



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

August 15, 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
6:00 p.m. - Closed Session • 7:00 p.m. - Regular Meeting
August 15, 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 – 6:00 P.M.

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

Discussion and possible action (times are approximate):

- a. Conference with Legal Counsel Existing Litigation (Government Code 54954.5 (c) and 54956.9 (d)(1)): Oxford Preparatory Academy v. Chino Valley Unified School District, et. al. SBC No. CIVDS1710045. (Chidester, Margaret A. & Associates) (15 minutes)
- b. 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) (10 minutes)
- c. Public Employee Discipline/Dismissal/Release (Government Code 54957): (15 minutes)
- d. Public Employee Appointment (Government Code 54957): Elementary School Assistant Principals; and High School Assistant Principals. (10 minutes)
- e. Public Employee Performance Evaluation (Government Code 54957): Superintendent. (10 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. PRESENTATIONS

1. Facilities, Planning, and Operations: Measure G Update
2. Human Resources: Staffing and Enrollment

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

The proceedings of this meeting are being recorded.

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

II. ACTION

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

II.A.1. Public Hearing Regarding the Sufficiency of Instructional Materials 2019/2020 and Adoption of Resolution 2019/2020-10 for Cal Aero Preserve Academy K Through 6

Page 8

Recommend the Board of Education conduct a public hearing regarding the Sufficiency of Instructional Materials 2019/2020 and adopt Resolution 2019/2020-10 for Cal Aero Preserve Academy K through 6.

Open Hearing _____

Close Hearing _____

Motion ___ Second ___

Preferential Vote: ___

Vote: Yes ___ No ___

III. CONSENT

Motion ___ Second ___

Preferential Vote: ___

Vote: Yes ___ No ___

III.A. ADMINISTRATION

III.A.1. Minutes of the Special Meeting of July 13, 2019, and Regular Meeting of July 18, 2019

Page 12

Recommend the Board of Education approve the minutes of the special meeting of July 13, 2019, and regular meeting of July 18, 2019.

III.A.2. Revision of Bylaws of the Board 9320—Meetings and Notices

Page 22

Recommend the Board of Education approve the revision of Bylaws of the Board 9320—Meetings and Notices.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Page 31

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 32

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

III.B.4. Donations

Page 39 Recommend the Board of Education accept the donations.

III.B.5. Legal Services

Page 42 Recommend the Board of Education approve payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; Margaret A. Chidester & Associates; and The Tao Firm.

III.B.6. Transfer of Funds for the 2018/2019 Unpaid Meal Balances/Bad Debt

Page 43 Recommend the Board of Education approve the transfer of funds for the 2018/2019 unpaid meal balances/bad debt.

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

III.C.1. School-Sponsored Trips

Page 44 Recommend the Board of Education approve/ratify the school-sponsored trips for Eagle Canyon ES, Magnolia JHS, and Townsend JHS.

III.C.2. New Junior High and High School Comprehensive Sexual Health and HIV/AIDS Prevention Education Instructional Materials Adoption for Grades 7 Through 12

Page 46 Recommend the Board of Education approve 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.

III.C.3. New Course: Introduction to Film and Video Production

Page 48 Recommend the Board of Education approve the new course Introduction to Film and Video Production.

III.C.4. Revision of Board Policy 6171 Instruction—Title 1 Programs

Page 58 Recommend the Board of Education approve the revision of Board Policy 6171 Instruction—Title 1 Programs.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Page 63 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

- III.D.2. Agreements for Contractor/Consultant Services**
Page 64 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.
- III.D.3. Surplus/Obsolete Property**
Page 68 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.
- III.D.4. Resolutions 2019/2020-06, 2019/2020-07, 2019/2020-08, and 2019/2020-09 for Authorization to Utilize Piggyback Contracts**
Page 71 Recommend the Board of Education adopt Resolutions 2019/2020-06, 2019/2020-07, 2019/2020-08, and 2019/2020-09 for authorization to utilize piggyback contracts.
- III.D.5. Notice of Completion for CUPCCAA Bid 18-19-28I, Cattle ES Poured in Place Resurfacing Installation**
Page 81 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Bid 18-19-28I, Cattle ES Poured in Place Resurfacing Installation.
- III.D.6. Request for Proposal No. 19-20-03, Nutrition Services—Bread**
Page 83 Recommend the Board of Education award RFP No. 19-20-03, Nutrition Services—Bread to Moreno Brothers Distributing.
- III.D.7. Request for Proposal No. 19-20-04, Nutrition Services—Fresh Produce**
Page 84 Recommend the Board of Education award RFP No. 19-20-04, Nutrition Services—Fresh Produce to Loewy Enterprises dba Sunrise Produce.
- III.D.8. Rejection of Bid 19-20-02F, Briggs K-8 New Science Lab Building and Authorization to Re-bid**
Page 85 Recommend the Board of Education reject the bids received for Bid 19-20-02F, Briggs K-8 New Science Lab Building, and authorize staff to re-bid the project.
- III.D.9. Change Orders for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project**
Page 87 Recommend the Board of Education approve the change orders for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project.
- III.E. HUMAN RESOURCES**
- III.E.1. Certificated/Classified Personnel Items**
Page 100 Recommend the Board of Education approve/ratify the certificated/classified personnel items.
- III.E.2. Rejection of Claim**
Page 118 Recommend the Board of Education reject the claim and refer it to the District's insurance adjuster.

III.E.3. Student Internship Agreement with National University

Page 119 Recommend the Board of Education approve the student internship agreement with National University.

IV. INFORMATION**IV.A. ADMINISTRATION****IV.A.1. Revision of Bylaws of the Board E 9000—Board Protocols**

Page 127 Recommend the Board of Education receive for information the revision of Bylaws of the Board E 9000—Board Protocols.

IV.B. BUSINESS SERVICES**IV.B.1. Revision of Board Policy and Administrative Regulation 1230 Community Relations—School-Connected Organizations**

Page 135

Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 1230 Community Relations—School-Connected Organizations.

IV.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**IV.C.1. 2018/2019 Second Semester Student Expulsion Report**

Page 145 Recommend the Board of Education receive for information the 2018/2019 Second Semester Student Expulsion Report.

IV.C.2. Revision of Board Policy 6142.92 Instruction—Mathematics Instruction

Page 149

Recommend the Board of Education receive for information the revision of Board Policy 6142.92 Instruction—Mathematics Instruction.

IV.C.3. Revision of Board Policy and New Administrative Regulation 6152.1 Instruction—Placement in Mathematic Courses

Page 154

Recommend the Board of Education receive for information the revision of Board Policy and new Administrative Regulation 6152.1 Instruction—Placement in Mathematics Courses.

IV.C.4. Revision of Board Policy 6190 Instruction—Evaluation of the Instructional Program

Page 160

Recommend the Board of Education receive for information the revision of Board Policy 6190 Instruction—Evaluation of the Instructional Program.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

VI. ADJOURNMENT

Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education
Date posted: August 9, 2019

Chino Valley Unified School District

Our Motto:

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

DATE: August 15, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Luke Hackney, Director, Elementary Curriculum
Troy Ingram, Coordinator, Innovation and Creative Services

SUBJECT: PUBLIC HEARING REGARDING THE SUFFICIENCY OF INSTRUCTIONAL MATERIALS 2019/2020 AND ADOPTION OF RESOLUTION 2019/2020-10 FOR CAL AERO PRESERVE ACADEMY K THROUGH 6

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BACKGROUND

Education Code 60119 states the governing board of a school district shall hold a public hearing at which the board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders.

Cal Aero Preserve Academy K through 6 operates as a year-round campus and for the 2019/2020 school year they opened their doors to begin instruction on July 8, 2019. A separate public hearing for sufficiency of instructional materials is being held for this school site in order to be compliant with Education Code 60119.

At this hearing a determination shall be made, through a resolution, as to whether each pupil has sufficient textbooks or instructional materials, or both, to use in class and to take home. These textbooks or instructional materials shall be aligned to the content standards pursuant to Education Code 60605 or 60605.8 in each of the following subjects, that are consistent with the content and cycles of the curriculum framework adopted by the state board in mathematics, science, history-social science, English language arts, including the English language development component of an adopted program, foreign language and health.

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

RECOMMENDATION

It is recommended the Board of Education conduct a public hearing regarding the Sufficiency of Instructional Materials 2019/2020 and adopt Resolution 2019/2020-10 for Cal Aero Preserve Academy K through 6.

FISCAL IMPACT

None.

NE:LF:LH:TI:trr

**Chino Valley Unified School District
Resolution 2019/2020-10
Sufficiency of Instructional Materials**

WHEREAS, the Board of Education of the Chino Valley Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on August 15, 2019, at 7:00 pm, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours;

WHEREAS, the Board provided at least 10 days' notice of the public hearing by posting it in at least three public places within the District stating the time, place, and purpose of the hearing;

WHEREAS, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing;

WHEREAS, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learner, in the Chino Valley Unified School District;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage;

WHEREAS, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Chino Valley Unified School District, have standards-aligned textbooks or instructional materials from the same adoption cycle;

WHEREAS, textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

English/Language Arts/English Language Development

- TK MacMillan/McGraw-Hill; Little Treasures (All Day National Kit, Read Aloud Big Books, Trade Books, plus additional components) 2012
- K-6 McGraw-Hill School Education; CA Reading Wonders ELA/ELD, 2017

Mathematics

- TK MacMillan/McGraw-Hill; Little Treasures (All Day National Kit, Read Aloud Big Books, Trade Books, plus additional components) 2012

- K-5 Pearson Scott Foresman; enVision Math, 2015
- 6-8 Houghton Mifflin & Harcourt, Big Ideas Math, Course 1, Course 2, and Course 3, 2015

History/Social Science

- TK MacMillan/McGraw-Hill; Little Treasures (All Day National Kit, Read Aloud Big Books, Trade Books, plus additional components) 2012
- K-5 Harcourt School Publishers; Reflections: California Series, 2007
- 6-8 Holt, Rinehart and Winston; Ancient Civilizations, 2006

Science

- TK MacMillan/McGraw-Hill; Little Treasures (All Day National Kit, Read Aloud Big Books, Trade Books, plus additional components) 2012
- K-5 Houghton Mifflin Company; Houghton Mifflin California Science, 2007
- 6 Pearson Scott Foresman; Earth Science, 2008

NOW, THEREFORE, BE IT RESOLVED that for the 2019/2020 school year, the Chino Valley Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in all courses required by Education Code 60119.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 15th day of August 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
SPECIAL MEETING OF THE BOARD OF EDUCATION
July 13, 2019

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 8:00 A.M.

1. Call to Order

Vice President Blair called to order the special meeting of the Board of Education, Saturday, July 13, 2019, at 8:00 a.m. with Blair, Gagnier, and Schaffer present. President Na arrived at 8:04 a.m. and Mr. Cruz arrived at 8:08 a.m.

Administrative Personnel

Norm Enfield, Ed.D., Superintendent

2. Pledge of Allegiance

Superintendent Enfield led the Pledge of Allegiance.

I.B. COMMENTS FROM THE AUDIENCE ON ITEMS ON THE AGENDA

None.

I.C. BOARD DEVELOPMENT

1. Governance Workshop

The Board of Education met with Joel Shapiro to facilitate a discussion on governance. Topics included norms and protocols, process for Board self-evaluation, and effective Board meetings.

II. ADJOURNMENT

President Na adjourned the special meeting of the Board of Education at 10:36 a.m.

James Na, President

Andrew Cruz, Clerk

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
July 18, 2019

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 5:50 P.M.

1. Roll Call

President Na called to order the regular meeting of the Board of Education, Thursday, July 18, 2019, at 5:50 p.m. with Cruz, Gagnier, Schaffer, and Na present. Mrs. Blair arrived at 6:01 p.m.

Administrative Personnel

Norm Enfield, Ed.D., Superintendent

Sandra H. Chen, Associate Superintendent, Business Services

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

Lea Fellows, Assistant Superintendent, CIIS

Richard Rideout, Assistant Superintendent, Human Resources

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

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Na adjourned to closed session at 5:50 p.m. regarding conference with legal counsel existing and anticipated litigation; student discipline; public employee discipline/dismissal/release; public employee appointment: elementary school principal and assistant principals; and junior high school and high school assistant principals; and public employee performance evaluation: Superintendent.

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 5:52 p.m. to 6:45 p.m. regarding conference with legal counsel existing and anticipated litigation; student discipline; public employee discipline/dismissal/release; public employee

appointment: elementary school principal and assistant principals; junior high school and high school assistant principals; and public employee performance evaluation: Superintendent. The Board took action to approve the settlement agreement for pending litigation in San Bernardino Superior Court Case No. CIVDS 1621798. Under this Agreement, the District agrees to pay Petitioner's attorneys' fees and costs without further need for litigation. The roll call vote in this matter was Cruz, Gagnier, Blair, Schaffer, and Na voting yes. Additionally, by a vote of 3-2 (Cruz and Na voted no) the Board authorized counsel to file a petition for rehearing in the Court of Appeal and for review in the California Supreme Court (regarding Oxford Preparatory Academy v. Chino Valley Unified School District et al. SBC No CIVDS1710045). Regarding public employee appointments, the Board of Education appointed the following individuals effective July 22, 2019, by a unanimous vote of 5-0: Debra Fisher-Hinshaw as assistant principal, Ramona JHS; Justin Lopez as assistant principal, Canyon Hills JHS; Brian Martinez as assistant principal, Walnut ES; Lauren Altermatt as assistant principal, Newman ES; and Christine Wilson as assistant principal, Country Springs ES; and Emily Gutierrez-Lao as principal, Borba ES, effective July 19, 2019. No further action was taken that required public disclosure.

2. Pledge of Allegiance

Danny Hernandez, CSEA President, led the Pledge of Allegiance.

I.C. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Danny Hernandez, CSEA President, said the District and CSEA reached a tentative agreement on June 19 on the Contract; spoke about safety issues including recent earthquakes; and spoke about artificial turf replacing natural grass throughout the District, and said that landscaping services under consultant/contractor services could affect unit members.

Tom Mackessy, CHAMP President, welcomed Emily Lao as principal of Borba ES; congratulated other administrative assignments; and said he is looking forward to another school year under the leadership of Superintendent Enfield.

I.D. COMMENTS FROM COMMUNITY LIAISONS

None.

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

None.

I.F. CHANGES AND DELETIONS

None.

II. ACTION**II.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****II.A.1. Consolidated Application for the 2019/2020 School Year**

Moved (Blair) seconded (Gagnier) carried unanimously (5-0) to approve the Consolidated Application for the 2019/2020 school year.

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**

Moved (Gagnier) seconded (Na) motion carried (4-1, Blair voted no) to 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.

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**

Moved (Blair) seconded (Gagnier) carried unanimously (5-0) to approve the employment contracts for: 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.

III. CONSENT

Moved (Blair) seconded (Gagnier) carried unanimously (5-0) to approve the consent items.

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

Approved the minutes of the regular meeting of June 20, 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 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

Approved student expulsion case 18/19-34.

III.C.2. School-Sponsored Trips

Approved/ratified 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

Approved 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

Approved 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

Approved the revision of Board Policy 5141.52 Students—Suicide Prevention.

III.C.6. Revision of Board Policy 5144 Students—Discipline

Approved the revision of Board Policy 5144 Students—Discipline.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

III.D.3. Surplus/Obsolete Property

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

III.D.4. Resolutions 2019/2020-01, 2019/2020-02, 2019/2020-03, 2019/2020-04, and 2019/2020-05 for Authorization to Utilize Piggyback Contracts

Adopted 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

Awarded 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

Awarded 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

Awarded 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

Awarded 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

Awarded 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

Approved 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**
Approved the change order for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project.
- III.D.12. Change Order for Bid 18-19-27F, Briggs K-8 New Science Lab Building—Interim Housing**
Approved 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**
Approved 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**
Approved 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**
Approved 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**
Approved 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**
Approved 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**
Approved 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**
Approved 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)**
Approved 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

Approved 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

Approved 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

Approved 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

Approved 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

Approved 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

Approved the revision of Board Policy 3540 Business and Noninstructional Operations—Transportation.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Approved/ratified the certificated/classified personnel items.

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

Approved 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)

Approved 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**

Received 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: Junior High School Curriculum—Chino Valley Unified School District, Comprehensive Sexual Health and HIV/AIDS Prevention Education, Department of Health Services. 2019., and 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

Received 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

Received 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

Received for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for April through June 2019.

V. COMMUNICATIONS**BOARD MEMBERS AND SUPERINTENDENT**

Joe Schaffer congratulated all new administrators.

Christina Gagnier congratulated Art Bennett as new chairman on the Chino Chamber; and announced membership for high school students in the chamber.

Andrew Cruz commended Danny Hernandez and Tom Mackessy for their leadership skills and making a difference.

Irene Hernandez-Blair acknowledged Ms. Lao for her appointment as the next principal of Borba ES and said she is excited to visit Borba ES in the new year.

Superintendent Enfield thanked the Board for approving contract extensions for the Cabinet.

President Na acknowledged Ms. Lao (Borba ES's new principal); and thanked Cabinet members for what they do.

VI. ADJOURNMENT

President Na adjourned the regular meeting of the Board of Education at 7:16 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: August 15, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION OF BYLAWS OF THE BOARD 9320—MEETINGS AND NOTICES

=====

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. Bylaws of the Board 9320—Meetings and Notices is being revised to reflect a change to the regular meeting start and end time. Board Bylaw 9310—Board Policies states in part, “The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.” In order to implement the policy revision as close to the new school year as possible, staff recommends waiving a second reading.

New language is provided in **BOLD** 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 Bylaws of the Board 9320—Meetings and Notices.

FISCAL IMPACT

None.

NE:pk

MEETINGS AND NOTICES

Meetings of the Board of Education are conducted for the purpose of accomplishing District business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's Bylaws, policies, and administrative regulations.

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or District official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the board, as long as that employee or District official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

(cf. 9012 - Board Member Electronic Communications)

In order to help ensure participation in the meeting by disabled individuals, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Regular Meetings

The Board shall hold one or two regular meeting(s) each month, with the exception of July and August, which have one meeting per month. Regular meetings shall be held at ~~7:00~~ **6:00** p.m. on the first and/or third Thursdays of the month at 5130 Riverside Drive, Chino, unless otherwise posted.

The Board shall adjourn its meetings no later than ~~10:00~~ **9:00** p.m. A meeting may be extended to no later than ~~10:30~~ **9:30** p.m. by Board action.

MEETINGS AND NOTICES (cont.)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the District's website. (Government Code 54954.2)

(cf. 1113 - District and School Websites)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, Assistant Superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice shall be received at least 24 hours before the time of the meeting. The notice also shall be posted on the district's internet website. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at these meetings. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all

MEETINGS AND NOTICES (cont.)

other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. (Government Code 54956.5) In the case of a dire emergency, the Board president shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

MEETINGS AND NOTICES (cont.)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss the Board roles and relationships.

(cf. 2000 - Concepts and Roles)
(cf. 2111 - Superintendent Governance Standards)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within District boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of the Board members at any of the following events is not subject to state open meeting laws provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school boards
2. An open, publicized meeting organized by a person or organization other than the District to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion

MEETINGS AND NOTICES (cont.)

6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to disabled persons or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

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

Meetings shall be held within District boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order, or to attend a judicial or administrative proceeding to which the District is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the District, provided the meeting is limited to items directly related to that facility

MEETINGS AND NOTICES (cont.)

7. Visit the office of the District's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on non-adversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, specified in items # 1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within District boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

MEETINGS AND NOTICES (cont.)

All Board policies, administrative regulations and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference:

EDUCATION CODE

- 35140 Time and place of meetings
- 35143 Annual organizational meeting, date, and notice
- 35144 Special meeting
- 35145 Public meetings
- 35145.5 Agenda; public participation; regulations
- 35146 Closed sessions
- 35147 Open meeting law exceptions and applications

GOVERNMENT CODE

- 3511.1 Local agency executives
- 11135 State programs and activities, discrimination
- 54950-54963 The Ralph M. Brown Act, especially:
- 54953 Meetings to be open and public; attendance
- 54954 Time and place of regular meetings
- 54954.2 Agenda posting requirements, board actions
- 54956 Special meetings; call; notice
- 54956.5 Emergency meetings

UNITED STATES CODE, TITLE 42

- 12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.160 Effective communications
- 36.303 Auxiliary aids and services

COURT DECISIONS

- Wolfe v. City of Fremont, (2006) 144 Cal.App. 544

ATTORNEY GENERAL OPINIONS

- 88 Ops.Cal.Atty.Gen. 218 (2005)
- 84 Ops.Cal.Atty.Gen. 181 (2001)
- 84 Ops.Cal.Atty.Gen. 30 (2001)
- 79 Ops.Cal.Atty.Gen. 69 (1996)
- 78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2nd Ed., 2010

WEBSITES

- California School Boards Association: www.csba.org
- California School Boards Association, Agenda Online:
www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx
- California Attorney General's Office: www.ag.ca.gov
- Institute for Local Government: www.ca-ilg.org
- League of California Cities: www.cacities.org

MEETINGS AND NOTICES (cont.)

Chino Valley Unified School District

Bylaw adopted: August 17, 1995

Revised: May 20, 1999

Revised: July 15, 1999

Revised: July 17, 2003

Revised: November 6, 2008

Revised: October 20, 2011

Revised: April 5, 2012

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: August 15, 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

\$16,701,122.85 to all District funding sources.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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Humility • Civility • Service

DATE: August 15, 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
August 15, 2019

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

School

Organization

Dickson ES
Wickman ES

PTA
PTO

Townsend JHS

Music Boosters

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: August 15, 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
August 15, 2019

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Butterfield ES</u>		
PTA	Membership Drive	8/16/19 - 9/5/19
PTA	Spirit Wear Sale	8/16/19 - 5/28/20
PTA	Marquee Birthday Wishes Sale	8/16/19 - 5/28/20
PTA	Thursdays After School Snack Sale	8/16/19 - 5/28/20
PTA	Thursdays After School Art Lessons	8/29/19 - 5/21/20
PTA	Fall Fun Run	9/4/19 - 9/13/19
PTA	Movie Night	9/6/19
PTA	Chili's Family Night Out	9/17/19
PTA	Wild West Family Fun Night	10/4/19
PTA	Book Fair	10/21/19 - 10/25/19
PTA	Movie Night	1/24/20
<u>Dickson ES</u>		
PTA	Spirit T-Shirt Sale	8/16/19 - 5/29/20
PTA	Book Fair	8/19/19 - 8/23/19
PTA	After School Popsicle Sale	8/21/19 - 5/29/20
PTA	After School Kona Ice Sale	8/21/19 - 5/29/20
PTA	Boo-Gram Sale	10/21/19 - 10/29/19
PTA	Fall Festival	10/25/19
PTA	Santa Gift Shop	12/9/19 - 12/13/19
PTA	Family Movie Night	1/10/20
<u>Rolling Ridge ES</u>		
PTA	Rubio's Family Night Out	8/28/19
<u>Wickman ES</u>		
PTO	Membership Drive	8/16/19 - 9/13/19
PTO	Spirit Wear Sale	8/16/19 - 6/30/20
PTO	Scrip Gift Card Sale	8/16/19 - 5/15/20
PTO	Family Movie Night	9/6/19
PTO	Box Tops for Education	10/7/19 - 10/11/19
PTO	Smencil Sale	10/13/19 - 2/14/20
PTO	Walk-A-Thon Pledge/Donation Drive	10/15/19 - 11/5/19
PTO	Year Book Sale	11/1/19 - 5/28/20
PTO	Holiday Boutique	12/2/19 - 12/5/19
PTO	Family Movie Night	12/6/19

CHINO VALLEY UNIFIED SCHOOL DISTRICT
August 15, 2019

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Wickman ES</u> (cont.)		
PTO	Pennies for Patients	1/6/20 - 2/14/20
PTO	After School Popcorn Sale	1/6/20 - 2/14/20
PTO	Ontario Reign Family Night Ticket Sale	1/27/20 - 2/10/20
PTO	Random Acts of Kindness Donation Drive	2/3/20 - 2/7/20
PTO	Box Tops for Education	2/3/20 - 2/7/20
PTO	Read-A-Thon	2/21/20 - 3/6/20
PTO	Harkins Summer Movie Fun Ticket Sale	2/28/20 - 3/15/20
PTO	Family Movie Night	3/6/20
PTO	Book Fair/Art Fair	5/11/20 - 5/14/20
<u>Briggs K-8</u>		
PFA	Membership Drive	8/16/19 - 5/28/20
PFA	Agenda Sale	8/16/19 - 5/28/20
PFA	Memory Book Sale	8/16/19 - 5/28/20
PFA	Spirit Wear Sale	8/16/19 - 5/28/20
PFA	After School Kona Ice Sale	8/16/19 - 5/28/20
PFA	Off Campus Krispy Kreme/Gift Card Sale	8/16/19 - 5/28/20
PFA	Movie Night	9/6/19
PFA	Fall Book Fair	9/9/19
PFA	Family Fun Night	10/25/19
<u>Cal Aero K-8</u>		
Flight Crew	After School Kona Ice Sale	8/16/19 - 6/30/20
Flight Crew	After School Cupcake Sale	8/16/19
Flight Crew	Skate Express Night	8/22/19
Flight Crew	After School Cupcake Sale	8/28/19
Flight Crew	Carnival	9/27/19
Flight Crew	Fun Run Donation Drive	10/16/19 - 11/1/19
<u>Canyon Hills JHS</u>		
PFA	P.E. Clothing Sale	8/16/19 - 5/28/20
Renaissance	Barnes & Noble Book Fair	8/23/19

CHINO VALLEY UNIFIED SCHOOL DISTRICT
August 15, 2019

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Magnolia JHS</u>		
PFA	Membership Drive	9/1/19 - 6/1/20
PFA	Spirit Wear Sale	9/1/19 - 6/1/20
PFA	After School Snack Sale	9/1/19 - 6/1/20
PFA	La Michoacanita Spirit Days	9/1/19 - 6/1/20
PFA	Harkins Theater Cup/Popcorn Card Sale	11/1/19 - 11/30/19
<u>Townsend JHS</u>		
Music Boosters	Spirit Wear Sale	8/16/19
Music Boosters	After School Snack Sale	8/16/19 - 5/30/20
Music Boosters	Off Campus Popcorn Sale	9/1/19 - 9/30/19
Music Boosters	Off Campus Candy Sale	10/1/19 - 12/10/19
Music Boosters	After School Bundt Cake Sale	12/1/19 - 5/25/20
Music Boosters	Applebee's Breakfast Ticket Sale	1/6/20 - 1/25/20
Music Boosters	Off Campus Coffee Sale	2/1/20 - 2/28/20
Music Boosters	Off Campus See's Candy Sale	3/1/20 - 3/31/20
Music Boosters	Open House Pizza Dinner Sale	5/1/20 - 5/25/20
<u>Chino HS</u>		
Class of 2022	After School Otter Pops Sale	8/16/19 - 5/28/20
AP Club	After School Pizza/Soda Sale	8/16/19 - 5/30/20
Journalism	Advertisement Sale	8/16/19 - 5/30/20
Christians on Campus	Clothing Drive	9/30/19 - 10/4/19
AP Club	Off Campus See's Candy Sale	9/30/19 - 10/4/19
Club Hope	Off Campus Cookie Dough Sale	10/7/19 - 10/11/19
Key Club	Off Campus Candy Sale	11/11/19 - 11/22/19
Key Club	Gift Paper/Wrapping Sale	12/2/19 - 12/11/19
Cool 2 B Kind Club	Off Campus See's Candy Sale	1/20/20 - 1/24/20
Baseball	Brian Hamilton Baseball Tournament	2/5/20 - 3/10/20
LJPS	After School Juice-It-Up Sale	4/1/20 - 4/8/20
Club Hope	Chipotle Spirit Day	4/9/20
Christians on Campus	Clothing Drive	4/27/20 - 5/1/20
<u>Don Lugo HS</u>		
Volleyball Team	Off Campus Cookie Sale	8/16/19 - 8/23/19
Grad Night Boosters	Trunk or Treat	10/27/19
Grad Night Boosters	After School In-N-Out Sale	12/17/19 & 12/18/19

CHINO VALLEY UNIFIED SCHOOL DISTRICT
August 15, 2019

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Don Lugo HS</u> (cont.)		
Grad Night Boosters	Clothing/Shoe Drive	1/31/20 - 2/14/20
Grad Night Boosters	After School In-N-Out Sale	3/18/20
Grad Night Boosters	Clothing/Shoe Drive	3/30/20 - 4/13/20
Grad Night Boosters	Easter Egg Hunt	4/4/20

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: August 15, 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
August 15, 2019

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>H.O.P.E. Program</u>		
Council Community Support Fund	Cash	\$250.00
<u>Curriculum, Instruction, Innovation, and Support Division</u>		
SchoolsFirst Federal Credit Union	Cash	\$500.00
<u>Nutrition Services</u>		
Graduated Students	Meal Account Balances	\$1,885.00
<u>Special Education Department</u>		
Office Depot	Office Supplies	\$150.00
GORM, Inc.	Gift Cards	\$175.00
School Specialty	School Supplies	\$500.00
SupplyMaster	Office Supplies	\$1,182.00
<u>Superintendent's Office</u>		
Kramer Family Foundation	Cash	\$8,000.00
<u>Hidden Trails ES</u>		
Disney VoluntEARS Grants	Cash	\$250.00
<u>Cal Aero K-8</u>		
Disney Worldwide Services, Inc.	Cash	\$500.00
7-Eleven, Inc.	Cash	\$711.00
Preserve Academy Flight Crew	Cash	\$20,000.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT
August 15, 2019

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Ayala HS</u>		
Edison International	Cash	\$295.00
Blue Ocean Student Entrepreneurs	Cash	\$1,000.00
Society of Chemical Industry	Cash	\$1,000.00

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

DATE: August 15, 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

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BACKGROUND

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

FIRM	MONTH	INVOICE AMOUNTS	2018/2019 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	May/June 2019	\$26,167.60	\$ 187,879.51
Fagen Friedman & Fulfroost LLP	-	-	\$ 11,009.63
Margaret A. Chidester & Associates	June 2019	\$65,609.22	\$1,174,928.31
The Tao Firm	June 2019	\$ 525.00	\$ 41,557.50
	Total	\$92,301.82	\$1,415,374.95

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; Margaret A. Chidester & Associates; and The Tao Firm.

FISCAL IMPACT

\$92,301.82 to the General Fund.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: August 15, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Javier Quirarte, Director, Nutrition Services

**SUBJECT: TRANSFER OF FUNDS FOR THE 2018/2019 UNPAID MEAL
BALANCES/BAD DEBT**

=====

BACKGROUND

Pursuant to Title 2, Code of Federal Regulations, bad debts are an unallowable expense to federal programs. Unpaid meal charges are designated unrecovered or delinquent debt until it is deemed uncollectable, at which time, it becomes bad debt.

The Nutrition Services staff has taken all reasonable steps to collect the 2018/2019 unpaid meal balance. An amount of \$17,378.99 remains uncollectable. California Department of Education requires school food authorities to use non-federal fund sources to repay the food service account in order to clear the bad debt.

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

RECOMMENDATION

It is recommended the Board of Education approve the transfer of funds for the 2018/2019 unpaid meal balances/bad debt.

FISCAL IMPACT

\$17,378.99 to the General Fund.

NE:SHC:JQ:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: August 15, 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**

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BACKGROUND

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

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

RECOMMENDATION

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

School-Sponsored Trips	Date	Fiscal Impact
Site: Eagle Canyon ES Event: Thousand Pines Outdoor Science Camp Place: Crestline, CA Chaperone: 80 students/19 chaperones	December 2-6, 2019	Cost: \$319.00 per student Funding Source: Parents and fundraising
Site: Magnolia JHS Event: East Coast Trip Place: New York, NY; and Washington, D.C. Chaperone: 40 students/4 chaperones	March 22-27, 2020	Cost: \$2,730.00 per student Funding Source: Parents and fundraising

Site: Townsend JHS Event: East Coast Trip Place: New York, NY; and Washington, D.C. Chaperone: 70 students/10 chaperones	March 21-26, 2020	Cost: \$2,730.00 per student Funding Source: Parents and fundraising
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FISCAL IMPACT

None.

NE:LF:rtr

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: August 15, 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 were made 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. This item was presented to the Board on July 18, 2019, for information.

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 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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DATE: August 15, 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 item was presented to the Board on July 18, 2019, for information.

This course was presented to the Curriculum Council and A.C.T. has been consulted.

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 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	
1. School/District Information:	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
2. Course Contact:	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	
1. Course Title:	Introduction to Film and Video Production
2. Transcript Title/Abbreviation:	Intro Film Prod
3. Transcript Course Code/Number:	
4. Seeking Honors Distinction:	No
5. Subject Area/Category:	Meets the UC/CSU "f" Visual & Performing Arts requirement
6. Grade level(s):	9-12
7. Unit Value:	5 credits per semester/10 credits total
8. Was this course previously approved by UC?	No
9. Is this course classified as a Career Technical Education course:	Yes
10. Is this course modeled after an UC-approved course?	Yes
11. Repeatable for credit?	No
12. Date of Board Approval:	
13. Brief Course Description:	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.
14. Prerequisites:	None
15. Context for Course:	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.
16. History of Course Development:	This course is designed to increase students' media literacy skills through study and creation of film and digital content.
16. Textbooks:	Not Applicable
17. Supplemental Instructional Materials:	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 winners, but there are others included) to read and analyze on several different levels: plot, character, and a focus on

Chino Valley Unified School District

High School Course Description

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 storyboard 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 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.

Chino Valley Unified School District

High School Course Description

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.

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.

Chino Valley Unified School District High School Course Description

- 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.
- 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.

Chino Valley Unified School District

High School Course Description

- 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.
- 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.

Chino Valley Unified School District

High School Course Description

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 produce and edit the 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.

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.

Chino Valley Unified School District

High School Course Description

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: August 15, 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 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 6171 Instruction – Title I Programs is 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. This item was presented to the Board on July 18, 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 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

California Department of Education: www.cde.ca.gov/sp/sw

U.S. Department of Education: www.ed.gov

Chino Valley Unified School District

Policy adopted: September 4, 2003

Revised: June 18, 2009

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: August 15, 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

\$33,528,496.40 to all District funding sources.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Our Motto:
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DATE: August 15, 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

BUSINESS SERVICES	FISCAL IMPACT
B-1920-015 Quark Software, Inc. To provide software for typesetting and composition work. Submitted by: Printing, Graphics, and Mail Services Duration of Agreement: August 16, 2019 - June 30, 2020	Contract amount: \$441.78 Funding source: General Fund
B-1920-016 Neopost USA. To provide bulk mailer software license and annual maintenance. Submitted by: Innovation and Creative Services Duration of Agreement: August 1, 2019 - June 30, 2020	Contract amount: \$3,264.00 Funding source: General Fund

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-1920-117 Leading Edge Learning Center LLC. To provide in-home tutoring services for foster youth. Submitted by: Student Support Services Duration of Agreement: August 16, 2019 - June 30, 2020	Contract amount: \$20,000.00 Funding source: LCAP
CIIS-1920-118 Riverside Assessment, LLC dba Riverside Insights. To provide online and paper testing materials for psychologists. Submitted by: Special Education Duration of Agreement: August 16, 2019 - June 30, 2020	Contract amount: \$15,000.00 Funding source: Special Education
CIIS-1920-119 San Joaquin County Office of Eduation/ SEIS. To provide Special Education Information System (SEIS) to Aeries communication to upload student information. Submitted by: Special Education Duration of Agreement: August 16, 2019 - June 30, 2020	Contract amount: \$10,000.00 Funding source: Special Education
CIIS-1920-120 Don Johnston Inc. To provide Snap & Read and Cowriter software for students. Submitted by: Special Education Duration of Agreement: October 19, 2019 - December 16, 2020	Contract amount: \$3,000.00 Funding source: Special Education
CIIS-1920-121 Project Lead the Way, Inc. To provide Project Lead the Way gateway participation. Submitted by: Townsend JHS Duration of Agreement: August 16, 2019 - June 30, 2020	Contract amount: \$750.00 Funding source: General Fund
CIIS-1920-122 IXL Learning, Inc. To provide comprehensive, standards-aligned content for math for grades 7-8. Submitted by: Townsend JHS Duration of Agreement: August 16, 2019 - June 30, 2020	Contract amount: \$7,200.00 Funding source: General Fund
CIIS-1920-123 Accelerate Learning, Inc. To provide online software to support early learning, Next Generation Science Standards, and state-aligned curriculum. Submitted by: Townsend JHS Duration of Agreement: August 16, 2019 - June 30, 2020	Contract amount: \$583.10 Funding source: General Fund
CIIS-1920-124 IXL Learning, Inc. To provide comprehensive, standards-aligned content for math and ELA for grades pre K-6. Submitted by: Borba ES Duration of Agreement: August 16, 2019 - June 30, 2020	Contract amount: \$3,825.00 Funding source: Title I
CIIS-1920-125 Core Essentials. To provide annual K-5 Core subscription software license for monthly value word and definition. Submitted by: Country Springs ES Duration of Agreement: August 16, 2019 - June 30, 2020	Contract amount: \$225.00 Funding source: School Site Budget

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-1920-126 Applied Educational Systems. To provide Business&ITCenter 21 software license for business education curriculum, lessons, and grading. Submitted by: Townsend JHS Duration of Agreement: August 1, 2019 - July 31, 2020	Contract amount: \$599.00 Funding source: School Site Budget
CIIS-1920-127 Nancy Fetzer's Literacy Connections Inc. To provide English department professional development. Submitted by: Buena Vista HS Duration of Agreement August 16, 2019 - June 30, 2020	Contract amount: \$2,000.00 Funding source: LCAP

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-1920-026 Class Leasing, LLC (Rhodes ES). To provide lease for three 24'x40' portable classroom buildings at Rhodes ES. Submitted by: Facilities, Planning, and Operations Duration of Agreement: September 1, 2019 - August 31, 2024	Contract amount: \$12,000.00 Funding source: Capital Facilities
F-1920-027 Humberto Lopez Consulting Services. To provide staff training on safety and compliance procedures including Healthy Schools Act. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: Per rate sheet Funding source: General Fund
F-1920-028 Placeworks. To provide Phase I and/or preliminary environmental assessment for Preserve School #2. Submitted by: Facilities, Planning, and Operations Duration of Agreement: August 16, 2019 - June 30, 2020	Contract amount: \$25,195.00 Funding source: Fund 25
F-1920-029 Placeworks. To provide CEQA, addendum, MND, and Title 5, CDE reports for Preserve School #2. Submitted by: Facilities, Planning, and Operations Duration of Agreement: August 16, 2019 - June 30, 2020	Contract amount: \$50,000.00 Funding source: Fund 25
F-1920-030 SMG Ontraio Arena LLC. To provide facility use for 2019/2020 commencement ceremonies at the Toyota Arena held on May 26, 2020, and May 27, 2020. Submitted by: Facilities, Planning, and Operations Duration of Agreement: August 16, 2019 - May 31, 2020	Contract amount: \$125,000.00 Funding source: General Fund

HUMAN RESOURCES	FISCAL IMPACT
HR-1920-014 Soraya Sutherlin dba Emergency Management Safety Partners, LLC. To provide consulting services to assist with the District's Comprehensive School Safety Plans and Emergency Management. Submitted by: Risk Management Duration of Agreement: August 16, 2019 - June 30, 2020	Contract amount: \$25,200.00 Funding source: General Fund
HR-1920-015 San Joaquin County of Education. To provide Edjoin account service agreement. Submitted by: Human Resources Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$4,066.35 Funding source: General Fund
HR-1920-016 Occupational Health Centers of California dba Concentra Medical Centers. To provide pre-employment and fitness for duty physicals. Submitted by: Human Resources Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: Per rate sheet Funding source: General Fund

SAN BERNARDINO COUNTY	FISCAL IMPACT
SBC Joint Use Agreement No.1-77. To provide San Bernardino County Public Library access on Cal Aero K-8 campus. Submitted by: Facilities, Planning, and Operations Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: None Funding source: None

MASTER CONTRACTS	FISCAL IMPACT
MC-1920-014 Velocity Fundraising Resources, Inc. To provide online fundraising and rewards. Submitted by: Canyon Hills JHS Duration of Agreement: August 16, 2019 - June 30, 2022	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
MC-1920-015 California Association of Directors Activities dba CADA. To provide student leadership development trainings. Submitted by: Canyon Hills JHS Duration of Agreement: August 16, 2019 - June 30, 2022	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
MC-1920-016 Guided Discoveries, Inc. dba Astrocamp; California Island Marine Institute (CIMI) Toyon Bay, CIMI Cherry Cove, and CIMI Fox Landing. To provide science camp. Submitted by: Briggs K-8 Duration of Agreement: August 16, 2019 - June 30, 2022	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
MC-1920-017 24 Hour Fitness. To provide discounted employee membership including twelve month open enrollment period. Submitted by: Purchasing Duration of Agreement: August 16, 2019 - August 16, 2020	Contract amount: Varies Funding source: Employee Paid
MC-1920-018 Junior Bus Tours, Inc. dba Junior Tours. To provide educational guided tours of Washington DC and New York City. Submitted by: Don Lugo HS Duration of Agreement: August 16, 2019 - June 30, 2022	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
Resolution 2016/017-45 Tesla Energy Operations, Inc., formerly known as Solar City Corporation. To provide energy conservation services for Butterfield Ranch ES. Submitted by: Facilities, Planning, and Operations Duration of Agreement: June 19, 2017 - June 19, 2037 Original Agreement Board Approved: June 15, 2017	Change location and type of solar array installation Increase production size from 80.4 kW to 124.2 kW
Resolution 2016/017-55 Tesla Energy Operations, Inc., formerly known as Solar City Corporation. To provide energy conservation services for Litel ES. Submitted by: Facilities, Planning, and Operations Duration of Agreement: June 19, 2017 - June 19, 2037 Original Agreement Board Approved: June 15, 2017	Rate changes due in part to solar panel import tariff effective February 7, 2018 Rate change from \$0.092 to \$0.097 Change location of solar array installation
Resolution 2016/017-64 Tesla Energy Operations, Inc., formerly known as Solar City Corporation. To provide energy conservation services for Alternative Education Center. Submitted by: Facilities, Planning, and Operations Duration of Agreement: June 19, 2017 - June 19, 2037 Original Agreement Board Approved: June 15, 2017	Rate changes due in part to solar panel import tariff effective February 7, 2018 Rate change from \$0.104 to \$0.12 Change location of solar array installation

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: August 15, 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

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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
August 15, 2019**

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Heated Cabinet	MetroMETC539HDSU	48704	Nutrition Services
Heated Cabinet	MetroMETC539HDSU	40731	Nutrition Services
Heated Cabinet	MetroMETC539HDSU	40729	Nutrition Services
Heated Cabinet	MetroMETC539HDSU	40730	Nutrition Services
Heated Cabinet	MetroMETC539HDSU	41601	Nutrition Services
Heated Cabinet	MetroMETC539HDSU	40726	Nutrition Services
Heated Cabinet	MetroMETC539HDSU	41714	Nutrition Services
Heated Cabinet	MetroMETC539HDSU	41715	Nutrition Services
Heated Cabinet	MetroMETC539HDS4	40388	Nutrition Services
Heated Cabinet	MetroMETC539HDS4	CSHLE007551	Nutrition Services
Heated Cabinet	MetroMETC539HDS4	C5HLE007550	Nutrition Services
Freezer	Traulsen G22010	TS29170F99	Nutrition Services
Refrigerator	Traulsen G20010	T0708030195	Nutrition Services
	Blodgett DFG200-		Nutrition Services
Oven	I	031710EA011A	
Oven	Montague 115AG	01930	Nutrition Services
Oven	Montague 115AG	03488	Nutrition Services
Tablet	12.1WXGA One Touch	51468	Nutrition Services
Tablet	12.1WXGA One Touch	45165	Nutrition Services
Tablet	12.1WXGA One Touch	45139	Nutrition Services
Tablet	12.1WXGA One Touch	45158	Nutrition Services
Tablet	12.1WXGA One Touch	45156	Nutrition Services
Tablet	12.1WXGA One Touch	45147	Nutrition Services
Tablet	12.1WXGA One Touch	45144	Nutrition Services
Tablet	12.1WXGA One Touch	45143	Nutrition Services
Tablet	12.1WXGA One Touch	45157	Nutrition Services
Tablet	12.1WXGA One Touch	45164	Nutrition Services
Tablet	12.1WXGA One Touch	45150	Nutrition Services
Tablet	12.1WXGA One Touch	45142	Nutrition Services
Tablet	12.1WXGA One Touch	51469	Nutrition Services
Tablet	12.1WXGA One Touch	45351	Nutrition Services
Tablet	12.1WXGA One Touch	45151	Nutrition Services
Tablet	12.1WXGA One Touch	45347	Nutrition Services
Tablet	12.1WXGA One Touch	45145	Nutrition Services
Tablet	12.1WXGA One Touch	45148	Nutrition Services
Tablet	12.1WXGA One Touch	45153	Nutrition Services
Tablet	12.1WXGA One Touch	45161	Nutrition Services
Tablet	12.1WXGA One Touch	45162	Nutrition Services
Tablet	12.1WXGA One Touch	45350	Nutrition Services

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Tablet	12.1WXGA One Touch	51466	Nutrition Services
Tablet	12.1WXGA One Touch	45149	Nutrition Services
Tablet	12.1WXGA One Touch	51467	Nutrition Services
Tablet	12.1WXGA One Touch	45163	Nutrition Services
Tablet	12.1WXGA One Touch	41797	Nutrition Services
Oven	Montague 2-115AG	C7-D-D58007A	Nutrition Services
Oven	Montague 2-115AG	03488	Nutrition Services
Warmer	Crescor H137SUA6D	66142	Nutrition Services
Warmer	Bevles	20475PH	Nutrition Services
Warmer	Bevles	20321PH	Nutrition Services
Warmer	Bevles	20578PH	Nutrition Services
Warmer	Bevles	680410704003	Nutrition Services
Ice Chest	Nelson	911103	Nutrition Services
Warmer	Bevles	CV-1VH-K-11245	Nutrition Services
Warmer	Bevles	CV-1VH-K-11241	Nutrition Services
Warmer	FEW MTU-12	05106344	Nutrition Services
Warmer	FEW MTU-12	05106342	Nutrition Services
Warmer	Carter Hoffman	19424580200199732H19	Nutrition Services
Warmer	Carter Hoffman	20553480200199733F30	Nutrition Services
Warmer	Carter Hoffman	410959-032007	Nutrition Services
Warmer	Carter Hoffman	410956-032007	Nutrition Services
Warmer	Carter Hoffman	377253-032004	Nutrition Services
Computers, Monitors, Printers (5 pallets)	Dell		Litel ES
Deep Freezer	Dell		Litel ES
Microwaves (2)			Litel ES
Headsets (20)			Litel ES
Boombbox			Litel ES
VHS Tapes			Litel ES
Basketball Hoop	Handicap		Rolling Ridge ES
Picnic Tables (14)			Rolling Ridge ES
Laptop	Dell	41130	Don Lugo HS
Laptop	Dell	34637	Don Lugo HS
Laptop	Dell	36460	Don Lugo HS
Laptop	Dell	36400	Don Lugo HS
Laptop	Dell	36473	Don Lugo HS

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: August 15, 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 2019/2020-06, 2019/2020-07, 2019/2020-08, AND 2019/2020-09 FOR AUTHORIZATION TO UTILIZE PIGGYBACK CONTRACTS

=====

BACKGROUND

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

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

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

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

Resolution	Contract	Contractor	Description	Term
2019/2020-06	Pomona Unified School District Bid #14(16-17)FN	Arrow Restaurant Equipment & Supplies Inc.	Kitchen Equipment	7/1/2018-6/30/2020

Resolution	Contract	Contractor	Description	Term
2019/2020-07	Colton Joint Unified School District Bid #18-02	Dave Bang & Associates	Playground Equipment, Safety Surfacing, Outdoor Site Furnishings, DSA Shade Shelters, & Athletic Equipment	12/8/2018-12/7/2023
2019/2020-08	California Participating Addendum 7-10-70-16	Verizon Wireless	Wireless Telecommunications Services & Equipment	6/15/2011-12/31/2019
2019/2020-09	Garden Grove Unified School District Bid No. 1706	Arrow Restaurant Equipment & Supplies, Inc., Chefs' Toys LLC, and Kamran Company	Kitchen Equipment	6/6/2018-6/5/2020

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolutions 2019/2020-06, 2019/2020-07, 2019/2020-08, and 2019/2020-09 for authorization to utilize piggyback contracts.

FISCAL IMPACT

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District
Resolution 2019/2020-06
Authorization to Utilize the Pomona Unified School District Bid #14(16-17)FN
With Arrow Restaurant Equipment & Supplies Inc.
to Purchase Kitchen Equipment
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 Kitchen Equipment for the District;

WHEREAS, Pomona Unified School District currently has a piggyback contract, Bid #14(16-17)FN, in accordance with Public Contract Code 20118 with Arrow Restaurant Equipment & Supplies, 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 kitchen equipment through the piggyback contract procured by the Pomona Unified School District Bid #14(16-17)FN.

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 kitchen equipment through the piggyback contract originally procured by the Pomona Unified School District Bid #14(16-17)FN 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 kitchen equipment in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Pomona Unified School District Bid #14(16-17)FN.

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, 2018, for the term ending June 30, 2020.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 15th day of August 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 2019/2020-07
Authorization to Utilize the Colton Joint Unified School District Bid #18-02
With Dave Bang & Associates
to Purchase Playground Equipment, Safety Surfacing, Outdoor Site Furnishings,
DSA Shade Shelters, and Athletic Equipment
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 playground equipment, safety surfacing, outdoor site furnishings, DSA shade shelters, and athletic equipment for the District;

WHEREAS, Colton Joint Unified School District currently has a piggyback contract, Bid #18-02, in accordance with Public Contract Code 20118 with Dave Bang & Associates, 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 playground equipment, safety surfacing, outdoor site furnishings, DSA shade shelters, and athletic equipment through the piggyback contract procured by the Colton Joint Unified School District Bid #18-02.

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 playground equipment, safety surfacing, outdoor site furnishings, DSA shade shelters, and athletic equipment through the piggyback contract originally procured by the Colton Joint Unified School District Bid #18-02 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 playground equipment, safety surfacing, outdoor site furnishings, DSA shade shelters, and athletic equipment in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Colton Joint Unified School District Bid #18-02.

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 8, 2018, for the term ending December 7, 2023.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 15th day of August 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 2019/2020-08
Authorization to Utilize the California Participating Addendum 7-10-70-16
With Verizon Wireless
to Purchase Wireless Telecommunications Services & Equipment
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 wireless telecommunications services & equipment for the District;

WHEREAS, California Participating Addendum currently has a piggyback contract, 7-10-70-16, in accordance with Public Contract Code 20118 with Verizon Wireless, 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 wireless telecommunications services & equipment through the piggyback contract procured by the California Participating Addendum 7-10-70-16.

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 wireless telecommunications services & equipment through the piggyback contract originally procured by the California Participating Addendum 7-10-70-16 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 wireless telecommunications services & equipment in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the California Participating Addendum 7-10-70-16.

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 15, 2011, for the term ending December 31, 2019.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 15th day of August 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 2019/2020-09
Authorization to Utilize the Garden Grove Unified School District Bid No. 1706
With Arrow Restaurant Equipment & Supplies, Inc., Chefs' Toys LLC, and
Kamran and Company
to Purchase Kitchen Equipment
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 kitchen equipment for the District;

WHEREAS, Garden Grove Unified School District currently has a piggyback contract, Bid No. 1706, in accordance with Public Contract Code 20118 with Arrow Restaurant Equipment & Supplies, Inc., Chefs' Toys LLC, and Kamran and Company, 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 Arrow Restaurant Equipment & Supplies, Inc., Chefs' Toys LLC, and Kamran and Company, through the piggyback contract procured by the Garden Grove Unified School District Bid No. 1706.

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 Arrow Restaurant Equipment & Supplies, Inc., Chefs' Toys LLC, and Kamran and Company, through the piggyback contract originally procured by the Garden Grove Unified School District Bid No. 1706 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 Arrow Restaurant Equipment & Supplies, Inc., Chefs' Toys LLC, and Kamran and Company, in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Garden Grove Unified School District Bid No. 1706.

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 6, 2018, for the term ending June 5, 2020.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 15th day of August 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
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DATE: August 15, 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 18-19-28I,
CATTLE ES POURED IN PLACE RESURFACING 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 February 21, 2019, the Board of Education awarded CUPCCAA Bid 18-19-28I, Cattle ES Poured in Place Resurfacing Installation to Nextgen Construction, Inc. All contracted work was completed on July 5, 2019. Contract summary is provided below.

CUPCCAA Bid	Project Description	Contractor	Total Contract	Change Order	Total	5% Retention Amount	Funding Source
18-19-28I	Cattle ES Poured in Place Resurfacing Installation	Nextgen Construction, Inc.	\$109,900.00	N/A	\$109,900.00	\$5,495.00	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 18-19-28I, Cattle ES Poured in Place Resurfacing Installation.

FISCAL IMPACT

\$109,900.00 to Building Fund 21.

NE:GJS:MS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: August 15, 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: REQUEST FOR PROPOSAL NO. 19-20-03, NUTRITION SERVICES - BREAD

=====

BACKGROUND

The Request for Proposals (RFP) process requires vendors to submit proposals within a framework created to fit the District’s unique needs. The District is able to customize the product and/or services to be purchased on its specific needs, receive better responses, screen vendors more effectively, and ultimately receive a better product or solution for less money.

RFP No. 19-20-03, Nutrition Services - Bread was published in the Inland Valley Daily Bulletin on June 21, 2019, and June 28, 2019. Proposals were opened at 11:00 a.m. on July 10, 2019. The companies submitting proposals to be considered were Galasso’s Bakery, Gold Star Food, and Moreno Brothers Distributing.

The basic scope of work for this RFP includes bread products.

The criteria used to evaluate the RFPs were cost, 30%; sustainability, 20%; experience, 20%; customer service and references, 25%; and small business and minority, woman, and disabled veteran business enterprise (MWDVBE) to RFP, 5%.

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

RECOMMENDATION

It is recommended the Board of Education award RFP No.19-20-03, Nutrition Services - Bread to Moreno Brothers Distributing.

FISCAL IMPACT

Approximately \$83,000.00 to Cafeteria Fund 13.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: August 15, 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: REQUEST FOR PROPOSAL NO. 19-20-04, NUTRITION SERVICES - FRESH PRODUCE

=====

BACKGROUND

The Request for Proposals (RFP) process requires vendors to submit proposals within a framework created to fit the District's unique needs. The District is able to customize the product and/or services to be purchased on its specific needs, receive better responses, screen vendors more effectively, and ultimately receive a better product or solution for less money.

RFP No. 19-20-04, Nutrition Services - Fresh Produce was published in the Inland Valley Daily Bulletin on June 21, 2019, and June 28, 2019. Proposals were opened at 11:00 a.m. on July 10, 2019. The only company submitting a proposal to be considered was Loewy Enterprises dba Sunrise Produce.

The basic scope of work for this RFP includes fresh produce products.

The criteria used to evaluate the RFP's were cost, 30%; sustainability, 20%; experience, 20%; customer service and references, 25%; and small business and minority, woman, and disabled veteran business enterprise (MWDVBE) to RFP, 5%.

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

RECOMMENDATION

It is recommended the Board of Education award RFP No.19-20-04, Nutrition Services - Fresh Produce to Loewy Enterprises dba Sunrise Produce.

FISCAL IMPACT

Approximately \$83,000.00 to Cafeteria Fund 13.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: August 15, 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: REJECTION OF BID 19-20-02F, BRIGGS K-8 NEW SCIENCE LAB BUILDING AND AUTHORIZATION TO RE-BID

=====

BACKGROUND

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

A Notice to Contractors Calling for Bids for Bid 19-20-02F, Briggs K-8 New Science Lab Building was published in the Inland Valley Daily Bulletin on June 6, 2019, and June 13, 2019. Bids were opened at 1:00 p.m. on July 16, 2019. The results are as follows:

Bid Package	# of Bids Received	Low Bidder	Bid Amount
01 Survey, Demo, Clearing, AC Paving, and Fencing	2	Lee & Stires, Inc.	\$783,400.00
02 Site Utilities and Plumbing	7	Valley Industrial Mechanical	\$710,880.00
03 Concrete Reinforcing, Structural Concrete, and Site Concrete	5	Spec Construction Co., Inc.	\$1,238,000.00
04 Structural Steel, Misc. Steel, and Metal Decking	1	RND Contractors, Inc.	\$1,414,250.00
05 Rough Carpentry	4	Core Contracting, Inc.	\$729,880.00
06 Architectural Woodwork	4	Stolo Cabinets, Inc.	\$179,100.00
07 Metal Framing, Gyp Board, Plaster, and Insulation	2	Caston, Inc.	\$485,585.00
08 Roofing	3	Commercial Roofing Systems, Inc.	\$402,310.00

09 Sheet Metal	3	PGC Construction, Inc.	\$273,309.00
10 Doors, Frames, and Hardware	1	Inland Building Construction Companies, Inc.	\$138,700.00
11 Glazing	2	Velocity Glazing, Inc.	\$285,011.00
12 Tile, Resilient Flooring, and Carpet	2	Dalke & Sons Construction, Inc.	\$72,890.00
13 Acoustical Ceilings	3	Southcoast Acoustical Interiors, Inc.	\$66,320.00
14 Painting	5	D&M Painting, Inc.	\$102,000.00
15 Misc. Specialties	3	Dalke & Sons Construction, Inc.	\$303,890.00
16 HVAC	3	All Star Air Systems, Inc.	\$454,800.00
17 Electrical and Low Voltage Systems	8	R.I.S. Electrical Contractors, Inc.	\$1,115,000.00
18 Fire Protection	3	Daart Engineering Company, Inc.	\$94,540.00

Upon receipt of bids staff reviewed all documents and determined that several categories were over budget. Staff requests rejection of all bids and authorization to re-bid.

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

RECOMMENDATION

It is recommended the Board of Education reject the bids received for Bid 19-20-02F, Briggs K-8 New Science Lab Building, and authorize staff to re-bid the project.

FISCAL IMPACT

None.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: August 15, 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 ORDERS 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, Emphyrean 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 orders have been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Bid Package 09-03-Acoustical Wall & Ceiling System- CG Acoustics, Inc.	\$12,626.00
	Bid Amount:	\$402,241.00
	Revised Total Project Amount:	\$414,867.00

Change Order	Contractor	Amount
1	Bid Package 02-01-Demo, Asbestos & Lead Abatement- Precision Contracting	\$17,122.00
	Bid Amount:	\$1,776,800.00
	Revised Total Project Amount:	\$1,793,922.00

Change Order	Contractor	Amount
1	Bid Package 32-01-Irrigation, Landscaping, Chain Link Fencing/Gates & Asphalt-General Consolidated	\$27,941.00
	Bid Amount:	\$562,188.00
	Revised Total Project Amount:	\$590,129.00

Change Order	Contractor	Amount
1	Bid Package 08-01-Door, Frames & Hardware-Construction Hardware	\$5,232.00
	Bid Amount:	\$908,400.00
	Revised Total Project Amount:	\$913,632.00

The change orders result in a net increase of \$62,921.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$27,207,234.00. Approval of the change orders allow for compensation to the contractor to perform the additional work as described.

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

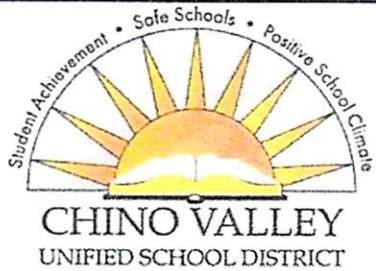
RECOMMENDATION

It is recommended the Board of Education approve the change orders for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project.

FISCAL IMPACT

\$62,921.00 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: 07/30/19 BID #: 18-19-10F CHANGE ORDER: 001

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

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

OWNER: Chino Valley Unified School District

ARCHITECT: WLC Architects, Inc. CONTRACTOR: CG Acoustics, Inc.

The Contractor is hereby authorized to make the following changes to your construction contract when this change order has been approved by the undersigned parties:

Litel Elementary School

DSA Application #A04-117036 / DSA File #36-11

ITEM NO. 1: Description: Kitchen Ceiling Modifications
Reason: Provide acoustical ceiling with washable tile to resolve ceiling height issues and conflicts with existing utilities.
Document Ref: Change Order Request No. L-006 (PCO No. L-027)
Requested by: District
Change in Contract Sum: \$6,313.00 / ADD
Time Extension: 0 Calendar days

Oak Ridge Elementary School

DSA Application # A04-117034 / DSA File #36-11

ITEM NO. 1: Description: Kitchen Ceiling Modifications
Reason: Provide acoustical ceiling with washable tile to resolve ceiling height issues and conflicts with existing utilities.
Document Ref: Change Order Request No. O-004 (PCO No. O-015)
Requested by: District
Change in Contract Sum: \$6,313.00 / ADD
Time Extension: 0 Calendar days

SCHOOL SITE SUMMARY

School	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Cattle ES	\$144,681.00	\$0.00	\$0.00	\$144,681.00
Litel ES	\$128,780.00	\$0.00	\$6,313.00	\$135,093.00
Oak Ridge ES	\$128,780.00	\$0.00	\$6,313.00	\$135,093.00
Total	\$402,241.00	\$0.00	\$12,626.00	\$414,867.00

CONTRACT SUMMARY

The original contract amount was: \$402,241.00

The contract amount will be increased by this Change Order: \$12,626.00

The new contract amount including this change order will be: \$414,867.00

The original contract completion date: 04/16/20

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

The date of completion as a result of this Change Order is: 04/16/20

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:

CG Acoustics, Inc.

Company Name (Contractor)

Christopher Ginter / President

Print Name / Title

7/30/19

Date

Glenn Gonzales / Frank Sand

DSA Inspector of Record (Team Inspections)

Glenn Gonzales/Frank Sand / Inspector

7/31/19

Date

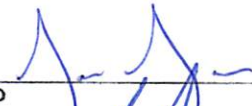
Hung Truong

Construction Manager (CW Driver)

Hung Truong / Project Manager

7/30/19

Date


CVUSD

Samuel Sousa / Construction Coordinator,
Maintenance, Operations & Construction

7/31/19
Date

Owner (authorized agent)

Greg Stachura / Assistant Superintendent, Facilities,
Planning & Operations Department

8/6/19
Date


WLC Architects Inc. (Architect)

Jim DiCamillo / President
Print Name / Title

8/1/19
Date



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: 7/30/19 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: Precision Contracting

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:

Litel Elementary School

DSA Application #A04-117036 / DSA File #36-11

ITEM NO. 1:	Description:	ADA Path of Travel Upgrades (RFI#062)
	Reason:	Demolition of existing non-compliant ADA paved concrete surfaces, associated storm drain piping and catch basins along path of travel to allow for replacement of such as noted in RFI #062 response.
	Document Ref:	Change Order Request No. L-004 (PCO No. L-008)
	Requested by:	District
	Change in Contract Sum:	\$17,122.00 / 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	\$558,100.00	\$0.00	\$ 0.00	\$558,100.00
Litel ES	\$677,400.00	\$0.00	\$17,122.00	\$694,522.00
Oak Ridge ES	\$541,300.00	\$0.00	\$ 0.00	\$541,300.00
Total	\$1,776,800.00	\$0.00	\$17,122.00	\$1,793,922.00

CONTRACT SUMMARY

The original contract amount was:	<u>\$1,776,800.00</u>
Net change by previous Change Order:	<u>\$0.00</u>
The contract amount will be increased by this Change Order:	<u>\$17,122.00</u>
The new contract amount including this change order will be:	<u>\$1,793,922.00</u>
The original contract completion date:	<u>4/16/20</u>
The contract time will be increased/decreased by days:	<u>0</u>
The date of completion as a result of this Change Order is:	<u>4/16/20</u>

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:

 Precision Contracting (Contractor)	Janet Dean, Secretary Print Name / Title	7/31/19 Date
 DSA Inspector of Record (Team Inspections)	Frank Sand/Glenn Gonzales / Inspector	7/31/19 Date
 Construction Manager (CW Driver)	Hung Truong / Project Manager	7/30/19 Date
 CVUSD	Samuel Sousa / Construction Coordinator, Maintenance, Operations & Construction	7/31/19 Date
 Owner (authorized agent)	Greg Stachura / Assistant Superintendent, Facilities, Planning & Operations Department	8/6/19 Date
 WLC Architects Inc. (Architect)	Jim DiCamillo / President Print Name / Title	8/1/19 Date



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: 7/30/19 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: General Consolidated Constructors

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:

Litel Elementary School

DSA Application #A04-I17036 / DSA File #36-11

ITEM NO. 1:	Description:	ADA Path of Travel Upgrades (RFI#062)
	Reason:	Asphalt repairs along new ADA compliant concrete path of travel as noted in RFI #062 response.
	Document Ref:	Change Order Request No. L-004 (PCO No. L-008)
	Requested by:	District
	Change in Contract Sum:	\$6,108.00 / ADD
	Time Extension:	0 Calendar days

Oak Ridge Elementary School

DSA Application # A04-I17034 / DSA File #36-11

ITEM NO. 1:	Description:	Oak Ridge Kindergarten Playground Modifications
	Reason:	Installation of new sand pit, gate revisions, new grass sod and irrigation at Kindergarten Playground as noted in RFI #079 & 079.1 responses.
	Document Ref:	Change Order Request No. O-005 (PCO No. O-057)
	Requested by:	District
	Change in Contract Sum:	\$29,183.00 / ADD
	Time Extension:	0 Calendar days

ITEM NO. 2: Description: Oak Ridge Deleted Site Work Improvement
Reason: Deletion of Oak Ridge site work improvement that was performed as part of Interim Housing phase.
Document Ref: Change Order Request No. O-005 (PCO No. O-057)
Requested by: District
Change in Contract Sum: <\$7,350.00> / DEDUCT
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	\$180,181.00	\$0.00	\$ 0.00	\$180,181.00
Litel ES	\$198,550.00	\$0.00	\$ 6,108.00	\$204,658.00
Oak Ridge ES	\$183,457.00	\$0.00	\$21,833.00	\$205,290.00
Total	\$562,188.00	\$0.00	\$27,941.00	\$590,129.00

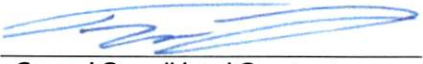




CONTRACT SUMMARY

The original contract amount was: \$562,188.00
Net change by previous Change Order: \$0.00
The contract amount will be increased by this Change Order: \$27,941.00
The new contract amount including this change order will be: \$590,129.00
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:

 General Consolidated Constructors (Contractor)	Tom Luby / Project Manager Print Name / Title	7/31/19 Date
 DSA Inspector of Record (Team Inspections)	Frank Sand/Glenn Gonzales / Inspector	7/31/19 Date
 Construction Manager (CW Driver)	Hung Truong / Project Manager	7/31/19 Date
 CVUSD	Samuel Sousa / Construction Coordinator, Maintenance, Operations & Construction	7/31/19 Date
 Owner (authorized agent)	Greg Stachura / Assistant Superintendent, Facilities, Planning & Operations Department	8/0/19 Date
 WLC Architects Inc. (Architect)	Jim DiCamillo / President Print Name / Title	8/1/19 Date



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: 07/30/19 BID #: 18-19-10F CHANGE ORDER: 001

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

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

OWNER: Chino Valley Unified School District

ARCHITECT: WLC Architects, Inc. CONTRACTOR: Construction Hardware Co.

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:

Litel Elementary School

DSA Application #A04-117036 / DSA File #36-11

ITEM NO. 1: Description: Added Peep Holes at Doors with AD400 Locks
Reason: Provide field installed peep holes at doors with AD400 locks and no vision lites per RFI #078 response dated 3/18/19.
Document Ref: Change Order Request No. L-005 (PCO No. L-036)
Requested by: District
Change in Contract Sum: \$2,616.00 / ADD
Time Extension: 0 Calendar days

Oak Ridge Elementary School

DSA Application # A04-117034 / DSA File #36-11

ITEM NO. 1: Description: Added Peep Holes at Doors with AD400 Locks
Reason: Provide field installed peep holes at doors with AD400 locks and no vision lites per RFI #078 response dated 3/18/19.
Document Ref: Change Order Request No. O-005 (PCO No. O-022)
Requested by: District
Change in Contract Sum: \$2,616.00 / ADD
Time Extension: 0 Calendar days

SCHOOL SITE SUMMARY




School	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Cattle ES	\$397,100.00	\$0.00	\$ 0.00	\$397,100.00
Litel ES	\$244,200.00	\$0.00	\$2,616.00	\$246,816.00
Oak Ridge ES	\$267,100.00	\$0.00	\$2,616.00	\$269,716.00
Total	\$908,400.00	\$0.00	\$5,232.00	\$913,632.00

CONTRACT SUMMARY

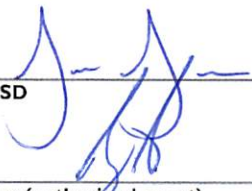
The original contract amount was: \$908,400.00
 The contract amount will be increased by this Change Order: \$5,232.00
 The new contract amount including this change order will be: \$913,632.00
 The original contract completion date: 04/16/20
 The contract time will be increased/decreased by days: 0
 The date of completion as a result of this Change Order is: 04/16/20

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:

 CJ CASILLAS, ACM 7-31-19
 Construction Hardware Co. (Contractor) Print Name / Title Date
 Glenn Gonzales/Frank Sand / Inspector 7/31/19
 DSA Inspector of Record (Team Inspections) Date
 Hung Truong / Project Manager 7/30/19
 Construction Manager (CW Driver) Date

CVUSD



Owner (authorized agent)

WLC Architects Inc. (Architect)

Samuel Sousa / Construction Coordinator,
Maintenance, Operations & Construction

7/31/19
Date

Greg Stachura / Assistant Superintendent, Facilities,
Planning & Operations Department

8/6/19
Date

Jim DiCamillo / President
Print Name / Title

8/1/19
Date

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

DATE: August 15, 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

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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CERTIFICATED MANAGEMENT FOR THE 2019/2020 SCHOOL YEAR**AMENDMENT TO EFFECTIVE HIRE DATE ON THE JULY 18, 2019 AGENDA**

LOPEZ, Justin	Assistant Principal - JHS	Canyon Hills JHS	08/05/2019
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HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2019/2020 SCHOOL YEAR

JAMES, Maria	Elementary Teacher	Butterfield Ranch ES	08/08/2019
BROWN, Lineke	Transitional Kindergarten Teacher	Cattle ES	08/08/2019
BRADLEY, Sarah	Special Education Teacher	Newman ES	08/06/2019
ROBERTS, Allyn	Elementary Teacher	Newman ES	08/06/2019
AGUILAR, Genisse	Elementary Teacher	Rolling Ridge ES	08/07/2019
MOORE-CAVALLO, Julie	Special Education Teacher	Walnut ES	08/06/2019
TORRES, Daisy	Elementary Teacher	Walnut ES	08/06/2019
HUGHES, Michael	Science Teacher	Briggs K-8	08/06/2019
THORPE, Katherine	Special Education Teacher	Briggs K-8	08/06/2019
MALIXI, Jennifer	Elementary Teacher	Cal Aero K-8	07/22/2019
WISE, Melissa	English Teacher	Cal Aero K-8	08/06/2019
BARKER, Jennifer	Special Education Teacher	Ayala HS	08/06/2019
CHU, Albert	Physics Teacher	Ayala HS	08/06/2019
POPE, Nathan	Special Education Teacher	Ayala HS	08/06/2019
SUM, Polly	Math Teacher	Buena Vista HS	08/06/2019
RYAN, Mara	Special Education Teacher	Chino HS	08/06/2019
MOORE, Barbara	Special Education Teacher	Chino HS	08/06/2019
TO, Viet	Math Teacher	Chino HS	08/09/2019
VERPLANCKE, Joseph	PE Teacher	Chino Hills HS	08/06/2019
MORGAN, Kylie	Special Education Teacher	Don Lugo HS	08/06/2019
IM, Minna	Music Teacher	Access & Equity	08/06/2019
FOUSE, Kayla	Child Development Teacher	Health Services	08/12/2019
IRWIN, Christa	School Nurse	Health Services	08/06/2019
MARTINEZ, Debra	Lead Nurse	Health Services	08/12/2019
SERRANO, Briana	Intervention Counselor K-12	Health Services	08/16/2019
HAWKINS, Alisa	Child Development Teacher	Special Education	08/06/2019

RETIREMENT

PROUGH, Deborah (15 years of service)	Special Education Teacher	Marshall ES	06/01/2019
BURRIS, Claire (29 years of service)	Elementary Teacher	Rolling Ridge ES	08/02/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>RESIGNATION</u> (cont.)			
KILE, Lindsey	Elementary Teacher	Glenmeade ES	07/22/2019
REINKYMOV, Ruth	Elementary Teacher	Cal Aero K-8	07/12/2019
DEL ROSARIO, Michael	Special Education Teacher	Chino HS	07/15/2019
MARTINEZ-SANCHEZ, Andres	Special Education Teacher	Chino HS	07/25/2019
GUTIERREZ, Anjel	Counselor	Chino Hills HS	07/19/2019
CHAN, Joyce	ESL Teacher	Adult School	08/16/2019

APPOINTMENTS - EXTRA DUTY

DIAZ, Joshua (NBM)	Band (B)	Canyon Hills JHS	08/16/2019
IBARRA, Ana (NBM)	Color Guard (B)	Canyon Hills JHS	08/16/2019
RAMIREZ, Brandi (NBM)	Color Guard (B)	Canyon Hills JHS	08/16/2019
VENDIOLA, Vanessa (NBM)	Band (B)	Canyon Hills JHS	08/16/2019
WILCOX, Eric (NBM)	Band (B)	Canyon Hills JHS	08/16/2019
LAROYA, Paulina (NBM)	Band (B)	Ramona JHS	08/16/2019
BRAVO, Ross (NBM)	Band (B)	Townsend JHS	08/16/2019
HARTMAN, Chadd (NBM)	Band (B)	Townsend JHS	08/16/2019
ORTEGA, Thalia (NBM)	Band (B)	Townsend JHS	08/16/2019
PROBST, Jonathan (NBM)	Band (B)	Townsend JHS	08/16/2019
URBINA Jr., Erick (NBM)	Band (B)	Townsend JHS	08/16/2019
XU, Michael (NBM)	Band (B)	Townsend JHS	08/16/2019
WILSON, Zachary (NBM)	Band (B)	Townsend JHS	08/16/2019
GARCIA, Paul (NBM)	Band (B)	Woodcrest JHS	08/16/2019
HERMAN, Steven (NBM)	Band (B)	Woodcrest JHS	08/16/2019
HUTSON, Lauren (NBM)	Band (B)	Woodcrest JHS	08/16/2019
YEWMAN, Aaron (NBM)	Band (B)	Woodcrest JHS	08/16/2019
ALFARO, Jonathan (NBM)	Football (B)	Ayala HS	08/16/2019
ALFARO, Joaquin (NBM)	Football (B)	Ayala HS	08/16/2019
ALLEN, Jeffrey	Track & Field (GF)	Ayala HS	08/16/2019
AMELUXEN, John (NBM)	Softball (GF)	Ayala HS	08/16/2019
ANTON, Racquel (NBM)	Boys Water Polo (B)	Ayala HS	08/16/2019
ANTON, Racquel (NBM)	Girls Water Polo (B)	Ayala HS	08/16/2019
AVILA, Bryce (NBM)	Wrestling (GF)	Ayala HS	08/16/2019
BARD, Gregory (NBM)	Softball (GF)	Ayala HS	08/16/2019
BATY, James	Football (B)	Ayala HS	08/16/2019
BHATT, Sameer	Boys Basketball (GF)	Ayala HS	08/16/2019
BLACK, Derek (NBM)	Boys Water Polo (B)	Ayala HS	08/16/2019
BLUTO, Tristan (NBM)	Band (B)	Ayala HS	08/16/2019
BRIGGS, Gary (NBM)	Band (B)	Ayala HS	08/16/2019
BRUNIER, Grant (NBM)	Wrestling (GF)	Ayala HS	08/16/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENTS - EXTRA DUTY (cont.)

CAMPBELL, Amy	Softball (B)	Ayala HS	08/16/2019
CAPPS, Ronald	Boys Golf (GF)	Ayala HS	08/16/2019
CAPPS, Ronald	Girls Golf (GF)	Ayala HS	08/16/2019
CARRASCO, Zachary (NBM)	Band (B)	Ayala HS	08/16/2019
CEDERGREN, James	Football (B)	Ayala HS	08/16/2019
CORDTS, Michael	Boys Water Polo (GF)	Ayala HS	08/16/2019
CORDTS, Michael	Girls Water Polo (B)	Ayala HS	08/16/2019
CROOK, Keila (NBM)	Band (B)	Ayala HS	08/16/2019
DIMARCO, Tonino (NBM)	Cross Country (GF)	Ayala HS	08/16/2019
DIMARCO, Tonino (NBM)	Track & Field (GF)	Ayala HS	08/16/2019
DONOVAN, Kenny	Boys Golf (B)	Ayala HS	08/16/2019
DONOVAN, Kenny	Girls Golf (B)	Ayala HS	08/16/2019
DURAN, Elliott (NBM)	Band (B)	Ayala HS	08/16/2019
ENRIQUEZ, Jennifer	Track & Field (B)	Ayala HS	08/16/2019
FERNANDEZ, Lorraine (NBM)	Cross Country (B)	Ayala HS	08/16/2019
FERNANDEZ, Lorraine (NBM)	Track & Field (B)	Ayala HS	08/16/2019
FLORES, Bryan (NBM)	Boys Basketball (GF)	Ayala HS	08/16/2019
FRAZIER, Jordan (NBM)	Boys Basketball (B)	Ayala HS	08/16/2019
GANCZ, Gerardo	Boys Basketball (GF)	Ayala HS	08/16/2019
GRACIA III, Arthur	Baseball (B)	Ayala HS	08/16/2019
GRACIA III, Arthur	Football (GF)	Ayala HS	08/16/2019
HARRIS, Brian (NBM)	Girls Basketball (GF)	Ayala HS	08/16/2019
HERNANDEZ, Matthew (NBM)	Band (B)	Ayala HS	08/16/2019
IBARRA, Ana Jasmine (NBM)	Band (B)	Ayala HS	08/16/2019
IOSSIF, Italia	Boys Water Polo (GF)	Ayala HS	08/16/2019
JACKSON, Norman (NBM)	Band (B)	Ayala HS	08/16/2019
JONES, Tanner (NBM)	Band (B)	Ayala HS	08/16/2019
JUAREZ, Jorge (NBM)	Baseball (B)	Ayala HS	08/16/2019
KEVAL, Vickash (NBM)	Boys Basketball (GF)	Ayala HS	08/16/2019
KLEIBACKER, Christian	Track & Field (GF)	Ayala HS	08/16/2019
LAINING, LeGrand (NBM)	Volleyball (GF)	Ayala HS	08/16/2019
LEACH, Jonathan (NBM)	Baseball (B)	Ayala HS	08/16/2019
LEACH, Jonathan (NBM)	Football (B)	Ayala HS	08/16/2019
LIBBY, Gary	Baseball (GF)	Ayala HS	08/16/2019
LONG, Eric	Boys Soccer (GF)	Ayala HS	08/16/2019
LOPEZ, Erik (NBM)	Wrestling (GF)	Ayala HS	08/16/2019
LY, Robert (NBM)	Band (B)	Ayala HS	08/16/2019
MARIN, Oscar (NBM)	Boys Soccer (GF)	Ayala HS	08/16/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENTS - EXTRA DUTY (cont.)

MARIN, Oscar (NBM)	Girls Soccer (GF)	Ayala HS	08/16/2019
MARTIN, Richard	Football (GF)	Ayala HS	08/16/2019
MCGUIRE, Bradley	Baseball (B)	Ayala HS	08/16/2019
MCLAURIN, Ernest (NBM)	Band (B)	Ayala HS	08/16/2019
MERCADO, Nathan (NBM)	Boys Water Polo (B)	Ayala HS	08/16/2019
MONFILS, Sabrina (NBM)	Girls Soccer (GF)	Ayala HS	08/16/2019
NGUYEN, Jimmy (NBM)	Band (B)	Ayala HS	08/16/2019
NGUYEN, Vincent	Boys Tennis (GF)	Ayala HS	08/16/2019
NGUYEN, Vincent (NBM)	Girls Tennis (B)	Ayala HS	08/16/2019
OGINAGA, Paulette	Boys Tennis (B)	Ayala HS	08/16/2019
OJINAGA, Paulette	Girls Tennis (GF)	Ayala HS	08/16/2019
ORDONEZ, Andrew (NBM)	Band (B)	Ayala HS	08/16/2019
PADILLA, Andrew (NBM)	Band (B)	Ayala HS	08/16/2019
PARKS, Ryan	Track & Field (B)	Ayala HS	08/16/2019
PARKS, Ryan (NBM)	Football (B)	Ayala HS	08/16/2019
PATINO, Marc	Baseball (B)	Ayala HS	08/16/2019
PEZZOLLA, Amber	Girls Water Polo (GF)	Ayala HS	08/16/2019
RAMIREZ, Brandi (NBM)	Band (B)	Ayala HS	08/16/2019
RAMIREZ, Mario (NBM)	Band (B)	Ayala HS	08/16/2019
RAMIREZ, Rudy (NBM)	Football (B)	Ayala HS	08/16/2019
RAY, Matthew (NBM)	Band (B)	Ayala HS	08/16/2019
REEVES, Matthew	Cheer (B)	Ayala HS	08/16/2019
REIDT, Joshua (NBM)	Baseball (B)	Ayala HS	08/16/2019
SAIZ, Manuel	Football (B)	Ayala HS	08/16/2019
SAIZ, Manuel	Track & Field (B)	Ayala HS	08/16/2019
SMITH, Cambria (NBM)	Girls Soccer (GF)	Ayala HS	08/16/2019
STAYKOVA, Krasimira (NBM)	Band (B)	Ayala HS	08/16/2019
STRONG, Frank J. (NBM)	Football (B)	Ayala HS	08/16/2019
ULLMANN, Matthew	Cross Country (B)	Ayala HS	08/16/2019
ULLMANN, Matthew	Track & Field (GF)	Ayala HS	08/16/2019
URENA, Luis	Boys Soccer (GF)	Ayala HS	08/16/2019
URENA, Luis	Football (B)	Ayala HS	08/16/2019
VOGT, Christopher	Baseball (GF)	Ayala HS	08/16/2019
WICKS, Jonathan (NBM)	Band (B)	Ayala HS	08/16/2019
WOODEN, Elizabeth (NBM)	Volleyball (GF)	Ayala HS	08/16/2019
YOUNG, Jeffrey (NBM)	Softball (B)	Ayala HS	08/16/2019
YOUNG, Wayne (NBM)	Softball (GF)	Ayala HS	08/16/2019
ZARATE, Abby (NBM)	Band (B)	Ayala HS	08/16/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENTS - EXTRA DUTY (cont.)

ANA, James (NBM)	Band (B)	Chino HS	08/16/2019
ANGULO, Alex	Wrestling (GF)	Chino HS	08/16/2019
ANGULO, Alex (NBM)	Wrestling (GF)	Chino HS	08/16/2019
AVALOS, Richard (NBM)	Girls Tennis (B)	Chino HS	08/16/2019
BEAUDION, Joseph (NBM)	Football (B)	Chino HS	08/16/2019
BELL, Robert (NBM)	Boys Basketball (GF)	Chino HS	08/16/2019
BRANSKE, Garrett (NBM)	Baseball (B)	Chino HS	08/16/2019
BRITTEM, Kevin	Track & Field (B)	Chino HS	08/16/2019
CARPENTER, Justin (NBM)	Band (B)	Chino HS	08/16/2019
CASTANEDA, Hannah (NBM)	Boys Tennis (B)	Chino HS	08/16/2019
CASTANEDA, Hannah (NBM)	Girls Tennis (B)	Chino HS	08/16/2019
CHAVEZ, John (NBM)	Football (GF)	Chino HS	08/16/2019
COLINCO, Clyde	Girls Golf (GF)	Chino HS	08/16/2019
COLTON, Danny (NBM)	Track & Field (GF)	Chino HS	08/16/2019
CONDE, Alejandra (NBM)	Band (B)	Chino HS	08/16/2019
COOPER, Eric (NBM)	Boys Basketball (GF)	Chino HS	08/16/2019
CRASK, Madison (NBM)	Volleyball (GF)	Chino HS	08/16/2019
CROCKEM, Ronald (NBM)	Track & Field (GF)	Chino HS	08/16/2019
DAVIS, Jonathan	Girls Basketball (GF)	Chino HS	08/16/2019
DELEON, Andrew (NBM)	Football (B)	Chino HS	08/16/2019
DINKEL, Brian (NBM)	Band (B)	Chino HS	08/16/2019
FERNANDEZ, Amber (NBM)	Softball (GF)	Chino HS	08/16/2019
FLOURNOY Sr, Edmond (NBM)	Boys Basketball (GF)	Chino HS	08/16/2019
FULLER, Joe (NBM)	Football (B)	Chino HS	08/16/2019
GAMBOA, Alysia (NBM)	Girls Basketball (GF)	Chino HS	08/16/2019
GLEESON, Megan (NBM)	Cross Country (B)	Chino HS	08/16/2019
GLEESON, Megan (NBM)	Track & Field (GF)	Chino HS	08/16/2019
GODINHO, Brooke (NBM)	Boys Water Polo (B)	Chino HS	08/16/2019
GODINHO, Brooke (NBM)	Swim (GF)	Chino HS	08/16/2019
GODINHO, Brooke (NBM)	Girls Water Polo (B)	Chino HS	08/16/2019
GONZALEZ, Jorge (NBM)	Baseball (GF)	Chino HS	08/16/2019
HERMAN, Steven (NBM)	Band (B)	Chino HS	08/16/2019
HINKLE, Michael	Boys Tennis (B)	Chino HS	08/16/2019
HINKLE, Michael	Girls Tennis (GF)	Chino HS	08/16/2019
HULME, Christopher (NBM)	Boys Water Polo (GF)	Chino HS	08/16/2019
HUTSON, Lauren (NBM)	Band (B)	Chino HS	08/16/2019
IVICEVIC, Taylor (NBM)	Girls Basketball (GF)	Chino HS	08/16/2019
JONES, Tanner (NBM)	Band (B)	Chino HS	08/16/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENTS - EXTRA DUTY (cont.)

LAROSA, Joseph (NBM)	Football (GF)	Chino HS	08/16/2019
LAROSA, Vincent (NBM)	Football (GF)	Chino HS	08/16/2019
LAWRENCE, Kevin (NBM)	Football (B)	Chino HS	08/16/2019
LEDESMA, Matthew (NBM)	Wrestling (GF)	Chino HS	08/16/2019
LIRA, Alex (NBM)	Cross Country (B)	Chino HS	08/16/2019
LOBO, Frank (NBM)	Baseball (GF)	Chino HS	08/16/2019
LOBO, Frank (NBM)	Football (GF)	Chino HS	08/16/2019
LYNCH, LaKecia (NBM)	Track & Field (B)	Chino HS	08/16/2019
MACHUCA, Fabian (NBM)	Boys Soccer (B)	Chino HS	08/16/2019
MEEKS, Amber (NBM)	Volleyball (B)	Chino HS	08/16/2019
MILES, GEORGE (NBM)	Football (GF)	Chino HS	08/16/2019
MONTOYA, Carlos (NBM)	Football (GF)	Chino HS	08/16/2019
MURILLO, Daniel (NBM)	Track & Field (B)	Chino HS	08/16/2019
MURILLO, Daniel (NBM)	Football (B)	Chino HS	08/16/2019
OCHOA, Daniella (NBM)	Softball (GF)	Chino HS	08/16/2019
OVALLE, Manuel (NBM)	Boys Soccer (GF)	Chino HS	08/16/2019
PARRELL, Jessica	Track & Field (GF)	Chino HS	08/16/2019
PARRELL, Jessica	Girls Soccer (GF)	Chino HS	08/16/2019
PEASE, Adam	Girls Soccer (B)	Chino HS	08/16/2019
PHELAN, Brian (NBM)	Football (B)	Chino HS	08/16/2019
PITCHFORD, Julianne (NBM)	Band (B)	Chino HS	08/16/2019
PRATT, Joshua (NBM)	Boys Tennis (GF)	Chino HS	08/16/2019
PRATT, Joshua (NBM)	Girls Tennis (B)	Chino HS	08/16/2019
ROSALEZ, Victor (NBM)	Boys Soccer (GF)	Chino HS	08/16/2019
SANSUR, Jorge (NBM)	Football (GF)	Chino HS	08/16/2019
STANFORD, Summer	Girls Water Polo (GF)	Chino HS	08/16/2019
STARICKA, Damian	Girls Basketball (GF)	Chino HS	08/16/2019
STWERTNIK, Demi (NBM)	Girls Soccer (GF)	Chino HS	08/16/2019
SURINA, John (NBM)	Baseball (B)	Chino HS	08/16/2019
TELLO III, Thomas (NBM)	Football (B)	Chino HS	08/16/2019
TORRES, Peter (NBM)	Cross Country (GF)	Chino HS	08/16/2019
TORRES, Peter (NBM)	Track & Field (B)	Chino HS	08/16/2019
URIAS, Samuel (NBM)	Boys Soccer (GF)	Chino HS	08/16/2019
VAZQUEZ, Alberto	Girls Soccer (GF)	Chino HS	08/16/2019
VAZQUEZ, Alberto	Girls Soccer (GF)	Chino HS	08/16/2019
WUERTZ, Sarah (NBM)	Boys Water Polo (B)	Chino HS	08/16/2019
WUERTZ, Sarah (NBM)	Swim (GF)	Chino HS	08/16/2019
WUERTZ, Sarah (NBM)	Girls Water Polo (B)	Chino HS	08/16/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENTS - EXTRA DUTY (cont.)

YOUNG, Devan (NBM)	Wrestling (GF)	Chino HS	08/16/2019
YOUNG, Devan (NBM)	Wrestling (GF)	Chino HS	08/16/2019
ZEMLOCK, Gabrielle (NBM)	Volleyball (B)	Chino HS	08/16/2019
ZURILGEN, Ashlynn (NBM)	Softball (GF)	Chino HS	08/16/2019
BALL, Amanda (NBM)	Girls Soccer (B)	Chino Hills HS	08/16/2019
BARCENAS, Ruben	Boys Basketball (GF)	Chino Hills HS	08/16/2019
BARCENAS, Ruben (NBM)	Softball (B)	Chino Hills HS	08/16/2019
BERGMANN, James	Track & Field (GF)	Chino Hills HS	08/16/2019
BLAKEY, Katherine (NBM)	Band (B)	Chino Hills HS	08/16/2019
BUSCH, Phillip (NBM)	Football (B)	Chino Hills HS	08/16/2019
BUTLER, Stephanie (NBM)	Girls Basketball (GF)	Chino Hills HS	08/16/2019
CABADO, Kenneth	Boys Basketball (B)	Chino Hills HS	08/16/2019
CALLES, Scott (NBM)	Football (GF)	Chino Hills HS	08/16/2019
CARDENAS CASILLAS, Luis (NBM)	Band (B)	Chino Hills HS	08/16/2019
CAREY-BARRON, Erin (NBM)	Dance (B)	Chino Hills HS	08/16/2019
CARROLL, Nathan (NBM)	Band (B)	Chino Hills HS	08/16/2019
COTE, Thomas (NBM)	Wrestling (GF)	Chino Hills HS	08/16/2019
CYRUS, Jaren (NBM)	Football (B)	Chino Hills HS	08/16/2019
DELOYE, Amber	Swim (B)	Chino Hills HS	08/16/2019
DUARTE, Tass (NBM)	Band (B)	Chino Hills HS	08/16/2019
DUFFY-HUERTA, Kody (NBM)	Football (B)	Chino Hills HS	08/16/2019
ESPINOSA, Jose	Baseball (B)	Chino Hills HS	08/16/2019
ESPINOSA, Jose	Football (B)	Chino Hills HS	08/16/2019
FRANKLIN, Daniel	Baseball (B)	Chino Hills HS	08/16/2019
FULLERTON, Keith	Baseball (B)	Chino Hills HS	08/16/2019
GILLELAND, Anthony (NBM)	Band (B)	Chino Hills HS	08/16/2019
GILLELAND, Anthony (NBM)	Band (B)	Chino Hills HS	08/16/2019
GOMEZ III, Juventino (NBM)	Wrestling (GF)	Chino Hills HS	08/16/2019
GONZALEZ, Brandon (NBM)	Softball (GF)	Chino Hills HS	08/16/2019
GRANT, Donald	Boys Basketball (GF)	Chino Hills HS	08/16/2019
HARRIS, Britt (NBM)	Girls Water Polo (B)	Chino Hills HS	08/16/2019
HARRIS, Britt (NBM)	Boys Water Polo (B)	Chino Hills HS	08/16/2019
HARTMAN, Chadd (NBM)	Band (B)	Chino Hills HS	08/16/2019
HOENISCH, Brad (NBM)	Softball (GF)	Chino Hills HS	08/16/2019
IVES, Merrick (NBM)	Girls Soccer (B)	Chino Hills HS	08/16/2019
JOHNSON, Keland (NBM)	Football (GF)	Chino Hills HS	08/16/2019
JONES, Brian (NBM)	Cheer (B)	Chino Hills HS	08/16/2019
JONES, Vincent (NBM)	Girls Basketball (GF)	Chino Hills HS	08/16/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENTS - EXTRA DUTY (cont.)

KENT, Shannon (NBM)	Girls Soccer (GF)	Chino Hills HS	08/16/2019
KREISS, Kimberly	Cross Country (GF)	Chino Hills HS	08/16/2019
LATIMORE, Dennis	Boys Basketball (GF)	Chino Hills HS	08/16/2019
LAVIGNE, Jordin (NBM)	Cheer (B)	Chino Hills HS	08/16/2019
LEBEOUF, Brian (NBM)	Football (B)	Chino Hills HS	08/16/2019
LONG, Debra (NBM)	Wrestling (GF)	Chino Hills HS	08/16/2019
LOPEZ, Garret (NBM)	Band (B)	Chino Hills HS	08/16/2019
LOPEZ, Jennifer (NBM)	Band (B)	Chino Hills HS	08/16/2019
LOZA, Trevin (NBM)	Track & Field (B)	Chino Hills HS	08/16/2019
LOZA, Trevin (NBM)	Football (B)	Chino Hills HS	08/16/2019
MAIZLAND, Marrissa (NBM)	Cheer (B)	Chino Hills HS	08/16/2019
MAPES, John (NBM)	Band (B)	Chino Hills HS	08/16/2019
MARQUEZ, Ronald (NBM)	Football (GF)	Chino Hills HS	08/16/2019
MCMANE, Samantha (NBM)	Band (B)	Chino Hills HS	08/16/2019
MISAWA, Keane	Badminton (GF)	Chino Hills HS	08/16/2019
MISAWA, Keane	Girls Golf (GF)	Chino Hills HS	08/16/2019
MORALES, Jr, Richard	Track & Field (GF)	Chino Hills HS	08/16/2019
MORIARTY, Timothy (NBM)	Band (B)	Chino Hills HS	08/16/2019
NAQUIN, Taylor (NBM)	Cheer (B)	Chino Hills HS	08/16/2019
NHIAL, Kristen (NBM)	Track & Field (B)	Chino Hills HS	08/16/2019
PATUANO, Matthew (NBM)	Football (B)	Chino Hills HS	08/16/2019
PERKINS, Morgan (NBM)	Cheer (B)	Chino Hills HS	08/16/2019
PERREAULT, Brian	Boys Soccer (GF)	Chino Hills HS	08/16/2019
PLASCENCIA, Andy	Girls Soccer (GF)	Chino Hills HS	08/16/2019
PLASCENCIA, Emmanuel (NBM)	Girls Soccer (B)	Chino Hills HS	08/16/2019
PLAYER, Scott (NBM)	Swim (B)	Chino Hills HS	08/16/2019
PROBST, Jonathan (NBM)	Band (B)	Chino Hills HS	08/16/2019
REINA, Gerald (NBM)	Football (B)	Chino Hills HS	08/16/2019
RICO, Jessica (NBM)	Band (B)	Chino Hills HS	08/16/2019
RILEY, Jeremy (NBM)	Band (B)	Chino Hills HS	08/16/2019
RIVAS, Brisa	Boys Tennis (B)	Chino Hills HS	08/16/2019
RIVAS, Brisa	Girls Tennis (B)	Chino Hills HS	08/16/2019
ROY, Alejandro (NBM)	Football (B)	Chino Hills HS	08/16/2019
RUSSELL, Cory	Girls Water Polo (B)	Chino Hills HS	08/16/2019
RUSSELL, Cory (NBM)	Swim (B)	Chino Hills HS	08/16/2019
RUSSELL, Cory (NBM)	Boys Water Polo (GF)	Chino Hills HS	08/16/2019
SANCHEZ Jr, Alejandro	Baseball (B)	Chino Hills HS	08/16/2019
SANFORD, Mike (NBM)	Football (B)	Chino Hills HS	08/16/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENTS - EXTRA DUTY (cont.)

SANTOS, Remencito	Boys Basketball (B)	Chino Hills HS	08/16/2019
SARAVIA, Ervin (NBM)	Boys Tennis (GF)	Chino Hills HS	08/16/2019
SARAVIA, Ervin (NBM)	Girls Tennis (GF)	Chino Hills HS	08/16/2019
SAVAGE, Erik (NBM)	Football (B)	Chino Hills HS	08/16/2019
SCHNAKE, Joseph (NBM)	Volleyball (GF)	Chino Hills HS	08/16/2019
SIMS, Marcus	Baseball (B)	Chino Hills HS	08/16/2019
SIMS, Melvin	Boys Basketball (GF)	Chino Hills HS	08/16/2019
SOUTHWORTH, Michael (NBM)	Softball (GF)	Chino Hills HS	08/16/2019
STANFORD, Ronald	Swim (GF)	Chino Hills HS	08/16/2019
STEVENS, Christopher	Football (GF)	Chino Hills HS	08/16/2019
STRONG, Frank J.	Boys Golf (B)	Chino Hills HS	08/16/2019
SUVIATE, Alexandra (NBM)	Dance (B)	Chino Hills HS	08/16/2019
TERRY, Mykeal	Baseball (GF)	Chino Hills HS	08/16/2019
TERRY, Mykeal	Boys Soccer (GF)	Chino Hills HS	08/16/2019
TERRY, Mykeal	Football (B)	Chino Hills HS	08/16/2019
THÉ, Paul (NBM)	Volleyball (B)	Chino Hills HS	08/16/2019
TOBIN, Timothy (NBM)	Girls Water Polo (B)	Chino Hills HS	08/16/2019
TOBIN, Timothy (NBM)	Boys Water Polo (B)	Chino Hills HS	08/16/2019
TRANTOW, Ian	Boys Soccer (GF)	Chino Hills HS	08/16/2019
TRUONG, Kevin (NBM)	Band (B)	Chino Hills HS	08/16/2019
URBINA Jr., Erick (NBM)	Band (B)	Chino Hills HS	08/16/2019
VARELA, ALLEN	Baseball (B)	Chino Hills HS	08/16/2019
VASQUEZ Jr, George (NBM)	Football (B)	Chino Hills HS	08/16/2019
VERPLANCKE, Joseph	Baseball (GF)	Chino Hills HS	08/16/2019
WINTON, Bryce (NBM)	Girls Water Polo (GF)	Chino Hills HS	08/16/2019
WINTON, Bryce (NBM)	Swim (B)	Chino Hills HS	08/16/2019
WINTON, Bryce (NBM)	Boys Water Polo (GF)	Chino Hills HS	08/16/2019
YAMASAKI, Kyle (NBM)	Dance (B)	Chino Hills HS	08/16/2019
ZENZOLA, Anthony (NBM)	Football (GF)	Chino Hills HS	08/16/2019
ZHUANG, Jimmy (NBM)	Girls Basketball (GF)	Chino Hills HS	08/16/2019
ABRAM Sr., Patrick (NBM)	Football (B)	Don Lugo HS	08/16/2019
ARAMBULA, Lindsay (NBM)	Girls Tennis (B)	Don Lugo HS	08/16/2019
ASHFORD, Mark (NBM)	Baseball (B)	Don Lugo HS	08/16/2019
ASHFORD, Mark (NBM)	Football (GF)	Don Lugo HS	08/16/2019
AYALA, Joshua (NBM)	Wrestling (GF)	Don Lugo HS	08/16/2019
BARAJAS, Enrique (NBM)	Boys Water Polo (GF)	Don Lugo HS	08/16/2019
BARAJAS, Yuleisi (NBM)	Boys Water Polo (GF)	Don Lugo HS	08/16/2019
BAYLON, Cherry (NBM)	Volleyball (GF)	Don Lugo HS	08/16/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENTS - EXTRA DUTY (cont.)

BELLOSO, Rodrigo	Girls Basketball (GF)	Don Lugo HS	08/16/2019
BOYER, FRANCISCO (NBM)	Boys Basketball (GF)	Don Lugo HS	08/16/2019
BUSCH, Nikki	Boys Golf (GF)	Don Lugo HS	08/16/2019
CANTOS, Odyssees	Track & Field (B)	Don Lugo HS	08/16/2019
CELESTINO, Lisbet (NBM)	Girls Water Polo (B)	Don Lugo HS	08/16/2019
CELESTINO, Lisbet (NBM)	Swim (GF)	Don Lugo HS	08/16/2019
CELESTINO, Raquel (NBM)	Girls Water Polo (B)	Don Lugo HS	08/16/2019
CELESTINO, Raquel (NBM)	Swim (GF)	Don Lugo HS	08/16/2019
DELEON, Joe (NBM)	Boys Basketball (GF)	Don Lugo HS	08/16/2019
DELEON, Steven	Boys Basketball (B)	Don Lugo HS	08/16/2019
DEMARCO, Curtis (NBM)	Football (GF)	Don Lugo HS	08/16/2019
DUARTE, Tass (NBM)	Band (B)	Don Lugo HS	08/16/2019
FAVELA, Serena (NBM)	Volleyball (GF)	Don Lugo HS	08/16/2019
FINCH, Richard	Baseball (GF)	Don Lugo HS	08/16/2019
FINCH, Richard	Football (GF)	Don Lugo HS	08/16/2019
GANO, Greg	Football (GF)	Don Lugo HS	08/16/2019
GONZALES, Michael (NBM)	Football (B)	Don Lugo HS	08/16/2019
GUTIERREZ, Mark (NBM)	Wrestling (GF)	Don Lugo HS	08/16/2019
HERNANDEZ, Carlos (NBM)	Football (B)	Don Lugo HS	08/16/2019
HERNANDEZ, Carlos (NBM)	Wrestling (GF)	Don Lugo HS	08/16/2019
HIGHSTREET, Eric	Baseball (GF)	Don Lugo HS	08/16/2019
JENSEN, Gage (NBM)	Girls Soccer (GF)	Don Lugo HS	08/16/2019
JUAREZ CEBALLOS, Marcos (NBM)	Boys Soccer (GF)	Don Lugo HS	08/16/2019
KIM, Jae	Boys Tennis (GF)	Don Lugo HS	08/16/2019
KIM, Jae	Football (B)	Don Lugo HS	08/16/2019
KUSHKAKI, Ehssanullah (NBM)	Boys Soccer (GF)	Don Lugo HS	08/16/2019
LAROYA, Paulina (NBM)	Band (B)	Don Lugo HS	08/16/2019
LEPP, Marcus (NBM)	Football (B)	Don Lugo HS	08/16/2019
MEZA, Hope (NBM)	Girls Tennis (B)	Don Lugo HS	08/16/2019
ORDONEZ, Reggie (NBM)	Band (B)	Don Lugo HS	08/16/2019
PANATTONI, Jody (NBM)	Football (B)	Don Lugo HS	08/16/2019
PINEDA, Alana (NBM)	Band (B)	Don Lugo HS	08/16/2019
POLITE, Coby	Cross Country (GF)	Don Lugo HS	08/16/2019
POLITE, Coby	Track & Field (GF)	Don Lugo HS	08/16/2019
PULLIAM, Scott (NBM)	Football (B)	Don Lugo HS	08/16/2019
REITER III, Francis (NBM)	Track & Field (B)	Don Lugo HS	08/16/2019
ROBLEDO, Gorge (NBM)	Wrestling (GF)	Don Lugo HS	08/16/2019
ROBLES, Daniel	Football (GF)	Don Lugo HS	08/16/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>APPOINTMENTS - EXTRA DUTY</u> (cont.)			
ROY, Alex (NBM)	Football (GF)	Don Lugo HS	08/16/2019
ROY, Alex (NBM)	Track & Field (GF)	Don Lugo HS	08/16/2019
SANCHEZ, Mayte (NBM)	Volleyball (B)	Don Lugo HS	08/16/2019
SINGLETON, Carlyle (NBM)	Girls Basketball (GF)	Don Lugo HS	08/16/2019
SWIFT, Micah	Boys Soccer (GF)	Don Lugo HS	08/16/2019
SWIFT, Micah	Track & Field (GF)	Don Lugo HS	08/16/2019
TELLEZ, Carolyn (NBM)	Dance (B)	Don Lugo HS	08/16/2019
TENG, Lyle (NBM)	Band (B)	Don Lugo HS	08/16/2019
VALENZUELA, Joseph (NBM)	Band (B)	Don Lugo HS	08/16/2019
VERASTEGUI, Christopher (NBM)	Band (B)	Don Lugo HS	08/16/2019
VIZCAINO, Vincent (NBM)	Volleyball (B)	Don Lugo HS	08/16/2019
WALTZ, Dean	Boys Basketball (GF)	Don Lugo HS	08/16/2019
WALTZ, Dean (NBM)	Girls Basketball (GF)	Don Lugo HS	08/16/2019
WALTZ, Eric (NBM)	Boys Basketball (GF)	Don Lugo HS	08/16/2019
WALTZ, Eric (NBM)	Girls Basketball (GF)	Don Lugo HS	08/16/2019
WROTH, Christen (NBM)	Band (B)	Don Lugo HS	08/16/2019
ZAMORA, Nestor (NBM)	Baseball (GF)	Don Lugo HS	08/16/2019
TOTAL:			\$157,578.00

TEACHER INDUCTION MENTORS 2019/2020 SCHOOL YEAR

HERNANDEZ, Noel-Lauren	Teacher Induction Mentor	Butterfield Ranch ES	08/05/2019
KLINGELBERG, Debra	Teacher Induction Mentor	Butterfield Ranch ES	08/05/2019
HIPPEN, Denise	Teacher Induction Mentor	Cattle ES	08/05/2019
ABRAHAM, Kimberly	Teacher Induction Mentor	Chaparral ES	08/05/2019
FINNERAN-HOFMANN, Susan	Teacher Induction Mentor	Chaparral ES	08/05/2019
FOSS, Raechel	Teacher Induction Mentor	Chaparral ES	08/05/2019
GALLEGOS, Bonni	Teacher Induction Mentor	Chaparral ES	08/05/2019
VALENZUELA, Jean	Teacher Induction Mentor	Chaparral ES	08/05/2019
MADKIN, Kitt	Teacher Induction Mentor	Cortez ES	08/05/2019
HALL, Jennifer	Teacher Induction Mentor	Country Springs ES	08/05/2019
KEUNING, Kristi	Teacher Induction Mentor	Country Springs ES	08/05/2019
CAMPOS, Rebecca	Teacher Induction Mentor	Dickey ES	08/05/2019
SMITH, Nadine	Teacher Induction Mentor	Dickey ES	08/05/2019
BILON, Jody	Teacher Induction Mentor	Dickson ES	08/05/2019
PRINDIVILLE, Denise	Teacher Induction Mentor	Dickson ES	08/05/2019
ARREY, Amanda	Teacher Induction Mentor	Eagle Canyon ES	08/05/2019
BAKER, Andrea	Teacher Induction Mentor	Glenmeade ES	08/05/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>TEACHER INDUCTION MENTORS 2019/2020 SCHOOL YEAR</u> (cont.)			
BORCHARDT, Paige	Teacher Induction Mentor	Glenmeade ES	08/05/2019
HERRERA, Tina	Teacher Induction Mentor	Glenmeade ES	08/05/2019
LAGUNAS, Silva	Teacher Induction Mentor	Glenmeade ES	08/05/2019
MORSE, Karen	Teacher Induction Mentor	Glenmeade ES	08/05/2019
PETERS, Jami	Teacher Induction Mentor	Glenmeade ES	08/05/2019
MYERS, Manya	Teacher Induction Mentor	Hidden Trails ES	08/05/2019
FADRIQUELA, Grace	Teacher Induction Mentor	Liberty ES	08/05/2019
YLLANES, Samantha	Teacher Induction Mentor	Liberty ES	08/05/2019
BAUERLY, Michelle	Teacher Induction Mentor	Litel ES	08/05/2019
ESCOBEDO, Maggie	Teacher Induction Mentor	Marshall ES	08/05/2019
FORT, Mindy	Teacher Induction Mentor	Rhodes ES	08/05/2019
WENDLING, Michael	Teacher Induction Mentor	Rhodes ES	08/05/2019
HUNTER-BUFFINGTON, Carri	Teacher Induction Mentor	Walnut ES	08/05/2019
WIND, Nicole	Teacher Induction Mentor	Walnut ES	08/05/2019
FRESCAS, Nicholas	Teacher Induction Mentor	Wickman ES	08/05/2019
GRAF, Roseann	Teacher Induction Mentor	Wickman ES	08/05/2019
HARIRCHI, Maria	Teacher Induction Mentor	Wickman ES	08/05/2019
LANE, Cheryl	Teacher Induction Mentor	Wickman ES	08/05/2019
DAVIS, Nuria	Teacher Induction Mentor	Briggs K-8	08/05/2019
BRODACK, Megan	Teacher Induction Mentor	Cal Aero K-8	08/05/2019
DE LA ROSA, Angela	Teacher Induction Mentor	Cal Aero K-8	08/05/2019
GRAHAM, Stephenette	Teacher Induction Mentor	Cal Aero K-8	08/05/2019
LABRUCHERIE, Kassandra	Teacher Induction Mentor	Cal Aero K-8	08/05/2019
SAVAGE, Lara	Teacher Induction Mentor	Cal Aero K-8	08/05/2019
KIM, Doreen	Teacher Induction Mentor	Canyon Hills JHS	08/05/2019
BARTOLO GARCIA, Monica	Teacher Induction Mentor	Magnolia JHS	08/05/2019
CELAYA, Candida	Teacher Induction Mentor	Magnolia JHS	08/05/2019
LARNED, Kelly	Teacher Induction Mentor	Magnolia JHS	08/05/2019
MARTY, Rachel	Teacher Induction Mentor	Magnolia JHS	08/05/2019
ARMIJO, Michelle	Teacher Induction Mentor	Ramona JHS	08/05/2019
ITAGAKI, Shirl	Teacher Induction Mentor	Ramona JHS	08/05/2019
KUNISHIMA, John	Teacher Induction Mentor	Townsend JHS	08/05/2019
DAVIS, Ryan	Teacher Induction Mentor	Ayala HS	08/05/2019
ELLINGTON, Matthew	Teacher Induction Mentor	Ayala HS	08/05/2019
ROSA, Karen	Teacher Induction Mentor	Ayala HS	08/05/2019
SJOL, Adam	Teacher Induction Mentor	Ayala HS	08/05/2019
VARA, Lorraine	Teacher Induction Mentor	Chino HS	08/05/2019
LINDEMULDER, Char	Teacher Induction Mentor	Chino Hills HS	08/05/2019
CRUZ, Claudia	Teacher Induction Mentor	CVLA	08/05/2019
YU, Sophie	Teacher Induction Mentor	Don Lugo HS	08/05/2019
MENDOZA, Norma	Teacher Induction Mentor	Access & Equity	08/05/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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TEACHER INDUCTION MENTORS 2019/2020 SCHOOL YEAR (cont.)

EMHOFF, Elizabeth	Teacher Induction Mentor	Elementary Curriculum	08/05/2019
GROSS, Heidi	Teacher Induction Mentor	Elementary Curriculum	08/05/2019
IVES, Kristine	Teacher Induction Mentor	Elementary Curriculum	08/05/2019
LONG, Amanda	Teacher Induction Mentor	Elementary Curriculum	08/05/2019
OIE, Stephanie	Teacher Induction Mentor	Human Resources	08/05/2019
REYNOLDS, Vicki	Teacher Induction Mentor	Retired	08/05/2019
SAAVEDRA, Diana	Teacher Induction Mentor	Retired	08/05/2019
DELORIA, Denise	Teacher Induction Mentor	Special Education	08/05/2019

APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2019, THROUGH JUNE 30, 2020

ALLINGHAM, Susan	ARGUELLO, Patricia	BAIK, Jin
BAIN, Samuel	BAIR, Crystal	BARBEE, Alice
BERSON, Bradley	BRADY, Julia	CHI, Hsing
CLOUSE, Cynthia	DUPEE, Christopher	FISCH, Garrett
FLORES, Nancy	GODINEZ, James	GUTIERREZ-CASTILLO, Annalia
KING, Jeanne	LOPEZ, Guillermo	MACHUCA, Fabian
PETERSEN, David	RODRIGUEZ, Alexander	SCALES, Janae
TEUNE, Teresa	TRAN, Chi	

CLASSIFIED PERSONNEL

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

APPOINTMENT

PEREZ, Shirley	IA/Childhood Education (CDF)	Liberty Child Development Center	08/12/2019
SHUE, Nicole	Playground Supervisor (GF)	Litel ES	08/12/2019
GUERRA, Christine	Playground Supervisor (GF)	Wickman ES	08/16/2019
GINES, Stacie	IA/Special Education (SELPA/GF)	Magnolia JHS	08/12/2019
AGUILAR, Josabeth	Central Kitchen Assistant I (NS)	Townsend JHS	08/09/2019
RODRIGUEZ, Adrian	Custodian I (GF)	Woodcrest JHS	08/12/2019
MOHLMAN, Tyler	Custodian I (GF)	Ayala HS	08/01/2019
PRECIADO, Jessica	IA/Special Education (SELPA/GF)	Ayala HS	08/12/2019
TURNER, Blanca	IA/Special Education/SH (SELPA/GF)	Ayala HS	08/12/2019
AVITIA, Kathy	IA/Special Education (SELPA/GF)	Chino Hills HS	08/12/2019
SANCHEZ Jr., Alejandro	IA/Special Education (SELPA/GF)	Chino Hills HS	08/12/2019
MENDIOLA, MaryCarmen	Licensed Vocational Nurse (GF)	Health Services	08/06/2019
ORDAZ, Vanessa	Interpreter-Deaf/Hard of Hearing (SELPA/GF)	Special Education	08/09/2019
SHAIBI, Amjad	Network Technician (GF)	Technology	08/05/2019

PROMOTION

CHAVEZ, Michelle	FROM: Typist Clerk II (GF) 8 hrs./201 work days TO: School Secretary I (GF) 8 hrs./215 work days	Country Springs ES Country Springs ES	08/01/2019
VILLEGAS, Wendy	FROM: Elementary Library/Media Center Assistant (GF) 3.5 hrs./150 contract days TO: Counseling Assistant (GF) 8 hrs./205 work days	Dickey ES Alternative Education	08/19/2019
ALVAREZ, Vanessa	FROM: Typist Clerk II (GF) 8 hrs./201 work days TO: School Secretary I (GF) 8 hrs./215 work days	Oak Ridge ES Wickman ES	08/19/2019
SERRATO, Myra	FROM: Instructional Aide/Biling.- Bilit. Spanish (C) 4 hrs./166 work days TO: Registrar (ASF/ABG) 4 hrs./208 work days	Adult School Adult School	08/16/2019

CLASSIFIED PERSONNEL (cont.)

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

ANDERSON, Taina	FROM: Typist Clerk II (GF) 8 hrs./261 contract days TO: School Secretary I (GF) 8 hrs./215 work days	Technology Eagle Canyon ES	08/12/2019
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CHANGE OF ASSIGNMENT

GUTIERREZ, Deborah	FROM: IA/Computer Assisted Instruction (C) 3.8 hrs./175 work days TO: IA/Computer Assisted Instruction (SELPA/GF) 6 hrs./181 work days	Cattle ES Special Education	08/12/2019
FREUDE, Amy	FROM: Playground Supervisor (GF) 1.5 hrs./180 work days TO: Playground Supervisor (GF) 5.5 hrs./180 work days	Cortez ES Ayala HS	08/12/2019
RUIZ, Blanca	FROM: Child Development Program Technician (CDF) 8 hrs./255 contract days TO: Transportation Technician (GF) 8 hrs./261 contract days	Health Services Transportation	08/16/2019

ADDITIONAL ASSIGNMENT

CLAROS, Jesline	Bilingual Typist Clerk I (C)	Briggs K-8	08/16/2019
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RESIGNATION

GREEN LUNA, Alexis	IA/Childhood Education	Chaparral FC	08/06/2019
HACHE, Ashley	Nutrition Services Manager I (NS)	Dickey ES	05/31/2019
VEAZIE, Jordin	IA/Childhood Education (CDF)	Hidden Trails FC	07/16/2019
CHICO, Ana	Bilingual Typist Clerk I (C)	Liberty ES	08/02/2019
REEVES, Erin	Elementary Library/Media Center Assistant (GF)	Newman ES	08/02/2019
CHRISTENSON, Alyia	Nutrition Services Assistant I (NS)	Oak Ridge ES	07/30/2019
SANHAMEL, Jill	IA/Special Education (SELPA/GF)	Wickman ES	07/18/2019
GREGORY, Monica	IA/Special Education (SELPA/GF)	Briggs K-8	08/09/2019

CLASSIFIED PERSONNEL (cont.)

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

LOWENSTEIN, Laura	Playground Supervisor (GF)	Townsend JHS	08/11/2019
HAWKINS, Alisa	IA/Special Education/SH (SELPA/GF)	Ayala HS	08/05/2019
RYAN, Mara	IA/Special Education/SH (SELPA/GF)	Ayala HS	08/05/2019
VISAYA, Anne	IA/Special Education/SH (SELPA/GF)	Special Education	07/31/2019
RIOS-RAMIREZ, Claudia	Bus Driver (GF)	Transportation	07/22/2019

RETIREMENT

TRUJILLO, Robert (20 Years of Service)	Custodian II (GF)	Marshall ES	11/01/2019
VARGAS, Kelley (1 Years of Service)	Playground Supervisor (GF)	Magnolia JHS	05/31/2019
FARIAS, Octavio (5 Years of Service)	Custodian I (GF)	Chino HS	07/31/2019
CASTILLO, Mariam (36 Years of Service)	Lead Duplicating Technician (GF)	Printing, Graphics & Mail Services	08/01/2019
BOGDON Jr., George (1 Year of Service)	Bus Driver (GF)	Transportation	08/08/2019

APPOINTMENT OF SHORT-TERM EMPLOYEES EFFECTIVE JULY 1, 2019, THROUGH SEPTEMBER 30, 2019

AMOS, Catherine	IA/Special Education/SH	Chaparral ES
GREEN, Melissa	IA/Special Education/SH	Briggs K-8
BLOM, Heather	IA/Special Education/SH	Magnolia JHS
MORRISON, Amanda	IA/Special Education/SH	Magnolia JHS
ESSLINGER, Samantha	IA/Special Education/SH	Woodcrest JHS
ORTIZ, Maria L.	IA/Special Education/SH	Woodcrest JHS
WARD, Claudia	IA/Special Education/SH	Ayala HS
BALLESTEROS, Venus	IA/Special Education/SH	Chino HS
DELGADO, Linda	IA/Special Education/SH	Chino Hills HS

APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2019, THROUGH JUNE 30, 2020

BURKE, Carina	ESPINOZA, Zachariah	GARCIA GALLAEZO, Mary
GONZALEZ, Sarah	GUTIERREZ, Arthur R.	GUZMAN-ROMO, Christina
HOEGEL-PAVELSKY, Vanessa	JOHNSON, Sabrina	LATCHMAN, Kenzie
LIVINGSTON, Luci	LOPEZ, Jared	MAREK, Amanda
MILLER, Patricia	OBOZA, Cathleen	PRATT, Amanda
RODRIGUEZ, Arlene	ROSALEZ-ALVAREZ, Ayla	SILVA-BAZULTO, Vicki
TOOLE, Catherine	VALADEZ, Benjamin	VELAZQUEZ, Jeanette
WERLING, Cory		

(504) = Federal Law for Individuals with Handicaps
 (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
 (CDF) = Child Development Fund
 (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
 (MAA) = Medi-Cal Administrative Activities
 (MG) = Measure G – Fund 21
 (MH) = Mental Health – Special Ed.
 (NBM) = Non-Bargaining Member
 (ND) = Neglected and Delinquent
 (NS) = Nutrition Services Budget
 (OPPR) = Opportunity Program
 (PFA) = Parent Faculty Association
 (R) = Restricted
 (ROP) = Regional Occupation Program
 (SAT) = Saturday School
 (SB813) = Medi-Cal Admin. Activities Entity Fund
 (SELPA) = Special Education Local Plan Area
 (SOAR) = Students on a Rise
 (SPEC) = Spectrum Schools
 (SS) = Summer School
 (SWAS) = School within a School
 (VA) = Virtual Academy
 (WIA) = Workforce Investment Act

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: August 15, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Whitney Fields, Director, Risk Management and Human Resources
SUBJECT: REJECTION OF CLAIM

=====

BACKGROUND

Claim 19-07-05 was submitted on July 11, 2019, by Amanda K. O’Neal, Esq. on behalf of Rudy Buruca, Rebecca Sabatino, and their son, a student at Eagle Canyon ES. Claimant alleges discrimination based on disability. Claimant seeks damages and a settlement demand that lies within the jurisdiction of the Superior Court no less than \$500,000.00.

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

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

RECOMMENDATION

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

FISCAL IMPACT

Unknown at present.

NE:RR:WF:lag

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: August 15, 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: STUDENT INTERNSHIP AGREEMENT WITH NATIONAL UNIVERSITY

=====

BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education approve the student internship agreement with National University.

FISCAL IMPACT

None.

NE:RR:FA:IB:mcm



PAID INTERNSHIP CREDENTIAL PROGRAM AGREEMENT

This Internship Credential Program Agreement (“**Agreement**”) is entered into effective August 16, 2019 (“**Effective Date**”), by and between Chino Valley Unified, a legal association of school districts who have partnered for the purpose of providing contractual services for students, or state-supported K-12 educational service unit, which is located in the State of California, County of San Bernardino (individually or collectively, “**District**”), Chino Valley Unified and National University (“**University**”), a California nonprofit, private university.

RECITALS

- A. **University** is accredited by the Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). **University** has met all of the preconditions prescribed by the California Commission on Teacher Credentialing (CTC) to offer the following internship credential programs (“**Programs**”): Teacher Education Internship Credential, Special Education Internship Credential, Preliminary Administrative Services Internship Credential, and Pupil Personnel Services Internship Credential – School Counseling, Pupil Personnel Services Internship Credential – School Psychology;
- B. California Education Code Sections 44452 and 44321 authorize a public school district or county office of education in cooperation with an approved college or university to establish an internship program meeting the provisions of applicable California statutes and CTC regulations. **District** is a public school district (or state-supported K-12 educational service unit) or county office of education and **University** is an approved university within the meaning of Ed Code Section 44452; and
- C. **District** and **University** wish to partner to deliver services in support of the Programs that meet the regulations and standards of CTC. Attached as Exhibit “A” to this Agreement and incorporated herein by this reference is a list of the Programs that **District** and **University** will be supporting through this partnership.

Based on these recitals, **District** and **University** agree as follows:

1. Term. The term of this Agreement shall commence as of the Effective Date above and shall **terminate on June 30, 2022**. Prior to end date either party may give the other party 30 days written notice of its intent to terminate this Agreement. All Interns placed with **District** and who are in good standing with **District** and **University** as of the date of termination of this Agreement shall be permitted to complete their internship experience with **District**.
2. Placement of Interns. **University** students, certified as qualified and competent by **University** to provide intern services to **District**, may, at **District’s** discretion, be accepted and assigned to its schools for services as interns (“**Interns**”). **University** and **District** shall coordinate the process of selection and placement of Interns. **University** reserves the right to make the final determination on any Intern’s acceptance into the Program, while **District** reserves the right to make the final determination on any Intern’s employment. Neither **University** nor **District** shall discriminate in the selection or acceptance of, or participation by, any Intern pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran’s status, medical condition, marital status, or citizenship, within the limits imposed by law.
3. Program Requirements. Each Intern accepted into the Program must have met all of the following qualifying minimum criteria:
 - a. Recommendation to a Program by a **District** designee.
 - b. Interview and screening by **District** staff, including a background check, district administrator interview and paper screening, Department of Justice fingerprint clearance, and a baccalaureate degree from an accredited institution.
 - c. Interview and screening by **University** staff, including a personal interview, written self-evaluation regarding teaching and learning, and verification of coursework and prior experience with K-12 students in a multicultural, multilingual setting.
 - d. Interview with a **University** Support Provider/Supervisor and a lead faculty member for the Program.
 - e. Passage of the CBEST exam or proof of basic skills assessment and verification of subject matter competence by completion of an approved program or passage of the CSET.
 - f. All service preconditions required by the CCTC shall have been met.

4. Intern Employment Status. Interns shall be **District** employees for all purposes, including for the payment of any federal, state, or local income or occupational taxes, FICA taxes, unemployment compensation or workers' compensation contributions, vacation pay, sick leave, retirement benefits or any other payments or benefits for or on behalf of Interns.
5. Reservation of Right to Payment. Pursuant to Education Code Section 44462, **District** reserves the right to request an adjustment of any Intern's salary to cover supervision services pursuant to this Agreement.
6. Non-Displacement of Certificated Employees. Pursuant to CTC requirements, upon request **District** shall provide written certification to **University** that each Intern placed with **District** has not displaced a certificated **District** employee, which shall enable **University** to verify to CTC that all statutory and CTC requirements have been met.
7. Intern Advisory Committee. **District** and **University** will collaborate to develop an Intern Advisory Committee comprised of community members, institutional administrators, teachers, faculty members, and at least one Intern representative, which will serve to provide guidance and support for the Programs.
8. Teacher and Special Education Intern Support.
 - a. To support Education Credential Interns, **District** and **University** will each provide a qualified supervisor to assist each Intern in a Program. **District** supervisors are called "Site Support Providers". **University** supervisors are called "University Support Providers". **District** Site Support Providers will mentor, coach and consult with interns on all areas of responsibility as a teacher of record by visiting the classroom to conduct real time observations with pre- and post-debriefing protocols to provide weekly course planning, modeling and coaching with attention to differentiated instruction for English Learners; assessment of language needs and progress; and support for language accessible instruction. A minimum of two hours of support / mentoring and supervision must be provided to an intern every five instructional days
 - b. **District** Site Support Providers will hold a valid Clear or Life Credential in the content area for which they are providing supervision, three years of successful teaching experience, hold a valid English Learner Authorization or CLAD Certificate issued pursuant to section 80015 or valid bilingual authorization issued pursuant to section 80015.1, and must have demonstrated exemplary teaching practices.
 - c. **District's** Site Support Provider and **University's** Support Provider will together meet periodically with Interns to ensure Interns are following the California standards for the specific credential each Intern is seeking to obtain.
 - d. **District's** Site Support Provider/Site Supervisors and **University's** Support Providers will meet without the Intern to discuss the Intern's progress, as needed.
 - e. Concurrent with an Intern's experience at **District**, **University** will hold Program orientation seminars for Interns and training seminars for **District** Site Support Providers/Supervisors. During the Site Support Providers'/Site Supervisors' training, **University** representatives will review supervising techniques, establish procedures for conducting observations and providing assistance, introduce forms used in the Program, communicate seminar schedules, and offer further training and materials to Site Support Providers.
 - f. **District** will include Interns in appropriate **District** support programs and regularly scheduled staff development activities.
 - g. **District** will designate a liaison, who may or may not be on the Intern Advisory Committee, to ensure supervisory and support assistance is provided to Interns at a minimum of 2 hours a week while employed as the teacher of record..
 - h. **District** and **University** will share supervision and ongoing support requirements totaling a minimum of 144 hours per school year. Interns without English Language Authorization must receive 45 hours of focused English Language instruction support per school year; (b)(5)(B) requires the employer to identify and individual with EL authorization who will be immediately available to assist an intern teacher who does not yet hold EL authorization. **University** Support Providers will monitor the completion of employer-provided support via an Intern Support Verification Form to verify the clockwork hours provided by Site Support Providers and/or employer support personnel. Forms must be submitted as part of the intern's clinical practice course assignments. Program faculty, program supervisors, and district-employed supervisors monitor and support candidates during their progress towards mastering the TPEs.
 - i. Employers who hire/place or wish to backdate interns outside National University clinical practice start offerings are required to provide 100% of the state mandated support (4 hours per week of general support, and 1.25 hours of EL specific support if the intern does not hold EL authorization) until the next available start date at which point the University Support provider will provide University support services as noted in article (8.h.).
 - j. National University provides district employed supervisors with a minimum of 10 hours of initial orientation to the program curriculum, about effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices. The program ensures that district employed supervisors remain current in the knowledge and skills for candidate supervision and program expectations
 - k. District sites with interns must have a fully qualified Credentialed administrator.
 - l. University may request use of video capture for candidate reflection and CAL TPA completion to reflect to the extent possible Intern's knowledge, skills, and abilities to instruct TK-12 students while meeting state-adopted academic standards. School Site shall inform Teacher Education Credential Interns of video recording policies in place for the CAL TPA task video capture requirement.
9. Psychology Intern Support
 - a. To support Services Credential Intern, **District** and **University** will each provide a qualified supervisor to assist each intern in a Pupil Personnel Services School Psychology Program.
 - b. Clinical Practice Supervisor shall refer to an employee of the District holding a valid Pupil Personnel Services or other credential issued by the Commission or equivalent certification recognized by the District typically with two or more years experience as a school counselor, school psychologist, school social worker, or mental health specialist.

- c. Clinical Practice assignment shall typically refer to a full day of Clinical Practice consisting of five days a week for 12 to 18 weeks, dependent upon the program. Clinical Practice Assignment shall satisfy all requirements set by the commission.
- d. Clinical Practice Internship totals 1650 clock hours and shall consist of 450 hours of practicum and 1200 hours of Internship Clinical Practice field experience depending upon the specific program requirements.
- e. Clinical practice shall refer to the participation by a Credential School Psychology Student in the duties and functions of a school counselor, school psychologist, school social worker, or school attendance worker under the direct supervision and instruction of one or more Commission qualified Clinical Practice Supervisors
- f. District and **University** shall independently determine the qualifications of their respective supervisors.
- g. District's Site Support Provider/Site Supervisors and University's Support Provider/University Supervisors will together meet periodically with Interns to ensure Interns are following the California Standards for the services credential the Intern is seeking to obtain.
- h. District's Site Support Provider/Site Supervisors and University's Support Providers/University Supervisors will meet without the Intern to discuss the Intern's progress, as needed.
- i. Concurrent with an Intern's experience at District, District may hold Program orientation seminars for Interns and training seminars for District Site Support Providers/Supervisors. District representatives will review supervising techniques, established procedures for conducting observations and providing assistance, introduce forms used within the District, communicate needs, and/or offer further training and materials to Support Interns and District needs.
- j. District will include Interns in appropriate District support programs and regularly scheduled basis to monitor each Intern's progress.

School Psychology Internship Students (may include but is not limited to):

- Special Education IEP consultation & Presentation of Psycho-Educational Assessment Results
- Writing Psycho-Educational Reports which shall be reviewed by the District Supervisor.
- Collaborate and consult with parents and teachers to provide Referrals to Parents/Teachers
- Design and Implement RtI/MTSS Interventions –both academic and behavioral/mental health
- Review of Special Education/Cumulative Records
- Conduct Classroom Observations in General Ed/Special Ed. Classrooms
- Conduct Psycho-Educational Assessments-Full
- Facilitate Group/Individual Counseling
- Teacher/Parent Consultation
- Design and Implement Behavioral Interventions
- Participate in Study Team Consultation
- Participate in Mandatory On-going Supervision with District School Psychologist
- Documentation of services (e.g. assessment logs) required by District supervising school psychologist
- School-wide positive behavioral intervention support
- Comprehensive and balanced school psychological services as required by the National Association of School Psychologists (NASP) Domains of Practice and Internship experience.

10. School Counseling Intern Support

- a. To support Services Credential Interns, District and University will each provide a qualified supervisor to assist each Intern in a Pupil Personnel Services School Counseling. District Supervisors are called "Site Support Providers/Site Supervisors". University Supervisors are called "Support Providers/University Supervisors".
- b. Clinical Practice Supervisors shall refer to an employee of the District holding a Pupil Personnel Services or other credential issued by the Commission or equivalent certification recognized by the District typically with three or more years experience as a school counselor, school psychologist, school social worker, or mental health specialist. Clinical Practice shall consist of a minimum of six hundred (600) clock hours in public school settings at two of three school levels such as elementary, middle, high school with a minimum of two hundred (200) clock hours at each level. Paid School Counseling Interns may complete all six hundred (600) hours at their site of employment. Up to one hundred fifty (150) clock hours shall be devoted to issues of diversity. This may be satisfied with up to 100 clock hours in a diversity program or with the development and implementation of a program that addresses diversity issues. AND, at least fifty (50) clock hours shall be with at least ten (10) pupils (individually or in a group) of a racial and ethnic background different from that of the candidate. OR, all one hundred fifty (150) clock hours with pupils of a racial and ethnic background different from that of the candidate.
- c. This paid Clinical practice refers to the participation by a Credentials School Counseling Intern in the duties and functions of a school counselor and may include school attendance worker under the direct supervision and instruction of one or more Clinical Practice Supervisors holding a PPS School Counseling Credential.
- d. District and University shall independently determine the qualifications of their perspective supervisors.
- e. District's Site Support Provider/Site Supervisors and University's Supervisors will together meet periodically with Interns to ensure Interns are following the California Standards for the services Credential each School Counseling Intern is seeking to obtain.
- f. District's Site Support Providers/Site Supervisors and University's Support Providers/University Supervisors will meet with out the paid Intern to discuss the Intern's progress, as needed.
- g. Concurrent with an Intern's experience at District, District may hold Program orientation seminars for paid School Counseling Interns. An initial meeting is held with the Site Support Providers'/Site Supervisors' training, University representatives to review supervising techniques, established procedures for conducting observations and providing assistance, introduce forms used in the program, and communicate Intern schedules.
- h. District will include Interns in appropriate District support programs and regularly scheduled staff development activities.

- i. District will designate a liaison, who may or may not be on an Intern Advisory Committee, to ensure supervisory and support assistance to Interns at District.
- j. University Support Providers will maintain contact with School Counseling Interns on or off-site on a regularly scheduled basis to monitor each Intern's progress.

School Counseling Internship Students (May Include but is not limited to):

- Specialist Education IEP Consultation of Psycho-Educational Assessment Results
- Collaborate and consult with parents and teachers to provide referrals to parents/teachers
- Design and implement Interventions –both academic and behavioral/mental health
- Review of Special Education/Cumulative Records
- Conduct Classroom Observations in general Ed/Special Ed. Classrooms
- Facilitate Group/Individual Counseling
- Administrator/Teacher/Parent Consultation
- Design and Implement Behavioral Interventions
- Documentation of services (e.g. assessment logs) required by District supervising school counselor.

11. Preliminary Administrative Services Interns must complete a range of activities in educational settings. Setting must:
 - a. Support the candidate's ability to complete the APA
 - b. Demonstrate commitment to collaborate student-centered practices and continuous program improvement.
 - c. Support partnerships with education, social, and community entities that support teaching and learning for all students
 - d. Create a learning culture to support all students
 - e. Understand and reflect socioeconomic and cultural diversity
 - f. Support the candidates to access data, work with other educators, and observe teaching practice
 - g. Permit video capture for candidate reflection and CALAPA completion to reflect to the extent possible Intern's knowledge skills, and abilities to instruct TK-12 students while meeting state-adopted academy standards. School Site shall inform Credential Intern of video recording policies in place for the CALAPA task video capture requirement.
 - h. District's Site Support Provider and University's Support Provider will meet periodically with Interns to ensure Interns are following with the California standards for the specific credential each Intern is seeking to obtain.
12. Academic Responsibility. **University** shall have exclusive control over all academic issues involving the Programs, which shall include, without limitation: selection of course content and required textbooks; delivery of instructional programs; selection and approval of faculty; admission, registration, and retention of Interns; evaluation of Interns' prior experience and education; evaluation of Interns' academic progress; scheduling courses; awarding academic credit; and conferring degrees.
13. Duration of Internship. Once a student has been accepted as an Intern by **District**, and if the student remains in good standing in the Program at **University** and within the **District's** policies and performance standards, the Intern will be permitted to finish his/her internship at **District**. However, an Intern who performs below acceptable **District** or **University** standards, after appropriate support and advice efforts have been exhausted, may be removed from the paid internship position by the **District** and/or removed from his/her Program by the **University**. All services provided by **University** and **District** pursuant to this Agreement shall terminate upon an Intern's removal from the **District** or termination of participation in a Program.
14. Assessment. Assessment is a function of the Teacher Education Internship Seminar course (for the Teacher Education Internship Credential), Specialist Education Clinical Practice Seminar courses (for the Special Education Internship Credential), Intern Field Experience course (for the Preliminary Administrative Services Internship Credential) and Best Practices Internship Seminar for School Counseling and School Psychology (for the Pupil Personnel Services Internship Credential). Students in those classes will pre-assess their teaching or administrative skills, develop a plan for growth, and assess their growth at the close of the course. This pre-assessment, development and post-assessment will occur in collaboration with the **District** Site Support Provider/Site Supervisor and the **University** Support Provider/University Supervisor.
15. Video Assessment. District and University agree the use of video recording equipment on any District property, including but not limited to, District classrooms, is solely for the purpose of assessing Interns as part of the credentialing process. The District shall provide University Site Support Providers and Interns with any or all applicable rules, regulations, and instructions relating to the assessment. The University and District agree no video recording of any student teacher will occur without prior written notification of the name of the student teacher as well as date, time, and location of the video recording to the principal of the school where the video recording is to take place. Principal of the school within the District shall provide written approval of said recording; subject to the parent/guardian authorizations set forth in Section 14. of this agreement.
16. Control, Supervision, Evaluation of Video Recording. The control, supervision, evaluation, and/or direction of all student teachers and any other University personnel in connection with the assessment of the student teachers, including, but not limited to, all classroom video recording of the student teachers, shall be at the University's sole discretion.

The University and District agree no video recording of any District student shall be permitted to occur without the express written approval and authorization from the students' parent/guardian.

17. Indemnity. The **District** shall defend, indemnify and hold the **University**, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees or claims for

injury or damages are caused by or result from the negligent or intentional acts or omissions of the **District**, its officers, employees, or agents.

The **University** shall defend, indemnify and hold the **District**, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the **University**, its officers, employees, or agents.

18. Relationship of Parties. Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, or a joint venture, partnership or agency relationship between the parties.
19. Publicity. Neither **University** nor **District** shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to this Agreement, without the prior written consent of the other party. In addition, neither party may use the names, logos, or trademarks of the other party without its prior written consent.
20. Records. It is understood and agreed that all employment records shall remain the property of **District**, and all student records, including Intern assessments, will remain the property of **University**.
21. Confidentiality of Student Intern Records. For purposes of this Agreement and any University Program Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), University designates District and its Facilities/Educational Sites as having a legitimate educational interest in the educational records of any student who participates in the Internship Credential Program to the extent that access to the records is required by District programs or facilities to which the student is assigned to carry out the relevant educational experience. District and its organizational components (i.e., programs) agree to maintain the confidentiality of each student's educational record in accordance with the provisions of FERPA.
22. Confidentiality of District Pupil Records. No Intern will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the Internship program. The discussion, transmission, or narration in any form by Interns of any individually identifiable pupil information, educational, medical or otherwise, which is obtained in the course of the Internship program, is forbidden except as a necessary part of the practical Internship experience. To the extent an Intern is given access, they are subject to the privacy regulations outlined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended ("FERPA"). Otherwise, Interns shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the internship experience with University, its employees, agents or others.
23. Arbitration. In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules.
24. Entire Agreement and Severability. If a court or arbitrator holds any provision of this Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended unless in writing, signed by both parties.
25. Assignment. Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.
26. Notices. All notices or other communications given under this Agreement will be in writing and sent to the addressee listed below (unless a party has changed its address by giving notice), and will be effective upon receipt if delivered personally or by overnight mail, or effective three days after mailing if by certified mail, return receipt requested.
27. Representations. Each party represents that: (a) it will abide by all applicable federal, state, or local statutes or regulations; (b) the individual signing this Agreement has the authority to do so; and (c) it has the ability and authority to perform each of its obligations under this Agreement. These representations will continue after the Agreement terminates.
28. General Provisions. The Agreement: (a) will be binding and enforceable by the parties and their respective successors or assigns, but not by any individual or organization not a party to this Agreement; (b) may be executed in counterparts and effective with original or facsimile signatures; (c) will be governed by California law; and (d) has been executed at San Diego, California.

This Agreement is executed by and between:

University: National University

Contact: Isabel Gonzalez
Credentials Contract Coordinator
9980 Carroll Canyon Road
San Diego, CA 92131
Telephone (858) 642-8310
Facsimile (858) 642-8717
credcontracts@nu.edu

By: _____
Dave C. Lawrence, MBA, EdD
Vice Chancellor, Finance

Dated: _____

District: Chino Valley Unified

By: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Dated: _____

EXHIBIT A

Internship Programs

District and University wish to partner to support the following Programs:

Teacher Education Internship Credential

Special Education Internship Credential

Preliminary Administrative Services Internship Credential

Pupil Personnel Services Internship Credential – School of Counseling

Pupil Personnel Services Internship Credential – School of Psychology

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: August 15, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION OF BYLAWS OF THE BOARD EXHIBIT 9000—BOARD PROTOCOLS

=====

BACKGROUND

The Board of Education is committed to ensuring that a high-quality public education is provided to each student. To meet its goals, the Board must function together effectively as a governance leadership team. Formal agreements about how governance teams operate and conduct business are often called protocols. Protocols are developed for and by the members of the governance team, and may be modified over time as needed. Bylaws of the Board Exhibit 9000—Board Protocols is being revised to reflect the protocols discussed at its July 13, 2019 study session.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Bylaws of the Board Exhibit 9000— Board Protocols.

FISCAL IMPACT

None.

NE:pk

BOARD PROTOCOLS

Bringing Up New Ideas or Agenda Items

Principles: Board members and the public should have the opportunity to bring up new ideas or subjects of interest for future Board meeting agendas and must understand the process in order to do so. Creating a clearly defined process develops consistency, maintains trust, and provides a process to think through issues that might have merit. Staff focus, energy, and time, as well as other district resources must be focused on achieving the agreed upon District vision, goals, and objectives and should not be diluted by new projects. We must honor the intent of the Brown Act and provide opportunities for members of the staff and the public to inform and hear Board deliberations on all agenda items if they choose to do so.

Protocols:

1. A Board member's first step may be to discuss the new topic or idea with the Board President and the Superintendent.
2. Individual Board members may bring up a new idea or request a future agenda item by explanation during "Board Member Comments". The Board President and Superintendent shall first determine whether the item is within the purview of the Board. If so, the item shall be placed on a future agenda in a timely manner. All new ideas or agenda item topics will be weighed against their effect on staff's ability to accomplish the District vision and goals.
3. When a member of the public submits a written request that a topic be agendized, the President and Superintendent shall first determine whether the item is within the purview of the Board. If it is, the President and Superintendent shall determine how the item will be agendized and brought to a future Board meeting. If it is not within the purview of the Board, that will be communicated to the person making the request.

Agenda Questions Asked Before A Board Meeting

Principles: Staff members' time and expertise should be treated with respect by Board members. Prior to a public Board meeting, if a Board member has questions of clarification or requests for more information about an agenda item, the Board member should let the staff member know ahead of time so as not to surprise them and to allow them to prepare their response for the public meeting.

Protocols:

1. A Board member should read all the information in the agenda packet of a meeting ahead of time.

BOARD PROTOCOLS (cont.)

2. If the Board member has questions of clarification or requests for information, the member should first email the question to the Superintendent, copying the President, so that the Superintendent can channel the information to the appropriate staff member.
3. Requests for information regarding agenda items should be submitted to the Superintendent no later than 4:30 p.m. two days prior to the Board meeting.
4. The Superintendent or designated staff member will share the response with all Board members.

Purpose of the Consent Calendar

Principles: Board members should keep in mind that the purpose of the consent calendar is to expedite the handling of routine business.

Protocols:

1. Board members should not discuss or pull any items unless it is very important to do so.
2. Questions on the consent calendar, once asked and answered in advance of a Board meeting, should not be asked again at the meeting unless the Board member feels there is information that is important for the public to know, or unless the member wants a separate vote on the item. In the latter case, the member should ask that the item be pulled from the consent calendar.
3. Consent calendar items should be routine and non-controversial.

Board Electronic Communications

Principles: Board members often receive inquiries and requests for action by email or on social media. To make sure responses are consistent and to avoid violations of the Brown Act, it is normally the President who responds to such emails addressed to the Board. Members should be aware that access to District records is a fundamental public right, and electronic correspondence in general is part of the public record. A Board member's right to have conversations with community members should not be restricted. Wherever any of the following protocols indicate that the President should be copied or included in an email, a Board member should disregard that instruction if by doing so a Brown Act violation might result.

Protocols:

1. When responding to a correspondent, the Board member must always be careful to distinguish among factual information, personal opinions, and positions or policies that have been discussed and adopted by the Board.

BOARD PROTOCOLS (cont.)

2. When a Board member receives a request for action not addressed to other Board members, the member should ask permission to forward the request to the Superintendent. If permission is not given, the member shall handle the concern as described in the “handling concerns/complaints from the public and staff” protocol.
3. When a Board member receives a simple inquiry (not a complaint) not addressed to the Superintendent or other Board members, the member should first determine whether it would be important or useful for other Board members to be aware of the inquiry. If not, and if the member has the information sought, the member may respond to the inquiry. If the member does not have the answer, or feels that the Superintendent should know of the inquiry, the member should respond to the correspondent to explain that the inquiry will be forwarded to the Superintendent; then do so, if permitted by the correspondent.
4. IF ~~E~~emails ARE addressed to the entire Board or to multiple Board members, INDIVIDUAL BOARD MEMBERS MAY RESPOND ~~shall be responded to by a member designated by the Board.~~ Any recipient of the email should MAY forward the email to the Superintendent. ~~The designated responder~~ ALL BOARD MEMBERS WHO RESPOND must avoid using “reply-all” or otherwise create a Brown Act violation. ~~The Superintendent might also wish to respond. The Superintendent and designated responder will copy each other on all correspondence that is in response to emails from the public.~~ Inquiries regarding legal issues should be referred to the Superintendent.
5. If a Board member becomes aware of issues of concern to members of the community, the Board member should request to talk to the Superintendent or should send the Superintendent an email describing the issue.
6. Board members’ electronic correspondence should be sent to and from the District email addresses, not personal email addresses. If a Board member receives an email at a personal address, the member may invite the sender to communicate using the District-provided address. In any case, any response shall be from the District address.
7. Board members should be aware that all electronic correspondence—including email and social media—can be reprinted and distributed to the public. Responses should be consistent with other adopted protocols.
8. Board members should not DISCLOSE THEIR OPINIONS ON ~~discuss~~ pending Board actions on social media.
9. Board members should avoid sending emails to a quorum of the Board. When in doubt, send messages to the Superintendent for possible distribution.
10. Avoid “reply all.”

BOARD PROTOCOLS (cont.)

11. Emails are part of the public record and all District email correspondence is backed up on a server. Board members should be aware that deleting an email from their email account does not remove it from the server or prevent it from being recovered from the server and disclosed in event of legal proceedings.

Board Members' Role in Public

Principles: Board members are a resource to the community about pending decisions, issues, and new programs. The final authority rests with the Board as a whole, not individual Board members.

Protocols:

1. Board members will represent the District in a positive manner and refrain from making disparaging comments about the District in public.
2. As new programs and issues are introduced, **OR CRITICAL INCIDENTS OCCUR**, the Superintendent **OR STAFF** will prepare talking points for Board members covering the scope of the issue or ~~program~~ **CRITICAL INCIDENT**.
3. The Board and Superintendent will link, when possible, the program and issue to the vision, goals, and strategic plan of the District.
4. When a Board member is approached by a community member about a pending decision, issue, or new program, the Board member will provide relevant information.
5. The Board member will remind the public that the role of the Board and the individual Board members is to make decisions that benefit all students and the community.
6. The Board member will remind the public that deliberation leading to decision making will take place at open, public Board meetings.
7. When the Board has reached a consensus or voted on an issue, any Board member who disagrees with the majority decision will nevertheless work in concert with the majority to implement the decision.
8. If asked about the decision of the Board, the Board member should make an effort to convey the Board decision.

BOARD PROTOCOLS (cont.)**Handling Concerns/Complaints from the Public and Staff**

Principles: Board members should be responsive to the community and be good listeners. It's important for members of the governance team to be consistent in their responses to staff and the community. Board members need to stay within their function and not attempt to personally "fix" the problem. There are staff members whose job it is to remedy or deal with student and staff situations. Students and staff members have due process and confidentiality rights that cannot be violated. Keep in mind that the school Board is potentially the "court of last resort" and members who have been too involved early in a situation may not be able to participate in a final hearing.

Protocols:

1. When someone expresses a complaint or concern in private to a member of the Board, the member should listen politely and ask clarifying questions as appropriate, remembering that the member of the Board is hearing only one side of the story.
2. Then, depending on the severity and nature of the complaint, the member should either refer the individual to the appropriate staff member, such as a teacher or principal, or ask for permission to share the complaint with the Superintendent.
3. If no permission is given, the member should suggest that the individual talk with the Superintendent and not share the information. If permission is given, the member should communicate with the Superintendent the conversation s/he had with the individual.
4. The member should make sure the complainant understands the appropriate order of whom to contact (teacher, then principal, then District staff) and is aware of any formal forms or policies that might assist them (e.g., the Uniform Complaint Form on the website).
5. The member should clarify that one Board member has no individual authority to fix a problem.
6. If through conversation a Board member becomes aware of issues of concern to members of the community or staff, the Board member should request to talk to the Superintendent or should send the Superintendent ~~and President~~ an email describing the issue. Unless the individuals who raised the issue have given their permission to do so, the Board member should not include their names when reporting the conversation to the Superintendent.
7. If the complaint is regarding the Superintendent, the complaint should be referred to the Assistant Superintendent of Human Resources.

BOARD PROTOCOLS (cont.)**Requests for Information**

Principles: Board members should be sensitive to the workload of the staff and as to whether their requests are necessary for effective decision making and to further the goals of the District. Staff should communicate effectively with Board members to clarify the urgency and nature of the Board member's request.

Protocols:

1. Board members will be mindful of the workload of staff and will self-monitor requests to ensure that one Member's request will not divert an inappropriate amount of time from staff efforts to achieve District goals.
2. Board members should always direct requests to the Superintendent and ask other staff members for information only if directed to do so by the Superintendent.
3. If the Superintendent feels a request is unreasonable or too time consuming, the Superintendent should discuss the issue with the Board member.
4. Answers to information requests will be distributed to all Board members.
5. When Board members request information that is not readily available, the Superintendent and/or staff will provide a time frame for when to expect an answer if it will take longer than one or two days.

VISITING SCHOOLS

PRINCIPLES: WHILE BOARD MEMBERS HAVE THE RIGHT AND RESPONSIBILITY TO VISIT SCHOOLS PERIODICALLY, THEY SHOULD BE SENSITIVE TO THE REGULAR OPERATIONS OF THE SCHOOL. THEY SHOULD BE SURE THAT THEIR VISITS DO NOT DISRUPT THE EDUCATIONAL PROCESS OR THE WORK OF ADMINISTRATORS OR OTHER SCHOOL STAFF. BOARD MEMBERS' VISITS TO SCHOOLS SHOULD BE SCHEDULED IN ADVANCE, AND BOARD MEMBERS SHOULD OBSERVE THE SAME PROCEDURES AS OTHER VISITORS.

PROTOCOLS:

1. WHEN VISITING A SCHOOL TO ATTEND A PUBLIC EVENT, SUCH AS A STUDENT PERFORMANCE, ATHLETIC EVENT, BACK TO SCHOOL NIGHT, OPEN HOUSE, ETC., BOARD MEMBERS WILL NOT BE REQUIRED TO NOTIFY THE SUPERINTENDENT OR SCHOOL STAFF IN ADVANCE.

BOARD PROTOCOLS (cont.)

2. WHEN PLANNING TO VISIT A SCHOOL DURING THE DAY, BOARD MEMBERS WILL BE AWARE THAT THEIR PRESENCE IMPACTS THE WORK OF THE PRINCIPAL, SUPPORT STAFF, AND TEACHERS. THEY WILL BE AWARE THAT UNANNOUNCED VISITS CAN INTERFERE WITH NORMAL SCHOOL OPERATIONS.
3. TO AVOID CONFLICTS, SUCH AS MULTIPLE BOARD MEMBERS VISITING A SCHOOL WITHIN THE SAME WEEK, BOARD MEMBERS WILL NOTIFY THE SUPERINTENDENT WHEN THEY INTEND TO VISIT A SCHOOL. THE SUPERINTENDENT SHOULD BE NOTIFIED AS SOON AS POSSIBLE, AT LEAST 24 HOURS IN ADVANCE.
4. IF THE SUPERINTENDENT IS AWARE OF A POTENTIAL CONFLICT, HE WILL WORK WITH BOARD MEMBERS TO RESCHEDULE VISITS IN ORDER TO MINIMIZE THE IMPACT ON THE SCHOOL.
5. IF A BOARD MEMBER WISHES TO MEET WITH THE PRINCIPAL, HE/SHE WILL MAKE AN APPOINTMENT AT LEAST ONE DAY PRIOR TO THE VISIT. IF THE PRINCIPAL IS NOT AVAILABLE ON THE DAY OF THE INTENDED VISIT, THE MEETING WILL BE SCHEDULED AT THE EARLIEST TIME THAT CAN BE ARRANGED.
6. BOARD MEMBER VISITS TO CLASSROOMS SHOULD BE ARRANGED BY THE PRINCIPAL. A BOARD MEMBER SHOULD BE ACCOMPANIED BY THE PRINCIPAL OR OTHER SITE ADMINISTRATOR WHEN VISITING CLASSROOMS. VISITS TO CLASSROOMS SHOULD BE BRIEF IN ORDER TO PREVENT DISRUPTION OF THE INSTRUCTIONAL PROGRAM.
7. BOARD MEMBERS MAY WORK WITH THE SUPERINTENDENT TO SCHEDULE SCHOOL VISITS TO BE ACCOMPANIED BY THE SUPERINTENDENT.
8. IF A BOARD MEMBER IS INVITED BY A TEACHER TO VISIT A CLASSROOM, THE BOARD MEMBER SHOULD INFORM THE PRINCIPAL OF THE VISIT.

Chino Valley Unified School District

Exhibit approved: March 7, 2019

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: August 15, 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: REVISION OF BOARD POLICY AND ADMINISTRATIVE
REGULATION 1230 COMMUNITY RELATIONS - SCHOOL-
CONNECTED ORGANIZATIONS**

=====

BACKGROUND

Board policies and regulations are routinely developed as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and Administrative Regulation 1230 Community Relations – School Connected Organizations are being revised to reflect updates to both laws and current practice.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 1230 Community Relations – School-Connected Organizations.

FISCAL IMPACT

None.

NE:SHC:LP:wc

SCHOOL-CONNECTED ORGANIZATIONS

The Board of Education recognizes that parents/GUARDIANS AND COMMUNITY MEMBERS may wish to form parent organizations AND/OR BOOSTER CLUBS for the purpose of supporting THE District'S activities and helping achieve the District's vision for student learning. ~~The term 'parent organization' may include a booster club, PTA, PFA, or any other organization that generally raises money for classroom activities or activities at specific schools.~~ EDUCATIONAL AND EXTRACURRICULAR PROGRAMS. The Board supports such activities and welcomes parental interest and participation APPRECIATES THE CONTRIBUTIONS MADE BY SUCH ORGANIZATIONS TOWARD THE BOARD'S VISION FOR STUDENT LEARNING AND FOR PROVIDING ALL DISTRICT STUDENTS WITH HIGH-QUALITY EDUCATIONAL OPPORTUNITIES.

(cf. 0200 - Goals for the School District)
(cf. 6020 - Parent Involvement)

~~The Board of Education recognizes that parent organizations are separate legal entities, independent of the District. However, in order to help the Board fulfill its legal and fiduciary responsibility to manage district operations, any parent organization that desires to raise money to benefit any district student shall submit a request for authorization to operate to the Board in accordance with board policy and administrative regulation.~~

PERSONS PROPOSING TO ESTABLISH A SCHOOL-CONNECTED ORGANIZATION SHALL SUBMIT A REQUEST TO THE BOARD OF EDUCATION FOR AUTHORIZATION TO OPERATE WITHIN THE DISTRICT. In addition, the Superintendent or designee shall establish appropriate internal controls for the relationship between parent organizations and the District.

A SCHOOL-CONNECTED ORGANIZATION, INCLUDING A BOOSTER CLUB, PARENT-TEACHER ASSOCIATION OR ORGANIZATION, OR OTHER ORGANIZATION THAT DOES NOT INCLUDE AN ASSOCIATED STUDENT BODY OR OTHER STUDENT ORGANIZATION, SHALL BE ESTABLISHED AND MAINTAINED AS A SEPARATE ENTITY FROM THE SCHOOL OR DISTRICT. EACH SCHOOL-CONNECTED ORGANIZATION SHALL BE SUBJECT TO ITS OWN BYLAWS AND OPERATIONAL PROCEDURES OR TO THE RULES OR BYLAWS OF ITS AFFILIATED STATE OR NATIONAL ORGANIZATION, AS APPLICABLE.

The Board encourages school-connected organizations to consider the impact of fundraising activities on the overall school and District program. School-connected organizations may consult with the principal to determine school needs and priorities.

SCHOOL-CONNECTED ORGANIZATIONS (cont.)

Activities by school-connected organizations shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 3290 - Gifts, Grants and Bequests)
- (cf. 3554 - Other Food Sales)
- (cf. 5030 - Student Wellness)
- (cf. 6145 - Extracurricular and Cocurricular Activities)
- (cf. 6145.2 - Athletic Competition)

A SCHOOL-CONNECTED ORGANIZATION SHALL OBTAIN THE WRITTEN APPROVAL OF THE BOARD OF EDUCATION PRIOR TO SOLICITING FUNDS UPON THE REPRESENTATION THAT THE FUNDS WILL BE USED WHOLLY OR IN PART FOR THE BENEFIT OF A DISTRICT SCHOOL OR THE STUDENTS AT THAT SCHOOL. (Education Code 51521)

- (cf. 1321 - Solicitation of Funds from and by Students)
- (cf. 1330 - Use of School Facilities)
- (cf. 3452 - Student Activity Funds)

ANY PARTICIPATION IN FUNDRAISING ACTIVITIES BY STUDENTS AND THEIR PARENTS/GUARDIANS AND/OR ANY DONATION OF FUNDS OR PROPERTY SHALL BE VOLUNTARY. (Education Code 49011)

- (cf. 3260 - Fees and Charges)

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination on the basis of sex
- 35160 Authority of governing boards
- 38130-38138 Civic Center Act, use of school property for public purposes
- 48931 Authorization for sale of food by student organization
- 48932 Authorization for fund-raising activities by student organization
- 49011 Student fees
- 49431-49431.7 Nutritional standards
- 51520 Prohibited solicitation on school premises
- 51521 Fund-raising project

BUSINESS AND PROFESSIONS CODE

- 17510-17510.95 Solicitations for charitable purposes
- 25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

- 12580-12599.7 Fundraisers for Charitable Purposes Act

PENAL CODE

- 319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 5

- 4900-4965 Nondiscrimination in elementary and secondary education programs
- 15500 Food sales in elementary schools
- 15501 Food sales in high schools and junior high schools

SCHOOL-CONNECTED ORGANIZATIONS (cont.)

15575-15578 Requirements for foods and beverages outside the federal meals program

CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 7

210.11 Competitive food services

220.12 Competitive food services

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference

WEBSITES

California School Boards Association: www.csba.org

California Office of the Attorney General, charitable trust registry: caag.state.ca.us/charities

California State PTA: www.capta.org

Fiscal Crisis and Management Assistance Team: www.fcmat.org

Chino Valley Unified School District

Policy adopted: October 19, 1995

Revised: October 16, 2008

REVISED:

SCHOOL-CONNECTED ORGANIZATIONS

PARENT ORGANIZATIONS/BOOSTER CLUBS ARE FORMED BY PARENTS OF STUDENTS, COMMUNITY MEMBERS, AND STAFF MEMBERS TO ASSIST STUDENT GROUPS FINANCIALLY WITH THE COST OF EVENTS, SUPPLIES, EQUIPMENT AND GENERAL EXPENSES.

Any program, fundraiser or other activity sponsored by a booster club, PTA, PFA, or any other parent club (referred to hereafter as 'parent organization') shall be authorized and conducted according to Board policy, administrative regulations, and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent organization, not by the school or District.

(cf. 3541.1 - Transportation: School-Related Trips)

~~Parent organizations shall not hire district employees without prior approval from the Superintendent or designee.~~

AS PART OF ITS LEGAL AND FIDUCIARY RESPONSIBILITIES UNDER CALIFORNIA LAW, THE DISTRICT BOARD OF EDUCATION MUST APPROVE ALL PARENT ORGANIZATIONS. ALL REQUESTS WILL BE CONSIDERED BY THE BOARD OF EDUCATION AT A REGULAR BOARD MEETING IN MAY EACH YEAR. AUTHORIZATION SHALL BE GRANTED FOR A PERIOD OF UP TO ONE FISCAL YEAR, BEGINNING ON JULY 1ST AND ENDING ON JUNE 30TH, BUT MAY BE REVOKED BY THE SUPERINTENDENT OR DESIGNEE IF CONSIDERED NECESSARY.

EACH PARENT ORGANIZATION SHALL ABIDE BY THE FOLLOWING RULES:

1. Any person or group of people desiring to raise money to benefit a student or students at one or more schools within the Chino Valley Unified School District shall request authorization to ~~se~~ operate by applying to the Chino Valley Unified School District Board of Education ~~by the first~~ AT ONE OF THE board meetings held in ~~November~~ MAY.
2. EACH PARENT ORGANIZATION MUST COMPLETE THE CVUSD BOOSTER CLUB AND PARENT ORGANIZATION REQUEST FOR AUTHORIZATION (EXHIBIT A FORM, APPROVED/SIGNED BY THE SITE PRINCIPAL) ALONG WITH THE FOLLOWING REQUIRED DOCUMENTS:

SCHOOL-CONNECTED ORGANIZATIONS (cont.)

- a. EXHIBIT B – BANK INFORMATION
 - b. EXHIBIT C – OFFICERS CONTACT INFORMATION
 - c. EXHIBIT D – OPERATING MANUAL ACKNOWLEDGEMENT
(MANUAL AVAILABLE @ CVUSD WEBSITE)
 - d. EXHIBIT E – HOLD HARMLESS AGREEMENT
 - e. PARENT ORGANIZATION CONSTITUTION/BYLAWS
 - f. 501(C)(3) FEDERAL DETERMINATION LETTER
 - g. PROOF OF TAX ID NO.
 - h. PROOF OF STATE TAX EXEMPT STATUS
 - i. CERTIFICATE OF INSURANCE
 - j. INSURANCE ENDORSEMENT NAMING CVUSD AS ADDITIONAL
INSURED
- ~~2-3.~~ 3. The authorization granted by the District Board of Education shall serve the purpose of fulfilling the requirements of the Education Code 51521.
4. THE PARENT ORGANIZATION SHALL NOT ACT AS AN AGENT OF THE DISTRICT OR SCHOOL.
- ~~3-5.~~ 5. The school district's tax-exempt status and identification number are not for parent organization use. Each parent organization must be established as a non-profit entity under section 501c (3) of the internal revenue code and must obtain its own tax identification number. EACH Pparent organization is responsible for their own tax filings, and accounting, INTERNAL CONTROLS, FINANCIAL REPORTING, RETENTION OF RECORDS AND OTHER OPERATIONS. The funds of the parent organization must never be commingled with the student body funds or any other funds of the District.
6. THE PARENT ORGANIZATION SHALL USE A SEPARATE NAME AND LOGO. ANY USE OF A NAME OR LOGO AFFILIATED WITH THE DISTRICT, A DISTRICT SCHOOL, OR A SCHOOL TEAM SHALL REQUIRE THE PRIOR CONSENT OF THE SUPERINTENDENT OR DESIGNEE.
7. THE PARENT ORGANIZATION SHALL NOT HIRE OR DIRECTLY PAY ANY DISTRICT EMPLOYEE. IF A SCHOOL-CONNECTED ORGANIZATION WISHES TO PAY FOR ADDITIONAL AND/OR EXTRACURRICULAR SERVICES, THE PERSON TO PROVIDE THE SERVICES SHALL BE HIRED THROUGH THE DISTRICT'S HUMAN RESOURCES DEPARTMENT.

SCHOOL-CONNECTED ORGANIZATIONS (cont.)

8. SECTION 501(C) 6 OF THE INTERNAL REVENUE CODE PROHIBITS ANY PART OF THE NET EARNINGS OF A NONPROFIT ORGANIZATION BENEFITING INDIVIDUALS, AND BARS BOARD DIRECTORS AND OFFICERS FROM PROFITING FROM THEIR POSITIONS WITHIN A NONPROFIT ORGANIZATION. NO OFFICER OR MEMBER, SHALL BE COMPENSATED, IN ANY FORM, FOR PARTICIPATING IN THE BOOSTER CLUB OR PARENT ORGANIZATION.
- ~~4. The request for authorization may be in the form of a constitution, by laws, or letter, but must contain the following information:~~
- ~~a. The name of the organization~~
 - ~~b. Membership quotas or qualifications~~
 - ~~c. Names, home addresses and telephone numbers of all officers~~
 - ~~d. Brief general purpose of the organization~~
 - ~~e. Specific annual objectives, itemized~~
 - ~~f. A statement regarding the disposition of any balance remaining in the parent organization should the parent organization disband or be denied authorization to continue.~~
 - ~~g. Name of the bank where funds will be deposited, the number of signatures required to withdraw funds and the names of those persons authorized to withdraw funds from the account.~~
 - ~~h. Date of application.~~
 - ~~i. Signature of the site principal(s) supporting the request for authorization to commence or continue.~~
- ~~5. Any authorization granted under this regulation will be valid until the beginning of the following school year. All requests to continue will require an updated application. Renewal applications shall also include an annual financial statement detailing revenue and expenditures for each fund-raiser as well as a copy of the current constitution or by-laws. Such applicants will be considered by the Board of Education at the first regular board meeting in November.~~
- ~~6.~~ 9. The District Business Office and school site administrator must be notified in writing of any change in officers within 10 days of that change.
- ~~7.~~ 10. Financial statements shall be submitted to the school principal and THE District's Business SERVICES DEPARTMENT ~~office~~ WITHIN 15 DAYS OF DECEMBER

SCHOOL-CONNECTED ORGANIZATIONS (cont.)

- ~~31ST AND JUNE 30TH OF EACH FISCAL YEAR. each calendar quarter. The financial statements shall contain information on the revenue and expense as well as the net gain or loss of each fund-raiser. The financial reports are due to the business office January 2nd, March 1st, and June 1st.~~
- ~~8-~~ 11. All funds collected from fundraisers must be deposited into the parent organization bank account. All expenses are to be paid by check from the parent organization bank account. Under no circumstances are disbursements to be made from cash collections. Proper receipts and invoices must be maintained for all disbursements. Checks must never be made payable to the order of "cash." Officers and members must NOT cash personal checks from cash collections. All cash collected must be deposited intact.
- ~~9-~~ 12. The financial records of any club or organization operated under this policy are subject to audit at any time either by District personnel or an accounting firm designated by the Superintendent.
- ~~10-~~ 13. Goods or services are NOT to be ordered in the name of the school or school personnel. School personnel are not to sign parent organization checks or invoices. To avoid conflict of interest, any student advisor, coach, or teacher whose students may benefit from the operations of a parent organization shall not serve as an officer in that parent organization but may serve in an advisory capacity.
- ~~11-~~ 14. Parent organizations shall not hire Chino Valley Unified School District personnel for any purpose without prior approval from the District human resources office.
- ~~12-~~ 15. Any program, fundraiser or other activity planned by the organization shall only be permitted if properly scheduled according to district policy and school regulations:
- a. Prior to conducting any fundraiser, the parent organization must obtain written approval by the District's business SERVICES office and the Board of Education. This is accomplished by submitting EXHIBIT F, an "Approval Application for Fundraising Activity Form" for each planned fundraiser ~~at the beginning of each school year~~ to the Director of Business Services OR DESIGNEE.
 - b. ~~Any fundraiser requested during the school year must be approved by the Superintendent and must not conflict with the master calendar.~~
- ~~13-~~ 16. Any request for use of school facilities must be filed with the Facilities/Planning MAINTENANCE, OPERATIONS, & CONSTRUCTION Department.

SCHOOL-CONNECTED ORGANIZATIONS (cont.)

- 14-17. District administrative regulations require that all transportation arrangements involving students be made through the District's transportation department.
- 15-18. Out of state or overnight trips planned for students must have the prior written approval of the administration and the Board of Education.
- 16-19. Board-recognized, parent organizations may utilize District ~~duplicating~~ PRINTING AND GRAPHICS services for group publications, provided that the following conditions are met:
- a. Requests for ~~duplication~~ PRINTING of classroom support materials ~~will~~ SHALL be prioritized ahead of requests from parent organizations. The ~~manager~~ COORDINATOR of ~~duplicating~~ INNOVATIVE AND CREATIVE SERVICES OR DESIGNEE will provide a reasonable time estimate for each project.
 - b. Project costs for materials, labor, and equipment usage will be billed to the parent organizations. Project costs will be quoted by the ~~manager~~ COORDINATOR of ~~duplicating~~ INNOVATIVE AND CREATIVE SERVICES OR DESIGNEE on a case-by-case basis, ~~based upon paper type, time requirement, inks, etc.~~
 - c. ~~A deposit may be required prior to duplication to cover the cost of the materials to be used. Programs that require a deposit would include such things as football, band and spirit group programs, and memory books. These duplicating requests use special glossy paper that is not normally in stock. PROJECTS MAY REQUIRE A DEPOSIT PRIOR TO PRODUCTION OF PUBLICATIONS TO COVER THE EXPENSES OF MATERIALS AND/OR TIME.~~
 - d. ~~Duplicating staff will not be able to examine every publication in detail to determine the appropriateness of the content, photos, captions, etc. A signed duplication authorization form will be required from the principal of the school supported by the parent organization, stating that "I have read and examined this publication and approved its contents for distribution."~~ ORIGINATING SITE PRINCIPAL OR DESIGNEE SHALL AUTHORIZE PUBLICATION APPROPRIATENESS OF CONTENT, PHOTOS, CAPTIONS, ETC. PRIOR TO PRINTING. BY APPROVING ORDERS SUBMITTED THROUGH THE DISTRICT'S ELECTRONIC PRINT ORDER SUBMISSION PROCESS OR BY E-MAIL THE SITE PRINCIPAL OR DESIGNEE IS ACKNOWLEDGING HE/SHE HAS READ AND EXAMINED THE PUBLICATION AND APPROVED ITS CONTENT.
 - e. Publications must adhere to all copyright laws and regulations for fair use.
 - f. Publications must clearly indicate that they are sponsored by the parent organization, and not by the school or District.

SCHOOL-CONNECTED ORGANIZATIONS (cont.)

17-20. With regard to RAFFLES/opportunity drawings, parent organizations need to familiarize themselves with Penal Code 319-330. ~~Three~~ **Key** elements WITH REGARD TO RAFFLES/OPPORTUNITY DRAWINGS FOR THE PARENT ORGANIZATIONS are highlighted below:

- a. MUST HAVE OBTAINED BOTH FEDERAL AND STATE TAX-EXEMPT STATUS.
- b. LICENSED TO DO BUSINESS IN CALIFORNIA FOR AT LEAST ONE YEAR.
- c. REGISTERED WITH THE CALIFORNIA ATTORNEY GENERAL.
- d. COMPLETED THE CALIFORNIA ATTORNEY GENERAL'S ANNUAL RAFFLE REGISTRATION FORM BY SEPTEMBER 1 OF THE YEAR IN WHICH THE RAFFLE/OPPORTUNITY DRAWING WILL BE HELD.
- e. SUBMIT AN ANNUAL REPORT TO THE CALIFORNIA ATTORNEY GENERAL THAT INCLUDES GROSS RECEIPTS AND EXPENSES INCURRED FROM THE OPERATION OF THE RAFFLE/OPPORTUNITY DRAWING, AS WELL AS THE CHARITABLE OR BENEFICIAL PURPOSES FOR WHICH THE PROCEEDS WERE USED.
- ~~a.f.~~ Organizations must never have a person under the age of 18 participate in this type of event.
- ~~b.g.~~ At least 90% of the gross receipts generated are to be used to benefit or provide support to the organization. "50/50" RAFFLES ARE ILLEGAL.
- H. DETACHABLE TICKETS MUST HAVE IDENTIFYING NUMBERS.
- I. RAFFLE/OPPORTUNITY DRAWINGS MAY NOT BE CONDUCTED OVER THE INTERNET.
- ~~c.~~ ~~PARENT ORGANIZATIONS need to complete the opportunity drawing annual registration form. Registration must be completed by September 1 of each year in which you plan to hold the opportunity drawing.~~

~~Forms can be obtained at: <http://caag.state.ca.us/charities/raffles.htm#forms>~~

Chino Valley Unified School District

Regulation approved: October 19, 1995

Revised: August 1, 1996

Revised: June 3, 1999

Revised: October 2, 2008

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: August 15, 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: 2018/2019 SECOND SEMESTER STUDENT EXPULSION REPORT

=====

BACKGROUND

In order to provide the Board of Education with regular and summative expulsion information, an expulsion report will be presented on a semester basis. This report will indicate the number of students recommended for expulsion, the offense, and the disposition of each case. During second semester 2018/2019, there were 21 students recommended for expulsion. Of those recommendations, 11 students were expelled and 10 were revoked.

In accordance with Board Policy 5144.1, policies and standards of behavior consistent with the Education Code are established 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 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 or serious nature, expulsion is used only when there is a history of misconduct, when other means of correction, including other forms of discipline such as suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

The zero-tolerance approach makes the removal of potentially dangerous students from the classroom a top priority, ensures fair and equal treatment of all students, and requires that all offenders be punished to the fullest extent allowed by law. The Education Code mandates recommendations for expulsion in a number of instances, with discretion to actually impose expulsion vested in the final decision of the District's Board of Education after an evidentiary hearing has been held before a District expulsion hearing panel.

Before the expulsion process starts, site administration shall immediately report to the Superintendent or designee any incidence of offenses specified in law, board policy and administrative regulation as cause for suspension or expulsion.

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

RECOMMENDATION

It is recommended the Board of Education receive for information the 2018/2019 Second Semester Student Expulsion Report.

FISCAL IMPACT

None.

NE:LF:SJ:ss

<h2 style="text-align: center;">Expulsion Hearing Administrative</h2> <p style="text-align: center;">Each expelled pupil is ordered to complete a plan of rehabilitation prior to application for readmission.</p>		Full Expulsion	Suspended Enforcement	Time Frame				Program Referral		Revocation of Recommendation	
				1 semester	2 semesters	Split Semesters	1 Year	District	County	School Site Principal	Expulsion Hearing Panel or Board Decision
48900(a)(1)	Caused, attempted to cause, or threatened to cause physical injury.									3	
48900(a)(2)	Willfully used force or violence upon another person, except in self-defense.	1			1			1		1	
48900(b)	Possessed, sold, or furnished a firearm, knife, explosive, or other dangerous object.										
48900(c)	Possessed, used, sold, or furnished, or been under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind.	1	1		1	1		2		1	1
48900(d)	Offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.										
48900(e)	Committed or attempted to commit robbery or extortion.										
48900(f)	Caused or attempted to cause damage to school property or private property.										
48900(g)	Stole, or attempted to steal, school property or private property.										
48900(h)	Possessed or used tobacco, or products containing tobacco or nicotine products.										
48900(i)	Committed an obscene act or engaged in profanity or vulgarity.										
48900(j)	Possessed or offered, arranged, or negotiated to sell drug paraphernalia.										
48900(k)(1)	Disrupted school activities or willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel.										
48900(l)	Knowingly received stolen school property or private property.										
48900(m)	Possessed an imitation firearm.										
48900(n)	Committed or attempted to commit a sexual assault or committed a sexual battery.										
48900(o)	Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.										
48900(p)	Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.										
48900(q)	Engaged in, or attempted to engage in, hazing.										
48900(r)	Engaged in an act of bullying.										
48900(t)	A pupil who aids or abets, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion.										
48900.2	Committed sexual harassment. (Applicable to grades 4-12, only.)										
48900.3	Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (Applicable to grades 4-12, only.)										
Subtotals (Page 1)		2	1	0	2	1	0	3	0	5	1

<h2 style="text-align: center;">Expulsion Hearing Administrative</h2> <p style="text-align: center;">Each expelled pupil is ordered to complete a plan of rehabilitation prior to application for readmission.</p>		Full Expulsion	Suspended Enforcement	Time Frame				Program Referral		Revocation of Recommendation	
				1 semester	2 semesters	Split Semesters	1 Year	District	County	School Site Principal	Expulsion Hearing Panel or Board Decision
48900.4	Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils by creating an intimidating or hostile educational environment. (Applicable to grades 4-12, only.)										
48900.7	Made terroristic threats against school officials and/or school property.										
48915(a)(1)(A)	Causing serious physical injury to another person, except in self-defense.										
48915a(1)(B)	Possession of any knife or other dangerous object of no reasonable use to the pupil.	1		1			1		3		
48915(a)(1)(C)	Unlawful possession of any controlled substance except for one of the following: (i) The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis. (ii) The possession of over the counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.	3		3			3				
48915(a)(1)(D)	Robbery or extortion.										
48915(a)(1)(E)	Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee. An assault is an unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another. A battery is any willful and unlawful use of force or violence upon the person of another.	1		1			1				
48915(c)(1)	The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds: (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory, but it is an offense for which suspension, or expulsion may be imposed.										
48915(c)(2)	Brandishing a knife at another person.								1		
48915(c)(3)	Selling a controlled substance.	3		1		2	3				
48915(c)(4)	Committing or attempting to commit a sexual assault or committing sexual battery as defined in subdivision (n) of Section 48900.										
48915(c)(5)	Possession of an explosive.										
Subtotals (Page 2)		8	0	0	6	0	2	8	0	4	0
Subtotals (Page 1)		2	1	0	2	1	0	3	0	5	1
TOTALS		10	1	0	8	1	2	11	0	9	1

Total Expulsions 11
Total Revocations 10
Total Expulsion Recommendations: 21

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: August 15, 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: REVISION OF BOARD POLICY 6142.92 INSTRUCTION – MATHEMATICS INSTRUCTION

=====

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 District practice. Board Policy 6142.92 Instruction – Mathematics Instruction is being revised to reflect Education Code 51224.7, as added by Senate Bill 359.

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 6142.92 Instruction – Mathematics Instruction.

FISCAL IMPACT

None.

NE:GP:JAR:smr

MATHEMATICS INSTRUCTION

The Board of Education desires to offer a rigorous mathematics program that PROGRESSIVELY DEVELOPS THE KNOWLEDGE AND SKILLS STUDENTS WILL NEED TO SUCCEED IN COLLEGE AND CAREER. ~~provides a strong foundation in basic mathematical skills and prepares students to apply mathematics in real life. The Superintendent or designee shall develop grade-level curricula that offer a balanced instructional program, including but not limited to:~~

- ~~1. Basic mathematical skills: quantification, basic facts, sorting and classification, and computational skills including addition, subtraction, multiplication, division, fractions, decimals, squares and square roots~~
- ~~2. Conceptual understanding: knowledge and application of facts and definitions, identification of principles, understanding of relationships among mathematical concepts, recognition and application of signs, symbols and terms~~
- ~~3. Problem solving: use of mathematical concepts, skills, tools and reasoning strategies to formulate and solve problems in a variety of situations~~

The DISTRICT'S mathematics program shall BE DESIGNED TO TEACH MATHEMATICAL CONCEPTS IN THE CONTEXT OF REAL-WORLD SITUATIONS AND TO HELP STUDENTS GAIN A STRONG CONCEPTUAL UNDERSTANDING, A HIGH DEGREE OF PROCEDURAL SKILL AND FLUENCY, AND ABILITY TO APPLY MATHEMATICS TO SOLVE PROBLEMS ~~develop such knowledge and skills in the subject areas of numbers, measurement, geometry, functions, statistics and probability, logic, algebra and discrete mathematics. Students should know, understand and demonstrate concepts through their application to classroom and real-life situations.~~

~~The Superintendent or designee shall ensure that all students have many opportunities to take the full range of mathematics course options.~~

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

FOR EACH GRADE LEVEL, THE BOARD SHALL ADOPT ACADEMIC STANDARDS FOR MATHEMATICS THAT MEET OR EXCEED THE COMMON CORE STATE STANDARDS. THE SUPERINTENDENT OR DESIGNEE SHALL DEVELOP OR SELECT CURRICULA THAT ARE ALIGNED WITH THESE STANDARDS AND THE STATE CURRICULUM FRAMEWORK.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development, Implementation and Evaluation)

MATHEMATICS INSTRUCTION (cont.)

THE DISTRICT'S MATHEMATICS PROGRAM SHALL ADDRESS THE FOLLOWING STANDARDS FOR MATHEMATICAL PRACTICES WHICH ARE THE BASIS FOR MATHEMATICS INSTRUCTION AND LEARNING:

1. OVERARCHING HABITS OF MIND OF A PRODUCTIVE MATHEMATICAL THINKER: MAKING SENSE OF PROBLEMS AND PERSEVERING IN SOLVING THEM; ATTENDING TO PRECISION
2. REASONING AND EXPLAINING: REASONING ABSTRACTLY AND QUANTITATIVELY; CONSTRUCTING VIABLE ARGUMENTS AND CRITIQUING THE REASONING OF OTHERS
3. MODELING AND USING TOOLS: MODELING WITH MATHEMATICS; USING APPROPRIATE TOOLS STRATEGICALLY
4. SEEING STRUCTURE AND GENERALIZING: LOOKING FOR AND MAKING USE OF STRUCTURE; LOOKING FOR AND EXPRESSING REGULARITY IN REPEATED REASONING

IN ADDITION, THE PROGRAM SHALL BE ALIGNED WITH GRADE-LEVEL STANDARDS FOR MATHEMATICS CONTENT.

FOR GRADES K-8, CONTENT SHALL ADDRESS, AT APPROPRIATE GRADE LEVELS, COUNTING AND CARDINALITY, OPERATIONS AND ALGEBRAIC THINKING, NUMBER AND OPERATIONS IN BASE TEN, FRACTIONS, MEASUREMENT AND DATA, GEOMETRY, RATIOS AND PROPORTIONAL RELATIONSHIPS, FUNCTIONS, EXPRESSION AND EQUATIONS, THE NUMBER SYSTEM, AND STATISTICS AND PROBABILITY. STUDENTS SHALL LEARN THE CONCEPTS AND SKILLS THAT PREPARE THEM FOR THE RIGOR OF HIGHER MATHEMATICS.

FOR HIGHER MATHEMATICS, THE DISTRICT SHALL OFFER A PATHWAY OF COURSES THROUGH WHICH STUDENTS SHALL BE TAUGHT CONCEPTS THAT ADDRESS NUMBER AND QUANTITY, ALGEBRA, FUNCTIONS, MODELING, GEOMETRY, AND STATISTICS AND PROBABILITY.

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT STUDENTS ARE APPROPRIATELY PLACED IN MATHEMATICS COURSES AND ARE NOT REQUIRED TO REPEAT A COURSE THAT THEY HAVE SUCCESSFULLY COMPLETED IN AN EARLIER GRADE LEVEL. PLACEMENT DECISIONS SHALL BE BASED ON CONSISTENT PROTOCOLS AND MULTIPLE ACADEMIC MEASURES.

(cf. 6152.1 - Placement in Mathematics Courses)

MATHEMATICS INSTRUCTION (cont.)

~~The Board shall establish specific content and performance standards in mathematical skills, concepts and problem-solving ability for each grade level. Students at risk of failing to meet performance standards shall receive additional assistance and intervention. The District's program also shall be aligned with the state framework for mathematics instruction.~~

~~Teachers are expected to use a variety of instructional strategies to accommodate the needs and varying abilities of their students.~~

The Superintendent or designee shall ensure that certificated staff have opportunities to participate in professional development activities designed to increase their knowledge and skills in effective mathematics teaching practices.

(cf. 4131/4331 - Staff Development)

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT ~~S~~students shall have access to sufficient instructional materials, including manipulatives and technology, to support a balanced, STANDARDS-ALIGNED mathematics program.

(cf. 0440 - District Technology Plan)
 (cf. 1312.2 - Complaints Concerning Instructional Materials)
 (cf. 1312.4 - Williams Uniform Complaint Procedures)
 (cf. 6161.1 - Selection and Evaluation of Instructional Materials)
 (cf. 6161.11 - Supplementary Instructional Materials)
 (cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall ~~regularly~~ provide the Board with data from state and District mathematics assessments and program evaluations to enable the Board to monitor program effectiveness.

(cf. 0460 - Local Control and Accountability Plan)
 (cf. 0500 - Accountability)
 (cf. 6162.5 - Student Assessment)
 (cf. 6162.51 - State Academic Achievement Tests)
 (cf. 6190 - Evaluation of the Instructional Programs)

Legal Reference:**EDUCATION CODE**

51210 Areas of study, grades 1-6
 51220 Areas of study, grades 7-12
 51224.5 Algebra in course of study for grades 7-12
 51224.7 California Mathematics Placement Act of 2015
 51225.3 High school graduation requirements
 51284 Financial literacy
 60605 State-adopted content and performance standards in core curricular areas
 60605.8 Common Core standards

MATHEMATICS INSTRUCTION (cont.)

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Governing to the Core, Governance Briefs

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013

California Common Core State Standards: Mathematics, rev. January 2013

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards

WEBSITES

California School Boards Association: www.csba.org

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

Common Core State Standards Initiative: www.corestandards.org/math

Chino Valley Unified School District

Policy adopted: August 20, 2009

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: August 15, 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: REVISION OF BOARD POLICY AND NEW ADMINISTRATIVE REGULATION 6152.1 INSTRUCTION – PLACEMENT IN MATHEMATICS COURSES

=====

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 District practice. Board Policy 6152.1 Instruction – Placement in Mathematics Courses is being revised to clarify which policy components are mandated and the criteria for placement evaluations. The new administrative regulation includes material formerly in the board policy, including the appeals process, the requirement to post the policy on the District’s website, and circumstances under which staff recommendations may be considered in course placement.

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 new Administrative Regulation 6152.1 Instruction – Placement in Mathematics Courses.

FISCAL IMPACT

None.

NE:GP:JAR:smr

PLACEMENT IN MATHEMATICS COURSES

The Board of Education believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling career. ~~To the extent possible,~~ District students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the university of California and California state university systems.

(cf. 6142.92 - Mathematics Instruction)
 (cf. 6143 - Courses of Study)
 (cf. 6146.1 - High School Graduation Requirements)

The Superintendent or designee shall work with District teachers, counselors, and administrators and the representatives of feeder schools to develop A WELL-ARTICULATED SEQUENCE OF MATHEMATICS COURSES AND consistent protocols for placing students in mathematics courses offered at District high schools.

Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, STATEWIDE MATHEMATICS ASSESSMENTS, INCLUDING STATE interim and summative assessments, placement tests that are aligned to state-adopted content standards in mathematics, classroom assignment and grades, and report cards. (Education Code 51224.7)

(cf. 5121 - Grades/Evaluation of Student Achievement)
 (cf. 6011 - Academic Standards)
 (cf. 6162.5 - Student Assessment)
 (cf. 6162.51 - State Academic Achievement Tests)

~~Students shall be enrolled in mathematics courses based on the placement protocols. No student shall repeat a mathematics course which he/she has successfully completed based on the district's placement protocols.~~

~~When a student does not qualify to be enrolled in a higher-level mathematics course based on a consideration of the objective measures specified in the placement protocols, he/she may nevertheless be admitted to the course based on the recommendation of a teacher or counselor who has personal knowledge of the student's academic ability.~~

District staff shall implement the placement protocols uniformly and without regard to students' SOCIOECONOMIC BACKGROUND OR ANY CHARACTERISTIC SPECIFIED IN BOARD POLICY 0410 NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES, INCLUDING, BUT NOT LIMITED TO, race, sex, gender, nationality, AND ethnicity, ~~socioeconomic background, or other subjective or discriminatory consideration in making placement decisions.~~

PLACEMENT IN MATHEMATICS COURSES (cont.)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
 (cf. 6174 - Education for English Learners)

The placement protocols shall ~~specify~~ PROVIDE FOR AT LEAST ONE REEVALUATION ~~a time~~ within the first month of the school year ~~when students shall be reevaluated~~ to ensure that ~~they~~ STUDENTS are appropriately placed in mathematics courses and shall specify the criteria the District will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

~~Within 10 school days of an initial placement decision or a placement decision upon reevaluation, IF a student and his/her OR parent/guardian who disagree with QUESTIONS the STUDENT'S placement, of the student HE/SHE may appeal the decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal. The decision of the Superintendent or designee shall be final.~~

The Superintendent or designee shall ensure that all teachers, counselors, and other District staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

(cf. 4131 - Staff Development)

~~Prior to the beginning of each school year, the Superintendent or designee shall communicate the District's commitment to providing students with the opportunity to complete mathematics courses recommended for college admission, including approved placement protocols and the appeal process, to parents/guardians, students, teachers, school counselors, and administrators.~~

~~This policy and the District's mathematics placement protocols shall be posted on the District's web site. (Education Code 51224.7)~~

Annually, the Superintendent or designee shall review student data related to placement ~~and advancement~~ in the mathematics courses offered at District high schools to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not held back in a disproportionate manner on the basis of ANY SUBJECTIVE OR DISCRIMINATORY BASIS, AND SHALL DEVELOP STRATEGIES ~~their race, ethnicity, gender, or socioeconomic background. The Superintendent or designee shall also consider appropriate recommendations~~ for removing any identified barriers to students' access to mathematics courses.

PLACEMENT IN MATHEMATICS COURSES (cont.)

(cf. 0460 - Local Control and Accountability Plan)
(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
48070.5 Promotion and retention; required policy
51220 Areas of study, grades 7-12
51224.5 Completion of Algebra I or Mathematics I
51224.7 California Mathematics Placement Act of 2015
51225.3 High school graduation requirements
51284 Financial literacy
52060-52077 Local Control and Accountability Plan
60605 State-adopted content and performance standards in core curricular areas
60605.8 Common Core standards
60640-60649 California Assessment of Student Performance and Progress

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Math Misplacement, Governance Brief, September 2015

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013

California Common Core State Standards: Mathematics, January 2013

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards

LAWYERS' COMMITTEE FOR CIVIL RIGHTS OF THE SAN FRANCISCO BAY AREA (LCCR)

Held Back - Addressing Misplacement of 9th Grade Students in Bay Area School Math Classes, 2013

WEBSITES

California School Boards Association: www.csba.org

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

Common Core State Standards Initiative: www.corestandards.org/math

Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR): www.lccr.com

Northwest Evaluation Association, Measures of Academic Progress: www.nwea.org

University of California, Mathematics Diagnostic Testing Project: www.mdtp.ucsd.edu

Chino Valley Unified School District

Policy adopted: June 30, 2016

REVISED:

PLACEMENT IN MATHEMATICS COURSES**PLACEMENT PROTOCOLS**

IN DETERMINING STUDENT PLACEMENT IN MATHEMATICS COURSES FOR STUDENTS ENTERING GRADE 9, THE SUPERINTENDENT OR DESIGNEE SHALL ASSESS WHETHER EACH STUDENT HAS THE PREREQUISITE SKILLS FOR SUCCESS IN THE COURSE AND CONSIDER STUDENT AND PARENT/GUARDIAN REQUESTS. SUCH DETERMINATIONS SHALL BE BASED ON MULTIPLE MEASURES, INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:

1. INTERIM AND SUMMATIVE GRADE 8 MATHEMATICS ASSESSMENTS FROM THE CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS
2. FOR STUDENTS WITH DISABILITIES, AN ALTERNATIVE TEST OR OTHER MEASURES WHEN DESIGNATED IN A STUDENT'S INDIVIDUALIZED EDUCATION PROGRAM
3. OTHER ASSESSMENTS SUCH AS MEASURES OF ACADEMIC PROGRESS, THE READINESS TESTS OF THE UNIVERSITY OF CALIFORNIA'S MATHEMATICS DIAGNOSIS TESTING PROJECT, AND/OR DISTRICT BENCHMARK ASSESSMENTS
4. THE STUDENT'S GRADES IN HIS/HER PREVIOUS MATHEMATICS COURSE
5. THE FINAL MATHEMATICS GRADE ON THE END-OF-YEAR REPORT CARD

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6143 - Courses of Study)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

INDIVIDUAL STUDENT PERFORMANCE DATA SHALL BE ANALYZED EACH SPRING PRIOR TO SCHEDULING AND PLACING STUDENTS INTO SECONDARY MATHEMATICS COURSES.

NO STUDENT SHALL BE REQUIRED TO REPEAT A MATHEMATICS COURSE WHICH HE/SHE HAS SUCCESSFULLY COMPLETED IN ACCORDANCE WITH DISTRICT'S PLACEMENT PROTOCOLS.

WHEN A STUDENT DOES NOT QUALIFY TO BE ENROLLED IN A PARTICULAR MATHEMATICS COURSE BASED ON A CONSIDERATION OF THE OBJECTIVE

PLACEMENT IN MATHEMATICS COURSES (CONT.)

MEASURES SPECIFIED IN THE PLACEMENT PROTOCOL, HE/SHE MAY NEVERTHELESS BE ADMITTED TO THE COURSE BASED ON THE RECOMMENDATION OF A TEACHER OR COUNSELOR WHO HAS PERSONAL KNOWLEDGE OF THE STUDENT'S ACADEMIC ABILITY.

(cf. 6011 - Academic Standards)

REEVALUATION

WITHIN THE FIRST MONTH OF THE SCHOOL YEAR, MATHEMATICS COURSE PLACEMENTS SHALL BE INDIVIDUALLY REEVALUATED TO ENSURE PLACEMENT IN THE MOST RIGOROUS MATHEMATICS COURSE FOR WHICH THE STUDENT HAS THE POTENTIAL FOR SUCCESS.

CRITERIA FOR REEVALUATING EACH STUDENT'S PLACEMENT SHALL INCLUDE, BUT ARE NOT LIMITED TO, COURSE PREASSESSMENT RESULTS, ATTENDANCE, AND STUDENT PERFORMANCE IN THE FIRST MONTH OF THE SCHOOL YEAR AS DETERMINED BY TEACHER OBSERVATION AND GRADES ON ASSIGNMENTS AND TESTS. STUDENT AND PARENT/GUARDIAN REQUEST FOR COURSE PLACEMENT MAY ALSO BE CONSIDERED.

NOTIFICATION OF PLACEMENT PROTOCOL

THE DISTRICT'S POLICY AND PROTOCOLS RELATED TO STUDENT PLACEMENT IN MATHEMATICS COURSES SHALL BE POSTED ON THE DISTRICT'S WEBSITE. (Education Code 51224.7)

(cf. 1113 - District and School Websites)

THE SUPERINTENDENT OR DESIGNEE SHALL ALSO MAKE THE DISTRICT'S PLACEMENT POLICY, PROTOCOLS, AND COURSE SEQUENCE READILY ACCESSIBLE TO STUDENTS, PARENTS/GUARDIANS, AND STAFF AT SCHOOL SITES AND/OR IN STUDENT HANDBOOKS.

APPEALS

WITHIN 10 SCHOOL DAYS OF AN INITIAL PLACEMENT DECISION OR A PLACEMENT DECISION UPON REEVALUATION, A STUDENT AND HIS/HER PARENT/GUARDIAN WHO DISAGREE WITH THE PLACEMENT MAY APPEAL THE DECISION TO THE SUPERINTENDENT OR DESIGNEE. THE SUPERINTENDENT OR DESIGNEE SHALL DECIDE WHETHER OR NOT TO OVERRULE THE PLACEMENT DETERMINATION WITHIN 10 SCHOOL DAYS OF RECEIVING THE APPEAL.

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULATION APPROVED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: August 15, 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
Tracy Freed, Ed.D., Director, Assessment and Instructional Technology

SUBJECT: REVISION OF BOARD POLICY 6190 INSTRUCTION – EVALUATION OF THE INSTRUCTIONAL PROGRAM

=====

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 District practice. Board Policy 6190 Instruction – Evaluation of the Instructional Program is being revised to delete reference to the Academic Performance Index and add the California School Dashboard as a source for multiple state and local indicators of strengths and areas in need of improvement in each priority area addressed by the Local Control and Accountability Plan. Additionally, the section on Categorical Program Monitoring is being deleted as the focus of the Policy is on program effectiveness rather than compliance with program requirements.

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 6190 Instruction – Evaluation of the Instructional Program.

FISCAL IMPACT

None.

NE:GP:TF:smr

EVALUATION OF THE INSTRUCTIONAL PROGRAM

The Board of Education recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the District's educational program in meeting District goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to improve student achievement.

(cf. 0200 - Goals for the School District)
 (cf. 0500 - Accountability)
 (cf. 6000 - Concepts and Roles)
 (cf. 6141 - Curriculum Development, Implementation and Evaluation)
 (cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee shall provide the Board and the community with regular reports on student progress toward board-established standards of expected achievement at each grade level in each area of study. ~~THE~~ In addition, he/she shall evaluate and reportS SHALL INCLUDE data for each District school and for every EACH numerically significant subgroup STUDENT GROUP, AS DEFINED IN EDUCATION CODE 52052 of the student population, including, but not limited to, school and subgroup STUDENT GROUP performance on statewide achievement indicators AND PROGRESS TOWARD GOALS SPECIFIED IN THE DISTRICT'S LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP).

(cf. 0460 - Local Control and Accountability Plan)
 (cf. 0510 - School Accountability Report Card)
 (cf. 6011 - Academic Standards)
 (cf. 6162.5 - Student Assessment)
 (cf. 6162.51 - State Academic Achievement Tests)
 (cf. 6173 - Education for Homeless Children)
 (cf. 6173.1 - Education for Foster Youth)
 (cf. 6174 - Education for English Learners)

IN ADDITION, THE SUPERINTENDENT OR DESIGNEE SHALL CONDUCT AN EVALUATION OF ANY NEW INSTRUCTIONAL PROGRAM IMPLEMENTED IN THE DISTRICT AND SHALL REGULARLY ASSESS DISTRICT PROGRESS TOWARD INCREASING STUDENT ACHIEVEMENT IN ALL SUBJECT AREAS TAUGHT IN THE DISTRICT.

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education PROVIDED TO that District students receive.

EVALUATION OF THE INSTRUCTIONAL PROGRAM (cont.)

~~Categorical Program Monitoring~~

~~The Superintendent or designee shall cooperate with the California Department of Education (CDE) in the Categorical Program Monitoring Process to ensure that district categorical programs comply with federal and state laws and regulations. The Superintendent or designee shall report to the Board regarding the results of this monitoring process.~~

~~On an ongoing basis, the Superintendent or designee shall conduct a district self-evaluation which may utilize tools developed by the District or the CDE to ensure compliance of district categorical programs with legal requirements.~~

ANNUAL Evaluation of Consolidated Categorical Programs

The Superintendent or designee and the Board shall annually determine whether the District's categorical programs funded through the state's consolidated application are ~~supportive of the core curriculum and are~~ effective in meeting the needs of the students they are intended to serve. As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the District level. These criteria shall include, but not necessarily be limited to, ~~THE progress toward goals contained in the school's single plan for student achievement and progress of the total~~ ALL studentS population PARTICIPATING IN THE PROGRAM and OF each numerically significant subgroup TOWARD GOALS CONTAINED IN THE DISTRICT'S LCAP, THE SCHOOL'S PLAN FOR STUDENT ACHIEVEMENT, AND/OR OTHER APPLICABLE DISTRICT SCHOOL PLANS ~~growth targets on the statewide academic performance index.~~

Western Association of Schools and Colleges (WASC) Accreditation

The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing academic improvement in the District's high schools. The results of the accreditation process also may demonstrate to parents/guardians and the community that the schools are meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.

The Superintendent or designee shall undertake procedures whereby District high schools may achieve and maintain full WASC accreditation status. The schools shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The Superintendent or designee

EVALUATION OF INSTRUCTIONAL PROGRAM (cont.)

shall regularly report to the Board on the status of District schools and any WASC recommendations for school improvement.

NOT LATER THAN 60 DAYS AFTER RECEIVING ~~the~~ results of any inspection of a school by WASC, or any other accrediting agency, ~~shall be published not later than 60 days after the results are made available to the school.~~ Publication THE SUPERINTENDENT OR DESIGNEE shall ~~be by notifying each parentS/guardianS in writing OF THE INSPECTION RESULTS and/or SHALL by posting~~ the information on the District's or school's website, ~~as determined by the Superintendent or designee.~~ (Education Code 35178.4)

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

If any District school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The Superintendent or designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status. This notice shall also be posted on the District's website and the school's website. (Education Code 35178.4)

Legal Reference:EDUCATION CODE

33400-33407 Educational evaluations
35178.4 Notice of accreditation status
44662 Evaluation and assessment guidelines, certificated employee performance
48985 Compliance with translation of parental notifications
51041 Education program, evaluation and revisions
51226 Model curriculum standards
52052 Accountability; numerically significant student subgroups
52060-52077 Local control and accountability plan
62005.5 Failure to comply with purposes of funds
64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3930-3937 Program requirements
3942 Continuity of funding

UNITED STATES CODE, TITLE 20

6311 State plans

Management Resources:WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

Focus on Learning: Joint ACS WASC/CDE Process Guide, 2017

EVALUATION OF INSTRUCTIONAL PROGRAM (cont.)

WEBSITES

California School Boards Association: www.csba.org

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

Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools:
www.acswasc.org

Chino Valley Unified School District

Policy adopted: August 21, 1997

Revised: June 18, 2009

REVISED: