



**CHINO VALLEY**  
UNIFIED SCHOOL DISTRICT

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

# BOARD OF EDUCATION AGENDA

**December 12, 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**  
**ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION**  
**5130 Riverside Drive, Chino, CA 91710**  
**4:30 p.m. – Closed Session • 6:00 p.m. – Organizational Meeting**  
**December 12, 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 – 4:30 P.M.**

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

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

- a. Conference with Legal Counsel 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 Readmission Matters (Education Code 35146, 48916 (c)): Readmission Cases 18/19-35, 19/20-02A, and 19/20-03. (15 minutes)
- d. Student Discipline Matters (Education Code 35146, 48918 (c) & (j)): Expulsion cases 19/20-14, 19/20-18, 19/20-19, and 19/20-20. (50 minutes)
- e. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Frank Arce, Isabel Brenes, Sandra Chen, and Richard Rideout. (5 minutes)
- f. Public Employee Discipline/Dismissal/Release (Government Code 54957): (5 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

**I.C. STAFF REPORT**

1. Annual Report: Academic Indicator

**I.D. PRESENTATION**

1. Boys Republic: Della Robbia Wreath Presentation

The proceedings of this meeting are being recorded.

**I.E. ORGANIZATION OF BOARD****Election of Officers/Representatives**

1. Election of President
2. Election of Vice President
3. Election of Clerk
4. Election of Board Liaison—City of Chino
5. Election of Board Liaison—City of Chino Hills
6. Election of Board Liaison—City of Ontario
7. Election of Board Liaison—Chino Valley Independent Fire District
8. Election of Representative—County Committee on School District Organization
9. Election of Representative—Chino Hills Parks and Recreation Commission
10. Election of Two Representatives—Joint Meeting with the City of Chino
11. Election of Two Representatives—Joint Meeting with the City of Chino Hills
12. Election of Representative—Chamber of the Chino Valley
13. Election of Representative and Alternate—Baldy View Regional Occupational Program Commission for a Term to Expire in December 2021

**I.F. BOARD PRESIDENT'S PRESENTATION****I.G. COMMENTS FROM STUDENT REPRESENTATIVE****I.H. COMMENTS FROM EMPLOYEE REPRESENTATIVES****I.I. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA****I.J. CHANGES AND DELETIONS**

<b>II. ACTION</b>
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**II.A. ADMINISTRATION****II.A.1. 2020/2021 Board Meeting Calendar**

Page 9

Recommend the Board of Education approve the 2020/2021 Board meeting calendar.

Motion \_\_\_\_ Second \_\_\_\_

Preferential Vote: \_\_\_\_

Vote: Yes \_\_\_\_ No \_\_\_\_

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

Page 11

Recommend the Board of Education nominate up to seven (7) candidate(s) to the California School Boards Association Delegate Assembly.

Motion \_\_\_\_ Second \_\_\_\_

Preferential Vote: \_\_\_\_

Vote: Yes \_\_\_\_ No \_\_\_\_

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

Page 13

Recommend the Board of Education give notice and conduct a public hearing to receive parent/guardian and community input regarding the co-location of community day school Chino Valley Learning Academy with other educational programs operating at the Los Serranos school site, including the District's Alternative Education Center, the Sycamore Academy of Science and Cultural Arts-Chino Valley Charter School, and Spectrum Center Schools and Programs.

Open Hearing \_\_\_\_\_

Close Hearing \_\_\_\_\_

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

Page 15

It is recommended the Board of Education adopt Resolution 2019/2020-22 certifying that satisfactory alternative facilities are not available for a community day school and approving the co-location of the community day school Chino Valley Learning Academy with other educational programs operating at the Los Serranos school site, including the District's Alternative Education Center, the Sycamore Academy of Science and Cultural Arts-Chino Valley Charter School, and Spectrum Center Schools and Programs, and submission of request to the State Board of Education for a waiver of the application of Education Code § 48661(a) pursuant to the general waiver provisions of Education Code § 33050 et seq.

Motion \_\_\_\_\_ Second \_\_\_\_\_

Preferential Vote: \_\_\_\_\_

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_

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

Page 19

Recommend the Board of Education approve the 2019/2020 First Interim Financial Report, and authorize the President of the Board of Education and the Superintendent to sign the positive Certification of Financial Condition for the current and two subsequent fiscal years.

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 21, 2019**

Page 20

Recommend the Board of Education approve the minutes of the regular meeting of November 21, 2019.

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

Page 27

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

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

Page 28

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

**III.B.3. Donations**

Page 31

Recommend the Board of Education accept the donations.

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

Page 33

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

**III.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****III.C.1. Student Readmission Cases 18/19-35, 19/20-02A, and 19/20-03**

Page 34

Recommend the Board of Education approve student readmission cases 18/19-35, 19/20-02A, and 19/20-03.

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

Page 35

Recommend the Board of Education approve student expulsion cases 19/20-14, 19/20-18, 19/20-19, and 19/20-20.

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

Page 36

Recommend the Board of Education approve/ratify the school-sponsored trips for: Ayala HS, Chino Hills HS, and Don Lugo HS.

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

Page 38

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

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

Page 39

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

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

Page 42

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

**III.D.4. Resolution 2019/2020-23, Authorization to Utilize a Piggyback Contract**

Page 44

Recommend the Board of Education adopt Resolution 2019/2020-23, authorization to utilize a piggyback contract.

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

Page 48

Recommend the Board of Education adopt Resolution 2019/2020-24, Butterfield Ranch ES Ground Mounted Photovoltaic Panel Installation.

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

Page 53

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

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

Page 54

Recommend the Board of Education award Bid 19-20-17F, Chino HS—Reconstruction Phase I to Southern California West Coast Electric Inc.

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

Page 55

Recommend the Board of Education award Bid 19-20-22F, Cortez ES, Rhodes ES, and Don Lugo HS Roofing Project to Bligh Roof Co., dba Bligh Pacific.

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

Page 57

Recommend the Board of Education award Bid 19-20-35F, Borba ES and Marshall ES Fencing Replacement to Lighting Fence Company, Inc.

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

Page 58

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

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

Page 66

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

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

Page 71

Recommend the Board of Education approve the Change Order for Bid 18-19-12F, Ayala HS Safety and Security.

**III.E. HUMAN RESOURCES**

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

Page 73

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

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

Page 79

Recommend the Board of Education approve the internship agreement with Redlands University.

**IV. INFORMATION**

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

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

Page 87

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

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

Page 124

Recommend the Board of Education receive for information the San Bernardino County Superintendent of Schools Williams Settlement Fiscal Year 2018/2019 Annual Report.

**IV.B. HUMAN RESOURCES**

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

Page 134

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

**V. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**VI. ADJOURNMENT**

Date posted: December 9, 2019

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



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

Student Achievement • Safe Schools • Positive School Climate  
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**DATE:** December 12, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**SUBJECT: 2020/2021 BOARD MEETING CALENDAR**

=====

**BACKGROUND**

At the organizational meeting in December each year, the Board of Education adopts the Board meeting calendar. Attached is the proposed calendar for 2020/2021. Regular meetings are held on the first and third Thursdays of the month, unless otherwise posted as indicated by an asterisk \*.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the 2020/2021 Board meeting calendar.

**FISCAL IMPACT**

None.

NE:pk

# Chino Valley Unified School District



CHINO VALLEY  
UNIFIED SCHOOL DISTRICT  
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## 2020/2021 Board Meeting Calendar

July 16, 2020	Regular
August 20, 2020	Regular
September 3, 2020	Regular
September 17, 2020	Regular
October 1, 2020	Regular
October 15, 2020	Regular
November 5, 2020	Regular
November 19, 2020	Regular
December 17, 2020	Organizational
January 21, 2021	Regular
February 4, 2021	Regular
February 18, 2021	Regular
March 4, 2021	Regular
March 18, 2021	Regular
April 15, 2021	Regular
April 16, 2021	Regular
May 6, 2021	Regular
May 20, 2021	Regular
June 3, 2021	Regular
June 17, 2021	Regular

Board of Education meetings are held the first and third Thursdays of the month (except where indicated by asterisk). The meetings will begin at 6:00 p.m. in the Board room at the District Service Center, Chino Valley Unified School District, 5130 Riverside Drive, Chino, unless otherwise posted. Additional meetings will be announced by the Board President on an as-needed basis.

Board approved: \_\_\_\_\_

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

**SUBJECT: NOMINATIONS FOR CALIFORNIA SCHOOL BOARDS  
ASSOCIATION DELEGATE ASSEMBLY**

=====

**BACKGROUND**

The Delegate Assembly is the primary policy-making body of the California School Boards Association (CSBA). Delegates adopt the association's platform, take positions on other critical issues that come before it, elect officers and directors, and adopt bylaw changes. Delegates serve as a two-way communications link between the board members in the region and the regional director, and play an important role in fostering collegiality within their region. Delegate assembly nominations within each geographic subregion or area must be made by member boards within the respective subregion or area. Each board may nominate as many individuals as it chooses; however, nominees must be members of CSBA member boards within the subregion or area and must have given permission to place his or her name into nomination. Members serve two-year terms beginning April 1, 2020, through March 31, 2022. In accordance with CSBA bylaws, nominations for Delegate assembly must be postmarked or faxed no later than January 7, 2020, without exception.

The Chino Valley Unified School District belongs to Subregion 16B, San Bernardino County. The present delegation includes the following seven elected representatives whose terms are expiring in 2020:

Christina Cameron-Otero (Needles USD)  
Barbara Dew (Victor Valley Union HSD)  
Cindy Gardner (Rim of the World USD)  
Margaret Hill (San Bernardino City USD)  
James O'Neill (Redlands USD)  
Caryn Payzant (Alta Loma ESD)  
Wilson So (Apple Valley USD)

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

## **RECOMMENDATION**

It is recommended the Board of Education nominate up to seven (7) candidate(s) to the California School Boards Association Delegate Assembly:

- |          |          |
|----------|----------|
| 1) _____ | 2) _____ |
| 3) _____ | 4) _____ |
| 5) _____ | 6) _____ |
| 7) _____ |          |

## **FISCAL IMPACT**

None.

NE:pk

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

**SUBJECT: PUBLIC NOTICE AND HEARING REGARDING CO-LOCATION  
OF COMMUNITY DAY SCHOOL CHINO VALLEY LEARNING  
ACADEMY WITH OTHER EDUCATIONAL PROGRAMS  
OPERATING AT THE LOS SERRANOS SCHOOL SITE**

=====

**BACKGROUND**

In May 2019, a California Department of Education representative contacted the Chino Valley Unified School District inquiring about the co-location of educational programs operating at the Los Serranos school site, located at 15650 Pipeline Ave, Chino Hills, California, 91709. The District responded and the inquiry was closed.

In October 2019, the District was directed by the California Department of Education representative to submit a waiver request to allow continued co-location of the community day school Chino Valley Learning Academy (CVLA), located at the south side of the school site, with other educational programs operating at the site, the District's Alternative Education Center, a charter school (Sycamore Academy of Science and Cultural Arts-Chino Valley), and a nonpublic nonsectarian certified school (Spectrum Center Schools and Programs), all located to the north side of the school site. The community day school is separated from the other educational programs by fencing and gates.

The District has been successfully operating the community day school at the Los Serranos school site under secure conditions since the 2011–2012 school year. There have been no negative interactions or major safety issues between CVLA students and other programs operating at the school site. CVLA is located at the far end of the property, further minimizing the opportunity for interaction with students in other programs. Additionally, all CVLA students are bused to and from the site, and are supervised at all times. There are staggered student arrival and departure times for each educational program. A campus security officer monitors the school site at all times during the school day.

The Board of Education must conduct a public hearing to receive input from parents/guardians and community members regarding the co-location of the community day school with other educational programs operating at the school site prior to approving the co-location of the community day school and submission of a request for a waiver to the State Board of Education of the application of Education Code § 48661(a) pursuant to the general waiver provisions of Education Code § 33050 *et seq.*

### **RECOMMENDATION**

It is recommended the Board of Education give notice and conduct a public hearing to receive parent/guardian and community input regarding the co-location of community day school Chino Valley Learning Academy with other educational programs operating at the Los Serranos school site, including the District's Alternative Education Center, the Sycamore Academy of Science and Cultural Arts-Chino Valley Charter School, and Spectrum Center Schools and Programs.

### **FISCAL IMPACT**

None.

NE:pk

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

**SUBJECT:** **ADOPTION OF RESOLUTION 2019/2020-22 CERTIFYING NO SATISFACTORY ALTERNATIVE FACILITIES AVAILABLE FOR COMMUNITY DAY SCHOOL, APPROVING CO-LOCATION OF COMMUNITY DAY SCHOOL WITH OTHER EDUCATIONAL PROGRAMS OPERATING AT THE LOS SERRANOS SCHOOL SITE AND SUBMISSION OF REQUEST TO THE STATE BOARD OF EDUCATION FOR A WAIVER**

=====

**BACKGROUND**

In May 2019, a California Department of Education representative contacted the Chino Valley Unified School District inquiring about the co-location of educational programs operating at the Los Serranos school site, located at 15650 Pipeline Ave, Chino Hills, California, 91709. The District responded and the inquiry was closed.

In October 2019, the District was directed by the California Department of Education representative to submit a waiver request to allow continued co-location of the community day school Chino Valley Learning Academy (CVLA), located at the south side of the school site, with other educational programs operating at the site, the District's Alternative Education Center, a charter school (Sycamore Academy of Science and Cultural Arts-Chino Valley), and a nonpublic nonsectarian certified school (Spectrum Center Schools and Programs), all located to the north side of the school site. The community day school is separated from the other educational programs by fencing and gates.

The District has been successfully operating the community day school at the Los Serranos school site under secure conditions since the 2011–2012 school year. There have been no negative interactions or major safety issues between CVLA students and other programs operating at the school site. CVLA is located at the far end of the property, further minimizing the opportunity for interaction with students in other programs. Additionally, all CVLA students are bused to and from the site, and are supervised at all times. There are staggered student arrival and departure times for each educational program. A campus security officer monitors the school site at all times during the school day.

There are no satisfactory alternative facilities available for the community day school.

On December 12, 2019, the Board of Education held a public hearing to seek input from parents/guardians and community members regarding the co-location. The District has consulted affected school site councils and leadership and certificated and classified association leadership to receive their input.

The District is required to submit a request to the State Board of Education for a waiver of the application of Education Code § 48661(a) pursuant to the general waiver provisions of Education Code § 33050 *et seq.* to permit co-location of the community day school with other educational programs operating at the school site. The CVUSD Board of Education must certify “by a two-thirds vote of its membership that satisfactory alternative facilities are not available for a community day school” pursuant to Education Code § 48661(a)(1).

### **RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2019/2020-22 certifying that satisfactory alternative facilities are not available for a community day school and approving the co-location of the community day school Chino Valley Learning Academy with other educational programs operating at the Los Serranos school site, including the District’s Alternative Education Center, the Sycamore Academy of Science and Cultural Arts-Chino Valley Charter School, and Spectrum Center Schools and Programs, and submission of request to the State Board of Education for a waiver of the application of Education Code § 48661(a) pursuant to the general waiver provisions of Education Code § 33050 *et seq.*

### **FISCAL IMPACT**

None.

NE:pk



**Chino Valley Unified School District**  
**Resolution 2019/2020-22**  
**Approval of Co-location of Community Day School**

**WHEREAS**, the Board of Education of the Chino Valley Unified School District held a public hearing to seek input from parents/guardians and community members regarding the co-location of a community day school Chino Valley Learning Academy with other educational programs operating at the Los Serranos school site, including the District's Alternative Education Center, the Sycamore Academy of Science and Cultural Arts-Chino Valley (SASCA-CV) charter school, and Spectrum Center Schools and Programs, on December 12, 2019, at or around 6:00 pm, which did not take place during or immediately following school hours;

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

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

**WHEREAS**, information provided at the public hearing detailed the educational programs operating at the Los Serranos school site and the conditions under which they operate;

**WHEREAS**, the District is required to submit a request for a waiver of the application of Education Code § 48661(a) pursuant to the general waiver provisions of Education Code § 33050 *et seq.* to permit co-location of the community day school with other educational programs operating at the school site;

**WHEREAS**, the Board is required to certify that there are no satisfactory alternative facilities available for the community day school pursuant to Education Code § 48661(a)(1);

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Chino Valley Unified School District certifies that there are no satisfactory alternative facilities available for Chino Valley Learning Academy, that the Board approves co-location of the Chino Valley Learning Academy with other educational programs operating at the Los Serranos school site and submission of request to the State Board of Education for a waiver of the application of Education Code § 48661(a).

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 12<sup>th</sup> day of December 2019 by the following vote:

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

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

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

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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**DATE:** December 12, 2019  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: 2019/2020 FIRST INTERIM FINANCIAL REPORT**

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### **BACKGROUND**

Pursuant to Education Code 42131, twice each year, the Board of Education must certify to the County Office of Education and the California Department of Education that the District can meet its financial obligations for the current and two subsequent fiscal years.

The First Interim Financial Report (submitted under separate cover) presents actual data as of October 31, 2019. This report must be approved and certified as positive, qualified, or negative by the Board of Education and submitted to the County Superintendent of Schools by December 15, 2019. The three certifications are defined as follows:

1. **A Positive Certification** means that a Local Education Agency (LEA) will meet its financial obligations for the current **and** two subsequent fiscal years.
2. **A Qualified Certification** means that an LEA may not meet its financial obligations for the current **or** two subsequent fiscal years.
3. **A Negative Certification** means that an LEA will not meet its financial obligations for the remainder of the fiscal year **or** for the subsequent fiscal year.

The First Interim Report is being presented to the Board of Education for approval with a positive certification.

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the 2019/2020 First Interim Financial Report, and authorize the President of the Board of Education and the Superintendent to sign the positive Certification of Financial Condition for the current and two subsequent fiscal years.

### **FISCAL IMPACT**

Financial information presented for this First Interim Report reflects a balanced budget for fiscal years 2019/2020, 2020/2021, and 2021/2022.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**November 21, 2019**

**MINUTES**

<b>I. OPENING BUSINESS</b>
----------------------------

**I.A. CALL TO ORDER – 4:50 P.M.**

1. Roll Call

President Na called to order the regular meeting of the Board of Education, Thursday, November 21, 2019, at 4:50 p.m. with Cruz, Gagnier, Schaffer, and Na present. Mrs. Blair arrived at 4:55 p.m.

Administrative Personnel

Norm Enfield, Ed.D., Superintendent

Sandra H. Chen, Associate Superintendent, Business Services

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

Lea Fellows, Assistant Superintendent, CIIS

Richard Rideout, Assistant Superintendent, Human Resources

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

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Na adjourned to closed session at 4:50 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 4:50 p.m. to 5:42 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. No action was taken that required public disclosure.

2. Pledge of Allegiance

Mike Kreeger, Chino Valley Fire District, led the Pledge of Allegiance.

**I.C. STAFF REPORT**

1. Risk Management: Safety and Security

Whitney Fields, Director of Risk Management and Human Resources, provided a Risk Management update regarding environmental health and safety; mandated training; emergency management initiatives; security/public safety initiatives; and comprehensive school safety plan compliance.

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

Audrey Ing reported on high school activities and announcements; said Ayala HS seniors underwent CPR training; and encouraged students/community members to contact her with information regarding their school events so she can include details in her student report.

**I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

Brenda Walker, A.C.T. President, said this week is American Education Week; said Assemblymember Freddie Rodriguez recognized Tracy Buss, Liberty ES teacher, at the 2019 Educator of the Year award assembly, and congratulated Kristin Knight, Canyon Hills JHS teacher, as the District's Extra Effort Extra Credit honoree; thanked the Board for placing the Schools and Communities First Funding Act resolution on the agenda; spoke about the lack of substitutes and certificated staff support; and extended Thanksgiving holiday wishes.

Danny Hernandez, CSEA President, thanked Whitney Fields and Laurie Griego for the safety presentation; spoke about the implementation of a safety plan throughout the District; wished everyone a happy Thanksgiving; and encouraged everyone to remember those less fortunate.

Tom Mackessy, CHAMP President, thanked all administrative staff for supporting students and staff; thanked Dr. Johnson and Dr. Enfield for attending the San Bernardino County Superintendent of Schools PBIS program where 26 CVUSD schools were recognized; and thanked the Board for putting students first.

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

Don Bridge and Sharon Duran addressed the Board regarding the Principal for a Day program; Gerardo Sanchez addressed the Board regarding the need for more psychologists; Suzette Dang, Field Representative, Curt Hagman's office, announced Supervisor Hagman's Christmas Open House scheduled for December 5 at the Chino Hills City Hall; and Cathy Osman addressed the Board regarding technology in the classroom.

**I.G. CHANGES AND DELETIONS**

The following change was read into the record: Item II.B.1., Revisions to the Classified Substitute Salary Schedule was pulled from the agenda.

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

Sylvia Orozco addressed the Board on this item. Moved (Gagnier) seconded (Blair) to discuss the item. Following discussion, it was moved (Gagnier) seconded (Blair) motion carried (3-2, Cruz and Na voted no) to approve the revisions as presented. Student representative voted yes.

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

Moved (Gagnier) seconded (Blair) to discuss the item as presented. Following discussion, moved (Na) seconded (Cruz) motion failed (2-3, Blair, Gagnier, Schaffer voted no) to table the item. The original motion was vote on and carried (3-2, Cruz and Na voted no) to endorse Resolution 2019/2020-21 Schools and Communities First Funding Act. Student representative voted yes.

**II.B. HUMAN RESOURCES****II.B.1. Revisions to the Classified Substitute Salary Schedule**

This item was pulled from the agenda.

**III. CONSENT**

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

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the Regular Meeting of November 7, 2019**

Approved the minutes of the regular meeting of November 7, 2019.

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

Established 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**

Approved 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**

Approved the revision of Bylaws of the Board 9323—Meeting Conduct.

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

Approved the amendment to the Richard Gird Educational Hall of Fame Bylaws.

**III.B. BUSINESS SERVICES**

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

Approved/ratified the warrant register.

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

Approved/ratified the fundraising activities.

**III.B.3. Donations**

Accepted the donations.

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

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

Approved student expulsion cases 19/20-10 and 19/20-13.

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

Approved/ratified 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**

Approved 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**

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

Approved 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**

Approved 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**

Approved 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**

Approved 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)**

Approved 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)**

Approved 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**

Approved 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**

Rejected the proposals received for RFP 19-20-09, Student Information System.

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

Accepted and filed 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**

Approved the revision of Board Policy 7140 Facilities—Architectural and Engineering Services.

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

Approved/ratified the certificated/classified personnel items.

**III.E.2. Rejection of Claims**

Rejected the claims and referred them to the District's insurance adjuster.

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

Approved the new job description for Digital Media and Video Production Specialist; and authorized the creation of a Digital Media and Video Production Specialist position.

<b>IV. COMMUNICATIONS</b>
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**BOARD MEMBERS AND SUPERINTENDENT**

Joe Schaffer said he attended a fundraiser for the Chino Neighborhood House and spoke about services provided to individuals in need; asked Superintendent Enfield to talk about attracting substitutes and streamlining the process; said he attended a Veterans Day recognition program at Cattle ES on November 8; attended the November 16 Los Serranos Park dedication/ribbon cutting; thanked District staff and everyone involved in the Community Principal for a Day event; attended the November 20 Educator of the Year ceremony sponsored by Assemblymember Rodriguez's office and congratulated Tracy Buss as a recipient; said there was nothing from ROP to report; said that the Chino Hills tree lighting ceremony is scheduled for December 7 in conjunction with Chino Valley Fire District; said the annual Chino Hills Boat parade is scheduled for December 13; and wished everyone a safe and peaceful Thanksgiving.

Christina Gagnier extended thanks to attendees, especially teachers and parents from the Butterfield Ranch ES community, and to those who shared concerns; announced that Chino Valley Chamber of Commerce is holding its annual holiday luncheon on December 3 at Vellano Country Club; attended the Educator of the Year event sponsored by Assemblymember Freddie Rodriguez; announced that Lyft is seeking to help San Bernardino based nonprofits with over \$500,000.00 in ride credits, and details are on her social media page; said she met with some members of city of Chino community services division regarding providing support to those in need during the holiday season; spoke about the city of Chino's Teen Opportunity program; extended support to the Saugus HS community related to the recent tragedies; and extended Thanksgiving wishes.

Andrew Cruz spoke about substitutes and site leadership; spoke about the request for more school psychologists; encouraged A.C.T. leadership to share its needs with the Board; attended the new Los Serranos Park dedication/ribbon cutting event; attended the Principal for a Day event; spoke about providing 21<sup>st</sup> century education and about gratitude; and wished everyone a happy Thanksgiving.

Irene Hernandez-Blair announced that the Boys Republic HS bakery program is holding a baked goods sale on November 27 and 28; and extended Thanksgiving wishes.

Superintendent Enfield wished everyone a happy Thanksgiving.

President Na recognized Butterfield Ranch ES community attendees and for the work they do for their students; said it was noticed and appreciated that A.C.T. leadership attended the Los Serranos Park dedication ceremony, and for CSEA leadership hosting barbeques for new members; spoke about a former community member, Joyce Butler, who advocated doing something for kids in her community; and extended Thanksgiving wishes.

<b>V. ADJOURNMENT</b>
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President Na adjourned the regular meeting of the Board of Education at 7:29 p.m.

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James Na, President

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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:** December 12, 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**

\$4,940,195.52 to all District funding sources.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** December 12, 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**  
**December 12, 2019**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Eagle Canyon ES</u></b>		
ASB - Kindergarten	Used Clothing Drive	1/13/20 - 1/24/20
PTA	Sweethearts' Dance Ticket Sale	2/11/20 - 2/21/20
<b><u>Hidden Trails ES</u></b>		
PTA	Angels Baseball Ticket Sale	12/13/19 - 4/1/20
<b><u>Rhodes ES</u></b>		
PEP Club	Off Campus See's Candy Sale	3/1/20
PEP Club	Family Fun Night	3/11/20
PEP Club	Family Fun Night	4/14/20
PEP Club	Family Fun Night	5/12/20
<b><u>Ramona JHS</u></b>		
Band Boosters	IHOP Spirit Days	1/7/20 - 1/8/20
<b><u>Ayala HS</u></b>		
Girls Golf	Golf Tournament	1/20/20
<b><u>Chino HS</u></b>		
Band & Auxiliary Boosters	Panda Express Family Night Out	12/13/19
Boys Water Polo Boosters	Shoot-A-Thon	12/13/19
Girls Basketball Boosters	JV Basketball Winter Tournament	12/13/19
Wrestling Boosters	Cannataro's Family Night Out	12/13/19
Girls Basketball Boosters	Off Campus See's Candy Sale	12/13/19 - 12/20/19
Band & Auxiliary Boosters	Holiday Gift Wrapping Elves	12/13/19 - 12/24/19
Baseball Boosters	Donation Drive	12/13/19 - 1/31/20
Football Boosters	Off Campus Cookie Dough Sale	12/13/19 - 1/31/20
Basketball Boosters	eTeamSponsor.com Donation Drive	12/13/19 - 5/31/20
Girls Soccer Boosters	Used Clothing Donation Drive	12/16/19 - 1/24/20
Band & Auxiliary Boosters	eTeamSponsor.com Donation Drive	1/1/20 - 6/30/20
Girls Water Polo Boosters	IHOP Spirit Day	1/8/20
Wrestling Boosters	After School Boba Tea Sale	1/9/20
Girls Soccer Boosters	Applebee's Pancake Breakfast	1/12/20
Wrestling Boosters	Chipotle Family Night Out	1/13/20
Baseball Boosters	Throw-A-Thon Pledge Drive	1/13/20 - 1/17/20

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**December 12, 2019**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Chino HS</u></b> (cont.)		
Girls Water Polo Boosters	Off Campus Comedy Night Ticket Sale	1/18/20
Girls Water Polo Boosters	Chipotle Family Night Out	1/27/20
Girls Soccer Boosters	Cannataro's Family Night Out	1/29/20
Track Team	Chino Relays	3/21/20

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** December 12, 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**  
**December 12, 2019**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Nutrition Services</u></b>		
Yolanda Castro	Cash	\$270.00
<b><u>Hidden Trails ES</u></b>		
Benny J. Guzman, M.D.	Cash	\$200.00
<b><u>Liberty ES</u></b>		
Liberty PTO	Cash	\$12,460.00



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
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**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: LEGAL SERVICES**

=====

**BACKGROUND**

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

FIRM	MONTH	INVOICE AMOUNTS	2019/2020 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	October 2019	\$40,119.63	\$ 77,161.90
Margaret A. Chidester & Associates	-	-	\$174,352.48
The Tao Firm	October 2019	\$ 5,775.00	\$ 21,800.00
	<b>Total</b>	\$45,894.63	\$273,314.38

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$45,894.63 to the General Fund.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** December 12, 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 READMISSION CASES 18/19-35, 19/20-02A, AND  
19/20-03**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve student readmission cases 18/19-35, 19/20-02A, and 19/20-03.

**FISCAL IMPACT**

None.

NF:LF:SJ:ss

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**DATE:** December 12, 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 19/20-14, 19/20-18, 19/20-19, AND  
19/20-20**

=====

**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 19/20-14, 19/20-18, 19/20-19, and 19/20-20.

**FISCAL IMPACT**

None.

NE:LF:SJ:ss

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: SCHOOL-SPONSORED TRIPS**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

<b>School-Sponsored Trips</b>	<b>Date</b>	<b>Fiscal Impact</b>
Site: Ayala HS Event: Advancement Via Individual Determination San Diego College Tour Place: San Diego, CA and San Marcos, CA Chaperone: 30 students/3 chaperones	April 6-7, 2020	Cost: \$75.00 per student Funding Source: Parents
Site: Chino Hills HS Event: National Cheerleaders Association Varsity Cheer Nationals Competition Place: Dallas, TX Chaperone: 16 students/3 chaperones	January 30-February 3, 2020	Cost: \$1,375.00 per student Funding Source: Parents and fundraising

Site: Chino Hills HS Event: Universal Dance Association National Dance Team Championship Place: Kissimmee, FL Chaperone: 20 students/3 chaperones	January 30-February 3, 2020	Cost: \$1,425.00 per student Funding Source: Parents and fundraising
Site: Chino Hills HS Event: Advancement Via Individual Determination University Bay Trip Tour Place: San Francisco, CA; Seaside, CA; Hayward, CA; and San Jose, CA Chaperone: 54 students/7 chaperones	February 13-15, 2020	Cost: \$150.00 per student Funding Source: Parents and fundraising
Site: Chino Hills HS Event: Cheer and Dance JAMZ School Nationals Place: Las Vegas, NV Chaperone: 36 students/4 chaperones	February 20-23, 2020	Cost: \$900.00 per student Funding Source: Parents and fundraising
Site: Don Lugo HS Event: International Reno Jazz Festival Place: Reno, NV Chaperone: 20 students/4 chaperones	April 25-28, 2020	Cost: \$275.00 per student Funding Source: Parents and fundraising
Site: Don Lugo HS Event: Concert Band - Make My Music Studio Workshop Epcot Center Place: Orlando, FL Chaperone: 20 students/6 chaperones	May 10-16, 2020	Cost: \$1,800.00 per student Funding Source: Parents and fundraising

## **FISCAL IMPACT**

None.

NE:LF:rtr

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** December 12, 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**

\$1,061,255.65 to all District funding sources.

NE:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

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

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

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

As indicated.

NE:GJS:AGH:pw

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-1920-173 Lightstream Managed Services.</b> To provide Microsoft professional development training. Submitted by: Technology Duration of Agreement: December 13, 2019 - June 30, 2020	Contract amount: \$2,000.00  Funding source: General Fund
<b>CIIS-1920-174 International Student Tours, Inc.</b> To provide buses for college tours. Submitted by: Chino HS Duration of Agreement: December 13, 2019 - June 30, 2020	Contract amount: \$4,275.00  Funding source: Title I
<b>CIIS-1920-175 iPittythebull Foundation.</b> To provide student assemblies for after school students. Submitted by: Health Services/ASES Duration of Agreement: January 1, 2020 - June 30, 2020	Contract amount: \$6,000.00  Funding source: ASES Grant
<b>CIIS-1920-176 Kid Tribe, Inc.</b> To provide staff development training. Submitted by: Health Services/ ASES Duration of Agreement: January 1, 2020 - June 30, 2020	Contract amount: \$1,000.00  Funding source: ASES Grant
<b>CIIS-1920-177 SKL Enterprises LLC dba CoreCourseGPA.com.</b> To provide web-based software that tracks a student athlete's progress toward meeting NCAA eligibility requirements. Submitted by: Ayala HS Duration of Agreement: October 27, 2019 - October 26, 2020	Contract amount: \$450.00  Funding source: School Site Budget
<b>CIIS-1920-178 Flocabulary Inc.</b> To provide online program to develop 21st century skills. Submitted by: Chaparral ES Duration of Agreement: December 13, 2019 - December 14, 2020	Contract amount: \$2,500.00  Funding source: Title I

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<b>F-1920-049 Davis Demographics &amp; Planning.</b> To provide GIS data updates and demographics services. Submitted by: Facilities, Planning, and Operations Duration of Agreement: July 1, 2019 - June 30, 2022	Contract amount: \$21,400.00  Funding source: Capital Facilities Fund 25
<b>F-1920-050 Plant's Choice, Inc.</b> To provide District-wide mulching services. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: December 13, 2019 - December 12, 2020	Contract amount: Per rate sheet  Funding source: General Fund
<b>F-1920-051 Intermountain Lock and Security Supply dba IML Security Supply.</b> To provide key management software along with onsite user training. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: December 13, 2019 - December 12, 2020	Contract amount: \$3,087.58  Funding source: General Fund
<b>F-1920-052 Advanced GeoEnvironmental, Inc.</b> To provide stormwater testing and to assist with Storm Water Pollution Prevention Plan (SWPPP). Submitted by: Maintenance, Operations, and Construction Duration of Agreement: November 1, 2019 - June 30, 2020	Contract amount: Per rate sheet  Funding source: Various



APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<b>B-1819-014 The Advantage Group.</b> To provide assistance with COBRA administration services. Submitted by: Payroll Duration of Agreement: October 1, 2018 - September 30, 2019 Original Agreement Board Approved: September 20, 2018	Increase duration of contract through June 30, 2020  Contract amount: \$11,628.00  Funding source: General Fund
<b>F-1819-015 TYR, Inc.</b> To provide master contract for DSA project inspection services. Submitted by: Facilities, Planning, and Operations Duration of Agreement: October 5, 2019 - June 30, 2021 Original Agreement Board Approved: October 4, 2018	Contract amount: Per project authorization  Change funding source from Building Fund 21 to Various

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** December 12, 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**

December 12, 2019

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Projectors (15)	Smart 60wiz		Cattle ES
Computers (5)	Optiplex 3020		Cattle ES
Projectors (12)	Epson		Cattle ES
Teacher Desks (10)			Litel ES
Student Desks (330)			Litel ES
Student Chairs (330)			Litel ES
Rolling Cabinets (5)			Litel ES
Filing Cabinets (5)			Litel ES
Cubbie Shelves (4)			Rolling Ridge ES
Kiln			Rolling Ridge ES
Basketball Set-Ups (2)			Rolling Ridge ES
Printer	HP	VND3F54070	Rolling Ridge ES
Printer	HP	PHGFD42397	Rolling Ridge ES
Keyboard	Dell		Rolling Ridge ES
Monitor	Dell		Rolling Ridge ES
Tower	Dell	33035	Rolling Ridge ES
TV rack			Rolling Ridge ES
Projector	Epson	25551	Rolling Ridge ES
Document Cameras (2)	Avermedia		Rolling Ridge ES
Projector	Epson	JXJFS9620L	Rolling Ridge ES
Projector	Epson	KM3F822334L	Rolling Ridge ES
Projector	Epson	JXJF759639L	Rolling Ridge ES
Document camera	Avermedia	32281	Rolling Ridge ES
Document camera	Avermedia	530623070023	Rolling Ridge ES
Document camera	Avermedia	38930	Rolling Ridge ES

# CHINO VALLEY UNIFIED SCHOOL DISTRICT

## Our Motto:

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**DATE:** December 12, 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: RESOLUTION 2019/2020-23, AUTHORIZATION TO UTILIZE A PIGGYBACK CONTRACT**

### **BACKGROUND**

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

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

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

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

Resolution	Contract	Contractor	Description	Term
2019/2020-23	State of California Multiple Awards Schedule (CMAS) 3-16-36-0027C	Canon U.S.A., Inc.	Copiers- Scan/Copy/Print Printers-Accessories, Color, Facsimile, High Speed, Plotter, Scanner, Supplies, Toner and Software	11/29/2016-4/30/2021

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2019/2020-23, authorization to utilize a piggyback contract.

**FISCAL IMPACT**

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District  
Resolution 2019/2020-23  
Authorization to Utilize the State of California Multiple Awards Schedule (CMAS)  
3-16-36-0027C With Canon U.S.A., Inc.  
to Purchase Copiers-Scan/Copy/Print; Printers-Accessories, Color, Facsimile,  
High Speed, Plotter, Scanner, Supplies; Toner; and Software  
Through the Piggyback Contract**

**WHEREAS**, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure copiers-scan/copy/print; printers-accessories, color, facsimile, high speed, plotter, scanner, supplies; toner; and software for the District;

**WHEREAS**, CMAS currently has a piggyback contract, 3-16-36-0027C, in accordance with Public Contract Code 20118 with Canon U.S.A., Inc., that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase of copiers-scan/copy/print; printers-accessories, color, facsimile, high speed, plotter, scanner, supplies; toner; and software for the District; through the piggyback contract procured by the CMAS 3-16-36-0027C.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of copiers-scan/copy/print; printers-accessories, color, facsimile, high speed, plotter, scanner, supplies; toner; and software for the District; through the piggyback contract originally procured by the CMAS 3-16-36-0027C is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of copiers-scan/copy/print; printers-accessories, color, facsimile, high speed, plotter, scanner, supplies; toner; and software for the District; in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS 3-16-36-0027C.

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

Section 5. Effective Date. This resolution shall be effective as of November 29, 2016, for the term ending April 30, 2021.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 12th day of December 2019 by the following vote:

Blair	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

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

---

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: RESOLUTION 2019/2020-24, BUTTERFIELD RANCH ES GROUND  
MOUNTED PHOTOVOLTAIC PANEL INSTALLATION**

=====

**BACKGROUND**

On June 15, 2017, the Board of Education adopted resolution 2016/2017-45, Butterfield Ranch ES to Enter into an Agreement for Energy Conservation Services with Tesla Energy, Pursuant to Government Code Section 4217.10-18, Making Certain Findings Required for, and Approval of Energy Conservation Services Agreements.

Approval of this agreement would have allowed Tesla Energy to proceed with the engineering, design, and installation of solar arrays at the school. During the engineering and design process, it was learned that the proximity of an earthquake fault would require additional structural requirements which would impede and reduce parking in the school's parking lot. Additionally, the added cost of the structural requirements would negate any cost savings on the electricity produced by the solar arrays.

Per Exhibit A, Tesla Energy has proposed to install a low, ground mount solar array system on a portion of the school property located at the north west corner of the campus. This portion of the school property is unused by the school due to the sloping nature of the property. Installation of this solar array would still ensure the estimated electricity cost savings of the originally proposed parking lot arrays.

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2019/2020-24, Butterfield Ranch ES Ground Mounted Photovoltaic Panel Installation.



**FISCAL IMPACT**

<b>School</b>	<b>Minimum Estimated Cost Reduction</b>	<b>Expected Cost Reduction</b>
Butterfield Ranch ES	\$12,851	\$14,725
<b>Total Cost Reduction Over 20 Years</b>	<b>\$257,020</b>	<b>\$294,500</b>

NE:GJS:pw

**Chino Valley Unified School District  
Resolution 2019/2020-24  
Butterfield Ranch ES  
Ground Mounted Photovoltaic Panel Installation**

**WHEREAS**, the construction and installation of a ground mounted photovoltaic panel installation at Butterfield Ranch Elementary School shall not be used for instructional purposes, and no students, teachers or members of the public will be permitted to use or enter the fenced and secured photovoltaic panel enclosure for any purpose due to potential risks and hazards.

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

- (1) Plans must be prepared by a California licensed Architect or Engineer.
- (2) Responsibility is assumed for adequate inspection of the materials, supplies, equipment and construction to ensure compliance with the provisions of Parts 2-7, 11, and 12, Title 24, C.C.R., as adopted by the California Building Standards Commission.
- (3) The photovoltaic panels shall be ground mounted, less than or equal to eight (8) feet maximum in height, entirely fenced from student and public use, not associated with public viewing areas, not located in required side yards, do not encroach into fire access lanes, and provide signage stating, "Not Open to the Public – Maintenance Personnel Only".
- (4) The photovoltaic system shall be enclosed by a fence so that the project is entirely fenced off from the rest of the campus and the fence is located at a distance from the equipment equal to or greater than the maximum height of the equipment. The maximum height shall be measured from the finish grade or surface at the equipment to the top of the equipment at its highest point.
- (5) A fire access gate with a lock that is capable of being cut away during emergency operations or a security lock such as "Knox Lock" shall be provided which meets the requirements of the Chino Valley Fire District.
- (6) A minimum of ten (10) feet of clearance from all vegetation on all sides of the photovoltaic system shall be provided and maintained.
- (7) Provide electrical disconnect location which is identified and accessible for fire department firefighting operations. The Architect/Engineer of record shall coordinate with local utility provider for requirements regarding connection to the electrical service.
- (8) District staff shall forward a copy of the adopted and signed resolution to the California Department of State Architect.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 12th day of December 2019 by the following vote:

Blair	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

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

---

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

<p><b>PROJECT TEAM</b></p> <p><b>ELECTRICAL ENGINEER:</b></p> <p>MARK DEGAFFARE TETSA, INC. 405 EAST CHATSWORTH AVE. RIVERSIDE, MD 21136 TEL: (410) 460-2627 MDEGAFF@TETSA.COM</p>	<p><b>ARCHITECT/PROFESSIONAL IN RESPONSIBLE CHARGE:</b></p> <p>CHRIS MARCESA TETSA, INC. 5375 W. SAN BERNARDINO RD. LOS ANGELES, CA 90039 TEL: (619) 746-8142 CMARCESA@TETSA.COM</p>	<p><b>CIVIL/STRUCTURAL:</b></p> <p>YOUNG KIM TETSA, INC. 3035 CLEARVIEW W. SUN MITO, CA 94444 TEL: (888) 746-2689 YKIM@TETSA.COM</p>
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## AERIAL MAP

[illegible]

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** December 12, 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
CC2019-19	Cal Aero K-8 Keyless Access System (Bldg. A)	Time & Alarm Systems	\$15,877.00	N/A	\$15,877.00	21

Documentation indicating satisfactory completion and compliance with specifications has been obtained from: school site administrator; 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 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**

\$15,877.00 to Building Fund 21.

NE:GJS:pw

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

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**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: BID 19-20-17F, CHINO HS RECONSTRUCTION - PHASE I**

### BACKGROUND

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

A Notice to Contractors Calling for Bid 19-20-17F, Chino HS Reconstruction - Phase I was published in the Inland Valley Daily Bulletin on September 5, 2019, and September 12, 2019. Bids were opened at 1:00 p.m. on October 15, 2019. The results are as follows:

Bid Package	# of Bids Received	Low Bidder	Bid Amount
BP #21 Electrical, Fire Alarm, Low Voltage, & Elevator	5	Southern California West Coast Electric Inc.	\$13,410,000.00

The basic scope of work for this project includes: construction of buildings A, B, C, D, and E; new two-story administration building; two new two-story classroom buildings; two-story library/science building; and single-story vocational building. New parking lot; hardscape; fire lanes; and accessible path of travel. Includes new utility tie-ins in the public right-of-way and city off-site improvements.

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

### RECOMMENDATION

It is recommended the Board of Education award Bid 19-20-17F, Chino HS - Reconstruction Phase I to Southern California West Coast Electric Inc.

### FISCAL IMPACT

\$13,410,000.00 to Building Fund 21.

NE:GJS:AGH:pw

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

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

**SUBJECT: BID 19-20-22F, CORTEZ ES, RHODES ES, AND DON LUGO HS ROOFING PROJECT**

=====

**BACKGROUND**

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

A Notice to Contractors Calling for Bid 19-20-22F, Cortez ES, Rhodes ES, and Don Lugo HS Roofing Project was published in the Inland Valley Daily Bulletin on October 24, 2019, and October 31, 2019. Bids were opened at 1:00 p.m. on November 14, 2019. The results are as follows:

<b>Contractor</b>	<b>Bid Amount</b>
Bligh Roof Co. dba Bligh Pacific	\$882,120.00
Best Contracting Services Inc.	\$966,666.00
Danny Letner Inc., dba Letner Roofing Co.	\$1,067,033.00
Pacific Builders & Roofing Inc. dba WSP Roofing	\$1,192,000.00
San Marino Roof Co. Inc.	\$1,283,845.00
Commercial Roofing Systems	\$1,500,378.00

The basic scope of work for this project includes installation of an adhered single ply thermoplastic (PVC) roofing membrane with flashing and other components to comprise a roofing system. Rhodes ES Building No. 10 and kindergarten; Don Lugo HS Building A; and Cortez ES Buildings A, B, C, and D.

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

**RECOMMENDATION**

It is recommended the Board of Education award Bid 19-20-22F, Cortez ES, Rhodes ES, and Don Lugo HS Roofing Project to Bligh Roof Co., dba Bligh Pacific.

**FISCAL IMPACT**

\$882,120.00 to Deferred Maintenance Fund 14.

NE:GJS:AGH:pw



## CHINO VALLEY UNIFIED SCHOOL DISTRICT

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**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: BID 19-20-23F, BORBA ES AND MARSHALL ES FENCING REPLACEMENT**

### **BACKGROUND**

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

A Notice to Contractors Calling for Bid 19-20-23F, Borba ES and Marshall ES Fencing Replacement was published in the Inland Valley Daily Bulletin on October 24, 2019, and October 31, 2019. Bids were opened at 2:00 p.m. on November 14, 2019. The results are as follows:

Contractor	Bid Amount
Lighting Fence Company, Inc.	\$176,000.00
J2 Builders	\$309,200.00
Izurieta Fence Co.	\$362,000.00
Epsilon Engineering	\$470,000.00
Red Hawk Services	\$710,516.80

The basic scope of work for this project includes: replacement of all perimeter fencing around schools with mow curbs; fabrication and installation of new panic gates in selected areas; and removal and installation of new backstops with mow curbs in playground areas.

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

### **RECOMMENDATION**

It is recommended the Board of Education award Bid 19-20-23F, Borba ES and Marshall ES Fencing Replacement to Lighting Fence Company, Inc.

### **FISCAL IMPACT**

\$176,000.00 to Deferred Maintenance Fund 14 and General Fund 01.

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

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**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDERS FOR BID 18-19-08F, AYALA HS NEW SCIENCE 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 orders have been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Bid Package 09-Doors/Frames/Hardware – Construction Hardware	\$8,424.86
Bid Amount:		\$148,800.00
Revised Total Project Amount:		\$157,224.86

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
3	Bid Package 18-Plumbing/Site Utilities – Emphyrean Plumbing	\$12,670.00
Bid Amount:		\$1,544,485.00
Previously Approved Change Orders:		\$67,490.00
Revised Total Project Amount:		\$1,624,645.00

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
2	Bid Package 20- Electrical/Fire Alarm/Low Voltage/Elevator – Southern California West Coast Electric	\$78,389.32
Bid Amount:		\$1,975,355.00
Previously Approved Change Orders:		(\$71,500.87)
Revised Total Project Amount:		\$1,982,243.45

The change orders result in a net increase of \$99,484.18 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$13,639,340.31. Approval of the change orders allow for compensation to the contractor to perform the additional work as described.

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

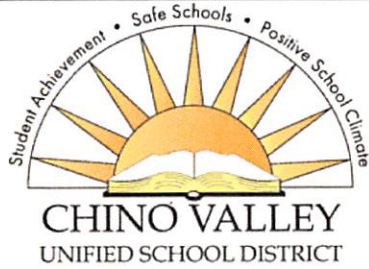
### **RECOMMENDATION**

It is recommended the Board of Education approve the Change Orders for Bid 18-19-08F, Ayala HS New Science Lab Building.

### **FISCAL IMPACT**

\$99,484.18 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: 11/06/19 BID #: 18-19-08F CHANGE ORDER: 01

PROJECT: Ayala High School New Science / Lab Building

DSA APPLICATION #: 04-117359 DSA FILE #: \_\_\_\_\_

OWNER: Chino Valley Unified School District

ARCHITECT: WLC Architects CONTRACTOR: Construction Hardware (BP 09)

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:	Revise AD300 Mortise Lock to AD300 Trim w/ Exit Devices with labor rate breakdown Material is OFCI [Labor Only for installation of Hardware and rework of door frames with recertification of Fire Rating]
	Reason:	Instruction Bulletin No. 19 – Revise Specification Section 08 71 00 to Provide Panic Hardware at Classrooms
	Document Ref:	Change Order Request No. 47196
	Requested by:	CVUSD
	Change in Contract Sum:	\$8,424.86 / ADD
	Time Extension:	0 Calendar days

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

## CONTRACT SUMMARY

The original contract amount was:	<u>\$148,800.00</u>
Previously approved change order amount(s):	<u>\$0.00</u>
The contract amount will be increased/decreased by this Change Order:	<u>\$8,424.86</u>
The new contract amount including this change order will be:	<u>\$157,224.86</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: 01/03/20

**APPROVED BY:**



SignNow e-signature ID: 2708db0337...  
11/08/2019 17:40:20 UTC

**Contractor (Construction Hardware)**

CJ Castillo

Accounts/Contracts Mngr

11/08/2019

**Print Name / Title**

**Date**



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11/06/2019 20:18:37 UTC

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

Ken Burr / DSA Inspector

11/06/2019

**Print Name / Title**

**Date**



SignNow e-signature ID: f068ee715c...  
11/06/2019 20:06:40 UTC

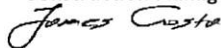
**Construction Manager (Balfour Beatty)**

Mark Mercado / Project Manager

11/06/2019

**Print Name / Title**

**Date**



SignNow e-signature ID: 9b880ce53d...  
11/06/2019 20:38:39 UTC

**CVUSD**

James Costa / Construction Coordinator,  
Maintenance, Operations & Construction

11/06/2019

**Print Name / Title**

**Date**



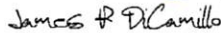
**Owner (authorized agent)**

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

11/14/19

**Print Name / Title**

**Date**



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11/11/2019 17:50:31 UTC

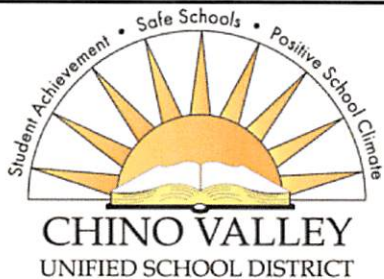
**Architect (WLC Architects)**

Jim DiCamillo / President, Architect, AIA LEED AP

11/11/2019

**Print Name / Title**

**Date**



## CHINO VALLEY UNIFIED SCHOOL DISTRICT

Facilities, Planning and Operations Division

5130 Riverside Drive

Chino, CA 91710

Telephone: 909.628.1202, Ext. 1200 Fax: 909.548.6034

## CHANGE ORDER

DATE: 11/06/19 BID #: 18-19-08F CHANGE ORDER: 003

PROJECT: Ayala High School New Science / Lab Building

DSA APPLICATION #: 04-117359 DSA FILE #: \_\_\_\_\_

OWNER: Chino Valley Unified School District

ARCHITECT: WLC Architects CONTRACTOR: Empyrean Plumbing (BP #18)

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: Provide and install gas shut-off cocks at each gas turret in each classroom on 1<sup>st</sup> and 2<sup>nd</sup> floor  
Reason: Instruction Bulletin No. 14 – Plumbing Revisions at Each Gas Turret  
Document Ref: Change Order Request No. 011  
Requested by: CVUSD  
Change in Contract Sum: \$9,950.00 / ADD  
Time Extension: 0 Calendar days

ITEM NO. 2: Description: Provide and install 26 Deck Drain Extensions due to revision to the deck drain model  
Reason: Instruction Bulletin No. 22 – Plumbing Revisions at Deck Drains  
Document Ref: Change Order Request No. 015R1  
Requested by: CVUSD  
Change in Contract Sum: \$2,720.00 / ADD  
Time Extension: 0 Calendar days

\*END OF CHANGE ORDER NO. 003 ITEMS\*



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## CONTRACT SUMMARY



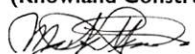
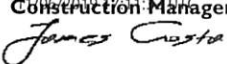

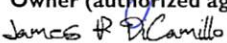
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The original contract amount was:	\$1,544,485.00
Previously approved change order amount(s):	\$67,490.00
The contract amount will be increased/decreased by this Change Order:	\$12,670.00
The new contract amount including this change order will be:	\$1,624,645.00
The original contract completion date:	01/03/20
The contract time will be increased/decreased by days:	0
The date of completion as a result of this Change Order is:	01/03/20

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### APPROVED BY:

 SignNow e-signature ID: 4f9aa23d03... <b>Contractor (Empirean Plumbing)</b>	Nicholas Farmer Project Manager	11/07/2019
 SignNow e-signature ID: 432af017b1... <b>DSA Inspector of Record (Knowland Construction Services)</b>	Ken Burr / DSA Inspector	11/06/2019
 SignNow e-signature ID: a188116f77... <b>Construction Manager (Balfour Beatty)</b>	Mark Mercado / Project Manager	11/06/2019
 SignNow e-signature ID: f2070ffab3... <b>CVUSD</b>	James Costa / Construction Coordinator, Maintenance, Operations & Construction	11/06/2019
 <b>Owner (authorized agent)</b>	Gregory Stachura / Assistant Superintendent, Facilities, Planning & Operations Department	11/8/19
 SignNow e-signature ID: 7c1b3e206a... 11/07/2019 20:19:57 UTC <b>Architect (WLC Architects)</b>	Jim DiCamillo / President, Architect, AIA LEED AP	11/07/2019



## CHINO VALLEY UNIFIED SCHOOL DISTRICT

Facilities, Planning and Operations Division

5130 Riverside Drive

Chino, CA 91710

Telephone: 909.628.1202, Ext. 1200 Fax: 909.548.6034

## CHANGE ORDER

DATE: 11/5/19 BID #: 18-19-08F CHANGE ORDER: 002

PROJECT: Ayala High School New Science / Lab Building

DSA APPLICATION #: 04-117359 DSA FILE #: \_\_\_\_\_

OWNER: Chino Valley Unified School District

ARCHITECT: WLC Architects CONTRACTOR: Southern California West Coast Electric (BP #20)

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:	Provide 28 Cord Reels including new upgraded panel, increase transformer and wiring, and rough-in stub ups into each classroom for future work. Provide and install 12" Round POE Clock by Primex with Cat 6A Data Outlet and Cat 6A cable to IDF. Includes credit for original specified clocks.
	Reason:	Instruction Bulletin 015 – Add 28 Cord Reels and Revised Time Clocks
	Document Ref:	Change Order Request No. 11
	Requested by:	CVUSD
	Change in Contract Sum:	\$74,285.14 / ADD
	Time Extension:	0 Calendar days
ITEM NO. 2:	Description:	Install new NEMA 6-30 receptacle and pathway/wires back to panel for added OFCI distilled water still in Prep Room 108
	Reason:	Instruction Bulletin 010 – Install OFCI Distilled Water Still in Prep Room 108
	Document Ref:	Change Order Request No. 9R1
	Requested by:	CVUSD
	Change in Contract Sum:	\$2,793.22 / ADD
	Time Extension:	0 Calendar days



ITEM NO. 3: Description: Install conduit, smoke and heat combination, and fire access door in elevator shaft.

Reason: RFI 092 Response to meet Fire Code

Document Ref: Change Order No. 12

Requested by: WLC Architects

Change in Contract Sum: \$1,310.96 / ADD

Time Extension: 0 Calendar days

\*END OF CHANGE ORDER NO. 002 ITEMS\*

### CONTRACT SUMMARY

The original contract amount was: \$1,975,355.00

Previously approved change order amount(s): <\$71,500.87>

The contract amount will be increased/decreased by this Change Order: \$78,389.32


The new contract amount including this change order will be: \$1,982,243.45

The original contract completion date: 01/03/20

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

The date of completion as a result of this Change Order is: 01/03/20

### APPROVED BY:

  
 Contractor (SCWCE)  
 LR

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 11/06/2019 18:08:18 UTC


DSA Inspector of Record  
 (Knowland Construction Services)

  
 SignNow e-signature ID: fb88a58d91...  
 11/05/2019 22:55:34 UTC

Construction Manager (Balfour Beatty)

  
 SignNow e-signature ID: 6bb9326b2d...  
 11/06/2019 02:04:37 UTC

CVUSD

  
 Owner (authorized agent)  
 James DiCamillo  
 SignNow e-signature ID: a13d9e7ac9...  
 11/18/2019 00:44:06 UTC

Architect (WLC Architects)

  
 Print Name / Title

11/15/19  
 Date

Ken Burr / DSA Inspector  
 Print Name / Title

11/06/2019  
 Date

Mark Mercado / Project Manager  
 Print Name / Title

11/05/2019  
 Date

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

11/05/2019  
 Date

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

11/19/19  
 Date

Jim DiCamillo / President, Architect, AIA LEED AP  
 Print Name / Title

11/17/2019  
 Date

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** December 12, 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, Emyrean Plumbing; Bid Package 23-01, Aire-Masters Air Conditioning; Bid Package 26-01, RDM Electric; and Bid Package 32-01, General Consolidated. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Bid Package 09-02-Tile-Continental Marble & Tile	\$0.00
	Bid Amount:	\$410,039.00
	Revised Total Project Amount:	\$410,039.00

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: 11/06/19 BID #: 18-19-10F CHANGE ORDER: 001

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

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

OWNER: Chino Valley Unified School District

ARCHITECT: WLC Architects, Inc. CONTRACTOR: Continental Marble & Tile

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:	Transfer of unused unforeseen allowance amount from Litel ES & Oak Ridge ES to Cattle ES.
	Document Ref:	Change Order Request No. C-015 (PCO No. C-207)
	Requested by:	District
	Change in Contract Sum:	\$2,846.00 / 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-011 (PCO No. L-135)
	Requested by:	District
	Change in Contract Sum:	<\$1,448.00> / 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-008 (PCO No. O-143)  
Requested by: District  
Change in Contract Sum: <\$1,398.00> / DEDUCT  
Time Extension: 0 Calendar days

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

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**SCHOOL SITE SUMMARY**

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School	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Cattle ES	\$168,192.00	\$0.00	\$2,846.00	\$171,038.00
Litel ES	\$119,459.00	\$0.00	<\$1,448.00>	\$118,011.00
Oak Ridge ES	\$122,388.00	\$0.00	<\$1,398.00>	\$120,990.00
<b>Total</b>	<b>\$410,039.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$410,039.00</b>

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**CONTRACT SUMMARY**

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The original contract amount was:	<u>\$410,039.00</u> ^
Net previous change order amount(s):	<u>\$0.00</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>\$410,039.00</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>

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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:**

 Continental Marble & Tile (Contractor)	<u>Meghan Gorman - Admin Asst</u> Print Name / Title	<u>11/5/19</u> Date
 DSA Inspector of Record (Team Inspections)	<u>Frank Sand / Inspector</u>	<u>11-13-19</u> Date
 Construction Manager (CW Driver)	<u>Hung Truong / Project Manager</u>	<u>11/5/19</u> Date
 CVUSD	<u>Samuel Sousa / Construction Coordinator, Maintenance, Operations &amp; Construction</u>	<u>11/5/19</u> Date
 Owner (authorized agent)	<u>Greg Stachura / Assistant Superintendent, Facilities, Planning &amp; Operations Department</u>	<u>11/14/19</u> Date
 Owner (authorized agent)	<u>Martin Silveira / Director of Maintenance, Operations and Construction</u>	<u>11/13/19</u> Date
 WLC Architects Inc. (Architect)	<u>Jim DiCamillo / President</u>	<u>11.11.19</u> Date

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** December 12, 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 18-19-12F, AYALA HS SAFETY AND SECURITY**

=====

**BACKGROUND**

On December 13, 2018, the Board of Education awarded Bid 18-19-12F, Ayala HS Safety and Security to RIS Electric Contractors 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	RIS Electric Contractors Inc.	(\$96,604.44)
Bid Amount:		\$3,147,000.00
Revised Total Project Amount:		\$3,050,395.56

The change order result in a net decrease of \$96,604.44 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$3,050,395.56. 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 18-19-12F, Ayala HS Safety & Security.

**FISCAL IMPACT**

(\$96,604.44) to Building Fund 21.

NE:GJS:MS:pw





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

12/2/19

# CHANGE ORDER

Date: 11/04/2019 BID /CUPCAA #: 18-19-12F Change Order #: 1  
Project Title: Ayala HS Safety & Security  
Owner: Chino Valley Unified School District DSA Application #: N/A DSA File #: N/A  
Architect: WLC Architects Contractor: RIS Electrical

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

**Item # 1** Deductive Change Order

Requested By: CVUSD Increase/Decrease amount: -\$ 96,604.44  
Reason: Alloted allowance not fully used

**Item # 2**

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

**Item # 3**

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

**Item # 4**

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

Original contract completion date: _____	Original contract amount: <u>\$ 3,147,000.00</u>
Increase/Decrease of days: _____	Increase/Decrease amount: <u>-\$ 96,604.44</u>
New contract completion date: _____	New contract amount: <u>\$ 3,050,395.56</u>

Approved by:

N/A  
\_\_\_\_\_  
DSA Inspector of Record  
Jim DiCamillo  
\_\_\_\_\_  
Architect / Engineer  
Alan Bertschinger  
CONTRACTOR  
\_\_\_\_\_  
Samuel Sousa  
CVUSD Construction Coordinator  
N/A  
\_\_\_\_\_  
CVUSD Project Manager  
Martin Silveira  
\_\_\_\_\_  
Director, Maintenance, Operations & Construction  
GREGORY STACHURA  
\_\_\_\_\_  
Owner (Authorized Agent)

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS**

=====

**BACKGROUND**

Board approval of personnel transactions is required by Board Bylaw 9324 Bylaws of the Board - Minutes and Recordings and Education Code 35163. Included are new hires based on need, which includes replacements, growth, and/or class size reduction.

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

**RECOMMENDATION**

It is recommended the Board of Education approve/ratify the certificated/classified personnel items.

**FISCAL IMPACT**

All personnel assignments are within the approved staffing ratio for the appropriate school year budget.

NE:RR:FA:IB:mcm

**CERTIFICATED PERSONNEL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**CERTIFICATED PERSONNEL FOR THE 2019/2020 SCHOOL YEAR****RESIGNATIONS**

CHUNG, Stephanie	English Teacher	Ramona JHS	01/03/2020
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**RETIREMENTS**

DEBOERS, Diana (33 years of service)	Elementary Teacher	Hidden Trails ES	01/01/2020
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**APPOINTMENT- EXTRA DUTY**

CHANAX, Jorge (NBM)	Color Guard (B)	Canyon Hills JHS	12/13/2019
AMBRIZ-SANCHEZ, Jesus (NBM)	Wrestling (B)	Chino HS	12/13/2019
FARIAS, Victoria (NBM)	Color Guard (B)	Chino HS	12/13/2019
VALENCIA, Paul (NBM)	Baseball (GF)	Chino HS	12/13/2019
SIDELL, Bailey (NBM)	Color Guard (B)	Chino Hills HS	12/13/2019
KARNBACH, Skylar (NBM)	Boys Water Polo (B)	Don Lugo HS	12/13/2019
MARQUIS, Adrian (NBM)	Swim (B)	Don Lugo HS	12/13/2019
TOTAL:			\$3,109.00

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

ALFARO, Jonathan	CHIMA, Jasvinder	DURAN, Raquel
FELDMAN, Melissa	HERNANDEZ Jr., Robert	JUN, Edward
JUN, Jung	LOMELI, Leah	QUIJANO, Paige

**CLASSIFIED PERSONNEL**

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

RAMIREZ, Jennifer	Playground Supervisor (GF)	Chaparral ES	12/13/2019
CALDERON, Devin	Elementary Library/Media Center Assistant (GF)	Dickey ES	12/13/2019
AMOS, Catherine	IA/Special Education (SELPA/GF)	Hidden Trails ES	01/07/2020
YOON, Stephanie	Playground Supervisor (GF)	Cal Aero K-8	12/13/2019
MACKESSY, Nicholas	IA/Special Education (SELPA/GF)	Don Lugo HS	12/13/2019
LUNA, Maya	IA/Bilingual-Biliterate Spanish (C)	Adult School	01/06/2020
STAHL, Audra	Typist Clerk II (GF)	Technology	01/06/2020
WALTHER, Derek	Driver Trainer (GF)	Transportation	12/13/2019

**PROMOTION**

GONZALEZ CONTRERAS, Brandon	FROM: Custodian I (GF) 8 hrs./261 contract days TO: Custodian II (GF) 8 hrs./261 contract days	Butterfield Ranch ES  Butterfield Ranch ES	12/13/2019
SHEEDY, Jeffrey	FROM: IA/Computer Assisted Instruction (C) 5 hrs./150 contract days TO: WIA Employment Placement Specialist (WIA) 8 hrs./261 contract days	Cortez ES  Alternative Education	12/13/2019
FERREIRA, Tony	FROM: Custodian I (GF) 8 hrs./261 contract days TO: Custodian II (GF) 8 hrs./261 contract days	Don Lugo HS  Marshall ES	12/16/2019
GRAVES, Wendy	FROM: Counseling Assistant (GF) 8 hrs./213 work days TO: School Secretary I (GF) 8 hrs./215 work days	Don Lugo HS  Litel ES	01/06/2020

**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**CHANGE OF ASSIGNMENT**

KATSUHIRO, Leticia	FROM: Nutrition Services Assistant II (NS) 3 hrs./181 work days and Nutrition Services Assistant II (NS) 2 hrs./181 work days TO: Nutrition Services Assistant II (NS) 5.5 hrs./181 work days	Chino Hills HS    Ayala HS	01/06/2020
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**INCREASE DAYS**

MATTHEWS, Stacy	FROM: Secondary Library/Media Center Assistant (GF) 6 hrs./191 work days TO: Secondary Library/Media Center Assistant (GF) 6 hrs./261 contract days	Cal Aero K-8   Cal Aero K-8	12/13/2019
WERLING, Michelle	FROM: Counseling Assistant (GF) 8 hrs./213 work days TO: Counseling Assistant (GF) 8 hrs./261 contract days	Cal Aero K-8  Cal Aero K-8	12/13/2019

**PERSONAL LEAVE OF ABSENCE**

LOPEZ, Carolina	Playground Supervisor (GF)	Oak Ridge ES	11/30/2019 through 06/30/2020
ADAME, Melissa	Playground Supervisor (GF)	Chino HS	11/13/2019 through 02/13/2019

**RESIGNATION OF POSITION**

JARVIS, Shelly	Child Care Specialist (CDF)	Butterfield Ranch FC	11/07/2019
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**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>RESIGNATION</u></b>			
DURAN, Veronica	Nutrition Services Assistant I (NS)	Oak Ridge ES	11/19/2019
QAZI, Nadia	IA/Childhood Ed (CDF)	Litel FC	12/03/2019
MEDINA, Lissandra	Playground Supervisor (GF)	Rolling Ridge ES	11/27/2019

**APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JANUARY 1, 2020, THROUGH MARCH 31, 2020**

AMOS, Catherine	IA/Special Education/SH	Chaparral ES
BARRAGAN, Gabriela	IA/Special Education/SH	Country Springs ES
GARZA, Lisa Marie	IA/Special Education/SH	Country Springs ES
VILLAREAL, Cynthia	IA/Special Education/SH	Glenmeade ES
VIZZARO, Janell	IA/Special Education/SH	Newman ES
MORALES, Lilia	IA/Special Education/SH (bus)	Walnut ES
HOLIDAY, Joy	IA/Special Education/SH	Wickman ES
GUTIERREZ, Lacey	IA/Special Education/SH	Canyon Hills JHS
CABEBE, Michael	IA/Special Education/SH	Canyon Hills JHS
GONZALEZ, Sarah	IA/Special Education/SH	Ramona JHS
RODRIGUEZ, Adrian	IA/Special Education/SH	Woodcrest JHS
MACANAS, Maileen	IA/Special Education/SH	Woodcrest JHS
BALLESTEROS, Venus	IA/Special Education/SH	Chino HS
GORDON, Diane	IA/Special Education/SH	Chino Hills HS
GONZALEZ, Martin	IA/Special Education/SH	Chino Hills HS
BAYONA, Karen	IA/Special Education/SH	Chino Hills HS
DELGADO, Linda	IA/Special Education/SH	Chino Hills HS
KENDRENA, Sandra	IA/Special Education/SH	Don Lugo HS
JONES, Marsha	IA/Special Education/SH	Don Lugo HS
NEAL, Gloria	IA/Special Education/SH	Don Lugo HS
HERRERA, Susana	IA/Special Education/SH	Don Lugo HS
PALMER, Anne	IA/Special Education/SH	Don Lugo HS
ZELAYA-AGUILAR, Amalia	IA/Special Education/SH (bus)	Special Education (Spectrum)

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

CAMPOS, Alexis	HILL, Zachary	YORBA LIRA, Elena
MCMILLIN, Pamela	MEDINA, Zachary	TRINITY TAT, Chauman

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: INTERNSHIP AGREEMENT WITH REDLANDS UNIVERSITY**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

None.

NE:RR:FA:IB:mcm



## **INTERNSHIP PROGRAM MEMORANDUM OF UNDERSTANDING**

**13 December 2019 TO 12 December 2021**

by and between

**University of Redlands**

and

**Chino Valley School District**

- **Multiple Subject Internship Credential**
- **Single Subject Internship Credential**
- **Education Specialist Internship Credential**

An Internship Credential authorizes the same service at the same level as the Preliminary Credential with some exceptions. The Internship Credential is only valid in one school district or consortium under the preconditions established by State law (see Appendix A).

For this reason, interns must have a contract before a credential can be issued. Each intern candidate is to work under the direct and continuing supervision of a University of Redlands Supervisor and District On-Site Teacher who provides general support at the classroom level of the cooperating school. Also, the Internship Credential shall be issued initially for a two-year period and may be renewed by the Commission. (Education Code Section 44455). For renewals, please see Education Code Section 44456.

### **I. General Provisions**

#### **a. The UNIVERSITY agrees and verifies that:**

- i. Each Intern Teacher shall have met the requirements for enrollment in its Credential Programs.
- ii. Each Intern Teacher shall have completed the minimum number of pre-service hours of University Credential Program course work, as required by the CCTC for issuance of the Intern Credential.
- iii. Each Intern Teacher shall apply for the Internship Credential through the School of Education at the University of Redlands upon successful completion of the School of Education Internship application process and verification of employment from the School District.

#### **b. The DISTRICT agrees and verifies that:**

- i. The intern assumes full teaching responsibility for their classroom from the first day of the teaching assignment as a paid employee of the District for at least **one academic year**, subject to the District's personnel policies and State law(s).
- ii. The intern will attend department and faculty meetings and parent-teacher conferences when appropriate.



- iii. The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

## **II. Support and Supervision Requirements**

Pursuant to California Education Code §44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The Commission requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the program and of the employer.

The UNIVERSITY and DISTRICT together shall provide a minimum of 144 hours of support/mentoring and supervision to each intern teacher per school year including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support, mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of 18 times each term that include pre and post observation discussions. Supervisors will maintain weekly contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.
- iii. The DISTRICT shall select on-site support teachers (mentors) who meet the following qualifications:
  - (1) valid corresponding Clear or Life credential,
  - (2) three years successful teaching experience, and
  - (3) the English Learner (EL) Authorization (if responsible for providing specified EL support).

If the mentor does not hold an EL Authorization, the district must identify and individual who is does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.

- iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The on-site support teacher's role is to provide support specifically addressing issues in the intern's classroom.
- v. The UNIVERSITY shall provide orientation and training for the district on- site support teachers and university supervisors.
- vi. The University Supervisor and on-site support teacher shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.
- vii. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns, supervisors and signed by the on-site support teacher.
- viii. The District Mentor, on-site support teacher and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

**THE PARTIES ADDITIONALLY, MUTUALLY AGREE AS FOLLOWS:**

- A. The UNIVERSITY agrees to indemnify, hold harmless, and at the DISTRICT's request, defend the DISTRICT, its agents and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the DISTRICT because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents or employees.

The DISTRICT agrees to indemnify, hold harmless, and at the University's request, defend the UNIVERSITY, its agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the University because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with the Agreement, and due or claimed to be due to the negligence of the DISTRICT, its agents or employees.

- B. Each party shall maintain all insurance coverages (e.g., Workers' Compensation insurance) necessary to comply with federal, state, or local requirements. Additionally, the parties agree to maintain general liability insurance coverage in amounts not less than One Million Dollars (\$1,000,000) per occurrence, Five Million Dollars (\$5,000,000) in the aggregate. Each party agrees to provide the other party, upon written request, with a certificate of insurance evidencing the required insurance coverage during the duration of this Agreement.
- C. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise, or partnership

between the parties and neither party shall so hold itself out as anything other than an independent contractor. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.

- D. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.

**FIELDWORK SITE CONTACT  
INFORMATION:**

Chino Valley School District  
5130 Riverside Drive  
Chino, CA 91710  
ATTN: Jeannette Walsh  
909-628-1201 x1116

**UNIVERSITY CONTACT  
INFORMATION:**

University of Redlands  
1200 E. Colton Ave.  
Redlands, CA 92373-0999  
ATTN: Hideko Sera, Associate Dean  
909-748-8812

This Agreement is executed this day 13 December 2019.

**CHINO VALLEY SCHOOL DISTRICT**

BY \_\_\_\_\_

Date \_\_\_\_\_

**Richard Rideout**

Assistant Superintendent, Human Resources

**UNIVERSITY OF REDLANDS**

BY \_\_\_\_\_

Date \_\_\_\_\_

Kathy Ogren

Provost and Chief Academic Officer

## APPENDIX A

### Preconditions Established for Internship Programs

For initial program accreditation and continuing accreditation by the Committee on Accreditation, participating districts and universities must adhere to the following requirements of state law or Commission policy.

- (1) **Bachelor's Degree Requirement.** Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. Reference: Education Code §§44325, 44326, 44453.
- (2) **Subject Matter Requirement.** Each Multiple Subject intern admitted into the program has passed the Commission-approved subject matter examinations(s) for the subject area(s) in which the Intern is authorized to teach, and each Single Subject intern admitted into the program has passed the Commission-approved subject matter examination(s) or completed the subject matter program for the subject areas(s) in which the Intern is authorized to teach. Reference: Education Code § 44325(c) (3).
- (3) **Pre-Service Requirement.**
  - (a) Each Multiple and Single Subject Internship program must include a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and teaching English Learners.
  - (b) Each Education Specialist Internship program includes a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in pedagogy including classroom management and planning, reading/language arts, specialty specific pedagogy, human development, and teaching English Learners.
- (4) **Professional Development Plan.** The employing district has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:
  - (a) Provisions for an annual evaluation of the intern.
  - (b) A description of the courses to be completed by the intern, if any, and a plan for the completion of preservice or other clinical training, if any, including student teaching.
  - (c) Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.

- (d) Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities.

**(5) Supervision of Interns.**

- (a) In all internship programs, the participating institutions shall provide supervision of all interns.
- (b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Reference: Education Code § 44462. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision.

- (6) Assignment and Authorization.** To receive program approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. Reference: Education Code § 44454. The institution stipulates that the interns' services meet the instructional or service needs of the participating district(s). Reference: Education Code § 44458.

- (7) Participating Districts.** Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential(s) involved. Reference: Education Code §§ 44321 and 44452.

- (8) Early Program Completion Option.** Each intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential. This option must be made available to interns who meet the following requirements:

- (a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:
- Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
  - Techniques to address learning differences, including working with students with special needs
  - Techniques to address working with English learners to provide access to the curriculum
  - Reading instruction in accordance with state standards
  - Assessment of student progress based on the state content and performance standards
  - Classroom management techniques
  - Methods of teaching the subject fields
- (b) Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.

(c) Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).

(d) Meet the requirements for teacher fitness.

An intern who chooses the early completion option but is not successful in passing the assessment may complete his or her full internship program. (Reference: Education Code § 44468).

- (9) **Length of Validity of the Intern Certificate.** Each intern certificate will be valid for a period of two years. However, a certificate may be valid for three years if the intern is participating in a program leading to the attainment of a specialist credential to teach students, or for four years if the intern is participating in a district intern program leading to the attainment of both a multiple subject or a single subject teaching credential and a specialist credential to teach students with mild/moderate disabilities. Reference: Education Code § 44325 (b).
- (10) **Non-Displacement of Certificated Employees.** The institution and participating districts must certify that interns do not displace certificated employees in participating districts.
- (11) **Justification of Internship Program.** When an institution submits a program for initial or continuing accreditation, the institution must explain why the internship is being implemented. Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential. The exclusive representative of certificated employees in the credential area (when applicable) is encouraged to submit a written statement to the Committee on Accreditation agreeing or disagreeing with the justification that is submitted.
- (12) **Bilingual Language Proficiency.** Each intern who is authorized to teach in bilingual classrooms has passed the language proficiency subtest of the Commission-approved assessment program leading to the Bilingual-Crosscultural Language and Academic Development Certificate. Reference: Education Code Section 44325 (c).

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS  
WILLIAMS REPORT OF FINDINGS DECILE 1-3 SCHOOLS FOR  
BORBA ES, CHINO HS, DICKSON ES, MARSHALL ES,  
RAMONA JHS, AND WALNUT ES**

=====

**BACKGROUND**

California Education Code 1240 requires the San Bernardino County Superintendent of Schools visit all deciles 1-3 schools (Williams-monitored schools currently based on the 2012 Academic Performance Index) to ensure compliance with the Williams Legislation. The final reports for Borba ES, Chino HS, Dickson ES, Marshall ES, Ramona JHS, and Walnut ES are attached, along with the Facility Inspection Tool.

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

None.

NE:LF:rtr



# San Bernardino County Superintendent of Schools

Ted Alejandre  
County Superintendent

*Transforming lives through education*

October 31, 2019

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

Dear Dr. Enfield:

Per California Education Code section 1240, San Bernardino County Superintendent of Schools (SBCSS) staff has visited all deciles 1-3 schools (Williams-monitored schools currently based on the 2012 Academic Performance Index [API]) to ensure compliance with the Williams Legislation. Enclosed is a copy of the final report and Facility Inspection Tool (FIT) for each of the schools visited within your district.

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

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

Sincerely,

Ted Alejandre  
County Superintendent

Enclosures

cc: Mr. James Na, Board President  
Mrs. Lea Fellows, Williams Liaison  
Mr. Richard De Nava, SBCSS Assistant Superintendent  
Mrs. Barbara Alejandre, SBCSS Chief Intergovernmental Relations Officer  
Mrs. Supriya Barrows, SBCSS Senior Intergovernmental Relations Manager

Office of the Superintendent

601 North E Street • San Bernardino, CA 92415-0020 • P: 909.386.2406 • F: 909.888.5480 • [www.sbcss.k12.ca.us](http://www.sbcss.k12.ca.us)





# San Bernardino County Superintendent of Schools

Ted Alejandro  
County Superintendent

*Transforming lives through education*

October 31, 2019

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

Dear Dr. Enfield:

California Education Code section 1240 requires that I annually visit all deciles 1-3 schools (*Williams*-monitored schools currently based on the 2012 Academic Performance Index [API]) identified in our county and report to you the results of my findings on a quarterly basis (October, January, April, and July). This report includes first quarter findings for the visit to **Walnut Avenue Elementary School on September 4, 2019**. Let me state at the outset that the visit was a positive, professional experience with a focus by the entire staff on seeking to improve the learning of each student at Walnut Avenue Elementary School.

The purpose of my visit as specified in California Education Code section 1240 was to:

1. Determine if students have “sufficient” instructional materials in the four core subject areas (English language arts, mathematics, history/social science, science) and, as appropriate, science laboratory equipment in grades 9-12, foreign languages, and health;
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff.”

The law further requires that the county superintendent:

1. Determine if each monitored school has provided accurate data for the annual School Accountability Report Card (SARC) related to sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”
2. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API); and
3. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedures.

Before proceeding with the report, let me define some basic terms. The standards set forth in the law define “sufficient textbooks or instructional materials” as each pupil, including English language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and take home. Education Code requires that school districts remedy insufficiencies of instructional materials in the four core subject areas within two months (eight weeks) of the beginning of the school year. A school facility “emergency or urgent threat” means that a condition poses a threat to the health or safety of pupils or staff. “Good repair” means the school facility is clean, safe, and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction (the Facility Inspection Tool [FIT]) or a local evaluation instrument that meets the same criteria.

In summary, my findings in the four required areas were as follows:

### **Instructional Materials**

No insufficiencies were observed, or insufficiencies observed were resolved within two months (eight weeks) of the beginning of the school year.

### **School Facilities**

The following **extreme deficiencies** were observed:

None observed.

The following **good repair deficiencies** were observed:

#### **Section 5. Overall Cleanliness**

- 40: Cluttered classroom, storeroom or area (**remedied 9/4/19**)

Deficiencies that were observed and remediated prior to the end of the visit are reflected in this report and the enclosed Facility Inspection Tool. **Please be sure to include all findings on the appropriate SARC, including all dates of remedial action taken or planned.** Inclusion of this information will be verified during next fiscal year’s SARC review process.

### **SARC**

No findings to report. The SARC review for the 2019/2020 fiscal year began October 1, 2019, and will conclude by December 30, 2019. Findings will be included in the second quarterly report.

### **Teacher Assignment Monitoring**

No findings to report. The annual assignment monitoring and review process for the 2019/2020 fiscal year begins November 1, 2019, and concludes by report to the California Commission on Teacher Credentialing on June 30, 2020. The final teacher assignment information will be provided in the fourth quarterly report.

In conclusion, let me assure you that the San Bernardino County Superintendent of Schools is available to support the actions required to address the needs identified during the Williams Settlement site visits.

Sincerely,

A handwritten signature in black ink, appearing to read "Ted Alejandre". The signature is fluid and cursive, with the first name "Ted" and last name "Alejandre" clearly distinguishable.

Ted Alejandre  
County Superintendent

Attachment: Facility Inspection Tool

cc: Mr. James Na, Board President  
Mrs. Lea Fellows, Williams Liaison  
Ms. Karen Morales, Principal  
Mr. Richard De Nava, SBCSS Assistant Superintendent, Business Services  
Ms. Barbara Alejandre, SBCSS Chief Intergovernmental Relations Officer  
Ms. Supriya Barrows, SBCSS Senior Intergovernmental Relations Manager

**SBCSS Williams Facility Inspection Tool**  
**School Facility Conditions Evaluation, Fiscal Year 2019/2020**

School Site: Walnut Avenue Elementary, Chino Valley Unified District, San Bernardino County

5550 Walnut Ave., Chino CA 91710-4130

Grade Levels: K – 6. Classrooms: 24. Decile: 2.

Visit Date/Time: 9/4/19, 12:30 pm. Inspection Type: Announced

Weather Conditions at Time of Inspection: Clear & Hot

Inspector(s), Classrooms Angelica Hurtado, Angel Arrington	Inspector(s), Ancillary and Other Instructional Areas John Duran
---	---

Representative(s) of District Who Accompanied the Evaluator  
 Jonathan Campbell and Alex Rivera

**Grade-Based Classrooms: Evaluation Detail**  
 ✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Classroom	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest Vermin Infestation	7 Electrical	8 Restrooms	9 Sinks Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Fences
Room: 1 Elizabeth De la Cruz	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 40 Nicole Cattani	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 34 Nikao Khatibloo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 27 Joann Martin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 29 Julie Cavallo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 16 Melissa Sanchez	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 12 Audra Holmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 14 Daisy Torres	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

§5: Cluttered classroom, storeroom or area. (Remedied: 9/4/19.)

# Ancillary Areas: Evaluation Detail

✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Ancillary Area	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Gas Leaks	Mech HVAC	Sewer	Interior Surfaces	Overall Cleanliness	Pest/Vermif Infestation	Electrical	Restrooms	Sinks/Fountains	Fire Safety	Hazardous Materials	Structural Damage	Roofs	Playground School Grounds	Windows Doors Gates Fences

Modeled after State of California School Facility Inspection Tool.



# San Bernardino County Superintendent of Schools

Ted Alejandre  
County Superintendent

*Transforming lives through education*

October 31, 2019

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

Dear Dr. Enfield:

California Education Code section 1240 requires that I annually visit all deciles 1-3 schools (*Williams*-monitored schools currently based on the 2012 Academic Performance Index [API]) identified in our county and report to you the results of my findings on a quarterly basis (October, January, April, and July). This report includes first quarter findings for the visit to **Ramona Junior High School on August 28, 2019**. Let me state at the outset that the visit was a positive, professional experience with a focus by the entire staff on seeking to improve the learning of each student at Ramona Junior High School.

The purpose of my visit as specified in California Education Code section 1240 was to:

1. Determine if students have “sufficient” instructional materials in the four core subject areas (English language arts, mathematics, history/social science, science) and, as appropriate, science laboratory equipment in grades 9-12, foreign languages, and health;
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff.”

The law further requires that the county superintendent:

1. Determine if each monitored school has provided accurate data for the annual School Accountability Report Card (SARC) related to sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”
2. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API); and
3. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedures.

Before proceeding with the report, let me define some basic terms. The standards set forth in the law define “sufficient textbooks or instructional materials” as each pupil, including English language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and take home. Education Code requires that school districts remedy insufficiencies of instructional materials in the four core subject areas within two months (eight weeks) of the beginning of the school year. A school facility “emergency or urgent threat” means that a condition poses a threat to the health or safety of pupils or staff. “Good repair” means the school facility is clean, safe, and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction (the Facility Inspection Tool [FIT]) or a local evaluation instrument that meets the same criteria.

In summary, my findings in the four required areas were as follows:

### **Instructional Materials**

No insufficiencies were observed, or insufficiencies observed were resolved within two months (eight weeks) of the beginning of the school year.

### **School Facilities**

The following **extreme deficiencies** were observed:

None observed.

The following **good repair deficiencies** were observed:

#### **Section 14. Playground/School Grounds**

- Grounds: Play/sports equipment is broken, damaged or deteriorating

Deficiencies that were observed and remediated prior to the end of the visit are reflected in this report and the enclosed Facility Inspection Tool. **Please be sure to include all findings on the appropriate SARC, including all dates of remedial action taken or planned.** Inclusion of this information will be verified during next fiscal year’s SARC review process.

### **SARC**

No findings to report. The SARC review for the 2019/2020 fiscal year began October 1, 2019, and will conclude by December 30, 2019. Findings will be included in the second quarterly report.

### **Teacher Assignment Monitoring**

No findings to report. The annual assignment monitoring and review process for the 2019/2020 fiscal year begins November 1, 2019, and concludes by report to the California Commission on Teacher Credentialing on June 30, 2020. The final teacher assignment information will be provided in the fourth quarterly report.

In conclusion, let me assure you that the San Bernardino County Superintendent of Schools is available to support the actions required to address the needs identified during the Williams Settlement site visits.

Sincerely,

A handwritten signature in black ink that reads "Ted Alejandre". The signature is fluid and cursive, with the first name "Ted" and last name "Alejandre" clearly legible.

Ted Alejandre  
County Superintendent

Attachment: Facility Inspection Tool

cc: Mr. James Na, Board President  
Mrs. Lea Fellows, Williams Liaison  
Ms. Gabriela RivasLopez, Principal  
Mr. Richard De Nava, SBCSS Assistant Superintendent, Business Services  
Ms. Barbara Alejandre, SBCSS Chief Intergovernmental Relations Officer  
Ms. Supriya Barrows, SBCSS Senior Intergovernmental Relations Manager



**SBCSS Williams Facility Inspection Tool**  
**School Facility Conditions Evaluation, Fiscal Year 2019/2020**

School Site: Ramona Junior High, Chino Valley Unified District, San Bernardino County

4575 Walnut Ave., Chino CA 91710-4130

Grade Levels: 7 – 8. Classrooms: 30. Decile: 3.

Visit Date/Time: 8/28/19, 8:15 am. Inspection Type: Announced

Weather Conditions at Time of Inspection: Clear & Hot

Inspector(s), Classrooms

Angelica Hurtado, Angel Arrington

Inspector(s), Ancillary and Other Instructional Areas

John Duran

Representative(s) of District Who Accompanied the Evaluator

**Course-Based Classrooms: Evaluation Detail**

✓ = Good Repair, D = Deficiency, ✗ = Extreme Deficiency, N/A = Not Applicable

Classroom	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest Vermin Infestation	7 Electrical	8 Restrooms	9 Sinks Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Fences
Room: 34 Coopman	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 3 Vasquez	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 11 Blanchard	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 47 Andino-Gonzalez	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 38/34 Laird	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 41 White	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 8 Albers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**Ancillary Areas: Evaluation Detail**

✓ = Good Repair, D = Deficiency, ✗ = Extreme Deficiency, N/A = Not Applicable

Ancillary Area	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest/Vermis Infestation	7 Electrical	8 Restrooms	9 Sinks Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Fences
Main Office Area	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cafeteria/Kitchen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grounds	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	D	✓
§14: Play/sports equipment is broken, damaged or deteriorating.															
Library	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lunch Area	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Multi-purpose Room	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nurse's Office	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Playground	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Staff Room/Lounge	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Computer Lab	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Boys' Restroom 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Girls' Restroom 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Boys Restroom 14	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Boys' Restroom 31	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Girls' Restroom 31	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Boys' Restroom MPR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Girls' Restroom MPR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Boys' Locker Room	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Girls' Locker Room	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ASB 25	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Modeled after State of California School Facility Inspection Tool.



# San Bernardino County Superintendent of Schools

Ted Alejandro  
County Superintendent

*Transforming lives through education*

October 31, 2019

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

Dear Dr. Enfield:

California Education Code section 1240 requires that I annually visit all deciles 1-3 schools (*Williams*-monitored schools currently based on the 2012 Academic Performance Index [API]) identified in our county and report to you the results of my findings on a quarterly basis (October, January, April, and July). This report includes first quarter findings for the visit to **E. J. Marshall Elementary School on September 4, 2019**. Let me state at the outset that the visit was a positive, professional experience with a focus by the entire staff on seeking to improve the learning of each student at E. J. Marshall Elementary School.

The purpose of my visit as specified in California Education Code section 1240 was to:

1. Determine if students have “sufficient” instructional materials in the four core subject areas (English language arts, mathematics, history/social science, science) and, as appropriate, science laboratory equipment in grades 9-12, foreign languages, and health;
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff.”

The law further requires that the county superintendent:

1. Determine if each monitored school has provided accurate data for the annual School Accountability Report Card (SARC) related to sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”
2. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API); and
3. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedures.

Before proceeding with the report, let me define some basic terms. The standards set forth in the law define “sufficient textbooks or instructional materials” as each pupil, including English language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and take home. Education Code requires that school districts remedy insufficiencies of instructional materials in the four core subject areas within two months (eight weeks) of the beginning of the school year. A school facility “emergency or urgent threat” means that a condition poses a threat to the health or safety of pupils or staff. “Good repair” means the school facility is clean, safe, and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction (the Facility Inspection Tool [FIT]) or a local evaluation instrument that meets the same criteria.

In summary, my findings in the four required areas were as follows:

### **Instructional Materials**

No insufficiencies were observed, or insufficiencies observed were resolved within two months (eight weeks) of the beginning of the school year.

### **School Facilities**

The following **extreme deficiencies** were observed:

None observed.

The following **good repair deficiencies** were observed:

#### **Section 11. Hazardous Materials**

- 23: Aerosols found (no aerosols are allowed) (**remedied 9/4/19**)

Deficiencies that were observed and remediated prior to the end of the visit are reflected in this report and the enclosed Facility Inspection Tool. **Please be sure to include all findings on the appropriate SARC, including all dates of remedial action taken or planned.** Inclusion of this information will be verified during next fiscal year’s SARC review process.

### **SARC**

No findings to report. The SARC review for the 2019/2020 fiscal year began October 1, 2019, and will conclude by December 30, 2019. Findings will be included in the second quarterly report.

### **Teacher Assignment Monitoring**

No findings to report. The annual assignment monitoring and review process for the 2019/2020 fiscal year begins November 1, 2019, and concludes by report to the California Commission on Teacher Credentialing on June 30, 2020. The final teacher assignment information will be provided in the fourth quarterly report.

In conclusion, let me assure you that the San Bernardino County Superintendent of Schools is available to support the actions required to address the needs identified during the Williams Settlement site visits.

Sincerely,

A handwritten signature in black ink, appearing to read "Ted Alejandre". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Ted Alejandre  
County Superintendent

Attachment: Facility Inspection Tool

cc: Mr. James Na, Board President  
Mrs. Lea Fellows, Williams Liaison  
Ms. Diana Escalante, Principal  
Mr. Richard De Nava, SBCSS Assistant Superintendent, Business Services  
Ms. Barbara Alejandre, SBCSS Chief Intergovernmental Relations Officer  
Ms. Supriya Barrows, SBCSS Senior Intergovernmental Relations Manager

**SBCSS Williams Facility Inspection Tool**  
**School Facility Conditions Evaluation, Fiscal Year 2019/2020**

School Site: E. J. Marshall Elementary, Chino Valley Unified District, San Bernardino County

12045 Telephone Ave., Chino CA 91710-4130

Grade Levels: K – 6. Classrooms: 16. Decile: 3.

Visit Date/Time: 9/4/19, 7:30 am. Inspection Type: Announced

Weather Conditions at Time of Inspection: Clear & Hot

<b>Inspector(s), Classrooms</b>	<b>Inspector(s), Ancillary and Other Instructional Areas</b>
Angel Arrington, Angelica Hurtado	John Duran

**Representative(s) of District Who Accompanied the Evaluator**  
 Jonathan Campbell and Cesar Portugal

**Grade-Based Classrooms: Evaluation Detail**  
 ✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Classroom	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest/Vermis Infestation	7 Electrical	8 Restrooms	9 Shower Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Fences
Room: 19 Kelcey Rivera	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 8 Kay Schemmer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 10 Julie Bliss	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 4 Jill Veitch	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 23 Cindy Day	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓
§11: Aerosols found (no aerosols are allowed). (Remedied: 9/4/19)															
Room: 26 Jennifer Yi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 35 Jim Castillo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 41 Leslie Ampuero	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

# Ancillary Areas: Evaluation Detail ✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Ancillary Area	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest Vermin Infestation	7 Electrical	8 Restrooms	9 Sinks Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Fences
Main Office Area	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cafeteria/Kitchen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grounds	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Library	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lunch Area	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Multi-purpose Room	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nurse's Office	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Playground	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Staff Room/Lounge	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Boys' Restroom 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Boys' Restroom 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Girls' Restroom 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Girls' Restroom 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Modeled after State of California School Facility Inspection Tool.



# San Bernardino County Superintendent of Schools

Ted Alejandre  
County Superintendent

*Transforming lives through education*

October 31, 2019

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

Dear Dr. Enfield:

California Education Code section 1240 requires that I annually visit all deciles 1-3 schools (*Williams*-monitored schools currently based on the 2012 Academic Performance Index [API]) identified in our county and report to you the results of my findings on a quarterly basis (October, January, April, and July). This report includes first quarter findings for the visit to **Dickson Elementary School on August 22, 2019**. Let me state at the outset that the visit was a positive, professional experience with a focus by the entire staff on seeking to improve the learning of each student at Dickson Elementary School.

The purpose of my visit as specified in California Education Code section 1240 was to:

1. Determine if students have “sufficient” instructional materials in the four core subject areas (English language arts, mathematics, history/social science, science) and, as appropriate, science laboratory equipment in grades 9-12, foreign languages, and health;
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff.”

The law further requires that the county superintendent:

1. Determine if each monitored school has provided accurate data for the annual School Accountability Report Card (SARC) related to sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”
2. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API); and
3. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedures.



Before proceeding with the report, let me define some basic terms. The standards set forth in the law define “sufficient textbooks or instructional materials” as each pupil, including English language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and take home. Education Code requires that school districts remedy insufficiencies of instructional materials in the four core subject areas within two months (eight weeks) of the beginning of the school year. A school facility “emergency or urgent threat” means that a condition poses a threat to the health or safety of pupils or staff. “Good repair” means the school facility is clean, safe, and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction (the Facility Inspection Tool [FIT]) or a local evaluation instrument that meets the same criteria.

In summary, my findings in the four required areas were as follows:

### **Instructional Materials**

No insufficiencies were observed, or insufficiencies observed were resolved within two months (eight weeks) of the beginning of the school year.

### **School Facilities**

The following **extreme deficiencies** were observed:

None observed.

The following **good repair deficiencies** were observed:

#### **Section 4. Interior Surfaces**

- 7: Plaster or paint is damaged (work order #113567) (**remedied 8/22/19**)

#### **Section 7. Electrical**

- Main Office Area: Lighting fixtures or bulbs are not functioning properly or missing (**remedied 8/22/19**)
- Multi-purpose Room: Lighting fixtures or bulbs are not functioning properly or missing (**remedied 8/22/19**)
- 19: Improper usage of extension cords or extension/electrical cord trip hazard (work order #113568) (**remedied 8/22/19**)
- 20: Improper usage of extension cords or extension/electrical cord trip hazard (work order #113568) (**remedied 8/22/19**)

#### **Section 9. Sinks/Fountains**

- Girls' restrooms Building C: Sink/fountain water pressure too high (**remedied 8/22/19**)

#### **Section 14. Playground/School Grounds**

- Tennis Courts: Significant cracks, trip hazards, holes or deterioration (work order #113584)

Deficiencies that were observed and remediated prior to the end of the visit are reflected in this report and the enclosed Facility Inspection Tool. **Please be sure to include all findings on the appropriate SARC, including all dates of remedial action taken or planned.** Inclusion of this information will be verified during next fiscal year's SARC review process.

### SARC

No findings to report. The SARC review for the 2019/2020 fiscal year began October 1, 2019, and will conclude by December 30, 2019. Findings will be included in the second quarterly report.

### Teacher Assignment Monitoring

No findings to report. The annual assignment monitoring and review process for the 2019/2020 fiscal year begins November 1, 2019, and concludes by report to the California Commission on Teacher Credentialing on June 30, 2020. The final teacher assignment information will be provided in the fourth quarterly report.

In conclusion, let me assure you that the San Bernardino County Superintendent of Schools is available to support the actions required to address the needs identified during the Williams Settlement site visits.

Sincerely,



Ted Alejandre  
County Superintendent

Attachment: Facility Inspection Tool

cc: Mr. James Na, Board President  
Mrs. Lea Fellows, Williams Liaison  
Mr. Gerson Renderos, Principal  
Mr. Richard De Nava, SBCSS Assistant Superintendent, Business Services  
Ms. Barbara Alejandre, SBCSS Chief Intergovernmental Relations Officer  
Ms. Supriya Barrows, SBCSS Senior Intergovernmental Relations Manager

**SBCSS Williams Facility Inspection Tool**  
**School Facility Conditions Evaluation, Fiscal Year 2019/2020**

School Site: Dickson Elementary, Chino Valley Unified District, San Bernardino County  
 3930 Pamela Dr., Chino CA 91710-4130

Grade Levels: TK – 6. Classrooms: 23. Decile: 3.

Visit Date/Time: 8/22/19, 8:00 am. Inspection Type: Announced  
 Weather Conditions at Time of Inspection: Clear & Hot

Inspector(s), Classrooms  
 Grace Granados

Inspector(s), Ancillary and Other Instructional Areas  
 Douglas MacDuff

Representative(s) of District Who Accompanied the Evaluator  
 Cesar Portugal and Alex Rivera

**Grade-Based Classrooms: Evaluation Detail**  
 ✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Classroom	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest Vermin Infestation	7 Electrical	8 Restrooms	9 Sinks Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Permits
Room: 34 Cynthia Sema-Biddle	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 35 Deanna Doezie	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 5 Vivian Mora	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 3 Denise Prindville	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 7 Victoria Veenstra	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 8 Melinda Pitts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 19 Kathryn Kertesz	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓
Room: 20 Jennifer Matthews	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓

§4: Plaster or paint is damaged. (Work order: 113567.) (Remedied: 8/22/19.)

§7: Improper usage of extension cords or extension/electrical cord trip hazard. (Work order: 113568.) (Remedied: 8/22/19.)

§7: Improper usage of extension cords or extension/electrical cord trip hazard. (Work order: 113568.) (Remedied: 8/22/19.)

Room: 29  
Lauren Jean

### Ancillary Areas: Evaluation Detail

✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Ancillary Area	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest Vermin Infestation	7 Electrical	8 Restrooms	9 Sinks Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Fences
Main Office Area	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓
§7: Lighting fixtures or bulbs are not functioning properly or missing. (Remedied: 8/22/19.)															
Nurse's Office	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Library	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cafeteria/Kitchen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Multi-purpose Room	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓
§7: Lighting fixtures or bulbs are not functioning properly or missing. (Remedied: 8/22/19.)															
Grounds	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Playground	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Girls' restrooms Building B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Boys' restrooms Building B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Girls' restrooms Building C	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓
§9: Sink/fountain water pressure too high. (Remedied: 8/22/19.)															
Boys' restrooms Building C	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tennis Courts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	D	✓
§14: Significant cracks, trip hazards, holes or deterioration. (Work order: 113584.)															

### Additional Instructional Areas: Evaluation Detail

✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Instructional Area	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest Vermin Infestation	7 Electrical	8 Restrooms	9 Sinks Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Fences





# San Bernardino County Superintendent of Schools

Ted Alejandre  
County Superintendent

*Transforming lives through education*

October 31, 2019

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

Dear Dr. Enfield:

California Education Code section 1240 requires that I annually visit all deciles 1-3 schools (*Williams*-monitored schools currently based on the 2012 Academic Performance Index [API]) identified in our county and report to you the results of my findings on a quarterly basis (October, January, April, and July). This report includes first quarter findings for the visit to **Chino High School on August 29, 2019**. Let me state at the outset that the visit was a positive, professional experience with a focus by the entire staff on seeking to improve the learning of each student at Chino High School.

The purpose of my visit as specified in California Education Code section 1240 was to:

1. Determine if students have “sufficient” instructional materials in the four core subject areas (English language arts, mathematics, history/social science, science) and, as appropriate, science laboratory equipment in grades 9-12, foreign languages, and health;
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff.”

The law further requires that the county superintendent:

1. Determine if each monitored school has provided accurate data for the annual School Accountability Report Card (SARC) related to sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”
2. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API); and
3. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedures.

Before proceeding with the report, let me define some basic terms. The standards set forth in the law define “sufficient textbooks or instructional materials” as each pupil, including English language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and take home. Education Code requires that school districts remedy insufficiencies of instructional materials in the four core subject areas within two months (eight weeks) of the beginning of the school year. A school facility “emergency or urgent threat” means that a condition poses a threat to the health or safety of pupils or staff. “Good repair” means the school facility is clean, safe, and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction (the Facility Inspection Tool [FIT]) or a local evaluation instrument that meets the same criteria.

In summary, my findings in the four required areas were as follows:

### **Instructional Materials**

No insufficiencies were observed, or insufficiencies observed were resolved within two months (eight weeks) of the beginning of the school year.

### **School Facilities**

The following **extreme deficiencies** were observed:

None observed.

The following **good repair deficiencies** were observed:

#### **Section 4. Interior Surfaces**

- Administration Building: Ceiling tiles are stained (work order #113956) (**remedied 8/29/19**)

#### **Section 7. Electrical**

- 93: Electrical outlet/junction box covers or light switch covers are damaged or missing (work order #114002) (**remedied 8/29/19**)
- 12: Lighting fixtures or bulbs are not functioning properly or missing (**remedied 8/29/19**)
- 14: Improper usage of extension cords or extension/electrical cord trip hazard (**remedied 8/29/19**)
- M19: Improper usage of extension cords or extension/electrical cord trip hazard (work order #113967)
- 06: Improper usage of extension cords or extension/electrical cord trip hazard (work order #113967)
- M17S: Improper usage of extension cords or extension/electrical cord trip hazard (work order #113967)

Section 8. Restrooms

- RR Near 5A: Fixture/apparatus damaged, broken, missing or unsecured (work order #114000)

Section 10. Fire Safety

- Multi-purpose Room: Wheel Chair Lift is inaccessible (work order #114004) (remedied 8/29/19)

Deficiencies that were observed and remediated prior to the end of the visit are reflected in this report and the enclosed Facility Inspection Tool. **Please be sure to include all findings on the appropriate SARC, including all dates of remedial action taken or planned.** Inclusion of this information will be verified during next fiscal year's SARC review process.

SARC

No findings to report. The SARC review for the 2019/2020 fiscal year began October 1, 2019, and will conclude by December 30, 2019. Findings will be included in the second quarterly report.

Teacher Assignment Monitoring

No findings to report. The annual assignment monitoring and review process for the 2019/2020 fiscal year begins November 1, 2019, and concludes by report to the California Commission on Teacher Credentialing on June 30, 2020. The final teacher assignment information will be provided in the fourth quarterly report.

In conclusion, let me assure you that the San Bernardino County Superintendent of Schools is available to support the actions required to address the needs identified during the Williams Settlement site visits.

Sincerely,



Ted Alejandre  
County Superintendent

Attachment: Facility Inspection Tool

cc: Mr. James Na, Board President  
Mrs. Lea Fellows, Williams Liaison  
Mr. John Miller, Principal  
Mr. Richard De Nava, SBCSS Assistant Superintendent, Business Services  
Ms. Barbara Alejandre, SBCSS Chief Intergovernmental Relations Officer  
Ms. Supriya Barrows, SBCSS Senior Intergovernmental Relations Manager



**SBCSS Williams Facility Inspection Tool**  
**School Facility Conditions Evaluation, Fiscal Year 2019/2020**

School Site: Chino High, Chino Valley Unified District, San Bernardino County  
 5472 Park Pl., Chino CA 91710-4130

Grade Levels: 9 – 12. Classrooms: 90. Decile: 3.

Visit Date/Time: 8/29/19, 7:00 am. Inspection Type: Unannounced

Weather Conditions at Time of Inspection: Clear & Hot

Inspector(s), Classrooms  
 Carolyn Tillman

Inspector(s), Ancillary and Other Instructional Areas  
 Fermin Jaramillo, Heather Kinney

Representative(s) of District Who Accompanied the Evaluator  
 Jonathan Campbell

**Course-Based Classrooms: Evaluation Detail**

✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Classroom	1 Gas Leaks	2 Mech H/VAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest/Vermis Infestation	7 Electrical	8 Restrooms	9 Sinks/Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Fences
Room: 14 Ledesma	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓
§7: Improper usage of extension cords or extension/electrical cord trip hazard. (Remedied: 8/29/19.)															
Room: 53 Lario-Contreras	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: M16 Margala	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: M19 Breitenstein	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓
§7: Improper usage of extension cords or extension/electrical cord trip hazard. (Work order: WO #113967.)															
Room: 06 Miranda-Celestino	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓
§7: Improper usage of extension cords or extension/electrical cord trip hazard. (Work order: WO #113967.)															
Room: 11 Mitchell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 12 VanOs	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓
§7: Lighting fixtures or bulbs are not functioning properly or missing. (Remedied: 8/29/19.)															



Room: M23 Raya	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: M6B Nunez	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 26 Fallon	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 34 Britten	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 46 Van Embricqs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 46 Van Embricqs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: M7 Nelson	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

### Ancillary Areas: Evaluation Detail

✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Ancillary Area	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest/Verm Infection	7 Electrical	8 Restrooms	9 Sinks/Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground/School Grounds	15 Windows/Doors/Gates/Fences
Staff Parking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Administration Building	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
§4: Ceiling tiles are stained. (Work order: 113956) (Remedied: 8/29/19)															
Staff Lounge + Restroom	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Library	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Counseling	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nurse's Office	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Staff Parking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M11	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M12	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M5	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Music	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓







October 31, 2019

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

Dear Dr. Enfield:

California Education Code section 1240 requires that I annually visit all deciles 1-3 schools (*Williams*-monitored schools currently based on the 2012 Academic Performance Index [API]) identified in our county and report to you the results of my findings on a quarterly basis (October, January, April, and July). This report includes first quarter findings for the visit to **Anna A. Borba Fundamental Elementary School** on **August 23, 2019**. Let me state at the outset that the visit was a positive, professional experience with a focus by the entire staff on seeking to improve the learning of each student at Anna A. Borba Fundamental Elementary School.

The purpose of my visit as specified in California Education Code section 1240 was to:

1. Determine if students have “sufficient” instructional materials in the four core subject areas (English language arts, mathematics, history/social science, science) and, as appropriate, science laboratory equipment in grades 9-12, foreign languages, and health;
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff.”

The law further requires that the county superintendent:

1. Determine if each monitored school has provided accurate data for the annual School Accountability Report Card (SARC) related to sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”
2. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API); and
3. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedures.

Before proceeding with the report, let me define some basic terms. The standards set forth in the law define “sufficient textbooks or instructional materials” as each pupil, including English language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and take home. Education Code requires that school districts remedy insufficiencies of instructional materials in the four core subject areas within two months (eight weeks) of the beginning of the school year. A school facility “emergency or urgent threat” means that a condition poses a threat to the health or safety of pupils or staff. “Good repair” means the school facility is clean, safe, and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction (the Facility Inspection Tool [FIT]) or a local evaluation instrument that meets the same criteria.

In summary, my findings in the four required areas were as follows:

### **Instructional Materials**

No insufficiencies were observed, or insufficiencies observed were resolved within two months (eight weeks) of the beginning of the school year.

### **School Facilities**

The following **extreme deficiencies** were observed:

None observed.

The following **good repair deficiencies** were observed:

#### **Section 9. Sinks/Fountains**

- 28: Water leak (**remedied 8/23/19**)

Deficiencies that were observed and remediated prior to the end of the visit are reflected in this report and the enclosed Facility Inspection Tool. **Please be sure to include all findings on the appropriate SARC, including all dates of remedial action taken or planned.** Inclusion of this information will be verified during next fiscal year’s SARC review process.

### **SARC**

No findings to report. The SARC review for the 2019/2020 fiscal year began October 1, 2019, and will conclude by December 30, 2019. Findings will be included in the second quarterly report.

### **Teacher Assignment Monitoring**

No findings to report. The annual assignment monitoring and review process for the 2019/2020 fiscal year begins November 1, 2019, and concludes by report to the California Commission on Teacher Credentialing on June 30, 2020. The final teacher assignment information will be provided in the fourth quarterly report.

In conclusion, let me assure you that the San Bernardino County Superintendent of Schools is available to support the actions required to address the needs identified during the Williams Settlement site visits.

Sincerely,

A handwritten signature in black ink that reads "Ted Alejandre". The signature is fluid and cursive, with the first name "Ted" and last name "Alejandre" clearly distinguishable.

Ted Alejandre  
County Superintendent

Attachment: Facility Inspection Tool

cc: Mr. James Na, Board President  
Mrs. Lea Fellows, Williams Liaison  
Ms. Emily Lao, Principal  
Mr. Richard De Nava, SBCSS Assistant Superintendent, Business Services  
Ms. Barbara Alejandre, SBCSS Chief Intergovernmental Relations Officer  
Ms. Supriya Barrows, SBCSS Senior Intergovernmental Relations Manager



**SBCSS Williams Facility Inspection Tool**  
**School Facility Conditions Evaluation, Fiscal Year 2019/2020**

School Site: Anna A. Borba Fundamental Elementary, Chino Valley Unified District, San Bernardino County  
 4980 Riverside Dr., Chino CA 91710-4130

Grade Levels: TK – 6. Classrooms: 20. Decile: 3.

Visit Date/Time: 8/23/19, 8:30 am. Inspection Type: Announced  
 Weather Conditions at Time of Inspection: Clear & Hot

Inspector(s), Classrooms	Inspector(s), Ancillary and Other Instructional Areas
Angel Arrington, Angelica Hurtado	John Duran

Representative(s) of District Who Accompanied the Evaluator

**Grade-Based Classrooms: Evaluation Detail**  
 ✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Classroom	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest/Vermis Infestation	7 Electrical	8 Restrooms	9 Sinks/Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Fences
Room: 28 Patty Arvizu-Quiroz	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓
S9: Water leak. (Remedied: 8/23/19.)															
Room: 32 Austin Grissom	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 30 Denise Daniels	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 26 Tiffany Tailleux	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 27 Kim Duarte	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 12 Art Rungo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 10 Bonnie Sager	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room: 16 Roberta Morton	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Room: 29  
Ivy Banowitz

Room: 4  
Valerie Gracia

Ancillary Areas: Evaluation Detail

✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Ancillary Area	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest Vermin Infestation	7 Electrical	8 Restrooms	9 Sinks Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Fences
Main Office Area	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cafeteria/Kitchen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grounds	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Library	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lunch Area	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Multi-purpose Room	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nurse's Office	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Parent Center	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Playground	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Staff Room/Lounge	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Boys' Restroom	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Girls' Restroom	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Computer Lab	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Boys' Restroom E1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Girls' Restroom E1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Boys' Restroom E2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Girls' Restroom E2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Computer Lab 35	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS  
WILLIAMS SETTLEMENT FISCAL YEAR 2018/2019 ANNUAL  
REPORT**

=====

**BACKGROUND**

California Education Code 1240 requires the San Bernardino County Superintendent of Schools staff to regularly monitor and report on the status of all Williams monitored schools in the county (currently decile 1-3 schools based on the 2012 Academic Performance Index) to ensure compliance with the Williams Legislation. The Williams Annual Report for Chino Valley Unified School District as well as countywide findings by supervisorial district based on the 2018/2019 school year visitation findings are being presented for information.

Per Section 1240(c)(2)(B), the annual report shall be submitted to the governing board of each school district, the county board of education, as well as the county board of supervisors at a regularly scheduled meeting held in accordance with public notification requirements.

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the San Bernardino County Superintendent of Schools Williams Settlement Fiscal Year 2018/2019 Annual Report.

**FISCAL IMPACT**

None.

NE:LF:rtr

November 14, 2019

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

**RE: Board Agenda Item: Fiscal Year 2018/2019 *Williams* Annual Report**

Dear Dr. Enfield:

Per California Education Code section 1240, San Bernardino County Superintendent of Schools (SBCSS) staff continues to regularly monitor and report on the status of all *Williams*-monitored schools in the county (currently Deciles 1-3 schools determined by the 2012 Base Academic Performance Index [API]) to ensure compliance with the *Williams* legislation. Enclosed is a copy of the *Williams* Annual Report for your district as well as countywide findings by supervisorial district based on the **2018/2019** school year visitation and review findings.

Per Section 1240 (c)(2)(E)(i), the annual report shall be submitted to the governing board of each school district, the county board of education, as well as the county board of supervisors at a regularly scheduled November meeting held in accordance with public notification requirements. Please note that the annual report has been submitted to the County Board of Education and the San Bernardino County Board of Supervisors in accordance with this provision. ***Please make sure to include this report as an agenda item for your next regularly scheduled Board meeting.***

Please note that Education Code remains unchanged regarding the determinant for monitored schools. My office will continue to keep you apprised of any new developments.

Thank you and your staff for the continued efforts and collaboration in support of this important work.

Sincerely,



Ted Alejandre  
County Superintendent

Attachment: Fiscal Year 2018/2019 *Williams* Annual Report

cc: Mr. James Na, Board President  
Mrs. Lea Fellows, Williams Liaison  
Mr. Richard De Nava, SBCSS Assistant Superintendent  
Mrs. Barbara Alejandre, SBCSS Chief Intergovernmental Relations Officer

Office of the Superintendent

601 North E Street • San Bernardino, CA 92415-0020 • P: 909.386.2406 • F: 909.888.5480 • [www.sbcss.k12.ca.us](http://www.sbcss.k12.ca.us)



***Williams Settlement***  
**Fiscal Year 2018/2019**  
**Annual Report**  
*for*  
**Chino Valley Unified**  
**School District**

**November 2019**

**San Bernardino County Superintendent of Schools**  
***Williams* Settlement Monitoring**  
**Fiscal Year 2018/2019 Annual Report**

**Preface**

The *Williams* Lawsuit Settlement, reached and enacted into law\* in August 2004, has set the standard for providing equitable educational opportunities and closing the achievement gap in San Bernardino County and throughout California. *Williams* legislation has provided an opportunity for county and district superintendents to work collaboratively to support and assist underperforming schools to improve student achievement.

The American Civil Liberties Union filed *Williams v. California* in 2000 on behalf of the plaintiffs—nearly 100 students from San Francisco County—as a class action lawsuit against the State of California and its educational agencies. The basis of the lawsuit was that public-school agencies failed to provide public school students with equal access to instructional materials, safe and clean school facilities, and qualified teachers. The issue of equity for disadvantaged and minority students, particularly in large and urban school districts, was the crux of the case.

The settlement covered four key areas:

- **Instructional Materials**—All students, including English learners, must have sufficient access to standards-aligned instructional materials or textbooks in all core subject areas for use in class and at home.
- **Facilities**—All schools must be safe, clean, and in good repair.
- **Teacher Credentialing and Assignment**—All schools must have teachers that are appropriately certificated for their specific teaching assignment, including English Learner Authorization.
- **Public Reporting**—All schools must include information on the sufficiency of instructional materials, repair of school facilities, and teacher misassignments and vacancies in their School Accountability Report Card (SARC). Additionally, all schools must post a notice in each classroom informing parents and guardians of their right to file a Uniform Complaint regarding instructional materials sufficiency, facilities repair, and teacher vacancy or misassignments.

In Fiscal Year 2013/2014, the Local Control Funding Formula (LCFF) was implemented and made significant changes to education statute. *Williams* Settlement requirements for all schools remained in effect and were further distinguished as the first of eight state priorities that must be addressed in mandated Local Control Accountability Plans (LCAPs). This means all schools (monitored and those that are not) must continue adhering to *Williams* requirements and all districts must identify and address actions that will be taken each year to achieve and/or correct any deficiencies related to *Williams* compliance in their LCAPs.

The *Williams* legislation also requires county offices to monitor schools ranked in Deciles 1-3 currently determined by rankings on the state's Academic Performance Index reports. Fiscal Year 2018/2019 was the sixth year of the fourth cohort (typically a three-year monitoring cycle) based on the 2012 API. One hundred and forty-nine (149) schools in San Bernardino County were subject to review and received at least one site visit. Although a new accountability system is in place, the California School Dashboard, Education Code still requires county monitoring based on the 2012 Base API.

SBCSS reviewers conducted the instructional materials and facilities reviews at all monitored schools within their first four weeks of the 2018/2019 school year based on district-specific start dates. At the conclusion of the instructional materials monitoring process, there were no insufficiencies, meaning that any shortage identified at the time of visitation was resolved by the eighth week of school as required in Education Code. Overall, the county review teams found facilities conditions in good repair. Eight (8) emergency or extreme conditions were observed (four (4) of which were remedied prior to the end of the site visit) which included: three (3) cases of non-functional air conditioning systems, two (2) observances of hazardous chemicals and/or flammable materials that were not stored properly, one (1) instance where medical sharps were unsecured, one (1) scenario where major electrical equipment appeared to be improperly mounted, covered or guarded, and one (1) situation where there was major evidence of pest infestation.

The teacher assignment monitoring review identified a total of twelve (12) *classes* with a teacher without a proper English Learner authorization compared to 4,950 reported for the initial year of review (Fiscal Year 2004/2005). The twelve (12) classes are based on four teachers as the monitoring process includes secondary classroom periods where the same teacher has the potential of being accounted for multiple times. The drastic reduction in the number of classes taught by a teacher without proper authorization since inception of the *Williams* Settlement is testament to the steps districts have taken to ensure that all teachers are authorized in subject matter and authorized to serve students identified as English Learners. Districts have modified their teacher hiring practices and layoff criteria to ensure compliance with the *Williams* legislation.

A separate in-office review was conducted to evaluate each monitored school's School Accountability Report Card (SARC) for accuracy of information reported to the public pertaining to sufficiency of instructional materials and the condition of school facilities based on statutory requirements and county monitoring findings. Any inaccuracies observed were communicated and resolved by the conclusion of the review period.

\* SB 6 (Alpert), SB 550 (Vasconcellos), AB 1550 (Daucher), AB 2727 (Daucher), AB 3001 (Goldberg), AB 831 (Committee on Education)



**San Bernardino County Superintendent of Schools  
Williams Settlement Annual Report by Supervisorial District  
Fiscal Year 2018/2019**

School District	Total Enrollment	Total Schools	Deciles 1-3	Total "Good Repair" Facility Deficiencies	Remedied "Good Repair" Facility Deficiencies	Outstanding "Good Repair" Facility Deficiencies	Total "Emergency Repair" Facility Deficiencies	Remedied "Emergency Repair" Facility Deficiencies	Outstanding "Emergency Repair" Facility Deficiencies	Instructional Materials Insufficiencies	Teacher Misassignments	Inaccurate School Accountability Report Cards
<b>1st Supervisorial District</b>												
Adelanto Elementary	8,671	16	7	59	10	49	1	0	1	0	1	0
Apple Valley Unified	14,643	15	2	20	18	2	0	0	0	0	0	0
Hesperia Unified	24,132	31	7	14	4	10	0	0	0	0	0	0
Needles Unified	993	6	3	2	2	0	0	0	0	0	0	0
Snowline Joint Unified	7,439	12	2	0	0	0	0	0	0	0	0	0
Victor Elementary	12,772	18	7	40	26	14	1	1	0	0	0	0
Victor Valley Union High	11,327	10	4	35	14	21	0	0	0	0	0	0
1st Supervisorial District Totals	79,977	108	32	170	74	96	2	1	1	0	1	0
<b>2nd Supervisorial District</b>												
Cucamonga	2,431	4	1	0	0	0	0	0	0	0	0	0
Fontana Unified	36,335	45	17	109	53	56	5	3	2	0	0	0
2nd Supervisorial District Totals	38,766	49	18	109	53	56	5	3	2	0	0	0
<b>3rd Supervisorial District</b>												
Barstow Unified	6,344	13	3	23	12	11	0	0	0	0	0	0
Colton Joint Unified	22,014	29	11	142	42	100	1	0	1	0	0	0
Lucerne Valley Unified	5,416	6	3	8	2	6	0	0	0	0	0	0
Morongo Unified	8,616	17	3	6	2	4	0	0	0	0	0	0
Redlands Unified	21,240	28	1	7	7	0	0	0	0	0	0	0
San Bernardino City Unified	52,773	88	43	212	113	99	0	0	0	0	11	0
Yucaipa-Calimesa Joint Unified	9,982	15	2	4	2	2	0	0	0	0	0	0
3rd Supervisorial District Totals	126,385	196	66	402	180	222	1	0	1	0	11	0
<b>4th Supervisorial District</b>												
Chino Valley Unified	28,063	34	6	14	6	8	0	0	0	0	0	0
Ontario-Montclair	20,606	33	16	28	17	11	0	0	0	0	0	0
4th Supervisorial District Totals	48,669	67	22	42	23	19	0	0	0	0	0	0
<b>5th Supervisorial District</b>												
Colton Joint Unified*	22,014	29	11	142	42	100	1	0	1	0	0	0
Fontana Unified*	36,335	45	17	109	53	56	5	3	2	0	0	0
Rialto Unified	25,066	30	11	46	17	29	0	0	0	0	0	0
San Bernardino City Unified*	52,773	88	43	212	113	99	0	0	0	0	11	0
5th Supervisorial District Totals	136,188	192	82	509	225	284	6	3	3	0	11	0
<b>County Totals*</b>	<b>318,863</b>	<b>450</b>	<b>149</b>	<b>769</b>	<b>347</b>	<b>422</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>12</b>	<b>0</b>

\*Table data for school districts that represent more than one Supervisorial District are unduplicated

Refer to Williams Glossary of Terms

**Chino Valley Unified School District  
Fiscal Year 2018/2019 Williams Annual Report**

School	Total Enrollment	Decile 1-3 Rank	Total "Good Repair" Facility Deficiencies	Remedied "Good Repair" Facility Deficiencies	Outstanding "Good Repair" Facility Deficiencies	Total "Emergency Repair" Facility Deficiencies	Remedied "Emergency Repair" Facility Deficiencies	Outstanding "Emergency Repair" Facility Deficiencies	Instructional Materials Insufficiencies	Teacher Misassignments	Inaccurate School Accountability Report Cards
Borba (Anna A.) Elementary	495	3	1	1	0	0	0	0	0	0	0
Chino High	1,847	3	6	0	6	0	0	0	0	0	0
Dickson (Doris) Elementary	556	3	3	1	2	0	0	0	0	0	0
Marshall (E.J.) Elementary	430	3	3	3	0	0	0	0	0	0	0
Ramona Junior High	574	3	0	0	0	0	0	0	0	0	0
Walnut Avenue Elementary	620	2	1	1	0	0	0	0	0	0	0
<b>Subtotals</b>	<b>4,522</b>		<b>14</b>	<b>6</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## ***Williams* Glossary of Terms**

**Academic Performance Index (API)** – A component of the California’s Public Schools Accountability Act of 1999 utilized from 1999-2013, the API measured the academic performance and growth of schools. Simply put, the API was calculated by converting a student’s performance on a statewide assessment into points on the API scale. These points were then averaged across all students and all tests and the result was a school’s API. The API is no longer calculated due to the launch of the new accountability system known as the California School Dashboard, which has been designed to better measure the State’s educational goals based on a growth model. Currently, the California Department of Education is exploring methods for determining the lowest performing schools.

**Deciles** – Statewide ranking of schools (determined by a school’s Academic Performance Index [API]) rated one through ten (lowest to highest) when compared to schools of the same type. Calculation of the API has been suspended during the development and launch of the new accountability system, known as the California School Dashboard.

**Deciles 1-3 Schools** – Schools ranked in Deciles 1-3 have the lowest statewide ranking (on a scale of one (1) to ten (10)) based on their APIs when compared to other schools of the same type across the state. The current determinant of statewide rankings is the 2012 Base Academic Performance Index Report. Deciles 1-3 schools are subject to county monitoring for compliance with the *Williams* Settlement requirements.

**Emergency Repair** – Structures or systems of a facility are in a condition that poses an emergency or urgent threat to the health and safety of pupils or staff.

**Good Repair** – Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. Good repair status is determined by a school facility inspection and evaluation instrument (known as the *Facilities Inspection Tool* [FIT]) developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

**Inaccurate School Accountability Report Card (SARC)** – SARCs with outstanding inaccuracies or missing information pertaining to the quality, currency and availability of sufficient textbooks and/or instructional materials and the safety, cleanliness and adequacy of school facilities. These areas are reviewed in accordance with the state’s data definitions and the previous year’s *Williams* visit findings. All California public schools must annually publish SARCs which contain specific information about themselves to the community allowing the public to evaluate and compare schools for student achievement, environment, resources, and demographics.

**Instructional Materials Insufficiencies** – The number of insufficiencies identified in the four core subject areas (English language arts, mathematics, science, and history-social science) at each school during the *Williams* site visits that were not corrected by the eighth week of school. Sufficient textbooks or instructional materials means, “each pupil, including English Learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home.”

**Local Control Funding Formula (LCFF)** – The current K-12 funding system that provides funding to districts based on the demographic profile of the students they serve. Implementation of the formula began in Fiscal Year 2013/2014.

**Local Control and Accountability Plan (LCAP)** – Required under the LCFF, the LCAP is a locally developed three-year plan that describes how a local educational agency (LEA) intends to meet annual goals for all pupils, including specific activities to address state and local priorities identified in Education Code.

**Local Control and Accountability Plan (LCAP) Priority 1** – One of the state-defined priorities that must be addressed in a local educational agency's (LEA's) LCAP to capture local measurement of progress for meeting *Williams* Settlement requirements, including: the degree to which the teachers of the school district are appropriately assigned and fully credentialed in the subject areas, and, for the pupils they are teaching; ensuring every pupil in the school district has sufficient access to the standards-aligned instructional materials; and school facilities are maintained in good repair.

**Outstanding "Emergency Repair" Facility Deficiencies** – The number of facility deficiencies identified as emergency repair issues that were not corrected at the time of completion of the *Williams* site visit.

**Outstanding "Good Repair" Facility Deficiencies** – The number of facility deficiencies identified as good repair issues that were not corrected at the time of completion of the *Williams* site visit.

**Remedied "Emergency Repair" Facility Deficiencies** – The number of facility deficiencies identified as emergency repair issues that were corrected prior to the completion of the *Williams* site visit.

**Remedied "Good Repair" Facility Deficiencies** – The number of facility deficiencies identified as good repair issues that were corrected prior to the completion of the *Williams* site visit.

**Teacher Misassignments** – The number of classes (with 20 percent or more English Learners) with a teacher identified during the review without a proper English Learners Authorization. *Please note secondary level teachers who are teaching more than one period with 20 percent English Learners may be counted multiple times.*

**Total "Emergency Repair" Facility Deficiencies** – The total number of facility deficiencies identified as emergency repair issues at the time of the site visit.

**Total Enrollment** – Total enrollment figures for districts overall and individual schools based on the California Department of Education's Fiscal Year 2018/2019 DataQuest District and School Enrollment Reports.

**Total "Good Repair" Facility Deficiencies** – The total number of facility deficiencies identified as good repair issues at the time of the site visit.

**Total Schools** – Total number of schools in each district based on the California Department of Education’s Fiscal Year 2018/2019 DataQuest District and School Enrollment Reports.

**Williams Settlement** – The American Civil Liberties Union filed *Williams v. California* on behalf of the plaintiffs (nearly 100 students from San Francisco County) as a class action lawsuit against the State of California and its educational agencies. The basis of the lawsuit was that public school agencies failed to provide public school students with equal access to instructional materials, safe and clean school facilities, and qualified teachers. The issues of equity for disadvantaged and minority students, particularly in large and urban school districts, were the crux of the case.

The *Williams* Lawsuit Settlement was reached and enacted into law in August 2004. County superintendents must annually review and report on Deciles 1-3 schools (currently based on statewide rankings from the 2012 Base Academic Performance Index) for the following:

- **Instructional Materials**—All students, including English Learners, must have sufficient access to standards-aligned instructional materials or textbooks in all core subject areas for use in class and at home.
- **Facilities**—All schools must be safe, clean, and in good repair.
- **Teacher Credentialing and Assignment**—All schools must have teachers that are appropriately certificated for their specific teaching assignment, including English Learner Authorization.
- **Public Reporting**—All schools must include information on the sufficiency of instructional materials, repair of school facilities, and teacher misassignments and vacancies in their School Accountability Report Card (SARC). Additionally, all schools must post a notice in each classroom informing parents and guardians of their right to file a Uniform Complaint regarding instructional materials sufficiency, facilities repair, and teacher vacancy or misassignments.

*Note: All schools, regardless of decile ranking, must adhere to Williams requirements.*

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** December 12, 2019

**TO:** Members, Board of Education

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

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

**SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE  
REGULATION 0450 PHILOSOPHY-GOALS-OBJECTIVES AND  
COMPREHENSIVE PLANS – COMPREHENSIVE SAFETY PLAN**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and Administrative Regulation 0450 Philosophy-Goals-Objectives and Comprehensive Plans – Comprehensive Safety Plan are being revised to reflect new law (AB 1747) which requires the California Department of Education (CDE) to post a compliance checklist for developing the comprehensive safety plan and best practices related to reviewing and approving the plan, and requires districts to share their approved comprehensive safety plans with local law enforcement, the fire department, and other first responder entities. The Board policy is also being revised to update the responsible party for the review and approval of the plans. The administrative regulation is being updated to reflect AB 1747, which adds requirements to consult with the fire department and other first responders in developing safety plans and to develop procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 0450 Philosophy-Goals-Objectives and Comprehensive Plans – Comprehensive Safety Plan.

### **FISCAL IMPACT**

None.

NE:RR:FA:IB:mcm

## COMPREHENSIVE SAFETY PLAN

The Board of Education recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
 (cf. 1312.3 - Uniform Complaint Procedures)  
 (cf. 3515 - Campus Security)  
 (cf. 3515.2 - Disruptions)  
 (cf. 3515.8 - Firearms on School Grounds)  
 (cf. 5131 - Conduct)  
 (cf. 5131.2 - Bullying)  
 (cf. 5131.4 - Student Disturbances)  
 (cf. 5131.7 - Weapons and Dangerous Instruments)  
 (cf. 5136 - Gangs)  
 (cf. 5137 - Positive School Climate)  
 (cf. 5144 - Discipline)  
 (cf. 5144.1 - Suspension and Expulsion/Due Process)  
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
 (cf. 5145.3 - Nondiscrimination/Harassment of Students)  
 (cf. 5145.7 - Sexual Harassment)  
 (cf. 5145.9 - Hate-Motivated Behavior)

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

(cf. 0420 - School Plans/Site Councils)  
 (cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the board for approval. (Education Code 32286, 32288)

The ~~Board~~ SUPERINTENDENT OR DESIGNEE SHALL review the comprehensive safety plan(s) in order to ensure compliance with state law, board policy, and administrative regulation and shall ~~approve~~ CERTIFY the plan(s). ~~at a regularly scheduled meeting.~~ THE APPOINTED DESIGNEE WILL PRESENT THE COMPREHENSIVE SAFETY PLANS TO THE BOARD FOR FINAL APPROVAL.

(cf. 0500 - Accountability)  
 (cf. 9320 - Meetings and Notices)



**COMPREHENSIVE SAFETY PLAN (cont.)**

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of schools that have not complied with the requirements of Education Code 32281. (Education Code 32288(c))

**Tactical Response Plan**

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential Information)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

**Public Access to Safety Plan(s)**

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

THE SUPERINTENDENT OR DESIGNEE SHALL SHARE THE COMPREHENSIVE SAFETY PLANS AND ANY UPDATES TO THE PLANS WITH LOCAL LAW ENFORCEMENT, THE LOCAL FIRE DEPARTMENT, AND OTHER FIRST RESPONDER ENTITIES. (Education Code 32281)

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

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

## **COMPREHENSIVE SAFETY PLAN (cont.)**

32280-32289 School safety plans  
32290 Safety devices  
35147 School site councils and advisory committees  
35183 School dress code; uniforms  
35291 Rules  
35291.5 School-adopted discipline rules  
41020 Annual audits  
48900-48927 Suspension and expulsion  
48950 Speech and other communication  
49079 Notification to teacher; student act constituting grounds for suspension or expulsion  
67381 Violent crime  
GOVERNMENT CODE  
54957 Closed session meetings for threats to security  
PENAL CODE  
422.55 Definition of hate crime  
626.8 Disruptions  
11164-11174.3 Child Abuse and Neglect Reporting Act  
CALIFORNIA CONSTITUTION  
Article 1, Section 28(c) Right to Safe Schools  
CODE OF REGULATIONS, TITLE 5  
11987-11987.7 School Community Violence Prevention Program requirements  
11992-11993 Definition, persistently dangerous schools  
UNITED STATES CODE, TITLE 20  
7111-7122 Student Support and Academic Enrichment Grants  
7912 Transfers from persistently dangerous schools  
UNITED STATES CODE, TITLE 42  
12101-12213 Americans with Disabilities Act

### **Management Resources:**

#### CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

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

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

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

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

#### FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

#### U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

#### WEBSITES

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

California Department of Education, Safe Schools: [www.cde.ca.gov/lr/ss](http://www.cde.ca.gov/lr/ss)

California Governor's Office of Emergency Services: [www.caloes.ca.gov](http://www.caloes.ca.gov)

California Healthy Kids Survey: [www.chks.wested.org](http://www.chks.wested.org)

Centers for Disease Control and Prevention: [www.cdc.gov/ViolencePrevention](http://www.cdc.gov/ViolencePrevention)

Federal Bureau of Investigation: [www.fbi.gov](http://www.fbi.gov)

National Center for Crisis Management: [www.schoolcrisisresponse.com](http://www.schoolcrisisresponse.com)

**COMPREHENSIVE SAFETY PLAN (cont.)**

National School Safety Center: [www.schoolsafety.us](http://www.schoolsafety.us)

U.S. Department of Education: [www.ed.gov](http://www.ed.gov)

U.S. Secret Service, National Threat Assessment Center: [www.secretservice.gov/protection/ntac](http://www.secretservice.gov/protection/ntac)

**Chino Valley Unified School District**

Policy adopted: April 1, 1999

Revised: February 3, 2000

Revised: May 1, 2008

Revised: September 1, 2016

REVISED:

**COMPREHENSIVE SAFETY PLAN****Development and Review of Comprehensive School Safety Plan**

The school site council shall consult with local law enforcement, THE LOCAL FIRE DEPARTMENT, AND OTHER FIRST RESPONDERS in the writing and development of the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired.

(cf. 1220 - Citizen Advisory Committees)

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

Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs

(cf. 1230 - School Connected Organizations)

## **COMPREHENSIVE SAFETY PLAN (cont.)**

4. A representative of each teacher organization at the school site

(cf. 4140/4240/4340 - Bargaining Units)

5. A representative of the student body government

6. All persons who have indicated they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting (Education 32288):

1. A representative of the local religious organizations
2. Local civic leaders
3. Local business organizations

(cf. 1700 - Relations between Private Industry and Schools)

### **Content of the Safety Plan**

Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Cards)

The plan shall also identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following:

1. Child abuse reporting procedures consistent with penal code section 11164-11174.3

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Routine and emergency disaster procedures including, but not limited to:

- a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

**COMPREHENSIVE SAFETY PLAN (cont.)**

(cf. 6159 - Individualized Education Program)

- b. An earthquake emergency procedure system in accordance with Education Code 32282

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

- c. A procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.5 - Emergency Schedules)

(cf. 3543 - Transportation Safety and Emergencies)

- 3. Policies pursuant to Education Code 48915(eD) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

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

- 4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

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

- 5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

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

**COMPREHENSIVE SAFETY PLAN (cont.)**

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel," pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. PROCEDURES FOR CONDUCTING TACTICAL RESPONSES TO CRIMINAL INCIDENTS, INCLUDING PROCEDURES RELATED TO INDIVIDUALS WITH GUNS ON CAMPUS AND AT SCHOOL-RELATED FUNCTIONS

Among the strategies for providing a safe environment, the COMPREHENSIVE school safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6141.2 - Recognition of Religious Belief and Customs)

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, and hazing AND CYBERBULLYING, as well as behavioral expectations and consequences for violations

(cf. 5131 - Conduct)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

**COMPREHENSIVE SAFETY PLAN (cont.)**

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, SOCIAL AND EMOTIONAL LEARNING, media analysis skills, conflict resolution, and community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)

(cf. 6142.8 - Comprehensive Health Education)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

7. District policy related to possession of firearms and ammunition on school grounds

(cf. 3515.7 - Firearms on School Grounds)

8. Measures to prevent or minimize the influence of gangs on campus

(cf. 5136 - Gangs)

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)



**COMPREHENSIVE SAFETY PLAN (cont.)**

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing of campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 3530 - Risk Management/Insurance)

(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.5 - Vandalism, Theft, and Graffiti)

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:

- a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
- b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
- c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

12. Strategies for suicide prevention and intervention

(cf. 5141.52 - Suicide Prevention)

13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

(cf. 3515.2 - Disruptions)

14. Crisis prevention and intervention strategies, which may include the following:
  - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

## **COMPREHENSIVE SAFETY PLAN (cont.)**

(cf. 3515.5 - Sex Offender Notification)  
(cf. 5131.4 - Student Disturbances)

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, governing board members, parents/guardians, and the media

(cf. 1112 - Media Relations)  
(cf. 9010 - Public Statements)

- f. Development of a method for the reporting of violent incidents
  - g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
15. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

(cf. 3510 - Green School Operations)  
(cf. 3513.3 - Tobacco-Free Schools)  
(cf. 3514 - Environmental Safety)  
(cf. 3514.1 - Hazardous Substances)  
(cf. 3514.2 - Integrated Pest Management)

### **Chino Valley Unified School District**

Policy adopted: August 1, 1999

Revised: April 17, 2008

Revised: August 18, 2016

REVISED: