



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

November 21, 2019

BOARD OF EDUCATION

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

Audrey Ing, Student Representative

—◆—
SUPERINTENDENT

Norm Enfield, Ed.D.

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
5130 Riverside Drive, Chino, CA 91710
4:50 p.m. - Closed Session • 6:00 p.m. - Regular Meeting
November 21, 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 – 4:50 P.M.

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

Discussion and possible action (times are approximate):

- a. Conference with Legal Counsel Existing Litigation (Government Code 54954.5 (c) and 54956.9 (d)(1)): Oxford Preparatory Academy v. Chino Valley Unified School District, et. al. SBC No. CIVDS1710045. (Chidester, Margaret A. & Associates) (5 minutes)
- b. Conference with Legal Counsel 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 Discipline Matters (Education Code 35146, 48918 (c) & (i)): Expulsion cases 19/20-10 and 19/20-13. (30 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. (5 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (5 minutes)
- f. Public Employee Performance Evaluation (Government Code 54957): Superintendent. (20 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. STAFF REPORT

1. Risk Management: Safety and Security

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

The proceedings of this meeting are being recorded.

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

II. ACTION

II.A. ADMINISTRATION

II.A.1. Revision of Bylaws of the Board 9100—Organization

Page 7

Recommend the Board of Education discuss and take possible action regarding the revision of Bylaws of the Board 9100—Organization.

Motion____Second____
Preferential Vote: ____
Vote: Yes ____No ____

II.A.2. Resolution 2019/2020-21 Schools and Communities First Funding Act

Page 10

Recommend the Board of Education endorse Resolution 2019/2020-21 Schools and Communities First Funding Act.

Motion____Second____
Preferential Vote: ____
Vote: Yes ____No ____

II.B. HUMAN RESOURCES

II.B.1. Revisions to the Classified Substitute Salary Schedule

Page 12

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

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 November 7, 2019

Page 15

Recommend the Board of Education approve the minutes of the regular meeting of November 7, 2019.

III.A.2. Establishment of Date and Time for Annual Organizational Meeting

Page 23

Recommend the Board of Education establish December 12, 2019, at 6:00 p.m. as the annual organizational meeting of the Chino Valley Unified School District Board of Education.

III.A.3. Revision of Bylaws of the Board 9321—Closed Session Purposes and Agendas and New Exhibits 9321 (1 and 2); and Deletion of Bylaws of the Board 9321.1—Closed Session Actions and Reports

Page 24

Recommend the Board of Education approve the revision of Bylaws of the Board 9321—Closed Session Purposes and Agendas and new Exhibits 9321(1 and 2); and deletion of Bylaws of the Board 9321.1—Closed Session Actions and Reports.

III.A.4. Revision of Bylaws of the Board 9323—Meeting Conduct

Page 50

Recommend the Board of Education approve the revision of Bylaws of the Board 9323—Meeting Conduct.

III.A.5. Amendment to the Richard Gird Educational Hall of Fame Bylaws

Page 56

Recommend the Board of Education approve the amendment to the Richard Gird Educational Hall of Fame Bylaws.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Page 60

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

III.B.2. Fundraising Activities

Page 61

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

III.B.3. Donations

Page 64

Recommend the Board of Education accept the donations.

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

III.C.1. Student Expulsion Cases 19/20-10 and 19/20-13

Page 66

Recommend the Board of Education approve student expulsion cases 19/20-10 and 19/20-13.

III.C.2. School-Sponsored Trips

Page 67

Recommend the Board of Education approve/ratify the following school-sponsored trips for Marshall ES and Chino Hills HS.

III.C.3. Memorandum of Understanding Between South Coast Air Quality Management District and Chino Valley Unified School District

Page 68

Recommend the Board of Education approve the Memorandum of Understanding between South Coast Air Quality Management District and Chino Valley Unified School District.

III.D. FACILITIES, PLANNING, AND OPERATIONS**III.D.1. Purchase Order Register**

Page 71

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

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

Page 72

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

III.D.3. Surplus/Obsolete Property

Page 75

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

III.D.4. Change Order for Bid 18-19-08F, Ayala HS New Science Lab Building

Page 77

Recommend the Board of Education approve the Change Order for Bid 18-19-08F, Ayala HS New Science Lab Building.

III.D.5. Change Order for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project

Page 81

Recommend the Board of Education approve the Change Order for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project.

III.D.6. Change Order for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen

Page 86

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

III.D.7. Notice of Completion for CUPCCAA Project

Page 89

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

III.D.8. Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction—Phase 0 (Bid Package #1)

Page 90

Recommend the Board of Education approve the Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction—Phase 0 (Bid Package #1).

III.D.9. Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction—Phase 0 (Bid Package #4)

Page 91

Recommend the Board of Education approve the Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction—Phase 0 (Bid Package #4).

III.D.10. Notice of Completion for Bid 18-19-13F, Cal Aero K-8 and Ayala HS Safety and Security—Fencing

Page 92

Recommend the Board of Education approve the Notice of Completion for Bid 18-19-13F, Cal Aero K-8 and Ayala HS Safety and Security—Fencing.

III.D.11. Rejection of RFP 19-20-09, Student Information System

Page 93

Recommend the Board of Education reject the proposals received for RFP 19-20-09, Student Information System.

III.D.12. Community Facilities District 4 (College Park) Special Tax Accountability Report

Page 94

Recommend the Board of Education accept and file the Community Facilities District 4 (College Park) Special Tax Accountability Report for Fiscal Year 2018/2019.

III.D.13. Revision of Board Policy 7140 Facilities—Architectural and Engineering Services

Page 100

Recommend the Board of Education approve the revision of Board Policy 7140 Facilities—Architectural and Engineering Services.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Page 103

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

III.E.2. Rejection of Claims

Page 107

Recommend the Board of Education reject the claims and refer them to the District's insurance adjuster.

III.E.3. New Job Description for Digital Media and Video Production Specialist

Page 109

Recommend the Board of Education:

- a) Approve the new job description for Digital Media and Video Production Specialist; and
- b) Authorize the creation of a Digital Media and Video Production Specialist position.

IV. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

V. ADJOURNMENT

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: November 21, 2019
TO: Members, Board of Education
FROM: Christina Gagnier, Member, Board of Education
SUBJECT: REVISION OF BYLAWS OF THE BOARD 9100 —ORGANIZATION

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BACKGROUND

On October 29, 2019, Superintendent Enfield received a request from Board member Christina Gagnier to agendize revising the language regarding the election of officers found in Bylaws of the Board 9100—Organization. This item was presented to the Board as information on November 7, 2019.

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

RECOMMENDATION

It is recommended the Board of Education discuss and take possible action regarding the revision of Bylaws of the Board 9100—Organization.

FISCAL IMPACT

None.

pk

ORGANIZATION**Annual Organizational Meeting**

EACH YEAR, the Board of Education shall hold an annual organizational meeting. ~~within the time limits prescribed by law.~~ IN ANY YEAR IN WHICH A REGULAR ELECTION OF DISTRICT BOARD MEMBERS IS CONDUCTED, THE ORGANIZATIONAL MEETING SHALL BE HELD WITHIN A 15-DAY PERIOD BEGINNING FROM THE DATE UPON WHICH A BOARD MEMBER ELECTED AT THAT ELECTION TAKES OFFICE. DURING NON-ELECTION YEARS, THE MEETING SHALL BE HELD WITHIN THE SAME 15-DAY PERIOD ON THE CALENDAR. (Education Code 35143)

ON BEHALF OF THE BOARD, THE SUPERINTENDENT SHALL NOTIFY THE COUNTY SUPERINTENDENT OF SCHOOLS OF THE DAY AND TIME SELECTED. WITHIN 15 DAYS PRIOR TO THE DATE OF THE ANNUAL MEETING, THE CLERK OF THE BOARD, WITH THE ASSISTANCE OF THE SUPERINTENDENT, SHALL NOTIFY IN WRITING ALL BOARD MEMBERS AND MEMBERS-ELECT OF THE DATE AND TIME SELECTED FOR THE MEETING. (Government Code 35143)

At this meeting the Board shall:

1. ~~Identify~~ ELECT a president, vice president, and a clerk from its members ~~on a rotating basis.~~
2. ~~Identify~~ APPOINT the Superintendent as the secretary to the Board.
3. Authorize signatures.
4. ~~Develop~~ APPROVE a schedule of regular meetings for the year.
5. ~~Develop a Board calendar for the year.~~
65. Designate Board representatives TO SERVE ON COMMITTEES OR COMMISSIONS OF THE DISTRICT, OTHER PUBLIC AGENCIES, OR ORGANIZATIONS WITH WHICH THE DISTRICT PARTNERS OR COLLABORATES.

(cf. 9140 - Board Representatives)

Election of Officers

~~The Board shall each year identify its entire slate of officers on a rotating basis, and a board trustee shall take the position of board member after serving one term as president.~~

Annual Organizational Meeting (cont.)

~~In a non-election year, each Board member will rotate into the next highest position on the slate.~~

~~In an election year, members who are reelected will follow their previously established rotation order. Newly elected Board members will enter into the remaining open positions and the newly elected board member with the highest number of popular votes will assume the remaining highest position and so on until a complete rotation order is established. The outgoing president will always assume the lowest position in the rotation order.~~

THE BOARD SHALL EACH YEAR ELECT ITS ENTIRE SLATE OF OFFICERS.

THE ELECTION OF BOARD OFFICERS SHALL BE CONDUCTED DURING AN OPEN SESSION OF THE ANNUAL ORGANIZATIONAL MEETING.

Legal Reference:

EDUCATION CODE

5017 Term of Office

35143 Annual organizational meeting date, and notice

35145 Public meetings

GOVERNMENT CODE

54953 Meetings to be open and public; attendance

ATTORNEY GENERAL OPINIONS

68 OPS. CAL. ATTY. GEN. 65 (1985)

59 OPS. CAL. ATTY. GEN. 619, 621-622 (1976)

Chino Valley Unified School District

Bylaw adopted: August 17, 1995

Revised: May 20, 1999

Revised March 16, 2006

Revised: November 6, 2008

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
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DATE: November 21, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: RESOLUTION 2019/2020-21 SCHOOLS AND COMMUNITIES FIRST FUNDING ACT

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BACKGROUND

On November 8, 2019, Brenda Walker, President of the Associated Chino Teachers, requested placing a resolution endorsing the *Schools and Communities First Funding Act* on the November 21, 2019 agenda of the Board of Education. Information regarding the *Schools and Communities First Funding Act* is included in the resolution.

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

RECOMMENDATION

It is recommended the Board of Education endorse Resolution 2019/2020-21 Schools and Communities First Funding Act.

FISCAL IMPACT

None.

NE:pk

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
RESOLUTION 2019/2020-21
SCHOOLS AND COMMUNITIES FIRST FUNDING ACT**

WHEREAS, since the passage of Proposition 13 in 1978, school funding in California has experienced severe limitations in what was once the main source of funding for schools, the property tax; and

WHEREAS, while the intent of Proposition 13 is to help homeowners, a loophole in the system permits major commercial and industrial properties to avoid regular reassessment, providing a windfall to commercial property owners at the expense of vital school funding; and

WHEREAS, school funding in California is \$2,400 per pupil less than the national average and \$10,000 below the top-funded states, while California's cost of living is among the highest in the nation; and

WHEREAS, the Schools and Local Communities Funding Act is on the November 2020 ballot; and

WHEREAS, the measure provides about \$5.3 billion annually for K-14 schools; and

WHEREAS, the Schools and Local Communities Funding Act will also provide billions in funding yearly for cities, counties, and special districts in locally controlled revenues for affordable housing, parks, libraries, emergency responders, health and human services, libraries, and public infrastructure.

NOW THEREFORE BE IT RESOLVED, that the Chino Valley Unified School District endorses the Schools and Communities First Funding Act for a ballot measure in November 2020.

APPROVED, PASSED, AND ADOPTED this 21st day of November 2019 at a regular meeting, by the following vote:

Blair	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

James Na, President

Andrew Cruz, Clerk

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DATE: November 21, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
SUBJECT: REVISIONS TO CLASSIFIED SUBSTITUTE SALARY SCHEDULE

=====

BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

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

NE:RR:mcm

Classified Substitute Salary Schedule

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

CLERICAL (cont.)	RANGE	STEP A
Registrar	32	\$19.05 \$15.56
RISK MANAGEMENT SPECIALIST	46	\$26.93
School Secretary I	36	\$21.01 \$16.42
School Secretary II	38	\$22.08 \$17.26
Secondary Library/Media Asst.	30	\$18.14 \$14.81
STUDENT PERSONNEL SPECIALIST	31	\$18.58
STUDENT BODY FINANCE CLERK	31	\$18.58
SUPPLEMENTAL INSTRUCTION SUPPORT TECHNICIAN	34	\$20.00
TRANSPORTATION TECHNICIAN	40	\$23.21
Typist Clerk I	26	\$16.42 \$13.99
Typist Clerk II	29	\$17.68 \$15.04
WIOA EMPLOYMENT PLACEMENT SPECIALIST	29	\$17.68
WORKFORCE INVESTMENT ACT CAREER TECHNICIAN	35	\$20.51
INSTRUCTIONAL		
BEHAVIOR INTERVENTION AIDE/SPEC. ED.	28	\$17.25
BILINGUAL-BILITERATE/GENERIC	26	\$16.42
BILINGUAL-BILITERATE/SPANISH	26	\$16.42
BILINGUAL-PORTUGUESE	26	\$16.42
Child Care Specialist	30	\$18.14 \$14.81
GED TEST PROCTOR	26	\$16.42
Instructional Aide IA/CHILDHOOD EDUCATION	26	\$16.42 \$13.99
IA/COMPUTER ASSISTED INSTRUCTION	26	\$13.99
IA/CURRICULUM LAB	26	\$13.99
IA/ELEMENTARY PHYSICAL EDUCATION	26	\$13.99
IA/ELEMENTARY GRADE LEVEL	26	\$13.99
IA/SECONDARY GRADE LEVEL	26	\$13.99
IA/SEVERELY HANDICAPPED/SH	26	\$13.99
IA/SPECIAL EDUCATION	26	\$13.99
IA/VISUALLY HANDICAPPED	26	\$13.99
IA/VOC./SPECIAL EDUCATION	26	\$13.99
INTERPRETER-DEAF/HARD OF HEARING	58	\$36.19
REMEDIAL READING	26	\$16.42
ROP/AUTO BODY/PAINT	26	\$16.42
SCHOOL COMMUNITY LIAISON	28	\$17.25
COMMUNITY LIAISON/BILINGUAL-SPANISH	28	\$17.25
SPEECH-LANGUAGE PATHOLOGY ASSISTANT	30	\$18.14
TESTING AIDE/BILING.-BILIT.	28	\$17.25
NUTRITIONAL SERVICES		
CENTRAL KITCHEN ASSISTANT I	18	\$13.47
CENTRAL KITCHEN ASSISTANT II	23	\$15.26
NUTRITION ELIGIBILITY SPECIALIST	32	\$19.05
Nutrition Services Assistant I (effective 01/01/20 - \$13.00)	16	\$12.84 \$12.00
NUTRITION SERVICES ASSISTANT II	18	\$13.47
NUTRITION SERVICES MANAGER I	23	\$15.26
NUTRITION SERVICES MANAGER II	28	\$17.25
NUTRITION SERVICES MANAGER III	35	\$20.51
NS/ROVING MGR./CATERER/CENTRAL KITCHEN ASST.	35	\$20.51
NUTRITION SERVICES ROVING ASSISTANT	20	\$14.16
TECHNICAL		
ATHLETIC TRAINER	42	\$24.38
AUDIO VISUAL/COMPUTER ELEC. TECHNICIAN	52	\$31.20
COMPUTER OPERATIONS TECHNICIAN I	40	\$23.21
COMPUTER OPERATIONS TECHNICIAN II	46	\$26.93
DISTRICT VIDEOGRAPHER	40	\$23.21
Duplicating Department Clerk	27	\$16.82 \$14.34
ELECTRONICS TECHNICIAN I	39	\$22.64
ELECTRONICS TECHNICIAN II	49	\$28.98
FOUR-COLOR SPECIALIST	38	\$22.08
JUNIOR DATABASE ADMINISTRATOR	51	\$30.46
LEAD DUPLICATING TECHNICIAN	41	\$23.79

Classified Substitute Salary Schedule

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

MAINTENANCE/OPERATIONS (cont.)	RANGE	STEP A
Maintenance III		
CARPENTER	43	\$24.99
CRAFTS SPECIALIST	40	\$23.21
ELECTRICIAN	46	\$26.93
EQUIPMENT REPAIR	40	\$23.21
FIRE SYSTEM TECHNICIAN	40	\$23.21
HEATING/VENTILATING AIR COND./REFRIGERATION	46	\$26.93
LOCKSMITH	46	\$26.93
METAL WORKER/WELDER	46	\$26.93
PAINTER	40	\$23.21
PLUMBER	46	\$26.93
SHEET METAL	40	\$23.21
SMALL ENGINE REPAIR	40	\$23.21
WELDER	40	\$23.21
Maintenance Leadworker		
CARPENTER	46	\$26.93
ELECTRICIAN	46	\$26.93
HEATING./VENT./AIR COND./REF.	49	\$28.98
PAINTER	43	\$24.99
PLUMBER	49	\$28.98
MAINTENANCE POOL TECHNICIAN	36	\$21.01
MAINTENANCE SCHEDULER/PARTS FAC.	42	\$24.38
MAINTENANCE SPRINKLER TECH. I	35	\$20.51
MAINTENANCE SPRINKLER TECH. II	39	\$22.64
MAINTENANCE SPRINKLER TECH. III	43	\$24.99
OFFICE MACHINES TECH. I	32	\$19.05
OFFICE MACHINES TECH. II	36	\$21.01
OFFICE MACHINES TECH. III	40	\$23.21
Security Person	34	\$20.00 \$16.34
SENIOR SECURITY OFFICER	36	\$21.01
LEAD STOREKEEPER/WAREHOUSE DELIVERY PERSON	39	\$22.64
STOREKEEPER	36	\$21.01
MAINTENANCE MATERIAL/EQUIPMENT FACILITATOR	43	\$24.99
Warehouse AND/OR Delivery Worker	31	\$18.58 \$15.83
TRANSPORTATION		
AUTOMOTIVE SERVICE PERSON	31	\$18.58
Bus Driver	32	\$19.05 \$17.00
DRIVER TRAINER	35	\$20.51
DISPATCHER/SCHEDULER	34	\$20.00
MECHANIC I	35	\$20.51
MECHANIC II	44	\$25.61
MECHANIC III	46	\$26.93
TRANSPORTATION GLAZER/UPHOLSTER	40	\$23.21
OTHER		
AVID Tutor (effective 01/01/20 - \$13.00)	NA	\$12.00
Playground Supervisor	21A	\$13.99
WOIA Student (effective 01/01/20 - \$13.00)	NA	\$12.00
District Media Center Helper	25	\$13.66
District Mail Clerk	26	\$13.99
Duplication Operator	29	\$15.07
ROP Technician	34	\$16.34

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
November 7, 2019

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:55 P.M.

1. Roll Call

President Na called to order the regular meeting of the Board of Education, Thursday, November 7, 2019, at 4:55 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 4:55 p.m. regarding conference with legal counsel existing and anticipated litigation; student discipline matters; conference with labor negotiators: A.C.T. and CSEA; public employee discipline/dismissal/release; and public employee performance evaluation: Superintendent.

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

1. Report Closed Session Action

President Na reconvened the regular meeting of the Board of Education at 6:00 p.m. with Blair, Cruz, Gagnier, Schaffer, and Na present. The Board met in closed session from 4:55 p.m. to 5:46 p.m. regarding conference with legal counsel existing and anticipated litigation; student discipline matters; conference with labor negotiators: A.C.T. and CSEA; public employee discipline/dismissal/release; and public employee performance evaluation: Superintendent.

By a vote of 5-0, with Cruz, Gagnier, Blair, Schaffer, and Na voting yes, the Board voted to accept the Settlement Agreement and General Release between the District and classified employee 4999, and pursuant to the terms of the agreement, classified employee 4999 will resign effective December 30, 2019. No further action was taken that required public disclosure.

2. Pledge of Allegiance

Curtis Dean, CSEA Treasurer, led the Pledge of Allegiance.

I.C. COMMENTS FROM STUDENT REPRESENTATIVE

Audrey Ing said next Wednesday, November 13 is World Kindness Day and that schools throughout the District will be launching the *Kindness and Inclusivity* campaign; said the next Student Advisory Council meeting will be in December; reported on activities at each of the high schools; and encouraged everyone to follow school activities by following school accounts on Instagram.

I.D. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Curtis Dean, CSEA Treasurer, reported the CSEA's car show event raised \$2,700.00 for scholarships, and announced the recipients.

Barbara Bearden, CHAMP, reminded administrators that ACSA's Administrator of the Year nominations are open; recognized Dr. Kim Cabrera, Don Lugo HS principal, and senior Sean Boscovich, for receiving the CIF Champions for Character awards in their respective category; said several schools would be receiving Chromebooks; and thanked parents for completing the CVUSD parent survey, and to the schools sites for encouraging parents to participate.

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

Cathy Osman, Waverly Phou, and David Shih addressed the Board regarding the use of technology in the classroom and its effects; Chau Nguyen addressed the Board regarding training for substitute teachers; Bill Bush, Irene Erramouspe, Rudy Aguilar, and Tim Robinson addressed the Board regarding Tennis Anyone and facilities use rate increases.

I.F. CHANGES AND DELETIONS

The following changes were read into the record: Item III.E.1., Certificated/Classified Personnel Items, under certificated personnel, deleted the name Lisa Amini, Special Education, Litel ES, effective 11/8/19; and Item IV.B.1., Adopted 2019/2020 Organized and Unorganized Student Body Budgets, under Comprehensive High Schools, corrected the third school listed, Chino HS, so that it reads Chino Hills HS.

II. ACTION**II.A. HUMAN RESOURCES****II.A.1. Public Notice and Hearing Regarding the California School Employees Association, Chapter 102, Initial Bargaining Proposal to the Chino Valley Unified School District for a Reopener Collective Bargaining Agreement Effective July 1, 2018**

Moved (Cruz) seconded (Blair) carried unanimously (5-0) to give public notice. President Na opened the public hearing at 6:39 p.m. There were no speakers and the public hearing was closed and 6:39 p.m.

II.A.2. Public Notice and Hearing Regarding the District's Initial Bargaining Proposal to the California School Employees Association, and its Chino Chapter 102, for a Reopener Collective Bargaining Agreement Effective July 1, 2018

Moved (Blair) seconded (Cruz) carried unanimously (5-0) to give public notice. President Na opened the public hearing at 6:40 p.m. There were no speakers and the public hearing was closed and 6:40 p.m.

III. CONSENT

Moved (Gagnier) 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 Regular Meeting of October 17, 2019**

Approved the minutes of the regular meeting of October 17, 2019.

III.A.2. Resolution 2019/2020-20 Board Compensation for Irene Hernandez-Blair for Missed Meeting of October 17, 2019

Adopted Resolution 2019/2020-20 Board compensation for Irene Hernandez-Blair for missed meeting of October 17, 2019.

III.B. BUSINESS SERVICES**III.B.1. Warrant Register**

Approved/ratified the warrant register.

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

Approved/ratified the 2019/2020 application 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.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT

III.C.1. Student Expulsion Cases 19/20-11 and 19/20-12

Approved student expulsion cases 19/20-11 and 19/20-12.

III.C.2. School-Sponsored Trips

Approved/ratified the following school-sponsored trips for: Butterfield Ranch ES, Rhodes ES, Chino HS, Chino Hills HS, and Don Lugo HS.

III.C.3. Amendment to Local Agreement for Child Development Services CCTR-9188

Approved the amendment to Local Agreement for Child Development Services CCTR-9188.

III.C.4. Amendment to Local Agreement for Child Development Services CSPP-9420

Approved the amendment to Local Agreement for Child Development Services CSPP-9420.

III.C.5. Proclamation for the Great American Smokeout on November 21, 2019

Adopted the proclamation for The Great American Smokeout on November 21, 2019.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

III.D.3. Surplus/Obsolete Property

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

III.D.4. Resolution 2019/2020-19 Annual and Five-Year Developer Fee Reports for Fiscal Year 2018/2019

Adopted Resolution 2019/2020-19 Annual and Five-Year Developer Fee Reports for Fiscal Year 2018/2019.

III.D.5. Bid 19-20-17F, Chino HS Reconstruction—Phase I

Awarded Bid 19-20-17F, Chino HS Reconstruction Phase I, with the exception of Bid Package #20 HVAC, to: James McMinn, Inc., Hamel Contracting, Bogh Engineering, Winegardner Masonry Inc., Muhlhauser Steel Inc., Sierra Lathing Company, San Marino Roof Co. Inc., Challenger Sheet Metal Inc., Construction Hardware, Velocity Glazing Inc., Inland Pacific Tile, Inc., CG Acoustics, Continental Flooring, D&M Painting, David M Bertino Manufacturing Inc., JPI Development Group Inc., Valley Pipeline Services, Kamran and Company Inc., Pierre Landscaping, and Econo Fence; and rejected the bids received for Bid Package #20 HVAC and approved authorization to re-bid.

III.D.6. Change Order for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project

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

III.D.7. Change Order for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen

Approved the Change Order for Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades—Gym and Kitchen.

III.D.8. Notice of Completion for CUPCCAA Projects

Approved the Notice of Completion for CUPCCAA Projects.

III.D.9. Change Order and Notice of Completion for CUPCCAA Bid 18-19-38I, Country Springs ES Playground Equipment Installation

Approved the Change Order and Notice of Completion for CUPCCAA Bid 18-19-38I, Country Springs ES Playground Equipment Installation.

III.D.10. Notice of Completion for RFQ 15-16-01, Trane Energy Solutions for Proposition 39 Consultation, Engineering and Project Management of Design—Build Energy Efficiency Projects at Various Sites

Approved the Notice of Completion for RFQ 15-16-01, Trane Energy Solutions for Proposition 39 Consultation, Engineering and Project Management of Design—Build Energy Efficiency Projects at Various Sites.

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

Approved/ratified the certificated/classified personnel items, as amended.

III.E.2. Memorandum of Understanding for Induction Program College Credit with Whittier College

Approved the Memorandum of Understanding for Induction Program College Credit with Whittier College.

IV. INFORMATION

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

Received for information the revision of Bylaws of the Board 9100—Organization.

IV.A.2. Revision of Bylaws of the Board 9321—Closed Session Purposes and Agendas and New Exhibits 9321 (1 and 2); and Deletion of Bylaws of the Board 9321.1—Closed Session Actions and Reports

Received for information the revision of Bylaws of the Board 9321—Closed Session Purposes and Agendas and new Exhibits 9321(1 and 2); and deletion of Bylaws of the Board 9321.1—Closed Session Actions and Reports.

IV.A.3. Revision of Bylaws of the Board 9323—Meeting Conduct

Received for information the revision of Bylaws of the Board 9323—Meeting Conduct.

IV.B. BUSINESS SERVICES**IV.B.1. Adopted 2019/2020 Organized and Unorganized Student Body Budgets**

Received for information the adopted 2019/2020 organized and unorganized student body budgets, as amended.

IV.C. FACILITIES, PLANNING, AND OPERATIONS**IV.C.1. Revision of Board Policy and Administrative Regulation 7140 Facilities—Architectural and Engineering Services**

Received for information the revision of Board Policy and Administrative Regulation 7140 Facilities—Architectural and Engineering Services.

V. COMMUNICATIONS**BOARD MEMBERS AND SUPERINTENDENT**

Joe Schaffer acknowledged emails in support of the Tennis Anyone program; spoke about District facilities use rate increases, and provided an explanation; said he is attending the Cattle ES Veterans Day recognition ceremony on Friday; attended the Baldy View ROP open house/ribbon cutting ceremony on October 19; attended the West Coast labor-management institute conference in Buena Park on October 24 and 25; attended the Milk Can game on October 25; attended a Chino Community Services Department meeting regarding services it provides to the community; said Dr. Adams, Baldy View ROP Superintendent, confirmed that ROP is not sending out students for door to door soliciting and does not endorse it; and said a ribbon cutting and dedication of the Los Serranos Park will take place on November 16.

Christina Gagnier thanked community members for attending the meeting and sharing concerns as well as those who email; thanked teachers and administrators for attending and commenting on issues; and said she is looking forward to attending local Veteran's Day events taking place in the District.

Irene Hernandez-Blair thanked people for reaching out to her during her medical leave; and spoke about parent survey responses, and sharing the data back to the parents and/or public.

Andrew Cruz spoke about emails he receives from the community and his obligation to the community, and said he supports the reduction of fees (Tennis Anyone); spoke about studies associated with screen time and the use of technology and working together as a community; and said he attended the Chino Hills HS homecoming, and shared a conversation he had with a parent regarding her son's future aspirations.

Superintendent Enfield made no comment.

President Na spoke about concerns related to screen time, game addictions, substitute teaching training, and the Tennis Anyone program; said incremental rate increases are a better approach; and thanked Mark Hargrove, Chino City Council, for attending the meeting and wished him and Mrs. Blair better health.

VI. ADJOURNMENT

President Na adjourned the regular meeting of the Board of Education at 6:55 p.m.

James Na, President

Andrew Cruz, Clerk

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

SUBJECT: ESTABLISHMENT OF DATE AND TIME FOR ANNUAL ORGANIZATIONAL MEETING

=====

BACKGROUND

Education Codes 5017, 35143 and 72000(c)(2)(a) require that governing boards hold an annual organizational meeting and that each member of the board be notified in writing of the date and time selected. The 2019 organizational meeting must be held at the first meeting within 15 days commencing with and including the second Friday in December between December 6 and December 20.

The annual organizational meeting will be held on December 12, 2019, at 6:00 p.m. At that time, a president, vice president, clerk, and representatives to various organizations will be selected.

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

RECOMMENDATION

It is recommended the Board of Education establish December 12, 2019, at 6:00 p.m. as the annual organizational meeting of the Chino Valley Unified School District Board of Education.

FISCAL IMPACT

None.

NE:pk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

SUBJECT: REVISION OF BYLAWS OF THE BOARD 9321—CLOSED SESSION PURPOSES AND AGENDAS AND NEW EXHIBITS 9321 (1 and 2); AND DELETION OF BYLAWS OF THE BOARD 9321.1—CLOSED SESSION ACTIONS AND REPORTS

BACKGROUND

Board policies, administrative regulations, and Bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Bylaws of the Board 9321—Closed Session Purposes and Agendas is being updated to reflect new title and updated to incorporate material formerly in Bylaws of the Board 9321.1 - Closed Session Actions and Reports. The Bylaw also adds the requirement to provide final documents approved or adopted during closed session to persons who have submitted a request. Section on *Matters Related to Students* provides that student names should not be included on the agenda or reports of expulsion hearings pursuant to court decision. Section on *Security Matters* reflects the board's authority to meet in closed session with law enforcement officials to develop a tactical response plan. Section on *Real Property Negotiations* reflects Attorney General publication stating the board's authority to approve a final real property agreement in closed session. Section on *Pending Litigation* updates legal cites. Exhibit (1) added to provide examples of agenda descriptions of closed session items; and Exhibit (2) added to provide examples of reports of closed session actions that must be made when the board reconvenes in open session following the closed session. Bylaws of the Board 9321.1—Closed Session Actions and Reports is deleted because the key concepts are incorporated in Bylaws of the Board 9321—Closed Session Purposes and Agendas. This item was presented to the Board as information on November 7, 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 9321—Closed Session Purposes and Agendas and new Exhibits 9321 (1 and 2); and deletion of Bylaws of the Board 9321.1—Closed Session Actions and Reports.

FISCAL IMPACT

None.

NE:pk

CLOSED SESSION PURPOSES AND AGENDAS

The Board of Education is committed to complying with state open meeting laws and modeling transparency in its conduct of District business. The Board shall hold closed sessions ~~only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meeting in accordance with law.~~ ONLY FOR PURPOSES AUTHORIZED BY LAW.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law, AND SPECIFIED BELOW. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

IN OPEN SESSION PRECEDING THE CLOSED SESSION, ~~the~~ the Board shall disclose in ~~open session~~ the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. After the closed session, the Board shall reconvene in open session before adjourning the meeting, and when applicable, shall PUBLICLY disclose any action taken in the closed session, THE VOTES OR ABSTENTIONS THEREON, AND OTHER DISCLOSURES SPECIFIED BELOW THAT ARE APPLICABLE TO THE MATTER BEING ADDRESSED. SUCH REPORTS MAY BE MADE IN WRITING OR ORALLY AT THE LOCATION ANNOUNCED IN THE AGENDA FOR THE CLOSED SESSION ~~in the manner prescribed by Government Code 54957.1~~ (Education Code 32281; Government Code 54957.7, 54957.7)

WHEN AN ACTION TAKEN DURING A CLOSED SESSION INVOLVES FINAL APPROVAL OR ADOPTION OF A DOCUMENT SUCH AS A CONTRACT OR SETTLEMENT AGREEMENT, THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE A COPY OF THE DOCUMENT TO ANY PERSON PRESENT AT THE CONCLUSION OF THE CLOSED SESSION WHO SUBMITTED A WRITTEN REQUEST. IF THE ACTION TAKEN RESULTS IN ONE OR MORE SUBSTANTIVE AMENDMENTS, THE SUPERINTENDENT OR DESIGNEE SHALL MAKE THE DOCUMENT AVAILABLE THE NEXT BUSINESS DAY OR WHEN THE NECESSARY RETYPING IS COMPLETED. WHENEVER COPIES OF AN APPROVED AGREEMENT WILL NOT BE IMMEDIATELY RELEASED DUE TO AN AMENDMENT, THE BOARD PRESIDENT SHALL ORALLY SUMMARIZE THE SUBSTANCE OF THE AMENDMENT FOR THOSE PRESENT AT THE END OF THE CLOSED SESSION. (Government Code 54957.1)

CONFIDENTIALITY

A BOARD MEMBER SHALL NOT DISCLOSE CONFIDENTIAL INFORMATION RECEIVED IN CLOSED SESSION UNLESS THE BOARD AUTHORIZES THE DISCLOSURE OF THAT INFORMATION. (Government Code 54963)

CLOSED SESSION PURPOSES AND AGENDAS (cont.)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

(cf. 1340 - Access to District Records)

Personnel Matters

The Board may hold a closed session under the "personnel exception" to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

(cf. 2140 - Evaluation of the Superintendent)
 (cf. 4115 - Evaluation/Supervision)
 (cf. 4118 - Suspension/Demotion or Dismissal)
 (cf. 4215 - Evaluation/Supervision)
 (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
 (cf. 4315 - Evaluation/Supervision)

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee WHO IS THE SUBJECT OF THE COMPLAINT requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right THE RIGHT to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

(cf. 1312.1 - Complaints Concerning District Employees)
 (cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The Board may hold a closed session to discuss a District employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to District employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal or release require no additional information. (Government Code 54954.5)

CLOSED SESSION PURPOSES AND AGENDAS (cont.)

AFTER THE CLOSED SESSION, THE BOARD SHALL REPORT ANY ACTION TAKEN TO APPOINT, EMPLOY, DISMISS, ACCEPT THE RESIGNATION OF, OR OTHERWISE AFFECT THE EMPLOYMENT STATUS OF A DISTRICT EMPLOYEE AND SHALL IDENTIFY THE TITLE OF THE AFFECTED POSITION. THE REPORT SHALL BE GIVEN AT THE PUBLIC MEETING DURING WHICH THE CLOSED SESSION IS HELD, EXCEPT THAT THE REPORT OF A DISMISSAL OR NONRENEWAL OF AN EMPLOYMENT CONTRACT SHALL BE DEFERRED UNTIL THE FIRST PUBLIC MEETING AFTER ADMINISTRATIVE REMEDIES, IF ANY, HAVE BEEN EXHAUSTED. (Government Code 54957.1)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the District and a recognized or certified employee organization
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process
3. Any hearing, meeting or investigation conducted by a factfinder or arbitrator
4. Any executive (closed) session of the District or between the District and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

(cf. 4140/4240/4340 - Bargaining Units)
 (cf. 4143/4243 -Negotiations/Consultation)
 (cf. 4143.1/4243.1 - Public Notice–Personnel Negotiations)

The Board may meet in closed session, PRIOR TO AND DURING CONSULTATIONS AND DISCUSSIONS WITH REPRESENTATIVES OF EMPLOYEE ORGANIZATIONS AND UNREPRESENTED EMPLOYEES, to review the Board's position and/or instruct its designated representative regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees AND, FOR REPRESENTED EMPLOYEES, ANY OTHER MATTER WITHIN THE STATUTORILY PROVIDED SCOPE OF REPRESENTATION. Prior to the closed session, the Board shall identify its designated representatives in open session. Any closed session held for this purpose may include discussions of the District's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. FINAL ACTION ON THE PROPOSED COMPENSATION OF ONE OR MORE UNREPRESENTED EMPLOYEES SHALL NOT BE TAKEN IN CLOSED SESSION. (Government Code 54957.6)

CLOSED SESSION PURPOSES AND AGENDAS (cont.)

(cf. 2121 – Superintendent's Contract)

~~Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees. (Government Code 54957.6)~~

~~For represented employees, the Board may also meet in closed session regarding any other matter within the statutory provided scope of representation. (Government Code 54957.6)~~

The Board also may meet in closed session with a state conciliator or mediator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name of the District's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

APPROVAL OF AN AGREEMENT REGARDING LABOR NEGOTIATIONS WITH REPRESENTED EMPLOYEES PURSUANT TO GOVERNMENT CODE 54957.6 SHALL BE REPORTED AFTER THE AGREEMENT IS FINAL AND HAS BEEN ACCEPTED OR RATIFIED BY THE OTHER PARTY. THIS REPORT SHALL IDENTIFY THE ITEM APPROVED AND THE OTHER PARTY OR PARTIES TO THE NEGOTIATION. (Government Code 54957.1)

Matters Related to Students

IF A PUBLIC HEARING WOULD LEAD TO THE DISCLOSURE OF CONFIDENTIAL STUDENT INFORMATION, ~~the~~ Board shall meet in closed session to consider the ~~expulsion of~~ a SUSPENSION, DISCIPLINARY ACTION, ANY OTHER ACTION AGAINST A STUDENT EXCEPT EXPULSION, OR A CHALLENGE TO A STUDENT RECORD. ~~student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)~~ IF A WRITTEN REQUEST FOR OPEN SESSION IS

CLOSED SESSION PURPOSES AND AGENDAS (cont.)

RECEIVED FROM THE PARENT/GUARDIAN OR ADULT STUDENT, THE MEETING SHALL BE PUBLIC, EXCEPT THAT ANY DISCUSSION AT THAT MEETING WHICH MAY BE IN CONFLICT WITH THE RIGHT TO PRIVACY OF ANY STUDENT OTHER THAN THE STUDENT REQUESTING THE PUBLIC MEETING SHALL BE IN CLOSED SESSION. (Education Code 35146, 48912, 49070)

(cf. 5117 - Interdistrict Attendance)
 (cf. 5119 - Student Expelled from Other Districts)
 (cf. 5125.3 - Challenging Student Records)
 (cf. 5144 - Discipline)

The Board shall meet in closed session to CONSIDER THE EXPULSION OF A STUDENT, UNLESS THE STUDENT SUBMITS A WRITTEN REQUEST AT LEAST FIVE DAYS BEFORE THE DATE OF THE HEARING THAT THE HEARING BE HELD IN OPEN SESSION. REGARDLESS OF WHETHER THE EXPULSION HEARING IS CONDUCTED IN OPEN OR CLOSED SESSION, THE BOARD MAY MEET IN CLOSED SESSION FOR THE PURPOSE OF DELIBERATING AND DETERMINING WHETHER THE STUDENT SHOULD BE EXPELLED. (Education Code 48918) ~~address any student matter that may involve disclosure of confidential student information, or to consider a suspension, disciplinary action, or any other action against a student except expulsion. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. (Education Code 35146, 48912, 49070)~~

(cf. 5144.1 - Suspension and Expulsion/Due Process)
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

FINAL ACTION ON A STUDENT MATTER DELIBERATED IN CLOSED SESSION SHALL BE TAKEN IN OPEN SESSION AND SHALL BE A MATTER OF PUBLIC RECORD. (Education Code 35146, 48918)

CLOSED SESSION PURPOSES AND AGENDAS (cont.)

HOWEVER, IN TAKING FINAL ACTION, THE BOARD SHALL NOT RELEASE ANY INFORMATION IN VIOLATION OF STUDENT PRIVACY RIGHTS PROVIDED IN 20 USC 1232G OR OTHER APPLICABLE LAWS. IN AN EXPULSION OR OTHER DISCIPLINARY ACTION, THE CAUSE FOR THE DISCIPLINARY ACTION SHALL BE DISCLOSED IN OPEN SESSION, BUT THE BOARD SHALL REFER TO THE STUDENT NUMBER OR OTHER IDENTIFIER AND SHALL NOT DISCLOSE THE STUDENT'S NAME.

(cf. 5125 - Student Records)

Security Matters

The Board may meet in closed session with the Governor, attorney general, district attorney, District legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or to the public's right of access to public services or public facilities. SUCH DISCUSSIONS MAY BE HELD IN CLOSED SESSION DURING AN EMERGENCY MEETING CALLED PURSUANT TO GOVERNMENT CODE 54956.5 IF AGREED TO BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT, OR, IF LESS THAN TWO-THIRDS OF THE MEMBERS ARE PRESENT, BY A UNANIMOUS VOTE OF THE MEMBERS PRESENT. (Government Code 54956.5, 54957)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 9323.2 - Actions by the Board)

AGENDA ITEMS RELATED TO THESE SECURITY MATTERS SHALL SPECIFY THE NAME OF THE LAW ENFORCEMENT AGENCY AND THE TITLE OF THE OFFICER, OR NAME OF APPLICABLE AGENCY REPRESENTATIVE AND TITLE, WITH WHOM THE BOARD WILL CONSULT. (Government Code 54954.5)

~~The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present.~~ TO CONSULT WITH LAW ENFORCEMENT OFFICIALS ON THE DEVELOPMENT OF A PLAN FOR TACTICAL RESPONSES TO CRIMINAL INCIDENTS AND TO APPROVE THE PLAN. FOLLOWING THE CLOSED SESSION, THE BOARD SHALL REPORT ANY ACTION TAKEN TO APPROVE THE PLAN, BUT NEED NOT DISCLOSE THE DISTRICT'S PLAN FOR TACTICAL RESPONSES. (Education Code 32281)

CLOSED SESSION PURPOSES AND AGENDAS (cont.)

~~If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of the members present. (Government Code 54956.5)~~

~~Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)~~

Conference with Real Property Negotiators

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the District in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate. For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the District negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

WHEN THE BOARD APPROVES A FINAL AGREEMENT CONCLUDING REAL ESTATE NEGOTIATIONS PURSUANT TO GOVERNMENT CODE 54956.8, IT SHALL REPORT THAT APPROVAL AND THE SUBSTANCE OF THE AGREEMENT IN OPEN SESSION AT THE PUBLIC MEETING DURING WHICH THE CLOSED SESSION IS HELD. IF FINAL APPROVAL RESTS WITH THE OTHER PARTY TO THE NEGOTIATIONS, THE SUPERINTENDENT OR DESIGNEE SHALL DISCLOSE THE FACT OF THAT APPROVAL AND THE SUBSTANCE OF THE AGREEMENT UPON INQUIRY BY ANY PERSON, AS SOON AS THE OTHER PARTY OR ITS AGENT HAS INFORMED THE DISTRICT OF ITS APPROVAL. (Government Code 54957.1)

CLOSED SESSION PURPOSES AND AGENDAS (cont.)**Pending Litigation**

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding a pending litigation when a discussion of the matter in open session would prejudice the District's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances (Government Code 54956.9):

1. Litigation to which the District is a "party" has been initiated formally. (Government Code 54956.9(a))
2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the District, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(d)(2), (3))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

- a. Facts and circumstances that might result in litigation against the District but which the District believes are not yet known to potential plaintiffs and which do not need to be disclosed.
- b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the District, which are already known to potential plaintiffs, and which must be publicly disclosed before the closed session or specified on the agenda.
- c. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

(cf. 3320 – Claims and Actions Against the District)

- d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.

CLOSED SESSION PURPOSES AND AGENDAS (cont.)

- e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the District official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.
- 3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(d)(4))

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(d)(1), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the District's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the District expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases.

The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

FOLLOWING THE CLOSED SESSION, THE BOARD SHALL PUBLICLY REPORT, AS APPLICABLE: (Government Code 54957.1)

CLOSED SESSION PURPOSES AND AGENDAS (cont.)

1. APPROVAL TO LEGAL COUNSEL TO DEFEND, APPEAL OR NOT APPEAL, OR OTHERWISE APPEAR IN LITIGATION. THIS REPORT SHALL IDENTIFY THE ADVERSE PARTIES, IF KNOWN, AND THE SUBSTANCE OF THE LITIGATION.
2. APPROVAL TO LEGAL COUNSEL TO INITIATE OR INTERVENE IN A LAWSUIT. THIS REPORT SHALL STATE THAT DIRECTIONS TO INITIATE OR INTERVENE IN THE ACTION HAVE BEEN GIVEN AND THAT THE ACTION, DEFENDANTS, AND OTHER DETAILS WILL BE DISCLOSED TO INQUIRING PARTIES AFTER THE LAWSUIT IS COMMENCED UNLESS DOING SO WOULD JEOPARDIZE THE DISTRICT'S ABILITY TO SERVE PROCESS ON UNSERVED PARTIES OR ITS ABILITY TO CONCLUDE EXISTING SETTLEMENT NEGOTIATIONS TO ITS ADVANTAGE.
3. ACCEPTANCE OF A SIGNED OFFER FROM THE OTHER PARTY OR PARTIES WHICH FINALIZES THE SETTLEMENT OF PENDING LITIGATION. THIS REPORT SHALL STATE THE SUBSTANCE OF THE AGREEMENT.

IF APPROVAL IS GIVEN TO LEGAL COUNSEL TO SETTLE PENDING LITIGATION BUT FINAL APPROVAL RESTS WITH THE OTHER PARTY OR WITH THE COURT, THE DISTRICT SHALL REPORT THE FACT OF APPROVAL AND THE SUBSTANCE OF THE AGREEMENT THEREON TO PERSONS WHO INQUIRE ONCE THE SETTLEMENT IS FINAL. (Government Code 54957.1)

Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a Joint Powers Agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the District is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

(cf. 3530 - Risk Management/Insurance)

FOLLOWING THE CLOSED SESSION, THE BOARD SHALL PUBLICLY REPORT THE DISPOSITION OF JOINT POWERS AGENCY OR SELF-INSURANCE CLAIMS, INCLUDING THE NAME OF THE CLAIMANT(S), THE NAME OF THE AGENCY CLAIMED AGAINST, THE SUBSTANCE OF THE CLAIM, AND THE MONETARY SETTLEMENT AGREED UPON BY THE CLAIMANT. (Government Code 54957.1)

CLOSED SESSION PURPOSES AND AGENDAS (cont.)

When the board of the JPA has so authorized and upon advice of District legal counsel, the Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

~~The Board member may also disclose the confidential JPA information to District legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the District. (Government Code 54956.96)~~

Closed session agenda items related to conferences involving a JPA shall specify the closed session description used by the JPA and the name of the Board member representing the District on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

FOLLOWING THE CLOSED SESSION, THE BOARD SHALL PUBLICLY CONFIRM THAT THE REPORT WAS REVIEWED AND A RESPONSE WAS PREPARED.

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

(cf. 6162.51 - State Academic Achievement Tests)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

CLOSED SESSION PURPOSES AND AGENDAS (cont.)

FOLLOWING THE CLOSED SESSION, THE BOARD SHALL CONFIRM THAT THE ASSESSMENT INSTRUMENTS WERE REVIEWED. ANY ACTIONS RELATED TO THE REVIEW SHALL BE TAKEN IN OPEN SESSION WITHOUT REVEALING ANY PROPRIETARY OR CONFIDENTIAL INFORMATION AND SHALL BE A MATTER OF PUBLIC RECORD.

Legal Reference:

EDUCATION CODE

32281 School safety plans

35145 Public meetings

35146 Closed session for student suspension or disciplinary action

44929.21 Districts with ADA of 250 or more

48912 Governing board suspension of student

48918 Rules governing expulsion procedures; hearings and notice

49070 Challenging content of student records

49073-49079 Privacy of student records

60617 Closed session (re review of contents of statewide assessment)

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

6252-6270 California Public Records Act

54950-54963 The Ralph M. Brown Act

CALIFORNIA CONSTITUTION

Article 1, Section 3 Public right to access information

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy

COURT DECISIONS

Moreno v. City of King, (2005) 127 Cal.App.4th 17

Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860

Rim of the World Unified School District v. San Bernardino County Superior Court, (2002) 104 Cal.App.4th 1393

Bell v. Vista Unified School District, (2000) 82 Cal.App. 4th 672

Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87

Kleitman v. Superior Court of Santa Clara County, (1999) 87 Cal Rptr. 2d

Furtado v. Sierra Community College District, (1998) 68 Cal.App. 4th 876

Roberts v. City of Palmdale, (1993) 5 Cal. 4th 363

San Diego Union v. City Council, (1983) 146 Cal.App.3d 947

Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41

ATTORNEY GENERAL OPINIONS

94 Ops.Cal.Atty.Gen. 82 (2011)

89 Ops.Cal.Atty.Gen. 110 (2006)

86 Ops.Cal.Atty.Gen. 210 (2003)

78 Ops.Cal.Atty.Gen. 218 (1995)

59 Ops.Cal.Atty.Gen. 532 (1976)

57 Ops.Cal.Atty.Gen. 209 (1974)

~~CLOSED SESSION PURPOSES AND AGENDAS~~ (cont.)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010

WEBSITES

California School Boards Association: www.csba.org

California Office of the Attorney General: www.oag.ca.gov

League of California Cities: www.cacities.org

Chino Valley Unified School District

Bylaw adopted: August 17, 1995

Revised: March 15, 2001

Revised: July 17, 2003

Revised: October 20, 2011

Revised: October 4, 2012

Revised: May 21, 2015

Revised: September 1, 2016

REVISED:

BOARD BYLAWS

EXHIBIT 1

BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

THE GOVERNING BOARD MEETING AGENDA SHALL INCLUDE THE FOLLOWING DESCRIPTION OF A CLOSED SESSION ITEM, AS APPLICABLE:

PERSONNEL MATTERS

PUBLIC EMPLOYEE APPOINTMENT: GOVERNMENT CODE 54957

TITLE: _____

PUBLIC EMPLOYMENT: GOVERNMENT CODE 54957

TITLE: _____

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: GOVERNMENT CODE 54957

TITLE: _____

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE: GOVERNMENT CODE 54957 (NO ADDITIONAL INFORMATION IS REQUIRED. AN EMPLOYEE'S DISMISSAL OR NONRENEWAL SHALL NOT BE REPORTED UNTIL THE EMPLOYEE HAS FIRST EXHAUSTED ANY RIGHT TO A HEARING OR OTHER ADMINISTRATIVE REMEDY.)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE: GOVERNMENT CODE 54957 (NO ADDITIONAL INFORMATION IS REQUIRED.)

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN: GOVERNMENT CODE 54957.10 (NO ADDITIONAL INFORMATION IS REQUIRED.)

NEGOTIATIONS/COLLECTIVE BARGAINING

CONFERENCE WITH LABOR NEGOTIATORS: GOVERNMENT CODE 54957.6

DISTRICT-DESIGNATED REPRESENTATIVES: _____

(SPECIFY NAMES OF REPRESENTATIVES ATTENDING THE CLOSED SESSION. IF CIRCUMSTANCES NECESSITATE THE ABSENCE OF A SPECIFIED DESIGNATED REPRESENTATIVE, AN AGENT OR DESIGNEE MAY PARTICIPATE IN PLACE OF THE ABSENT REPRESENTATIVE AS LONG AS THE NAME OF THE AGENT OR DESIGNEE IS ANNOUNCED AT AN OPEN SESSION HELD PRIOR TO THE CLOSED SESSION.)

BOARD BYLAWS

EMPLOYEE ORGANIZATION: _____
(SPECIFY NAME OF EMPLOYEE ORGANIZATION WITH WHICH NEGOTIATIONS ARE BEING HELD.)

OR

UNREPRESENTED EMPLOYEE: _____
(SPECIFY POSITION OF UNREPRESENTED EMPLOYEE WHO IS THE SUBJECT OF THE NEGOTIATIONS.)

MATTERS RELATED TO STUDENTS

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION: EDUCATION CODE 35146
STUDENT IDENTIFICATION NUMBER: _____
(IT IS RECOMMENDED THAT THE STUDENT'S NAME NOT BE LISTED. THE DISTRICT MAY USE OTHER MEANS TO IDENTIFY THE STUDENT FOR RECORD-KEEPING PURPOSES.)

STUDENT EXPULSION: EDUCATION CODE 48912
STUDENT IDENTIFICATION NUMBER: _____
(IT IS RECOMMENDED THAT THE STUDENT'S NAME NOT BE LISTED. THE DISTRICT MAY USE OTHER MEANS TO IDENTIFY THE STUDENT FOR RECORD-KEEPING PURPOSES.)

STUDENT GRADE CHANGE APPEAL: EDUCATION CODE 49070
STUDENT IDENTIFICATION NUMBER: _____
(IT IS RECOMMENDED THAT THE STUDENT'S NAME NOT BE LISTED. THE DISTRICT MAY USE OTHER MEANS TO IDENTIFY THE STUDENT FOR RECORD-KEEPING PURPOSES.)

CONFIDENTIAL STUDENT MATTER

ACTION UNDER CONSIDERATION: _____
(IF THE BOARD IS CONSIDERING A CONFIDENTIAL STUDENT MATTER OTHER THAN THOSE LISTED ABOVE, SPECIFY TYPE OF ACTION.)

STUDENT IDENTIFICATION NUMBER: _____
(IT IS RECOMMENDED THAT THE STUDENT'S NAME NOT BE LISTED. THE DISTRICT MAY USE OTHER MEANS TO IDENTIFY THE STUDENT FOR RECORD-KEEPING PURPOSES.)

BOARD BYLAWS

SECURITY MATTERS

THREAT TO PUBLIC SERVICES OR FACILITIES: GOVERNMENT CODE 54957

CONSULTATION WITH: _____

(SPECIFY NAME OF LAW ENFORCEMENT AGENCY AND TITLE OF OFFICER, OR NAME OF APPLICABLE AGENCY REPRESENTATIVE AND TITLE, WITH WHOM THE BOARD WILL CONSULT.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN: EDUCATION CODE 32281

CONSULTATION WITH: _____

(SPECIFY NAME OF LAW ENFORCEMENT AGENCY AND TITLE OF OFFICER, OR NAME OF APPLICABLE AGENCY REPRESENTATIVE AND TITLE, WITH WHOM THE BOARD WILL CONSULT.)

REAL PROPERTY NEGOTIATIONS

CONFERENCE WITH REAL PROPERTY NEGOTIATORS: GOVERNMENT CODE 54956.8

PROPERTY: _____

(SPECIFY STREET ADDRESS OR, IF NO STREET ADDRESS, THE PARCEL NUMBER OR OTHER UNIQUE REFERENCE OF THE REAL PROPERTY UNDER NEGOTIATION.)

DISTRICT NEGOTIATOR: _____

(SPECIFY NAMES OF NEGOTIATORS ATTENDING THE CLOSED SESSION. IF CIRCUMSTANCES NECESSITATE THE ABSENCE OF A SPECIFIED NEGOTIATOR, AN AGENT OR DESIGNEE MAY PARTICIPATE IN PLACE OF THE ABSENT NEGOTIATOR AS LONG AS THE NAME OF THE AGENT OR DESIGNEE IS ANNOUNCED AT AN OPEN SESSION HELD PRIOR TO THE CLOSED SESSION.)

NEGOTIATING PARTIES: _____

(SPECIFY NAME OF PARTY, NOT AGENT.)

UNDER NEGOTIATION: _____

(SPECIFY WHETHER INSTRUCTION TO NEGOTIATOR WILL CONCERN PRICE, TERMS OF PAYMENT, OR BOTH.)

BOARD BYLAWS

PENDING LITIGATION

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION: GOVERNMENT CODE 54956.9(D)(1)

NAME OF CASE: _____
(SPECIFY BY REFERENCE TO CLAIMANT'S NAME, NAMES OF PARTIES, OR CASE OR CLAIM NUMBERS.)

OR

CASE NAME UNSPECIFIED, AS IDENTIFICATION OF THE CASE WOULD JEOPARDIZE SERVICE OF PROCESS OR EXISTING SETTLEMENT NEGOTIATIONS.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION: GOVERNMENT CODE 54956.9(D)(2) OR (3)

SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO GOVERNMENT CODE 54956.9(D)(2) OR (3). NUMBER OF POTENTIAL CASES: _____

OR

INITIATION OF LITIGATION PURSUANT TO GOVERNMENT CODE 54956.9(D)(4). NUMBER OF POTENTIAL CASES: _____

IF APPLICABLE, FACTS AND CIRCUMSTANCES: _____
(THE DISTRICT MAY BE REQUIRED TO PROVIDE ADDITIONAL INFORMATION ON THE AGENDA OR IN AN ORAL STATEMENT PRIOR TO THE CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54956.9(E)(2)-(5). THESE INCLUDE FACTS AND CIRCUMSTANCES, SUCH AS AN ACCIDENT, DISASTER, INCIDENT, OR TRANSACTIONAL OCCURRENCE THAT MIGHT RESULT IN LITIGATION AGAINST THE DISTRICT AND THAT ARE KNOWN TO POTENTIAL PLAINTIFF(S).)

JOINT POWERS AUTHORITY ISSUES

LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY: GOVERNMENT CODE 54956.95

NAME OF CLAIMANT(S): _____

BOARD BYLAWS

(SPECIFY NAME, EXCEPT PURSUANT TO GOVERNMENT CODE 54961 WHEN THE CLAIMANT IS A VICTIM OR ALLEGED VICTIM OF TORTIOUS SEXUAL CONDUCT OR CHILD ABUSE UNLESS THE IDENTITY OF THE PERSON HAS BEEN PUBLICLY DISCLOSED.)

NAME OF AGENCY AGAINST WHICH THE CLAIM IS MADE: _____

CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT: GOVERNMENT CODE 54956.96

NAME OF JPA: _____

DISCUSSION WILL CONCERN: _____
(SPECIFY CLOSED SESSION DESCRIPTION USED BY THE JPA.)

NAME OF DISTRICT REPRESENTATIVE ON JPA BOARD: _____

NAMES OF AGENCIES OR TITLES OF REPRESENTATIVES ATTENDING THE CLOSED SESSION AS CONSULTANTS OR OTHER REPRESENTATIVES, IF APPLICABLE: _____

REVIEW OF AUDIT FROM STATE AUDITOR'S OFFICE

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE: GOVERNMENT CODE 54956.75
(NO ADDITIONAL INFORMATION IS REQUIRED.)

REVIEW OF ASSESSMENT INSTRUMENTS

REVIEW OF STUDENT ASSESSMENT INSTRUMENT: EDUCATION CODE 60617
THE BOARD IS REVIEWING THE CONTENTS OF AN ASSESSMENT INSTRUMENT APPROVED OR ADOPTED FOR THE STATEWIDE TESTING PROGRAM. EDUCATION CODE 60617 AUTHORIZES A CLOSED SESSION FOR THIS PURPOSE IN ORDER TO MAINTAIN THE CONFIDENTIALITY OF THE ASSESSMENT UNDER REVIEW.

REPORTS OF CLOSED SESSION ACTIONS

FOLLOWING A CLOSED SESSION DURING ANY BOARD OF EDUCATION MEETING, THE BOARD SHALL RECONVENE IN OPEN SESSION TO PRESENT, ORALLY OR IN WRITING, A REPORT OF ANY OF THE FOLLOWING ACTIONS TAKEN DURING THE CLOSED SESSION, AS APPLICABLE:

BOARD BYLAWS

PERSONNEL MATTERS

TITLE OF POSITION: _____

ACTION TAKEN: _____
(E.G., APPOINTMENT/EMPLOYMENT/EVALUATION/DISCIPLINE/DISMISSAL/RELEASE)

BOARD MEMBER VOTES/ABSTENTIONS: _____

NEGOTIATIONS/COLLECTIVE BARGAINING

APPROVAL OF FINAL AGREEMENT WITH REPRESENTED EMPLOYEES

ITEM APPROVED: _____

OTHER PARTY/PARTIES TO THE NEGOTIATION: _____

BOARD MEMBER VOTES/ABSTENTIONS: _____

MATTERS RELATED TO STUDENTS

(FINAL ACTION MUST BE TAKEN IN OPEN SESSION. IT IS RECOMMENDED THAT THE STUDENT'S NAME NOT BE DISCLOSED.)

SECURITY MATTERS

ACTION TAKEN: _____
(E.G., CONSULTATION WITH LAW ENFORCEMENT; APPROVAL OF CONTRACT OR MEMORANDUM OF UNDERSTANDING; APPROVAL OF TACTICAL RESPONSE PLAN, WITHOUT DISCLOSING THE DETAILS OF THE PLAN)

BOARD MEMBER VOTES/ABSTENTIONS: _____

REAL PROPERTY NEGOTIATIONS

ACTION TAKEN: _____
(REPORT IF BOARD APPROVES A FINAL AGREEMENT CONCLUDING REAL ESTATE NEGOTIATIONS. IF FINAL APPROVAL RESTS WITH THE OTHER PARTY, REPORT AS SOON AS THE OTHER PARTY HAS APPROVED THE AGREEMENT.)

SUBSTANCE OF THE AGREEMENT: _____

BOARD MEMBER VOTES/ABSTENTIONS: _____

BOARD BYLAWS

EXISTING LITIGATION

ACTION TAKEN RELATED TO EXISTING LITIGATION: _____
(E.G., APPROVAL TO LEGAL COUNSEL TO DEFEND, APPEAL OR NOT APPEAL, OR OTHERWISE APPEAR IN LITIGATION; OR APPROVAL TO LEGAL COUNSEL OF A SETTLEMENT OF PENDING LITIGATION AT ANY STAGE PRIOR TO OR DURING A JUDICIAL OR QUASI-JUDICIAL PROCEEDING. IF FINAL APPROVAL OF SETTLEMENT RESTS WITH THE OTHER PARTY, REPORT TO ANY PERSON UPON REQUEST ONCE THE SETTLEMENT IS FINAL.)

ADVERSE PARTY/PARTIES, IF KNOWN: _____

SUBSTANCE OF THE LITIGATION: _____

BOARD MEMBER VOTES/ABSTENTIONS: _____

ANTICIPATED LITIGATION

ACTION TAKEN: THE BOARD HAS GIVEN APPROVAL TO LEGAL COUNSEL TO INITIATE OR INTERVENE IN A LAWSUIT. THE ACTION, DEFENDANTS, AND OTHER DETAILS WILL BE DISCLOSED TO ANY PERSON UPON REQUEST AFTER THE LAWSUIT IS COMMENCED, UNLESS DOING SO WOULD JEOPARDIZE THE DISTRICT'S ABILITY TO SERVE PROCESS ON UNSERVED PARTIES OR ITS ABILITY TO CONCLUDE EXISTING SETTLEMENT NEGOTIATIONS TO ITS ADVANTAGE. (THE REPORT DOES NOT NEED TO INITIALLY IDENTIFY THE ACTION, DEFENDANTS, OR OTHER DETAILS.)

BOARD MEMBER VOTES/ABSTENTIONS: _____

JOINT POWERS AGENCY ISSUES

LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY

NAME OF CLAIMANT(S): _____

NAME OF AGENCY AGAINST WHICH THE CLAIM IS MADE: _____

SUBSTANCE OF THE CLAIM: _____

MONETARY SETTLEMENT AGREED UPON BY THE CLAIMANT: _____

BOARD MEMBER VOTES/ABSTENTIONS: _____

BOARD BYLAWS

**CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY
WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT**

NAME OF JPA: _____

ACTION TAKEN: _____
(LAW DOES NOT INCLUDE ANY SPECIFIC DISCLOSURES TO BE REPORTED.)

BOARD MEMBER VOTES/ABSTENTIONS: _____

REVIEW OF AUDIT FROM STATE AUDITOR'S OFFICE

ACTION TAKEN: THE BOARD REVIEWED THE CONFIDENTIAL FINAL DRAFT AUDIT REPORT RECEIVED FROM THE CALIFORNIA STATE AUDITOR'S OFFICE AND HAS PREPARED A RESPONSE. (NO ADDITIONAL INFORMATION IS REQUIRED. UNLESS OTHERWISE EXEMPTED BY LAW, AFTER THE AUDIT REPORT IS SUBSEQUENTLY RELEASED TO THE PUBLIC, ANY BOARD DISCUSSION OF THE REPORT MUST BE CONDUCTED IN OPEN SESSION.)

REVIEW OF ASSESSMENT INSTRUMENTS

ACTION TAKEN: THE BOARD REVIEWED THE CONTENTS OF A STUDENT ASSESSMENT INSTRUMENT APPROVED OR ADOPTED FOR THE STATEWIDE TESTING SYSTEM.

EXHIBIT ADOPTED:

~~CLOSED SESSION ACTIONS AND REPORTS~~

~~No matters other than those announced in open session shall be acted upon during the closed session. (Government Code 54957.7)~~

~~(cf. 9321 – Closed Session Purposes and Agendas)~~

~~The Board shall reconvene in open session before adjourning and report closed session actions, the votes or abstentions thereon, and other disclosures required by Government Code 54957.1. These disclosures may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing them. (Government Code 54957.7)~~

~~Personnel Matters~~

~~The Board shall report any personnel action taken and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall identify the title of the position. However, the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)~~

~~(cf. 1312.1 – Complaints Concerning District Employees)~~

~~(cf. 2140 – Evaluation of the Superintendent)~~

~~(cf. 4118 – Suspension/Disciplinary Action)~~

~~(cf. 4218 – Dismissal/Suspension/Disciplinary Action)~~

~~Negotiations/Collective Bargaining~~

~~Final action on the proposed compensation of one or more unrepresented employees shall not be taken during the closed session. (Government Code 54957.6)~~

~~Approval of an agreement concluding closed session labor negotiations with represented employees shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code 54957.1)~~

~~(cf. 4143 .1 – Public Notice – Personnel Negotiations)~~

~~Student Matters~~

~~Actions related to student matters shall be taken in open session and shall be a matter of public record, except that students shall not be named on the records. No information shall be released in violation of student privacy rights provided in law. (Education Code 35146, 48918; 20 USC 1232)~~

CLOSED SESSION ACTIONS AND REPORTS (cont.)

~~(cf. 5117 – Interdistrict Attendance)~~
~~(cf. 5119 – Students Expelled from Other Districts)~~
~~(cf. 5125 – Student Records)~~
~~(cf. 5125.3 – Challenging Student Records)~~
~~(cf. 5144 – Discipline)~~
~~(cf. 5144.1 – Suspension and Expulsion/Due Process)~~

Real Estate Negotiations

~~Approval of an agreement concluding real estate negotiations shall be reported after the agreement is final. If the Board renders the agreement final, it shall report that approval, the votes or abstentions thereon, and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code 54957.1)~~

Pending Litigation

~~The Board shall report the following actions related to pending litigation, and the votes or abstentions thereon, at the public meeting during which the closed session is held:~~

- ~~1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.~~
- ~~2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.~~
- ~~3. Acceptance of a signed offer from the other party or party which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.~~

~~If approval is given to legal counsel to settle pending litigation and if final approval rests with the other party or with the court, the district shall report the fact of approval, the substance of the agreement and the vote and abstentions thereon to persons who inquire once the settlement is final. (Government Code 54957.1)~~

JPA/Self-Insurance Claims

~~CLOSED SESSION ACTIONS AND REPORTS (cont.)~~

~~The Board shall report the disposition of Joint Powers Authority or self-insurance claims and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall include the name of the claimant(s), the name of the agency claimed against, the substance of the claim and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)~~

~~(cf. 3320 - Claims and Actions Against the District)
(cf. 3530 - Insurance Management)~~

Review of Assessment Instruments

~~At the public meeting during which the Board holds a closed session to review student assessment instruments, the Board shall confirm that this review was made. Any actions relating to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.~~

~~(cf. 6162.5 - Student Assessment)~~

Legal Reference:

EDUCATION CODE

35145 Public meetings

35146 Closed session (re student matters)

48918 Rules governing expulsion procedures; hearings and notice

49073-49079 Privacy of student records

60617 Meetings of governing board

GOVERNMENT CODE

54950-54962 The Ralph M. Brown Act, especially

54957.1 Closed sessions; public report of action taken

54957.6 Closed sessions; representatives to employee organization(s)

54957.7 Disclosure of items to be discussed

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy

COURT DECISIONS

Kleitman v. Superior Court (1999) 87 Cal.Rptr.2d 813

ATTORNEY GENERAL OPINIONS

80 Ops.Cal.Atty.Gen. 85 (1997)

Chino Valley Unified School District

Bylaw adopted: August 17, 1995

Revised: May 20, 1999

Revised: February 16, 2012

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

SUBJECT: REVISION OF BYLAWS OF THE BOARD 9323—MEETING CONDUCT

=====

BACKGROUND

Board policies, administrative regulations, and Bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Bylaws of the Board 9323—Meeting Conduct is being updated to clarify circumstances under which the Board may exercise flexibility in allocating time for public input to ensure full opportunity for public input and presentation of the diversity of viewpoints. This item was presented to the Board as information on November 7, 2019.

New language is provided in CAPS while old language to be deleted is ~~lined through~~. Time changes are provided in **BOLD**.

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 9323—Meeting Conduct.

FISCAL IMPACT

None.

NE:pk

MEETING CONDUCT

Meeting Procedures

All Board of Education meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (Open Meeting Requirements) and other applicable laws.

(cf. 9322 - Agenda/Meeting Materials)

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 - President)

The Board believes that late night meetings deter public participation, can affect the board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at ~~10:00~~ **9:00** p.m. unless extended TO A SPECIFIC TIME DETERMINED by a majority of the Board. THE MEETING SHALL BE EXTENDED NO MORE THAN ONCE AND SUBSEQUENTLY MAY BE ADJOURNED TO A LATER DATE.

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

(cf. 9323.2 - Actions by the Board)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf. 9270 - Conflict of Interest)

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. Persons addressing the Board are encouraged to complete an information card. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

MEETING CONDUCT (cont.)

In order to conduct District business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5, Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)
3. Without taking action, Board members or District staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf. 9130 - Board Committees)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers will be allowed three minutes to address the Board regarding non-agenda items, as well as three additional minutes regarding items that are on the agenda, AND THE BOARD WILL LIMIT THE TOTAL TIME FOR PUBLIC INPUT ON EACH ITEM TO 30 MINUTES. A speaker may not use the podium for purposes other than addressing the Board directly. If there are no further comments, a speaker will be considered to have relinquished his or her allotted three minutes.

MEETING CONDUCT (cont.)

~~The Board may limit the total time for public input on each agenda item to 30 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.~~

~~The president may take a poll of speakers for or against a particular issue and ask that additional persons speak only if they have something new to add. HOWEVER, IN EXCEPTIONAL CIRCUMSTANCES WHEN NECESSARY TO ENSURE FULL OPPORTUNITY FOR PUBLIC INPUT, THE BOARD PRESIDENT MAY, WITH BOARD CONSENT, ADJUST THE AMOUNT OF TIME ALLOWED FOR PUBLIC INPUT AND/OR THE TIME ALLOTTED FOR EACH SPEAKER. ANY SUCH ADJUSTMENT SHALL BE DONE EQUITABLY SO AS TO ALLOW A DIVERSITY OF VIEWPOINTS. THE PRESIDENT MAY ALSO ASK MEMBERS OF THE PUBLIC WITH THE SAME VIEWPOINT TO SELECT A FEW INDIVIDUALS TO ADDRESS THE BOARD ON BEHALF OF THAT VIEWPOINT.~~

~~At any time a member of the public attempts to use their three minutes to disrupt the Board meeting or act out of compliance with this policy they will be asked to return to their seat or leave the meeting room.~~

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic, SUBJECT TO THE FOLLOWING CONDITIONS:
 - A) If the topic would be more suitably addressed at a later time, the BOARD president may indicate the time and place when it should be presented;
 - B) The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions (Government Code 54954.3);
 - C) ~~In addition, the~~ The Board ~~may~~ SHALL not prohibit public criticism of District employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)
 (cf. 9321 - Closed Session Purposes and Agendas)

MEETING CONDUCT (cont.)

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any persons(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

(cf. 9324 - Board Minutes and Recordings)

If the Board finds that noise, illumination or obstruction of view related to these activities would persistently disrupt the proceedings; these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference:**EDUCATION CODE**

5095 Powers of remaining board members and new appointees
 32210 Willful disturbance of public school or meeting a misdemeanor
 35010 Prescription and enforcement of rules
 35145.5 Agenda; public participation; regulations
 35163 Official actions, minutes and journal
 35164 Vote requirements
 35165 Effect of vacancies upon majority and unanimous votes by seven member board

CODE OF CIVIL PROCEDURE

527.8 Workplace Violence Safety Act

GOVERNMENT CODE

54953.3 Prohibition against conditions for attending a board meeting
 54953.5 Audio or video recording of proceedings
 54953.6 Broadcasting of proceedings
 54954.2 Agenda; posting; action on other matters
 54954.3 Opportunity for public to address legislative body; regulations
 54957 Closed sessions
 54957.9 Disorderly conduct of general public during meeting; clearing of room

MEETING CONDUCT (cont.)

PENAL CODE

403 Disruption of assembly or meeting

COURT DECISIONS

City of San Jose v. Garbett (2010) 190 Cal.App.4th 526

Norse v. City of Santa Cruz (9th Cir. 2010) 629 F3d 966

McMahon v. Albany Unified School District (2002) 104 Cal.App.4th 1275

Rubin v. City of Burbank (2002) 101 Cal.App.4th 1194

Baca v. Moreno Valley Unified School District (1996) 936 F.Supp. 719

ATTORNEY GENERAL OPINIONS

90 Ops.Cal.Atty.Gen. 47 (2007)

76 Ops.Cal.Atty.Gen. 281 (1993)

66 Ops.Cal.Atty.Gen. 336 (1983)

63 Ops.Cal.Atty.Gen. 215 (1980)

61 Ops.Cal.Atty.Gen. 243, 253 (1978)

59 Ops.Cal.Atty.Gen. 532 (1976)

55 Ops.Cal.Atty.Gen. 26 (1972)

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

WEBSITES

California School Boards Association: www.csba.org

California Attorney General's Office: <http://oag.ca.gov>

Chino Valley Unified School District

Bylaw adopted: February 1, 1996

Revised: January 20, 2000

Revised: April 17, 2003

Revised: March 1, 2012

Revised: May 4, 2017

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: AMENDMENT TO THE RICHARD GIRD EDUCATIONAL HALL OF FAME BYLAWS

=====

BACKGROUND

Article V – Amendment Clause of the Richard Gird Educational Hall of Fame Bylaws states, “These bylaws may be amended by the selection committee and submitted to the Board of Education for approval.” Recommended changes are identified in Section III, Induction Ceremony.

New language is provided in UPPER CASE and 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 amendment to the Richard Gird Educational Hall of Fame Bylaws.

FISCAL IMPACT

None.

NE:pk

Chino Valley Unified School District Richard Gird Educational Hall Of Fame Bylaws

I - NAME

The name of this organization shall be the Chino Valley Unified School District (CVUSD) Richard Gird Educational Hall of Fame. The Chino Valley Unified School District Board of Education is the sponsoring entity.

II - PURPOSE

The purpose of the CVUSD Richard Gird Educational Hall of Fame is to recognize Chino Valley Unified School District graduates, employees, and major contributors who have distinguished themselves by their individual contributions in scholarship, athletics, Associated Student Body (ASB) activities, career, community service, and/or society as a whole. The honor of being elected to the CVUSD Richard Gird Educational Hall of Fame will represent individuals who, through their individual actions, have contributed to the established vision of the District.

III – SELECTION COMMITTEE

Candidates for induction into the CVUSD Richard Gird Educational Hall of Fame will be recommended by a selection committee. The selection committee shall be appointed by the Board of Education and composed of:

- At least 5 and not more than 12 members
- Members who reflect the diversity of the community and District employees and represent a diversity of viewpoints
- Members who represent, to the extent possible, a geographical balance within the District
- In the event that there are insufficient volunteers, the Board of Education shall delegate to the Superintendent the authority to appoint members to the selection committee
- The Superintendent or designee of the Chino Valley Unified School District shall serve as an ex-officio member of the committee with no voting rights

Committee members will serve a two-year term without compensation.

The selection committee shall select a chairperson, co-chairperson, and a secretary each year from amongst its membership.

- (a) The chairperson will be responsible for administering the meetings, developing agendas and procedures, establishing meeting dates, times, and locations.
- (b) The co-chairperson shall act in the absence of the chairperson to conduct meetings or otherwise perform such duties.

- (c) The secretary of the Committee shall be responsible for taking minutes during meetings. All Committee records and minutes shall be kept in accordance with the Brown Act and Roberts Rules of Order and shall be open to inspection by the Board of Education or the public at reasonable times.

IV – MEETINGS OF THE COMMITTEE

- (a) Public Meetings: All meetings and business of the Committee shall comply with requirements of the Brown Act, Roberts Rules of Order, and any other applicable codes relating to open meetings.
- (b) Regular Meetings: Meetings of the Committee shall be held monthly at such place within the Chino Valley Unified School District area, or in accordance with the Hall of Fame committee adopted timelines.
- (c) Special Meetings: Upon the call of the chairperson, other meetings of the Committee may be held upon notice by letter, telephone, e-mail, or in person, sent at least seventy-two (72) hours before such a meeting to each Committee member. All notices shall be in compliance with the Brown Act.
- (d) Quorum: Committee members shall constitute a quorum in order to meet.
- (e) Formal Action: Every action taken or decision made by a majority of the Committee present at a meeting duly held at which a quorum is present shall be regarded as the act of the Committee.
- (f) Agenda: The agenda for all meetings of the Committee shall be prepared by the chairperson. Additional agenda items may be proposed by any Committee member. Copies of the agenda shall be sent to Committee members no later than seventy-two (72) hours prior to the meeting.
- (g) Conduct of the Meeting: All meetings shall be open to the public and a time set aside for public comment.
- (h) Records: Minutes and records of the business conducted at all meetings of the Committee shall be maintained by the secretary and shall be open for public inspection. The minutes and records of each meeting shall be subject to approval by the Committee and shall be signed by an officer of the Committee, usually the chairperson and secretary. The minutes shall be forwarded to each Committee member prior to the next meeting for approval and action at such subsequent meeting.

V- AMENDMENT CLAUSE

These bylaws may be amended by the selection committee and submitted to the Board of Education for approval.

Induction to the CVUSD Richard Gird Educational Hall of Fame

I - QUALIFICATIONS FOR NOMINATION

Alumni Eligibility Criteria - A student scholar, athlete or ASB activity participant becomes eligible for nomination 10 years after graduating from any CVUSD school.

- A graduate must have earned individual recognition after graduation by his/her postsecondary scholastic achievements, athletic accomplishments, career/professional accomplishments, military service, or community service.
- An exemplary life of community service and good character must have followed the student after graduation.
- Must not be a current CVUSD employee.

Employees Eligibility Criteria - A former employee becomes eligible for nomination five years after retiring from CVUSD. Eligible candidates must have evidence of an outstanding career within the CVUSD. He/she must have had a direct and significant impact on scholastics, athletics, or other student centered activities. He/she must have had an exemplary life of community service and good character reflecting credit to the person and society.

Distinguished Service Eligibility Criteria – The nominee may: 1) have graduated or not graduated from a CVUSD school; 2) be a local citizen or business person; 3) have been a former employee of the CVUSD. The nominee must have made extraordinary contributions to CVUSD resulting in significant benefit or exceptional honor to the District or one of its schools.

II – NOMINATIONS

The selection Committee shall consider all nominees who meet the criteria for induction into the CVUSD Richard Gird Educational Hall of Fame. Anyone may submit nominations on an official nomination form. All nominations must be submitted to the Superintendent's office at the address indicated on the form and by the date specified. Only completed nomination forms received by the deadline will be considered by the Committee. A nominee must receive 75% of the selection Committee vote to be inducted. Individuals not selected for induction may have his/her nomination resubmitted for future consideration. Selection Committee members are not eligible for nomination while serving on the Committee.

Annually, up to four (4) per category and, thereafter, three (3) per category of CVUSD Richard Gird Educational Hall of Fame will be selected. Each year every effort shall be made for one candidate in each category to be chosen from service fifty (50) years prior.

III - INDUCTION CEREMONY

The selection Committee will select the inductees at their April A REGULAR meeting. At a CVUSD Board meeting, ~~in June~~ the Board will take action on the Committee nominations. After Board action, all nominees (and their nominators) will receive notification of the status of their nomination to the CVUSD Richard Gird Educational Hall of Fame from the Superintendent's office. Nominees will be formally inducted at a ceremony held annually. A plaque with the inductees' names will be prominently displayed. A brief biography of each inductee will be posted on the Chino Valley Unified School District webpage.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Liz Pensick, Director, Fiscal Services
SUBJECT: WARRANT REGISTER

=====

BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$5,101,494.14 to all District funding sources.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: FUNDRAISING ACTIVITIES

=====

BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

None.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
November 21, 2019

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Cattle ES</u>		
ASB - Leadership	Holiday Gram Sale	12/2/19 - 12/6/19
<u>Glenmeade ES</u>		
PTA	Penny War Donation Drive	1/13/20 - 1/27/20
PTA	Xscape Pods Family Nights Out	1/24/20 - 1/25/20
PTA	Jog-A-Thon	4/9/20 - 4/23/20
<u>Rhodes ES</u>		
PEP Club	Panda Express Family Night Out	11/12/19
PEP Club	Harkins Theatre Loyalty Cup Sale	11/22/19 - 12/13/19
PEP Club	Donation Drive	11/22/19 - 12/31/19
PEP Club	Family Fun Night	12/13/19
PEP Club	Family Fun Night	1/24/20
PEP Club	Family Fun Night	2/18/20
<u>Rolling Ridge ES</u>		
PTA	Chino Hills Pizza Co. Family Night Out	1/29/20
PTA	Valentine Gram Sale	2/3/20 - 2/14/20
<u>Briggs K-8</u>		
PFA	Mother/Daughter Event	12/6/19
<u>Ayala HS</u>		
Science Olympiad	Chipotle Family Night Out	12/17/19
<u>Chino HS</u>		
C.H.A.P.S.S.	Harkins Theatre Loyalty Cup Sale	11/22/19 - 12/20/19
Track & Field Boosters	New York Pizzeria Family Night Out	12/10/19
<u>Chino Hills HS</u>		
Spirit Boosters	Off Campus Candy Apple Sale	11/22/19 - 12/5/19
Wrestling Team	Off Campus Pickle Sale	11/22/19 - 2/14/20
Music Boosters	Ornament Sale	12/1/19 - 12/31/19

CHINO VALLEY UNIFIED SCHOOL DISTRICT
November 21, 2019

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Chino Hills HS</u> (cont.)		
PTSA	eWaste Recycling Event	1/25/20
<u>Don Lugo HS</u>		
American Sign Language	Spring Performance Silent Auction/Donations	5/1/20

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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Humility • Civility • Service

DATE: November 21, 2019
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Liz Pensick, Director, Fiscal Services
SUBJECT: DONATIONS

=====

BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education accept the donations.

FISCAL IMPACT

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

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
November 21, 2019

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Access & Equity</u>		
Doug Ashley	Upright Piano	\$500.00
<u>Cattle ES</u>		
Marcia Roth	Cash	\$100.00
<u>Chino Hills HS</u>		
Fiona Lu	Beach Blankets	\$4,500.00
<u>Don Lugo HS</u>		
Pieology	Cash	\$200.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: STUDENT EXPULSION CASES 19/20-10 AND 19/20-13

=====

BACKGROUND

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

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

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

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

RECOMMENDATION

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve student expulsion cases 19/20-10 and 19/20-13.

FISCAL IMPACT

None.

NE:LF:SJ:ss

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: November 21, 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: Marshall ES Event: San Geronio Outdoor Science Camp Place: Angelus Oaks, CA Chaperone: 59 students/6 chaperones	April 6-9, 2020	Cost: \$290.00 per student Funding Source: Parents and fundraising
Site: Chino Hills HS Event: Choir Tour Place: Boston, MA Chaperone: 32 students/6 chaperones	March 24-28, 2020	Cost: \$1,640.00 per student Funding Source: Parents and fundraising

FISCAL IMPACT

None.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 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: MEMORANDUM OF UNDERSTANDING BETWEEN SOUTH
COAST AIR QUALITY MANAGEMENT DISTRICT AND CHINO
VALLEY UNIFIED SCHOOL DISTRICT**

=====

BACKGROUND

This Memorandum of Understanding sets forth the terms by which South Coast Air Quality Management District (South Coast AQMD) engages in community-based approaches to educate residents on air quality issues. AQMD recently established Why Healthy Air Matters (WHAM), a High School Air Quality Education program.

South Coast AQMD will provide teachers and students information on local air quality issues through hands-on curriculum, to inform and educate students on topics related to air pollution and how public health is affected. The program instruction will be offered through the Advanced Placement Environmental Science courses currently offered at Chino Hills HS and Chino High HS. Participation in the program is voluntary and all curriculum is aligned with Next Generation Science Standards.

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

RECOMMENDATION

It is recommended the Board of Education approve the Memorandum of Understanding between South Coast Air Quality Management District and Chino Valley Unified School District.

FISCAL IMPACT

None.

NE:GP:JAR:lar



AGREEMENT BETWEEN SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT AND Chino Valley Unified School District

BACKGROUND:

South Coast Air Quality Management District (South Coast AQMD) is the air pollution control agency for all of Orange County and the urban portions of Los Angeles, Riverside and San Bernardino Counties. South Coast AQMD engages in a number of community-based approaches to educate residents on air quality issues in the South Coast and Coachella Air Basins. In 2019, South Coast AQMD established the Why Healthy Air Matters (WHAM) High School Air Quality Education program.

PROGRAM GOAL:

South Coast AQMD seeks to partner with school district officials and administrators by providing high schools with the opportunity to participate in the WHAM program to provide teachers and students information on local air quality issues through a hands-on curriculum developed by Sonoma Technology Inc., called Kids Making Sense®. South Coast AQMD will provide the air quality curriculum as deemed appropriate by South Coast AQMD, through the WHAM Program, to inform and educate students on topics related to air pollution including technology, data analysis and analytical thinking. The program will achieve its goals by partnering with schools and school districts in each county within South Coast AQMD's jurisdiction (Los Angeles, Orange, Riverside and San Bernardino) to implement the WHAM Program in selected classroom(s) within participating schools,

South Coast AQMD will provide **Chino Valley Unified School District** ("Partner") with one South Coast AQMD staff volunteer to assist in the teaching of one class period per unit at each participating school. **Partner** may choose to teach the Kids Making Sense® curriculum in additional classrooms at each participating school without the assistance of a South Coast AQMD staff volunteer, if desired. The curriculum contains several units to provide educational information to instructors and students, as deemed appropriate by South Coast AQMD, on air pollution, air monitoring technology, data analysis, how pollution affects public health, discussion on solutions and on South Coast AQMD's responsibilities as the air pollution control agency for the South Coast and Coachella Air Basins.

This Agreement between South Coast AQMD and **Partner** outlines the common goals for this partnership, which is to provide an educational opportunity for students of **Chino Valley Unified School District**. This Agreement is intended to provide for the coordination of South Coast AQMD to implement the WHAM Program within schools at **Chino Valley Unified School District**. South Coast AQMD and Partner agrees to the following details:

TERMS OF AGREEMENT:

The Partner will support South Coast AQMD's efforts by completing the following:

- Select instructor and class to host the WHAM program;
- Require that a credentialed classroom teacher remain in the classroom at all times when the South Coast AQMD staff volunteer is present;
- Allow instructor to view the WHAM training video on Kids Making Sense®, for up to six hours, to be completed before the start of the program;

- Upon conclusion of the program, require instructor to complete a written evaluation of the program;
- Upon conclusion of the program, facilitate the return of the Kids Making Sense® Kit to South Coast AQMD; and
- Participate in conference calls with South Coast AQMD and/or South Coast AQMD contractor to assist in the implementation of the WHAM Program at schools within the school district, as requested by South Coast AQMD.

As consideration for these efforts, South Coast AQMD agrees to:

- Provide one South Coast AQMD staff volunteer to assist in the teaching of one class period per unit at each selected school, not to exceed 10 hours total of classroom time over a period of one academic year;
- Not collect, access or use students' personal data during the course of the WHAM program;
- Provide school instructors with a training video on the WHAM program on Kids Making Sense®;
- Lend each participating school one Kids Making Sense® Kit; and
- Provide the supplies and materials needed to successfully implement the program, as determined by South Coast AQMD.

This Agreement may be terminated upon 10-days written notice without cause or penalty, by either party. Upon termination by either party, the Kids Making Sense® Kit should be returned to South Coast AQMD by means agreeable to both parties within 10-days.

As agreement to these terms, Partner will complete this form by email it to Monika Kim at mkim@aqmd.gov or by mail to Attn: Monika Kim, South Coast Air Quality Management District, 21865 Copley Drive, Diamond Bar, CA, 91765. Should you have any questions, please contact Monika Kim, Senior Public Information Specialist, at 909-396-2342.

Name: _____

Title: _____

School: _____

Address: _____

Telephone: _____ Email: _____

Signature: _____ Date: _____

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 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

\$5,075,913.58 to all District funding sources.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 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

SUPERINTENDENT	FISCAL IMPACT
S-1920-008 Archive Social, Inc. dba ArchiveSocial. To provide social media account archiving and monitoring as required by the California Public Records Act. Submitted by: Communications Duration of Agreement: November 22, 2019 - November 22, 2020	Contract amount: \$2,388.00 Funding source: General Fund

BUSINESS SERVICES	FISCAL IMPACT
B-1920-024 Super Co-Op c/o San Mateo-Foster City School District. To provide 2020/2021 annual enrollment for Super Co-Op participation. Submitted by: Nutrition Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet Funding source: Nutrition Services

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-1920-170 EMT Associates, Inc. To provide brief intervention training. Submitted by: Health Services/Tupe Grant Duration of Agreement: July 1, 2019 - June 30, 2020	Contract amount: \$3,500.00 Funding source: TUPE Grant
CIIS-1920-171 Iron Mountain, Inc. To provide computer hard drive and battery disposal services. Submitted by: Technology Duration of Agreement: December 1, 2019 - June 30, 2020	Contract amount: \$1,000.00 Funding source: General Fund
CIIS-1920-172 TBP Productions, LLP dba SNO Sites. To provide website hosting, domain renewal, and unlimited technical support for scholastic journalism. Submitted by: Don Lugo HS Duration of Agreement: November 22, 2019 - November 22, 2020	Contract amount: \$475.00 Funding source: General Fund

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS	FISCAL IMPACT
SBCSS 19/20-0953 SBCSS MOU Data Sharing Services. To provide data sharing services and assistance with managing/reporting data. Submitted by: Assessment & Instructional Technology Duration of Agreement: October 8, 2019 - June 30, 2024	Contract amount: None Funding source: None

MASTER CONTRACT	FISCAL IMPACT
MC-1920-041 Cuatro M Restaurant dba Coco Palm Restaurant. To provide banquet and catering facility. Submitted by: Ayala HS Duration of Agreement: November 17, 2019 - June 30, 2022	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
F-1920-045 Neopost USA, Inc. To provide licensing for web tracking system to be used for warehouse receiving and duplication delivery. Submitted by: Warehouse/Purchasing Duration of Agreement: October 18, 2019 - June 30, 2022 Original Agreement Board Approved: October 17, 2019	Increase contract amount from \$29,881.43 to \$31,191.41 to cover sales tax. Funding source: General Fund

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<p>MC-1819-048 KAMS Foundation, Inc. To provide after-school program workshops aiming to affirm and empower youth through sports. Submitted by: Health Services/ASES Duration of Agreement: November 16, 2018 - June 30, 2021 Original Agreement Board Approved: November 15, 2018</p>	<p>Change funding source from ASES Grant to Various to include Fun Club funding.</p> <p>Contract amount: Per rate sheet</p> <p>Funding source: Various</p>

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: SURPLUS/OBSOLETE PROPERTY

=====

BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

Increase to the General Fund from proceeds of sale.

NE:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
SURPLUS/OBSOLETE PROPERTY**

November 21, 2019

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Table - 4' x 6'			Human Resources
Table - 3' x 6'			Human Resources
Student Desk			Human Resources
Desk			Human Resources
Grinder	1216W	07134	Maintenance
Vertical Band Saw	B5025	A05506	Maintenance
Paint Machine	TMA 1000-12	21065	Maintenance
Drill Press	86-040	07132	Maintenance
Grinder		07139	Maintenance
Grinder	327	07138	Maintenance
Generator	PM0545305.03	11443	Maintenance
Band Saw	141	A09411	Maintenance
Printer	HP	CNDF101961	Secondary Curriculum

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: November 21, 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 18-19-08F, AYALA HS NEW SCIENCE LAB BUILDING

BACKGROUND

On November 15, 2018, the Board of Education awarded Bid 18-19-08F, Ayala HS New Science Lab 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 Empyrean 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 order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Bid Package 08-Laboratory Sheet Metal/Metal Panels-United Contractors	\$8,822.00
Bid Amount:		\$230,000.00
Revised Total Project Amount:		\$238,822.00

The change order results in a net increase of \$8,822.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$13,539,856.13. 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 18-19-08F, Ayala HS New Science Lab Building.

FISCAL IMPACT

\$8,822.00 to Building Fund 21.

NE:GJS:MS:pw



CHINO VALLEY UNIFIED SCHOOL DISTRICT

Facilities, Planning and Operations Division

5130 Riverside Drive

Chino, CA 91710

Telephone: 909.628.1202, Ext. 1200 Fax: 909.548.6034

CHANGE ORDER

DATE: 10/28/19 BID #: 18-19-08F CHANGE ORDER: 001

PROJECT: Ayala High School New Science / Lab Building

DSA APPLICATION #: 04-117359 DSA FILE #: _____

OWNER: Chino Valley Unified School District

ARCHITECT: WLC Architects CONTRACTOR: United Contractors (BP #08)

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

ITEM NO. 1:	Description:	Metal Panels in Ceiling Grid at 28 Cord Reel Locations
	Reason:	Instruction Bulletin 015
	Document Ref:	Change Order Request No. 01R1
	Requested by:	District
	Change in Contract Sum:	\$8,822.00 / ADD
	Time Extension:	0 Calendar days

END OF CHANGE ORDER NO. 001 ITEMS

CONTRACT SUMMARY

The original contract amount was:	<u>\$230,000.00</u>
Previously approved change order amount(s):	<u>\$0.00</u>
The contract amount will be increased/decreased by this Change Order:	<u>\$8,822.00</u>
The new contract amount including this change order will be:	<u>\$238,822.00</u>
The original contract completion date:	<u>01/03/20</u>
The contract time will be increased/decreased by days:	<u>0</u>
The date of completion as a result of this Change Order is:	<u>01/03/20</u>

APPROVED BY:

SignNow e-signature ID: 0730120bbf...

Contractor (United Contractors)

Jon Christiansen / President

Print Name / Title

10/29/2019

Date

SignNow e-signature ID: d8a2a8540b...

10/28/2019 21:23:30 UTC

DSA Inspector of Record**(Knowland Construction Services)**

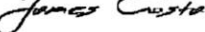
Ken Burr / DSA Inspector

Print Name / Title

10/28/2019

Date

SignNow e-signature ID: 977b521dc5...

Construction Manager (Balfour Beatty)

Mark Mercado / Project Manager

Print Name / Title

10/28/2019

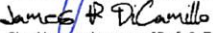
Date

SignNow e-signature ID: 96b9114aa5...

10/29/2019 14:23:10 UTC

CVUSDJames Costa / Construction Coordinator,
Maintenance, Operations & Construction**Print Name / Title**

10/29/2019

DateGregory Stachura / Assistant Superintendent, Facilities,
Planning & Operations Department**Print Name / Title****Date****Owner (authorized agent)**

SignNow e-signature ID: fe0c786b01...

10/29/2019 22:00:53 UTC

Architect (WLC Architects)

Jim DiCamillo / President, Architect, AIA LEED AP

Print Name / Title

10/29/2019

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 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: CHANGE ORDER FOR BID 18-19-10F, CATTLE ES, LITEL ES, AND OAK RIDGE ES ALTERATION PROJECT

=====

BACKGROUND

On December 13, 2018, the Board of Education awarded Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project to the following contractors: Bid Package 02-01, Precision Contracting; Bid Package 03-01, KAR Construction; Bid Package 06-01, Miller Construction; Bid Package 06-02, Stolo Cabinets; Bid Package 07-01, Letner Roofing; Bid Package 08-01, Construction Hardware; Bid Package 09-01, Mirage Builders; Bid Package 09-02, Continental Marble & Tile; Bid Package 09-03, CG Acoustics; Bid Package 09-04, Signature Flooring, Inc.; Bid Package 09-05, AJ Fistes Corp.; Bid Package 10-01, Bogh Engineering, Inc.; Bid Package 11-01, Kitcor Corp.; Bid Package 22-01, Empyrean Plumbing; Bid Package 23-01, Aire-Masters Air Conditioning; Bid Package 26-01, RDM Electric; and Bid Package 32-01, General Consolidated. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
2	Bid Package 09-03-Acoustical Wall & Ceiling System-CG Acoustics	\$0.00
Bid Amount:		\$402,241.00
Previously Approved Change Orders:		\$12,626.00
Revised Total Project Amount:		\$414,867.00

The change order is for the re-allocation of allowance funds from Litel ES and Oak Ridge ES projects for use on the Cattle ES project. There is no change to the construction cost and no change in contract time. The current total project cost, including all change orders, is \$27,392,537.00. Approval of the change order allows for the re-allocation of funds as described.

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

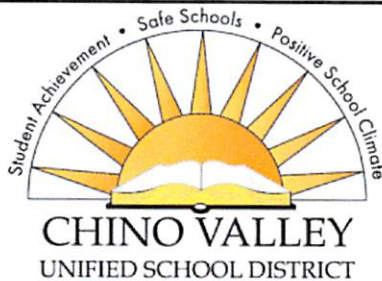
RECOMMENDATION

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

FISCAL IMPACT

None.

NE:GJS:AGH:pw



CHINO VALLEY UNIFIED SCHOOL DISTRICT

Facilities, Planning and Operations Division

5130 Riverside Drive

Chino, CA 91710

Telephone: 909.628.1202, Ext. 145 Fax: 909.548.6034

CHANGE ORDER

DATE: 10/9/19 BID #: 18-19-10F CHANGE ORDER: 002

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

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

OWNER: Chino Valley Unified School District

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

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

Cattle Elementary School

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

ITEM NO. 1:	Description:	Reallocation of Unused Unforeseen Conditions
	Reason:	Transferring of unused unforeseen allowance amount from Litel ES & Oak Ridge ES to Cattle ES.
	Document Ref:	Change Order Request No. C-014 (PCO No. C-199)
	Requested by:	District
	Change in Contract Sum:	\$10,000.00 / ADD
	Time Extension:	0 Calendar days

Litel Elementary School

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

ITEM NO. 1:	Description:	Reconcile Unused Unforeseen Allowance
	Reason:	Transfer unused unforeseen allowance amount from Litel ES to Cattle ES.
	Document Ref:	Change Order Request No. L-010 (PCO No. L-130)
	Requested by:	District
	Change in Contract Sum:	<\$5,000.00> / DEDUCT
	Time Extension:	0 Calendar days

Oak Ridge Elementary School

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

ITEM NO. 1: Description: Reconcile Unused Unforeseen Allowance
Reason: Transfer unused unforeseen allowance amount from Oak Ridge ES to Cattle ES.
Document Ref: Change Order Request No. O-007 (PCO No. O-141)
Requested by: District
Change in Contract Sum: <\$5,000.00> / DEDUCT
Time Extension: 0 Calendar days

END OF CHANGE ORDER NO. 002 ITEMS

SCHOOL SITE SUMMARY

School	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Cattle ES	\$144,681.00	\$0.00	\$10,000.00 <	\$154,681.00 ^
Litel ES	\$128,780.00	\$6,313.00	<\$5,000.00> ^	\$130,093.00 ^
Oak Ridge ES	\$128,780.00	\$6,313.00	<\$5,000.00> <	\$130,093.00 ^
Total	\$402,241.00	\$12,626.00	\$ 0.00	\$414,867.00

CONTRACT SUMMARY

The original contract amount was:	<u>\$402,241.00</u> ^
Net change by previous Change Order:	<u>\$12,626.00</u> ^
The contract amount will be increased by this Change Order:	<u>\$0.00</u> ^
The new contract amount including this change order will be:	<u>\$414,867.00</u> ^
The original contract completion date:	<u>04/16/20</u>
The contract time will be increased/decreased by days:	<u>0</u>
The date of completion as a result of this Change Order is:	<u>04/16/20</u>

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

APPROVED BY:


CG Acoustics, Inc.

Company Name (Contractor)



Christopher Ginter/President

10.23.19
Date


DSA Inspector of Record (Team Inspections)

Frank Sand / Inspector

10-9-19
Date


Construction Manager (CW Driver)

Hung Truong / Project Manager

10/9/19
Date


CVUSD

Samuel Sousa / Construction Coordinator,
Maintenance, Operations & Construction

10.9.19
Date


Owner (authorized agent)

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

10/25/19
Date


WLC Architects Inc. (Architect)

Jim DiCamillo / President
Print Name / Title

10.15.19
Date


Martin Sidorov

10/20/19

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 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 18-19-26F, AYALA HS ALTERATION
HVAC UPGRADES – GYM AND KITCHEN**

BACKGROUND

On March 7, 2019, the Board of Education awarded Bid 18-19-26F, Ayala HS Alteration HVAC Upgrades – Gym and Kitchen to the following contractors: Bid Package 01, General Construction to RVH Constructors; Bid Package 02, Structural/Misc. Steel to RND Contractors; Bid Package 03, Plumbing/Site Utilities to Continental Plumbing Inc.; Bid Package 04, HVAC to Franklin Mechanical Systems, Inc.; and Bid Package 05, Electrical/Low Voltage to Ryan Electric, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Bid Package 05-Electrical/Low Voltage-Ryan Electric, Inc.	(\$51,260.09)
Bid Amount:		\$604,400.00
Revised Total Project Amount:		\$553,139.91

The change order result in a net decrease of \$51,260.09.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$2,479,618.90. Approval of the change order allows for compensation to the contractor to perform the additional work as described.

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

RECOMMENDATION

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

FISCAL IMPACT

(\$51,260.09) to Building Fund 21.



CHINO VALLEY UNIFIED SCHOOL DISTRICT

Facilities, Planning and Operations Division

5130 Riverside Drive

Chino, CA 91710

Telephone: 909.628.1202, Ext. 1200 Fax: 909.548.6034

CHANGE ORDER

DATE: 10/25/19 BID #: 18-19-26F CHANGE ORDER: 001

PROJECT: Ayala High School Alteration HVAC Upgrades – Gymnasium & Kitchen

DSA APPLICATION #: 04-117632 DSA FILE #: _____

OWNER: Chino Valley Unified School District

ARCHITECT: WLC Architects CONTRACTOR: Ryan Electric (BP #05)

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

ITEM NO. 1:	Description:	CREDIT Unused Allowances
	Reason:	Unused amounts of composite cleanup, journeyman premium overtime hours, journeyman hours, and unforeseen allowances credited back to CVUSD
	Document Ref:	Attached SOV
	Requested by:	Balfour Beatty
	Change in Contract Sum:	<\$51,260.09> / DEDUCT
	Time Extension:	0 Calendar days

END OF CHANGE ORDER NO. 001 ITEMS

CONTRACT SUMMARY

The original contract amount was:	<u>\$604,400.00</u>
Previously approved change order amount(s):	<u>\$0.00</u>
The contract amount will be <u>decreased</u> by this Change Order:	<u><\$51,260.09></u>
The new contract amount including this change order will be:	<u>\$553,139.91</u>
The original contract completion date:	<u>08/01/19</u>
The contract time will be increased/decreased by days:	<u>00</u>
The date of completion as a result of this Change Order is:	<u>08/01/19</u>

APPROVED BY:

SignNow e-signature ID: 09cb808750...

10/25/2019 20:09 UTC

Contractor
(Ryan Electric)

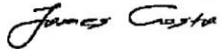
SignNow e-signature ID: 309ce02455...

10/25/2019 20:11:03 UTC

DSA Inspector of Record
(Knowland Construction Services)

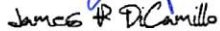
SignNow e-signature ID: 4b3c39f922...

10/25/2019 20:04:52 UTC

Construction Manager (Balfour Beatty)

SignNow e-signature ID: a3fce45e59...

10/25/2019 20:17:39 UTC

CVUSD**Owner (authorized agent)**

SignNow e-signature ID: 9d18e3f0ba...

10/28/2019 16:44:08 UTC

Architect (WLC Architects)

Matthew R. Ryan

President

10/28/2019

Print Name / Title**Date**

Ken Burr / DSA Inspector

10/25/2019

Print Name / Title**Date**

Mark Mercado / Project Manager

10/25/2019

Print Name / Title**Date**James Costa / Construction Coordinator,
Maintenance, Operations & Construction

10/25/2019

Print Name / Title**Date**Gregory Stachura / Assistant Superintendent, Facilities,
Planning & Operations Department**Print Name / Title****Date**

Jim Dicamillo / President, Architect, AIA LEEP AP

10/28/2019

Print Name / Title**Date**

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 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 PROJECT

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 project listed below.

CUPCCAA Project	Project Description	Contractor	Original Quotation	Change Order	Total	Funding Source
CC2020-06	Ayala HS MPR Stage Lighting Supports & Power Pathway for the Quick Cafes	RDM Electric Company, Inc.	\$59,460.00	N/A	\$59,460.00	25

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

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

FISCAL IMPACT

\$59,460.00 to Tax A Fund 25.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR BID 18-19-05F, CHINO HS RECONSTRUCTION – PHASE 0 (BID PACKAGE #1)

BACKGROUND

On September 20, 2018, the Board of Education awarded Bid 18-19-05F, Chino HS Reconstruction – Phase 0 Bid Package #1 to Lee and Stires. All contracted work was completed on October 15, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$857,500.00	N/A	\$857,500.00	\$42,875.00

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

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction – Phase 0 (Bid Package #1).

FISCAL IMPACT

None.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR BID 18-19-05F, CHINO HS RECONSTRUCTION – PHASE 0 (BID PACKAGE #4)

BACKGROUND

On September 20, 2018, the Board of Education awarded Bid 18-19-05F, Chino HS Reconstruction – Phase 0 Bid Package #4 to Econo Fence; All contracted work was completed on October 15, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$761,215.00	N/A	\$761,215.00	\$38,060.75

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

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-05F, Chino HS Reconstruction – Phase 0 (Bid Package #4).

FISCAL IMPACT

None.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: NOTICE OF COMPLETION FOR BID 18-19-13F, CAL AERO K-8
AND AYALA HS SAFETY AND SECURITY - FENCING**

=====

BACKGROUND

On December 13, 2018, the Board of Education awarded Bid 18-19-13F, Cal Aero K-8 and Ayala HS Safety and Security - Fencing to FenceCorp., Inc. All contracted work was completed on October 21, 2019. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$310,981.00	\$14,471.00	\$325,452.00	\$16,272.60

Documentation indicating satisfactory completion and compliance with specification has been obtained from: school site administrators; Jim DiCamillo, Architect/Engineer; Sam Sousa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Notice of Completion for Bid 18-19-13F, Cal Aero K-8 and Ayala HS Safety and Security - Fencing.

FISCAL IMPACT

None.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: REJECTION OF RFP 19-20-09, STUDENT INFORMATION SYSTEM

=====

BACKGROUND

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

RFP 19-20-09, Student Information System was published in the Inland Valley Daily Bulletin on July 8, 2019, and July 15, 2019. Proposals were due at 3:00 p.m. on August 21, 2019. The following firms submitted proposals:

FIRM NAME	FIRM NAME
Aequitas Solutions Inc.	Follett School solutions, Inc.
Aeries Software	PowerSchool Group LLC
Edupoint Educational Systems LLC	SmartClass LLC
Focus School Software	

Upon receipt of the proposals, technology staff reviewed all documents and determined at this time not to move forward with the award of bid.

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

RECOMMENDATION

It is recommended the Board of Education reject the proposals received for RFP 19-20-09, Student Information System.

FISCAL IMPACT

None.

NE:GJS:MB:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: COMMUNITY FACILITIES DISTRICT 4 (COLLEGE PARK)
SPECIAL TAX ACCOUNTABILITY REPORT FOR FISCAL YEAR
2018/2019**

=====

BACKGROUND

The Local Agency Special Tax and Bond Accountability Act was enacted by California State Legislature through Senate Bill 165 to provide accountability measures for any local special tax and/or bond measure subject to voter approval on or after January 1, 2001. In accordance with the requirements of the Accountability Act, Sections 50075.1 and 53410 of the Government Code of the State of California, an annual report must be filed by the local agency levying a special tax and/or issuing a bond measure and shall contain a description of the amount of funds collected and expended and the status of any project required or authorized to be funded by the special tax and/or bond measure.

On July 20, 2006, the Board of Education adopted resolutions establishing Community Facilities District 4 (College Park) (CFD 4) and the qualified electors within CFD 4 approved the levy of a special tax for the purpose of providing for public school and infrastructure facilities; and the incurrence of bonded indebtedness. No bonds have been issued as of this date.

Koppel & Gruber Public Finance, CFD administrator contracted by the District, prepared the Special Tax Accountability Report for Fiscal Year 2018/2019, provided under separate cover.

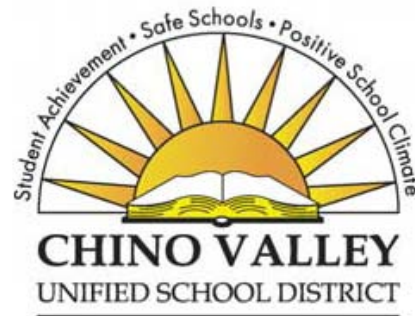
Approval of this item supports the goals identified within the District's Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education accept and file the Community Facilities District 4 (College Park) Special Tax Accountability Report for Fiscal Year 2018/2019.

FISCAL IMPACT

None.



CHINO VALLEY UNIFIED SCHOOL DISTRICT COMMUNITY FACILITIES DISTRICT NO. 4 (COLLEGE PARK)

SPECIAL TAX ACCOUNTABILITY REPORT FISCAL YEAR 2018/19

KOPPEL & GRUBER
PUBLIC FINANCE

334 VIA VERA CRUZ, SUITE 256
SAN MARCOS
CALIFORNIA 92078

T. 760.510.0290
F. 760.510.0288

District Administration

Chino Valley Unified School District
Norm Enfield, Superintendent
Gregory J. Stachura, Assistant Superintendent
Facilities, Planning, and Operations
5130 Riverside Drive
Chino, CA 91710-4310
T. 909.628.1201
F. 909.548.6034

Special Tax Administrator

Koppel & Gruber Public Finance
Lyn Gruber/Douglas Floyd
334 Via Vera Cruz, Suite 256
San Marcos, CA 92078
T. 760.510.0290
F. 760.510.0288

TABLE OF CONTENTS

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I. BACKGROUND

The Local Agency Special Tax and Bond Accountability Act (“Accountability Act”) was enacted by California State Legislature through Senate Bill 165 to provide accountability measures for any local special tax and/or bond measure subject to voter approval on or after January 1, 2001. According to the requirements of the Accountability Act (*Sections 50075.1 and 53410 of the Government Code of the State of California*), an annual report must be filed by the local agency levying a special tax and/or issuing a bond measure on or before each January 1, commencing January 1, 2002 and shall contain a description of the following:

- (1) The amount of funds collected and expended to fund authorized facilities.
- (2) The status of any project required or authorized to be funded by the special tax and/or bond measure.

The information contained in this Special Tax Accountability Report has been compiled and is being presented for Fiscal Year (“FY”) 2018/19 pursuant to and in accordance with the requirements outlined in the Accountability Act.

II. AUTHORIZED FACILITIES

The qualified electors within CFD No. 4 authorized the School District to approve the levy of a special tax and the incurrence of bonded indebtedness in an amount not to exceed \$12,000,000 for Improvement Area A and \$18,000,000 for Improvement Area B to provide for the cost of the financing, design, construction, installation, rehabilitation and acquisition of certain school facilities, including repayment of existing indebtedness, the payment of statutory school fees, and incidental expenses.

The authorized school facilities are generally described as elementary, junior and high school buildings and facilities for grades kindergarten through twelve (12), including equipment and furnishing thereof, with an estimated useful life of five (5) years or more.

The construction, installation, rehabilitation and acquisition of certain authorized school facilities described have been financed through the use of lease payments, installment purchase payments or other payments (any such payments shall be hereinafter described as the “Certificates of Participation” or “COPs”). CFD No. 4 may repay in part or in full existing indebtedness, including COPs issued by the School District, to finance authorized facilities.

As of the date of this Report, no bonds have been issued. Special Taxes were levied by CFD No. 4 for the first time in FY 2007/08.

III. COLLECTION OF SPECIAL TAXES AND EXPENDITURES

A separate account is held by the School District for the deposit of special taxes levied by the CFD and for the disbursement of authorized expenditures. The following table provides a description of the collection of special taxes and the funds disbursed for authorized expenditures in FY 2018/19.

DESCRIPTION	AMOUNT ¹
BEGINNING BALANCE AS OF JULY 1, 2018	\$12,092,246.48
<i>Sources of Funds</i>	
Annual Special Tax Collections ²	\$2,236,605.72
Interest Earnings	219,971.49
<i>Subtotal Sources of Funds</i>	<i>\$2,456,577.21</i>
<i>Expenditures</i>	
Administrative Expenses	(\$36,573.20)
Facilities	0.00
<i>Subtotal Expenditures</i>	<i>(\$36,573.20)</i>
ENDING BALANCE AS OF JUNE 30, 2019³	\$14,512,250.49

1 Amounts include transactions posted on an accrual basis and may not reflect actual cash on hand.

2 Represents the actual special tax collections received from the County, including any penalties and interest accrued from prior year delinquent special taxes that have been paid within the past fiscal year.

3 The ending balance on hand includes a minimum three (3) years of funds being reserved for payment of the COPs as required per the County of San Bernardino.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: REVISION OF BOARD POLICY 7140 FACILITIES – ARCHITECTURAL AND ENGINEERING SERVICES

=====

BACKGROUND

Board policies, administrative regulations, and bylaws are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice.

Revision of Board Policy 7140 Facilities – Architectural and Engineering Services is being updated to clarify the District's responsibility to select a licensed architect and/or structural engineer as required by law when professional design services are used for construction or modernization of school facilities and to address the need to comply with state safety and design standards. Policy adds the general duties of the architect and/or structural engineer and the circumstances under which design specifications must be submitted to the California Department of Education and the Division of the State Architect. This item was presented to the Board of Education on November 7, 2019, as information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 7140 Facilities – Architectural and Engineering Services.

FISCAL IMPACT

None.

NE:GJS:pw

ARCHITECTURAL AND ENGINEERING SERVICES

~~In order to ensure safe construction and protect the investment of public funds,~~ THE BOARD OF EDUCATION DESIRES TO PROVIDE SCHOOL FACILITIES ~~requires~~ that SUPPORT THE EDUCATIONAL PROGRAM AND MEET ALL APPLICABLE SAFETY AND DESIGN STANDARDS. WHEN REQUIRED BY LAW, THE BOARD SHALL EMPLOY OR CONTRACT WITH A licensed and certified architect AND/or structural engineer ~~be employed~~ to design and supervise the construction of District schools and other facilities.

(cf. 7110 - Facilities Master Plan)

THE ARCHITECT AND/OR STRUCTURAL ENGINEER SHALL BE RESPONSIBLE FOR PREPARING ALL CONSTRUCTION PLANS, SPECIFICATIONS, AND ESTIMATES AND FOR THE OBSERVATION OF THE WORK OF CONSTRUCTION. (Education Code 17302)

TO ENSURE COMPLIANCE WITH STATE DESIGN AND SAFETY STANDARDS, PRELIMINARY AND FINAL PLANS FOR ANY STATE-FUNDED SCHOOL FACILITY PROJECT, INCLUDING BOARD-APPROVED EDUCATIONAL SPECIFICATIONS FOR SCHOOL DESIGN WHEN NECESSARY, SHALL BE SUBMITTED TO THE CALIFORNIA DEPARTMENT OF EDUCATION AND THE DEPARTMENT OF GENERAL SERVICES, DIVISION OF THE STATE ARCHITECT. (Education Code 17267; 5 CCR 14030-14032)

The Superintendent or designee shall devise a competitive process for the selection of architects, structural engineers, AND OTHER DESIGN PROFESSIONALS that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, THE SUPERINTENDENT OR DESIGNEE ~~he/she~~ shall recommend ~~specific~~ architectural and engineering firms to the Board FOR APPROVAL. The Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The Board need not select the lowest responsible bidder. ~~The Board may require bids, however, whenever it determines that this would be in the public interest because the services needed are more of a technical nature and involve little professional judgment.~~

(cf. 3311 - Bids)

(cf. 3311.3 - Design-Build Contracts)

Legal Reference:**EDUCATION CODE**

17070.10-17079.30 Leroy F. Greene School Facilities Act, especially:

17070.50 Conditions for Apportionment

17250.10-17250.55 Design-Build Contracts

17251 School Construction; Duties of the California Department of Education

17262-17268 School Construction Plans

17280-17316 Approvals, especially:

ARCHITECTURAL AND ENGINEERING SERVICES (cont.)

17302 Persons Qualified to Prepare Plans, Specifications and Estimates and Supervise Construction;

17316 Contract Provision Regarding School District Property

17371 Limitation on Liability of Governing Board

BUSINESS AND PROFESSIONS CODE

5500-5502 Architecture

5550-5558 Architects, Licensure

6700-6706.3 Engineers

6750-6766 Engineers, Licensure

GOVERNMENT CODE

4525-4529.5 Contracts with Private Architects, Engineering, Land Surveying, and Construction Project Management Firms

14837 Definition of Small Business

87100 Public Officials; Financial Interest

PUBLIC CONTRACT CODE

20111 School District Contracts

CODE OF REGULATIONS, TITLE 5

14001 Minimum Standards for School Facilities

14030-14036 Standards, Planning, and Approval of School Facilities

CODE OF REGULATIONS, TITLE 24

101 et. Seq. California Building Standards Code

CALIFORNIA CONSTITUTION

Article 22 Architectural and Engineering Services

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Plan Submission Requirements for Modernization Projects, Form SFPD 4.08

Plan Submission Requirements for New Construction, Form SFPD 4.07

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

School Facility Program Handbook, January 2019

WEBSITES

American Institute of Architects California Council: aiacalifornia.org

California Department of Education, Facilities: www.cde.ca.gov/ls/fa

Department of General Services, Division of the State Architect: www.dgs.ca.gov/DSA

Department of General Services, Office of Public School Construction: www.dgs.ca.gov/OPSC

Chino Valley Unified School District

Policy adopted: November 2, 1995

Revised: September 4, 2008

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 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>
--------------------	------------------------	------------------------	----------------------------------

**HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY
SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2019/2020 SCHOOL YEAR**

EMERY, Sabrina	Special Education Teacher	Litel ES	11/22/2019
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RESIGNATION

SOTO, Yahtina	Special Education Teacher	Litel ES	10/01/2019
---------------	---------------------------	----------	------------

APPOINTMENT - EXTRA DUTY

CRONKITE, Toni (NBM)	Girls Water Polo (B)	Ayala HS	11/22/2019
FLORES, Christian (NBM)	Boys Basketball (B)	Ayala HS	11/22/2019
MERCADO, Nathan (NBM)	Girls Water Polo (B)	Ayala HS	11/22/2019
ANGULO-CAMARILLO, Fernando (NBM)	Boys Soccer (B)	Chino HS	11/22/2019
CABRERA, Francisco (NBM)	Boys Soccer (B)	Chino HS	11/22/2019
INGLIMA, Heather	Softball (B)	Chino HS	11/22/2019
NAVARRO, Jacob (NBM)	Wrestling (B)	Chino HS	11/22/2019
SAMANO, Michael (NBM)	Wrestling (GF)	Chino HS	11/22/2019

TOTAL:	\$ 3,109.00
--------	-------------

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

CHEW, May	CHUNG, Da Jung	ELEVARIO, Chelsi
GRIEGO, Samantha	HURTADO, Jordan	MORALES, Elsa
PICKETT, Haley		

CLASSIFIED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
--------------------	------------------------	------------------------	------------------------------

HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED MANAGEMENT SALARY SCHEDULE**APPOINTMENT**

WESTBERRY, Christen	Behavioral Health Counselor (SELPA/GF/C)	Special Education	11/22/2019
---------------------	---	-------------------	------------

RESIGNATION

BROWN, Catherine	Behavior Intervention Specialist (SELPA/GF)	Special Education	11/01/2019
------------------	--	-------------------	------------

HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE**APPOINTMENT**

VASQUEZ, Christine	Playground Supervisor (GF)	Hidden Trails ES	11/22/2019
CHAVEZ, Iletha	Playground Supervisor (GF)	Liberty ES	11/22/2019
ROCHA, Maribel	Bilingual Typist Clerk I Spanish (C)	Liberty ES	11/22/2019
LIZZARAGO, Krystel	Nutrition Services Assistant I (NS)	Marshall ES	11/22/2019
JIMENEZ, Janice	Playground Supervisor (GF)	Newman ES	11/22/2019
GUTIERREZ, Arthur R.	Playground Supervisor (GF)	Magnolia JHS	11/22/2019
ESSLINGER, Samantha	IA/Special Education (SELPA/GF)	Chino HS	11/22/2019
HOPKINS, Timothy	IA/Special Education/SH (SELPA/GF)	Chino HS	11/22/2019
JOHNSON, Gennine	Nutrition Services Assistant II (NS)	Chino HS	11/22/2019
SIMS, Mariah	IA/Special Education/SH (SELPA/GF)	Don Lugo HS	11/22/2019
SCHWARTZMEYER, Nanette	IA/Special Education/SH (SELPA/GF)	Special Education	11/22/2019

PROMOTION

MORRIS, Joseph	FROM: Custodian I (GF) 8 hrs./261 contract days TO: Custodian II (GF) 8 hrs./ 261 contract days	Rhodes ES Glenmeade ES	11/22/2019
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CHANGE OF ASSIGNMENT

PARKER, Maria	FROM: Health Technician (GF) 3.5 hrs./185 work days TO: Health Technician (GF) 5.5 hrs./185 work days	Litel ES Townsend JHS	11/22/2019
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CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
--------------------	------------------------	------------------------	------------------------------

PERSONAL LEAVE OF ABSENCE

DUNN, Clara	IA/Special Education (SELPA/GF)	Don Lugo HS	11/04/2019 through 01/31/2020
-------------	---------------------------------	-------------	-------------------------------------

RESIGNATION

PARRA, Michelle	Child Care Specialist (CDF)	Rhodes FC	11/01/2019
DREILING, Tammy	IA/Special Education/SH (SELPA/GF)	Ramona JHS	11/01/2019
BRITTO, John	Network Technician (GF)	Technology	11/29/2019

RETIREMENT

GUTIERREZ, Arthur J. (16 Years of Service)	Custodian II (GF)	Woodcrest JHS	12/30/2019
JARVIS, Gary (27 Years of Service)	Maintenance III – Carpenter (GF)	Maintenance	12/31/2019

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

ALFARO, Jonathan	CABRERA, Daniel	DUTRA DE ALMEIDA, Maria
GOMEZ, Michelle	GONZALES, Theresa	HERNANDEZ, Gabriella
MELO, Rosa	MORALES, Patricia	PAZ, Jeffrey
RENFRO, DaSean	ROMERO, Julian	SEARS, Brianna

(504)	= Federal Law for Individuals with Handicaps	(SAT)	= Saturday School
(ABG)	= Adult Education Block Grant	(SB813)	= Medi-Cal Admin. Activities Entity Fund
(ASB)	= Associated Student Body	(SELPA)	= Special Education Local Plan Area
(ASF)	= Adult School Funded	(SOAR)	= Students on a Rise
(ATE)	= Alternative to Expulsion	(SPEC)	= Spectrum Schools
(B)	= Booster Club	(SS)	= Summer School
(BTSA)	= Beginning Teacher Support & Assessment	(SWAS)	= School within a School
(C)	= Categorically Funded	(VA)	= Virtual Academy
(CDF)	= Child Development Fund	(WIA)	= Workforce Investment Act
(CVLA)	= Chino Valley Learning Academy		
(CWY)	= Cal Works Youth		
(E-rate)	= Discount Reimbursements for Telecom.		
(G)	= Grant Funded		
(GF)	= General Fund		
(HBE)	= Home Base Education		
(MAA)	= Medi-Cal Administrative Activities		
(MG)	= Measure G – Fund 21		
(MH)	= Mental Health – Special Ed.		
(NBM)	= Non-Bargaining Member		
(ND)	= Neglected and Delinquent		
(NS)	= Nutrition Services Budget		
(OPPR)	= Opportunity Program		
(PFA)	= Parent Faculty Association		
(R)	= Restricted		
(ROP)	= Regional Occupation Program		

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Whitney Fields, Director, Risk Management and Human Resources

SUBJECT: REJECTION OF CLAIMS

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BACKGROUND

Claim 19-10-06 was submitted on October 3, 2019, by Finch, Thornton & Baird, LLP Attorneys at Law on behalf of Quality Reinforcing, Inc. Claimant seeks payment for labor and materials furnished in relation to RFP 14-15-11 Power Purchase Agreement for Solar Photovoltaic Systems, as well as recovery of interest, attorneys' fees and costs. Claimant seeks unspecified damages and seeks a settlement demand that lies within the jurisdiction of the Superior Court.

Claim 19-10-07 was submitted on October 8, 2019, by Juan and Stephanie Morales on behalf of their daughter, a student at Country Springs ES. Claimant alleges severe injury after falling off playground equipment and breaking her elbow on the playground during school hours. Claimant seeks reimbursement for medical expenses in the amount of \$95.00 and for future incurred costs.

Claim 19-10-08 was submitted on October 18, 2019, by Erminda Kamphuis on behalf of her son, a student at Chino Hills HS. Claimant alleges severe injury after carrying and moving a platform that fell on the claimant and several other students. Claimant seeks reimbursement for medical expenses in the amount of \$100.00 and for future incurred costs.

Claim 19-10-09 was submitted on October 30, 2019, by Geraldine Rasmussen, an employee at Eagle Canyon ES. Claimant alleges vehicle damage after being hit by a District vehicle that was backing into a parking stall next to her vehicle in the site parking lot. Claimant seeks reimbursement for vehicle damages in the amount of \$789.25 and for future incurred costs.

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

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

RECOMMENDATION

It is recommended the Board of Education reject the claims and refer them to the District's insurance adjuster.

FISCAL IMPACT

Unknown at present.

NE:RR:WF:lag

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DATE: November 21, 2019

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: NEW JOB DESCRIPTION FOR DIGITAL MEDIA AND VIDEO
PRODUCTION SPECIALIST**

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BACKGROUND

Job descriptions are a statement of duties, qualifications, and responsibilities associated with a particular job. It is a matter of standard practice to modify and/or create job descriptions as new positions become necessary, jobs evolve, and responsibilities and duties change. Additionally, changes in organizational structure, student needs, and other factors require the revision of existing positions to support the District's mission of increased student achievement.

The Digital Media and Video Production Specialist job description is being established to assist in implementing the District's communication program and support internal and external communication efforts through the development and production of scripted and unscripted programs and other media outlets. The District has consulted with the California School Employees Association on the job description, as required.

New language is provided in UPPER CASE.

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

RECOMMENDATION

It is recommended the Board of Education:

- a) Approve the new job description for Digital Media and Video Production Specialist;
and
- b) Authorize the creation of a Digital Media and Video Production Specialist position.

FISCAL IMPACT

A fiscal impact to the General Fund of \$90,817.00 inclusive of mandatory benefits.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

DIGITAL MEDIA AND VIDEO PRODUCTION SPECIALIST

RANGE 50

DEFINITION

UNDER THE DIRECTION OF THE DIRECTOR, COMMUNICATIONS, WILL ASSIST IN IMPLEMENTING THE DISTRICT'S COMMUNICATION PROGRAM AND SUPPORT INTERNAL AND EXTERNAL COMMUNICATIONS EFFORTS THROUGH THE DEVELOPMENT AND PRODUCTION OF SCRIPTED AND UNSCRIPTED PROGRAMS, NEWS AND PROMOTIONAL CONTENT INTENDED FOR STREAMING ON THE DISTRICT'S WEBSITE, SOCIAL MEDIA PLATFORMS AND BROADCAST ON CABLE TELEVISION STATIONS AND THROUGH THE MANAGEMENT OF DISTRICT WEBSITE CONTENT AND DISTRICT SOCIAL MEDIA CHANNELS.

DISTINGUISHING CHARACTERISTICS

THIS POSITION CARRIES OUT DAILY PRODUCING, FILMING, EDITING, PHOTOGRAPHING AND WRITING OF PROGRAMS, EVENTS, NEWS AND PROMOTIONAL CONTENT; AND MANAGES DISTRICT EQUIPMENT WEBSITE CONTENT AND SOCIAL MEDIA CHANNELS, IN ALIGNMENT WITH THE DISTRICT'S OVERALL STRATEGIC COMMUNICATIONS PLAN.

OCCUPATIONAL GROUP

CLASSIFIED (TECHNICAL)

EXAMPLES OF DUTIES/RESPONSIBILITIES

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. OPERATES VIDEO AND DIGITAL CAMERAS, AUDIO AND LIGHTING EQUIPMENT TO SHOOT VIDEOS IN THE FIELD, STUDIO AND REMOTE LOCATIONS FOR DIGITAL SHOWS, DISTRICT-RELATED EVENTS AND OTHER RELATED ASSIGNMENTS. **(E)**
2. USES EDITING SOFTWARE TO PRODUCE AND PACKAGE FINISHED SHORT AND LONG-FORM VIDEO CONTENT THAT INCLUDES PRODUCED SHOWS, PUBLIC SERVICE ANNOUNCEMENTS, PROMOTIONAL SEGMENTS, PUBLIC INFORMATION AND MARKETING CAMPAIGN, DIGITAL MATERIALS, EVENTS, BOARD MEETINGS, PROFESSIONAL DEVELOPMENT, COVERAGE AND PROMOTIONS, AND MORE, USING TOOLS INCLUDING, BUT NOT LIMITED TO, OTHER POST PRODUCTION SOFTWARE. **(E)**

3. COORDINATES ELEMENTS OF PROFESSIONAL VIDEO PRODUCTION, INCLUDING, BUT NOT LIMITED TO, GRAPHICS, SPECIAL EFFECTS, VOICE-OVERS, NARRATION AND MUSIC. **(E)**
4. PERFORMS ON-CAMERA INTERVIEWS; RESEARCHES DIFFERENT SUBJECT MATTERS FOR INTERVIEWS; ASKS INFORMED AND RELEVANT QUESTIONS DURING INTERVIEWS. **(E)**
5. WRITES SCRIPTS, PROMOTIONAL ARTICLES AND STORIES AS ASSIGNED. **(E)**
6. SETS UP AND DIRECTS THE STREAMING OF BOARD OF EDUCATION MEETINGS AND OTHER OFF-SITE DISTRICT AND SCHOOL EVENTS. MAY WORK WITH OTHERS TO COORDINATE VIDEO RECORDINGS OF BOARD MEETINGS. **(E)**
7. TRANSPORTS SOUND AND LIGHTING EQUIPMENT AND CAMERAS TO LOCATION; SETS UP AND TAKES DOWN EQUIPMENT. **(E)**
8. DETERMINES SHOT COMPOSITION; MONITORS MICROPHONE SOUND LEVELS DURING PRODUCTION; SETS UP COMPUTERIZED TELEPROMPTER EQUIPMENT TO DISPLAY SCRIPT; MONITORS ALL BROADCASTS FOR APPROPRIATE AUDIO LEVELS AND VISUAL CLARITY, MAKES ADJUSTMENTS AS REQUIRED. **(E)**
9. MAINTAINS AND UPDATES THE DISTRICT WEBSITE HOMEPAGE AND NEWS PAGES AND UPLOADS NEWS, VIDEOS, GRAPHICS, ARTICLES, AND OTHER RELEVANT INFORMATION. **(E)**
10. ASSISTS IN DEVELOPING AND IMPLEMENTING SOCIAL MEDIA STRATEGIES AND ANALYSIS, INCLUDING PREPARING REPORTS ON SOCIAL MEDIA GOALS AND ASSISTS WITH MANAGING DISTRICT SOCIAL MEDIA CHANNELS INCLUDING, BUT NOT LIMITED TO, FACEBOOK, TWITTER, INSTAGRAM AND YOUTUBE. **(E)**
11. ASSISTS WITH PRODUCTION OUTLINES AND CONFERS ON STORYBOARDS, GRAPHICS AND ANIMATION, USING EDITING SOFTWARE. **(E)**
12. MAY MAKE RECOMMENDATIONS AND IMPLEMENT STRATEGIES FOR THE UTILIZATION OF NEW TECHNOLOGIES TO EFFECTIVELY AND EFFICIENTLY ADVANCE THE DISTRICT'S GOALS. **(E)**
13. MAINTAINS A DISTRICT VIDEO, AUDIO, PHOTOGRAPH, AND GRAPHICS ARCHIVE. **(E)**

14. PERFORMS OTHER RELATED DUTIES AS NEEDED.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

KNOWLEDGE OF:

- MODERN DIGITAL VIDEO AND STILL CAMERA SYSTEMS;
- POST PRODUCTION EDITING TECHNIQUES TO PRODUCE AND PACKAGE FINISHED VIDEO AND PHOTO CONTENT;
- VIDEO EDITING SOFTWARE AND TOOLS AND PROFICIENCY IN VIDEO EDITING TECHNIQUES AND PRACTICE;
- MAC AND PC COMPUTERS;
- PRINCIPLES OF LIGHTING, AUDIO AND SHOT COMPOSITION FOR OPTIMUM VIDEO QUALITY;
- SAFETY RULES AND PRACTICES RELATED TO THE OPERATION OF TELEVISION PRODUCTION EQUIPMENT;
- SOCIAL MEDIA, INCLUDING BUT NOT LIMITED TO, PLATFORMS SUCH AS FACEBOOK (INCLUDING FACEBOOK LIVE), YOUTUBE, TWITTER, INSTAGRAM, AND OTHERS;
- CREATIVE TECHNIQUES FOR DIGITAL STORYTELLING FOR AUDIENCE ENGAGEMENT;
- INDUSTRY BEST PRACTICES FOR WEBSITE CONTENT OPTIMIZATION; AND
- BASIC BROADCAST NEWS TECHNIQUES.

ABILITY TO:

- VIDEO IN STUDIO AND ON LOCATION SHOTS UNDER VARYING CIRCUMSTANCES;
- OCCASIONALLY WORK FLEXIBLE HOURS DEPENDENT UPON THE NEEDS OF THE DISTRICT;
- WRITE IN JOURNALISTIC STYLE IN SUPPORT OF VISUAL AND VIDEO IMAGES;
- WRITE CREATIVELY TO ENGAGE AUDIENCES ACROSS VARIOUS DIGITAL PLATFORMS INCLUDING WEBSITES, SOCIAL MEDIA CHANNELS AND SHORT AND LONG FORM VIDEOS;
- WORK INDEPENDENTLY, ORGANIZE AND MANAGE TASKS, TIME AND RESPONSIBILITIES;
- EFFECTIVELY COMMUNICATE WITH PEOPLE FROM VARIED BACKGROUNDS INCLUDING ELECTED OFFICIALS, COMMUNITY AND BUSINESS LEADERS, STAFF, STUDENTS, AND PARENTS;
- ANALYZE PROBLEMS, IDENTIFY POTENTIAL SOLUTIONS, AND MAKE APPROPRIATE AND EFFECTIVE DECISIONS;
- WORK UNDER PRESSURE OF AND ADHERE TO DEADLINES;
- UNDERSTAND AND CARRY OUT ORAL AND WRITTEN DIRECTIONS;

- CONFIGURE EDITING WORK STATIONS; SET UP AND OPERATE A VARIETY OF VIDEO PRODUCTION EQUIPMENT; AND
- TROUBLE-SHOOT PRODUCTION PROBLEMS.

EDUCATION/EXPERIENCE

BACHELOR'S DEGREE IN MASS MEDIA, FILM/TELEVISION, COMMUNICATION, JOURNALISM OR CLOSELY RELATED FIELD WITH AT LEAST THREE YEARS OF EXPERIENCE IN MULTI-MEDIA COMMUNICATION POSITIONS WITH EMPHASIS ON DIGITAL MEDIA AND VIDEO PRODUCTION, INCLUDING PRE- AND POST-PRODUCTION, OPERATING VIDEO PRODUCTION EQUIPMENT, DIGITAL CAMERAS, NON-LINEAR EDITING EQUIPMENT AND COMPUTER BASED VIDEO EDITING SOFTWARE.

AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE MAY BE CONSIDERED FOR UP TO TWO YEARS OF THE EDUCATION REQUIREMENT. ONE YEAR OF EXPERIENCE IN A CLOSELY RELATED FIELD CAN BE SUBSTITUTED FOR ONE YEAR OF THE EDUCATION REQUIREMENT THEREBY INCREASING THE EXPERIENCE REQUIREMENT FOR EACH YEAR SUBSTITUTED. (30 ACCREDITED SEMESTER CREDIT UNITS = 1 YEAR)

WORKING CONDITIONS

- INDOOR/OUTDOOR ENVIRONMENT;
- CONSIDERABLE DISTRACTION AND NOISE WHILE TAPING SOME EVENTS;
- SUBJECT TO DRIVING TO A VARIETY OF LOCATIONS TO CONDUCT WORK DURING DAY, EVENING, AND WEEKEND HOURS; AND
- DEMANDING TIMELINES.

PHYSICAL ABILITIES

- BENDING AT THE WAIST AND REACHING TO RETRIEVE ITEMS;
- CARRYING, PUSHING, OR PULLING EQUIPMENT TO LOAD AND UNLOAD;
- CLIMBING, OCCASIONAL USE OF LADDER;
- DEXTERITY OF HANDS AND FINGERS TO OPERATE JOB-RELATED EQUIPMENT AND TO SET UP AND TAKE DOWN EQUIPMENT;
- HEAVY LIFTING OF OBJECTS WEIGHING UP TO 50 POUNDS;
- KNEELING OR CROUCHING TO OPERATE EQUIPMENT;
- OPERATE EQUIPMENT AND STAND FOR EXTENDED PERIODS OF TIME;
- STOOPING, TURNING AND TWISTING; AND
- VISUAL AND HEARING ABILITY TO PERFORM JOB RESPONSIBILITIES.

HAZARDS

- ADVERSE WEATHER CONDITIONS INCLUDING EXTREME TEMPERATURES;
- WORKING AROUND AND WITH MACHINERY HAVING MOVING PARTS;
- MAY BE EXPOSED TO CONTACT WITH HOSTILE OR ABUSIVE INDIVIDUALS;
AND
- EXTENDED VIEWING OF MONITORS.

BOARD APPROVED: