve student disciplinary issues that involve students and/or property of LICENSEE and LICENSOR, the Alternative Education Center, the Chino Valley Learning Academy, and the Sycamore Academy of Science and Cultural Arts-Chino Valley charter school, according to LICENSOR's Board

Policies and Administrative Regulations regarding student discipline. LICENSEE shall not contact Sycamore Academy of Science and Cultural Arts-Chino Valley charter school representatives regarding student discipline issues. LICENSOR shall have no legal responsibility at any time for the control or the discipline of any of LICENSEE's students.

(p) **Maintenance of Facilities.** LICENSOR shall maintain and perform major maintenance and repairs to LICENSEE's Shared Use Facilities and Exclusive Use Facilities to the same standard as the AEC Property. However, LICENSEE shall be responsible for and shall pay for any repairs or replacements of any character whatsoever which are occasioned or are made necessary by reason of the negligence or misuse of its Exclusive Use Facilities by LICENSEE's students, employees or invitees. LICENSEE shall notify LICENSOR immediately of any such damage caused to the Shared Use Facilities and the Exclusive Use Facilities. In the event that LICENSEE fails to maintain or repair its Exclusive Use Facilities, LICENSOR may, at LICENSOR's sole discretion, undertake any maintenance or repair of the Exclusive Use Facilities and LICENSEE shall reimburse LICENSOR for the costs of such repairs or maintenance within thirty (30) business days of invoice by LICENSOR.

(q) **Clean-up of Facilities.** LICENSOR shall be responsible for the clean-up of the Shared Use Facilities and the Exclusive Use Facilities and any other portion of the AEC Property used by the LICENSEE at the close of each and every day. The cost to LICENSOR for these efforts shall be included in the monthly license charge to LICENSEE. Additionally, under no circumstances during the term of this License shall LICENSEE use or cause to be used in the Shared Use Facilities and the Exclusive Use Facilities any hazardous or toxic substances or materials, and under no circumstance during the term of this License shall LICENSEE store or dispose of any such substances or materials on the Shared Use Facilities and the Exclusive Use Facilities. All cleaning agents brought onto the AEC Property by LICENSEE must conform to LICENSOR's existing list of permissible cleaning agents. In the event LICENSOR becomes aware of any hazardous or toxic substances or unapproved cleaning agents stored within the AEC Property used by LICENSEE, LICENSOR may dispose of said cleaning agents at its discretion and at no cost to LICENSOR.

(r) **Alterations, Additions, and Improvements.** LICENSEE shall have no right to make any alterations and additions to the Shared Use Facilities and the Exclusive Use Facilities at the AEC Property, or to construct or install any improvements to the Shared Use Facilities and the Exclusive Use Facilities at the AEC Property without receiving the prior written consent of the LICENSOR, and if required, the Division of the State Architect ("DSA"). Unless otherwise specified in this Agreement, such written consent shall be obtained exclusively from the LICENSOR's Superintendent or designated representative, and consent obtained from any other source shall be invalid. LICENSOR's approval of any alterations, additions, and improvements, including the construction schedule and work hours, shall be at the LICENSOR's sole and absolute discretion. LICENSOR shall not be required by LICENSEE to make any alterations or improvements to the AEC Property or to the LICENSEE's Shared or Exclusive Use Facilities during the term of this Agreement.

(s) **Assumption of Risk.** LICENSEE acknowledges and agrees that by LICENSEE's use of the AEC Property, LICENSEE assumes all risk of loss or damage to property, including, without limitation, property damage, and all risk of personal injury, including but not limited to death, attributable to any cause other than the gross negligence or unlawful conduct of LICENSOR. LICENSEE further agrees that it is familiar with the condition of the AEC Property and the suitability of the AEC Property for LICENSEE's intended use and knowingly accepts the AEC Property on an "AS-IS" "WHERE-IS" basis. The Shared Use Facilities and the Exclusive Use Facilities are provided in as-is condition and LICENSOR makes no representation or warranty of any kind regarding the condition of the Facilities. LICENSEE forever releases LICENSOR, its agents, directors, officers or employees from and against any and all of LICENSEE's claims, causes of action, liabilities and expenses arising out of or relating to any such loss, damage, or injury. LICENSOR, its agents, directors, officers or employees shall not be responsible or liable for loss or damages by reason of fire, theft, collision or any other cause to parked vehicles or their contents, provided no unlawful act of LICENSOR or its employees resulted in the loss or damages. This is a license. No bailment is created. LICENSOR's employees are not authorized to change, or accept changes to, the terms contained herein.

(t) **Access.** LICENSEE shall permit LICENSOR, its agents, representatives or employees, to enter upon LICENSEE's Exclusive Use Facilities as agreed herein for the purpose of inspecting same or to make repairs, alterations, or additions to any portion of the AEC Property. LICENSEE shall attempt to give reasonable notice where practicable but shall not be obligated to do so in the event of emergency or imminent threat to health or safety of occupants, or circumstances that risk further imminent damage or destruction to the AEC Property, or jeopardize the operation of the AEC Property including, but not limited to, the safety and sanitary condition of the AEC Property.

(u) **Program Costs/Supplies/Equipment.** All LICENSEE program costs, supplies, furniture, and/or equipment shall be the sole cost and responsibility of LICENSEE. Upon termination of this Agreement, LICENSEE shall remove all of LICENSEE's supplies, furniture, and/or equipment from the AEC Property at no cost to LICENSOR.

(v) **Signs.** LICENSEE shall not have the right to place, construct or maintain any sign, advertisement, awning, banner, or other external decorations on the buildings or other improvements that are a part of the AEC Property without LICENSOR's prior written consent, which consent may be withheld or conditioned at LICENSOR's discretion.

(w) **No LICENSOR Affiliation/Endorsement.** LICENSEE shall not imply, indicate or otherwise suggest that the LICENSEE's Program and/or any related activities are connected or affiliated with, or are endorsed, favored or supported by, or are opposed by the LICENSOR. No signage, flyers or other material may reference the LICENSOR, any school name, logo or mascot, except to indicate the location of Program.

## Section 5. Insurance

(a) **Public Liability and Property Insurance.** LICENSEE agrees to maintain in full force and effect during the Term of the License a suitable policy or policies of public liability and property damage insurance, insuring against all bodily injury, property damage, personal injury, and other loss or liability caused by or connected with LICENSEE's use of the Shared Use Facilities and the Exclusive Use Facilities. Such insurance shall be in amounts not less than one million (\$1,000,000) per occurrence; three million (\$3,000,000) for general aggregate and one million (\$1,000,000) for property damage.

(b) **Automobile Liability.** LICENSEE also agrees to maintain in full force and effect with regard to any LICENSEE owned vehicles which LICENSEE brings onto the AEC Property a policy for all owned, non-owned, borrowed, leased or hired automobiles in an amount not less than one million (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including: blanket contractual, broad form property damage, products/completed operations; and personal injury during the Term of the License.

(c) **Workers' Compensation.** LICENSEE shall also maintain, in full force and effect during the Term of this License, Workers' Compensation Insurance in accordance with the laws of California, and employers' liability insurance with a limit of not less than one million (\$1,000,000) per employee and one million (\$1,000,000) per occurrence.

(d) **Notice: Additional Named Insured.** All insurance required under this Agreement shall be issued as a primary policy and contain an endorsement requiring thirty (30) business days written notice from the insurance company to both parties hereto before cancellation or change in coverage, scope or amount of any policy. LICENSOR, its Board of Education, directors, officers, agents, employees, and consultants, shall be designated as additional named insured.

(e) **Insurance Endorsements.** Concurrent with the execution of the License and prior to any use by LICENSEE of the Shared Use Facilities and the Exclusive Use Facilities, LICENSEE will provide LICENSOR with an endorsement(s) verifying such insurance and the terms described herein. LICENSEE shall not be allowed any use of the Shared Use Facilities and the Exclusive Use Facilities until it has provided all required insurance documentation to LICENSOR.

(f) **Expiration/Cancellation of Insurance Policies.** LICENSEE shall, at least twenty (20) business days prior to the expiration of all such policies, furnish LICENSOR with renewals or binders. No such policy shall be cancelled or subject to reduction of coverage or other modification or cancellation except after thirty (30) business days prior written notice to LICENSOR by the insurer.

(g) **Coverage.** LICENSEE shall maintain applicable insurance based upon coverage for the number of persons employed by LICENSEE. LICENSEE shall



provide LICENSOR with written notice of the number of employees that LICENSEE's insurance covers and the number of employees employed by LICENSEE at the AEC property quarterly on September 30, 2019, December 30, 2019, March 31, 2020, and May 30, 2020.

(h) **Additional Coverage.** LICENSOR may, at its discretion, require additional insurance coverage or additional limits based upon the nature of LICENSEE's activities. Any waiver or modification of these insurance requirements can only be made with the prior written approval of the CVUSD Superintendent or designee.

(i) **Waiver of Subrogation.** LICENSOR and LICENSEE each hereby waive any and all rights of recovery against the other or against the officers, employees, agents, and representatives of the other, on account of loss or damage occasioned to such waiving Party or its property or the property of others under its control to the extent that such loss or damage is insured against under any fire and extended coverage insurance policy which either may have in force at the time of such loss or damage. LICENSEE shall, upon obtaining the policies of insurance required under this Agreement, give notice to the insurance carrier or carriers that the foregoing mutual waiver of subrogation is contained in this Agreement.

## **Section 6. Indemnification**

(a) **LICENSEE's Indemnification of LICENSOR.** With the exception of any liability, claims, or damages caused by the negligence or willful misconduct of the LICENSOR, LICENSEE shall ("Indemnifying Party") indemnify, hold harmless and defend, release and protect the District as LICENSOR, its affiliates, successors and assigns, and its officers, board members, employees, and agents ("Indemnified Party" or "Indemnified Parties") against and from any and all claims, demands, actions, causes of action, suits, losses, liabilities, expenses, penalties, obligations, errors, omissions and costs, including legal costs, attorneys' fees and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against the Indemnified Party or Indemnified Parties that may be asserted or claimed by any person, firm, or entity for any injury, death or damage to any person or property occurring in, on or about the AEC Property arising from, or in connection with (a) LICENSEE's use of the shared or exclusive use space at the AEC Property including without limitation, the operation of LICENSEE's program, or (b) in connection with the operation of LICENSEE's Program at the AEC Property, including without limiting the generality of the foregoing:

1. Any default by LICENSEE in the observance or performance of any of the terms, covenants, or conditions of this Agreement on LICENSEE's part to be observed or performed;
2. The use or occupancy of the shared or exclusive use space at the AEC Property by LICENSEE or any person claiming by, through or under LICENSEE or LICENSEE's employees, agents, representatives, contractors, directors, officers, partners, trustees, volunteers, visitors or invitees, successors and/or assigns or any such person in, on or about the AEC Property

either prior to, during, or after the expiration of the Term of this Agreement (“Liability” or “Liabilities”); and

3. Any claim by a third party that LICENSOR is responsible for any actions of LICENSEE in connection with any use of the AEC Property or in any way related to this Agreement.

LICENSEE’s obligation to defend LICENSOR and the other indemnitees identified herein is not contingent upon there being an acknowledgement or determination of the merit of any claims, demands, actions, causes of action, suits, losses, liability, expenses, penalties, obligations, errors, omissions and/or costs.

(b) **LICENSOR’s Indemnification of LICENSEE.** With the exception of any liability, claims, or damages caused by the negligence or willful misconduct of LICENSEE, LICENSOR shall (“Indemnifying Party”) indemnify, hold harmless and defend, release and protect LICENSEE, its affiliates, successors and assigns, and its officers, board members, employees and agents (“Indemnified Party” or “Indemnified Parties”) against and from any and all claims, demands, actions, causes of action, suits, losses, liabilities, expenses, penalties, obligations, errors, omissions and costs, including legal costs, attorneys’ fees and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against the Indemnified Party or Indemnified Parties that may be asserted or claimed by any person, firm, or entity for any injury, death or damage to any person or property occurring in, on or about the AEC Property arising from, or in connection with (a) LICENSOR’s use of the AEC Property including without limitation, the operation by LICENSOR of operations on the AEC Property, or (b) in connection with LICENSOR’s operations at the AEC Property, including without limiting the generality of the foregoing:

1. Any default by LICENSOR in the observance or performance of any of the terms, covenants, or conditions of this Agreement on LICENSOR’s part to be observed or performed;
2. The use or occupancy of the shared or exclusive use space at the AEC Property by LICENSOR or any person claiming by, through or under LICENSOR or LICENSOR’s board members, employees, agents, representatives, contractors, licensees, directors, officers, partners, trustees, volunteers, visitors or invitees, successors and/or assigns or any such person in, on or about the AEC Property either prior to, during, or after the expiration of the Term of this Agreement (singularly “Liability” or collectively “Liabilities”); and
3. Any claim by a third party that LICENSEE is responsible for any actions of LICENSOR in connection with any use or occupancy of the AEC Property or in any way related to this Agreement.

LICENSOR’s obligation to defend LICENSEE and the other indemnitees identified herein is not contingent upon there being an acknowledgement or determination of the merit of

any claims, demands, actions, causes of action, suits, losses, liability, expenses, penalties, obligations, errors, omissions and/or costs.

(c) The provisions of this Section shall survive the expiration or earlier termination of this Agreement.

**Section 7. Damage/Destruction**

LICENSOR shall not be liable for any damage, destruction, injury or death resulting from or arising in connection with the exercise of this License by LICENSEE or any person or entity claiming through LICENSEE, or any of LICENSEE's agents, employees, contractors, invitees, or visitors.

**Section 8. Notice**

(a) Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served and received if given in writing and personally delivered or either deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service or facsimile transmission, addressed as follows:

If to LICENSOR: Chino Valley Unified School District  
Assistant Superintendent, Facilities, Planning, and  
Operations  
5130 Riverside Drive  
Chino, CA 91710

If to LICENSEE: Spectrum Center, Inc.  
c/o ChanceLight  
Attention: Mark Claypool  
1321 Murfreesboro Pike, Suite 702  
Nashville, TN 37217

(b) Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the next business day following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

**Section 9. Compliance with All Laws**

(a) LICENSEE shall comply with all requirements of all governmental authorities, in force either now or in the future, affecting the AEC Property. LICENSEE shall, at all times during its use of the AEC Property, comply with all laws, regulations and ordinances of all such authorities, in force either now or in the future, including, without limitation, all applicable federal, state and local laws, regulations, and ordinances pertaining to air and water quality, hazardous material, waste disposal, air pollution and all other environmental matters, and the California Environmental Quality Act. LICENSEE

shall be responsible for obtaining and maintaining throughout the Term of the Agreement all required permits, licenses, approvals from any local, state, or federal agency for LICENSEE's use of the AEC Property and LICENSEE's operation of its Program.

(b) LICENSEE shall be responsible for ensuring compliance with all applicable fingerprinting and criminal background investigation requirements required by Education Code section 45125.1 and other applicable laws for all LICENSEE employees, contractors, vendors, agents and other individuals LICENSEE allows on the AEC Property. LICENSEE shall provide LICENSOR copies of all documentation associated therewith.

## **Section 10. Revocation/Termination**

(a) **Revocation**. During the Term, this Agreement shall be revocable by LICENSOR at any time upon ten (10) business days written notice, in the event LICENSOR decides in its sole discretion, that (1) LICENSOR requires use of the Shared Use Facilities and the Exclusive Use Facilities; (2) LICENSEE's use of all of the Shared Use Facilities and the Exclusive Use Facilities is in violation of any provision of this Agreement.

(b) **Termination**. Either party may terminate this License for any or no reason, upon thirty (30) business days written notice to the other party at the address set forth herein. LICENSOR may terminate the Agreement immediately if LICENSOR determines, in its sole discretion that an unsafe or dangerous condition at the AEC Property exists and provides written notice of such termination to LICENSEE.

(c) **Effect of Termination**. Upon termination of this License, LICENSEE shall immediately vacate the Shared Use Facilities and the Exclusive Use Facilities and restore the Exclusive Use Facilities to its condition as of the Effective Date, within thirty (30) business days at the exclusive cost of LICENSEE unless LICENSOR provides written notice otherwise. If LICENSEE causes LICENSOR to terminate the Agreement, LICENSOR shall have the right to enter LICENSEE's Exclusive Use Facilities and remove all persons and personal property from the spaces, such property being removed and stored in a public warehouse or elsewhere at LICENSEE's sole cost and expense. Any payments made by LICENSEE shall be credited proportionately to the amounts owed by LICENSEE under this Agreement. No entry by LICENSOR shall prevent LICENSOR from later terminating this Agreement by written notice.

(d) **Reversion**. Upon revocation or termination of this Agreement, all of LICENSEE's rights to use the Shared Use Facilities and the Exclusive Use Facilities at the AEC Property and LICENSOR's furnishings and equipment thereon, if any, shall revert to LICENSOR. Upon revocation or termination of this Agreement, LICENSOR shall recoup the full rights and benefits of use of the Shared Use Facilities and the Exclusive Use Facilities at the AEC Property.

## **Section 11. Dispute Resolution**

Notwithstanding anything in this Agreement to the contrary, disputes between LICENSEE and LICENSOR regarding this Agreement, including the alleged violation, or misinterpretation of this Agreement shall be resolved using the dispute resolution process identified below:

1. The Party initiating the dispute resolution process shall prepare and send to the other Party a Notice of Dispute that shall include the following information: (i) the name, addresses and phone numbers of designated representatives of the Party (the designated representatives must be employees of LICENSEE or LICENSOR); (ii) a statement of the facts of the dispute, including all information regarding the Parties' prior attempts to resolve the dispute; (iii) the specific sections of this Agreement that are in dispute; and (iv) the specific resolution sought by the Party.
2. Within twenty (20) business days from receipt of the Notice of Dispute the representatives from LICENSEE shall meet with representatives from LICENSOR in an informal setting to attempt to resolve the dispute.

## **Section 12. Official Representatives**

The official representative for LICENSOR shall be Norm Enfield, Ed.D., Superintendent or his designee. The official representative for LICENSEE shall be Donald B. Whitfield, its Executive Vice President & CFO or his designee.

## **Section 13. Assignment**

LICENSEE shall not assign this Agreement or any rights, benefits, liabilities and obligations hereunder, to any person or business entity. Any attempt by LICENSEE to assign this Agreement shall automatically terminate the Agreement.

## **Section 14. Employees/Independent Contractors**

For purposes of this License, all persons employed by LICENSEE in the performance of services and functions with respect to this License shall be deemed employees of LICENSEE and no LICENSEE employee shall be considered as an employee of the LICENSOR under the jurisdiction of LICENSOR, nor shall such LICENSEE employees earn or accrue any LICENSOR pension, civil service, or other status while an employee of the LICENSEE. LICENSEE shall have no authority to contract on behalf of LICENSOR. It is expressly understood and agreed by both parties hereto that LICENSEE, while engaged in carrying out and complying with any terms of this License, is not acting as an agent, officer, or employee of LICENSOR.

## **Section 15. Independent Status**

This Agreement is by and between two independent entities and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

## **Section 16. Entire Agreement of Parties; Amendment**

This License constitutes the entire understanding between the parties with respect to the subject matter thereof, superseding all negotiations, prior discussions and preliminary agreements made prior to the date hereof. The terms of this License shall not be altered in any way except in writing executed by both Parties.

## **Section 17. Legal Interpretation**

The Parties expressly understand and agree that this License constitutes a non-exclusive license for LICENSEE's use of the Exclusive Use Facilities and the Shared Use Facilities at the AEC Property and LICENSEE agrees not to contest the validity of the form of this Agreement in any action or proceeding brought by LICENSEE against LICENSOR, or by LICENSOR against LICENSEE. LICENSEE acknowledges and agrees that a non-exclusive license is a valid form of agreement for LICENSEE's use of LICENSOR's AEC Property. This License shall be governed by the laws of the State of California. The Parties further agree any action or proceeding brought to enforce the terms and conditions of this Agreement shall be filed in the Superior Court of San Bernardino County, California. This License is not intended by the Parties, nor shall it be legally construed, to convey a leasehold, easement, or other interest in real property. Should either Party be compelled to institute legal or other proceedings against the other for or on account of the other Party's failure or refusal to perform or fulfill any of the covenants or conditions of this License on its part to be performed or fulfilled, the Parties agree that the legal rules and principles applicable to licenses shall govern such actions or proceedings.

## **Section 18. Taxes**

LICENSEE shall be liable for any and all taxes which may be levied or assessed upon the AEC Property which are attributable to LICENSEE's use under this Agreement. LICENSEE, understands and agrees that in accepting this Agreement, LICENSEE may be subject to such possible taxes and that payment of any such tax by LICENSEE shall not reduce any Fee due to LICENSOR hereunder and that such tax shall be the sole liability of and be paid by LICENSEE.

## **Section 19. Other Provisions**

(a) **Waiver**. The waiver by any Party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant,

condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

(b) **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, legal representatives, successors, and assigns.

(c) **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

(d) **Captions.** The captions contained in this Agreement are for convenience only and shall not in any way thereof affect the meaning or interpretation hereof nor serve as evidence of the interpretation hereof, or of the intention of the Parties hereto.

(e) **Severability.** Should any provision of this Agreement be determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such provision shall be severed and the remaining provisions shall continue as valid, legal and enforceable.

(f) **Nondiscrimination.** In utilizing this License, LICENSEE shall not at any time discriminate against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status.

(g) **Incorporation of Recitals and Exhibits.** The Recitals and Exhibits A, B, C, and D are attached hereto and incorporated herein by reference.

(h) **Scanned/Electronic Signatures.** This Agreement may be executed and electronically transmitted to any other party by PDF, which PDF shall be deemed to be, and utilized in all respects as, an original, wet-inked document.

(i) **Attorneys' Fees.** Each Party shall bear its own respective costs, expenses, and attorneys' fees in all matters or litigation concerning this Agreement.





Approved and ratified on \_\_\_\_\_, 2019 by the Chino Valley Unified School District Board of Education by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

Abstentions: \_\_\_\_\_

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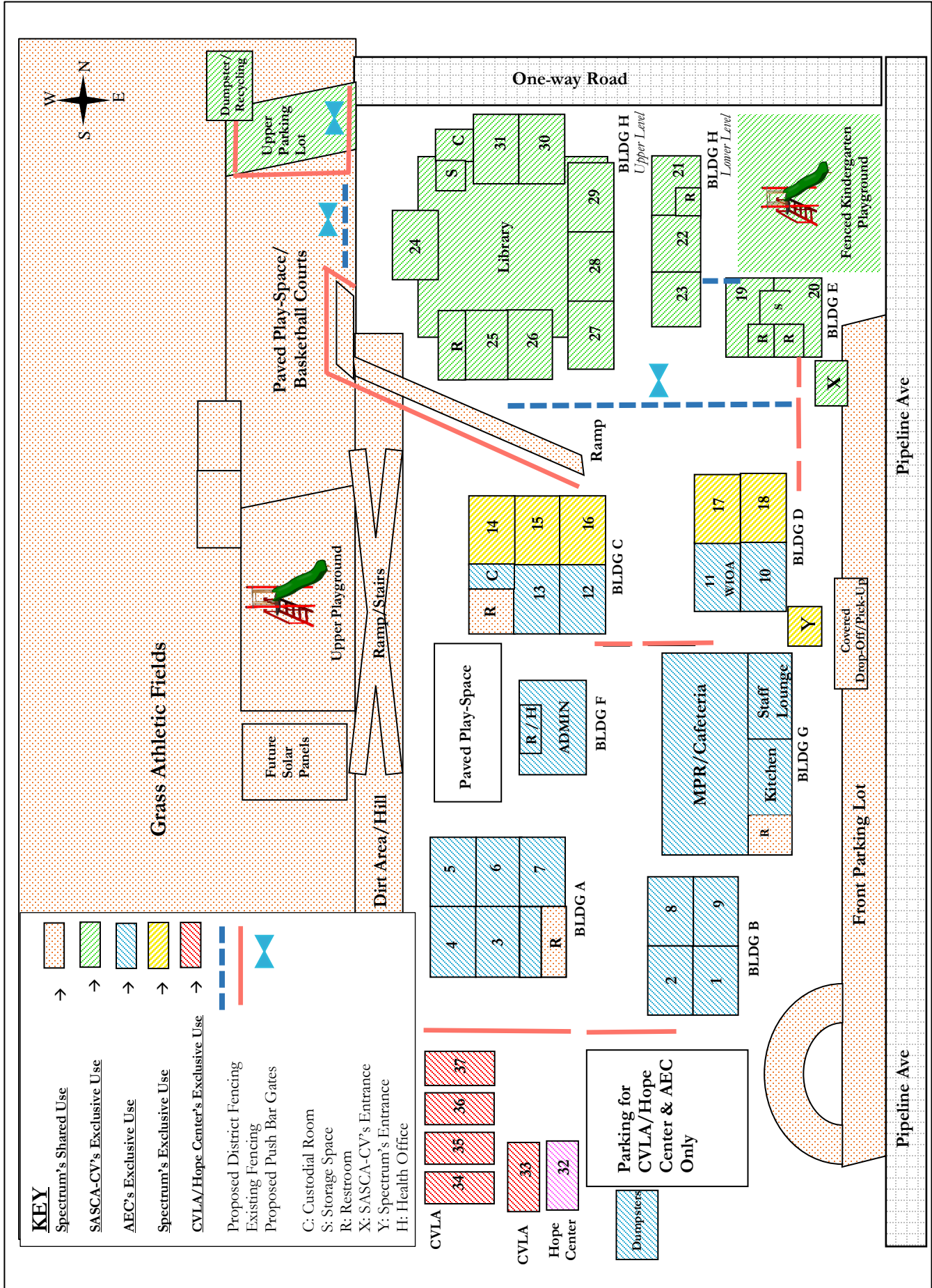
Dr. Norm Enfield  
Clerk of the Board of Education

**DESCRIPTION OF PROPERTY**

Legal Description: APNs #1030-041-02, 1030-041-02-W-000,  
1030-041-02-W-001, 1030-041-02-W-002

Description: 15650 Pipeline Avenue in the City of Chino Hills

SITE PLAN - LOS SERRANOS SCHOOL SITE



**KEY**

- Spectrum's Shared Use
- SASCA-CV's Exclusive Use
- AEC's Exclusive Use
- Spectrum's Exclusive Use
- CVLA/Hope Center's Exclusive Use
- Proposed District Fencing
- Existing Fencing
- Proposed Push Bar Gates
- C: Custodial Room
- S: Storage Space
- R: Restroom
- X: SASCA-CV's Entrance
- Y: Spectrum's Entrance
- H: Health Office

**SPECTRUM CENTER INFORMATION  
FOR LICENSE AGREEMENT**

**I. SPECTRUM CENTER CONTACT INFORMATION**

*Executive Director/CEO*

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

Cell Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

*On-Site Principal or Administrator Next in Charge*

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

Cell Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

*On-Site Assistant Principal or Administrator Next in Charge*

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

Cell Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**II. SPECTRUM CENTER SCHOOL HOURS**

Start of school: \_\_\_\_\_

End of school: \_\_\_\_\_

**III. SPECTRUM CENTER HOLIDAYS/BREAKS**

List of Holidays/Breaks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPOSED  
SCHEDULE FOR USE OF SHARED SPACE  
AT THE LOS SERRANOS SCHOOL SITE**

SHARED SPACE	SCHEDULE
MPR/Cafeteria/Kitchen	Spectrum Lunch: 12:15 PM – 12:45 PM
Staff Lounge	Spectrum Use as needed
Upper Playground	Spectrum PE: 8:25 AM – 9:10 AM Lunch: 12:15 PM – 12:45 PM  CVLA 12:35 PM – 1:25 PM  SASCA-CV Possible PE times: 9:20 AM – 10:20 AM Possible lunch times: 11:30 AM – 12:10 AM
Athletic Fields	Spectrum 8:25 AM – 9:10 AM Lunch: 12:15 PM – 12:45 PM  CVLA 12:35 PM – 1:25 PM  SASCA-CV Possible PE times: 9:20 AM – 10:20 AM Possible lunch times: 11:30 AM – 12:10 AM
Paved Play-Space/Basketball Courts	Spectrum 8:25 AM – 9:10 AM Lunch: 12:15 PM – 12:45 PM  CVLA 12:35 PM – 1:25 PM  SASCA-CV Possible PE times: 9:20 AM – 10:20 AM Possible lunch times: 11:30 AM – 12:10 AM
Restrooms in Buildings A, C, and G	Spectrum Use as needed

**PROPOSED  
SCHEDULE FOR USE OF SHARED SPACE  
AT THE LOS SERRANOS SCHOOL SITE**

SHARED SPACE	SCHEDULE
Sixty-nine (69) Parking Spaces in the Front Parking Lot	Spectrum Use as needed
Common Hallways	Spectrum Use as needed
Covered Drop-off and Pick-up Area	<p style="text-align: center;"><b><u>DROP-OFF</u></b></p> <p style="text-align: center;">Spectrum 8:00 AM – 8:25 AM</p> <p style="text-align: center;">SASCA-CV 7:30 AM – 8:30 AM</p> <p style="text-align: center;"><b><u>PICK-UP</u></b></p> <p style="text-align: center;">Spectrum 2:15 PM – 2:35 PM</p> <p style="text-align: center;">SASCA-CV Grades TK/K 1:00 PM – 1:25 PM</p> <p style="text-align: center;">SASCA-CV Grades 1 – 5 2:45 PM – 3:15 PM</p> <p style="text-align: center;">SASCA-CV Fridays 12:00 PM – 12:45 PM</p>

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations  
**SUBJECT: REVISION OF BOARD POLICY 3250 BUSINESS AND NONINSTRUCTIONAL OPERATIONS – TRANSPORTATION FEES**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice.

Revision of Board Policy 3250 Business and Noninstructional Operations – Transportation Fees is being updated to reference types of transportation services, in addition to home-to-school transportation, for which fees may be charged. Policy also adds material regarding criteria for determining exemption of transportation fees based on financial need and Board certification to the County Superintendent of Schools that fees have been levied in accordance with law. This item was presented to the Board of Education on June 20, 2019, as information

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 3250 Business and Noninstructional Operations – Transportation Fees.

**FISCAL IMPACT**

None.

NE:GJS:pw

**TRANSPORTATION FEES**

~~Because~~ WHENEVER the cost of providing student transportation exceeds funding provided by the state, the Board of Education ~~finds it necessary to~~ MAY charge fees for home-to-school student transportation AND OTHER TRANSPORTATION SERVICES AS EXPRESSLY AUTHORIZED BY LAW.

(cf. 3260 - Fees and Charges)  
(cf. 3540 - Transportation)

The Superintendent or Designee shall submit proposed transportation fee increases for the Board's approval. Fees shall be determined on the basis of operating costs in accordance with the law. The amount of fees determined by the Governing Board shall not be greater than actual operating costs less federal subventions. (Education Code 39807.5)

~~No fee for~~ THE transportation FEE shall be ~~charged~~ WAIVED ~~to~~ FOR students with DEMONSTRATED FINANCIAL NEED IN ACCORDANCE WITH EDUCATION CODE 39807.5. ELIGIBILITY FOR FREE TRANSPORTATION BASED ON FINANCIAL NEED SHALL BE DETERMINED IN ACCORDANCE WITH THE INCOME ELIGIBILITY SCALES USED FOR THE FREE AND REDUCED-PRICE LUNCH PROGRAM. ~~disabilities, as specified in their individualized education plans. (Education Code 39807.5, 41850)~~

(cf. 3553 - Free and Reduced Price Meals)

~~No fee for transportation shall be charged to students whose parents/guardians qualify as indigent pursuant to the guidelines, rules and regulations adopted by the Governing Board.~~ IN ADDITION, NO CHARGE SHALL BE MADE FOR ANY TRANSPORTATION OF A STUDENT WITH A DISABILITY WHOSE INDIVIDUALIZED EDUCATION PROGRAM INCLUDES TRANSPORTATION AS A RELATED SERVICE NECESSARY TO RECEIVE A FREE APPROPRIATE PUBLIC EDUCATION. (Education Code 39809.5)

(cf. 3541.2 - Transportation for Students with Disabilities)  
(cf. 6159 - Individualized Education Program)

THE BOARD SHALL CERTIFY TO THE COUNTY SUPERINTENDENT OF SCHOOLS THAT THE DISTRICT HAS LEVIED FEES IN ACCORDANCE WITH LAW AND THAT, IN THE EVENT THAT EXCESS FEES HAVE BEEN CHARGED, THE FEES HAVE BEEN REDUCED AND EXCESS FEE REVENUE ELIMINATED. (Education Code 39809.5)

**Legal Reference:****EDUCATION CODE**

10900-10914.5 Community Recreation Program, especially:  
10913 Fees for Uses of School Buses for Community Recreation Purposes  
35330 Excursions or Field Trips  
39800-39860 Transportation, especially:  
39801.5 Transportation Fees for Adults



**TRANSPORTATION FEES (cont.)**

39807.5 Payment of Transportation Cost; Amount of Payment  
39809.5 Excess Fees; Adjustments  
39837 Fees for Summer Employment Transportation  
41850 Home to School and Special Education Transportation  
49014 Public School Fair Debt Collection Act  
49557-49558 Applications for Free and Reduces Price Meals  
56026 Individuals with Exceptional Needs

CODE OF REGULATIONS, TITLE 5

350 Fees not Permitted

COURT DECISIONS

Arcadia Unified School District et al v. State Department of Education, 2 cal. 4<sup>th</sup> 251 (1992)  
Hartzell v. Connell (1984) 35 cal. 3d 899 (1984)

**Management Resources:**

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017

WEBSITES

California School Boards Association: [www.csba.org](http://www.csba.org)

California Department of Education: [www.cde.ca.gov](http://www.cde.ca.gov)

**Chino Valley Unified School District**

Regulation approved: November 16, 1995

Revised: June 5, 2003

Revised: May 15, 2008

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: REVISION OF BOARD POLICY 3510 BUSINESS AND NONINSTRUCTIONAL OPERATIONS – GREEN SCHOOL OPERATIONS**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice.

Revision of Board Policy 3510 Business and Noninstructional Operations - Green School Operations expands best practices for environmental accountability in District programs and operations, including involvement of staff at all levels, use of least toxic pest management practices, compliance with green building standards in any new construction, acquisition of reduced or zero emission school buses, limitation of unnecessary idling of school buses or personal vehicles, implementation of green practices in the District's food services program, and use of green school activities as tools for student learning. This item was presented to the Board of Education on June 20, 2019, as information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 3510 Business and Noninstructional Operations – Green School Operations.

**FISCAL IMPACT**

None.

NE:GJS:pw

## **GREEN SCHOOL OPERATIONS**

The Board of Education believes that ~~all citizens~~ EVERYONE ~~have~~ HAS a responsibility to be A stewards of the environment and desires to integrate environmental accountability into all District PROGRAMS AND operations. The Superintendent or designee shall DEVELOP STRATEGIES TO promote DISTRICT USE OF green school PRINCIPALS AND practices ~~that~~ IN ORDER TO conserve natural resources, reduce the impact of District operations on the environment, and protect the health of students, staff, and THE community.

IN DEVELOPING SUCH STRATEGIES AND ASSESSING THE ENVIRONMENTAL CONDITIONS IN DISTRICT FACILITIES AND OPERATIONS, ~~t~~The Superintendent or designee ~~may~~ SHALL involve STAFF AT ALL LEVELS WITH VARYING JOB RESPONSIBILITIES, INCLUDING ADMINISTRATORS, CERTIFICATED STAFF, AND CLASSIFIED STAFF. AS APPROPRIATE, THE SUPERINTENDENT OR DESIGNEE MAY ALSO CONSULT WITH HEALTH PROFESSIONALS; REPRESENTATIVES OF LOCAL GOVERNMENTAL AGENCIES, UTILITIES, SOLID WASTE AND RECYCLING COMPANIES, AND COMMUNITY ORGANIZATIONS; AND/OR OTHERS WITH EXPERTISE. ~~DISTRICT and site administrators and operations and maintenance staff; representatives of local governmental agencies, utilities, solid waste and recycling companies, and community organizations; health professionals; and/or others as appropriate in the assessment of current District operations and the development of strategies to improve the environmental impact of District operations.~~

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

(cf. 7131 - Relations with Local Agencies)

In selecting and prioritizing strategies, the Superintendent or designee shall give consideration to LONG-TERM POTENTIAL COST SAVINGS, ~~the~~ initial costs, ~~long-term potential cost savings~~, FEASIBILITY OF IMPLEMENTATION, quality and performance of the product or service, health impacts, and environmental considerations, AND POTENTIAL EDUCATIONAL VALUE.

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

~~Such~~ DISTRICT strategies may include, but ARE not ~~be~~ limited to:

1. Reducing energy and water consumption, and ~~exploring~~ USING renewable and clean energy technologies AND ALTERNATIVES WHEN AVAILABLE.

(cf. 3511 - Energy and Water Management)

2. Establishing recycling programs in District facilities.

**GREEN SCHOOL OPERATIONS** (cont.)

(cf. 3511.1 - Recycling Good and Products)

3. Reducing the consumption of disposable materials, by reusing materials and by using electronic rather than paper communications when feasible.
4. ~~Purchasing and~~ Using environmentally preferable products and services whenever practical, including, but not limited to, products that:
  - a. Minimize environmental impacts, toxins, pollutants, odors, and hazards
  - b. Contain postconsumer recycled content
  - c. Are durable and long-lasting
  - d. Conserve energy and water
  - e. ~~Produce a low amount of~~ REDUCE waste

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 5141.23 - Asthma Management)

5. Using least toxic, independently certified green cleaning products when feasible, as well as high-efficiency cleaning equipment that reduces the need to use chemicals.
6. Providing professional development to maintenance staff in the proper use, storage, and disposal of cleaning supplies.

(cf. 4231 - Staff Development)

7. USING EFFECTIVE, LEAST TOXIC PEST MANAGEMENT PRACTICES FOR THE CONTROL AND MANAGEMENT OF PESTS. ~~Focusing on green building standards, sustainability, and student health in facilities construction and modernization projects, including decisions about site selection, building design, and landscaping and grounds.~~

(cf. 3514.2 - Integrated Pest Management)

8. ENSURING THAT ANY CONSTRUCTION OF NEW FACILITIES COMPLIES WITH GREEN BUILDING STANDARDS PURSUANT TO 24 CCR 101.1-703.1, AND FOCUSING ON SUSTAINABILITY AND STUDENT HEALTH IN THE DESIGN AND IMPLEMENTATION OF FACILITIES MODERNIZATION PROJECTS. ~~Providing fresh, unprocessed, organic food in the District's food services program.~~

**GREEN SCHOOL OPERATIONS (cont.)**

(cf. 7110 - Facilities Master Plan)  
(cf. 7111 - Evaluating Existing Buildings)  
(cf. 7150 - Site Selection and Development)

9. **REDUCING VEHICLE EMISSIONS BY:** ~~Providing instruction to students on the importance of the environment and involving students in the implementation and evaluation of green school activities and projects as appropriate.~~

A. **ENCOURAGING STUDENTS TO WALK OR BYCYCLE TO SCHOOL OR TO USE DISTRICT OR PUBLIC TRANSPORTATION**

(cf. 5142.2 - Safe Routes to School Program)

B. **USING REDUCED OR ZERO EMISSION SCHOOL BUSES AND VEHICLES AND PROVIDING ACCOMPANYING INFRASTRUCTURE SUCH AS CHARGING STATIONS**

(cf. 3540 - Transportation)

C. **LIMITING UNNECESSARY IDLING OF SCHOOL BUSES IN ACCORDANCE WITH 13 CCR 2480**

D. **LIMITING UNNECESSARY IDLING OF PERSONAL VEHICLES BY ENCOURAGING PARENTS/GUARDIANS, THROUGH SIGNAGE OR OTHER MEANS OF COMMUNICATION, TO TURN OFF THEIR VEHICLES WHEN PARKED ON AND AROUND SCHOOL GROUNDS**

10. **IMPLEMENTING GREEN SCHOOL PRACTICES IN THE DISTRICT'S FOOD SERVICE PROGRAMS BY:**

A. **PROVIDING FRESH, LOCALLY SOURCED, UNPROCESSED, ORGANIC FOOD, INCLUDING PLANT-BASED OPTIONS, WHEN AVAILABLE**

B. **REDUCING FOOD PACKAGING AND USING PACKAGING THAT IS RECYCLABLE AND/OR BIODEGRADABLE**

C. **UTILIZING REUSABLE PRODUCTS**

D. **ENCOURAGING ZERO-WASTE LUNCHES WHEN FOOD IS BROUGHT FROM HOME**

(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 3551 - Food Service Operations/Cafeteria Fund)

**GREEN SCHOOL OPERATIONS (cont.)**

11. INTEGRATING GREEN SCHOOL PRACTICES AND ACTIVITIES INTO THE EDUCATIONAL PROGRAM BY PROVIDING INSTRUCTION TO STUDENTS ON THE IMPORTANCE OF THE ENVIRONMENT, INVOLVING STUDENTS IN THE IMPLEMENTATION AND EVALUATION OF GREEN SCHOOL ACTIVITIES AND PROJECTS AS APPROPRIATE, AND UTILIZING GREEN SCHOOL ACTIVITIES AND PROJECTS AS LEARNING TOOLS.

(cf. 6142.5 - Environmental Education)

**Legal Reference:**

EDUCATION CODE

8700-8707 Environmental Education

17070.96 Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards

17072.35 New construction grants; use for designs and materials for high performance schools

17608-17614 Healthy Schools Act of 2000

32370-32376 Recycling paper

33541 Environmental Education

101012 Kindergarten through 12<sup>th</sup> grade school facilities program

FOOD AND AGRICULTURAL CODE

13180-13188 Healthy Schools Act of 2000

HEALTH AND SAFETY CODE

114079 General food safety requirements; unused or returned food

PUBLIC CONTRACT CODE

12400-12404 Environmentally preferable purchasing

PUBLIC RESOURCES CODE

25410-25421 Energy conservation assistance

40050-40063 Integrated waste management act

42630-42647 School site source reduction and recycling assistance program

CODE OF REGULATIONS, TITLE 2

1859.70.4 Funding for high performance incentive grants

1859.71.6 Additional grant for high performance incentive, new construction

1859.77.4 Additional grants for high performance incentive, site and modernization

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 13

2480 Limitation to school bus idling and idling at schools

CODE OF REGULATIONS, TITLE 24

101.1-703.1 Green building standards

**Management Resources:**

CALIFORNIA AIR RESOURCES BOARD PUBLICATIONS

School Bus Fleet Webinar, April 20, 2018

COLLABORATIVE FOR HIGH PERFORMING SCHOOLS PUBLICATIONS

CHPS Best Practices Manual

GLOBAL GREEN USA PUBLICATIONS

Healthier, Wealthier, Wiser: A Report on National Green Schools

GREEN SCHOOLS INITIATIVE PUBLICATIONS

Green Schools Buying Guide

**GREEN SCHOOL OPERATIONS (cont.)**

HEALTHY SCHOOLS CAMPAIGN PUBLICATIONS

The Quick and Easy Guide to Green Cleaning in Schools, 2nd ed., 2008

WEBSITES

California School Boards Association Publications: [www.csba.org](http://www.csba.org)

California Air Resources Board: [www.arb.ca.gov](http://www.arb.ca.gov)

California Department of General Services, Green California: [www.green.ca.gov](http://www.green.ca.gov)

California Energy Commission: [www.energy.ca.gov](http://www.energy.ca.gov)

Collaborative for High Performance Schools: [www.chps.net](http://www.chps.net)

Global Green USA: [www.globalgreen.org](http://www.globalgreen.org)

Green Schools Initiative: [www.greenschools.net](http://www.greenschools.net)

Healthy Schools Campaign: [www.healthyschoolscampaign.org/programs/gcs](http://www.healthyschoolscampaign.org/programs/gcs)

U.S. Environmental Protection Agency: [www.epa.gov](http://www.epa.gov)

U.S. Green Building Council, Leed Green Building Rating System: [www.usgbc.org](http://www.usgbc.org)

**Chino Valley Unified School District**

Policy Adopted: June 3, 2010

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations  
**SUBJECT: REVISION OF BOARD POLICY 3511 BUSINESS AND NONINSTRUCTIONAL OPERATIONS – ENERGY AND WATER CONSERVATION**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice.

Revision of Board Policy 3511 Business and Noninstructional Operations – Energy and Water Conservation is being updated to reflect recommendation in new state guidance from CDE, the Division of the State Architect in the Department of General Services, and the State Water Resources Control Board. Policy also deletes green school strategies duplicated in other policies, and adds coordination with local and regional entities to share expertise and resources. Section on Storm Water Management deletes specific requirements for nontraditional MS4 entities that are subject to the General Permit for Storm Water Discharges to Small Municipal Separate Storm Sewer Systems, and clarified that districts may also be subject to the Construction General Permit and the National Pollutant Discharge Elimination System General Permit for Storm Water Discharges associated with industrial activities. Section on Emergency Interruption of Services contains material formerly in Administrative Regulation. This item was presented to the Board of Education on June 20, 2019, as information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 3511 Business and Noninstructional Operations – Energy and Water Conservation.

**FISCAL IMPACT**

None.



**ENERGY AND WATER CONSERVATION MANAGEMENT**

The Board of Education recognizes the ENVIRONMENTAL AND FINANCIAL BENEFITS THAT CAN BE DERIVED FROM CONSERVING ENERGY, WATER, AND OTHER NATURAL RESOURCES, PREPARING FOR EXTREME WEATHER AND OTHER NATURAL EVENTS, AND PROVIDING AN ENVIRONMENT THAT PROMOTES THE HEALTH AND WELL-BEING OF STUDENTS AND STAFF. TO SUPPORT DISTRICT GOALS FOR ENERGY AND WATER MANAGEMENT, THE SUPERINTENDENT OR DESIGNEE SHALL DEVELOP A RESOURCE MANAGEMENT PROGRAM WHICH MAY INCLUDE STRATEGIES FOR IMPLEMENTING EFFECTIVE AND SUSTAINABLE RESOURCE USE PRACTICES, EXPLORING THE USE OF RENEWABLE AND CLEAN ENERGY TECHNOLOGY AND/OR SOURCES, REDUCING ENERGY AND WATER CONSUMPTION, AND PROMOTING CONSERVATION PRINCIPLES IN THE EDUCATIONAL PROGRAM. ~~need for reducing energy and water use in the District whenever possible in order to help conserve our society's natural resources and save money to support other District needs.~~

(cf. 0200 - Goals for the School District)  
(cf. 3100 - Budget)  
(cf. 3300 - Expenditures and Purchases)  
(cf. 3510 - Green School Operations)  
(cf. 3511.1 - Integrated Waste Management)  
(cf. 3512 - Equipment)  
(cf. 614.5 - Environmental Education)

The Superintendent or designee MAY SOLICIT INPUT FROM STAFF, STUDENTS, AND PARENTS/GUARDIANS REGARDING THE DISTRICT'S RESOURCE MANAGEMENT PROGRAM. THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE STAFF AND STUDENTS WITH TRAINING AND GUIDANCE ON BEST PRACTICES TO ACHIEVE THE DISTRICT'S GOALS, AND MAY ESTABLISH A REWARD PROGRAM TO RECOGNIZE OUTSTANDING ACCOMPLISHMENTS. ~~shall establish an energy efficiency program which shall include specific strategies designed to help the District use energy more efficiently and to help ensure that funds intended for student learning are not diverted to cover energy costs. The strategies shall also address the role of staff, students, and parents/guardians in helping to conserve resources and other activities to help the district meet energy reduction goals.~~

(cf. 1150 - Commendation and Awards)

~~As part of the energy efficiency program, T~~the Superintendent or designee shall REGULARLY INSPECT DISTRICT FACILITIES, MONITOR OPERATIONS, AND MAKE RECOMMENDATIONS FOR MAINTENANCE AND REPAIRS WHICH MAY HELP THE DISTRICT REACH ITS CONSERVATION AND MANAGEMENT GOALS AND IMPROVE EFFICIENCY. ~~develop an Emergency Action Plan as part of the district's overall emergency preparedness plan to address actions to be taken in the event of power outages in schools, both during and after school operations.~~

**ENERGY AND WATER CONSERVATION MANAGEMENT (cont.)**

(cf. 7110 - Facilities Master Plan)  
 (cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee SHALL MAKE EVERY EFFORT TO IDENTIFY FUNDING OPPORTUNITIES AND COST-REDUCING INCENTIVE PROGRAMS TO HELP THE DISTRICT ACHIEVE ITS CONSERVATION AND MANAGEMENT GOALS. THE DISTRICT MAY COORDINATE WITH OTHER LOCAL OR REGIONAL ENTITIES TO CAPITALIZE ON THEIR EXPERTISE AND MAXIMIZE THE EFFICIENT USE OF RESOURCES, SUCH AS THROUGH JOINT OR SHARED USE AGREEMENTS. ~~will seek available grants to initiate or sustain conservation efforts.~~

(cf. 1330.1 - Joint Use Agreements)  
 (cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall ~~periodically~~ REGULARLY report to the Board on the District's progress in meeting ITS CONSERVATION AND RESOURCE MANAGEMENT ~~energy and water use reduction~~ goals.

**STORM WATER MANAGEMENT**

TO THE MAXIMUM EXTENT PRACTICABLE, THE DISTRICT SHALL REDUCE THE DISCHARGE OF POLLUTANTS INTO THE WATER SYSTEM IN ORDER TO MINIMIZE THE THREAT TO WATER QUALITY FROM STORM WATER RUNOFF.

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT THE DISTRICT COMPLIES WITH STORM WATER DISCHARGE STANDARDS SPECIFIED BY ANY APPLICABLE GENERAL PERMIT COVERAGE REQUIRED BY LAW, INCLUDING ALL REQUIREMENTS OF THE CONSTRUCTION GENERAL PERMIT ISSUED BY THE STATE WATER RESOURCES CONTROL BOARD FOR ANY PROJECT THAT DISTURBS ONE ACRE OR MORE OF SOIL. (40 CFR 122.34)

(cf. 3514 - Environmental Safety)  
 (cf. 3514.1 - Hazardous Substances)  
 (cf. 3514.2 - Integrated Pest Management)

THE SUPERINTENDENT OR DESIGNEE SHALL DEVELOP A STORM WATER MANAGEMENT PLAN THAT COMPLIES WITH THE PROVISIONS OF THE APPLICABLE PERMIT AND DESCRIBES BEST MANAGEMENT PRACTICES, DESIGN STRATEGIES, MEASURABLE GOALS, AND TIMETABLES FOR IMPLEMENTATION. THE PLAN AND A RESOLUTION AUTHORIZING ITS IMPLEMENTATION SHALL BE SUBMITTED TO THE BOARD FOR APPROVAL. (40 CFR 122.34)

FOR ALL PROJECTS, THE DISTRICT SHALL COMPLY WITH ANY CITY OR COUNTY ORDINANCE THAT REGULATES DRAINAGE IMPROVEMENTS AND CONDITIONS. (Government Code 53097)

**ENERGY AND WATER CONSERVATION MANAGEMENT (cont.)****EMERGENCY INTERRUPTION OF SERVICES**

THE SUPERINTENDENT OR DESIGNEE SHALL DEVELOP A PLAN TO MINIMIZE DISRUPTION TO THE EDUCATIONAL PROGRAM IN THE EVENT OF POWER OUTAGES OR OTHER EMERGENCY INTERRUPTION OF UTILITY SERVICES. THE PLAN SHALL INCLUDE ACTIONS TO BE TAKEN TO FACILITATE STUDENT AND STAFF SAFETY, ADMINISTRATIVE CONTROL OF OPERATIONS, PROTECTION OF EQUIPMENT, EFFECTIVE COMMUNICATIONS, AND COORDINATION WITH LOCAL FIRE, POLICE, AND EMERGENCY PERSONNEL AND UTILITY SERVICE PROVIDERS.

(cf. 0450 - Comprehensive Safety Plan)  
 (cf. 3516 - Emergencies and Disaster Preparedness Plan)  
 (cf. 3516.5 - Emergency Schedules)

**Legal Reference:**EDUCATION CODE

17213.1 School sites

17280 Construction of school buildings

35275 Coordination of new facilities with recreation and park authorities

41422 School term or session length, failure to comply due to disaster

46392 Emergency conditions: ADA estimate

GOVERNMENT CODE

53097 Local agencies

PUBLIC RESOURCES CODE

25410-25421 Energy conservation assistance

WATER CODE

189.3 Recommendations for best design and use practices

13383 Compliance with the federal Water Pollution Control Act

13383.5 Storm water discharge monitoring requirements

CODE OF REGULATIONS, TITLE 23

490-495 Model Water Efficient Landscape Ordinance

2200 Discharge permit fees

UNITED STATES CODE, TITLE 33

1342 National pollutant discharge elimination system

CODE OF FEDERAL REGULATIONS, TITLE 40

122.1-122.64 National pollutant discharge elimination system

**Management Resources:**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance for Stormwater and Dry Weather Runoff CAPTURE (California Practices to Use Runoff Effectively) at Schools, December 2018

A Blueprint for Environmental Literacy: Educating Every Student In, About, and For the Environment, 2015

Average Daily Attendance Credit During Periods of Emergency, Management Advisory 90-01, rev. February 10, 2005

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS

Guidance for Design and Construction of Vegetated Low Impact Development Projects, 2016

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

National Management Measures to Control Nonpoint Source Pollution from Urban Areas, 2005

**ENERGY AND WATER CONSERVATION MANAGEMENT (cont.)**

WEBSITES

California School Boards Association Publications: [www.csba.org](http://www.csba.org)  
Alliance to Save Energy: [www.ase.org](http://www.ase.org)  
California Department of Education, Facilities: [www.cde.ca.gov/l/f/a](http://www.cde.ca.gov/l/f/a)  
California Department of Water Resources: [www.water.ca.gov](http://www.water.ca.gov)  
California Division of State Architect: [www.dgs.ca.gov.DSA](http://www.dgs.ca.gov.DSA)  
California Energy Commission: [www.energy.ca.gov](http://www.energy.ca.gov)  
California State Water Resources Control Board: [www.swrcb.ca.gov](http://www.swrcb.ca.gov)  
California Stormwater Quality Association: [www.casqa.org/resources](http://www.casqa.org/resources)  
Collaborative for High Performance Schools (CHPS): [www.chps.net](http://www.chps.net)  
Green School Yards America: [www.greenschoolyards.org](http://www.greenschoolyards.org)  
U.S. Environmental Protection Agency: [www.epa.gov](http://www.epa.gov)

**Chino Valley Unified School District**

Policy adopted: November 16, 1995

Revised: May 9, 2002

Revised: August 21, 2008

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations  
**SUBJECT: REVISION OF BOARD POLICY 3540 BUSINESS AND NONINSTRUCTIONAL OPERATIONS – TRANSPORTATION**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice.

Revision of Board Policy 3540 Business and Noninstructional Operations–Transportation is updated to include material formerly in Administrative Regulation regarding the means of transportation, contracts for transportation services, and the option to pay parents/guardians their actual and necessary expenses in transporting the student. Policy also addresses the District’s authority to require families to pay a transportation fee, with specified exceptions; the District’s authority to transport students without parent/guardian permission when evacuation of students is necessary for their safety; and the installation of a global positioning system on school buses to enhance safety and provide real-time location data. This item was presented to the Board of Education on June 20, 2019, as information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 3540 Business and Noninstructional Operations – Transportation.

**FISCAL IMPACT**

None.

NE:GJS:pw

**TRANSPORTATION**

The Board of Education desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance and reduce tardiness. IN DETERMINING ~~t~~the extent to which the District WILL provides for transportation services, THE BOARD shall ~~depend upon~~ WEIGH student and community needs AGAINST THE COST OF PROVIDING SUCH SERVICES. ~~and a continuing assessment of financial resources.~~

- (cf. 3100 - Budget)
- (cf. 3541 - Transportation Routes and Services)
- (cf. 3541.1 - Transportation for School-Related Trips)
- (cf. 3541.2 - Transportation for Students with Disabilities)
- (cf. 5116.1 - Intradistrict Open Enrollment)
- (cf. 5117 - Interdistrict Agreements)
- (cf. 6178.2 - Regional Occupational Center/Program)

The Superintendent or designee shall recommend to the Board of Education the ~~most~~ economical, ENVIRONMENTALLY SUSTAINABLE, and appropriate means of providing transportation services.

- (cf. 3510 - Green School Operations)

THE BOARD MAY PURCHASE, RENT, OR LEASE VEHICLES; CONTRACT WITH A COMMON CARRIER OR MUNICIPALLY OWNED TRANSIT SYSTEM; CONTRACT WITH RESPONSIBLE PRIVATE PARTIES INCLUDING THE PARENT/GUARDIAN OF THE STUDENT BEING TRANSPORTED; AND/OR CONTRACT WITH THE COUNTY SUPERINTENDENT OF SCHOOLS. (Education Code 35330, 39800, 39801)

IN CONTRACTING FOR TRANSPORTATION SERVICES, THE DISTRICT SHALL COMPLY WITH ALL APPLICABLE LAWS RELATED TO BIDS AND CONTRACTS. (Education Code 39802-39803)

- (cf. 3311 - Bids)
- (cf. 3312 - Contracts)

IN LIEU OF PROVIDING TRANSPORTATION IN WHOLE OR IN PART, THE DISTRICT MAY PAY THE STUDENT'S PARENTS/GUARDIANS EITHER THEIR ACTUAL AND NECESSARY EXPENSES IN TRANSPORTING THE STUDENT OR THE COST OF THE STUDENT'S FOOD AND LODGING AT A PLACE CONVENIENT TO THE SCHOOL. IN EITHER CASE, THE AMOUNT OF THE PAYMENT SHALL NOT EXCEED THE COST THAT WOULD BE INCURRED BY THE DISTRICT TO PROVIDE FOR THE TRANSPORTATION OF THE STUDENT TO AND FROM SCHOOL. (Education Code 39806-39807)

**TRANSPORTATION (cont.)**

THE BOARD MAY CHARGE A TRANSPORTATION FEE TO PARENTS/GUARDIANS OF TRANSPORTED STUDENTS IN ACCORDANCE WITH Education Code 398705 and BP/AR 3250 - Transportation Fees.

(cf. 3250 - Transportation Fees)

NO STUDENT SHALL BE REQUIRED TO BE TRANSPORTED FOR ANY REASON WITHOUT THE WRITTEN PERMISSION OF THE STUDENT'S PARENT/GUARDIAN, EXCEPT IN EMERGENCY SITUATIONS INVOLVING ILLNESS OR INJURY TO THE STUDENT PURSUANT TO EDUCATION CODE 35350 OR THE EVACUATION OF STUDENTS AS NECESSARY FOR THEIR SAFETY.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

(cf. 3543 - Transportation Safety and Emergencies)  
(cf. 5131.1 - Bus Conduct)

THE DISTRICT MAY INSTALL A GLOBAL POSITIONING SYSTEM (GPS) ON SCHOOL BUSES AND/OR STUDENT ACTIVITY BUSES IN ORDER TO ENHANCE STUDENT SAFETY AND PROVIDE REAL-TIME LOCATION DATA TO DISTRICT AND SCHOOL ADMINISTRATORS AND PARENTS/GUARDIANS.

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the District, provide for the maintenance and operation of District-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.

(cf. 3542 - School Bus Drivers)

**Legal Reference:**

EDUCATION CODE

- 35330 Excursions and field trips
- 35350 Authority to transport pupils
- 39800-39860 Transportation, especially:
  - 39800 Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"
  - 39801 Contract with County Superintendent of Schools to provide transportation
  - 39802-39803 Bids and contracts for transportation services
  - 39806 Payments to parents in lieu of transportation
  - 39807 Food and lodging payments in lieu of transportation
  - 39807.5 Transportation Fees
  - 39808 District transportation of private school students
- 41850-41854 Allowances for transportation
- 41860-41862 Supplemental Allowances for Transportation

**TRANSPORTATION (cont.)**

45125.1 Criminal Background Checks for  
Contractors

52311 Regional occupational centers, transportation  
GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act  
PENAL CODE

637.7 Electronic tracking devices  
VEHICLE CODE

2807 School bus inspection  
CODE OF REGULATIONS, TITLE 5

14100-14103 Use of School Buses and School Pupil Activity Buses  
15240-15343 Allowances for Student Transportation. Especially:

15253-15272 District Records Related to Transportation  
CODE OF REGULATIONS, TITLE 13

2025 Retrofitting of diesel school buses  
COURT DECISIONS

Arcadia Unified School Dist. v. State Dept of Education, 2 CAL.4<sup>th</sup> 251 (1992)

**Chino Valley Unified School District**

Policy adopted: November 16, 1995

Revised: September 18, 2008

REVISED:



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

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS**

=====

**BACKGROUND**

Board approval of personnel transactions is required by Board Bylaw 9324 Bylaws of the Board - Minutes and Recordings and Education Code 35163. Included are new hires based on need, which includes replacements, growth, and/or class size reduction.

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

**RECOMMENDATION**

It is recommended the Board of Education approve/ratify the certificated/classified personnel items.

**FISCAL IMPACT**

All personnel assignments are within the approved staffing ratio for the appropriate school year budget.

NE:RR:FA:IB:mcm

**CERTIFICATED PERSONNEL**

<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 CERTIFICATED MANAGEMENT SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2019/2020 SCHOOL YEAR****RESIGNATION**

RAMSEY, Renee	Assistant Principal – JHS	Ramona JHS	07/16/2019
RODRIGUEZ, Michael C.	Assistant Principal – ES	Walnut ES	06/20/2019

**HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2019/2020 SCHOOL YEAR**

CERVANTES, Anna	Elementary Teacher	Butterfield Ranch ES	08/06/2019
KOOISTRA, Shannon	Elementary Teacher	Cattle ES	08/06/2019
GILTNER, Danielle	Elementary Teacher	Chaparral ES	08/06/2019
MCDERMOTT, Megan	Elementary Teacher	Chaparral ES	08/06/2019
WHITE, Justin	Elementary Teacher	Dickey ES	08/06/2019
AREVALO, Lauren	Elementary Teacher	Dickson ES	08/06/2019
TOLLIVER, Amanda	Elementary Teacher	Dickson ES	08/06/2019
MATA, Concepcion	Elementary Teacher	Eagle Canyon ES	08/06/2019
RICKRODE, Samantha	Elementary Teacher	Eagle Canyon ES	08/06/2019
MAIORANA, Sara	Elementary Teacher	Glenmeade ES	08/06/2019
PARROS, Diana	Elementary Teacher	Glenmeade ES	08/06/2019
BALLESTEROS, Marina	Elementary Teacher	Newman ES	08/06/2019
SCHRENKER, Erica	Elementary Teacher	Newman ES	08/06/2019
BURDA, Kristen	Elementary Teacher	Oak Ridge ES	08/06/2019
COLLINS, Nicolle	Elementary Teacher	Oak Ridge ES	08/06/2019
FRANCO, Melissa	Elementary Teacher	Oak Ridge ES	08/06/2019
PALMER, Sarah	Elementary Teacher	Briggs K-8	08/06/2019
ROGERS, Candace	Elementary Teacher	Briggs K-8	08/06/2019
CONTINI, Jamie	Elementary Teacher	Cal Aero K-8	07/05/2019
NAKATA, Karleigh	Elementary Teacher	Cal Aero K-8	07/05/2019
REINKYMOV, Ruth	Elementary Teacher	Cal Aero K-8	07/05/2019
CONAWAY, Charlie	Math Teacher	Canyon Hills JHS	08/06/2019
TOMPKINS, Ian	English Teacher	Canyon Hills JHS	08/06/2019
ABDELAZIZ-NUNEZ, Alma	Special Education Teacher	Magnolia JHS	08/06/2019
CHENG, Dorothy	Math Teacher	Magnolia JHS	08/06/2019
SILVA, Maria	Special Education Teacher	Magnolia JHS	08/06/2019
DAILEG, Precious	Science Teacher	Ramona JHS	08/13/2019
HANSEN, Kathryn	Special Education Teacher	Ramona JHS	08/06/2019
HOWARD, Natalie	Math Teacher	Ayala HS	08/06/2019

**CERTIFICATED PERSONNEL (cont.)**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2019/2020 SCHOOL YEAR (cont.)**

INGRASSIA, Richard	Special Education Teacher	Ayala HS	08/06/2019
KADLAC, Meredith	Math Teacher	Ayala HS	08/06/2019
ORTIZ, Adelina	Special Education Teacher	Ayala HS	08/06/2019
WILLIAMS, Marina	ASL Teacher	Ayala HS	08/06/2019
PRISK, Joshua	English Teacher	Ayala HS	08/06/2019
VAN BUSKIRK, Kristine	Math Teacher	Ayala HS	08/06/2019
GONZALEZ, Robert	Math Teacher	Chino HS	08/06/2019
GUILLEMENT, Kyle	Science Teacher	Chino HS	08/06/2019
MARTINEZ-SANCHEZ, Andres	Special Education Teacher	Chino HS	08/06/2019
PARRELL, Jessica	Social Science Teacher	Chino HS	08/06/2019
CHUNG, Yung	Chemistry Teacher	Chino Hills HS	08/06/2019
HALE, Nicholas	Math Teacher	Chino Hills HS	08/06/2019
JACOBY, Adam	Social Science Teacher	Chino Hills HS	08/06/2019
KAWA, Catherine	Math Teacher	Chino Hills HS	08/06/2019
LEUNG, Samuel	Chemistry Teacher	Chino Hills HS	08/06/2019
LLOYD, Stacia	English Teacher	Chino Hills HS	08/06/2019
MAKOROW, Steven	English Teacher	Chino Hills HS	08/06/2019
KIM, Jae	Social Science	Don Lugo HS	08/06/2019
PETERSON, Rebecca	English Teacher	Don Lugo HS	08/06/2019
SALVATIERRA, Bryant	School Psychologist	Special Education	08/05/2019

**LEAVE OF ABSENCE – 2019/2020**

YU, Linda	Elementary Teacher	Oak Ridge ES	09/09/2019 thru 05/29/2020
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**RETIREMENT**

RUSSELL, Kevin (28 years of service)	Secondary Teacher	Ayala HS	06/19/2019
BAYBROOK, Lemont (17 years of service)	Special Education Teacher	Chino Hills HS	10/05/2019
MOSER, William (22 years of service)	Music Teacher	Access & Equity	06/01/2019

**RESIGNATION**

REDFORD, Jennifer	Special Education Teacher	Magnolia JHS	05/31/2019
FRANCIS, Carolyn	Special Education Teacher	Ayala HS	06/30/2019
STANFORD, Summer	Special Education Teacher	Chino HS	06/30/2019

**CERTIFICATED PERSONNEL (cont.)**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>APPOINTMENT - EXTRA DUTY</u></b>			
MENDIOLA, Mikayla (NBM)	Band (B)	Canyon Hills JHS	07/19/2019
CARO, Anthony (NBM)	Band (B)	Magnolia JHS	07/19/2019
JENKINS, Elizabeth (NBM)	Band (B)	Magnolia JHS	07/19/2019
ALFARO, Jonathan (NBM)	Football (B)	Ayala HS	07/19/2019
FERNANDEZ, Lorraine (NBM)	Cross Country (B)	Ayala HS	07/19/2019
FERNANDEZ, Lorraine (NBM)	Track & Field (B)	Ayala HS	07/19/2019
FRAZIER, Jordan (NBM)	Boys Basketball (B)	Ayala HS	07/19/2019
LY, Robert (NBM)	Band (B)	Ayala HS	07/19/2019
MONFILS, Sabrina (NBM)	Girls Soccer (B)	Ayala HS	07/19/2019
PADILLA, Andrew (NBM)	Band (B)	Ayala HS	07/19/2019
COOPER, Eric (NBM)	Boys Basketball (B)	Chino HS	07/19/2019
GONZALEZ, Taylor (NBM)	Band (B)	Chino HS	07/19/2019
PARRELL, Jessica	Girls Soccer (B)	Chino HS	07/19/2019
PEASE, Adam	Girls Soccer (B)	Chino HS	07/19/2019
SANCHEZ, Ivan (NBM)	Band (B)	Chino HS	07/19/2019
VAZQUEZ, Alberto	Girls Soccer (B)	Chino HS	07/19/2019
VAZQUEZ, Lauren ((NBM)	Girls Soccer (B)	Chino HS	07/19/2019
ZEMLOCK, Gabrielle (NBM)	Volleyball (B)	Chino HS	07/19/2019
CYRUS, Jaren (NBM)	Football (B)	Chino Hills HS	07/19/2019
DUFFY-HUERTA, Kody (NBM)	Football (B)	Chino Hills HS	07/19/2019
JONES, Vincent (NBM)	Girls Basketball (B)	Chino Hills HS	07/19/2019
PROBST, Jonathan (NBM)	Band (B)	Chino Hills HS	07/19/2019
TRUONG, Kevin (NBM)	Band (B)	Chino Hills HS	07/19/2019
ZENZOLA, Anthony (NBM)	Football (B)	Chino Hills HS	07/19/2019
MILLER, Tyler (NBM)	Band (B)	Don Lugo HS	07/19/2019

**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2019, THROUGH JUNE 30, 2020**

ANDERSON, Nancy	CAMPOS, Michael	CAREY, Debra
CARRERA, Linda	CASTILLO, Erica	ELLIS, Lizbeth
FLINT, Andrew	HULME, Christopher	JOHNSON, Ashley
JOHNSON, Blake	JONES, Anne	KAMANSKY, Krista
LEIB, Maria	RUIZ CONTRERAS, Wendy	ST. AMANT, Joni
TRUJILLO, Amber	YU, Frank	ZENDEJAS-LUGO, Claudia

**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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**CLASSIFIED MANAGEMENT SALARY SCHEDULE****RESIGNATION**

HEO, Tammy	Behavior Intervention Specialist (SELPA/GF)	Special Education	06/14/2019
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE****APPOINTMENT**

LEZAMA, Alexandra	Health Technician (GF)	Glenmeade ES	08/06/2019
CAMPOS, Celeste	Playground Supervisor (GF)	Townsend JHS	08/12/2019
MONROY, Andrew	IA/Special Education/SH (SELPA/GF)	Ayala HS	08/12/2019
MOYER, Aaron	Custodian I (GF)	Chino HS	07/19/2019
VISAYA, Anne	IA/Special Education/SH (SELPA/GF)	Special Education	08/12/2019
ALEXANDER, Mary	Bus Driver (GF)	Transportation	07/19/2019
VELAZQUEZ VELAZQUEZ, Maria	Bus Driver (GF)	Transportation	07/19/2019

**PROMOTION**

ANCONA, Guadalupe	FROM: Instructional Aide/Biling.-Bilit. Spanish (C) 3 hrs./150 contract days TO: Secondary Library/Media Center Assistant (GF) 4 hrs./213 work days	Don Lugo HS  Don Lugo HS	07/29/2019
BROWN, Kimberly	FROM: Nutrition Services Assistant II (NS) 2 hrs./181 work days TO: Nutrition Services Roving Assistant (NS) 3 hrs./181 work days	Nutrition Services  Nutrition Services	08/09/2019
DO, Kevin	FROM: Typist Clerk II (GF) 8 hrs./261 contract days TO: Payroll Clerk III (GF) 8 hrs./261 contract days	Maintenance  Business Services	07/19/2019

**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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**PROMOTION** (cont.)

MATTHEWS, Marcus	FROM: Technology Technician (GF) 8 hrs./261 contract days TO: Network Support Technician (GF) 8 hrs./261 contract days	Technology  Technology	07/19/2019
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**CHANGE OF ASSIGNMENT**

ROMAN, Candice	FROM: Elementary Library/Media Center Assistant (GF) 3.5 hrs./150 contract days TO: Typist Clerk I (GF) 8 hrs./201 work days	Glenmeade ES  Ayala HS	08/01/2019
RAGAY, Vivian	FROM: IA/Special Education (SELPA/GF) 5 hrs./181 work days TO: Typist Clerk I (GF) 8 hrs./201 work days	Liberty ES  Don Lugo HS	08/01/2019

**INCREASE HOURS**

LIM, Angie	FROM: Typist Clerk I (GF) 4 hrs./261 contract days TO: Typist Clerk I (GF) 8 hrs./261 contract days	Cal Aero K-8	07/18/2019
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**ADDITIONAL ASSIGNMENT**

KING, Rosemary	Elementary Library/Media Center Assistant (GF)	Liberty ES	08/19/2019
TAGLE, Liezyl	Child Care Specialist (CDF)	Child Development	07/19/2019

**RESIGNATION**

CONRARDY, Alexandria	Nutrition Services Asst. I (NS)	Chaparral ES	07/09/2019
MION, Robin	School Secretary I (GF)	Eagle Canyon ES	06/20/2019
CARRILLO, Paul	IA/Special Education/SH (SELPA/GF)	Ayala HS	07/12/2019
NUNEZ, Selena	Nutrition Services Assistant II (NS)	Chino HS	05/30/2019
ANDRADE, Denise	Fringe Benefits Technician (GF)	Business Services	07/05/2019
TRUJILLO, Jodi	Behavior Intervention Aide (SELPA/GF)	Special Education	06/06/2019

**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>RETIREMENT</u></b>			
INGRAM, Jeannette (31 Years of Service)	School Secretary I (GF)	Wickman ES	08/17/2019
KLASSEN, Gail (14 Years of Service)	Elementary Library/Media Center Assistant (GF)	Wickman ES	07/01/2019
BURKS, Linda (34 Years of Service)	IA/Special Education (SELPA/GF)	Cal Aero K-8	08/01/2019
MENESES, Francisco (39 Years of Service)	Custodian Specialist (GF)	Ayala HS	08/01/2019

**APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JULY 1, 2019, THROUGH SEPTEMBER 30, 2019**

TRIVEDI, Namrata	IA/Special Education/SH	Cattle ES
SALAZAR, Amanda	IA/Special Education/SH	Cortez ES
BARRAGAN, Gabriella	IA/Special Education/SH	Country Springs ES
GARZA, Lisa Marie	IA/Special Education/SH	Country Springs ES
TURLEY, Colleen	IA/Special Education/Collab.	Eagle Canyon ES
VILLARREAL, Cynthia	IA/Special Education/SH	Glenmeade ES
VIZARRO, Janell	IA/Special Education/SH	Newman ES
AMOS, Catherine	IA/Special Education/SH	Rolling Ridge ES
FREGOSO, Phoebe	IA/Special Education/SH	Rolling Ridge ES
HAMILTON, Bernice	IA/Special Education/Collab.	Rolling Ridge ES
KLUCK, Kathleen	IA/Special Education/SH	Wickman ES
CARNES, Dawn	IA/Special Education/SH	Cal Aero K-8
ORTEGA, Victoria	IA/Special Education/Collab.	Cal Aero K-8
GUTIERREZ, Lacey	IA/Special Education/SH	Canyon Hills JHS
MEDRANO, Jasmine	IA/Special Education/SH	Canyon Hills JHS
PAREDES, Maria	IA/Special Education/SH	Canyon Hills JHS
RODRIGUEZ, Adrian	IA/Special Education/SH	Woodcrest JHS
ARRISON, Samantha	IA/Special Education/SH	Chino HS
VACA, Nancy	IA/Special Education/SH	Chino HS
BAYONA, Karen	IA/Special Education/SH	Chino Hills HS
ESSLINGER, Samantha	IA/Special Education/SH	Chino Hills HS
GONZALEZ, Martin	IA/Special Education/SH	Chino Hills HS
HOLIDAY, Joy	IA/Special Education/SH	Chino Hills HS
HERRERA, Susana	IA/Special Education/SH	Don Lugo HS
JONES, Marsha	IA/Special Education/SH	Don Lugo HS
KENDRENA, Sandra	IA/Special Education/SH	Don Lugo HS
NEAL, Gloria	IA/Special Education/SH	Don Lugo HS
PALMER, Anne	IA/Special Education/SH	Don Lugo HS
SIMS, Mariah	IA/Special Education/Collab.	Don Lugo HS

**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 JULY 1, 2019, THROUGH SEPTEMBER 30, 2019** (cont.)

MORALES, Lilia	IA/Special Education/SH (bus aide)	Special Education
ZELAYA-AGUILAR, Amalia	IA/Special Education/SH (bus aide)	Special Education

**APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2019, THROUGH JUNE 30, 2020**

CHAIRES, Michaela	GONZALEZ, Martin	HALL, Cindy
HERVEY, Michelle	HIGUERA, Ana	LARO, Kenneth
LEE, Olivia	MORENO, Rosalie	MOYER, Aaron
OLIVA, Amparo	PHELPS, Nadine	ROCHA, Ashlie
VARNER, Kelsea		

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



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

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: NEW JOB DESCRIPTION FOR COORDINATOR, PARENT AND FAMILY ENGAGEMENT**

=====

**BACKGROUND**

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

The Coordinator, Parent and Family Engagement is necessary to support the District's parent involvement policies, programs and activities that encourage parents and other family members to be actively involved in their children's education and programs.

New language is provided in UPPER CASE.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the new job description for Coordinator, Parent and Family Engagement.

**FISCAL IMPACT**

None.

NE:RR:FA:IB:mcm

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

---

<b>TITLE:</b>	COORDINATOR, PARENT AND FAMILY ENGAGEMENT	<b>REPORTS:</b>	DIRECTOR, ACCESS AND EQUITY
<b>DEPARTMENT:</b>	CURRICULUM & INSTRUCTION	<b>CLASSIFICATION:</b>	MANAGEMENT
<b>FLSA:</b>	EXEMPT	<b>WORK YEAR:</b>	226
<b>ISSUED:</b>		<b>SALARY:</b>	RANGE 23

---

**BASIC FUNCTION:**

UNDER THE DIRECTION OF THE DIRECTOR, ACCESS AND EQUITY, THE COORDINATOR, PARENT AND FAMILY ENGAGEMENT, WILL PROVIDE SUPPORT FOR THE DISTRICT'S PARENT INVOLVEMENT POLICIES, PROGRAMS, AND ACTIVITIES THAT ENCOURAGE PARENTS AND OTHER FAMILY MEMBERS TO BE ACTIVELY INVOLVED IN THEIR CHILDREN'S EDUCATION AND IN DISTRICT AND SCHOOL EDUCATIONAL PROGRAMS.

**REPRESENTATIVE DUTIES:**

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

**E** = ESSENTIAL FUNCTIONS

KEEPS INFORMED OF CURRENT TRENDS IN PUBLIC EDUCATION AND MAINTAINS AN UPDATED, CURRENT WORKING KNOWLEDGE OF LAWS, REGULATIONS, DISTRICT POLICIES AND GOALS RELATED TO PARENT AND FAMILY ENGAGEMENT. **(E)**

ENSURES THAT THE DISTRICT MEETS THE REQUIREMENTS OF STATE AND FEDERAL LAW REGARDING FAMILY INVOLVEMENT BY OVERSEEING PARENT REPRESENTATION ON DISTRICT AND SCHOOL COMMITTEES AS REQUIRED BY LAW AND ESTABLISH DISTRICT FAMILY INVOLVEMENT POLICIES AND PROGRAMS. **(E)**

ACTS AS A LIAISON WITH THE CALIFORNIA DEPARTMENT OF EDUCATION REGARDING DISTRICT PROGRAMS THAT INVOLVE PARENT AND FAMILY ENGAGEMENT POLICIES, AND PROCEDURES. **(E)**

WRITES AND REVISES POLICIES AND ADMINISTRATIVE REGULATIONS PERTAINING TO ASSIGNED FUNCTIONS. **(E)**

SUPERVISES AND EVALUATES THE PERFORMANCE OF ASSIGNED STAFF; INTERVIEWS AND SELECTS EMPLOYEES AND RECOMMENDS TRANSFERS, REASSIGNMENTS, TERMINATIONS, AND DISCIPLINARY ACTIONS; PLANS, COORDINATES, AND ARRANGES FOR APPROPRIATE TRAINING OF SUBORDINATES. (E)

COORDINATES AND PARTICIPATES IN ADMINISTRATIVE MEETINGS AND STAFF DEVELOPMENT AT DISTRICT AND SCHOOL SITE LEVEL. (E)

DEVELOPS AND FACILITATES STAFF DEVELOPMENT ACTIVITIES, TO COORDINATE AND IMPLEMENT THE PARENT AND FAMILY ENGAGEMENT PROGRAMS. (E)

FUNCTIONS AS A MEMBER OF THE DISTRICT'S MANAGEMENT TEAM, SERVES ON ASSIGNED COMMITTEES, AND COORDINATES WITH OTHER MANAGEMENT PERSONNEL IN THE AREAS OF ASSIGNED RESPONSIBILITY. (E)

PROVIDES COORDINATION OF RESOURCES AND SERVICES FROM THE COMMUNITY TO STRENGTHEN SCHOOL PROGRAMS, FAMILY PRACTICES, AND STUDENT LEARNING AND DEVELOPMENT. (E)

DIRECTS THE PREPARATION AND MAINTENANCE OF A VARIETY OF NARRATIVE AND STATISTICAL REPORTS, RECORDS, AND FILES; PREPARES AGENDAS AND MEMORANDUMS. (E)

SUBMITS AND MAINTAINS ALL BUDGETARY EVALUATIVE REPORTS THAT RELATE TO THIS POSITION. (E)

COMPILES, ASSESSES, AND DEVELOPS A SCHOOL-WIDE FAMILY NEEDS ASSESSMENT, AND DEVELOPS, IMPLEMENTS, AND EVALUATES PLANS BASED ON ASSESSMENT. (E)

ENSURES THAT SITE ADMINISTRATION UNDERSTAND AND IMPLEMENT REQUIRED AND EFFECTIVE PARENTAL INVOLVEMENT PRACTICES AT THEIR SCHOOLS. (E)

ENSURES THAT ALL SCHOOLS HAVE PARENT/FAMILY INVOLVEMENT PROGRAMS. (E)

ESTABLISHES OR UPDATES ANNUALLY, WITH THE COLLABORATION OF PARENTS, A PARENTAL INVOLVEMENT PLAN FOR THE DISTRICT AND EACH SCHOOL THAT ESTABLISHES THE EXPECTATIONS FOR PARENTAL INVOLVEMENT, AND THAT INCLUDES PROGRAMS AND PRACTICES THAT ENHANCE PARENTAL INVOLVEMENT AND REFLECT THE SPECIFIC NEEDS OF STUDENTS AND THEIR FAMILIES. (E)

PROVIDES ONGOING EVALUATION OF PARENT AND FAMILY PROGRAMS AND RECOMMENDS CHANGES, IMPROVEMENTS, AND ADDITIONS AS NEEDED. (E)

PROVIDES OVERSIGHT, SUPPORT, AND COORDINATION OF PARENT INVOLVEMENT ACTIVITIES AMONG DISTRICT SCHOOLS AND PROGRAMS. (E)

COORDINATES TRAINING FOR ADMINISTRATORS ON INTEGRATING PARENTAL INVOLVEMENT PROGRAMS INTO THE SCHOOL PLAN FOR STUDENT ACHIEVEMENT. (E)

ENSURES STAFF AND FAMILY ACCESS TO TRAINING IN EFFECTIVE SCHOOL, FAMILY, AND COMMUNITY PARTNERSHIP AND INVOLVES PARENTS IN PROVIDING INPUT ON

HOW TO REACH OUT TO, AND WORK WITH, PARENTS AS EQUAL PARTNERS IN THEIR CHILDREN'S EDUCATION. (E)

INVOLVES FAMILIES IN ADVISORY BODIES AND TRAINING STRATEGIES RELATED TO PARENT AND FAMILY ENGAGEMENT. (E)

ENSURES THAT SCHOOLS HAVE A SYSTEM IN PLACE TO FACILITATE COMMUNICATION WITH PARENTS AND COMMUNITY MEMBERS, AND THAT PARENT INFORMATION IS READILY AVAILABLE IN ACCESSIBLE FORMATS AND LANGUAGE SPOKEN, MEETING REQUIREMENTS OF STATE AND FEDERAL LAW. (E)

PERFORMS OTHER DUTIES AS ASSIGNED.

**MINIMUM REQUIREMENTS:**

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

BACHELOR'S DEGREE REQUIRED IN HUMANITIES, LANGUAGES, LIBERAL ARTS, SUBJECT AREA CONTENT, EDUCATION, OR RELATED FIELD. MASTER'S DEGREE IN RELATED FIELD PREFERRED.

COMPLETION OF COURSES IN HUMANITIES, TECHNOLOGY, LANGUAGES, AND COLLABORATIVE PLANNING DESIRABLE. A MINIMUM OF THREE (3) YEARS' EXPERIENCE IN TEACHING AND/OR OTHER JOB-RELATED OCCUPATIONS IS REQUIRED. EXPERIENCE WORKING DIRECTLY WITH PUBLIC SCHOOL DISTRICTS IN TITLE I PROGRAMS IS DESIRABLE. BILINGUAL ENGLISH/SPANISH, ENGLISH/MANDARIN DESIRED.

POSSESSION OF A VALID CALIFORNIA PRELIMINARY OR PROFESSIONAL CLEAR TEACHING CREDENTIAL AUTHORIZING SERVICE AS A TEACHER IS REQUIRED.

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

EMPLOYMENT ELIGIBILITY INCLUDES FINGERPRINTS, HEALTH (TB), AND/OR OTHER EMPLOYMENT CLEARANCE.

MUST HAVE VALID CALIFORNIA DRIVER'S LICENSE AND AUTOMOBILE AVAILABLE FOR USE. MUST BE WILLING TO ATTEND EVENING, NIGHT, AND WEEKEND MEETINGS.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- INSTRUCTIONAL PLANNING AND CONSULTATION/COORDINATION, AS WELL AS GENERAL TEACHING COMPETENCIES;
- EDUCATIONAL EVALUATION STRATEGIES AND DETAILED WORKING KNOWLEDGE OF VARIOUS TEACHING STRATEGIES;
- PHILOSOPHICAL, EDUCATIONAL, FISCAL, AND LEGAL ASPECTS AFFECTING RELATED FIELD MANAGEMENT;
- RESEARCH METHODS AND REPORT WRITING TECHNIQUES.
- RECORD-KEEPING TECHNIQUES;

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

**ABILITY TO:**

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- DISTRICT OFFICE ENVIRONMENT AND SCHOOL SITES;
- DEMANDING TIMELINES;
- SUBJECT TO DRIVING TO A VARIETY OF LOCATIONS TO CONDUCT WORK DURING

- DAY AND EVENING HOURS;
- SUBJECT TO FREQUENT INTERRUPTIONS AND EXTENSIVE CONTACT WITH STUDENTS, STAFF, PARENTS, AND THE PUBLIC; AND
- INDOOR AND OUTDOOR ENVIRONMENT.

**PHYSICAL DEMANDS:**

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

**HAZARDS:**

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

---

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

---

(SIGNATURE OF EMPLOYEE)

---

(DATE)

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

BOARD APPROVED:

COORDINATOR, PARENT AND FAMILY ENGAGEMENT

Page 5 of 5

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Richard Rideout, Assistant Superintendent, Human Resources  
Frank Arce, Director, Human Resources  
Isabel Brenes, Director, Human Resources  
**SUBJECT: REVISION OF THE JOB DESCRIPTION FOR TEACHER ON  
ASSIGNMENT PROGRAM IMPROVEMENT INSTRUCTIONAL  
COACH (K-8)**

=====

**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 Teacher on Assignment Program Improvement Instructional Coach (K-8) job description is being revised to update the name and function of the program and its responsibilities. The District has consulted with the Associated Chino Teachers on the job description, 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 approve the revision of the job description for Teacher on Assignment Program Improvement Instructional Coach (K-8).

**FISCAL IMPACT**

None.

NE:RR:FA:IB:mcm

CHINO VALLEY UNIFIED SCHOOL DISTRICT

**TEACHER ON ASSIGNMENT  
PROGRAM IMPROVEMENT ACCESS & EQUITY  
INSTRUCTIONAL COACH (K-8)**

**DESCRIPTION OF  
POSITION:**

Under the direction of the Director of ~~Categorical Programs~~, ACCESS & EQUITY, plans and delivers staff development for and coaching of teachers in the design, delivery, and assessment of language arts, mathematics, other core subjects, and systematic English Language Development (ELD) with an emphasis on effective instructional strategies employed through research-based instructional practices designed specifically for Title I and English Learner (EL) students.

**MAJOR DUTIES  
AND  
RESPONSIBILITIES:**

Collaborates with Director of ~~Categorical Programs~~, ACCESS & EQUITY ~~Director of Professional Development~~, and site administrators to plan and deliver staff development and technical assistance to teachers of students designated as ~~English Learners (EL)~~ and Title I.

Collaborates with Director of ACCESS & EQUITY ~~Categorical Programs~~, ~~Director of Professional Development~~, and site administrators to plan and deliver staff development and technical assistance to all Title I schools. ~~and Title I schools identified as Program Improvement (PI), PI schools on watch status/safe harbor, and interventions for at-risk students.~~

Assists with the planning, writing, alignment, assessment, development, and articulation of intervention plans for students needing assistance in meeting standards.

Assists facilitating face-to-face work with sites in building District and site capacity to meet state and federal accountability requirements.

Attends ~~Program Improvement (PI) Schools leadership team meetings and other~~ DISTRICT meetings and trainings IN ORDER TO RECEIVE AND DISSEMINATE CURRENT INFORMATION related to curriculum AND instruction, ~~NCLB~~ TITLE I, ELD PROGRAMS, AND regulations specific to ~~Program Improvement (PI)~~ TITLE I issues, program monitoring, and other relevant topics.



**PAGE 2 - TEACHER ON ASSIGNMENT, ~~PROGRAM IMPROVEMENT ACCESS & EQUITY~~ INSTRUCTIONAL COACH (K-8)**

Plans and delivers training that simulates ~~AB 466~~ training on the ELD FRAMEWORK INSTRUCTIONAL STRATEGIES ~~five literacy strands: balanced literacy-phonemic awareness, phonics, comprehension, fluency, and vocabulary instruction; academic language instruction; intensified English Language Development (ELD); use of data to inform instruction. and reciprocal Teaching; Marzano best practices and assessments; differentiated instruction; “Step Up To Writing”; team teaching; curriculum mapping; and standards-based instruction.~~

UTILIZES THE COACHING CYCLE WITH AN EMPHASIS ON CO-PLANNING AND CO-TEACHING.

SUPPORTS ~~Coaches~~ teachers in researched-based best instructional strategies, ELA/ELD FRAMEWORK, ~~Conducts demonstration lessons using the five literacy strands,~~ academic language instruction; intensified DESIGNATED AND INTEGRATED English Language Development (ELD); use of data to inform instruction AND ASSESSMENTS; ~~reciprocal teaching; Marzano best practices and assessments; differentiated instruction; “Step Up To Writing”; team teaching;~~ curriculum mapping; and standards-based instruction.

Participates in the evaluation and adoption of core and supplemental instructional materials for ~~English Learner (EL)~~ and Title I students.

COORDINATES, ~~Plans,~~ and delivers on-site follow-up staff development coaching.

Performs other duties as assigned by the Director of ~~Categorical Programs~~-ACCESS & EQUITY and Title I site administrators.

**CREDENTIAL:**

Valid California Single and/or Multiple Subjects Teaching Credential.

CLAD/B-CLAD, SB 1969/SB 395/AB 2913 ELD

**PAGE 3 - TEACHER ON ASSIGNMENT, ~~PROGRAM IMPROVEMENT ACCESS & EQUITY INSTRUCTIONAL COACH (K-8)~~**

- EDUCATION:** Bachelor's degree required.  
Master's degree preferred.
- KNOWLEDGE OF:** Reading and math intervention programs;  
~~Intensified~~ DESIGNATED & INTEGRATED English Language Development (ELD);  
~~"Step Up To Writing"~~;  
Curriculum mapping;  
Academic standards;  
G.L.A.D.;  
Research-based best practices;  
Promoting language and academic proficiency for English Learner (EL) and At-risk students;  
Effective organizational techniques;  
Effective presentation and facilitation techniques;  
THINKING MAPS;  
ELA/ELD Framework; and  
COMMON CORE STATE STANDARDS (CCSS)
- ABILITY TO:** Communicate effectively, both orally and in writing;  
Establish and maintain collaborative working relationships with teachers and colleagues.
- EXPERIENCE:** Minimum ~~ten~~ FIVE years teaching experience working with Title I, At-risk, and English Learner (EL) students; specialist in reading/language arts, math, intervention programs, ~~English Language Development (ELD)~~; staff development experience; resource specialist for teachers; literacy coach; BTSA AND INDUCTION.
- SUPERVISION:** Accountable to the Director of ~~Categorical Programs~~ ACCESS & EQUITY in collaboration with Title I site administratorS.
- BOARD APPROVED:** 07-20-06  
**REVISED:**

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

**PREPARED BY:** Grace Park, Ed.D., Associate Superintendent, Curriculum, Instruction, Innovation, and Support  
Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
Sherri Johnson, Psy.D., Director, Health Services/Child Development  
Julian A. Rodriguez, Ed.D., Director, Secondary Curriculum and Instruction

**SUBJECT: NEW JUNIOR HIGH AND HIGH SCHOOL COMPREHENSIVE SEXUAL HEALTH AND HIV/AIDS PREVENTION EDUCATION INSTRUCTIONAL MATERIALS ADOPTION FOR GRADES 7 THROUGH 12**

=====  
**BACKGROUND**

As amended by California Assembly Bill 329 (AB329), Education Code 51934 requires school districts to provide comprehensive sexual health and HIV/AIDS prevention education to students in grades 7-12, including at least once in junior high and at least once in high school. The California State Board of Education requires all instruction and materials align with the stated criteria as stipulated in AB329.

In compliance with AB329, Comprehensive Sexual Health and HIV/AIDS Prevention Education presentation materials was developed for junior high school and Positive Prevention Plus, Sexual Health Education for California Youth curriculum for the high school was reviewed for suitability, compliance, and alignment with the state's mandates for instruction.

All recommended instructional materials shall be available for public inspection in the offices of Health Services and Secondary Curriculum and Instruction from July 19 – August 7, 2019, and at the District's Samuel R. Burton Professional Development and Media Center from August 8 – 15, 2019.

The instructional materials were reviewed with feedback gathered from the Superintendent's Advisory Committee, presented to the Secondary Curriculum Coordinating Committee, and A.C.T. has been consulted.

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 new junior high and high school Comprehensive Sexual Health and HIV/AIDS Prevention Education Instructional Materials Adoption for Grades 7 through 12 as follows:

- a) Junior High School Curriculum – Chino Valley Unified School District, *Comprehensive Sexual Health and HIV/AIDS Prevention Education*, Department of Health Services. 2019., and
- b) High School Curriculum – California Department of Education, California Department of Public Health, Federal Office of Adolescent Health, *Positive Prevention PLUS, Sexual Health Education for California Youth*, Kim Robert Clark, DrPH, MPH and Christine Janet Ridley, RN, MEd. 2015.

### **FISCAL IMPACT**

None.

NE:GP:LF:SJ:JAR:lar

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** July 18, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: NEW COURSE: INTRODUCTION TO FILM AND VIDEO PRODUCTION**

=====

**BACKGROUND**

The Chino Valley Unified School District routinely revises curriculum guides and develops new courses in accordance with State Content Standards, State Frameworks, and student need. Accordingly, the revision and development of curriculum guides are the results of a collaborative effort of teachers in the related academic areas.

Introduction to Film and Video Production is a Career Technical Education (CTE) course that integrates Visual and Performing Arts and CTE standards for the Media Arts Production career pathway. Introduction to Film and Video Production is a college and career readiness course which integrates Visual and Performing Arts along with screenwriting and film study. Further, the course focuses on digital media that includes both visual and audio concepts in preparation for a career in the video and film industry.

The course requires students to answer essential questions via media production units while applying their knowledge and skills with reference to the Common Core reading, writing, listening, and speaking English Language Arts standards. The units and essential questions build students' understanding of the digital media industry as well as the role and influence of digital media industry on global communications. Introduction to Film and Video Production serves as an introductory course in the Media Arts Production pathway and meets UC 'f' criteria satisfying Fine Arts requirements.

This course was presented to the Curriculum Council and A.C.T. has been consulted.

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 new course Introduction to Film and Video Production.

## **FISCAL IMPACT**

None.

NE:GP:JAR:lar

## Chino Valley Unified School District High School Course Description

A. CONTACTS	
<b>1. School/District Information:</b>	School/District: Chino Valley Unified School District Street Address: 5130 Riverside Dr., Chino, CA 91710 Phone: (909) 628-1201 Web Site: chino.k12.ca.us
<b>2. Course Contact:</b>	Teacher Contact: Office of Secondary Curriculum Position/Title: Director of Secondary Curriculum Site: District Office Phone: (909) 628-1201 X1630
B. COVER PAGE - COURSE ID	
<b>1. Course Title:</b>	Introduction to Film and Video Production
<b>2. Transcript Title/Abbreviation:</b>	Intro Film Prod
<b>3. Transcript Course Code/Number:</b>	
<b>4. Seeking Honors Distinction:</b>	No
<b>5. Subject Area/Category:</b>	Meets the UC/CSU "f" Visual & Performing Arts requirement
<b>6. Grade level(s):</b>	9-12
<b>7. Unit Value:</b>	5 credits per semester/10 credits total
<b>8. Was this course previously approved by UC?</b>	No
<b>9. Is this course classified as a Career Technical Education course:</b>	Yes
<b>10. Is this course modeled after an UC-approved course?</b>	Yes
<b>11. Repeatable for credit?</b>	No
<b>12. Date of Board Approval:</b>	
<b>13. Brief Course Description:</b>	Introduction to Film and Video Production is a Career Technical Education (CTE) course that integrates Visual and Performing Arts and CTE standards for the Media Arts Production career pathway. Introduction to Film and Video Production is a college-bound course which integrates Visual and Performing Arts along with screenwriting and film study. Video Production is focused on digital media that includes both visual and audio concepts in preparation for a career in the video and film industry. It requires students to answer essential questions via media production units while applying their knowledge and skills with reference to the Common Core reading, writing, listening, and speaking English Language Arts standards. The units and essential questions build students' understanding of the digital media industry as well as the role and influence of digital media industry on global communications.
<b>14. Prerequisites:</b>	None
<b>15. Context for Course:</b>	To provide students with a foundation in camera and editing skills, instruction in screenwriting and opportunities to expound on ELA writing standards, and exposure to certain styles of film direction.
<b>16. History of Course Development:</b>	This course is designed to increase students' media literacy skills through study and creation of film and digital content.
<b>16. Textbooks:</b>	Not Applicable
<b>17. Supplemental Instructional Materials:</b>	Adobe Classroom in a Book, viewings and clips of various films detailed throughout units (e.g., <i>Nosferatu</i> , <i>Modern Times</i> , <i>Casablanca</i> ), as well as various articles and other writings detailed throughout units.

# Chino Valley Unified School District

## High School Course Description

### C. COURSE CONTENT

#### 1. Course Purpose:

To provide students with a foundation in film and video production. Students will improve their writing skills and become better prepared to pursue a screenwriting career. Students will receive foundation and instruction in screenwriting and film study as well increase critical thinking, language, and listening skills. This course is designed for the California Career and Technical Education **Arts, Media & Entertainment sector**. This course is aligned to the California Career and Technical Education Standards: **Design, Visual & Media Arts Pathway** and is designed to be an **Introductory level course**.

#### 2. Course Outline:

##### Unit 1: Basic Film Composition

CTE Standards: B4.3, B6.6, B7.1, B8.1, B8.2, B8.3, B8.4, B9.3, C2.1, C3.1, C4.1, C4.2, C4.3, C4.4, C5.2

The purpose of this unit is two-fold. The first is to have students develop a common academic language around film making, and the second is to be able to recognize, analyze, and apply proper filmmaking shot techniques. With some background reading from “Shot by Shot” and other online articles, students not only learn what makes a good picture, but why they’d use that shot and how it affects the audience. Students will view excerpts from films and shorts with a critical eye, analyzing the director’s choice of shot, angle, movement, lighting, etc. and explaining the effect it creates. They’ll develop a filmmaker’s lexicon (symmetry, head room, rule of thirds, horizon, etc.) so that they can communicate with one another on how they want to film or to critique one another’s work.

The project, “*Focused Moment*”, has students demonstrate their mastery of this basic film composition. Students take these applied techniques and terms and create a thirty second short video that makes a mundane task extraordinary, like tying a shoelace, or opening a door. First, they must creatively write a long paragraph describing this moment. They are required to use at least 8 different shots applying the techniques and terms they’ve just learned to match the mood and tone of their writing to show a mundane task in cinematic fashion.

##### Unit 2: Story

CTE Standards: B2.2, B4.3, B5.7, B6.4, B6.6, B7.1, B7.4, B8.1, B8.2, B8.3, B8.4, B9.1 / C2.1, C3.1, C4.1, C4.2, C4.3, C4.4, C5.2

Once students develop their cinematic technique and language, the focus then shifts to using this to tell or enhance the story. Students learn that story must come first in all projects. By examining and analyzing pieces of some historical silent films (*Metropolis*, *Nosferatu*, *Modern Times*, etc.), students cover some film history, but also see examples of how to tell a story by only using the picture on screen, music and sounds. Excerpts from “The Story of Film” and a “Film History, An Introduction” are assigned reading to provide in-depth background to how cinematographic and editing techniques tell a story using more than words. The goal of the readings is for students to appreciate the shoulders they’re standing on in the world of film, and to create a historical context for some of their work. The basic elements of plot structure are also discussed and analyzed in these classic silent films and compared to modern films in a short essay.

“*The Silent Short*” is the main project for this unit and is aimed at students taking what they’ve learned from both units and trying to tell a story with the limits of early filmmakers. Through creative camera angles, music, and little else, students create a short film with no dialogue, or even text for dialogue. It starts with a short descriptive story written down to explore plot and story crafting. This then gets translated into storyboards that are sketched out by the students themselves. The storyboards are then analyzed to be sure they’re reflecting what we’ve learned in both units so far, and then the students film and edit this film. This project also introduces the critique aspect of the class, where they write up a critique of not only their peers’ work but reflect on their own as well.

##### Unit 3: Dialogue

CTE Standards: B3.1, B3.2, B4.3, B5.1, B6.1, B6.2, B6.3, B6.4, B6.5, B6.6, B7.1, B7.4, B8.1, B8.2, B8.3, B8.4, B9.2 / C2.1, C3.1, C4.1, C4.2, C4.3, C4.4, C5.1, C5.2

By now students will have a strong grasp on proper cinematic technique and theory and have begun to understand the editing process. The focus is then turned to reading, analyzing and writing screenplays. Students look at excerpts from classics like *Casablanca* and *Citizen Kane*. Students pick one script from a long-selected list (mostly Academy Award



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## High School Course Description

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winners, but there are others included) to read and analyze on several different levels: plot, character, and a focus on dialogue. We then learn the art of editing dialogue, and examine some excerpts from Walter Murch's, *In the Blink of an Eye*. Students practice some already recorded scenes and examine how different editorial choices can create an entirely different scene with the same script.

Students then write their own short dialogue scene that gets work-shopped in class. The scripts focus on character development and revelation, and formatting. As collaboration with our drama class, Video Production students audition Drama 1 students with readings of their scripts. Once all the drama students are "hired", our video production students shoot and edit their own dialogue scene following the examples and editing choices learned from Murch's and other writings. These scenes are then screened and reviewed by the Drama 1 students in our theater. To wrap the whole project up, there is a panel lead discussion where the filmmakers must defend their choices and explain their writing.

### Unit 4: Documentary Filmmaking and Video Journalism

CTE Standards: B3.1, B3.2, B3.3, B4.2, B6.1, B6.2, B6.3, B6.4, B6.5, B6.6, B7.1, B8.2, B8.3, C2.3, C3.1, C4.1, C4.2, C4.3, C4.4

While the focus in this unit moves students away from fiction, students learn that even in non-fiction the art of story crafting is important. The styles of documentary filmmaking are introduced and followed by several short essays by directors of documentaries discussing their approach, like Werner Herzog, Martin Scorsese, Morgan Spurlock, Ken Burns, etc., mostly taken from the book "This Much is True". Students watch parts of these movies, and at least one in its entirety. They then compare and contrast style, approach, and effectiveness of constructing a story through the documentary format in class discussions and brief writings.

Students are next asked to address an issue that they are concerned about and create a short documentary on this topic. Before any filming can begin, students must write an essay about the issue being addressed, how there is a story behind it, and which mode (observational, expository, performative, etc.) of documentary would best be served to demonstrate this issue and why. Students then film and edit this short documentary. Many are entered into local contests and shared with the entire school.

### Unit 5: Advertising

CTE Standards: B3.1, B3.3, B6.1-6.6, B7.1, C4.1, C6.4, C7.2, C7.4, C7.5

Students look at one practical aspect of making videos through the form of advertising and commercials. Students learn about how advertisers appeal to our logos, pathos, or ethos through selected readings, lectures, and videos, mostly from the web. Following this, they then find a TV commercial representing each, and write a short essay analyzing and explaining how each commercial uses that particular form of persuasion.

Students are next assigned to construct their own commercial and have three options. They can do a mock commercial, a commercial for a class or program at our school, or they can be "hired" by a local business (no corporations, only locally owned). As they write the script and story board it out, they must include a paragraph or more as to which of the three methods of persuasion they're focusing on and explain why that method will be most effective. The commercial is evaluated not only on the quality of the final product, but how it reflects the method of persuasion chosen.

### Unit 6: History of Film and Film Style

CTE Standards: B3.1, B3.3, B6.2, B6.4, B6.6, B7.1, B7.4, B8.3, B9.1, B9.2, B9.5, C1.4, C2.1, C2.3, C3.1, C4.1

In a very short time frame, through several documentaries and selected readings, students focus on the evolution of film in three aspects: style, editing, and technology. We examine the major movements in film history, as well as different approaches to the main genres of film and even how those genres have changed through time. From the Classical Age to the Digital Wave, and everything in between, students develop an understanding of how different filmmakers approached and evolved in the film and TV industry.

Students pick a scene of a movie in a genre they're interested in from our readings, lectures, and movies. Students analyze this scene in a short essay. They focus on the context of the film's movement and history, as well as the aesthetic style and editing choices made by the director. After they write their examination of this scene, they storyboard it, and film the scene shot per shot, in an attempt to recreate the scene as close as possible with an emphasis on shot

# Chino Valley Unified School District

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composition, lighting, timing, and action. Students edit this video with the audio from the actual movie to recreate the scene as close as possible, paying homage to the director, movement, and genre chosen.

### Unit 7: Experimental and Artistic Applications of Film

CTE Standards: B3.2, B3.3, B6.1, B6.2, B6.3, B6.6, B7.1, B7.4, B8.1, B8.2, B8.3, B8.4, B9.2, C3.1, C4.1, C5.2

Following the study of historical periods of film, students take a step back from the more traditional aspects of filmmaking and study experimental film. Focusing first on the history of film as art rather than storytelling, students learn how film was explored as an art form first by the European avant-garde movement, then progressed to make statements and critiques of modern culture as filmed moved through history. With close examination of short clips from the twenties, the feminist movement, and more current avant-garde film trends, students retrain their film eye to approach it more as a medium of art rather than a means to tell a story.

### Unit 8: Film Industry and Careers

CTE Standards: B9.1, B9.2, B9.3, B9.4, B9.5, B9.6

This unit can be taught at any time throughout the year, at the end, or in October, depending on the makeup of the class (e.g., it's beneficial for class with a majority of seniors to be done before applying to colleges). Students explore the roles and jobs one can have, not only in film but in TV, advertising, corporate video, and even as an independent videographer. Students research these topics via a web quest and are focused on three things: educational needs, professional skills and traits needed, and the day-to-day operations of the specific job.

### Unit 9: Whole-Class Filmmaking

CTE Standards: B1.3, B3.1, B3.2, B3.3, B6.1, B6.2, B6.3, B6.4, B6.5, C1.4, C2.1, C2.3, C3.1, C4.1, C4.3, C4.4, C5.2

This can be considered the longest unit in the course, but rather than being taught all at once, it's running in the background of previous units. This unit revolves around one comprehensive and long project: the final fictional narrative piece.

Students refocus on the elements of story writing, and by reading and careful examination of published scripts, students write their own 6-24 page script for a short film to be viewed publicly at our school's film festival. Students develop, taking what they've learned from previous units, a script reflecting an in-depth plot with intriguing characters. The scripts are work shopped by their peers and the instructor to be approved for production. During the writing process, students are asked to journal or log their process as they write, comparing it to what we've studied and reflecting on their own work.

Students then plan, storyboard, audition and take all the cinematographic techniques learned on the filming side to shoot. Again, students journal the process, explaining pitfalls they encountered and how they overcame them, as well as analyzing their method of filming and producing. Their six favorite shots from production are submitted along with a short explanation as to why they chose these shots. The footage is graded on aesthetic quality alone and is a separate evaluation from the movie as a whole.

Finally, a fully edited film is submitted after students have already presented and corrected three drafts that have been critiqued and reedited. Journaling of the process continues, as students express their triumphs and frustrations with the project and how they could have improved their work. Before the film festival, students are asked to write a brief summary on what they've made, and what from this class they have used in the process. For example, one student might say, "While I appreciate Film Noire, I didn't want to make that type of film. However, I did use the lighting style and technique from that genre in my film to create a similar dark tone." A Socratic seminar is done after the films have been submitted and viewed so that students have a chance to discuss each other's work and express any other sentiments they have about the project.

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## High School Course Description

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### Arts Media & Entertainment CTE Standards

#### Performing Arts

- B1.0 Explore and formulate responses to peer and professional work using the fundamental elements of Theater, Dance, and Music.
  - B1.3 Apply a wide range of kinesthetic communication demonstrating clarity of intent and stylistic nuance.
- B2.0 Read, listen to, deconstruct, and analyze peer and professional music using the elements and terminology of music.
  - B2.2 Describe how the elements of music are used.
- B3.0 Observe, deconstruct, and analyze peer and professional theater, film, video, and electronic media and respond using the vocabulary of theater.
  - B3.1 Identify the use of metaphor, subtext, and symbolic elements in text and performance of professional theatrical work (live or recorded).
  - B3.2 Research, analyze, and plan a theatrical performance (live or recorded) with the director, designer, or playwright.
  - B3.3 Create a product which assesses professional theater, film, and video performance products using the vocabulary of theater, such as genre, style, acting values, theme, and design.
- B4.0 Apply choreographic principles, processes, and skills to create and communicate meaning through improvisation, composition, and performance of dance for a variety of professional applications.
  - B4.2 Notate dances using a variety of systems (Labanotation, motif writing, and personal systems).
  - B4.3 Apply basic music elements (rhythm, meter, tempo, timbre) to construct and perform dances for a variety of professional settings.
- B5.0 Apply vocal and/or instrumental skill and knowledge to perform a varied repertoire of music appropriate to music industry application.
  - B5.1 Sing or play a repertoire of musical literature representing various genres, styles, and cultures with expression and technical accuracy.
  - B5.7 Create melodic and rhythmic improvisations in a style or genre within a musical culture.
- B6.0 Apply skill and knowledge in acting, directing, design, and composition to create formal and informal (improvised) theater, film, video, and electronic media performances.
  - B6.1 Demonstrate media appropriate acting choices using script analysis, character research, reflection, and revision in live and recorded performance applications.
  - B6.2 Use acting choices, such as script analysis, character research, reflection, and revision; and apply to a variety of professional settings.
  - B6.3 Create performance products applying basic dramatic structure: exposition, complication, conflict, crises, climax, and resolution.
  - B6.4 Design, produce, or perform scenes applicable to a variety of professional settings and media applications.
  - B6.5 Improvise or write dialogues and scenes applying basic dramatic structure (exposition, complication, crises, climax, and resolution) appropriate to a variety of industry settings.
  - B6.6 Work collaboratively as designer, producer, or actor to meet directorial goals in scenes and plays from a variety of professional sources.
- B7.0 Analyze the historical and cultural perspective of multiple industry performance products from a discipline-specific perspective.
  - B7.1 Identify and compare how film, theater, television, and electronic media productions influence values and behaviors.
  - B7.4 Analyze the historical and cultural perspective of the actor and performance artist in the professional setting.

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- B8.0 Deconstruct the aesthetic values that drive professional performance and the artistic elements necessary for industry production.
  - B8.1 Critique discipline-specific professional works using the language and terminology specific to the discipline.
  - B8.2 Use selected criteria to compare, contrast, and assess various professional performance forms.
  - B8.3 Analyze the aesthetic principles that apply in a professional work designed for live performance, film, video, or live broadcast.
  - B8.4 Use complex evaluation criteria and terminology to compare and contrast a variety of genres of professional performance products.
- B9.0 Explore the connection between artistic preparation and professional standards and practices.
  - B9.1 Examine the training, education, and experience needed to pursue discipline-specific performance options.
  - B9.2 Demonstrate effective knowledge and skills with the audiovisual equipment and technology used in professional performance.
  - B9.3 Demonstrate entry-level competencies for a career in an artistic or technical field in the theatrical arts.
  - B9.4 Understand the technical aspects of lights, sound, properties, costumes, and makeup from the perspective of the professional performer.
  - B9.5 Contrast differing roles in professional skill sets of creators, performers, and others involved in the production and presentation of the performing arts.
  - B9.6 Create a career plan leading to professional performance in one of the performance disciplines.

### Arts Media & Entertainment CTE Standards

#### Production and Managerial Arts

- C1.0 Demonstrate knowledge of industry safety standards and practices in all areas of technical production.
  - C1.4 Apply safety related decision making and problem-solving techniques to live, recorded, or multimedia generated production.
- C2.0 Understand the technical support functions and artistic competencies in film, video, and live production.
  - C2.1 Analyze the production sequence involved in creating a media based or live performance production.
  - C2.3 Plan one technical component of a production from design to performance.
- C3.0 Analyze and differentiate the function of the various members of a production team.
  - C3.1 Identify the skills and competencies of the various members of a production team including producer, production manager, director, assistant director, stage manager, production designer(s), post production, etc.
- C4.0 Demonstrate key skills and an understanding of the complexities of production planning.
  - C4.1 Know the main elements and functional responsibilities involved in the production and presentation of the performing, visual, and media arts.
  - C4.2 Know how artistic processes, organizational structure, and business principles, including funding and budgeting, are interrelated in both live and media production.
  - C4.3 Identify the responsibilities and activities associated with the preproduction, production, and post-production of a creative project.
  - C4.4 Demonstrate understanding of the appropriate use of technology in each phase of the production planning.
  - C4.5 Create a call sheet for equipment, crew, technical support, and cast requirements for an arts, media, and entertainment production.

# Chino Valley Unified School District

## High School Course Description

- C5.0 Apply knowledge of services, equipment capabilities, the workflow process, data acquisition, and technology to a timely completion of projects.
- C5.1 Identify essential qualifications and technological competencies for each team member, including artists, designers, performers, composers, writers, and technicians.
- C5.2 Plan the general coordination of various elements in a project or production.
- C6.0 Understand the key elements of developing and promoting a production from creation to distribution.
- C6.4 Create a promotional example using electronic media.
- C7.0 Know various media production, communication, and dissemination techniques and methods, including written, oral, visual, and electronic media.
- C7.2 Identify successful business models and analyze various facets of those models, such as market analysis, marketing strategy, and product value.
- C7.4 Understand the role of audience and market research in promotional planning.
- C7.5 Understand the components of marketing campaigns for live and media-based productions, including advertising in both traditional and social media.

### 3. Key Assignments:

#### Unit 1: *"Focused Moment"*

- Students will demonstrate their mastery of this basic film composition.
- Students take these applied techniques and terms and create a thirty second short video that makes a mundane task extraordinary, like tying a shoelace, or opening a door.
- Students will creatively write a long paragraph describing this moment.
- Students will use at least 8 different shots applying the techniques and terms they've just learned to match the mood and tone of their writing to show a mundane task in cinematic fashion.

#### Unit 2: *"The Silent Short"*

- Students take what they've learned from both units and try to tell a story with the limits of early filmmakers.
- Students will create a short film with no dialogue, or even text for dialogue through creative camera angles, music, and little else.
- Students will start with a short descriptive story written down to explore plot and story crafting.
- Students will translate this into storyboards that are sketched out by the students themselves.
- Students will analyze storyboards to be sure they're reflecting what we've learned in both units so far, and then the students film and edit this film.
- Students will write up a critique of not only their peers' work but reflect on their own as well.

#### Unit 3: The Dialogue

- Students will write their own short dialogue scene that gets work-shopped in class.
- The scripts focus on character development and revelation, and formatting.
- Students will collaborate with the drama class on readings of their scripts.
- Students will shoot and edit their own dialogue scene following the examples and editing choices learned from Murch's and other writings.
- Students will screen the scenes.
- Students will participate in a panel discussion where the filmmakers must defend their choices and explain their writing.

#### Unit 4: Contemporary Issue

- Students will address an issue that they are concerned about and create a short documentary on this topic.
- Students will write an essay about the issue being addressed, how there is a story behind it, and which mode (observational, expository, performative, etc.) of documentary would best be served to demonstrate this issue and why.
- Students will film and edit this short documentary. Many will be entered into local contests and shared with the entire school.

# Chino Valley Unified School District

## High School Course Description

### Unit 5: Commercial

- Students will do a mock commercial, a commercial for a class or program at our school, or they can be “hired” by a local business (no corporations, only locally owned).
- Students will write the script and story board it out,
- Students will include a paragraph or more describing their method of persuasion they’re using.
- The commercial is evaluated not only on the quality of the final product, but how it reflects the method of persuasion chosen.

### Unit 6: Scene Analysis

- Students analyze a scene from the genre of their choice in a short essay.
- Students will focus on the context of the film’s movement and history, as well as the aesthetic style and editing choices made by the director.
- Students will storyboard the scene and recreate the scene as closely as possible.

### Unit 7: Experimental Film

- Students will either create a music video, or an experimental piece where they approach their short film as a work of art.
- Students will push their creative boundaries in an attempt to express something personal, or a critique of the world.
- Students will play their films on loops and others observe and move around like an actual art gallery for critiquing.
- Students will provide three written critiques of other student projects.

### Unit 8: Research Paper

- Students will report on a specific career in film, what it takes to get there, and how they would be a good fit in that specific role.
- Students will demonstrate their understanding of the aspects of movement and motion graphics, and a bit of key frame animation in a visual slide show.
- Students will share their research with the class, so every student develops an in-depth knowledge of the video production industry.

### Unit 9: The Finale

- Students will plan, storyboard, audition and take all the cinematographic techniques learned on the filming side to shoot.
- Students will journal the process, explain pitfalls they encountered and how they overcame them, as well as analyze their method of filming and producing.
- Students will select their six favorite shots from production and submit them along with a short explanation as to why they chose these shots.
- The footage is graded on aesthetic quality alone and is a separate evaluation from the movie as a whole.

### 4. Instructional Methods and/or Strategies:

- Direct instruction
- Small group work
- Activity-based instruction
- Group discussions

### 5. Assessment Including Methods and/or Tools:

The class uses computers to drive project-based learning, including the use of Microsoft Word for screenwriting and Adobe Premiere Pro for video production. The culminating project requires students to collaborate as a class to create a feature-length film by the end of the course.

The evaluation of student progress and evaluation will be based on the following criteria outlined in board policy:

- Assessments: 60-75% of the final grade
- Assignments and class discussions: 25-40% of the final grade

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** July 18, 2019  
**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 & Equity  
**SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE REGULATION 6171 INSTRUCTION – TITLE I PROGRAMS**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and Administrative Regulation 6171 Instruction – Title I Programs are being revised to address (1) the requirement to use federal Title I funds to supplement, not supplant, funds available from state and local sources; (2) use of the District’s Local Control and Accountability Plan; and (3) methods for demonstrating the comparability of services between Title I and non-Title I schools. The administrative regulation is being updated to reflect amendments by the Every Student Succeeds Act related to schoolwide programs, targeting assistance programs, and participation by private school students.

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

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 6171 Instruction – Title I Programs.

**FISCAL IMPACT**

None.

NE:LF:YF:rtr

## TITLE I PROGRAMS

~~In order to improve~~ ¶The BOARD OF EDUCATION DESIRES TO PROVIDE A HIGH-QUALITY EDUCATION THAT ENABLES ALL STUDENTS TO MEET CHALLENGING STATE academic achievement STANDARDS. IN SCHOOLS WITH ~~of students~~ A LARGE NUMBER OR PERCENTAGE ~~from~~ OF economically disadvantage families, the District shall use Federal Title I funds to provide supplementary services that reinforce STRENGTHEN the ~~core curriculum~~ ACADEMIC PROGRAM and ~~assist~~ PROVIDE SUPPORT TO students ~~in attaining proficiency on state~~ AT RISK OF FAILING TO ACHIEVE academic standards and assessments.

(cf. 6011 - Academic Standards)  
 (cf. 6162.5 - Student Assessment)  
 (cf. 6162.51 - Standardized Testing and Reporting Program)

TITLE I FUNDS SHALL BE USED TO SUPPLEMENT, NOT SUPPLANT, FUNDS AVAILABLE FROM STATE AND LOCAL SOURCES FOR THE EDUCATION OF STUDENTS PARTICIPATING IN TITLE I PROGRAMS. (20 USC 6314, 6321)

~~The Superintendent or designee shall provide technical assistance and support to any school participating in~~ DESCRIPTIONS OF HOW THE DISTRICT WILL ADDRESS THE REQUIRED COMPONENTS OF the Title I program LOCAL EDUCATIONAL AGENCY PLAN, ~~including consultation~~ AS SPECIFIED in 20 USC 6312, SHALL BE INCLUDED WITHIN the DISTRICT'S development and implementation of school LOCAL CONTROL AND ACCOUNTABILITY plans (LCAP), THE LCAP FEDERAL ADDENDUM, OR ANOTHER DOCUMENT. SCHOOL-LEVEL STRATEGIES SHALL BE ALIGNED WITH THE DISTRICT'S PLAN and activities BE TAILORED TO THE SPECIFIC NEEDS OF THE STUDENTS AT THE SCHOOL.

(cf. 0420 - School Plans/Site Councils)  
 (cf. 0400 - Comprehensive Plans)  
 (cf. 0460 - Local Control and Accountability Plan)

IN ADDITION, ~~the~~ District and each school receiving Title I funds shall develop a written parent/GUARDIAN AND FAMILY involvement ENGAGEMENT policy in accordance with 20 USC 6318.

(cf. 6020 - Parent Involvement)

### Comparability of Services

IN SCHOOLS RECEIVING ~~State and local funds used in schools receiving~~ Title I funds, STATE AND LOCAL FUNDS shall BE USED TO provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds or, if all district schools are receiving Title I funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or by grade span. (20 USC 6321)



**TITLE I PROGRAMS** (cont.)

To demonstrate comparability of services among District schools:

1. The Board of Education shall adopt and implement a District-wide salary schedule.
2. The ratio of students to teachers, administrators, and other staff at each Title I school shall not exceed 110 percent of the average ratio across non-Title I schools.
3. Salary expenditures at each Title I school, shall be no less than 90 percent of the average salary expenditure across non-Title I schools.
4. All district schools shall be provided with the same level of base funding per student for curriculum and instructional materials.
5. The Superintendent or designee shall maintain records of the quantity and quality of instructional materials and equipment at each school.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

In determining comparability, the District shall not include staff salary differentials for years of employment. The District also may exclude unpredictable changes in student enrollment or personnel assignments that occur after the beginning of the school year, state and local funds expended for language instruction educational programs, state and local funds expended for the excess costs of providing services to disabled students WITH DISABILITIES, and supplemental state or local funds expended in any school attendance area or school for programs that specifically meet the intent and purposes of Title I. (20 USC 6321)

~~At the beginning of each school year,~~ The Superintendent or designee shall ANNUALLY measure ASSESS comparability in accordance with the above criteria and maintain records documenting the District's compliance. If any instances of noncomparability are identified, the Superintendent or designee shall promptly implement adjustments as needed to ensure comparability.

**PARTICIPATION OF PRIVATE SCHOOL STUDENTS**

THE DISTRICT SHALL PROVIDE OR CONTRACT TO PROVIDE SPECIAL EDUCATIONAL SERVICES, INSTRUCTIONAL SERVICES (INCLUDING EVALUATIONS TO DETERMINE THE PROGRESS BEING MADE IN MEETING STUDENTS' ACADEMIC NEEDS), COUNSELING, MENTORING, ONE-ON-ONE TUTORING, OR OTHER TITLE I BENEFITS TO ELIGIBLE PRIVATE SCHOOL STUDENTS RESIDING IN A PARTICIPATING SCHOOL ATTENDANCE AREA. SUCH SERVICES AND BENEFITS SHALL BE PROVIDED ON AN EQUITABLE BASIS IN COMPARISON TO SERVICES AND OTHER BENEFITS FOR PUBLIC SCHOOL STUDENTS. (20 USC 6320, 7881)

**TITLE I PROGRAMS (cont.)****Program Evaluation**

The Board shall use state assessment results and other available measures or indicators to MONITOR THE PROGRESS OF ECONOMICALLY DISADVANTAGED AND LOW-ACHIEVING STUDENTS IN TITLE I SCHOOLS. DURING THE annually EVALUATION OF THE DISTRICT'S ~~determine whether each participating school making adequate yearly~~ progress toward ensuring ACHEIVING that all students meet the state's proficient level of EACH GOAL IDENTIFIED IN THE LCAP OR OTHER PLANNING DOCUMENT ADDRESSING 20 USC 6312, THE BOARD SHALL REVIEW ACADEMIC achievement ~~on state assessments~~, SCHOOL ATTENDANCE, AND OTHER OUTCOMES FOR SUCH STUDENTS AND SHALL ENSURE THAT STRATEGIES ARE REVISED AS NECESSARY TO SUPPORT CONTINUOUS IMPROVEMENT.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

**Legal Reference:**EDUCATION CODE

11503 Parent Involvement Programs in Title I Schools

52060-52077 Local control and accountability plan

54420-54425 State Compensatory Education

64001 Single Plan for Student Achievement, Consolidated Application Programs

UNITED STATES CODE, TITLE 20

6301 Program Purpose

6311-6422 Improving Basic Programs for Disadvantaged Students, Including:

6312 Local Educational Agency Plan

6313 Eligibility of Schools and School Attendance Areas; Funding Allocation

6314 Title I Schoolwide Programs

6315 Targeted Assistance Schools

6318 Parent and family engagement

6320 Participation of Private School Students

6321 Comparability of Services

6333-6335 Grants to local educational agencies

6391-6399 Education for migrant students

7881 Participation of Private School Students

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.73 Improving Basic Programs for Disadvantaged Students

**Management Resources:**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Frequently Asked Questions About Title I Schoolwide Programs

Local Control and Accountability Plan Federal Addendum Template

Meeting Title I, Part A Comparability Requirements, October 2017

UNITED STATES DEPARTMENT OF EDUCATION GUIDANCE

Fiscal Changes and Equitable Services Requirements Under the Elementary and Secondary Education Act of 1965 (ESEA), as Amended by the Every Student Succeeds Act,

Non-Regulatory Guidance, November 21, 2016

Title I Fiscal Issues, Non-Regulatory Guidance, February 2008

Designing Schoolwide Programs, March 22, 2006

**TITLE I PROGRAMS (cont.)**

Title I Services to Eligible Private School Students, October 17, 2003

WEBSITES

California School Boards Association: [www.cbsa.org](http://www.cbsa.org)

California Department of Education: [www.cde.ca.gov/sp/sw](http://www.cde.ca.gov/sp/sw)

U.S. Department of Education: [www.ed.gov](http://www.ed.gov)

**Chino Valley Unified School District**

Policy adopted: September 4, 2003

Revised: June 18, 2009

REVISED:

## TITLE I PROGRAMS

### Schoolwide Programs

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 percent of the students in the school attendance area, or at least 40 percent of the students enrolled in the school, are from low-income families. ~~The Superintendent or designee shall inform any such eligible school and the school's parents/guardians of the school's eligibility and its ability to consolidate funds from federal, state, and local sources for program purposes.~~

(20 USC 6314; 34 CFR 200.25)

ANY SCHOOL OPERATING A SCHOOLWIDE PROGRAM SHALL DEVELOP A COMPREHENSIVE PLAN WITH THE INVOLVEMENT OF PARENTS/GUARDIANS, AND OTHER INDIVIDUALS DETERMINED BY THE SCHOOL. (20 USC 6314)

(cf. 0400 - Comprehensive Plans)

~~Any participating~~ THE schoolwide PROGRAM PLAN shall ~~develop, annually review, and update~~ BE BASED ON A COMPREHENSIVE NEEDS ASSESSMENT AND SHALL BE INCORPORATED INTO a single plan for student achievement which ALSO incorporates the planS required by 20 USC 6314 for ~~reforming the school's total instructional program and plans required by~~ FOR other categorical programs included in the state's consolidated application. (Education Code 64001; 20 USC 6314)

(cf. 0420 - School Plans/Site Councils)

~~A school-wide program~~ THE PLAN shall include DESCRIBE THE STRATEGIES THAT THE SCHOOL WILL IMPLEMENT TO ADDRESS SCHOOL NEEDS, INCLUDING A DESCRIPTION OF HOW SUCH STRATEGIES WILL: (20 USC 6314)

1. ~~A comprehensive needs assessment of the entire school, including the needs of migrant~~ PROVIDE OPPORTUNITIES FOR ALL students, which includes ~~the achievement of~~ ECONOMICALLY DISADVANTAGED students, STUDENTS WITH DISABILITIES, AND ENGLISH LEARNERS, ~~in relation to~~ MEET state academic content and achievement standards.

(cf. 6011 - Academic Standards)

2. ~~School-wide reform~~ USE METHODS AND INSTRUCTIONAL strategies that STRENGTHEN THE SCHOOL'S ACADEMIC PROGRAM, INCREASE THE AMOUNT AND QUALITY OF LEARNING TIME, AND HELP PROVIDE AN ENRICHED AND ACCELERATED CURRICULUM, WHICH MAY INCLUDE PROGRAMS, ACTIVITIES, AND COURSES NECESSARY TO PROVIDE A WELL-ROUNDED EDUCATION.
  - a. ~~Provide opportunities for all students to meet the state's proficient and advanced levels of achievement.~~

**TITLE I PROGRAMS (cont.)**

- ~~b. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the school's core academic program, increase the amount and quality of learning time, help provide an enriched and accelerated curriculum, and include strategies for meeting the educational needs of historically underserved populations.~~

(cf. 5148.2 - Before/After School Programs)  
 (cf. 6111 - School Calendar)  
 (cf. 6112 - School Day)  
 (cf. 6141 - Curriculum Development, Implementation and Evaluation)  
 (cf. 6177 - Summer School)

- e.3. ~~Include strategies to~~ Address the needs of all students in the school, but particularly the needs of ~~low-achieving students and those at risk of not meeting state achievement~~ ACADEMIC standards, ~~who are members of the target population of any program that is part of the school-wide program.~~ THROUGH ACTIVITIES WHICH MAY INCLUDE:

- a. ~~Such strategies may include~~ Counseling, SCHOOL-BASED MENTAL HEALTH PROGRAMS, student SPECIALIZED INSTRUCTIONAL SUPPORT services, mentoring services, college and career awareness and preparation, and OTHER STRATEGIES TO IMPROVE STUDENTS' SKILLS OUTSIDE the ~~integration of vocational and technical education programs~~ ACADEMIC SUBJECT AREAS.

(cf. 5141.6 - School Health Services)  
 (cf. 6164.2 - Guidance/Counseling Services)  
 (cf. 6164.5 - Student Success Teams)

- d.b ~~Address how~~ PREPARATION FOR AND AWARENESS OF OPPORTUNITIES FOR POSTSECONDARY EDUCATION AND the WORKFORCE, WHICH MAY INCLUDE CAREER AND TECHNICAL EDUCATION PROGRAMS AND BROADENING SECONDARY school ~~will determine if studentS' needs have been met~~ ACCESS TO COURSEWORK TO EARN POSTSECONDARY CREDIT WHILE STILL IN HIGH SCHOOL

(cf. 6172.1 - Concurrent Enrollment in College Classes)  
 (cf. 6178 - Career Technical Education)

- e.c. ~~Are consistent with and designed to~~ implementation state OF A SCHOOLWIDE TIERED MODEL TO PREVENT and local improvement plans, ~~if any~~ ADDRESS PROBLEM BEHAVIOR, AND EARLY INTERVENTION SERVICES, COORDINATED WITH SIMILAR ACTIVITIES AND SERVICES CARRIED OUT UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT

**TITLE I PROGRAMS (cont.)**

- ~~3.d. High quality and ongoing p~~Professional development AND OTHER ACTIVITIES for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff SCHOOL PERSONNEL, and parents/guardians to enable IMPROVE all students in the school INSTRUCTION AND USE OF DATA FROM ACADEMIC ASSESSMENTS AND to meet state academic achievement standards RECRUIT AND RETAIN EFFECTIVE TEACHERS, PARTICULARLY IN HIGH-NEED SUBJECTS

(cf. 4111/4211/4311 - Recruitment and Selection)  
(cf. 4131 - Staff Development)  
(cf. 4222 - Teacher Aides/Paraprofessionals)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

- ~~4. Strategies to attract high-quality, highly qualified teachers to high-need schools.~~

(cf. 4111 - Recruitment and Selection)

- ~~5. Strategies to increase parent involvement.~~

(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 6020 - Parent Involvement)

- ~~6.e Plans~~ STRATEGIES for assisting preschool children in the transition from early childhood programs to elementary school programs

(cf. 5148.3 - Preschool/Early Childhood Education)

- ~~7. Measures to include teachers in decisions regarding the use of academic assessments to provide information on and to improve the achievement of individual students and the overall instructional program~~

- ~~8. Activities to ensure that students who experience difficulty mastering the proficient and advanced levels of academic standards shall be provided with effective, timely additional assistance, which shall include measures for timely identification of students' difficulties and provision of sufficient information on which to base effective assistance.~~

(cf. 6179 - Supplemental Instruction)

- ~~9. Coordination and integration~~ THE PLAN SHALL ALSO INCLUDE A DESCRIPTION of ANY APPLICABLE federal, state and local services and programs THAT WILL BE CONSOLIDATED IN THE SCHOOLWIDE PROGRAM. (20 USC 6314; 34 CFR 200.27)

THE PLAN AND ITS IMPLEMENTATION SHALL BE MONITORED AND REVISED AS NECESSARY BASED ON STUDENT NEEDS TO ENSURE THAT ALL STUDENTS ARE PROVIDED OPPORTUNITIES TO MEET STATE ACADEMIC STANDARDS. (20 USC 6314)

**TITLE I PROGRAMS (cont.)****Targeted Assistance Programs**

Any school that receives Title I funds but does not operate schoolwide program shall use Title I funds to provide services to: (20 USC 6315)

1. Students in grades 3-12 identified by the school as failing, or most at-risk of failing, to meet the state's academic achievement standards on the basis of criteria established by the District and supplemented by the school.
2. Students in preschool through grade 2 selected solely on the basis of such criteria as teacher judgment, interviews with parents/guardians, and developmentally appropriate measures.

A targeted assistance program shall: (20 USC 6315)

1. Use program resources to help participating students meet state academic achievement standards expected for all students.
2. Ensure that program planning is incorporated into existing school planning.
3. Use effective methods and instructional strategies, based on scientifically based research that strengthens the core academic program, give primary consideration to providing extended learning time, help provide an accelerated, high-quality curriculum, and minimize removing students from the regular classroom during regular school hours for instruction provided by Title I.
4. Coordinate with and support the regular education program, which may include services to assist preschool students in the transition to elementary school programs.
5. Provide instruction by highly qualified teachers.
6. Provide opportunities for professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and, parents/guardians who work with participating students.
7. Provide strategies to increase parent involvement.
8. Coordinate and integrate federal, state and local services and programs.

**Participation of Private School Students**

~~The Superintendent or designee shall provide or contract to provide special educational services or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis with participating public school students. (20 USC 6320, 7881)~~

**TITLE I PROGRAMS** (cont.)

Teachers, ~~other educational personnel~~, and families of participating private school students shall have an opportunity to participate, on an equitable basis, in parent/GUARDIAN AND FAMILY ~~involvement~~ ENGAGEMENT activities and professional development pursuant to 20 USC 6318. (20 USC 6320, 7881)

Each year the Superintendent or designee shall contact officials of private schools with students who reside within District boundaries, regardless of whether the private school they attend is located within the District or whether or not those officials have previously indicated any interest in program participation, AND INVITE THEM TO A MEETING TO DISCUSS THE INTENT OF TITLE I AND THE ROLES OF PUBLIC AND PRIVATE SCHOOL OFFICIALS.

The Superintendent or designee shall consult, ~~in a meaningful and timely manner~~, with appropriate private school officials, IN A MEANINGFUL AND TIMELY MANNER, during the design and development of the District's Title I programs, WITH THE GOAL OF REACHING AGREEMENT ON HOW TO PROVIDE EQUITABLE AND EFFECTIVE PROGRAMS FOR ELIGIBLE PRIVATE SCHOOL STUDENTS. Such consultation shall occur before the District makes any decision that affects the opportunities of eligible private school students to participate in Title I programs and shall include ~~a discussion~~ of CONSULTATION ON ISSUES SUCH AS THE FOLLOWING: (20 USC 6320, 7881; 34 CFR 200.56)

1. How the needs of private school students will be identified
2. What services will be offered
3. How, where and by whom the services will be provided
4. How the services will be academically assessed and how assessment results will be used to improve those services.
5. The size and scope of the equitable services to be provided to ELIGIBLE private school students, ~~and the proportion of funds that is~~ TO BE allocated for such services, AND HOW THAT PROPORTION OF FUNDS IS DETERMINED
6. The method or sources of data that are used to determine the number of students from low-income families in participating school attendance areas who attend private schools
7. How and when the District will make decisions about the delivery of services to such students, including a thorough consideration and analysis of the views of private school officials on the provision of services through a third-party provider
8. How, if the District disagrees with the views of private school officials on the provision of services through a third-party provider, the District will provide to private school officials a written analysis of the reasons that the District has chosen not to use a contractor



**TITLE I PROGRAMS** (cont.)

IF THE DISTRICT DISAGREES WITH THE VIEWS OF PRIVATE SCHOOL OFFICIALS WITH RESPECT TO ANY OF THE ABOVE ISSUES, THE DISTRICT SHALL PROVIDE THE OFFICIALS, IN WRITING, THE REASONS THAT THE DISTRICT DISAGREES. (20 USC 6320)

Meetings between district and private school officials shall continue throughout implementation and assessment of services. (20 USC 6320)

The ~~Superintendent or designee~~ DISTRICT shall maintain and shall provide to the California Department of Education (CDE) ~~upon request~~, a written affirmation signed by officials of each participating private school that consultation has occurred. THE AFFIRMATION SHALL PROVIDE THE OPTION FOR PRIVATE SCHOOL OFFICIALS TO INDICATE THEIR BELIEF THAT TIMELY AND MEANINGFUL CONSULTATION HAS NOT OCCURRED OR THAT THE PROGRAM DESIGN IS NOT EQUITABLE WITH RESPECT TO PRIVATE SCHOOL STUDENTS. If the private school officials do not provide ~~such~~ THE affirmation within a reasonable period of time, the ~~Superintendent or designee~~ DISTRICT shall ~~maintain records of~~ SEND DOCUMENTATION TO THE CDE DEMONSTRATING THAT the consultation HAS, or ~~the offer of~~ ATTEMPTS AT SUCH consultation HAVE, TAKEN PLACE. (20 USC 6320)

(cf. 3580 - District Records)

The Superintendent or designee also shall maintain COPIES OF PROGRAM DESCRIPTIONS, NOTICES, FUNDING ALLOCATIONS, AND OTHER COMMUNICATIONS AND records documenting PERTAINING ~~that~~ TO THE PROVISION OF SERVICES TO PRIVATE SCHOOL STUDENTS.

**Chino Valley Unified School District**

Regulation approved: September 4, 2003

Revised: May 7, 2009

Revised: December 15, 2016

REVISED:

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** July 18, 2019  
**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 APRIL THROUGH JUNE 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 April through June 2019.

**FISCAL IMPACT**

None.

NE:LF:rttr

**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: April 2019 – June 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