

CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

September 5, 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.

5130 Riverside Drive. Chino. California 91710
www.chino.k12.ca.us

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
5130 Riverside Drive, Chino, CA 91710
5:05 p.m. - Closed Session • 6:00 p.m. - Regular Meeting
September 5, 2019

AGENDA

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

I. OPENING BUSINESS

I.A. CALL TO ORDER – 5:05 P.M.

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

Discussion and possible action (times are approximate):

- a. Conference with Legal Counsel Existing Litigation (Government Code 54954.5 (c) and 54956.9 (d)(1)): Oxford Preparatory Academy v. Chino Valley Unified School District, et. al. SBC No. CIVDS1710045. (Chidester, Margaret A. & Associates) (5 minutes)
- b. Conference with Legal Counsel Anticipated Litigation (Government Code 54954.5(c) and 54956.9 (d)(2) and (e)(1)): One possible case. (Terry Tao, Esquire) (5 minutes)
- c. Student Admission Matters (Education Code 35146, 48916 (c)): Cases 19/20-01A and 19/20-02A. (20 minutes)
- d. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Frank Arce, Isabel Brenes, Sandra Chen, and Richard Rideout. (15 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (10 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. COMMENTS FROM STUDENT REPRESENTATIVE

I.D. COMMENTS FROM EMPLOYEE REPRESENTATIVES

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

The proceedings of this meeting are being recorded.

I.F. CHANGES AND DELETIONS

II. ACTION

II.A. BUSINESS SERVICES

II.A.1. **2018/2019 Unaudited Actuals Financial Report**
Page 8 Recommend the Board of Education approve the 2018/2019 Unaudited Actuals Financial Report, and authorize the Superintendent or designee to sign the 2018/2019 District Certification of Unaudited Actual Financial Report.

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 Regular Meeting of August 15, 2019**
Page 9 Recommend the Board of Education approve the minutes of the regular meeting of August 15, 2019.

III.A.2. **Revision to the 2019/2020 Board Meeting Calendar**
Page 16 Recommend the Board of Education approve the revision to the 2019/2020 Board meeting calendar.

III.A.3. **Revision of Bylaws of the Board Exhibit 9000—Board Protocols**
Page 18 Recommend the Board of Education approve the revision of Bylaws of the Board Exhibit 9000—Board Protocols.

III.B. BUSINESS SERVICES

III.B.1. **Warrant Register**
Page 26 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 27 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 29 Recommend the Board of Education approve/ratify the fundraising activities.

III.B.4. Donations

Page 34 Recommend the Board of Education accept the donations.

III.B.5. Legal Services

Page 36 Recommend the Board of Education approve payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; and The Tao Firm.

III.B.6. Resolution 2019/2020-15, Actual Gann Limit for 2018/2019 and Estimated Gann Limit for 2019/2020

Page 37

Recommend the Board of Education adopt Resolution 2019/2020-15, Actual Gann Limit for 2018/2019 in the amount of \$168,300,847.00 and Estimated Gann Limit for 2019/2020 in the amount of \$169,117,544.00.

III.B.7. Revision of Board Policy 1230 Community Relations—School-Connected Organizations

Page 39

Recommend the Board of Education approve the revision of Board Policy 1230 Community Relations—School-Connected Organizations.

III.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**III.C.1. Student Admission Cases 19/20-01A and 19/20-02A**

Page 43

Recommend the Board of Education approve student admission cases 19/20-01A and 19/20-02A.

III.C.2. School-Sponsored Trips

Page 44

Recommend the Board of Education approve/ratify the school-sponsored trips for Liberty ES, Wickman ES, Briggs K-8, Ayala HS, Chino Hills HS, and Don Lugo HS.

III.C.3. Baldy View Regional Occupational Program 2019/2020 District Operated Program Contract

Page 46

Recommend the Board of Education approve the Baldy View Regional Occupational Program 2019/2020 District Operated Program Contract.

III.C.4. Baldy View Regional Occupational Program 2019/2020 Contract for Services and Participation Incentive

Page 58

Recommend the Board of Education approve the Baldy View Regional Occupational Program 2019/2020 Contract for Services and Participation Incentive.

III.C.5. Baldy View Regional Occupational Program 2019/2020 Contract for Embedded Classes

Page 72

Recommend the Board of Education approve the Baldy View Regional Occupational Program 2019/2020 Contract for Embedded Classes.

III.C.6. Revision of Board Policy 6142.92 Instruction—Mathematics Instruction

Page 79

Recommend the Board of Education approve the revision of Board Policy 6142.92 Instruction—Mathematics Instruction.

- III.C.7. Revision of Board Policy 6152.1 Instruction—Placement in Mathematics Courses**
Page 84
Recommend the Board of Education approve the revision of Board Policy 6152.1 Instruction—Placement in Mathematics Courses.
- III.C.8. Revision of Board Policy 6190 Instruction—Evaluation of the Instructional Program**
Page 88
Recommend the Board of Education approve the revision of Board Policy 6190 Instruction—Evaluation of the Instructional Program.
- III.D. FACILITIES, PLANNING, AND OPERATIONS**
- III.D.1. Purchase Order Register**
Page 93
Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.
- III.D.2. Agreements for Contractor/Consultant Services**
Page 94
Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.
- III.D.3. Surplus/Obsolete Property**
Page 98
Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.
- III.D.4. Resolutions 2019/2020-11, 2019/2020-12, 2019-2020-13, and 2019/2020-14 for Authorization to Utilize Piggyback Contracts**
Page 102
Recommend the Board of Education adopt Resolutions 2019/2020-11, 2019/2020-12, 2019/2020-13, and 2019/2020-14 for authorization to utilize piggyback contracts.
- III.D.5. Notice of Completion for CUPCCAA Projects**
Page 112
Recommend the Board of Education approve the Notice of Completion for CUPCCAA Projects.
- III.D.6. Notice of Completion for CUPCCAA Bid 18-19-24I, Cortez ES Playground Equipment Installation**
Page 114
Recommend the Board of Education approve the Notice of Completion for CUPCCAA Bid 18-19-24I, Cortez ES Playground Equipment Installation.
- III.D.7. Change Order and Notice of Completion for CUPCCAA Bid 17-18-31I, Former El Rancho ES Directional Boring**
Page 116
Recommend the Board of Education approve the Change Order and Notice of Completion for CUPCCAA Bid 17-18-31I, Former El Rancho ES Directional Boring.

- III.D.8. Change Order and Notice of Completion for CUPCAA Bid 18-19-041, Former El Rancho ES Plumbing Connections**
Page 119
Recommend the Board of Education approve the Change Order and Notice of Completion for CUPCAA Bid 18-19-041, Former El Rancho ES Plumbing Connections.
- III.D.9. Change Orders for Bid 18-19-08F, Ayala HS New Science Building**
Page 122
Recommend the Board of Education approve the change orders for Bid 18-19-08F, Ayala HS New Science Building.
- III.D.10. Change Order for Bid 18-19-27F, Briggs K-8 New Science Lab Building—Interim Housing**
Page 126
Recommend the Board of Education approve the change order for Bid 18-19-27F, Briggs K-8 New Science Lab Building—Interim Housing.
- III.D.11. Change Order for Bid 18-19-37F, Walnut ES Parking Lot Expansion**
Page 128
Recommend the Board of Education approve the change order for Bid 18-19-37F, Walnut ES Parking Lot Expansion.
- III.D.12. Bid 19-20-08F, Magnolia JHS, Ramona JHS, and Woodcrest JHS Safety and Security**
Page 130
Recommend the Board of Education award Bid 19-20-08F, Magnolia JHS, Ramona JHS, and Woodcrest JHS Safety and Security to RIS Electrical Contractors, Inc.
- III.D.13. Bid 19-20-11F, District White Fleet Vehicles—Chevrolet**
Page 131
Recommend the Board of Education award Bid 19-20-11F, District White Fleet Vehicles—Chevrolet to MK Smith Chevrolet.
- III.E. HUMAN RESOURCES**
- III.E.1. Certificated/Classified Personnel Items**
Page 132
Recommend the Board of Education approve/ratify the certificated/classified personnel items.
- III.E.2. Student Teaching Agreement with Azusa Pacific University**
Page 139
Recommend the Board of Education approve the student teaching agreement with Azusa Pacific University.
- III.E.3. Internship Agreement with Riverside County Office of Education**
Page 153
Recommend the Board of Education approve the internship agreement with Riverside County Office of Education.

IV. INFORMATION

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

IV.A.1. Cal Aero Preserve Academy Multi Track Year-Round Student Attendance Calendars for the 2020/2021, 2021/2022, and 2022/2023 School Years
Page 160

Recommend the Board of Education receive for information the Cal Aero Preserve Academy Multi Track Year-Round Student Attendance Calendars for the 2020/2021, 2021/2022, and 2022/2023 school years.

IV.A.2. Boys Republic HS, Chino Valley Learning Academy, and Chino Valley Adult School Student Attendance Calendars for the 2020/2021, 2021/2022, and 2022/2023 School Years
Page 164

Recommend the Board of Education receive for information the Boys Republic HS, Chino Valley Learning Academy, and Chino Valley Adult School Student Attendance Calendars for the 2020/2021, 2021/2022, and 2022/2023 school years.

IV.A.3. San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Fourth Quarterly Report 2018/2019.
Page 174

Recommend the Board of Education receive for information the San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Fourth Quarterly Report 2018/2019.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

VI. ADJOURNMENT

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: September 5, 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: 2018/2019 UNAUDITED ACTUALS FINANCIAL REPORT

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BACKGROUND

Pursuant to Education Code 42100, on or before September 15, the governing board of each school district shall approve, in a format prescribed by the Superintendent of Public Instruction, an annual statement of all receipts and expenditures of the District for the preceding fiscal year and shall file the statement with the County Superintendent of Schools.

The Unaudited Actuals Financial Report states the final revenues and expenditures of the District for the 2018/2019 fiscal year. The final audit report for the 2018/2019 fiscal year will be presented to the Board of Education in January 2020 by the District's external auditor.

The Unaudited Actuals Financial Report is provided under separate cover.

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

RECOMMENDATION

It is recommended the Board of Education approve the 2018/2019 Unaudited Actuals Financial Report, and authorize the Superintendent or designee to sign the 2018/2019 District Certification of Unaudited Actual Financial Report.

FISCAL IMPACT

None.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
August 15, 2019

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 6:00 P.M.

1. Roll Call

President Na called to order the regular meeting of the Board of Education, Thursday, August 15, 2019, at 6:00 p.m. with Blair, Cruz, Gagnier, Schaffer, and Na present.

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 6:00 p.m. regarding conference with legal counsel existing and anticipated litigation; public employee discipline/dismissal/release; public employee appointment: elementary 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 6:00 p.m. to 6:51 p.m. regarding conference with legal counsel existing and anticipated litigation; public employee discipline/dismissal/release; public employee appointment: elementary school and high school assistant principals; and public employee performance evaluation: Superintendent. By a unanimous vote of 5-0 with Blair, Cruz, Gagnier, Schaffer, and Na voting yes, the Board appointed: Gabriel Ramirez as assistant principal of Don Lugo HS effective August 16, 2019; Vanessa Freedman as assistant principal of Butterfield Ranch ES effective August 19, 2019; Linda Mackessy as

assistant principal of Ayala HS effective August 16, 2019; and Jae Heon Lee as assistant principal of Hidden Trails ES effective August 16, 2019. Additionally, by a unanimous vote of 5-0, the Board voted to accept the Resignation Agreement and General Release between the District and certificated employee 8008, and pursuant to the terms of the agreement, certificated employee 8008 will resign effective August 15, 2019. No further action was taken that required public disclosure.

2. Pledge of Allegiance
Tom Mackessy led the Pledge of Allegiance.

I.C. PRESENTATIONS

1. Facilities, Planning, and Operations: Measure G Update
Greg Stachura, Assistant Superintendent of Facilities, Planning, and Operations provided an overview of Measure G progress.
2. Human Resources: Staffing and Enrollment
Richard Rideout, Assistant Superintendent of Human Resources, and staff gave a report on staffing and enrollment to date.

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

Audrey Ing provided a report on high school registration and first week of school activities.

I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Brenda Walker, A.C.T. President, said everyone is ready to support student achievement and meet challenges associated with the start of a new school year; acknowledged teachers for using personal time to get ready for their students; spoke about funding for education; said the negotiating teams will be meeting soon; and wished everyone a good school year.

Danny Hernandez, CSEA President, said CSEA held its 93rd Annual Conference on July 29 through August 2, and extended an invitation to Board members to attend in the future; said that on October 12 CSEA will have a Maintenance and Operations academy at Upland HS, which will include various trainings including ALICE training and other topics; announced the paraeducator conference on March 17 through 19, 2020, in Ontario; and extended well wishes to everyone for the school year.

Tom Mackessy, CHAMP President, announced that ACSA Region 12 administrator of the year nominations are now open; said CHAMP is having its first meeting tomorrow morning at Denny's Restaurant located in Chino Hills at 6:00 a.m.; said tomorrow is the end of the first week of school; and recognized the HVAC team for addressing cooling issues at some of the schools.

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

Robert Martinez, Chino Community Services Commission, thanked the Board for his appointment to the commission and said he is looking forward to representing the school District; Melissa Compani, Field Representative, 4th District Supervisor Curt Hagman, announced a document shredding event in recognition of National Crime Prevention Month scheduled for Saturday, October 26 in Chino.

I.G. CHANGES AND DELETIONS

The following change was read into the record: Item III.D.2., Agreements for Contractor/Consultant Services, page 66, under contract F-1920-029 Placeworks, correct the amount to read \$59,252.00.

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

President Na opened the public hearing at 7:45 p.m., there were no speakers and the hearing was closed at 7:45 p.m. Moved (Gagnier) seconded (Blair) carried unanimously (5-0) adopt Resolution 2019/2020-10 for Cal Aero Preserve Academy K through 6. Student representative voted yes.

III. CONSENT

Lee Guenveur, Steve Quintana, Brandan Rechsteiner, Jason Gorospe, Lisa Carson, Gina Gleason, and Jennifer Zhao addressed the Board regarding Item III.C.2.

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

III.A. ADMINISTRATION

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

Approved 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

Approved the revision of Bylaws of the Board 9320—Meetings and Notices.

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

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

Approved 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

Approved/ratified 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

Moved (Na) seconded (Blair) motion carried (3-2, Cruz and Na voted no) to 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: 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. Student representative voted yes.

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

Approved the new course Introduction to Film and Video Production.

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

Approved the revision of Board Policy 6171 Instruction—Title 1 Programs.

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 2019/2020-06, 2019/2020-07, 2019/2020-08, and 2019/2020-09 for Authorization to Utilize Piggyback Contracts

Adopted 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

Approved 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

Awarded 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

Awarded 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

Rejected the bids received for Bid 19-20-02F, Briggs K-8 New Science Lab Building, and authorized 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

Approved 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

Approved/ratified the certificated/classified personnel items.

III.E.2. Rejection of Claim

Rejected the claim and referred it to the District's insurance adjuster.

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

Approved the student internship agreement with National University.

<p>IV. INFORMATION</p>

IV.A. ADMINISTRATION

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

Received 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

Received 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

Received for information the 2018/2019 Second Semester Student Expulsion Report.

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

Received 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

Received 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

Received for information the revision of Board Policy 6190 Instruction—Evaluation of the Instructional Program.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

Joe Schaffer welcomed everyone back for the 2019/2020 school year; asked that the Chino Hills HS student who was injured early in the week be kept in our thoughts and prayers; highlighted a certificated retiree from Rolling Ridge ES; attended Assembly member Freddie Rodriguez’s community open house event on July 20; met with Cynthia Moran, Chino Hills mayor, and Ben Montgomery, city manager; provided a Baldy View ROP committee report; and extended well wishes for the evening.

Christina Gagnier welcomed everyone back; and said she will be hosting additional community coffee events.

Andrew Cruz said that children make memories and experiences in school.

Irene Hernandez-Blair spoke about status of online registration; and spoke about school drop off and pickup concerns, and asked if it is possible to meet with local law enforcement to change red curbs to yellow for drop off and pick up purposes.

Superintendent Enfield welcomed Audrey Ing to the Board of Education as student representative, and commended her school activity report; thanked classified employees for getting schools up and running; and thanked certificated employees for the time spent in preparation for the school year.

President Na thanked teachers and CSEA members for what they do for our students; acknowledged a member of the public for his attendance at the meeting; acknowledged staff for coordinating the leadership challenge program; and acknowledged Communications Director Imee Perius.

VI. ADJOURNMENT

President Na adjourned the regular meeting of the Board of Education at 8:48 p.m.

James Na, President

Andrew Cruz, Clerk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION TO THE 2019/2020 BOARD MEETING CALENDAR

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BACKGROUND

The 2019/2020 Board meeting calendar was adopted at the organizational meeting in December 2018. However, the San Bernardino County Superintendent of Schools is requiring the Chino Valley Unified School District's budget be submitted prior to December 15. As such, the 2019/2020 Board meeting calendar is revised to meet this requirement.

The new date is provided in **bold** while the old date 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 to the 2019/2020 Board meeting calendar.

FISCAL IMPACT

None.

NE:pk

Chino Valley Unified School District



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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2019/2020 Board Meeting Calendar REVISED

July 18, 2019	Regular
August 15, 2019	Regular
September 5, 2019	Regular
September 19, 2019	Regular
October 3, 2019	Regular
October 17, 2019	Regular
November 7, 2019	Regular
November 21, 2019	Regular
December 19, 2019	Organizational
December 12, 2019	Organizational*
January 16, 2020	Regular
February 6, 2020	Regular
February 20, 2020	Regular
March 5, 2020	Regular
March 19, 2020	Regular
April 2, 2020	Regular
April 16, 2020	Regular
May 7, 2020	Regular
May 21, 2020	Regular
June 4, 2020	Regular
June 18, 2020	Regular

Board of Education meetings are held the first and third Thursdays of the month (except where indicated by asterisk). The meetings will begin at 7:00 p.m. in the Board room at the District Service Center, Chino Valley Unified School District, 5130 Riverside Drive, Chino, unless otherwise posted. Additional meetings will be announced by the Board President on an as-needed basis.

Board approved: 12/13/18
Revised: _____

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: September 5, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION OF BYLAWS OF THE BOARD EXHIBIT 9000—BOARD PROTOCOLS

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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. This item was presented to the Board of Education as information on August 15, 2019.

New language is provided in CAPS 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 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's 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: September 5, 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

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BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$5,420,085.30 to all District funding sources.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: September 5, 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**

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BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education approve/ratify the 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
September 5, 2019

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

School

Organization

Cortez ES
Dickey ES
Liberty ES

PFA
PTO
PTO

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 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

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BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

None.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
September 5, 2019

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Borba ES</u>		
PFA	After School Dr. Seuss "Read Under the Tree"	2/26/20
<u>Chaparral ES</u>		
PTO	After School Kona Ice Sale	10/10/19
PTO	Book Fair	10/28/19 - 11/1/19
PTO	Father/Daughter Dance	11/8/19
PTO	Movie Night at Harkins Theatre	11/25/19
PTO	Holiday Boutique	12/9/19 - 12/13/19
PTO	Penny Donation Drive	1/13/20 - 1/17/20
PTO	Mother/Son Dance	3/13/20
PTO	After School Juice-It-Up Sale	3/19/20
PTO	After School Kona Ice Sale	4/23/20
PTO	Book Fair	5/11/20 - 5/15/20
PTO	Family Fun Night	5/14/20
<u>Cortez ES</u>		
PFA	T-Shirt Sale	9/6/19 - 10/31/19
PFA	After School Juice-It-Up Sale	9/6/19 - 5/28/20
PFA	Community Discount Card Sale	10/1/19 - 1/31/20
<u>Country Springs ES</u>		
PFA	After School Smoothie Sale	9/6/19 - 5/28/20
PFA	After School Shaved Ice Sale	9/6/19 - 5/28/20
PFA	Monthly Restaurant Family Nights Out	9/6/19 - 5/28/20
PFA	After School Donut Sale	11/1/19 - 11/17/19
<u>Dickey ES</u>		
PTO	Ultra Fun Run Donation Drive	9/6/19 - 9/24/19
PTO	After School Snack Sale	9/6/19 - 5/25/20
PTO	Spirit Wear Sale	9/6/19 - 5/31/20
PTO	After School Snow Cone Sale	9/10/19
PTO	Book Fair	9/30/19 - 10/4/19
PTO	Trunk or Treat	10/18/19
PTO	McDonald's McTeacher Night	11/13/19
PTO	Family Fun Night	1/24/20
PTO	Spring Family Dance	4/17/20

CHINO VALLEY UNIFIED SCHOOL DISTRICT
September 5, 2019

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Dickson ES</u>		
ASB	Recycling Program	10/4/19 - 5/15/20
<u>Glenmeade ES</u>		
PTA	After School Snow Cone Sale	9/6/19 - 5/28/20
PTA	Student Store	9/6/19 - 5/30/20
PTA	Shop-A-Roo On-Line Shopping	9/6/19 - 5/30/20
PTA	Off Campus Candy Sale	9/6/19 - 5/30/20
PTA	Shoe Drive	9/16/19 - 11/18/19
PTA	Chuck E. Cheese Family Night Out	9/18/19
PTA	Catalog Sale	9/30/19 - 10/16/19
PTA	Harvest Family Fun Night	10/18/19
PTA	Fall Book Fair	11/1/19 - 11/18/19
PTA	Holiday Boutique	12/9/19 - 12/13/19
PTA	Holiday Evening Event	12/11/19
PTA	Harkins Summer Movie Pass Sale	2/10/20 - 6/1/20
PTA	Spring Book Fair	4/27/20 - 5/1/20
<u>Hidden Trails ES</u>		
PTA	Catalog Sale	9/30/19 - 10/15/19
<u>Liberty ES</u>		
PTO	Membership Drive	9/6/19 - 10/6/19
PTO	Bi-Weekly After School Smoothie Sale	9/6/19 - 5/26/20
PTO	Bi-Weekly After School Juice-It-Up Sale	9/6/19 - 6/1/20
PTO	McDonald's McTeacher Night	9/9/19
PTO	Jog-A-Thon Donation Drive	9/13/19 - 10/4/19
ASB	Jog-A-Thon Donation Drive	10/4/19 - 11/8/19
PTO	Trunk or Treat	10/25/19
PTO	Fall Book Fair	11/15/19 - 11/22/19
PTO	Holiday Boutique	12/9/19 - 12/13/19
PTO	Father/Daughter Dance	2/21/20
PTO	Mother/Son Event	3/13/20
PTO	Family Fun Night	4/6/20
<u>Marshall ES</u>		
PTO	Off Campus Candy Sale	10/7/19 - 11/22/19

CHINO VALLEY UNIFIED SCHOOL DISTRICT
September 5, 2019

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Briggs K-8</u>		
PFA	After School Ice Cream Sale	9/6/19 - 5/28/20
PFA	Chick-fil-A Spirit Day	9/23/19
PFA	Mother/Daughter Event	9/27/19
PFA	Chipotle Family Night Out	10/15/19
PFA	Fall Catalog Sale	11/1/19 - 12/1/19
PFA	Chino Hills Pizza Co. Spirit Day	1/15/20
<u>Magnolia JHS</u>		
PFA	McDonald's McTeacher Night	9/25/19
PFA	Box Tops for Education	10/1/19 - 6/1/20
<u>Woodcrest JHS</u>		
ASB	Spirit Wear Sale	9/6/19 - 9/13/19
<u>Ayala HS</u>		
Spirit Boosters	Let's Paint Tonight Ticket Sale	9/6/19 - 9/30/19
Spirit Boosters	Spirit Merchandise Sale	9/6/19 - 11/30/19
Cross Country Boosters	Ground Coffee & Powder Cocoa Sale	9/6/19 - 5/1/20
BAC Boosters	Weekly After School Boba Tea Sale	9/6/19 - 5/31/20
Dance Production	Off Campus Candle Sale	9/9/19 - 10/11/19
Psychology Club	Chipotle Family Night	9/10/19
Theatre Arts Boosters	Cannataro's Family Night Out	9/11/19
BAC Boosters	JoJo's Pizza Family Night Out	9/13/19
BAC Boosters	After School Taco Sale	9/20/19
Theatre Arts Boosters	After School Donut Sale	9/20/19 - 9/30/19
Cross Country Boosters	Cannataro's Family Night Out	9/24/19
Choral Boosters	Angel Game Ticket Sale	9/27/19
Choral Boosters	Of Campus Candy Apple Sale	9/27/19 - 10/11/19
BAC Boosters	Mattress Sale	9/28/19
Dance Production	Applebee's Breakfast	9/28/19
Spirit Boosters	Off Campus Candy Apple Sale	10/1/19 - 10/31/19
Spirit Boosters	After School Cupcake Sale	10/18/19
Cross Country Boosters	Chino Hills Pizza Company Family Night Out	10/22/19
Baseball Boosters	Hit-A-Thon	11/12/19 - 12/14/19

CHINO VALLEY UNIFIED SCHOOL DISTRICT
September 5, 2019

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Chino HS</u>		
Football Boosters	Community Discount Card Sale	9/6/19 - 9/27/19
Girls Tennis Boosters	Bi-Weekly After School Boba Sale	9/6/19 - 10/30/19
Cross Country Boosters	Bi-Weekly After School Boba Sale	9/6/19 - 11/6/19
Pep Squad Boosters	Frosh/JV Football Games Snack Bar	9/6/19 - 12/6/19
Boys Water Polo Boosters	Banner Sponsorship Sale	9/6/19 - 6/30/20
Girls Water Polo Boosters	Banner Sponsorship Sale	9/6/19 - 6/30/20
Swim Team Boosters	Banner Sponsorship Sale	9/6/19 - 6/30/20
Girls Tennis Boosters	Chipotle Family Night Out	9/17/19
Pep Squad Boosters	Jr. Cheer Camp	9/30/19 - 10/4/19
Track & Field Boosters	Donation Drive	10/1/19 - 6/30/20
Cross Country Boosters	Cannataro's Family Night Out	10/2/19
<u>Chino Hills HS</u>		
PTSA	Wednesdays After School Kona Ice Sale	9/11/19 - 4/22/20
Spirit Boosters	Home Varsity Football Games Pizza Sale	9/15/19 - 12/1/19
AVID	Off Campus Candy Sale	9/16/19 - 10/7/19
AVID	Snap! Raise On-Line Donation Drive	9/16/19 - 10/16/19
Music Boosters	Mountain Mike's Pizza Spirit Day	10/14/19
Music Boosters	Juice-It-Up Spirit Day	11/7/19
Aquatics Boosters	Aquatic Events Snack Bar	1/1//20 - 6/30/20
<u>Don Lugo HS</u>		
Class of 2020	Monthly Restaurant Family Nights Out	9/6/19 - 5/30/20
Class of 2022	Monthly Restaurant Family Nights Out	9/29/19 - 5/28/20

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 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

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BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education accept the donations.

FISCAL IMPACT

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

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
September 5, 2019

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Special Education</u>		
Daisy I.T.	Office Supplies/Gift Cards	\$395.00
<u>Chaparral ES</u>		
Northwestern Mutual Foundation	Cash	\$750.00
<u>Country Springs ES</u>		
Country Springs PFA	Cash	\$4,730.00
<u>Hidden Trails ES</u>		
ASD.com	Cash	\$198.00
<u>Wickman ES</u>		
Wickman PTO	Cash	\$3,038.00
<u>Canyon Hills JHS</u>		
Betty Chan	Clasroom/Office Supplies	\$250.00
Diamond Bar Senior Citizens Club	Cash	\$1,000.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Our Motto:
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DATE: September 5, 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	2019/2020 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	July 2019	\$11,710.31	\$11,710.31
The Tao Firm	July 2019	\$ 1,750.00	\$ 1,750.00
	Total	\$13,460.31	\$ 13,460.31

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

RECOMMENDATION

It is recommended the Board of Education approve payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; and The Tao Firm.

FISCAL IMPACT

\$13,460.31 to the General Fund.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: September 5, 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: RESOLUTION 2019/2020-15, ACTUAL GANN LIMIT FOR 2018/2019
AND ESTIMATED GANN LIMIT FOR 2019/2020**

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BACKGROUND

In November 1979, California voters approved Proposition 4, an initiative that added Article XIII B to the California Constitution. This constitutional amendment, known as the Gann Limit, placed limits on the growth of expenditures for publicly funded agencies, including school districts. The law further specified the process for calculating State and local government appropriation limits and appropriations subject to limitation under Article XIII B of the Constitution.

Based on the prescribed calculation formula, the District’s actual appropriation limit for 2018/2019 is \$168,300,847.00. The District’s estimated appropriation limit for 2019/2020 is \$169,117,544.00.

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2019/2020-15, Actual Gann Limit for 2018/2019 in the amount of \$168,300,847.00 and Estimated Gann Limit for 2019/2020 in the amount of \$169,117,544.00.

FISCAL IMPACT

None.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Resolution 2019/2020-15
Actual Gann Limit for 2018/2019 and
Estimated Gann Limit for 2019/2020

WHEREAS, Article XIII B of the California Constitution, as approved by the voters in November 1979, requires the establishment of appropriation limits on “proceeds of taxes” revenues for public agencies, including school districts, beginning with the 1980/1981 fiscal year; and

WHEREAS, each district is required to determine and adopt such actual appropriation limits, as calculated on forms supplied by the State of California, for the 2018/2019 fiscal year, as a legislative act; and

WHEREAS, each district is required to determine and adopt such estimated appropriation limits, as calculated on forms supplied by the State of California, for the 2019/2020 fiscal year, as a legislative act; and

WHEREAS, this school district’s appropriation limit has been calculated in accordance with Article XIII B of the State Constitution and Division 9 of Title 1 of the Government Code.

BE IT THEREFORE RESOLVED, as a legislative act of this Board of Education, that for the purposes of Article XIII B, there is hereby established this district’s actual “appropriation limit” of \$168,300,847.00 for the 2018/2019 fiscal year.

BE IT FURTHER RESOLVED, as a legislative act of this Board of Education, that for the purposes of Article XIII B, there is hereby established this district’s estimated “appropriation limit” of \$169,117,544.00 for the 2019/2020 fiscal year.

BE IT FURTHER RESOLVED, that the appropriation subject to limitation in the 2018/2019 fiscal year budget of this school district does not exceed this appropriation limit.

APPROVED, PASSED, AND ADOPTED the 5th day of September 2019 by the Board of Education of the Chino Valley Unified School District of San Bernardino County by the following vote:

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

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

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 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 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 1230 Community Relations – School Connected Organizations is being revised to reflect updates to both laws and current practice. This item was presented to the Board of Education on August 15, 2019, for 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 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:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: STUDENT ADMISSION CASES 19/20-01A AND 19/20-02A

=====

BACKGROUND

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

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

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

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

RECOMMENDATION

Based upon the evidence presented to the Expulsion Hearing Administrative Panel, it is recommended the request regarding admission to the Chino Valley Unified School District be approved for student admission cases 19/20-01A and 19/20-02A.

FISCAL IMPACT

None.

NE:LF:SJ:ss

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: September 5, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: SCHOOL-SPONSORED TRIPS

=====

BACKGROUND

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

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

RECOMMENDATION

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

School-Sponsored Trips	Date	Fiscal Impact
Site: Liberty ES Event: Riley’s Farm Place: Oak Glen, CA Chaperone: 48 students/9 chaperones	April 7-8, 2020	Cost: \$150.00 per student Funding Source: Parents
Site: Wickman ES Event: Arrowhead Ranch Outdoor Science School Place: Lake Arrowhead, CA Chaperone: 133 students/18 chaperones	January 14-17, 2020	Cost: \$300.00 per student Funding Source: Parents and scholarships

Site: Briggs K-8 Event: Catalina Island Marine Institute Place: Catalina Island, CA Chaperone: 29 students/3 chaperones	September 20-22, 2019	Cost: \$350.00 per student Funding Source: Parents
Site: Ayala HS Event: Varsity Girls Golf Team - Palm Desert Tournament Place: Rancho Mirage, CA Chaperone: 6 students/3 chaperones	September 5-7, 2019	Cost: \$175.00 per student Funding Source: Parents and fundraising
Site: Ayala HS Event: Leadership – Digital4Good Day Place: Menlo Park, CA Chaperone: 2 students/2 chaperones	September 16, 2019	Cost: \$200.00 per student Funding Source: USB
Site: Ayala HS Event: Warner Pacific Cross Country Classic Place: Portland, OR Chaperone: 20 students/2 chaperones	October 18-20, 2019	Cost: \$430.00 per student Funding Source: Parents
Site: Chino Hills HS Event: Leadership – Digital4Good Day Place: Menlo Park, CA Chaperone: 4 students/1 chaperone	September 15-16, 2019	Cost: \$400.00 per student Funding Source: Parents and #ICANHELP
Site: Chino Hills HS Event: Western Band Association Championships Place: Clovis, CA Chaperone: 162 students/25 chaperones	November 21-24, 2019	Cost: \$350.00 per student Funding Source: Parents and fundraising
Site: Chino Hills HS Event: Jazz Band Festival Place: Flagstaff, AZ Chaperone: 46 students/6 chaperones	February 20-22, 2020	Cost: \$350.00 per student Funding Source: Parents and fundraising
Site: Don Lugo HS Event: Western Band Association Championships Place: Kingsburg, CA Chaperone: 55 students/8 chaperones	November 22-24, 2019	Cost: \$225.00 per student Funding Source: Parents and fundraising

FISCAL IMPACT

None.

NE:LF:rtr

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 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: BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM 2019/2020 DISTRICT OPERATED PROGRAM CONTRACT

=====

BACKGROUND

On a yearly basis, the Chino Valley Unified School District enters into a program contract with the Baldy View Regional Occupation Program (BVROP) for the purpose of establishing and maintaining District operated regional occupational programs at various locations within the District. General services are outlined in the contract and specific program services are stipulated in Appendix A, B, and C of the contract.

This contract was approved by the BVROP Commission on August 14, 2019.

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

RECOMMENDATION

It is recommended the Board of Education approve the Baldy View Regional Occupational Program 2019/2020 District Operated Program Contract.

FISCAL IMPACT

\$54,824.28 increase to the General Fund.

NE:GP:JAR:lar

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
2019-20 DISTRICT OPERATED PROGRAM CONTRACT – CHINO VALLEY USD

This Agreement is entered into this 1st day of July 2019 by and between Baldy View Regional Occupational Program, hereinafter called "BVROP.", and Chino Valley Unified School District hereinafter called the "District".

WITNESSETH:

WHEREAS, pursuant to Education Code Section 52300 et seq., BVROP is authorized to establish and maintain Regional Occupational Program activities at various locations within the Chaffey Joint Union High School District, Chino Valley Unified School District, Claremont Unified School District, and Upland Unified School District, and

WHEREAS, the programs shown in Appendix "A" will be of benefit to the people of this region; and

WHEREAS, the District wishes to cooperate with BVROP in establishing and maintaining said program;

NOW, THEREFORE, the District and BVROP agree as follows:

The District shall:

1. Submit to BVROP estimated Average Daily Attendance (ADA) for each class.
2. Maintain and submit to BVROP upon request a listing of BVROP equipment available in each class.
3. Administer, supervise, and evaluate the classes based on BVROP established standards.

4. With assistance of BVROP, recruit and enroll students.
5. Provide properly credentialed and qualified employees for each class in accordance with Education Code and Title V.
6. In collaboration with BVROP, share responsibility for providing facilities, equipment, and instructional supplies for each class based on BVROP established standards.
7. Recruit employers to serve on subject area advisory committees and/or career path employer panels.
8. Provide services, including purchasing, utilities, custodial, and maintenance, at no cost to BVROP.
9. Confine expenditure of all funds received through this agreement to support BVROP programs within the District.
10. Certify that the activities included within this Agreement are in compliance with Section 11507 of the California State Administrative Code, Title V.
11. Submit reports and information as requested by BVROP to include:
 - a. Attendance reports
 - b. Student progress reports and evaluation data on programs
 - c. Verification of staff qualifications
 - d. All reports required by the County of San Bernardino and the State of California
 - e. Certification that all obligations of the District, provided within the terms of this agreement, have been complied with.
12. Take out and maintain during the life of this Agreement such public liability

and property damage insurance as will protect this District, its officers, agents and employees from any and all claims arising out of or in any manner connected with the performance and operation of the terms of this Agreement, including claims and liability for death, injury, loss of property and shall furnish BVROP with a certificate of such insurance. The certificate shall provide that BVROP shall receive thirty (30) days advance written notification of changes made to the insurance or cancellation of the insurance provided. Public Liability Insurance shall be in the amount of \$1,000,000 per occurrence combined single limit and property damage insurance shall be in an amount not less than \$10,000. The policies shall be written by a reliable insurance carrier authorized to do such public liability and property damage insurance business in the State of California and shall name BVROP as an added insured.

13. Obtain and maintain, at the expense of the District, all Workers' Compensation Insurance required by law for employees in the operation of this program, including coverage for students that qualify, if any.

BVROP shall:

1. Allocate to the District, ADA based upon the district operated program ADA Distribution Calculation.
2. Provide payment to each partnering school district at eighty percent (80%) of the BVROP revenue limit for District Operated Program (DOP) course offerings up to the DOP ADA cap within sixty (60) calendar days of receipt of said funds.

3. Receive, compile, and submit ADA information for each class.
4. Provide appropriate staff for program monitoring activities.
5. Enter into contracts essential to the operation of each program, including transportation for students.
6. Provide promotional support, materials/activities; i.e., course catalogues, brochures, class schedules.
7. Provide necessary forms to be submitted by the District for reports required by BVROP.
8. Coordinate and convene subject area Advisory Committees and/or career path employer panels for each program.

District Operated Classes Above ADA Distribution Calculation:

1. If the District and BVROP mutually agree to additional BVROP classes to be offered above the ADA Distribution Calculation, the District will reimburse BVROP for the cost of the additional class(es).
2. BVROP will reimburse the District at the rate of eighty percent (80%) of the BVROP revenue limit.
3. All of the provisions of this agreement apply to additional class(es).
4. Any DOP class that is funded by the District above the ADA Distribution Calculation is not subject to the ratio of twenty-five percent (25%) DOP/ seventy-five percent (75%) BVROP of total high school course offerings.

General Provisions:

1. Classes will be conducted in a facility leased, owned, or rented by the District and other facilities as the District and R.O.P. may mutually approve.

2. All equipment acquired in connection with this activity, unless otherwise specified by agreement, is the property of the District, who has the responsibility for approval of its location and utilization.
3. Teachers hired by the District to teach BVROP classes shall abide by the teacher standards (See Appendix B) and accepted practices of BVROP to the extent that it is not prohibited by the District's local collective bargaining agreements.
4. Any equipment owned by BVROP used in a district operated program, remains the property of BVROP, and may be used by the District for this program or other career technical education programs the District may decide to operate. The costs of maintaining the equipment used is the responsibility of the District.
5. This Agreement will be reviewed annually by both parties prior to the end of the current contract year. No part of this contract or appendices may supersede or violate any portion of a District's collective bargaining agreement with any employee association or staff member.
6. Should a district operated class fall below the minimum standards established by BVROP, it would be subject to termination.
7. This Agreement may be terminated by mutual agreement of District and BVROP at any time.
8. Indemnity District agrees to indemnify and hold harmless from and against any and all claims for injuries or damages to students, public, or to property, which occur in or upon the property or its improvements provided that such

injuries or damages are the result of the negligence or misconduct of the District, officers, employees, agents, or representatives or the dangerous condition of district property.

BVROP agrees to indemnify and hold District harmless from and against any and all claims for injuries or damages to students, public, or to property, which occur in or upon the property or its improvements provided that such injuries or damages are the result of the negligence or misconduct of BVROP, its officers, employees, agents, or representatives or the dangerous condition of BVROP property.

9. This Agreement shall become effective July 1, 2019, and terminate on June 30, 2020.

CHINO VALLEY UNIFIED
SCHOOL DISTRICT

BALDY VIEW REGIONAL
OCCUPATIONAL PROGRAM

Shelley Adams
Superintendent

By _____

By _____

Title _____

Title Superintendent

Board Authorization On:

Commission Authorization On:

Date _____

Date 8/14/19

APPENDIX A

CHINO VALLEY UNIFIED SCHOOL DISTRICT 2019-2020 Track Changes

DOP CLASSES			
HIGH SCHOOL	CLASS TITLE	FALL	SPRING
CHINO HIGH SCHOOL			
	Computer Applications	5	5
	Food and Hospitality Services	5	5
		FALL	SPRING
<i>2019/2020</i>	<i>CREDIT ALLOCATION TOTAL:</i>	10	10
		FALL	SPRING
<i>2018/2019</i>	<i>CREDIT ALLOCATION TOTAL:</i>	10	10
<i>2018/2019</i>	<i>CREDIT UTILIZATION TOTAL:</i>	10	10

**New/Additional Class offered for the 2019/2020 School Year
Closed classed denoted in red*

APPENDIX A

CHINO VALLEY UNIFIED SCHOOL DISTRICT 2019-2020 Track Changes

AFTER SCHOOL ROP CLASSES			
HIGH SCHOOL	CLASS TITLE	FALL	SPRING
BUENA VISTA			
<i>(offered in Fall only)</i>	3D Media Design	10	
<i>(offered in Spring only)</i>	Game Design & Development		10
	Combo: Retail Marketing & Retail Marketing 2	15	15
CHINO HIGH SCHOOL			
	Exploring Athletic Training -Lab	(5)	(5)
CHINO HILLS HIGH SCHOOL			
	Sports Medicine CTWEE	10	10
DON LUGO HIGH SCHOOL			
	Food Production & Catering	(15)	(15)
	Veterinary Assistant	15	15
		FALL	SPRING
2019/2020	CREDIT ALLOCATION TOTAL:	35	35
<i>2019/2020 Fall/Spring - Chino HS:</i>		<i>Closed Exploring Athletic Training-Lab (-5 Credits Fall; -5 Credits Spring); Due to low enrollment</i>	
<i>2019/2020 Fall/Spring - Don Lugo HS:</i>		<i>Veterinary Assistant increased the amount of credits from 10 credits per semester to 15 credits per semester (+5 Credits Fall; +5 Credits Spring); In collaboration w/DRC</i>	
<i>2019/2020 Fall/Spring - Don Lugo HS:</i>		<i>Closed Food Production & Catering (-15 Credits Fall; -15 Credits Spring); Due to low enrollment</i>	
		FALL	SPRING
2018/2019	CREDIT ALLOCATION TOTAL:	65	65
2018/2019	CREDIT UTILIZATION TOTAL:	45	60

**New/Additional Class offered for the 2019/2020 School Year
Closed classes denoted in red*

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

DISTRICT OPERATED PROGRAM CONTRACT APPENDIX B

TEACHER STANDARDS

These standards are required of all BVROP teachers beyond the actual classroom teaching requirements.

1. Adheres to established BVROP rules and regulations, including California Standards for the Teaching Profession.
2. Provide properly credentialed and qualified employees for each class in accordance with Education Code and Title V.
3. Performs duties as designated in the BVROP teacher's job description.
4. Maintains currency in the subject matter curriculum:
 - Active contact and working relationship with business and industry contacts
 - Job shadowing
 - Employment/work place learning
 - Community classroom/CVE supervision
 - Guest speakers
 - Field trips
 - Use of computer and current technology skills as related to occupational field
5. Participates in advisory meetings/employer panels:
 - Preplanning meeting(s)
 - Recruit business and industry members
 - Attend meeting(s)

District Operated Program Contract
Appendix B
Page - 2 -

6. Participates in current teaching strategies training:
 - Effective Teaching Strategies
 - District Inservice
 - Other
7. Attends BVROP scheduled meetings:
 - Teachers Meetings (6 per year)
 - Subject area curriculum specific meetings
 - Articulation/Curriculum meetings
 - New teacher orientation
8. Promotes and encourages enrollment:
 - Career fair(s)
 - Flyers/promotional materials
 - Guest speaker in related classes
 - Career center presentations
9. Complies with all required BVROP program and student documentation:
 - Completed accurately/legibly
 - Adherence with established time lines
10. Maintains open communication with:
 - Students, Parents, Counselors, Career Technicians, District Representative, BVROP Administration/Office Staff
 - Professional/Student Organizations

**BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
2019/20 SCHEDULE OF CAP ADA
DISTRICT OPERATED PROGRAM (DOP) 2019-20
APPENDIX C**

Per Base MOU, CAP ADA for 2019/20 will be based on actual ADA average of 2016/17 and 2017/18. All "hold harmless" years are over. Rebenching has also occurred for Claremont USD in this calculation. COLA is 3.26% in 2019/20 and is applied to 2018/19 Base Revenue Limit of \$3,775.13, resulting in \$3,898.20 for 2019/20.

	CHAFFEY	CHINO	CLAREMONT	UPLAND	TOTAL
BASE = 80% OF 3,898.20: \$3,118.56					
3,118.56 per 2-year averaged ADA	410.85 *	17.58	19.14	11.43	459.00
TOTAL 2019/20 DISTRICT OPERATED PROGRAM:	1,281,260.38	54,824.28	59,689.24	35,645.14	1,431,419.04

DOP = ADA ATTRIBUTED TO THE DISTRICT PROVIDING CLASS(ES) TAUGHT BY DISTRICT TEACHER(S)

NOTE: This is a budgetary figure. At year end, DOP ADA is reconciled to reflect payment of Actual ADA or CAP ADA, whichever is lowest.

	SCHEDULE OF MONTHLY PAYMENTS				
	1,281,260.38	54,824.28	59,689.24	35,645.14	1,431,419.04
JULY	106,771.70	4,568.69	4,974.10	2,970.43	119,284.92
AUGUST	106,771.70	4,568.69	4,974.10	2,970.43	119,284.92
SEPTEMBER	106,771.70	4,568.69	4,974.10	2,970.43	119,284.92
OCTOBER	106,771.70	4,568.69	4,974.10	2,970.43	119,284.92
NOVEMBER	106,771.70	4,568.69	4,974.10	2,970.43	119,284.92
DECEMBER	106,771.70	4,568.69	4,974.10	2,970.43	119,284.92
JANUARY	106,771.70	4,568.69	4,974.10	2,970.43	119,284.92
FEBRUARY	106,771.70	4,568.69	4,974.10	2,970.43	119,284.92
MARCH	106,771.70	4,568.69	4,974.10	2,970.43	119,284.92
APRIL	106,771.70	4,568.69	4,974.10	2,970.43	119,284.92
MAY	106,771.70	4,568.69	4,974.10	2,970.43	119,284.92
JUNE	106,771.70	4,568.69	4,974.10	2,970.43	119,284.92
	1,281,260.38	54,824.28	59,689.24	35,645.14	1,431,419.04

* Includes DOP ADA generated by Cosmetology Program with San Antonio ROP (SAROP)
Payments to SAROP for Chaffey DOP Portion will be deducted from DOP payments to Chaffey.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 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: BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM 2019/2020 CONTRACT FOR SERVICES AND PARTICIPATION INCENTIVE

=====

BACKGROUND

On a yearly basis, the Chino Valley Unified School District enters into a “Contract for District Services and Participation Incentive” with the Baldy View Regional Occupation Program (BVROP). The contract stipulates that the District shall provide facilities, personnel, and expertise to perform certain services for the BVROP. In return for these services, BVROP pays the District an annual participation incentive described in the contract and for specific services as shown in Appendix A, B, and C of the contract. These funds are to be used specifically in support of BVROP programs and activities.

This contract was approved by the BVROP Commission on August 14, 2019.

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

RECOMMENDATION

It is recommended the Board of Education approve the Baldy View Regional Occupational Program 2019/2020 Contract for Services and Participation Incentive.

FISCAL IMPACT

\$45,727.52 increase to the General Fund.

NE:GP:JAR:lar

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
2019-20 CONTRACT FOR SERVICES AND PARTICIPATION INCENTIVE
CHINO VALLEY UNIFIED SCHOOL DISTRICT

This Agreement is made by and between Chino Valley Unified School District, hereinafter referred to as "District", and Baldy View Regional Occupational Program; hereinafter referred to as "BVROP"

WITNESSETH:

WHEREAS, BVROP desires to utilize special services, referred to as "District Services";
and

WHEREAS, Chino Valley Unified School District has the facilities, personnel, and expertise to perform certain services for BVROP, and the District is willing to make these services available for the period beginning July 1, 2019 and ending June 30, 2020.

WHEREAS, BVROP has the facilities, personnel, and expertise to perform career technical education programs for the District at the career training center, and BVROP is willing to make these services available for the period beginning July 1, 2019, and ending June 30, 2020.

THEREFORE, it is understood that the aforementioned services shall be subject to the terms and conditions hereinafter set forth:

1. District Services. (See Appendix A)
2. District Representatives. The District, at no cost to BVROP, shall appoint an individual to represent the District in all matters pertaining to BVROP except those specifically reserved for the Commission and Superintendents. This individual shall

serve on the BVROP District Representatives Council (DRC) and shall be responsible to participate in BVROP Course Performance Reviews, teachers meetings, career technician meetings, and other related meetings.

3. In the event the scheduled BVROP teacher assigned to teach on a district campus is absent and a district substitute is obtained through the host district's personnel office, the District will invoice BVROP for the actual BVROP costs and will be reimbursed accordingly. BVROP teachers are to follow the District procedure to obtain a substitute.
4. Career Center. The District, at no cost to BVROP, shall maintain a career center at each of the following locations:

Ayala, Boys Republic, Buena Vista, Chino, Chino Hills, and Don Lugo
High Schools

- a. These services will be operated according to terms listed in Appendix A and Appendix B. At times other than the regular school year, BVROP information concerning programs and enrollment procedures will be available.
- b. The District agrees to assign a person to operate the career center for a minimum of three (3) hours each school day and assist BVROP in recruitment, enrollment, and other duties pertaining to BVROP students. The career center shall be accessible to students on all

scheduled student days during the regular school year. The career center will be evaluated annually on the basis of standards congruent with Appendix B.

- c. The District agrees to allow the career technician to attend six (6) BVROP meetings each year as designated by BVROP and approved by the District Representative. The District also agrees to release any newly assigned career technician up to three additional duty days for orientation and inservice.
 - d. The District agrees to permit BVROP usage of the District logo on the BVROP website, newsletters, advertisements, and promotional materials to acknowledge the partnership, as appropriate.
5. Participation Incentive. BVROP agrees to pay District an annual participation incentive. The participation incentive is based on a Per Unit Value (PUV) established per the Memorandum of Understanding (MOU) as identified in the Joint Powers Agreement (JPA) multiplied by the ADA generated during the previous year by each participating district's student attendance. BVROP will provide payment of the participation incentive by September 30 of the fiscal year, providing that District submits all attendance by July 31.
6. BVROP Operated Classes Above the "Base" ADA Cap:
- a. If the District and BVROP mutually agree to additional BVROP classes to be offered above the ADA cap, the District will reimburse BVROP for the cost of the additional class(es) based on the minimum

enrollment of twenty-five (25) students at a comprehensive school site and fifteen (15) students at a continuation or alternative school site.

- b. Any BVROP class that is funded by the District above the ADA cap is not subject to the ratio of twenty-five percent (25%) DOP/seventy-five percent (75%) ROP of total high school course offerings.
- c. If two (2) or more Districts agree to additional BVROP classes above the base ADA cap, those Districts will enter into an agreement delineating the number of student units each District guarantees to meet the minimum enrollment requirements.
- d. The District(s) agree(s) to a two-year commitment in order to allow time for the program to establish a student interest base.
- e. To assist member Districts with costs while interest builds in a new course BVROP may waive a portion of “upstart” costs for the first two years if the base ADA cap is being met. I.e., new class starts, member District(s) to pay BVROP assuming 25 students. 20 students enroll, BVROP may waive revenue expectations for the other 5 students for up to 2 years.

7. Exchange of Class Offerings:

- a. An exchange of class offering can be requested by the District or BVROP through the DRC.
 - i. BVROP staff will provide DRC with an analysis of current

participants' home schools.

b. If a District and BVROP mutually agree to exchange a BVROP class

offered outside the regular school day, the following conditions will apply:

i. If exchange of class offerings results in lower ADA attainment than the previous class, the partnering District(s) agrees to maintain a minimum enrollment of twenty-five (25) students at a comprehensive school site and fifteen (15) students at a continuation or alternative school site.

ii. Each participating school district may exchange a class offering(s) on its school sites for another class offering of the same total instructional hours within the confines of:

a. BVROP class cannot be exchanged for a DOP class;

b. The DOP cap ADA allocation per participating school district must be adhered to unless circumstances warrant re-benching;

c. The ratio of twenty-five percent (25%) DOP/seventy-five percent (75%) ROP of total high school course offerings must be maintained.

8. Reduction of Classes:

a. BVROP classes: Written notification of the class reductions must be made

to the BVROP Superintendent by February 1 during the fiscal year preceding the fiscal year in which the reductions will be implemented.

- b. DOP classes: Written notification of the class reductions must be made to the BVROP Superintendent by February 1 during the fiscal year preceding the fiscal year in which the reductions will be implemented.
 - i. If the school district's DOP ADA is returned to BVROP and the other participating districts, that district, at a later date, may request the return of the DOP ADA through written notification to the BVROP Superintendent. The BVROP Superintendent will analyze the ADA allocated within BVROP and make every effort to accommodate the request under the following conditions:
 - a. No harm shall occur to another participating district's DOP program or limit access to BVROP students.
 - b. The return of the DOP program(s) cannot cause the BVROP ratio to exceed twenty-five percent (25%) of the total base ADA cap.

- 9. Indemnity: District agrees to indemnify and hold BVROP harmless from and against any and all claims for injuries or damages to students, public, or to property, which occur in or upon the property or its improvements provided that such injuries or damages are the result of the negligence or misconduct of the District, its officers, employees, agents, or representatives or the dangerous condition of District property.

BVROP agrees to indemnify and hold District harmless from and against any

and all claims for injuries or damages to students, public, or to property, which occur in or upon the property or its improvements provided that such injuries or damages are the result of the negligence or misconduct of the BVROP, its officers, employees, agents, or representatives or the dangerous condition of BVROP property.

10. Annual Review. This Agreement will be reviewed annually by both parties prior to the end of the current contract year.

No part of this contract or appendices may supersede or violate any portion of a District's collective bargaining agreement with any employee association or staff member.

11. Termination. This Agreement may be terminated by either the District or BVROP Upon mutual consent by serving 30 days written notice of such intention to terminate on the other party. The District will receive the final participation incentive payment from BVROP based on submitted ADA.
12. Certification. The District agrees to certify by September 1, 2020, that all obligations of the District, provided within the terms of this agreement, have been complied with.

EXECUTED this ____ day of _____, at Ontario, California.

CHINO VALLEY UNIFIED
SCHOOL DISTRICT

BALDY VIEW REGIONAL
OCCUPATIONAL PROGRAM

Shelley Adams
Superintendent

By _____

By _____

Title _____

Title Superintendent

Board Authorization On:

Commission Authorization On:

Date _____

Date 8/14/19

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

CONTRACT FOR DISTRICT SERVICES APPENDIX A

The District shall provide services and facilities to the Baldy View R.O.P. within the following categories:

A. ADMINISTRATIVE SERVICES

1. District Representative Services
 - a. Provides district liaison to BVROP as outlined in body of contract.
2. Business/Personnel Offices Services
 - a. Provides personnel services
 - b. Maintains District payroll account
 - c. Processes purchase orders and related contracts
 - d. Maintains a clear audit trail
 - e. Maintains warehouse as needed
 - f. Maintains and reports inventory
 - g. Provides and reviews related billings
 - h. Prepares annual report of expenditures
3. Student Information Services
 - a. Maintains student data records
 - b. Maintains course offerings
 - c. Maintains current enrollment records
 - d. Prepares documents and communications as necessary

B. PROGRAM AND STUDENT SERVICES

1. Provide, maintain, equip, supply, and staff a career center at each regular and continuation high school each day of the regular school year when students are present.
2. Provide support services including career guidance and assessment, and registration services.

C. FACILITIES

1. Provide classroom space for R.O.P. classes as available.
2. Provide storage space as available.

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

**CONTRACT FOR DISTRICT SERVICES
APPENDIX B**

**PERFORMANCE OBJECTIVES
CAREER TECHNICIAN STANDARDS**

A Career Technician supported by District funds will:

1. **Actively recruit, screen and enroll high school students for BVROP classes:**
 - Create and maintain visual displays promoting BVROP
 - Display BVROP promotional materials in career center and other appropriate places on campus
 - Serve as liaison with counselors, promote tours of BVROP classes, and provide BVROP printed material.
 - Develop BVROP promotional activities for the school year
 - Schedule class and/or group presentations
 - Disseminate BVROP recruitment materials to teachers, counselors, students, and parents
 - Utilize campus announcements and newspaper for promotion
 - Arrange for BVROP teachers to interact with high school students
 - Maintain an ongoing recruitment list for enrollment in BVROP courses.

2. **Assist in promotion of BVROP courses as an integral part of the school's curriculum:**
 - Administer and interpret career interest assessments to students
 - Discuss with school counseling staff and administration usage of BVROP interest survey
 - Organize and maintain student interest list for recruitment purposes

Contract for District Services
Appendix B
Page -2-

2. **Assist in promotion of BVROP courses as an integral part of the school's curriculum (continued):**
 - Promote BVROP through campus activities; i.e., back to school night, career fairs, etc.
 - Disseminate BVROP student success stories
 - Communicate regularly with the guidance staff regarding BVROP information
 - Provide BVROP information in home mailers to parents and stakeholders
3. **Be knowledgeable of BVROP course requirements and content:**
 - Visit BVROP teachers and classes
 - Attend selected advisory/employer panel meetings.
4. **Establish and maintain effective communications:**
 - Attend all required BVROP meetings and inservices
 - Process all related BVROP paperwork and student records
 - Provide high school administration, counselors, teachers, and staff with current BVROP information regarding BVROP courses and their outcomes
 - Notify BVROP office of schedule/bell changes on campus
 - Utilize current technology and software to provide access to information for career planning.
 - Meet regularly with guidance staff.
 - Annually, Career Technicians will complete the BVROP self-assessment in collaboration with BVROP and District Representative Council staff

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
****APPENDIX C**
 PARTICIPATION INCENTIVE 2019/2020

Per Base MOU, ADA for 2019/20 will be based on average of actual 2016/17 and 2017/18 ADA. All "Hold Harmless" years are over. COLA in 2019/20 is 3.26% and is applied to \$87.41 = new per unit value of \$90.26 per ADA for 2019/20.

	CHAFFEY	CHINO	CLAREMONT	UPLAND	TOTAL
2018/19 = \$87.41 + 3.26% COLA					
90.26 per 2-year averaged ADA	937.88	506.62	156.30	235.18	1,835.98
2019/20 Participation Incentive	84,653.05	45,727.52	14,107.64	21,227.35	165,715.56

ADA ATTRIBUTED TO STUDENTS' DISTRICT OF RESIDENCE (PARTICIPATION INCENTIVE)

	SCHEDULE OF MONTHLY PAYMENTS				
	84,653.05	45,727.52	14,107.64	21,227.35	165,715.56
JULY	7,054.42	3,810.63	1,175.64	1,768.95	13,809.63
AUGUST	7,054.42	3,810.63	1,175.64	1,768.95	13,809.63
SEPTEMBER	7,054.42	3,810.63	1,175.64	1,768.95	13,809.63
OCTOBER	7,054.42	3,810.63	1,175.64	1,768.95	13,809.63
NOVEMBER	7,054.42	3,810.63	1,175.64	1,768.95	13,809.63
DECEMBER	7,054.42	3,810.63	1,175.64	1,768.95	13,809.63
JANUARY	7,054.42	3,810.63	1,175.64	1,768.95	13,809.63
FEBRUARY	7,054.42	3,810.63	1,175.64	1,768.95	13,809.63
MARCH	7,054.42	3,810.63	1,175.64	1,768.95	13,809.63
APRIL	7,054.42	3,810.63	1,175.64	1,768.95	13,809.63
MAY	7,054.42	3,810.63	1,175.64	1,768.95	13,809.63
JUNE	7,054.42	3,810.63	1,175.64	1,768.95	13,809.63
	84,653.05	45,727.52	14,107.64	21,227.35	165,715.56

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 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: BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM 2019/2020 CONTRACT FOR EMBEDDED CLASSES

=====

BACKGROUND

Each year, the Chino Valley Unified School District enters into a contract with the Baldy View Regional Occupational Program (BVROP) for the purpose of providing embedded classes at various locations within the District.

The embedded classes in the District are outlined in Appendix A of the contract.

This contract was approved by the BVROP Commission on August 14, 2019.

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

RECOMMENDATION

It is recommended the Board of Education approve the Baldy View Regional Occupational Program 2019/2020 Contract for Embedded Classes.

FISCAL IMPACT

None.

NE:GP:JAR:lar

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
2019/20 CONTRACT FOR EMBEDDED BVROP CLASSES – CHINO VALLEY USD

This Agreement is made by and between Chino Valley Unified School District, hereinafter referred to as “District”, and Baldy View Regional Occupational Program, hereinafter referred to as "BVROP."

WITNESSETH:

WHEREAS, District desires to utilize special BVROP services, referred to as “Embedded Class(es)”;

and

WHEREAS, District has the facilities for the Embedded Class(es) during the regular school day;

and

WHEREAS, BVROP has the personnel, and expertise to perform certain services for the District; and BVROP is willing to make these services available for the period beginning July 1, 2019 and ending June 30, 2020.

THEREFORE, it is understood that the afore-mentioned services shall be subject to the terms and conditions hereinafter set forth:

1. The minimum class size Average Daily Attendance (ADA) for an Embedded Class(es) at comprehensive school sites is twenty-five (25) students and fifteen (15) students at continuation and alternative school sites.
2. The District has the sole responsibility for supporting Embedded Class(es) on its campuses.

3. When the ADA of a(n) Embedded Class(es) fails to meet minimum class size standards, the District is responsible for providing BVROP supplemental funding based on the difference between actual ADA generated and the budgeted annual income based on minimum ADA requirements.
4. Embedded Class(es), as reflected in Appendix A, may be cancelled by BVROP or District without penalty prior to August 1, 2019.

CHINO VALLEY UNIFIED
SCHOOL DISTRICT

BALDY VIEW REGIONAL
OCCUPATIONAL PROGRAM

Shelley Adams
Superintendent

By _____

By _____

Title _____

Title Superintendent

Board Authorization On:

Commission Authorization On:

Date _____

Date 8/14/19

APPENDIX A

CHINO VALLEY UNIFIED SCHOOL DISTRICT 2019-2020 Track Changes

EMBEDDED ROP CLASSES			
HIGH SCHOOL	CLASS TITLE	FALL	SPRING
AYALA HIGH SCHOOL			
	Civil Engineering & Architecture	5	5
	Civil Engineering & Architecture	5	5
	Computer Programming and Game Design	5	5
	Computer Programming and Game Design	5	5
	*Computer Programming and Game Design	5	5
	*Fashion Design	5	5
	*Fashion Design	5	5
	*Fashion Design	5	5
	*Fashion Design	5	5
	*Fashion Design 2	5	5
	Introduction to Engineering Design	5	5
	Introduction to Engineering Design	5	5
	Introduction to Engineering Design	5	5
	Introduction to Engineering Design	5	5
	Sports Medicine	5	5
	Sports Medicine	5	5
BOYS REPUBLIC			
	Combo: Brick, Block and Stonemasonry and Introduction to Concrete Masonry	5	5
	Combo: Landscape and Turf Management & Landscape Design (Adv)	5	5
BUENA VISTA			
	Residential and Commercial Construction A	10	10
	Residential and Commercial Construction B		
CHINO HIGH SCHOOL			
	Criminal Justice	5	5
	Criminal Justice	5	5
	*Criminal Justice 2	5	5
	Combo: Crime Scene Investigation & Crime Scene Investigation 2	5	5

APPENDIX A

CHINO VALLEY UNIFIED SCHOOL DISTRICT 2019-2020 Track Changes

EMBEDDED ROP CLASSES (Cont'd)			
HIGH SCHOOL	CLASS TITLE	FALL	SPRING
CHINO HIGH SCHOOL (cont'd)			
	*Combo: Crime Scene Investigation & Crime Scene Investigation 2	5	5
	*Cybersecurity	5	5
	Emergency Responder	5	5
	Emergency Responder	5	5
	Sports Medicine	5	5
	Sports Medicine	5	5
CHINO HILLS HIGH SCHOOL			
	Combo: Stage 1 Introduction to Stage Technology; Stage 2 Intermediate Stage Technology; Stage 3 Design & Production; Stage 4 Arts Management	5	5
	Combo: Stage 1 Introduction to Stage Technology; Stage 2 Intermediate Stage Technology; Stage 3 Design & Production; Stage 4 Arts Management	5	5
	Emergency Medical Responder	5	5
	Emergency Medical Responder	5	5
	*Emergency Medical Responder	5	5
	Event Planning	5	5
	Event Planning	5	5
	Healthcare Occupations	5	5
	Healthcare Occupations	5	5
	Healthcare Occupations	5	5
	Health Support Services	5	5
	Sports Medicine	5	5
	Sports Medicine	5	5
	Sports Medicine	5	5
	Sports Medicine	5	5
	Combo: Crime Scene Investigation & Crime Scene Investigation 2	(5)	(5)

APPENDIX A

CHINO VALLEY UNIFIED SCHOOL DISTRICT 2019-2020 Track Changes

EMBEDDED ROP CLASSES (Cont'd)			
HIGH SCHOOL	CLASS TITLE	FALL	SPRING
CHINO HILLS HIGH SCHOOL (cont'd)			
	Combo: Crime Scene Investigation & Crime Scene Investigation 2	(5)	(5)
DON LUGO HIGH SCHOOL			
	Food and Beverage Production and Preparation	5	5
	Food and Hospitality Services	5	5
	Food and Hospitality Services	5	5
	Food and Hospitality Services	5	5
	Food and Hospitality Services	5	5
	*Food and Hospitality Services	5	5
	Sports Medicine	5	5
	Sports Medicine	5	5
	Welding Technology	5	5
	Welding Technology	5	5
	Welding Technology	5	5
	Welding Technology	5	5
	*Welding Technology 2	5	5

2019/2020	CREDIT ALLOCATION TOTAL:	FALL 310	SPRING 310
2019/2020 Fall/Spring - Ayala HS:	Added one section of Computer Programming and Game Design (+5 Credits Fall; +5 Credits Spring); Per DRC		
2019/2020 Fall/Spring - Ayala HS:	Added 4 sections of Fashion Design (+20 Credits Fall; +20 Credits Spring); Per DRC		
2019/2020 Fall/Spring - Ayala HS:	Added 1 section of Fashion Design 2 (+5 Credits Fall; +5 Credits Spring); Per DRC		
2019/2020 Fall/Spring - Ayala HS:	Renamed two sections of Principles of Engineering to Civil Engineering & Architecture, Per DRC		
2019/2020 Fall/Spring - Chino HS:	Added one section of Combo: Crime Scene Investigation & Crime Scene Investigation 2 (+5 Credits Fall; +5 Credits Spring)		
2019/2020 Fall/Spring - Chino HS:	Add 5 sections of Cybersecurity (+5 Credits Fall; +5 Credits Spring); Per DRC		
2019-2020 Fall/Spring - Chino HS	Added one section Criminal Justice 2 (+5 Credits Fall; +5 Credits Spring), Per DRC 2019/2020		
Fall/Spring - Chino Hills HS:	Added one section Emergency Medical Responder 2 (+5 Credits Fall; +5 Credits Spring); Per DRC		
2019/2020 Fall/Spring - Chino Hills HS:	Renamed one section of Health Support Services to Healthcare Occupations; Per DRC		
2019/2020 Fall/Spring - Chino Hills HS:	Cancelled two sections of Combo: Crime Scene Investigation & Crime Scene Investigation 2 (-10 Credits Fall; -10 Credits Spring); Per DRC		
2019/2020 Fall/Spring - Don Lugo HS:	Added one section of Food and Hospitality Services (+5 Credits Fall; +5 Credits Spring); Per DRC		

APPENDIX A

CHINO VALLEY UNIFIED SCHOOL DISTRICT 2019-2020 Track Changes

EMBEDDED ROP CLASSES *(Cont'd)*

2019/2020 Fall/Spring - Don Lugo HS: Added one section of Welding 2 (+5 Credits Fall; +5 Credits Spring); Per DRC

		FALL	SPRING
2018/2019	CREDIT ALLOCATION TOTAL:	240	240
2018/2019	CREDIT UTILIZATION TOTAL:	240	240

**New/Additional Class offered for the 2019/2020 School Year
Closed Classes Denoted in Red*

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 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 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. This item was presented to the Board on August 15, 2019, for 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 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: September 5, 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 6152.1 INSTRUCTION – PLACEMENT IN MATHEMATICS COURSES

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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. This item was presented to the Board on August 15, 2019, for 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 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:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 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

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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. This item was presented to the Board on August 15, 2019, for 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 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:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 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

\$9,447,542.36 to all District funding sources.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: September 5, 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-1920-017 E-Control Systems, Inc. To provide temperature monitoring system for refrigerators, freezers, and milk coolers. Submitted by: Nutrition Services Duration of Agreement: August 1, 2019 - June 30, 2020	Contract amount: \$5,250.00 Funding source: Nutrition Services
B-1920-018 Sage Software. To provide annual renewal for accounting software. Submitted by: Nutrition Services Duration of Agreement: August 3, 2019 - August 2, 2020	Contract amount: \$1,165.95 Funding source: Nutrition Services
B-1920-019 American Fidelity Assurance Company. To provide Section 125 Flexible Benefit Plan adoption agreement. Submitted by: Business Services Duration of Agreement: September 1, 2019 - August 31, 2020	Contract amount: None Funding source: None
B-1920-020 Dewey Services Inc. dba Dewey Pest and Termite Control Co. To provide monthly pest control services to school site kitchens and District warehouse. Submitted by: Nutrition Services Duration of Agreement: August 16, 2019 - August 14, 2020	Contract amount: \$27,144.00 Funding source: Cafeteria Fund

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-1920-128 IXL Learning, Inc. To provide comprehensive, standards-aligned content for grades 1-8 math. Submitted by: Briggs K-8 Duration of Agreement: July 1, 2019 - July 1, 2020	Contract amount: \$4,500.00 Funding source: Title I
CIIS-1920-129 Follett School Solutions, Inc. To provide eight (8) month Destiny Express renewal for District-wide libraries. Submitted by: Technology Duration of Agreement: November 1, 2019 - June 30, 2020	Contract amount: \$27,644.66 Funding source: General Fund
CIIS-1920-130 Freckle Education, Inc. To provide four (4) subject licenses for math, ELA, social studies, and science. Submitted by: Walnut ES Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$16,949.00 Funding source: Title I
CIIS-1920-131 IXL Learning, Inc. To provide comprehensive, standards-aligned content for grade 7 math. Submitted by: Woodcrest JHS Duration of Agreement: September 6, 2019 - June 30, 2020	Contract amount: \$1,350.00 Funding source: Title I
CIIS-1920-132 Carty Web Strategies, Inc. dba Home Campus. To provide CIF sports scheduling, athlete eligibility, and clearance tracking. Submitted by: Chino HS Duration of Agreement: September 6, 2019 - June 30, 2020	Contract amount: \$895.00 Funding source: Site Budget
CIIS-1920-133 Chess Masters dba After-School Enrichment Programs. To provide enrichment programs. Submitted by: Chino Valley Learning Academy Duration of Agreement: September 6, 2019 - June 30, 2020	Contract amount: \$900.00 Funding source: Title I

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-1920-134 Amplified IT, LLC. To provide tool to activate licenses on student and staff technology to the CVUSD servers. Submitted by: Technology Duration of Agreement: September 6, 2019 - September 6, 2020	Contract amount: \$1,350.00 Funding source: LCAP
CIIS-1920-135 Houhton Mifflin Harcourt. To provide Math 180 professional development training. Submitted by: Secondary Curriculum Duration of Agreement: September 4, 2019 - June 30, 2020	Contract amount: \$2,800.00 Funding source: LCAP
CDE GRANT 14332 California Department of Education. To provide education funding for homeless children and youth. Submitted by: Health Services Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$168,000.00 Funding source: Grant funds for the education of homeless children and youth program

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-1920-031 Neff Construction, Inc. To provide a master agreement for construction management services as needed. Submitted by: Facilities, Planning, and Operations Duration of Agreement: September 6, 2019 - June 30, 2024	Contract amount: Per fee schedule Funding source: Building Fund 21, Capital Facilities Fund 25
F-1920-032 Balfour Beatty. To provide a master agreement for construction management services as needed. Submitted by: Facilities, Planning, and Operations Duration of Agreement: August 12, 2019 - June 30, 2024	Contract amount: Per fee schedule Funding source: Building Fund 21, Capital Facilities Fund 25

HUMAN RESOURCES	FISCAL IMPACT
HR-1920-017 City of Chino Hills. To provide school resource officers (SROs) at Ayala HS and Chino Hills HS. Submitted by: Risk Management Duration of Agreement: August 12, 2019 - May 28, 2020	Contract amount: \$250,477.00 Funding source: General Fund
HR-1920-018 Patricia D. Barrett dba Law Office of Patricia D. Barret. To provide hearing officer to conduct administrative hearings. Submitted by: Human Resources Duration of Agreement: September 6, 2019 - June 30, 2020	Contract amount: Per rate sheet Funding source: General Fund
HR-1920-019 Swing Education, Inc. To provide contracted certificated and classified substitutes for vacancies. Submitted by: Human Resources Duration of Agreement: September 6, 2019 - June 30, 2020	Contract amount: \$92,000.00 Funding source: General Fund

MASTER CONTRACTS	FISCAL IMPACT
MC-1920-019 Building Block Entertainment, Inc. To provide Stop, Think, and Act assembly. Submitted by: Borba ES Duration of Agreement: September 6, 2019 - June 30, 2022	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
MC-1920-020 Fundraise 21, Inc. dba Fundraising Manager. To provide brochures, order forms, and instruction for fundraising opportunities. Submitted by: Don Lugo HS Duration of Agreement: September 6, 2019 - June 30, 2022	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters

MASTER CONTRACTS	FISCAL IMPACT
<p>MC-1920-021 Orange County Department of Education Inside the Outdoors. To provide Inside the Outdoors field program for students. Submitted by: Purchasing Duration of Agreement: September 1, 2019 - August 31, 2020</p>	<p>Contract amount: Per rate sheet Funding source: Various</p>
<p>MC-1920-022 J-Trajectory LLC dba Raise Craze. To provide student website for fundraising opportunities. Submitted by: Rhodes ES Duration of Agreement: September 6, 2019 - June 30, 2022</p>	<p>Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters</p>
<p>MC-1920-023 Three Oaks Outdoor Science School, Inc. To provide science camp for sixth grade students. Submitted by: Litel ES Duration of Agreement: September 6, 2019 - June 30, 2022</p>	<p>Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters</p>

APPROVED CONTRACT TO BE AMENDED	AMENDMENT
<p>CIIS-1920-074 American Logistics Company, LLC. To provide student transportation. Submitted by: Special Education Duration of Agreement: July 1, 2019 - June 30, 2020 Original Agreement Board Approved: June 20, 2019</p>	<p>Contract amount: \$42,000.00 Funding source: Special Education Change vendor name from American Logistics Company, LLC to ALC Schools, LLC</p>

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 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**
September 5, 2019

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Computer	Dell	39265	CVLA
Computer	Dell	39359	CVLA
Computer	Dell	CVLA-RM36-09	CVLA
Computer	Dell	CVLA-RM36-03A	CVLA
Computer	Dell	32877	CVLA
Computer	Dell	CVLA-RM36-TCH	CVLA
Computer	Dell	39428	CVLA
Computer	Dell	504-34-11	CVLA
Computer	Dell	41232	CVLA
Computer	Dell	41019	CVLA
Computer	Dell	41273	CVLA
Computer Desks (8)			CVLA
File Cabinets (3)			CVLA
Translation Receiver	Unicom		Communications
Translation Receiver	Unicom		Communications
Translation Receiver	Williams Sound		Communications
Translation Receiver	Williams Sound		Communications
Translation Receiver	Williams Sound		Communications
Translation Receiver	Williams Sound		Communications
Translation Receiver	Williams Sound		Communications
Translation Receiver	Williams Sound		Communications
Translation Receiver	Williams Sound		Communications
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Translation Receiver	Williams Sound		Communications
Translation Receiver	Williams Sound		Communications
Translation Receiver	Williams Sound		Communications
Translation Receiver	Williams Sound		Communications
Translation Receiver	Williams Sound		Communications
Computer	Dell	6VLL1P1	Secondary Curric.
Laptop	MacBook Pro	22952	Chaparral ES
Document Camera	AverVision	24187	Chaparral ES
Whiteboards (2)			Litel ES
Easels (2)			Litel ES
Rolling Bookshelves (4)			Litel ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
File Cabinets (12)			Litel ES
Round Tables (10)			Litel ES
Rectangle Tables (15)			Litel ES
Kidney Tables (4)			Litel ES
Rolling Cabinets (6)			Litel ES
Small Tables-Variou			Litel ES
Large K Carpet			Litel ES
Bookshelves (10)			Litel ES
Wood Panels (15)			Litel ES
Rolling Ball Rack			Litel ES
Student Chairs (100)			Litel ES
Teacher Desks (3)			Litel ES
Cutting Board			Litel ES
Rolling Desk Chairs (9)			Litel ES
Student Desks (27)			Litel ES
File Cabinet		A18133	Oak Ridge ES
Rolling Cabinet		02344	Oak Ridge ES
Rolling Cabinet		02381	Oak Ridge ES
Rolling Cabinet		02055	Oak Ridge ES
Rolling Cabinet		02357	Oak Ridge ES
Rolling Cabinet		02360	Oak Ridge ES
Rolling Cabinet		02376	Oak Ridge ES
Rolling Cabinet		02389	Oak Ridge ES
Rolling Cabinet		01974	Oak Ridge ES
Rolling Cabinet		A19834	Oak Ridge ES
Rolling Cabinet		A19840	Oak Ridge ES
Rolling Cabinet		A20037	Oak Ridge ES
Rolling Cabinet		A2349	Oak Ridge ES
Rolling Cabinet		02350	Oak Ridge ES
Rolling Cabinet		02337	Oak Ridge ES
Rolling Cabinet		A19945	Oak Ridge ES
Rolling Cabinet		02380	Oak Ridge ES
Rolling Cabinet		A19871	Oak Ridge ES
File Cabinet		A18135	Oak Ridge ES
File Cabinet		A20047	Oak Ridge ES
File Cabinet		A20025	Oak Ridge ES
File Cabinet		A19932	Oak Ridge ES
File Cabinet		A19804	Oak Ridge ES
6 Ft. Tables (6)			Oak Ridge ES
Student Desks (20)			Oak Ridge ES
Student Chairs (60)			Oak Ridge ES
Thin Client Computers (35)	Dell		Rhodes ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Projector	Epson	39002	Rhodes ES
Computer	Mac	431-rml B-OI	Briggs K-8
Computer	Dell	T431-111QBH	Briggs K-8
Computer	Dell	T431-111QBS	Briggs K-8
Computer	Dell	T431-111QBR	Briggs K-8
Computer	Dell	T431-111QBB	Briggs K-8
Computer	Dell	T431-111QCS	Briggs K-8
Computer	Dell	T431-111QCH	Briggs K-8
Computer	Mac	19768	Briggs K-8
Projector	Epson	17259	Townsend JHS
Computer	iMac		Townsend JHS
Projector	Epson	21106	Townsend JHS
TV	Samsung	35936	Townsend JHS
TV	Sharp	C06176	Townsend JHS
TV	Sharp	C06174	Townsend JHS
TV	Sharp	C06173	Townsend JHS
TV	Samsung	C06161	Townsend JHS
TV	Sharp	C06166	Townsend JHS
TV	Sharp	C06151	Townsend JHS
TV	Sharp		Townsend JHS
TV	Sharp	C06170	Townsend JHS
TV	Sharp	C06165	Townsend JHS
VCRs (10)	Panasonic		Townsend JHS
DVD			Townsend JHS
File Cabinet			Townsend JHS
Magnetic Board			Townsend JHS
Desktop File Sorters (13)			Townsend JHS
Rolling Cabinets (3)			Townsend JHS
Art Paper Cabinet			Townsend JHS
2-Tier Shelf			Townsend JHS
Plastic Crates (2)			Townsend JHS
TV Brackets (11)			Townsend JHS
Student Desk			Townsend JHS
Student Chair			Townsend JHS
Desk/Chair Combo.			Townsend JHS

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 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 2019/2020-11, 2019/2020-12, 2019/2020-13, AND 2019/2020-14 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
2019/2020-11	Fontana Unified School District 18/19-1506	Gorm, Inc.	Custodial Supplies	9/12/18-6/30/2020
2019/2020-12	Placentia-Yorba Linda Unified School District 218-18	Indoff, Inc. and Culver-Newlin	District Office and Classroom Furniture	5/16/2018-5/15/2021

Resolution	Contract	Contractor	Description	Term
2019/2020-13	Corona-Norco Unified School District 2018/19-023	Southwest School Supply and Spicers Paper, Inc.	Just-In-Time Office and Classroom Supplies	1/23/2019-1/22/2022
2019/2020-14	San Bernardino County Contract 178637 A-2	Daisy IT Supplies Sales & Service	Daisy Brand Premium Printer Toner and Printer Ink	7/1/2016-6/30/2020

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolutions 2019/2020-11, 2019/2020-12, 2019/2022-13, and 2019/2020-14 for authorization to utilize piggyback contracts.

FISCAL IMPACT

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District
Resolution 2019/2020-11
Authorization to Utilize the Fontana Unified School District Contract 18/19-1506
With Gorm, Inc.
to Purchase Custodial Supplies
Through the Piggyback Contract**

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

WHEREAS, Fontana Unified School District currently has a piggyback contract, 18/19-1506, in accordance with Public Contract Code 20118 with Gorm, 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 custodial supplies through the piggyback contract procured by the Fontana Unified School District Contract 18/19-1506.

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 custodial supplies through the piggyback contract originally procured by the Fontana Unified School District Contract 18/19-1506 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 custodial supplies in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Fontana Unified School District Contract 18/19-1506.

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 September 12, 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 5th day of September 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 2019/2020-12
Authorization to Utilize the Placentia-Yorba Linda Unified School District
Contract 218-18 With Indoff, Inc. and Culver-Newlin
to Purchase District Office and Classroom Furniture
Through the Piggyback Contract**

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

WHEREAS, Placentia-Yorba Linda Unified School District currently has a piggyback contract, 218-18, in accordance with Public Contract Code 20118 with Indoff, Inc. and Culver-Newlin, that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of District office and classroom furniture through the piggyback contract procured by the Placentia-Yorba Linda Unified School District Contract 218-18.

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 District office and classroom furniture through the piggyback contract originally procured by the Placentia-Yorba Linda Unified School District Contract 218-18 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 District office and classroom furniture in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Placentia-Yorba Linda Unified School District Contract 218-18.

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

Section 5. Effective Date. This resolution shall be effective as of May 16, 2018, for the term ending May 15, 2021.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 5th day of September 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 2019/2020-13
Authorization to Utilize the Corona-Norco Unified School District
Contract 2018/19-023 With Southwest School Supply and Spicers Paper, Inc.
to Purchase Just-In-Time Office and Classroom Supplies
Through the Piggyback Contract**

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

WHEREAS, Corona-Norco Unified School District currently has a piggyback contract, 2018/19-023, in accordance with Public Contract Code 20118 with Southwest School Supply and Spicers Paper, 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 Just-In-Time office and classroom supplies through the piggyback contract procured by the Corona-Norco Unified School District Contract 2018/19-023.

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 Just-In-Time office and classroom supplies through the piggyback contract originally procured by the Corona-Norco Unified School District Contract 2018/19-023 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 Just-In-Time office and classroom supplies in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Corona-Norco Unified School District Contract 2018/19-023.

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

Section 5. Effective Date. This resolution shall be effective as of January 23, 2019, for the term ending January 22, 2022.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 5th day of September 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 2019/2020-14
Authorization to Utilize the San Bernardino County Contract 178637 A-2
With Daisy IT Supplies Sales & Service
to Purchase Daisy Brand Premium Printer Toner and Printer Ink
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 Daisy brand premium printer toner and printer ink for the District;

WHEREAS, San Bernardino County currently has a piggyback contract, 178637 A-2, in accordance with Public Contract Code 20118 with Daisy IT Supplies Sales & service, 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 Daisy brand premium printer toner and printer ink through the piggyback contract procured by the San Bernardino County Contract 178637 A-2.

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 Daisy brand premium printer toner and printer ink through the piggyback contract originally procured by the San Bernardino County Contract 178637 A-2 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 Daisy brand premium printer toner and printer ink in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the San Bernardino County Contract 178637 A-2.

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, 2016, for the term ending June 30, 2020.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 5th day of September 2019 by the following vote:

Blair	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

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

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA PROJECTS

=====

BACKGROUND

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

CUPCCAA Project	Project Description	Contractor	Original Quotation	Change Order	Total	Funding Source
CC2019-20	Ayala HS Path of Travel Entrance	John Buck dba J2 Builders	\$22,250.00	N/A	\$22,250.00	25
CC2019-41	Chino Hills HS Girls Softball Field Concrete Slab with Thickened Edge	Angelo Construction	\$42,228.00	\$3,985.00	\$46,213.00	25
CC2019-44	Chino Hills HS Junior Varsity Baseball Field Backstop/First Baseline Netting	Sports Facilities Group Inc.	\$33,375.00	N/A	\$33,375.00	25

Documentation indicating satisfactory completion and compliance with specifications has been obtained from Jonathan Campbell, Project Manager; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$101,838.00 to Tax A Fund 25.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: September 5, 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 18-19-24I,
CORTEZ ES PLAYGROUND EQUIPMENT INSTALLATION**

=====

BACKGROUND

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

On February 21, 2019, the Board of Education awarded CUPCCAA Bid 18-19-24I, Cortez ES Playground Equipment Installation to R.E. Schultz Construction Inc. All contracted work was completed on May 8, 2019. Contract summary is provided below.

CUPCCAA Bid	Project Description	Contractor	Total Contract	Change Order	Total	5% Retention Amount	Funding Source
18-19-24I	Cortez ES Playground Equipment Installation	R.E. Schultz Construction Inc.	\$133,198.00	N/A	\$133,198.00	\$6,659.90	25

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

Staff recommends approval of the 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 18-19-24I, Cortez ES Playground Equipment Installation.

FISCAL IMPACT

\$133,198.00 to Capital Facilities Fund 25.

NE:GJS:MS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: September 5, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
Martin Silveira, Director, Maintenance and Operations

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR CUPCCAA
BID 17-18-31I, FORMER EL RANCHO ES DIRECTIONAL BORING**

=====

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 June 14, 2018, the Board of Education awarded CUPCCAA Bid 17-18-31I, Former El Rancho ES Directional Boring to Cal Empire Engineering Inc. All contracted work was completed on July 26, 2019. Contract summary is provided below.

CUPCCAA Bid	Project Description	Contractor	Total Contract	Change Order	Total	5% Retention Amount	Funding Source
17-18-31I	Former El Rancho ES Directional Boring	Cal Empire Engineering Inc.	\$129,300.00	(\$7,637.13)	\$121,662.87	\$6,083.14	21

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

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for CUPCCAA Bid 17-18-31I, Former El Rancho ES Directional Boring.

FISCAL IMPACT

\$121,662.87 to Building Fund 21.

NE:GJS:MS:pw



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

CHANGE ORDER

Date: July 29, 2019 BID/ CUPCCAA #: 17-18-311 Change Order #: 1

Project Title: El Rancho ES Directional Boring

Owner: Chino Valley Unified School District DSA Application #: _____ DSA File #: _____

Architect: _____ Contractor: _____

The Contractor is hereby authorized to do the following:

Item # 1 Deductive change order request for unused contract allowance balance.

Requested By: Chino Valley USD Increase/Decrease amount: -\$7,637.13

Reason: Project did not require the full use of the allowance.

Item # 2 _____ Increase/Decrease amount: _____

Requested By: _____

Reason: _____

Item # 3 _____ Increase/Decrease amount: _____

Requested By: _____

Reason: _____

Original contract completion date: _____	Original contract amount: <u>\$129,300.00</u>
Increase/Decrease of days: _____	Increase/Decrease amount: <u>-\$7,637.13</u>
New contract completion date: _____	New contract amount: <u>\$121,662.87</u>

Approved by:

DSA Inspector of Record Signature Date

Architect / Engineer Signature Date

Construction/Project Manager Signature Date

CVUSD Construction Coordinator Signature Date

Jonathan Campbell
CVUSD Project Manager Signature 8/12/19
Date

Martin Silveira
Director, Maintenance, Operations & Construction Signature 8/13/19
Date

Greg Stachura
Owner (Authorized Agent) Signature 8/15/19
Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: September 5, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
Martin Silveira, Director, Maintenance and Operations

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR CUPCCAA
BID 18-19-04I, FORMER EL RANCHO ES PLUMBING CONNECTIONS**

=====

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 August 16, 2018, the Board of Education awarded CUPCCAA Bid 18-19-04I, Former El Rancho ES Plumbing Connections to Pro-Craft Construction Inc. All contracted work was completed on August 16, 2019. Contract summary is provided below.

CUPCCAA Bid	Project Description	Contractor	Total Contract	Change Order	Total	5% Retention Amount	Funding Source
18-19-04I	Former El Rancho ES Plumbing Connections	Pro-Craft Construction Inc.	\$93,000.00	\$8,926.00	\$101,926.00	\$5,096.30	21

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

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for CUPCCAA Bid 18-19-04I, Former El Rancho ES Plumbing Connections.

FISCAL IMPACT

\$101,926.00 to Building Fund 21.

NE:GJS:MS:pw



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

CHANGE ORDER

Date: August 15, 2019 BID/ CUPCAA #: 18-19-04I Change Order #: 1

Project Title: El Rancho ES Plumbing Connections

Owner: Chino Valley Unified School District DSA Application #: _____ DSA File #: _____

Architect: _____ Contractor: Pro-Craft Construction Inc.

The Contractor is hereby authorized to do the following:

Item # 1 Additional materials and labor required to complete the project.

Requested By: Chino Valley USD Increase/Decrease amount: \$8,926.00

Reason: During the construction it was found that an additional black flow unit was needed to put the irrigation system on a dedicated unit. The water pressure at the buildings was found to be too high and required a pressure regulator. Additional two (2) additional gate valves were required.

Item # 2 _____

Requested By: _____ Increase/Decrease amount: _____

Reason: _____

Item # 3 _____

Requested By: _____ Increase/Decrease amount: _____

Reason: _____

Original contract completion date: _____	Original contract amount: _____	\$93,000.00
Increase/Decrease of days: _____	Increase/Decrease amount: _____	\$8,926.00
New contract completion date: _____	New contract amount: _____	\$101,662.87

Approved by:

_____ DSA Inspector of Record	_____ Signature	_____ Date
_____ Architect / Engineer	_____ Signature	_____ Date
_____ Construction/Project Manager	_____ Signature	_____ Date
_____ CVUSD Construction Coordinator	_____ Signature	_____ Date
_____ Jonathan Campbell CVUSD Project Manager	_____ Signature	_____ Date 8/16/19
_____ Martin Silveira Director, Maintenance, Operations & Construction	_____ Signature	_____ Date 8/16/19
_____ Greg Stachura Owner (Authorized Agent)	_____ Signature	_____ Date 8/16/19

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: September 5, 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 18-19-08F, AYALA HS NEW SCIENCE BUILDING

=====
BACKGROUND

On November 15, 2018, the Board of Education awarded Bid 18-19-08F, Ayala HS New Science Building to the following contractors: Bid Package 01 Survey/Demo/Earthwork/Asphalt Paving to Lee & Stires, Inc.; Bid Package 02 Site/Structural Concrete to Bravo Concrete Construction Services Inc.; Bid Package 03 Masonry to Kretschmar & Smith, Inc.; Bid Package 04 Structural Steel/Misc. Steel to VSC, Inc. dba Vulcan Steel Company; Bid Package 05 Wood Framing to Tomahawk Builders, Inc.; Bid Package 06 Insulation/Drywall/Metal Stud Framing/Plaster to Sierra Lathing Co., Inc.; Bid Package 07 Sheet Waterproofing/Membrane Roofing to Danny Letner Inc., dba Letner Roofing Co.; Bid Package 08 Sheet Metal/Metal Panels to Risher Sutherland, Inc. dba United Contractors; Bid Package 09 Doors/Frames/Hardware to Construction Hardware; Bid Package 10 Glass/Glazing to E & R Glass Contractors, Inc.; Bid Package 11 Tile to Floored Tile & Stone, Inc.; Bid Package 12 Acoustical Panel Ceilings to Southcoast Acoustical Interiors, Inc.; Bid Package 14 Painting to Cramer Painting Inc.; Bid Package 15 Specialties to RVH Constructors, Inc.; Bid Package 16 Laboratory Casework/Finish Millwork to Stolo Cabinets, Inc.; Bid Package 17 Fire Protection to Kincaid Industries, Inc.; Bid Package 18 Plumbing/Site Utilities to Emyrean Plumbing; Bid Package 19 HVAC to Coutts Heating and Cooling, Inc.; Bid Package 20 Electrical/Fire Alarm/Low Voltage/Elevator to Southern California West Coast Electric, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change orders have been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Bid Package 16-Laboratory Casework/Finish Millwork-Stolo Cabinets	\$41,433.00
	Bid Amount:	\$1,045,664.00
	Revised Total Project Amount:	\$1,087,097.00

Change Order	Contractor	Amount
1	Bid Package 18-Plumbing/Site Utilities-Empyrean Plumbing	(\$42,015.00)
	Bid Amount:	\$1,544,485.00
	Revised Total Project Amount:	\$1,502,470.00

The change orders result in a net decrease of \$582.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$13,505,589.00. 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 18-19-08F, Ayala HS New Science Building.

FISCAL IMPACT

(\$582.00) to Building Fund 21.

NE:GJS:MS:pw



✓

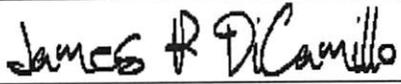
Chino Valley Unified School District
Facilities, Planning, and Operations Division
CHANGE ORDER

Date: 06/07/19 BID /CUPCAA #: 18-19-08F Change Order #: 001
 Project Title: Ayala High School New Science / Lab Building
 Owner: Chino Valley Unified School District DSA Application #: 04-117359 DSA File #: _____
 Architect: WLC Architects Contractor: Stolo Cabinets

The Contractor is hereby authorized to do the following:

- Item # 1** Add for Lab sinks, grid strainers, overflows, and labor to set epoxy sinks in countertops
 Requested By: Balfour Beatty Increase/Decrease amount: \$ 41,433.00
 Reason: Move this scope from Empeyan Plumbing contract via separate Change Order to streamline installation into Epoxy Countertops installed by Stolo Cabinets
- Item # 2** _____
 Requested By: _____ Increase/Decrease amount: _____
 Reason: _____
- Item # 3** _____
 Requested By: _____ Increase/Decrease amount: _____
 Reason: _____
- Item # 4** _____
 Requested By: _____ Increase/Decrease amount: _____
 Reason: _____

Original contract completion date: <u>1/3/20</u>	Original contract amount: <u>\$ 1,045,664.00</u> ✓
Increase/Decrease of days: <u>0</u>	Increase/Decrease amount: <u>\$ 41,433.00</u> ✓
New contract completion date: <u>1/3/20</u>	New contract amount: <u>\$ 1,087,097.00</u> ✓

Approved by: ken burr		06/07/2019
_____ DSA Inspector of Record James P DiCamillo	Signature 	Date 06/07/2019
_____ Architect / Engineer Mark Mercado	Signature 	Date 06/07/2019
_____ Construction/Project Manager James Costa	Signature 	Date 06/07/2019
_____ CVUSD Construction Coordinator N/A	Signature N/A	Date N/A
_____ CVUSD Project Manager Martin Silveira	Signature 	Date 07/10/2019
_____ Director, Maintenance, Operations & Construction Gregory Stachura	Signature 	Date 06/17/2019
_____ Owner (Authorized Agent)	Signature	Date



✓

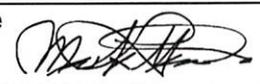
Chino Valley Unified School District
Facilities, Planning, and Operations Division
CHANGE ORDER

Date: 06/07/19 BID /CUPCAA #: 18-19-08F Change Order #: 001
 Project Title: Ayala High School New Science / Lab Building
 Owner: Chino Valley Unified School District DSA Application #: 04-117359 DSA File #: _____
 Architect: WLC Architects Contractor: Empyrean Plumbing

The Contractor is hereby authorized to do the following:

- Item # 1** Credit for Lab sinks, grid strainers, overflows, and labor to set epoxy sinks in countertops
 Requested By: Balfour Beatty Increase/Decrease amount: -\$ 42,015.00
 Reason: Move this scope to Stolo Cabinets contract via separate Change Order to streamline installation into their Epoxy Countertops
- Item # 2** _____
 Requested By: _____ Increase/Decrease amount: _____
 Reason: _____
- Item # 3** _____
 Requested By: _____ Increase/Decrease amount: _____
 Reason: _____
- Item # 4** _____
 Requested By: _____ Increase/Decrease amount: _____
 Reason: _____

Original contract completion date: <u>1/3/20</u>	Original contract amount: <u>\$ 1,544,485.00</u>
Increase/Decrease of days: <u>0</u>	Increase/Decrease amount: <u>-\$ 42,015.00</u>
New contract completion date: <u>1/3/20</u>	New contract amount: <u>\$ 1,502,470.00</u>

Approved by: Ken Burr		
_____	Signature <u>James R DiCamillo</u>	Date <u>06/17/2019</u>
DSA Inspector of Record James p DiCamillo	_____	Date <u>06/17/2019</u>
Architect / Engineer Mark Mercado	Signature 	Date <u>06/17/2019</u>
Construction/Project Manager James Costa	Signature <u>James Costa</u>	Date <u>06/17/2019</u>
CVUSD Construction Coordinator N/A	Signature _____	Date _____
CVUSD Project Manager Martin Silveira	Signature <u>Martin Silveira</u>	Date <u>07/11/2019</u>
Director, Maintenance, Operations & Construction Gregory Stachura	Signature <u>GS</u>	Date <u>06/17/2019</u>
Owner (Authorized Agent)	Signature _____	Date _____

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
Martin Silveira, Director, Maintenance, Operations, and Construction

SUBJECT: CHANGE ORDER FOR BID 18-19-27F, BRIGGS K-8 NEW SCIENCE LAB BUILDING – INTERIM HOUSING

=====

BACKGROUND

On March 7, 2019, the Board of Education awarded Bid 18-19-27F, Briggs K-8 New Science Lab Building – Interim Housing to the following contractors: Bid Package 01, Demolition, Grading, Asphalt, Misc. to Incotechnic Inc.; Bid Package 02, Modular Building Relocation to R. Jensen Co., Inc.; and Bid Package 03, Electrical and Low Voltage Systems to Daniels Electrical Construction Co. Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Bid Package 01 – Demolition, Grading, Asphalt, Misc.- Incotechnic Inc.	(\$10,510.94)
	Bid Amount:	\$176,000.00
	Revised Total Project Amount:	\$165,489.06

The change order results in a net decrease of \$10,510.94 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$165,489.06. Approval of the change order allows for compensation to the contractor to perform the additional work as described.

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

RECOMMENDATION

It is recommended the Board of Education approve the change order for Bid 18-19-27F, Briggs K-8 New Science Lab Building – Interim Housing

FISCAL IMPACT

(\$10,510.94) to Building Fund 21.

NE:GJS:MS:pw



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

CHANGE ORDER

Date: July 3, 2019 BID /CUPCCAA #: 18-19-27F Change Order #: 01
 Project Title: Briggs K-8 New Science Lab Building - Interim Housing
 Owner: Chino Valley Unified School District DSA Application #: 04-118043 DSA File #: 36-11
 Architect: WLC Architects, Inc. Contractor: Incotechnic Inc. (Bid Package 01)

The Contractor is hereby authorized to do the following:

- Item # 1** Application of Allowance
 Requested By: N/A Increase/Decrease amount: -\$ 20,000.00
 Reason: Apply contract allowance toward item #2 - Excess demolition for oversized footings
- Item # 2** Excess Demolition for Oversized Footings
 Requested By: Incotechnic Inc. Increase/Decrease amount: \$ 7,561.26
 Reason: Size of existing footings at existing portable buildings greatly exceeded dimensions shown on the as-builts
- Item # 3** Final cleaning of four (4) portable classrooms including debris removal, furniture moving and vacuuming
 Requested By: Chino Valley USD Increase/Decrease amount: \$ 1,927.80
 Reason: Final cleaning was not included in the contractor's original scope
- Item # 4**
 Requested By: _____ Increase/Decrease amount: _____
 Reason: _____

Original contract completion date:	<u>August 8, 2019</u>	Current contract amount:	<u>\$ 176,000.00</u>
Increase/Decrease of days:	<u>0 days</u>	Increase/Decrease amount:	<u>-\$ 10,510.94</u>
New contract completion date:	<u>August 8, 2019</u>	New contract amount:	<u>\$ 165,489.06</u>

Approved by:

<u>MANDANT GEORGEI</u> DSA Inspector of Record	<u>[Signature]</u> Signature	<u>7-24-19</u> Date
<u>[Signature] JAMES P. D. GARCIA</u> Architect / Engineer	<u>[Signature]</u> Signature	<u>7.9.19</u> Date
<u>MICHAEL DEVRIES</u> Construction/Project Manager	<u>[Signature]</u> Signature	<u>7/9/19</u> Date
<u>JAMES COSTA</u> CVUSD Construction Coordinator	<u>[Signature]</u> Signature	<u>7/26/19</u> Date
<u>DARINUSZ BRANOLT</u> Contractor	<u>[Signature]</u> Signature	<u>11/7/19</u> Date
<u>[Signature]</u> Director, Maintenance, Operations & Construction	<u>[Signature]</u> Signature	<u>8/31/19</u> Date
<u>[Signature]</u> Owner (Authorized Agent)	<u>[Signature]</u> Signature	<u>7/31/19</u> Date

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

DATE: September 5, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
 Martin Silveira, Director, Maintenance, Operations, and Construction

SUBJECT: CHANGE ORDER FOR BID 18-19-37F, WALNUT ES PARKING LOT EXPANSION

=====

BACKGROUND

On May 2, 2019, the Board of Education awarded Bid 18-19-37F, Parking Lot Expansion to TSR Construction. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	TSR Construction	\$17,200.00
	Bid Amount:	\$187,400.00
	Revised Total Project Amount:	\$204,600.00

The change order results in a net increase of \$17,200.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$204,600.00. Approval of the change order allows for compensation to the contractor to perform the additional work as described.

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

RECOMMENDATION

It is recommended the Board of Education approve the change order for Bid 18-19-37F, Walnut ES Parking Lot Expansion.

FISCAL IMPACT

\$17,200.00 to Capital Facilities Fund 25.

NE:GJS:MS:pw



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

CHANGE ORDER

Date: 8/12/2019 BID/ CUPCAA #: 18-19-37F Change Order #: 1

Project Title: Walnut Elementary School Parking Lot Expansion

Owner: Chino Valley Unified School District DSA Application #: _____ DSA File #: _____

Architect: WLC Architects Contractor: TSR Construction and Inspection

The Contractor is hereby authorized to do the following:

Item # 1 Remove grass, spoils, irrigation valves and wires and haul away, weed kill, fine grade and pave approx. 2000sf with 3" ac over 4" rock base, seal coat approx. 2000sf with 2 coats of guard top seal coat, extend chain link fence to the block wall.

Requested By: Alex Rivera Increase/Decrease amount: \$0.00

Reason: Grass area access was going to be limited and due the \$0 change made more sense for maintenance of the site.

Provide and install two traffic rated concrete boxes and metal covers for sewer clean outs, two 8" round concrete boxes for water and gas, four concrete boxes and covers for French drains, one traffic rated concrete box and metal cover for irrigation, 5ft wide chain link gate, and one 24x24 open bottom catch basin and 10" HDPE Pipe to connect to 36x36 catch basin under the south ramp.

Item # 2 Requested By: Alex Rivera Increase/Decrease amount: \$14,700.00

The sewer clean outs were berried in the grass and not known to be in that location. Water and gas boxes were need as they were not noted in the scope. The French drains were installed to help with the volume of water that will be draining from the new pavement. the 5ft gate was needed to keep the kids away from the electrical vault. the 36x36 basin was added to help with the drainage of the new parking lot.

Reason: _____

Item # 3 Backfill and compact around new vault, Mobilization due to delay, Temporary fencing.

Requested By: Alex Rivera Increase/Decrease amount: \$2,500.00

Reason: Due to the delay in lowering the vault by Frontier Communications. The contractor had to extend the rental of the Temp fence. and mobilize a second time once vault was set. Contractor Then had to backfill and compact round the new vault.

Original contract completion date:	<u>8/13/2019</u>	Original contract amount:	<u>\$187,400.00</u>
Increase/Decrease of days:	<u>0</u>	Increase/Decrease amount:	<u>\$17,200.00</u>
New contract completion date:	<u>8/13/2019</u>	New contract amount:	<u>\$204,600.00</u>

Approved by:

N/A
DSA Inspector of Record

Signature _____ Date 8.14.19

Architect / Engineer

Signature [Signature] Date 8/12/19

Gabriel Zapirtan

Construction/Project Manager

Signature _____ Date _____

N/A

CVUSD Construction Coordinator

Signature _____ Date 8.12.2019

Alex Rivera

CVUSD Project Manager

Signature _____ Date 8/15/19

Martin Silveira

Director, Maintenance, Operations & Construction

Signature _____ Date 8/22/19

Greg Stachura

Owner (Authorized Agent)

Signature _____ Date _____

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
Anna G. Hamilton, Director, Purchasing
SUBJECT: BID 19-20-08F, MAGNOLIA JHS, RAMONA JHS, AND WOODCREST JHS SAFETY AND SECURITY

=====

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 19-20-08F, Magnolia JHS, Ramona JHS, and Woodcrest JHS Safety and Security was Published in the Inland Valley Daily Bulletin on June 18, 2019, and June 25, 2019. Bids were opened at 1:00 p.m. on July 25, 2019. The results are as follows:

Contractor	Bid Amount
RIS Electrical Contractors, Inc.	\$2,527,000.00
Champion Electric Inc.	\$2,618,000.00

The basic scope of work for this project includes: installation of keyless access control system, security cameras, and a new campus intrusion alarm system site-wide.

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

RECOMMENDATION

It is recommended the Board of Education award Bid 19-20-08F, Magnolia JHS, Ramona JHS, and Woodcrest JHS Safety and Security to RIS Electrical Contractors, Inc.

FISCAL IMPACT

\$2,527,000.00 to Building Fund 21.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
Anna G. Hamilton, Director, Purchasing
SUBJECT: BID 19-20-11F, DISTRICT WHITE FLEET VEHICLES - CHEVROLET

=====

BACKGROUND

Public Contract Code 20111 requires that contracts for the lease or purchase of equipment, materials, supplies or services, which must be competitively bid if they involve an expenditure of \$92,600 be legally advertised and awarded to the lowest responsible bidder, who shall have such surety as the Board requires.

A Notice to Contractors Calling for Bid 19-20-11F, District White Fleet Vehicles - Chevrolet, was Published in the Inland Valley Daily Bulletin on July 20, 2019, and July 27, 2019. Bids were opened at 10:00 a.m. on August 6, 2019. The results are as follows:

Contractor	Vehicle 1 – Chevy Colorado Crew Cab, Long Box	Vehicle 2 – Chevy Colorado Extended Cab
MK Smith Chevrolet	\$25,375.00	\$23,237.80

The basic scope of work for this project includes: replacement vehicles for aging Maintenance and Security vehicles.

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

RECOMMENDATION

It is recommended the Board of Education award Bid 19-20-11F, District White Fleet Vehicles - Chevrolet to MK Smith Chevrolet.

FISCAL IMPACT

\$266,655.88 to General Fund 01.

NE:GJS:AGH:pw

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

DATE: September 5, 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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HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED MANAGEMENT SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2019/2020 SCHOOL YEAR**RECLASSIFICATION OF POSITION**

CORDERO, Ibis	FROM: TOA - Parent, School & Community Specialist	Access & Equity	09/06/2019
	TO: Coordinator, Parent and Family Engagement	Access & Equity	

LEAVE OF ABSENCE

MACCHARLES, Sharyn	Assistant Principal - ES	Borba ES	09/10/2019 through 10/20/2019
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RESIGNATION

GUTIERREZ, Tracy	Assistant Principal - HS	Ayala HS	08/22/2019
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HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2019/2020 SCHOOL YEAR

LAU, Eva	Elementary Teacher	Glenmeade ES	09/03/2019
LAROSA, Joseph	PE Teacher	Chino HS	08/19/2019
MENESES, Ryan	Special Education Teacher	Chino HS	09/03/2019
HANSEN, Jennifer	K-12 Intervention Counselor	Chino Hills HS	08/26/2019
VALDEZ, Linda	ESL Teacher	Adult School	08/19/2019
CONTRERAS, Carmina	School Nurse	Health Services	09/03/2019

RESIGNATION

ROGERS, Angela	Elementary Teacher	Butterfield Ranch ES	08/01/2019
BENTLEY, Laura	Special Education Teacher	Cortez ES	09/20/2019
PARROS, Diana	Elementary Teacher	Glenmeade ES	08/30/2019
GONZALES, Shannon	Elementary Teacher	Oak Ridge ES	08/01/2019
POULTON, Sharon	Secondary Teacher	Briggs K-8	08/09/2019

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>			
RAMIREZ, Maryanne	Teacher Induction Mentor	Dickey ES	09/06/2019
SCHAUER, Tina	Teacher Induction Mentor	Magnolia JHS	09/06/2019
CAPPS, Ronald	Teacher Induction Mentor	Ayala HS	09/06/2019
DONOVAN, Kenny	Teacher Induction Mentor	Ayala HS	09/06/2019
YEH, Wei	Teacher Induction Mentor	Ayala HS	09/06/2019
VEGA, Maria	Teacher Induction Mentor	Buena Vista HS	09/06/2019
GARCIA, Heather	Teacher Induction Mentor	Chino Hills HS	09/06/2019
STOW, Paula	Teacher Induction Mentor	Chino Hills HS	09/06/2019
BROWN, Jamie	Teacher Induction Mentor	Don Lugo HS	09/06/2019
MUHR, Lauren	Teacher Induction Mentor	Access & Equity	09/06/2019
STRADLING, Sandra	Teacher Induction Mentor	Elementary Curriculum	09/06/2019
WHITE, Havaughnia	Teacher Induction Mentor	Human Resources	09/06/2019

APPOINTMENT - EXTRA DUTY

MENDIOLA, Mikayla (NBM)	Band (B)	Canyon Hills JHS	09/06/2019
PAGE, Justin (NBM)	Band (B)	Canyon Hills JHS	09/06/2019
VISTA, Cristian (NBM)	Band (B)	Canyon Hills JHS	09/06/2019
LAROYA, Paulina (NBM)	Cheer (GF)	Ramona JHS	09/06/2019
MANTHE, Michaela (NBM)	Color Guard (B)	Townsend JHS	09/06/2019
BATAC, Dale (NBM)	Boys Basketball (B)	Ayala HS	09/06/2019
BELVILLE, Sawyer (NBM)	Boys Water Polo (B)	Ayala HS	09/06/2019
BRANSKE, Garrett (NBM)	Baseball (B)	Ayala HS	09/06/2019
GOMEZ, Noe (NBM)	Band (B)	Ayala HS	09/06/2019
MCCAIN, Matthew	Football (GF)	Ayala HS	09/06/2019
MITCHELL, Robert Julian (NBM)	Band (B)	Ayala HS	09/06/2019
VAN DERPOEL, Darren (NBM)	Band (B)	Ayala HS	09/06/2019
WEIHERT, Jeffrey (NBM)	Volleyball (B)	Ayala HS	09/06/2019
CITERO, Alyssa (NBM)	Band (B)	Chino HS	09/06/2019
COVARRUBIAS, Ashley (NBM)	Volleyball (B)	Chino HS	09/06/2019
GEORGE, Miles (NBM)	Football (B)	Chino HS	09/06/2019
HERRERA, Anthony (NBM)	Band (B)	Chino HS	09/06/2019
HUESER, Grayson (NBM)	Band (B)	Chino HS	09/06/2019
MATLOCK, Clifford (NBM)	Track & Field (B)	Chino HS	09/06/2019
SANABRIA, Israel (NBM)	Boys Water Polo (B)	Chino HS	09/06/2019
SANTANA, Nathalie (NBM)	Boys Soccer (GF)	Chino HS	09/06/2019
ACU, Johan (NBM)	Softball (B)	Chino Hills HS	09/06/2019
BARONE, Andrew (NBM)	Band (B)	Chino Hills HS	09/06/2019
CHAVEZ, Henry (NBM)	Football (B)	Chino Hills HS	09/06/2019
FIMBRES, Jacob (NBM)	Football (B)	Chino Hills HS	09/06/2019

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>APPOINTMENT - EXTRA DUTY</u> (cont.)			
GACHUPIN, Ivan (NBM)	Band (B)	Chino Hills HS	09/06/2019
MORIARTY, Timothy (NBM)	Band (B)	Chino Hills HS	09/06/2019
KARGBO, Bunduka (NBM)	Football (B)	Don Lugo HS	09/06/2019
SCHNAKE, Clarissa (NBM)	Volleyball (B)	Chino Hills HS	09/06/2019
BALARA, Phillip	Football (B)	Don Lugo HS	09/06/2019
ESPINOZA, Eric (NBM)	Cross Country (B)	Don Lugo HS	09/06/2019
ESPINOZA, Eric (NBM)	Track & Field (B)	Don Lugo HS	09/06/2019
HENDERSON, Gage (NBM)	Football (B)	Don Lugo HS	09/06/2019
REAMS, Randall	Football (B)	Don Lugo HS	09/06/2019
SILVA, Michael	Football (B)	Don Lugo HS	09/06/2019
		TOTAL:	\$8,338.00

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

CONTRERAS, Crystal	COVARRUBIAS, Ashley	ENRIQUEZ, Benjamin
GUTIERREZ, Mark	MARTIN, Kaitlyn	RUESCH, Nicole
SANCHEZ OLEA, Dulce	SCHLOSSER, Catherine	SIMMONS, Alyse
SUAREZ, Natalie	WOGAHN, William	

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**

VELEZ, Sonya	Playground Supervisor (GF)	Glenmeade ES	08/27/2019
ERNANDES, Lynn	IA/Special Education (SELPA/GF)	Liberty ES	08/29/2019
QAZI, Nadia	IA/Childhood Education (CDF)	Litel FC	08/27/2019
MEDRANO, Jasmine	IA/Childhood Education (CDF)	Rolling Ridge FC	08/27/2019
RUIZ Jr., Armando	IA/Special Education/SH (SELPA/GF)	Walnut ES	09/06/2019
CARNES, Dawn	IA/Special Education (SELPA/GF)	Cal Aero K-8	08/27/2019
GUAJARDO, Racine	Attendance Clerk (GF)	Chino Hills HS	08/27/2019
BANUELOS, Michelle	Bus Driver (GF)	Transportation	08/28/2019

CHANGE OF ASSIGNMENT

PRESCOTT, Renay	FROM: Career Center Guidance Technician (GF) 6 hrs./187 work days	Chino HS	08/26/2019
	TO: Assistant Principal Secretary (GF) 8 hrs./213 work days	Chino HS	

ADDITIONAL ASSIGNMENT

FREGOSO, Phoebe	Elementary Library/Media Center Assistant (GF)	Glenmeade ES	08/27/2019
AIRHART, Pearl	Custodian I (GF)	Walnut ES	08/28/2019
CHAVEZ, Linda	Elementary Library/Media Center Assistant (GF)	Walnut ES	08/27/2019

RELEASE OF PROBATIONARY EMPLOYEE WITHOUT PREJUDICE

Employee #27300			08/22/2019
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RESIGNATION

PENA, Michal	Playground Supervisor (GF)	Butterfield Ranch ES	08/11/2019
CAMERON, Nyla	Nutrition Services Assistant I (NS)	Cortez ES	08/07/2019
VALADEZ, Maria	Nutrition Services Assistant I (NS)	Dickey ES	08/07/2019
ZAMORA, Amanda	IA/Childhood Education (CDF)	Dickey FC	09/02/2019
DE MARTINO, Kristen	Playground Supervisor (GF)	Hidden Trails ES	08/30/2019
MACDONALD, Diana	Playground Supervisor (GF)	Hidden Trails ES	08/07/2019

CLASSIFIED PERSONNEL (cont.)

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

CRONIN, Lissett	Nutrition Services Assistant I (NS)	Marshall ES	09/19/2019
MARTIN, Jamye	Playground Supervisor (GF)	Marshall ES	08/30/2019
KING, Shannon	Elementary Library/Media Center Assistant (GF)	Oak Ridge ES	07/19/2019
BURGESS, Kelleigh	Playground Supervisor (GF)	Briggs K-8	08/11/2019
SANDWELL, Nancy	Nutrition Services Manager I (NS)	Cal Aero K-8	08/26/2019
LAMANDIA, Lauren	IA/Special Education/SH (SELPA/GF)	Ayala HS	08/09/2019
MENESES, Ryan	IA/Special Education/SH (SELPA/GF)	Chino HS	08/30/2019
SERRANO, Briana	Counseling Assistant (GF)	Alternative Education	08/15/2019

RETIREMENT

KLASENER, Belinda (19 years of service)	Health Technician (GF)	Townsend JHS	09/14/2019
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APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JULY 1, 2019, THROUGH SEPTEMBER 30, 2019

FODDRILL, Derek	IA/Special Education/SH	Newman ES
CUMMINS, Lydia	IA/Special Education/SH	Rhodes ES
MACANAS, Maileen	IA/Special Education/SH	Rhodes ES
HOLIDAY, Joy	IA/Special Education/SH	Wickman ES
HILL, Kimberly	IA/Special Education/SH	Magnolia JHS
GONZALEZ, Sarah	IA/Special Education/SH	Ramona JHS
MAREK, Amanda	IA/Special Education/SH	Ayala HS
PRATT, Amanda	IA/Special Education/SH	Ayala HS

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

BARTON, Nicole	CHAVEZ, Francine	DOMINGUEZ, Giovanni
TAFOYA, Darlene	TOOLE, Catherine	

(504) = Federal Law for Individuals with Handicaps
 (ADLTCALW) = Adult Cal Works
 (ABG) = Adult Education Block Grant
 (ASB) = Associated Student Body
 (ASF) = Adult School Funded
 (ATE) = Alternative to Expulsion
 (B) = Booster Club
 (BTSA) = Beginning Teacher Support & Assessment
 (C) = Categorically Funded
 (CAHSEE) = California High School Exit Exam
 (CDF) = Child Development Fund
 (CVLA) = Chino Valley Learning Academy
 (CWY) = Cal Works Youth
 (E-rate) = Discount Reimbursements for Telecom.
 (ESLC) = ESL/Citizenship – Adult Education
 (FRC) = Family Resource Center - TYKES
 (G) = Grant Funded
 (GF) = General Fund
 (HBE) = Home Base Education
 (HEG) = Homeless Children Ed Grant
 (MAA) = Medi-Cal Administrative Activities
 (MCB) = Medi-Cal Billing Option
 (MH) = Mental Health – Special Ed.
 (MG) = Measure G – Fund 21
 (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: September 5, 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 TEACHING AGREEMENT WITH AZUSA PACIFIC UNIVERSITY

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BACKGROUND

Student teachers 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 a student teaching agreement with Azusa Pacific 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 teaching agreement with Azusa Pacific University.

FISCAL IMPACT

None.

NE:RR:FA:IB:mcm



MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT entered into by and between **Azusa Pacific University**, hereinafter called the **UNIVERSITY** and **Chino Valley Unified School District**, hereinafter called the **DISTRICT**:

W I T N E S S E T H

WHEREAS, the governing board of a school district may enter into agreements with a college or university approved by the Commission on Teacher Credentialing (CTC) as a teacher education institution (Ed. Code Section 44227), to provide educational field experiences as may be called for in the requirements of the various authorized credentials for public school service; and

WHEREAS, any such agreement may provide for the payment in money or in services for the services rendered by the school district of an amount not to exceed the actual cost to the school district of the services rendered; and

WHEREAS, the University operates fully-accredited educational programs for its candidates; and

WHEREAS, it is to the mutual benefit of the University and the District to make a program of educational fieldwork experiences available to the University's candidates at the District's facilities.

NOW, THEREFORE, it is mutually agreed upon between the parties as follows:

GENERAL TERMS AND CONDITIONS

1. **Term.** The term of this agreement shall commence on **Sept. 6, 2019** and terminate on **June 30, 2020**.
2. **Termination.** Notwithstanding anything herein contained to the contrary, either party may terminate this agreement with thirty (30) days written notice to the undersigned. In the event of early termination of this agreement, candidates who have not yet completed their K-12 Educational field experience assignment in the District may complete their assignment at the discretion of the University. Nothing in this agreement shall limit the right of the University, acting in its sole discretion, to remove a candidate from the K-12 setting at any time.
3. **Amendments.** The provisions of this agreement may be altered, changed, or amended, by mutual written consent of the parties hereto.
4. **Execution.** This agreement may be executed in one or more counterparts, all of which shall constitute one and the same document. Counterparts may be exchanged by facsimile or email. Each counterpart, whether an original signature or a facsimile copy, shall be deemed an original as against any Party who signed it.

5. Insurance.

- a. The District shall maintain minimum insurance coverage for Worker's Compensation, including Employer's Liability, covering its employees. The University shall maintain minimum insurance coverage for Worker's Compensation, including Employer's Liability, covering its employees and candidates.
- b. The District shall carry professional liability insurance coverage in the amount of \$1,000,000 per limit and \$3,000,000 in the aggregate, for its employees and agents. The University shall carry professional liability insurance coverage in the amount of \$1,000,000 per limit and \$3,000,000 in the aggregate, for its employees, agents, and candidates. The District shall maintain general liability insurance coverage in the amount of \$1,000,000 per incident and \$3,000,000 in the aggregate, covering its employees and agents. The University shall maintain general liability insurance coverage in the amount of \$1,000,000 per incident and \$3,000,000 in the aggregate, covering its employees, agents, and candidates. The University shall maintain sexual abuse/molestation insurance coverage in the amount of \$1,000,000 per incident and \$3,000,000 in the aggregate, covering its employees, agents, and candidates.
- c. The District maintains proof of all insurance coverage and will provide said proof to the University upon request. The University maintains proof of all insurance coverage and will provide said proof to the District upon request.
- d. The employment status of candidates and the responsibility for insurance coverage for candidate activities depends upon the status of the candidates as set forth below:
 - i. Candidates Participating in Unpaid K-12 Educational Field Experience not at Candidate's Place of Employment: If the University's candidates are participating in an unpaid K-12 educational field experience not at his or her place of employment, it is understood that the University's candidates are fulfilling specific requirements for field experiences as part of a degree or credential program requirement, and therefore, the University's candidates do not thereby become employees of the District by virtue of their field experience. The University shall be responsible for providing insurance coverage for such candidates, pursuant to Sections 5.a and 5.b of this agreement.
 - ii. Candidates Participating in Unpaid K-12 Educational Field Experience at Candidate's Place of Employment: If the University's candidates are participating in an unpaid internship or field experience at his or her place of employment, it is understood by that the University and the District shall keep the field experience and work duties of the University's candidates strictly separate. The University shall be responsible for providing insurance coverage for such candidates' field experience pursuant to Section 5.a and 5.b of this agreement. The District shall be responsible for providing insurance coverage for such candidates' activities as a District employee pursuant to Section 5.a and 5.b of this agreement.
 - iii. Candidates Participating in Paid K-12 Educational Field Experience: If the University's candidates are provided with a nominal stipend from the District intended to reimburse them for estimated expenses related to their field experience,

the University's candidates do not thereby become employees of the District, and the University shall be responsible for providing insurance coverage for such candidates pursuant to Sections 5.a and 5.b of this agreement; however, the District shall be responsible for issuing a Form 1099 reporting the stipend to the Internal Revenue Service. If, however, the University's candidates are paid by the District for their services, then they become employees of the District, and the District is responsible for all employee obligations and for insuring the activities of such candidates under Section 5.a and 5.b of this agreement.

6. Confidentiality.

- a. All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District or the project shall remain strictly confidential and shall not be disclosed without consent of the District. The University agrees to notify candidates that they are responsible for respecting and maintaining the confidentiality of all information with respect to all students of the District.
- b. The University and the District agree to comply with the Family Educational Rights and Privacy Act (FERPA) of 1974, and all requirements imposed by or pursuant to regulation of the Department of Education to the end that the rights and privacy of the students enrolled in the District and of their parents are not violated or invaded. This assurance is given to obtain access to individual student data for the purpose of using said data to fulfill assignments or contractual obligations with the District. The provisions of the Family Educational Rights and Privacy Act of 1974 include, but are not limited to ensuring that (a) no identification of students or their parent(s)/guardian(s) by persons other than representatives of the University and required persons performing activities mandated by the California Department of Education, California Commission on Teacher Credentialing (i.e. auditors) is permitted; (b) the individual student data will be destroyed when no longer needed for the purpose(s) for which they were obtained; (c) no access to individual student data shall be granted by the University to any other persons, agency, or organization without the written consent of the pupil's parent/guardian, except for sharing with other persons within the District or representatives of the University, so long as those persons have a legitimate interest in the information; (d) the District will not disclose the candidate records of the University's candidates except to University and District officials who have a legitimate need for the information consistent with their official responsibilities.

7. **Non-Discrimination.** The University and the District agree to make no distinction among candidates covered by this agreement on the basis of race, color, religion, national origin, gender, age, disability, or status as a veteran.
8. **Transportation of Students.** Neither the University nor the District will provide transportation for candidates between the University and the District school. Each candidate shall be responsible for his or her transportation.
9. **Scope of Authority.** The District shall exercise exclusive control over the administration, operation, maintenance and management of the District and its schools, and the University's candidates while they are in residence at the District. Subject thereto, the University shall exercise control and supervision over the operation, curriculum, faculty and candidates of the University within the prescribed framework.

10. Indemnification.

- a. The University shall indemnify, save and hold harmless the District, its officers, directors, and employees from and against all obligations, claims and liabilities of any kind under state or federal law (including costs and attorney's fees) that may arise out of negligent acts or omissions of the University, and its trustees, officers, directors, candidates and employees during the course and scope of a University candidate's clinical training.
- b. The District shall indemnify, save and hold harmless the University, its officers, directors, and employees from and against all obligations, claims and liabilities of any kind under state or federal law (including costs and attorney's fees) that may arise out of negligent acts or omissions of the District, and its trustees, officers, directors, or employees during the course and scope of a University candidate's clinical training.

11. Scope of Work.

TEACHER EDUCATION FIELD EXPERIENCE

"Field Experience" as used herein refers to brief (eight week) periods in which a candidate, enrolled in field experience embedded courses in the university teacher preparation program, observes and interacts with students in small group settings and may have limited whole class involvement under the direct supervision and instruction of one or more classroom host teachers. With the guidance of the classroom host teacher, the candidate will be required to teach no fewer than one and no more than four independent lessons to individual K-12 students and/or in a small group setting of no more than 10 students. With the guidance of the classroom host teacher, the candidate will be required to administer informal and formal assessments to individual K-12 students and/or small groups of no more than 10 students during their field experience in an effort to fulfill course assignment purposes only. The candidate may be required to observe in a variety of settings to meet course expectations and will document 15 hours of field experience per each field experience embedded course. Field Experience is not commensurate with Student Teaching.

Field Experience is to be completed under the direct supervision of a host teacher(s) who currently hold(s) a valid Clear Teaching Credential in the content area for which they are providing supervision and have a minimum of three years of content area K-12 teaching experience. It is the expectation that the classroom where candidates complete field experience will consist of K-12 students and include students who are English Learners, students on an IEP or 504 Plan, students who qualify for GATE, and/or students from an underserved group. The classroom curriculum must align with California's adopted content standards and frameworks. At the conclusion of the Field Experience, the host teacher(s) will be asked to complete a short disposition rating scale on the candidate's disposition and performance during the field experience hours.

The University will ensure candidates who participate in field experience have met the requirements of (a) California Basic Skills requirement, (b) possessing a valid certificate of clearance or other valid CTC document, and (c) current enrollment in a field experience embedded course. The University will provide support to the candidate through the direction and discussion provided within the field experience embedded course. Assignments directly related to the candidate's field experience, in the form of reflection logs and written assignments, will be required and evaluated by the course instructor.

TEACHER EDUCATION STUDENT TEACHING

“Student teaching” as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District (a) holding a valid Clear Teaching Credential in the content area for which they are providing supervision and (b) have a minimum of three years of content area K-12 teaching experience. The district supervisor must have demonstrated exemplary teaching practices as determined by the District and University. It is preferable that the supervising teacher not have additional district or school based assignments that cause them to be absent from the classroom for extended periods of time.

The University shall provide district employed supervisors a minimum of 2 hours of initial orientation to the program curriculum, and access to a minimum of 8 hours of training about effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.

The District agrees to provide a supported teaching experience in District classrooms for candidates who are assigned by the University to student teaching. Classrooms where candidates complete student teaching must include K-12 students who are English Learners, on an IEP, 504 Plan, students who qualify for GATE, and/or students from an underserved group. Such student teaching shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representatives may agree upon. It is understood that the matching of candidate and district-employed supervisor must be a collaborative process between the school district and the university.

The University shall ensure student teacher placement in locations where the candidate is able to video record his/her teaching with K-12 students for the purposes of implementing the video requirement for the California Teaching Performance Assessment (CalTPA), observations, and instructional reflection. The University requires candidates to affirm that they have followed all applicable video policies of the District for the CalTPA task requiring a video.

The District recognizes the importance of facilitating placements that allow teacher candidates to complete the California Teaching Performance Assessment (CalTPA), and has necessary policies and procedures in place related to the appropriate use of video for instruction and assessment. The District recognizes that the teacher candidate may use video capturing to record their classroom instruction and submit it online for review as part of the university mentor observation and formative feedback process.

The District may, for good cause, refuse to accept any candidate of the University assigned to student teaching in the District. Upon request of the District, made for good cause, the University shall terminate the student teaching assignment of any candidate of the University.

The University will ensure candidates who participate in student teaching have satisfied the additional requirements of (a) meeting the California Basic Skills requirement, (b) demonstrating Subject Matter Competence (or 4/5 of Subject Matter Competence for Undergraduates in an approved Subject Matter Preparation Program), (c) meeting U.S. Constitution, (d) possessing a valid certificate of clearance, (e) have a negative TB test within 2 years of the end date of the student teaching assignment.

“Full-time student teaching” is an assignment for the regular school day (at least seven hours) for 16 weeks including all duties normally performed by a teacher. The 16 weeks aligns with the University’s Fall and Spring semesters.

At the secondary level, a full-time assignment is a full school day (at least seven hours) with a minimum of four periods of student teaching, one period of planned observation, and one preparation period for sixteen weeks. For this, the University will pay the District for performance by the District of all services required at the rate of two hundred dollars (\$200) for each full-time student teacher.

For special education, a full-time assignment is a full school day (at least seven hours) in an appropriate mild/moderate or moderate/severe setting for sixteen weeks. For this, the University will pay the District for performance by the District of all services required at the rate of two hundred dollars (\$200) for each full-time student teacher.

At the elementary level a full-time assignment is a full school day (at least seven hours) for eight weeks in a primary (K-3) classroom and eight weeks in an intermediate (4-6) classroom. For this, the University will pay the District for performance by the District of all services required at a rate of one hundred dollars (\$100) for each full-time student teacher.

An assignment of a candidate of the University to student teaching in schools or classes of the District shall be, at the discretion of the University for approximately one semester; a Fall semester to be approximately end of August to beginning of December and a Spring semester to be approximately the beginning of January to beginning of May.

Within a reasonable time following the close of each assignment, the University will send a Master Teacher Stipend Summary Sheet to the District and the District shall submit an invoice, to the University for payment, at the rate provided herein, for all student teaching assignments provided by the District under and in accordance with this agreement during said semester.

TEACHER EDUCATION INTERN TEACHING

“Intern teaching” as used herein and elsewhere in this agreement means active participation in a teacher internship program pursuant to California Education Code Section 44450 whereby University candidates may be placed as Intern teachers in District Schools. An Intern candidate is authorized to assume the functions authorized by the appropriate Multiple Subject, Single Subject, or Education Specialist Credential. The Intern candidate’s services meet the instructional needs of the participating district. The Intern candidate does not displace other certificated employees in the participating district, and this agreement meets with the District’s contractual specifications with certificated employees.

The District will assign each Intern candidate a certified mentor/support provider who will be responsible for overseeing and offering support to the Intern candidate throughout the internship teaching year(s). The District agrees to provide to the University the name of the mentor/support provider for each term. The certified mentor/support provider must (a) hold a valid corresponding Clear or Life credential, (b) have completed a minimum of three years of successful teaching experience, (c) have EL Authorization if he/she is providing supervision and support to a candidate who does not have EL Authorization.

The University shall provide district employed supervisors a minimum of 2 hours of initial orientation to the program curriculum, and access to a minimum of 8 hours of training about effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.

The District must ensure sufficient resources are provided including the identification of protected time for district provided support providers to work with the Intern candidates within the school day to deliver the appropriate support/mentoring and supervision to the candidate and an evaluation of the site support that is provided.

The University will ensure candidates in the Internship Program hold a Baccalaureate degree or higher from a regionally accredited institution of higher education and have satisfied the additional requirements of (a) California Basic Skills requirement, (b) demonstrating Subject Matter Competence, (c) meeting U.S. Constitution, (d) possessing a valid certificate of clearance, (e) have completed the required Pre-service Training.

The University will assign a University supervisor to support the intern who will work cooperatively with the district personnel designated above. The University supervisor will confer with both the site administrator and the mentor/support provider for the intern. The University supervisor will have the following minimum qualifications (a) have current knowledge in the content area of the candidate; (b) have the ability to model best professional practices in teaching learning, scholarship, and service; (c) have knowledge about diverse abilities, cultural, language, ethnic, and gender diversity; and (d) understand the context of public schools and have a thorough grasp of the academic standards, frameworks, and accountability systems that drive the curriculum of public schools.

The employing district will develop and implement a Professional Development Plan for the Intern candidate, which will include an annual evaluation. For Intern candidates teaching in inclusive kindergarten through 6th grade settings, the Professional Development Plan must include instruction during the first semester of service which includes child development and teaching methods, as well as, special education programs for pupils with mild and moderate disabilities. The University will make available description of the courses to be completed by the Intern.

The District and the University will work in partnership to provide a minimum of 144 hours of support/mentoring and supervision to each Intern candidate each school year. Intern candidates without an EL authorization are required to receive 45 hours of EL support. The District will provide approximately 2/3 of the support/mentoring and supervision in the form of content specific coaching; grade level or department meetings; new teacher orientation; coaching from an administrator; co-planning with a special educator or English learner expert to address special needs or English learner students; demonstration lessons or co-teaching activities with a mentor/support provider, coach or supervisor; Intern candidate observation of other teachers and classrooms; editing work-related writing; professional learning communities activities addressing issues in the intern's classroom; OR other support and supervision activities. The University will provide approximately 1/3 of the support/mentoring and supervision in the form of field mentors, seminars, peer/faculty support; classroom observations and coaching; Intern observation of other teachers and classrooms; email, phone, and/or video conferencing support related to observations, problem-solving, planning curriculum, and/or instruction; professional literature/research discussion groups facilitated by appropriately credentialed program faculty; OR other support and

supervision activities. The University is responsible for documentation of support/mentoring and supervision.

The District and the University agree to the allocation of additional personnel, time, and resources for individuals who have not yet earned an English Learner authorization. The participating district will identify an individual who is immediately available to assist Intern candidates with planning lessons that are appropriately designed and differentiated for ELs, for assessing language needs and progress, and to support language accessible instruction. This individual must have an EL authorization.

The University shall ensure Intern Teacher assignments take place in locations where the candidate is able to record his/her teaching with K-12 students for the purposes of implementing the video requirement for the California Teaching Performance Assessment (CalTPA), observations, and instructional reflection. The University requires candidates to affirm that they have followed all applicable video policies of the District for the TPA task requiring a video.

The District recognizes the importance of facilitating placements that allow Intern candidates to complete the California Teaching Performance Assessment (CalTPA), and has necessary policies and procedures in place related to the appropriate use of video for instruction, assessment. The District recognizes that the Intern candidate may use video capturing to record their classroom instruction and submit it online for review as part of the university mentor observation and formative feedback process.

The District and the University agree to provide access to those who will be evaluating the performance of the candidate to provide knowledge on the performance of Intern candidates and any areas of needed additional support or supervision.

SCHOOL COUNSELING & SCHOOL PSYCHOLOGY PRACTICUM

Practicum as used herein refers to the hours that a candidate, enrolled in practicum embedded course(s) in the University program, develops skills learned in previous and current courses under the supervision of a site supervisor working in a K-12 setting.

Practicum is to be completed under the direct supervision of a District employee who currently holds a Pupil Personnel Services (PPS) Credential with an authorization in school psychology or school counseling and has a minimum of two years full time experience as a School Counselor, Clinical Counselor, or School Psychologist.

For School Counseling candidates, it is the expectation that candidates are required to meet one-on-one with a client who is 12 to 18 years of age for six 30-minute sessions to gain experience developing counseling relationships through the application of counseling skills. Additionally, candidates should complete direct, as well as, indirect counseling experience in clinical settings working with other clients.

For School Psychology candidates, it is the expectation that candidates are required to observe the administration of and practice the administration of psychoeducational assessments, as well as, participate in the writing of reports and IEP meetings.

The University will ensure candidates who participate in practicum have met the requirements of (a) proof of completion of Mandated Reporter training; (b) proof of negative TB testing; and (c) a current CTC document, which includes a fingerprint and background check. Candidates will be informed that a

District has the authorization to require additional documentation before beginning their practicum assignment.

The District recognizes the importance of facilitating Practicum placements that will enhance the candidates' confidence as a professional counselor or psychologist. Settings for School Counselors should build basic counseling skills which include body language, listening, and development of trust with clients. Settings for School Psychologists should build basic assessment, counseling, and consultation skills.

The University agrees to appoint a faculty member as a University Supervisor to administer the University's responsibilities related to the Program and oversee the candidates' Practicum experience at the District. The University Supervisor shall be responsible for ongoing communication with the District.

The District agrees to assume ultimate responsibility for the counseling services provided to students and the psycho-educational assessments administered to students, as well as, the delivery of results through reports and IEP meetings.

SCHOOL COUNSELING & SCHOOL PSYCHOLOGY FIELD PROGRAM

The District agrees to appoint a staff member as District Representative to administer the District's responsibilities related to the Program and collaborate with the Coordinator of Field Education for School Counseling and School Psychology in implementing the candidate's field experience at the District.

The District Representative shall be responsible for on-going communication with the University, as well as the designation of District employees to serve as Field Supervisors responsible for direct supervision of assigned candidates. District employees designated as Field Supervisors shall meet the CTC criteria for supervising students. School Psychology Field Supervisors must have a current Pupil Personnel Services (PPS) credential with an authorization in school psychology and a minimum of two years full-time experience as a school psychologist. School Counseling Field Supervisors must have a current PPS credential with an authorization in school counseling and a minimum of two years full-time experience as a school counselor. In the absence of the Field Supervisor so designated, suitable alternate persons will be designated and available.

The District Representative and Field Supervisors shall be granted with sufficient time to supervise, plan and implement the field experience including, when feasible, time to attend relevant meetings and conferences.

The District shall (a) support continuing education and professional growth and development of those staff members of the District responsible for supervision of assigned candidates; (b) provide the physical facilities and equipment necessary to conduct the field experience; (c) provide assigned candidates, whenever possible, with the use of library facilities, reasonable study and storage space; (d) make available to the University a written description of the planned educational program (including objectives) to be followed during field experience; (e) advise the University of any changes in its personnel, operations or policies which may affect the field experience; (f) permit inspection by the University of the facilities, services available for learning experiences, candidate records, and other items pertaining to the field experience; (g) determine the number of candidates which the District can accommodate during a given period of time and accept only the number of students which the District can accommodate; and (h)

provide access to the University and its candidates the applicable District rules and regulations with which they are expected to comply.

The University will provide a valid and reliable assessment that the District will use to assess the candidate's competence, a minimum of twice, at the mid-point and at the conclusion of fieldwork/internship. The completed assessment will be forwarded to the University after each administration of the assessment and upon the conclusion of each candidate's field experience. Notice will be provided to the University, as soon as practical and at least by mid-term of a candidate's field experience, of any serious deficiency noted in the ability of the candidate to progress toward achievement of the stated objectives of the field experience. The District shall otherwise have the right to terminate any candidate whose health or performance is a detriment to any patient's well-being or to achievement of the stated objectives of the candidate's field experience. Prior to such termination, the District shall notify the University's Fieldwork and Internship Coordinator.

The University agrees to appoint a faculty member as Fieldwork and Internship Coordinator to administer the University's responsibilities related to the Program and oversee the candidates' field experience at the District. The Fieldwork and Internship Coordinator shall be responsible for ongoing communication with the District.

The University agrees to assume responsibility for assuring compliance with applicable educational standards established by the California Commission on Teacher Credentialing (CTC), Council for the Accreditation of Educator Preparation (CAEP), and National Association of School Psychologists (NASP).

The University agrees to notify the District, at a time mutually agreed upon, of its planned schedule of candidate assignments, including each candidate's name, level of academic preparation, and length and date of the field experiences. The university shall refer to the District only those candidates who have satisfactorily completed the prerequisite didactic portion of the curriculum.

The University agrees to advise assigned candidates regarding appropriate health and professional liability insurance. All candidates will be covered by the University's group professional liability insurance as required by the terms of this agreement.

The University shall ensure candidates who participate in field experience have met the requirements of (a) proof of completion of Mandated Reporter training; (b) proof of negative TB testing; and (c) a current CTC document, which includes a fingerprint and background check. Candidates will be informed that a District has the authorization to require additional documentation before beginning their field assignment.

The University agrees to require assigned candidates to comply with existing pertinent rules and regulations of the District and all reasonable directions given by qualified District personnel during periods of field assignment and while on District premises.

The University and the District agree to establish the educational objectives for the Program, devise methods for their implementation, and continually evaluate the Program to determine its effectiveness.

SCHOOL COUNSELING & SCHOOL PSYCHOLOGY INTERN

The Intern School Counselor or School Psychologist is authorized to assume the functions that are authorized by the Pupil Personnel Services School Counseling or School Psychology Internship Credential.

The University shall ensure candidates in the Internship Program hold a Baccalaureate degree or higher from a regionally accredited institution of higher education and have satisfied the additional requirement of meeting the California Basic Skills requirement, most commonly met by the passage of the CBEST assessment.

The University shall provide a supervisor to work cooperatively with the Intern School Counselor or School Psychologist and site supervisor.

The District shall authorize a District employee who currently holds a Pupil Personnel Services (PPS) Credential with an authorization in school psychology or school counseling and has a minimum of two years full time experience as a School Counselor or School Psychologist to supervise the Intern candidate.

The District shall ensure no Intern School Counselor or School Psychologist will have his/her salary reduced by more than one-eighth of the total contracted pay to cover costs of site supervision. The salary of the Intern School Counselor or School Psychologist shall not be less than the minimum base salary paid regularly certificated personnel in similar positions.

The District agrees that the Intern School Counselor or School Psychologist will remain an employee of the District for the term of the issued Internship Credential or completion of the program, whichever occurs first.

The District shall ensure that the Intern School Counselor or School Psychologist does not displace other certificated Pupil Personnel Services employees in the District.

ADMINISTRATIVE SERVICES PRELIMINARY FIELD EXPERIENCE

The Administrative Services Preliminary Credential Program can more successfully prepare candidates for leadership roles when there is active collaboration between Districts and the University. To that end, this agreement seeks to ensure that candidates receive adequate guidance, mentoring, and assistance from a District/Site Administrator who holds a California Administrative Services Credential, as well as, from the university fieldwork supervisor and course instructors, aligned with the standards of the California Commission for Teacher Credentialing.

The District shall provide a variety of diverse and realistic settings both in the day-to-day functions of administrators and in long-term policy design and implementation. The District agrees to select a site for the candidate that is conducive to learning the skills of educational and instructional leadership and designate a certified administrator at the candidate's site who has successful leadership experience to provide support and counseling to the candidate and to evaluate the candidate's performance in collaborative efforts with the university supervisor. The candidate will receive opportunities to experience responsibilities that are closely related to the job performance requirements of administrators. The designated certified administrator providing supervision shall review and provide input into the

Administrative Services Preliminary Credential Program fieldwork materials, activities, assessments, and procedures; complete any and all fieldwork assessments of the candidate in a timely manner; meet with the university fieldwork supervisor as needed to discuss the candidate's progress and professional development needs; and participate in the assessment of the candidate's performance on an ongoing basis.

The District recognizes the importance of facilitating placements that allow candidates to complete a range of activities such as, but not limited to, demonstrating commitment to collaborative student-centered practices, creating a learning culture that supports all students, understanding and reflection on socioeconomic and cultural diversity, and continuous program improvement. Candidates must have access to partnerships with other educational, social, and community entities that support teaching and learning for all students, as well as, access to data, the ability to work with other educators, and the opportunity to observe teaching practice.

The District recognizes the importance of facilitating placements that allow candidates to complete the California Administrator Performance Assessment (CalAPA), and has necessary policies and procedures in place related to the appropriate use of video recording to demonstrate evidence of leadership practice.

The University agrees to provide a university fieldwork supervisor that will be available for the candidate, and/or the designated certified administrator to discuss pertinent issues and progress towards established performance expectations. The University agrees to provide guidance to the candidate including conducting seminars related to the fieldwork experience and expectations to complete all fieldwork requirements.

ADMINISTRATIVE SERVICES INTERN

The Intern administrator is authorized to assume the functions that are authorized by the Administrative Services Internship Credential.

The University shall ensure candidates in the Internship Program hold a Baccalaureate degree or higher from a regionally accredited institution of higher education and have satisfied the additional requirements of (a) holding an appropriate clear or life teaching or services prerequisite credential, (b) passing the CBEST exam, and (c) have five years of successful teaching or appropriate service experience.

The University shall provide a supervisor to work cooperatively with the Intern administrator and site supervisor.

The University will ensure that the candidate is consistently enrolled and making progress toward credential and/or degree completion.

The District shall authorize an on-site administrator to supervise the Intern administrator.

The District recognizes the importance of facilitating placements that allow candidates to complete the California Administrator Performance Assessment (CalAPA), and has necessary policies and procedures in place related to the appropriate use of video recording to demonstrate evidence of leadership practice.

The District shall ensure no Intern administrator will have his/her salary reduced by more than one-eighth of the total contracted administrative pay to cover costs of site supervision. The salary of the Intern

administrator shall not be less than the minimum base salary paid regularly certificated administrative personnel in similar positions.

The District agrees that the Intern administrator will remain a management employee of the District for the term of the issued Internship Credential or completion of the program, whichever occurs first.

The District shall ensure that the Intern administrator does not displace other certificated administrative employees in the District.

ADMINISTRATIVE SERVICES CLEAR FIELD EXPERIENCE

The Administrative Services Credential Program can more successfully prepare candidates for leadership roles when there is active collaboration between Districts and the University. To that end, this agreement seeks to ensure that candidates receive adequate guidance, mentoring, and assistance from the candidate’s mentor as well as from the university fieldwork supervisor, aligned with the standards of the California Commission for Teacher Credentialing.

The District agrees to designate a certified administrator at the candidate’s site who has successful leadership experience to provide support and counseling to the candidate and to evaluate the candidate’s performance in collaborative efforts with the university supervisor. The designated certified administrator providing supervision shall review and provide input into the Clear Administrative Services Credential Program fieldwork materials, activities, assessments, and procedures; complete any and all fieldwork assessments of the candidate in a timely manner; meet with the university fieldwork supervisor as needed to discuss the candidate’s progress and professional development needs; and participate in the assessment of the candidate’s performance on an ongoing basis.

The University agrees to provide a university fieldwork supervisor that will be available for the candidate, and/or the designated certified administrator to discuss pertinent issues and progress towards established performance expectations. The University agrees to provide guidance to the candidate including conducting seminars related to the fieldwork experience and expectations to complete all fieldwork requirements.

The following signatures hereby indicate approval of this agreement:

Azusa Pacific University

Chino Valley Unified School District

By _____

Signature _____

Name: Rebekah Harris

Printed Name: _____

Title: Assistant Dean

Title: _____

Date _____

Date _____

Azusa Pacific University

Address: _____

School of Education

P.O. Box 7000

Phone Number: _____

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 5, 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: INTERNSHIP AGREEMENT WITH RIVERSIDE COUNTY OFFICE OF EDUCATION

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BACKGROUND

Interns 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 Riverside County Office of Education. This agreement will allow the District to hire intern eligible candidates working towards their credential.

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

RECOMMENDATION

It is recommended the Board of Education approve the internship agreement with Riverside County Office of Education.

FISCAL IMPACT

None.

NE:RR:FA:IB:mcm

Memorandum of Understanding

Riverside County Office of Education
Center for Teacher Innovation
Education Specialist District Intern Program
2019-2021

A. General

This Partnership, **effective September 6, 2019**, is entered into between the **Riverside County Superintendent of Schools**, also known as the Riverside County Office of Education, RCOE, (hereinafter, "SUPERINTENDENT") and the **Chino Valley Unified School District**, (hereinafter, "EMPLOYING AGENCY"). The SUPERINTENDENT as the PROGRAM SPONSOR is operating the RCOE Education Specialist District Intern Program (hereafter, "District Intern Program") under the authority of the Riverside County Office of Education. RCOE is the CTC accredited agency.

B. Purpose

The purpose of this MOU is to establish a formal working relationship between the EMPLOYING AGENCY and the SUPERINTENDENT to coordinate services for the SUPERINTENDENT's District Intern Program with the EMPLOYING AGENCY of this MOU.

C. Eligibility

Interns are teachers who have been hired by an EMPLOYING AGENCY and possess an Intern Credential issued by the California Commission on Teacher Credentialing. The RCOE District Intern Program may, for good cause, refuse a placement if it does not meet RCOE program standard requirements and/or terminate the assignment of any intern assigned to a placement that does not meet the program standard requirements.

D. Term

The term of this MOU shall be from **September 6, 2019**, through **June 30, 2021**, for a total of two (2) school years.

E. Employing Agency Responsibilities

1. At the time of hiring an intern teacher, the EMPLOYING AGENCY will identify and assign a Site Mentor Teacher and allocate additional personnel if needed to provide on-site support for the intern.

- a. The Site Mentor Teacher and any additional personnel working with the intern shall possess a Clear or Life credential in the same area as the intern, have a minimum of three years of successful teacher experience, and have an English Learner Authorization.
 - b. The EMPLOYING AGENCY shall determine the terms of employment for the Site Mentor Teacher and any additional personnel. It is at the discretion of the EMPLOYING AGENCY to determine if the Site Mentor Teacher and any additional personnel receive compensation and, if so, compensation is the responsibility of the EMPLOYING AGENCY.
 - c. To meet the CTC and 5 CCR 80033 requirement of 144 hours of required support and supervision per year, the EMPLOYING AGENCY will ensure that the intern receives a minimum of 70-80 hours of support (approximately 2-3 hours per week) with the Site Mentor Teacher and any additional personnel (if appropriate) per year. Support may include, but is not limited to, weekly course planning of curriculum and assessments, coaching in the classroom, and problem-solving regarding student matters. For additional ideas for support, see CTC Professional Services Committee ("PSA") 13-06 Appendix B. The intern will be responsible for documenting hours received from the Site Mentor on the Support and Supervision Log provided by the District Intern Program.
 - d. For interns who do not already have an English Learner Authorization from a current California credential or passing score on the California Teacher of English Learners (CTEL) exam, the EMPLOYING AGENCY will ensure the intern receives an additional 20 hours of the required 45 hours per year related to working with English learners.
 - e. The Site Mentor Teacher and any additional personnel should be immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, including assessing language needs and progress, and supporting making content instruction accessible for English learners, e.g., through in-classroom modeling and coaching as needed.
 - f. The EMPLOYING AGENCY will ensure there is protected time for the Site Mentor Teacher and any additional personnel to work with the intern within the school day and school week.
 - g. Terms of employment for the Site Mentor teacher, including the evaluation process of the site support/mentor, will be clearly delineated.
2. The EMPLOYING AGENCY will provide evaluation data as requested by CTC and the SUPERINTENDENT's District Intern Program, including survey completion, demographic and/or retention information.
 3. The EMPLOYING AGENCY will assign a representative (e.g. assistant superintendent or site principal) to act as a contact person with the SUPERINTENDENT's District Intern Program.
 4. The EMPLOYING AGENCY will provide access to the intern's site administrator or evaluator for consultation with program personnel.

5. The EMPLOYING AGENCY will provide professional development activities for the intern including grade level meetings, in-service activities, and faculty meetings for approximately 1.5 hour per week. These activities will be delineated on the Support and Supervision log provided by the District Intern Program.
6. The EMPLOYING AGENCY will release SUPERINTENDENT District Intern Program intern teachers to participate in 2 half-days of professional development observations.
7. The EMPLOYING AGENCY will apply all District Intern Program units earned for the advancement of the candidate on the EMPLOYING AGENCY salary schedule when the preliminary credential is granted per ED CODE.
8. The EMPLOYING AGENCY will make every effort to assign Interns to classrooms appropriate to their novice status avoiding, whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
9. The EMPLOYING AGENCY will ensure interns maintain a full-time teaching assignment with access to “the full range of service delivery options, including general education.” The EMPLOYING AGENCY will contact the RCOE District Intern Program if any changes are made to the intern’s teaching assignment and/or schedule.
10. The EMPLOYING AGENCY will ensure that interns are able to attend mandatory intern program classes/ events, including allowing for travel time to arrive for class sessions on time.
11. The EMPLOYING AGENCY provides interns with an EMPLOYING AGENCY orientation.
12. The EMPLOYING AGENCY will develop a Professional Development Plan for each intern in consultation with the District Intern Program.
13. The EMPLOYING AGENCY will ensure that interns do not displace certificated employees.
14. The EMPLOYING AGENCY will evaluate the intern on an annual basis.
15. The EMPLOYING AGENCY will notify the District Intern Program immediately of any cause of misconduct of, dissatisfaction with, or any other difficulties in the work performance of the intern. Or if the intern is no longer employed by the EMPLOYING AGENCY.

F. Program Sponsor Responsibilities

1. The SUPERINTENDENT District Intern Program staff will advise and support the intern to complete the Intern Program in two years.
2. The SUPERINTENDENT will provide administration, management, and coordination of the Intern Program as approved by CCTC.
3. The SUPERINTENDENT shall provide training to administrators to acquaint them with the District Intern Program goals, requirements for participation, and administrator responsibilities.

4. The SUPERINTENDENT shall identify a Practicum Supervisor and allocate additional personnel if needed to provide on-site support for the intern.
 - a. The Practicum Supervisor and additional personnel working with the intern shall possess a Clear or Life Credential in the same area as the intern, have a minimum of three years of successful teaching experience, and have an English Learner Authorization.
 - b. The SUPERINTENDENT shall provide appropriate orientation and training for the Practicum Supervisor and additional personnel, including, but not limited to, characteristics of coaching, time and frequency of visitations, and process for documenting observations and evaluation of the intern.
 - c. The SUPERINTENDENT will ensure that the intern receives a minimum of 84-94 hours of support from the Practicum Supervisor and additional personnel per year. Support may include, but is not limited to, weekly course planning of curriculum and assessments, coaching within the classroom, and problem-solving regarding student matters. The intern will be responsible for documenting hours received from the Program Sponsor, e.g., Practicum Supervisor and additional personnel.
 - d. For interns who do not already have English Learner Authorization from a California credential or passing score on the CTEL exam, the Program Sponsor will ensure the intern receives an additional 25 hours of in-classroom coaching specific to the needs of English learners from the Practicum Supervisor and additional personnel.
5. RCOE will submit the "District Intern Credential" application at the recommendation of the SUPERINTENDENT and will provide assistance and support with credentialing issues.
6. The SUPERINTENDENT will be responsible for establishing effective and ongoing communication with the EMPLOYING AGENCY and District Intern Program personnel (e.g., Practicum Supervisor, Site Mentor Teacher, Intern Coordinator) as appropriate to ensure a successful teaching experience for the intern.
7. The SUPERINTENDENT will be responsible for providing the intern with procedures to document and monitor the CTC required hours of mentoring and support from the employer and the District Intern Program.
8. The SUPERINTENDENT will provide all CTC required coursework for the Preliminary Credential.
9. The SUPERINTENDENT will coordinate and provide developing teacher Practicum Supervision (approximately 20 observations year one and 12 observations year two).
10. The SUPERINTENDENT will coordinate Administrative Committee meetings to provide an ongoing system of program development and evaluation that leads to substantive program improvements in teacher development associated with the CTC requirements.
11. The SUPERINTENDENT will maintain records of the District Intern Program enrolled intern teachers, provide advisement and feedback to the participant as to their progress.

It is further agreed to as follows:

1. **QUALIFICATIONS:** EMPLOYING AGENCY and all of EMPLOYING AGENCY'S employees or agents shall secure and maintain in force such licenses and permits that are required by law and/or employer, in connection with the furnishing of materials, supplies, or services herein listed.
2. **MATERIALS:** Any and all products developed by SUPERINTENDENT'S Induction Programs are the exclusive property of SUPERINTENDENT. SUPERINTENDENT and SUPERINTENDENT'S Induction Programs reserves the right to adapt and adopt materials developed by SUPERINTENDENT'S Induction Programs for dissemination purposes. Usage and revision of this material by EMPLOYING AGENCY requires prior written approval from SUPERINTENDENT.
3. **INDEPENDENT CONTRACTOR:** It is agreed that EMPLOYING AGENCY or any employee or agent of EMPLOYING AGENCY is acting as an independent contractor and not as an agent or employee of SUPERINTENDENT.
4. **WORKERS' COMPENSATION:** EMPLOYING AGENCY certifies that it is aware of the laws of the state of California requiring the employer to be insured against liability for Workers' Compensation and shall comply with such laws during the term of this contract.
5. **FINGERPRINTING:** Education Code section 45125.1 and 45125.2 requires EMPLOYING AGENCY to certify that its employees and employees of EMPLOYING AGENCY who may have contact with pupils have not been convicted of serious or violent felonies as defined by statute. Compliance with these conditions, or with the fingerprinting requirements, is a condition of this contract, and SUPERINTENDENT reserves the right to terminate the contract at any time for noncompliance.
6. **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA):** EMPLOYING AGENCY hereby certifies awareness of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor, and the derivative Cal/OSHA standards, laws and regulations relating thereto, and verifies that all performance under this MOU/Agreement shall be in compliance therewith.
7. **ASSIGNMENT OF CONTRACT:** Neither this MOU/Agreement nor any duties or obligations under this MOU/Agreement may be assigned by EMPLOYING AGENCY without the prior written consent of SUPERINTENDENT.
8. **MUTUAL HOLD HARMLESS:** The Parties hereto, and each of them, do hereby mutually agreed to indemnify, defend, save and hold harmless each other, and their respective officers, agents and employees, of and from any and all liability, claims demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorneys' fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this MOU/Agreement by such indemnifying Party, or its officers, agents, and employees.
9. **NON-DISCRIMINATION:** EMPLOYING AGENCY shall not illegally discriminate against any individual, including, without limitation, with respect to the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including sexual orientation, gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), political belief or affiliation

(not union related), military or veteran status, genetic information, or any other characteristic protected under applicable federal, state, or local laws. Harassment, retaliation, intimidation and bullying is also prohibited. EMPLOYING AGENCY shall comply with any and all applicable state, federal and other laws that prohibit discrimination, including, without limitation, Title IV, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act.

10. **AMENDMENT:** This MOU/Agreement may be amended only by the mutual written consent of the Parties hereto, except that SUPERINTENDENT may unilaterally amend the contract to accomplish the below-listed changes:
 - a. Administrative changes that do not affect the contractual rights of the Parties.
 - b. Changes as required by law.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU/Agreement on the day and year first above-written.

Riverside County Superintendent of Schools

Chino Valley Unified School District

Authorized Signature

Authorized Signature

Title

Printed Name

Title

Date

Date

RCOE EDUCATION SPECIALIST DISTRICT INTERN PROGRAM INFORMATION:

Dr. Ursula Estrada Reveles, Executive Director, (951) 826-6632

Tonya Almeida, Director II, (951) 826-6550

Dr. Tiffany Hill, Director I, (951) 826-6662

Allan Hallis, Program Administrator, (951) 826-6373

Dr. Beverly Bricker, Recruitment & Admissions Administrator, (951) 826-6718

Chino Valley Unified School District

Our Motto:

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

DATE: September 5, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support

SUBJECT: CAL AERO PRESERVE ACADEMY MULTI TRACK YEAR-ROUND STUDENT ATTENDANCE CALENDARS FOR THE 2020/2021, 2021/2022, AND 2022/2023 SCHOOL YEARS

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BACKGROUND

The Student Attendance Calendar is adopted sufficiently in advance of the new school year in order to provide community stakeholders with ample time to provide input and conduct advance planning for the coming year. Additionally, adoption of the Student Attendance Calendar at this time permits the District to meet with exclusive representatives of the District’s certificated and classified employees regarding applicable work year calendars. The Student Attendance Calendar is not intended to constitute the employee work year calendar, which will be negotiated to the extent required by law.

This item was presented to the school site for feedback.

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

RECOMMENDATION

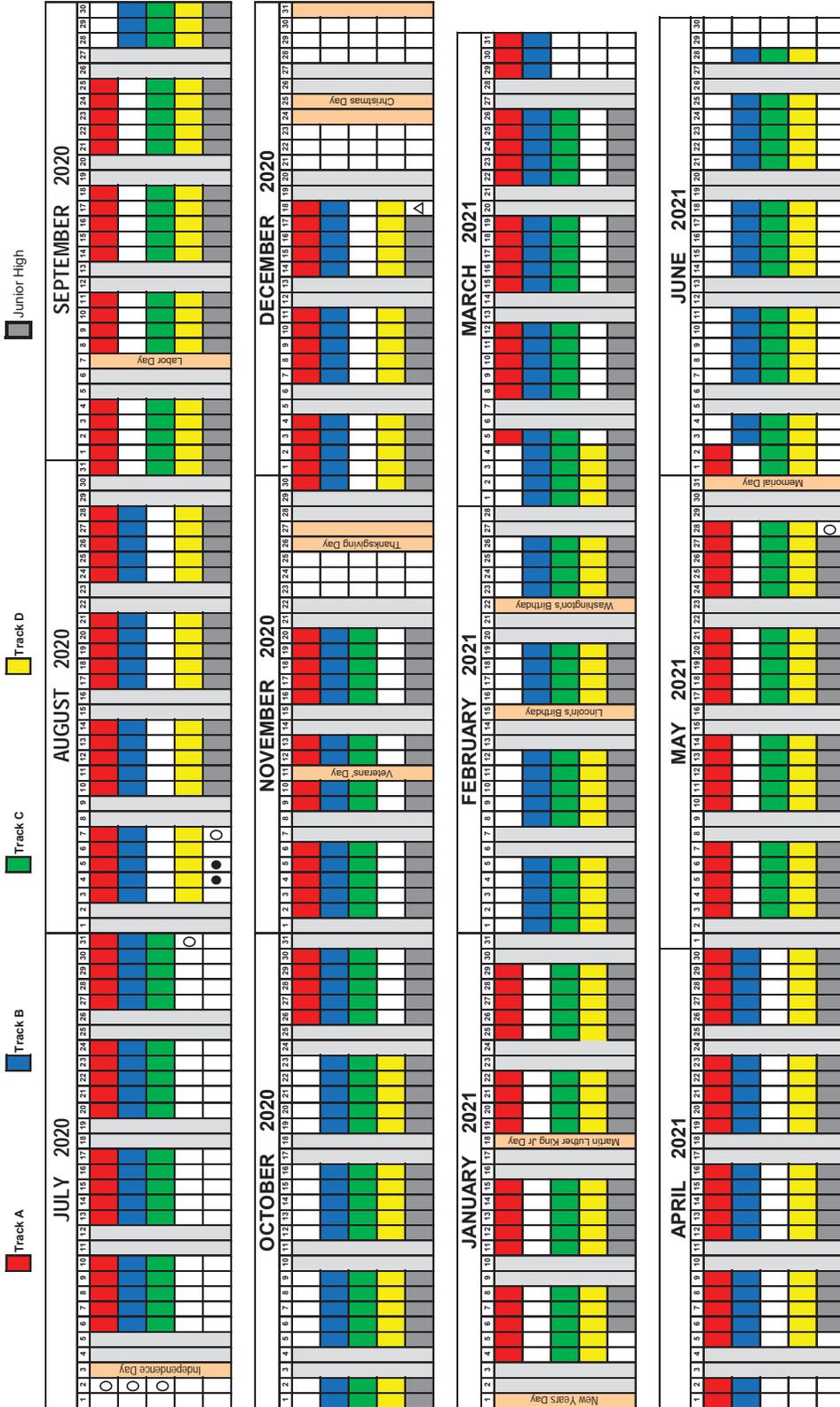
It is recommended the Board of Education receive for information the Cal Aero Preserve Academy Multi Track Year-Round Student Attendance Calendars for the 2020/2021, 2021/2022, and 2022/2023 school years.

FISCAL IMPACT

None.

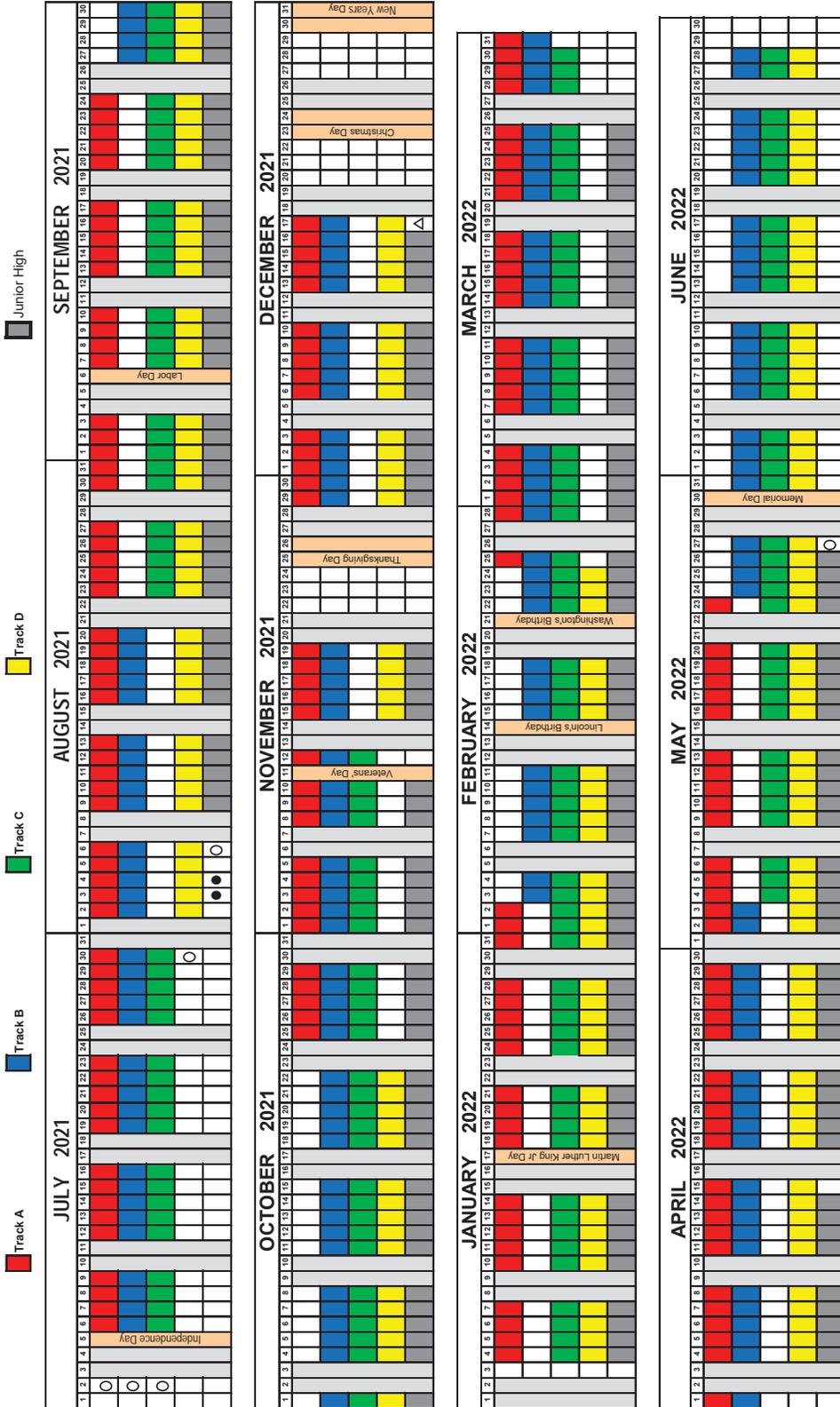
NE:LF:rtr

2020-2021 MULTITRACK YEAR-ROUND STUDENT ATTENDANCE CALENDAR
 Cal Aero Preserve Academy



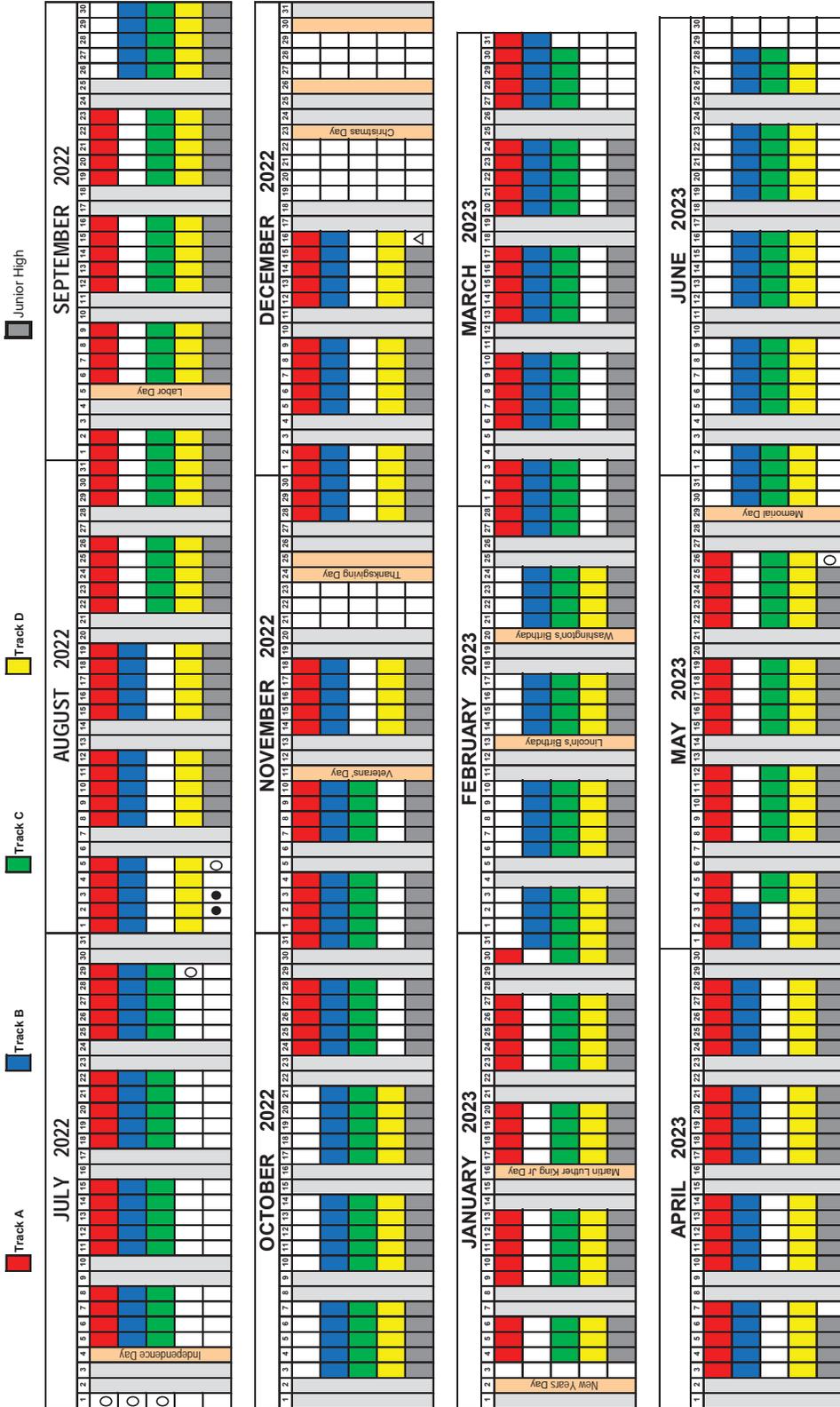
2021-2022 MULTITRACK YEAR-ROUND STUDENT ATTENDANCE CALENDAR

Cal Aero Preserve Academy



○ Workday for ALL Teachers (student free day) ● New Teacher Day △ 7-8 Teacher Workday Board Approved:

2022-2023 MULTITRACK YEAR-ROUND STUDENT ATTENDANCE CALENDAR Cal Aero Preserve Academy



○ Workday for ALL Teachers (student free day) ● New Teacher Day △ 7-8 Teacher Workday Board Approved:

Chino Valley Unified School District

Our Motto:

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

DATE: September 5, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: BOYS REPUBLIC HS, CHINO VALLEY LEARNING ACADEMY, AND CHINO VALLEY ADULT SCHOOL STUDENT ATTENDANCE CALENDARS FOR THE 2020/2021, 2021/2022, AND 2022/2023 SCHOOL YEARS

=====

BACKGROUND

The Board will consider the Student Attendance Calendars for the 2020/2021, 2021/2022, and 2022/2023 school years. The Student Attendance Calendar is adopted sufficiently in advance of the school year in order to provide community stakeholders with ample time to provide input and conduct advance planning for the coming year. Additionally, adoption of the Student Attendance Calendars at this time permits the District to meet with exclusive representatives of the District’s certificated and classified employees regarding applicable work year calendars. The Student Attendance Calendar is not intended to constitute the employee work year calendar, which will be negotiated to the extent required by law.

This item was presented to the school site for feedback.

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 Boys Republic HS, Chino Valley Learning Academy, and Chino Valley Adult School Student Attendance Calendars for the 2020/2021, 2021/2022, and 2022/2023 school years.

FISCAL IMPACT

None.

NE:LF:rtr

Chino Valley Unified School District
2020-2021 STUDENT ATTENDANCE CALENDAR

Boys Republic High School
217 School Days

JULY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	X	22	23	24	25	26
27	28	29	30			

OCTOBER 2020

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	X	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021

S	M	T	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	X	23	24	25	26
27	28	29	30			

IMPORTANT DATES

July 1-2	School Closed	Jan 18	Martin Luther King Day	 First Day of School  Last Day of School  Legal Holiday  School Closed
July 3	Independence Day Observed	Feb 15	Lincoln's Birthday	
July 6	First Day of School	Feb 22	Washington's Birthday	
Sept 7	Labor Day	Mar 29-Apr 2	Spring Break	
Sept 7-11	School Closed	April 5	School Closed	
Sept 21	X Teacher Workday (Student Free Day)	May 31	Memorial Day	
Nov 11	Veterans' Day	June 21	Last Day of School	
Nov 23-27	Thanksgiving Break	June 22	X Teacher Workday (Student Free Day)	
Dec 18	X Teacher Workday (Student Free Day)			
Dec 18-Jan 5	Christmas/Winter Break			

Chino Valley Unified School District
2021-2022 STUDENT ATTENDANCE CALENDAR

Boys Republic High School
217 School Days

JULY 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021

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15	16	17	18	19	20	21
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29	30	31				

SEPTEMBER 2021

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12	13	14	15	16	17	18
19	X	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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NOVEMBER 2021

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021

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12	13	14	15	16	X	18
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JANUARY 2022

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FEBRUARY 2022

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27	28					

MARCH 2022

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APRIL 2022

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022

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12	13	14	15	16	17	18
19	20	21	X	23	24	25
26	27	28	29	30		

IMPORTANT DATES

July 1-2	School Closed	Jan 17	Martin Luther King Day	 First Day of School  Last Day of School  Legal Holiday  School Closed
July 5	Independence Day Observed	Feb 14	Lincoln's Birthday	
July 6	First Day of School	Feb 21	Washington's Birthday	
Sept 6	Labor Day	Mar 28-Apr 1	Spring Break	
Sept 6-10	School Closed	May 30	Memorial Day	
Sept 20	X Teacher Workday (Student Free Day)	June 21	Last Day of School	
Nov 11	Veterans' Day	June 22	X Teacher Workday (Student Free Day)	
Nov 12	School Closed			
Nov 22-26	Thanksgiving Break			
Dec 17	X Teacher Workday (Student Free Day)			
Dec 17-Jan 3	Christmas/Winter Break			

Chino Valley Unified School District
2022-2023 STUDENT ATTENDANCE CALENDAR

Boys Republic High School
217 School Days

JULY 2022

S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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AUGUST 2022

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SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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MAY 2023

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JUNE 2023

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18	19	20	X	22	23	24
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IMPORTANT DATES

July 1	School Closed	Jan 16	Martin Luther King Day	 First Day of School  Last Day of School  Legal Holiday  School Closed
July 4	Independence Day	Feb 13	Lincoln's Birthday	
July 5	First Day of School	Feb 20	Washington's Birthday	
Sept 5	Labor Day	Mar 27-31	Spring Break	
Sept 5-9	School Closed	May 29	Memorial Day	
Sept 19	X Teacher Workday (Student Free Day)	June 20	Last Day of School	
Nov 11	Veterans' Day	June 21	X Teacher Workday (Student Free Day)	
Nov 21-25	Thanksgiving Break			
Dec 16	X Teacher Workday (Student Free Day)			
Dec 16-Jan 3	Christmas/Winter Break			

Chino Valley Unified School District
2020-2021 STUDENT ATTENDANCE CALENDAR

Chino Valley Learning Academy
204 School Days

JULY 2020

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AUGUST 2020

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SEPTEMBER 2020

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OCTOBER 2020

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NOVEMBER 2020

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DECEMBER 2020

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JANUARY 2021

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FEBRUARY 2021

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MARCH 2021

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APRIL 2021

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MAY 2021

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JUNE 2021

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IMPORTANT DATES

July 3	Independence Day Observed	Jan 18	Martin Luther King Day	 First Day of School  Last Day of School  Legal Holiday  School Closed
July 6	First Day of School	Feb 15	Lincoln's Birthday	
Aug 10	X Teacher Workday (student free)	Feb 22	Washington's Birthday	
Sept 7	Labor Day	Mar 29-Apr 2	Spring Break	
Nov 11	Veterans' Day	April 5	School Closed	
Nov 23-27	Thanksgiving Break	May 31	Memorial Day	
Dec 18	X Teacher Workday (student free)	June 17	Last Day of School	
Dec 18-Jan 5	Christmas/Winter Break	June 18	X Teacher Workday (student free)	

Chino Valley Unified School District
2021-2022 STUDENT ATTENDANCE CALENDAR
 Chino Valley Learning Academy
 204 School Days

JULY 2021

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AUGUST 2021

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SEPTEMBER 2021

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OCTOBER 2021

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NOVEMBER 2021

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DECEMBER 2021

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JANUARY 2022

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FEBRUARY 2022

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MARCH 2022

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APRIL 2022

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MAY 2022

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JUNE 2022

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19	X	21	22	23	24	25
26	27	28	29	30		

IMPORTANT DATES

July 5	Independence Day Observed	Jan 17	Martin Luther King Day	 First Day of School  Last Day of School
July 6	First Day of School	Feb 14	Lincoln's Birthday	
Aug 10	X Teacher Workday (student free)	Feb 21	Washington's Birthday	
Sept 6	Labor Day	Mar 28-Apr 1	Spring Break	
Nov 11	Veterans' Day	Apr 15	School Closed	
Nov 12	School Closed	May 30	Memorial Day	 Legal Holiday  School Closed
Nov 22-26	Thanksgiving Break	June 17	Last Day of School	
Dec 17	X Teacher Workday (student free)	June 20	X Teacher Workday (student free)	
Dec 17-Jan 3	Christmas/Winter Break			

Chino Valley Unified School District
2022-2023 STUDENT ATTENDANCE CALENDAR

Chino Valley Learning Academy
204 School Days

JULY 2022

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AUGUST 2022

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SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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MAY 2023

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JUNE 2023

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18	X	20	21	22	23	24
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IMPORTANT DATES

July 4	Independence Day	Jan 16	Martin Luther King Day	 First Day of School  Last Day of School  Legal Holiday  School Closed
July 5	First Day of School	Feb 13	Lincoln's Birthday	
Aug 9	X Teacher Workday (student free)	Feb 20	Washington's Birthday	
Sept 5	Labor Day	Mar 27-31	Spring Break	
Nov 11	Veterans' Day	April 7	School Closed	
Nov 21-25	Thanksgiving Break	May 29	Memorial Day	
Dec 16	X Teacher Workday (student free)	June 16	Last Day of School	
Dec 16-Jan 3	Christmas/Winter Break	June 19	X Teacher Workday (student free)	

Chino Valley Unified School District
2020-2021 STUDENT ATTENDANCE CALENDAR

Chino Valley Adult School
205 School Days

JULY 2020

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AUGUST 2020

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SEPTEMBER 2020

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OCTOBER 2020

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NOVEMBER 2020

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DECEMBER 2020

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JANUARY 2021

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FEBRUARY 2021

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MARCH 2021

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APRIL 2021

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MAY 2021

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JUNE 2021

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IMPORTANT DATES

July 1-2	School Closed	Jan 18	Martin Luther King Day	 First Day of School  Last Day of School
July 3	Independence Day observed	Feb 15	Lincoln's Birthday	
July 6	First Day of School	Feb 22	Washington's Birthday	 Legal Holiday  School Closed
Sept 7	Labor Day	Mar 29-Apr 2	Spring Break	
Nov 11	Veterans' Day	April 5	School Closed	
Nov 23-27	Thanksgiving Break	May 27	Last Day of School	
Dec 18-Jan 5	Christmas/Winter Break	May 31	Memorial Day	

Chino Valley Unified School District
2021-2022 STUDENT ATTENDANCE CALENDAR

Chino Valley Adult School
205 School Days

JULY 2021

S	M	T	W	Th	F	S
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AUGUST 2021

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SEPTEMBER 2021

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OCTOBER 2021

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NOVEMBER 2021

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DECEMBER 2021

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JANUARY 2022

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FEBRUARY 2022

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MARCH 2022

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APRIL 2022

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MAY 2022

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JUNE 2022

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IMPORTANT DATES

July 1-2	School Closed	Jan 17	Martin Luther King Day	 First Day of School  Last Day of School
July 5	Independence Day observed	Feb 14	Lincoln's Birthday	
July 6	First Day of School	Feb 21	Washington's Birthday	 Legal Holiday  School Closed
Sept 6	Labor Day	Mar 28-Apr 1	Spring Break	
Nov 11	Veterans' Day	Apr 15	School Closed	
Nov 12	School Closed	May 27	Last Day of School	
Nov 22-26	Thanksgiving Break	May 30	Memorial Day	
Dec 17-Jan 3	Christmas/Winter Break			

Chino Valley Unified School District
2022-2023 STUDENT ATTENDANCE CALENDAR

Chino Valley Adult School
205 School Days

JULY 2022

S	M	T	W	Th	F	S
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AUGUST 2022

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SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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MAY 2023

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JUNE 2023

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18	19	20	21	22	23	24
25	26	27	28	29	30	

IMPORTANT DATES

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Nov 11	Veterans' Day	April 7	School Closed	
Nov 21-25	Thanksgiving Break	May 26	Last Day of School	
Dec 16-Jan 3	Christmas/Winter Break	May 29	Memorial Day	

Chino Valley Unified School District

Our Motto:

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

DATE: September 5, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS WILLIAMS FINDINGS DECILE 1-3 SCHOOLS FOURTH QUARTERLY REPORT 2018/2019

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BACKGROUND

California Education Code 1240 requires that the San Bernardino County Superintendent of Schools visit all decile 1-3 schools (Williams monitored schools currently based on the 2012 Academic Performance Index and all Quality Education Investment Act schools) identified in the county and report the results of findings on a quarterly basis to ensure compliance with the Williams Legislation. The San Bernardino County Superintendent of Schools' office is required to file quarterly reports on schools' progress in rectifying any findings.

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 San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Fourth Quarterly Report 2018/2019.

FISCAL IMPACT

None.

NE:LF:tr

July 31, 2019

Dr. Norm Enfield, Superintendent
Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710-4130

Dear Dr. Enfield:

California Education Code section 1240 requires that I annually visit all deciles 1-3 schools (*Williams*-monitored schools currently based on the 2012 Academic Performance Index [API]) identified in our county and report to you the results of my findings on a quarterly basis (October, January, April, and July). This report serves as your district's *fourth quarterly report* for the 2018/19 fiscal year.

Education Code section 1240 (c)(2)(G) also requires that the results of the visits and/or reviews be reported to the governing board of each school district at a regularly scheduled meeting held in accordance with public notification requirements. ***Please be sure to include this report as an agenda item for your next regularly scheduled Board meeting.***

In summary, there are no findings to report in the following areas:

1. Instructional Materials

The instructional materials sufficiency reviews were conducted during the first quarter of the 2018/19 fiscal year as part of the *Williams* site visitations and the findings were reported in the first quarterly reports generated in October 2018.

2. School Accountability Report Cards (SARC)

The SARC reviews were conducted during the second quarter of the 2018/19 fiscal year and the findings were reported in the second quarterly reports generated in January 2019.

3. School Facilities

The facilities inspections were conducted during the first quarter of the 2018/19 fiscal year as part of the *Williams* site visitations and the findings were reported in the first quarterly reports generated in October 2018.

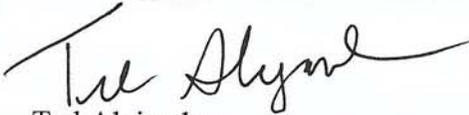
My findings are as follows:

4. Teacher Assignments

The annual assignment monitoring and review process for the 2018/19 fiscal year began November 1, 2018, and concluded by report to the California Commission on Teacher Credentialing on June 30, 2019. Please see enclosure for teacher assignment monitoring findings. Keep in mind that the totals in columns B and C reflect numbers of individual class periods – not the number of teachers.

On behalf of the SBCSS *Williams* team, it has been a pleasure to work in partnership with you and the staff of the Chino Valley Unified School District.

Sincerely,



Ted Alejandre
County Superintendent

Enclosure

cc: Mr. James Na, Board President
Mrs. Lea Fellows, *Williams* Liaison
Mr. Richard De Nava, SBCSS Assistant Superintendent, Business Services
Ms. Barbara Alejandre, SBCSS Chief Intergovernmental Relations Officer
Ms. Supriya Barrows, SBCSS Legislative Services Manager
Ms. Cheryl Varela, SBCSS Credentials Manager

**Chino Valley Unified School District
Williams Teacher Assignment Monitoring Data
2018/19 Fiscal Year**

2012 API Cohort District	School Name	Enrollment	EL Enrollment	2012 Decile	(A) Number of classes with 20% or more English Learners	(B) Number of (A) with a teacher holding appropriate English Learner Authorization	(C) Number of (A) not holding appropriate English Learner Authorization
Chino Valley Unified	Borba (Anna A.) Fundamental Elementary	495	237	3	19	19	0
Chino Valley Unified	Chino High	1847	131	3	40	40	0
Chino Valley Unified	Dickson Elementary	556	149	3	20	20	0
Chino Valley Unified	Marshall (E. J.) Elementary	430	99	3	11	11	0
Chino Valley Unified	Ramona Junior High	574	94	3	55	55	0
Chino Valley Unified	Walnut Avenue Elementary	620	222	2	21	21	0
		4,522	932		166	166	0