



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

February 4, 2021

BOARD OF EDUCATION

Donald L. Bridge
Andrew Cruz
Christina Gagnier
James Na
Joe Schaffer

Justin Rendon, Student Representative

SUPERINTENDENT

Norm Enfield, Ed.D.

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT
5130 Riverside Drive, Chino, CA 91710
REGULAR MEETING OF THE BOARD OF EDUCATION
4:50 p.m. - Closed Session • 6:00 p.m. - Regular Meeting
February 4, 2021

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.

PUBLIC ADVISORY

The Chino Valley Unified School District Board of Education wishes to provide continuity of government and communication during the current pandemic. Pursuant to the March 17, 2020, Executive Order N-29-20 issued by Governor Newsom, the Board of Education strongly encourages members of the public to practice the guidelines associated with health and safety by limiting person-to-person contact that could spread the COVID-19 virus.

As such, for the public to view a live stream of the February 4 Board meeting, please visit the YouTube channel for Chino Valley Unified School District Board videos @ https://www.youtube.com/channel/UCWKinB4PTb_uskobmwBF8pw

If you would like to address the Board on an agenda item, you are encouraged to submit your comment by email to: boardsecretary@chino.k12.ca.us at the designated time. Email comments should be structured as follows:

- **State agenda item number**
- Name (Voluntary)
- Contact Information (Voluntary)
- Briefly state your written comment, and limit words to approximately 350

To give staff adequate time to process comments for consideration, please email your comments between 12:00 p.m. and 2:00 p.m. on Thursday, February 4. Comments will be shared via email with the Board of Education prior to the meeting. Only comments received by the designated timeframe on Thursday, February 4 and in accordance with Board Bylaw 9323—Meeting Conduct, will be read into the record.

The proceedings of this meeting are being recorded.

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:50 P.M.

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

Discussion and possible action (times are approximate):

- a. Conference with Legal Counsel Anticipated Litigation (Government Code 54954.5(c) and 54956.9 (d)(2) and (e)(1)): One possible case. (Chidester, Margaret A. & Associates) (15 minutes)
- b. Conference with Legal Counsel Anticipated Litigation (Government Code 54954.5(c) and 54956.9 (d)(2) and (e)(1)): One possible case. (Terry Tao, Esquire) (15 minutes)
- c. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Isabel Brenes, Sandra Chen, Eric Dahlstrom, and Richard Rideout. (20 minutes)
- d. Public Employee Discipline/Dismissal/Release (Government Code 54957): (5 minutes)
- e. Public Employee Performance Evaluation (Government Code 54957): Superintendent. (15 minutes)

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

- 1. Report Closed Session Action
- 2. Pledge of Allegiance

I.C. COMMENTS FROM STUDENT REPRESENTATIVE

I.D. COMMENTS FROM EMPLOYEE REPRESENTATIVES

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

I.F. CHANGES AND DELETIONS

II. ACTION

II.A. HUMAN RESOURCES

II.A.1. Public Notice and Hearing Regarding the California School Employees Association and its Chino Chapter 102, Initial Bargaining Proposal to the Chino Valley Unified School District for a Reopener Collective Bargaining Agreement Effective July 1, 2021

Page 7

Open Hearing _____

Close Hearing _____

Recommend the Board of Education give public notice and conduct a public hearing regarding the California School Employees Association and its Chino Chapter 102, Initial Bargaining Proposal to the Chino Valley Unified School District for a

reopener Collective Bargaining Agreement
Effective July 1, 2021.

III. CONSENT

Motion ___ Second ___
Preferential Vote: ___
Vote: Yes ___ No ___

III.A. ADMINISTRATION

III.A.1. Minutes of the January 21, 2021 Regular Meeting

Page 9 Recommend the Board of Education approve the minutes of the January 21, 2021 regular meeting.

III.A.2. Revision of Bylaws of the Board 9012—Board Member Electronic Communications

Page 20 Recommend the Board of Education approve the revision of Bylaws of the Board 9012—Board Member Electronic Communications.

III.A.3. Revision of Bylaws of the Board 9320—Meetings and Notices

Page 24 Recommend the Board of Education approve the revision of Bylaws of the Board 9320—Meetings and Notices.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Page 33 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

III.B.2. Fundraising Activities

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

III.B.3. Donations

Page 36 Recommend the Board of Education accept the donations.

III.B.4. Legal Services

Page 38 Recommend the Board of Education approve payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; and Margaret A. Chidester & Associates.

III.C. FACILITIES, PLANNING, AND OPERATIONS

III.C.1. Purchase Order Register

Page 39 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

- III.C.2. Agreements for Contractor/Consultant Services**
Page 40 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.
- III.C.3. Surplus/Obsolete Property**
Page 43 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.
- III.C.4. Notice of Completion for CUPCCAA Projects**
Page 48 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Projects.
- III.C.5. Change Order and Notice of Completion for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Project (BP 03-01)**
Page 49 Recommend the Board of Education approve the Change Order and Notice of Completion for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Project (BP 03-01).
- III.C.6. Change Order and Notice of Completion for Bid 19-20-37F, Safety and Security (Group 3)—Borba ES, Chaparral ES, Cortez ES, Dickey ES, Liberty ES, Briggs K-8, and Cal Aero K-8**
Page 54 Recommend the Board of Education approve the Change Order and Notice of Completion for Bid 19-20-37F, Safety and Security (Group 3)—Borba ES, Chaparral ES, Cortez ES, Dickey ES, Liberty ES, Briggs K-8, and Cal Aero K-8.
- III.C.7. Rejection of CUPCCAA Bid 20-21-08I, Briggs K-8 Water Line Upgrades and Authorization to Re-Bid**
Page 59 Recommend the Board of Education reject the bid(s) received for CUPCCAA Bid 20-21-08I, Briggs K-8 Water Line Upgrades, and authorize staff to re-bid the project.
- III.C.8. Resolution 2020/2021-23, Authorization to Utilize a Piggyback Contract**
Page 61 Recommend the Board of Education adopt Resolution 2020/2021-23, Authorization to Utilize a Piggyback Contract.
- III.D. HUMAN RESOURCES**
- III.D.1. Certificated/Classified Personnel Items**
Page 65 Recommend the Board of Education approve/ratify the certificated/classified personnel items.

IV. INFORMATION

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

IV.A.1. New Course: Agriculture Leadership and Communications

Page 70 Recommend the Board of Education receive for information the new course Agriculture Leadership and Communications.

IV.A.2. Revision of Board Policy and Administrative Regulation 5113.2 Students—Work Permits

Page 78 Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 5113.2 Students—Work Permits.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

VI. ADJOURNMENT

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 4, 2021

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Isabel Brenes, Director, Human Resources
Eric Dahlstrom, Ed.D., Director, Human Resources

SUBJECT: PUBLIC NOTICE AND HEARING REGARDING THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHINO CHAPTER 102, INITIAL BARGAINING PROPOSAL TO THE CHINO VALLEY UNIFIED SCHOOL DISTRICT FOR A REOPENER COLLECTIVE BARGAINING AGREEMENT EFFECTIVE JULY 1, 2021

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BACKGROUND

The present Collective Bargaining Agreement between the Chino Valley Unified School District and the California School Employees Association (CSEA) and its Chino Chapter 102, expires on June 30, 2021. Pursuant to Article 21.1 of the Agreement, CSEA, and its Chino Chapter 102 gave notice to the District regarding its initial proposal for a reopener Collective Bargaining Agreement.

Based on Administrative Regulation 4243.1, Public Notice – Personnel Negotiations, CSEA and its Chino Chapter 102 is hereby announcing to the public its initial proposal for a reopener Collective Bargaining Agreement to be effective July 1, 2021.

The unit membership approved the Initial Bargaining Proposal on January 12, 2021. CSEA desires to alter and/or amend the following articles as indicated and presents for public discussion in accordance with Government Code § 3547 as follows:

Article 6 – Hours

Add language regarding additional hours worked by part time members.

Article 8 – Vacation

Clarify the process for approval of vacation by direct supervisors.

Clarify the practice of carrying over vacation days.

Article 12: Wages & Benefits

CSEA proposes an on-salary schedule increase

CSEA proposes changing the dates of the school year in Article 12.1.4

CSEA proposes adding additional monies to the Health and Welfare Benefits cap

RECOMMENDATION

It is recommended the Board of Education give public notice and conduct a public hearing regarding the California School Employees Association and its Chino Chapter 102, Initial Bargaining Proposal to the Chino Valley Unified School District for a reopener Collective Bargaining Agreement effective July 1, 2021.

FISCAL IMPACT

To be determined through the bargaining process and disclosed prior to any Board action being taken pursuant to Board Policy 4243.1 and Government Code 3547.5.

NE:RR:IB:ED:mcm

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
January 21, 2021

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 5:00 P.M.

1. Roll Call

President Schaffer called to order the regular meeting of the Board of Education, Thursday, January 21, 2021, at 5:00 p.m. with Bridge, Cruz, and Schaffer present in the Board room; and Gagnier present via Zoom. Mr. Na arrived at 5:07 p.m. Closed session was not recorded.

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, and Operations

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Schaffer adjourned to closed session at 5:00 p.m. regarding conference with legal counsel anticipated litigation (two possible cases); public employee discipline/dismissal/release; public employee appointment: elementary school principals; and public employee performance evaluation: Superintendent.

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

1. Report Closed Session Action

President Schaffer reconvened the regular meeting of the Board of Education at 6:00 p.m. with Bridge, Cruz, Na, and Schaffer present in the Board room, and Gagnier present via Zoom. The Board met in closed session from 5:00 p.m. to 5:55 p.m. regarding conference with legal counsel anticipated litigation (two possible cases); public employee discipline/dismissal/release; public employee appointment: elementary

The proceedings of this meeting are being recorded.

school principals; and public employee performance evaluation: Superintendent. The Board of Education took the following action: By a majority roll call vote of 4-0 (Na not present during vote), with Bridge, Cruz, Gagnier, and Schaffer voting yes, approved the settlement agreement with ACC Contractors Inc. in the amount of \$36,314.33 for Bid #18-19-14F, Ramona and Magnolia JHS Science Lab Upgrades; by a unanimous roll call vote of 5-0, with Bridge, Cruz, Gagnier, Na, and Schaffer voting yes, accepted the Resignation Agreement and General Release between the District and certificated employee 1308 where pursuant to the terms, certificated employee 1308 will resign effective January 31, 2021; by a unanimous roll call vote of 5-0, with Bridge, Cruz, Gagnier, Na, and Schaffer voting yes, appointed Ofelia Verdugo as principal of Marshall ES effective January 22, 2021; and by a unanimous roll call vote of 5-0, with Bridge, Cruz, Gagnier, Na, and Schaffer voting yes, appointed David Ries as principal of Oak Ridge ES effective January 22, 2021. No further action was taken that required public disclosure.

2. Pledge of Allegiance

President Schaffer led the Pledge of Allegiance.

I.C. COMMENTS FROM STUDENT REPRESENTATIVE

Student representative Justin Rendon was absent.

I.D. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Emily Lao, CHAMP Vice President, congratulated and welcomed newly appointed administrators; expressed well wishes to Sharyn MacCharles on her retirement; announced CHAMP scholarship opportunities; and reminded students and families that administrators are available for help and support.

Danny Hernandez, CSEA President, wished everyone a happy new year; and said staff are eagerly awaiting students.

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

None.

I.F. CHANGES AND DELETIONS

The following change was read into the record: Human Resources, Item III.E.1., Certificated/Classified Personnel Items: under Classified Change in Assignment, corrected the location so that it reads "From: Chino HS to Borba ES."

II. INFORMATION**II.A. ADMINISTRATION**

Scott Bradach, CPA, Eide Bailly, presented audit reports on Item II.B.1. and II.D.1.

II.A.1. Revision Bylaws of the Board 9012—Board Member Electronic Communications

Received for information the revision of Bylaws of the Board 9012—Board Member Electronic Communications.

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

Received for information the revision of Bylaws of the Board 9320—Meetings and Notices.

II.B. BUSINESS SERVICES**II.B.1. 2019/2020 Independent Auditor’s Annual Financial Audit Report**

Received for information the 2019/2020 Independent Auditor’s Annual Financial Audit Report.

II.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**II.C.1. Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October Through December 2020**

Received for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October through December 2020.

II.D. FACILITIES, PLANNING, AND OPERATIONS**II.D.1. Measure G Financial/Performance Audit Report**

Received for information the Measure G Financial/Performance Audit Report.

III. ACTION**III.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****III.A.1. Proclamation for National School Counseling Week, February 1–5, 2021**

Moved (Na) seconded (Gagnier) carried unanimously (5-0) by roll call vote with Bridge, Cruz, Gagnier, Na, and Schaffer voting yes, to adopt the proclamation for National School Counseling Week, February 1-5, 2021.

III.B. FACILITIES, PLANNING, AND OPERATIONS

III.B.1. Reimbursement Agreement Between the City of Chino and the Chino Valley Unified School District for Certain Chino HS Reconstruction Projects Off-Site Street, Pedestrian, and Utility Improvements

Moved (Na) seconded (Gagnier) carried unanimously (5-0) by roll call vote with Bridge, Cruz, Gagnier, Na, and Schaffer voting yes, to approve the Reimbursement Agreement between the City of Chino and the Chino Valley Unified School District for Certain Chino HS Reconstruction Project Off-Street, Pedestrian, and Utility Improvements.

III.B.2. Grant of Easement to the Monte Vista Water District—Briggs K-8

Moved (Na) seconded (Gagnier) carried unanimously (5-0) by roll call vote with Bridge, Cruz, Gagnier, Na, and Schaffer voting yes, to approve the Grant of Easement to the Monte Vista Water District—Briggs K-8.

<p>III. CONSENT</p>

Moved (Na) seconded (Cruz) carried unanimously (5-0) by roll call vote with Bridge, Cruz, Gagnier, Na, and Schaffer voting yes, to approve the consent items.

III.A. ADMINISTRATION

III.A.1. Minutes of the December 14, 2020 Special Meeting, and December 17, 2020 Organizational Meeting

Approved the minutes of the December 14, 2020 special meeting, and December 17, 2020 organizational meeting.

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.B.4. Legal Services

Approved payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; and Margaret A. Chidester & Associates.

III.B.5. Signature Authorizations for Chino Valley Unified School District
Approved the signature authorizations for Chino Valley Unified School District.

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

III.C.1. Chino Valley Unified School District 2020/2021 School Accountability Report Cards
Approved the Chino Valley Unified School District 2020/2021 School Accountability Report Cards.

III.C.2. Amendment to Local Agreement for Child Development Services CCTR 0193
Approved the amendment to Local Agreement for Child Development Services CCTR-0193.

III.C.3. 2021 Supplemental Summer Instruction Program and Special Education Extended School Year
Approved the 2021 Supplemental Summer Instruction Program and Special Education Extended School Year.

III.C.4. Articulation Agreement Between Mt. San Antonio College and Chino Valley Unified School District
Approved the Articulation Agreement between Mt. San Antonio College and Chino Valley Unified School District.

III.C.5. Resolution 2020/2021-22 Recognizing February as Career and Technical Education Month
Adopted Resolution 2020/2021-22 Recognizing February as Career and Technical Education Month.

III.C.6. Revision of Board Policy 5111.1 Students—District Residency
Approved the revision of Board Policy 5111.1 Students—District Residency.

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. Notice of Completion for CUPCCAA Project
Approved the Notice of Completion for CUPCCAA Project.

- III.D.5. Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 01)**
Approved the Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 01).
- III.D.6. Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 02)**
Approved the Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 02).
- III.D.7. Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 05)**
Approved the Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 05).
- III.D.8. Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 08)**
Approved the Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 08).
- III.D.9. Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 10)**
Approved the Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 10).
- III.D.10. Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 18)**
Approved the Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 18).
- III.D.11. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 03)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 03).
- III.D.12. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 04)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 04).
- III.D.13. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 06)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 06).

- III.D.14. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 07)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 07).
- III.D.15. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 09)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 09).
- III.D.16. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 11)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 11).
- III.D.17. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 12)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 12).
- III.D.18. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 14)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 14).
- III.D.19. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 15)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 15).
- III.D.20. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 16)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 16).
- III.D.21. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 17)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 17).
- III.D.22. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 19)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 19).

- III.D.23. Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 20)**
Approved the Change Order and Notice of Completion for Bid 18-19-08F, Ayala HS New Science Building (BP 20).
- III.D.24. Change Order and Notice of Completion for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Project (BP 09-05)**
Approved the Change Order and Notice of Completion for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Project (BP 09-05).
- III.D.25. Change Order and Notice of Completion for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Project (BP 10-01)**
Approved the Change Order and Notice of Completion for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Project (BP 10-01).
- III.D.26. Change Order and Notice of Completion for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Project (BP 22-01)**
Approved the Change Order and Notice of Completion for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Project (BP 22-01).
- III.D.27. Change Order and Notice of Completion for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Project (BP 32-01)**
Approved the Change Order and Notice of Completion for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Project (BP 32-01).
- III.D.28. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 02)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 02).
- III.D.29. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 03)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 03).
- III.D.30. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 04)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 04).
- III.D.31. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 05)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 05).

- III.D.32. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 06)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 06).
- III.D.33. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 07)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 07).
- III.D.34. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 08)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 08).
- III.D.35. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 09)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 09).
- III.D.36. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 10)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 10).
- III.D.37. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 11)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 11).
- III.D.38. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 12)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 12).
- III.D.39. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 13)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 13).
- III.D.40. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 14)**
Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 14).

III.D.41. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 15)

Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 15).

III.D.42. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 16)

Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 16).

III.D.43. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 17)

Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 17).

III.D.44. Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 18)

Approved the Change Order and Notice of Completion for Bid 19-20-18F, Briggs K-8 New Science Building (BP 18).

III.D.45. Request for Proposals 20-21-03, Charter Bus Services

Awarded RFP 20-21-03, Charter Bus Services to Santa Barbara Transportation Corp. dba Student Transportation of America and Bus.Com, Inc. in addition to the companies previously awarded on November 5, 2020.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

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

III.E.2. Rejection of Claim

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

IV. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

Andrew Cruz read an email from a parent regarding an idea for a drive-in graduation; spoke about COVID virus vaccine data, studies, and unknown effects; spoke about stay-at-home orders/business closure effects; spoke about the inauguration and the deletion of the 1776 date from the March commission report, and the 1619 race theory; spoke about his father passing away last month and being able to bring him home before his passing; and spoke about essential workers risking their lives. Mr. Cruz left the meeting at 6:31 p.m.

James Na spoke about COVID cases going down; thanked high school athletes showing up at Chino Hills HS in support of sports program; and spoke about hopes for defeating COVID-19.

Don Bridge spoke about what he is seeing in the newspapers regarding the vaccine; said he can't and won't tell you what to do regarding the vaccine, but he can tell you what he will be doing regarding the vaccine; said the District doesn't make decisions regarding CIF; spoke about an LA Times article regarding the state tightening rules for school reopening; spoke about COVID virus data/notifications within the District since he was elected; spoke about Governor Newsom's two billion dollar budget plan announcement to reopen schools; requested that Dr. Enfield and staff address the issue for what is going to happen with the reopening plan that President Biden signed in his executive order dealing with the COVID relief plan; congratulated Don Lugo HS reporters Carly Ortiz and Diego Cruz for being honored by the LA Times; thanked the Ayala HS senior for sharing her possibilities for senior graduations; acknowledged Olivia Esparza, A.C.T. administrative assistant and office manager, on her retirement after 22 years of service; and wished his wife a happy birthday.

Christina Gagnier announced that the Chamber of Commerce is hosting a virtual job fair on Wednesday February 17 from 10:30 a.m. to noon via Zoom; said that we need to turn to solutions for getting our kids back to school and progress forward; said her role is not to tell people whether or not to get the vaccine when it becomes available; said there is no coherent plan to get the vaccine to our educators and school site staff, and that is problematic; encouraged the community to contact state representatives, governor's office, and county office so that vaccine rollout is more efficient and effective than it has been; and wished everyone a good weekend.

Superintendent Enfield made no comments.

President Schaffer made no comments.

V. ADJOURNMENT

President Schaffer adjourned the regular meeting of the Board of Education at 6:50 p.m.

Joe Schaffer, President

Donald L. Bridge, Clerk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 4, 2021
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION OF BYLAWS OF THE BOARD 9012—BOARD MEMBER ELECTRONIC COMMUNICATIONS

=====

BACKGROUND

Board policies, administrative regulations, and Bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Bylaws of the Board 9012—Board Member Electronic Communications is being updated to clarify that electronic communications should not be used as a means to restrict access to a public forum, that meeting locations include teleconference locations, and that the prohibition against serial meetings includes a series of communications directly or through intermediaries. Bylaw reflects NEW LAW (AB 992, 2020) which authorizes board members to engage in separate conversations or communications on social media platforms that are open and accessible to the public as long as a majority of the board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the board, board members do not respond directly to any communication from other board members, and board members do not comment on or use digital icons to express reactions to communications made by other board members. Bylaw also references court decisions which clarify that a public official's social media account which includes discussion of public business may be considered a public forum from which the official cannot exclude access or comments by members of the public based on viewpoint. This item was presented to the Board of Education on January 21, 2021, as information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the revision of Bylaws of the Board 9012—Board Member Electronic Communications.

FISCAL IMPACT

None.

BOARD MEMBER ELECTRONIC COMMUNICATIONS

The Board of Education recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the District and with members of the public. Board members shall exercise caution ~~so~~as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendized Board meeting nor to circumvent the public's right to access records regarding District business, OR RESTRICT ACCESS TO A PUBLIC FORUM.

(cf. 1100 - Communication with the Public)
(cf. 9000 - Role of the Board)
(cf. 9322 - Agenda/meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning District business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

BOARD MEMBERS MAY ENGAGE IN SEPARATE CONVERSATIONS OR COMMUNICATIONS WITH MEMBERS OF THE PUBLIC ON A SOCIAL MEDIA PLATFORM TO ANSWER QUESTIONS, PROVIDE INFORMATION, OR SOLICIT INFORMATION REGARDING A MATTER THAT IS WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD, AS LONG AS A MAJORITY OF THE BOARD DOES NOT USE THE PLATFORM TO DISCUSS AMONG THEMSELVES ANY BUSINESS OF A SPECIFIC NATURE THAT IS WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD. A BOARD MEMBER IS PROHIBITED FROM RESPONDING DIRECTLY TO ANY COMMUNICATION FROM OTHER BOARD MEMBERS REGARDING MATTERS THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD OR USING DIGITAL ICONS (E.G., "LIKES" OR EMOJIS) TO EXPRESS REACTIONS TO COMMUNICATIONS MADE BY OTHER BOARD MEMBERS. (Government Code 54952.2)

WHENEVER A BOARD MEMBER USES A SOCIAL MEDIA PLATFORM TO COMMUNICATE WITH THE PUBLIC ABOUT DISTRICT BUSINESS OR BOARD ACTIVITIES, THE BOARD MEMBER SHALL NOT BLOCK ACCESS TO A MEMBER OF THE PUBLIC BASED ON THE VIEWPOINT EXPRESSED BY THAT INDIVIDUAL.

BOARD MEMBER ELECTRONIC COMMUNICATIONS (cont.)

~~In addition,~~ Board members may use electronic communications to discuss matters that do not pertain to District business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate District process. As appropriate, communication received from the media shall be forwarded to the designated District spokesperson.

(cf. 1112 - Media Relations)
 (cf. 1312.1 - Complaints Concerning District Employees)
 (cf. 1312.2 - Complaints Concerning Instructional Materials)
 (cf. 1312.3 - Uniform Complaint Procedures)
 (cf. 1312.4 - Williams Uniform Complaint Procedures)
 (cf. 3320 - Claims and Actions against the District)
 (cf. 9005 - Governance Standards)
 (cf. 9121 - Board President)
 (cf. 9200 - Limits of Board Member Authority)

To the extent possible, electronic communications regarding any District-related business shall be transmitted through a District-provided device or account. When any such communication is transmitted through a Board member's personal device or account, he/she shall copy the communication to a district electronic storage device for easy retrieval.

(cf. 1340 - Access to District Records)
 (cf. 3580 - District Records)

Legal Reference:EDUCATION CODE

35140 Time and place of meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

35147 Open meeting law exceptions and applications

GOVERNMENT CODE

6250-6270 California Public Records Act

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting, defined

54953 Meetings to be open and public; attendance

BOARD MEMBER ELECTRONIC COMMUNICATIONS (cont.)

54954.2 Agenda posting requirements, board actions

COURT DECISIONS

Garnier v. Poway Unified School District, No. 17-cv-2215-W (JLB), 2019 WL 4736208 (S.D. Cal. September 26, 2019)

Knight First Amendment Institute at Columbia University v. Trump, 928 F.3d 226 (2019)

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEBSITES

California School Boards Association: www.csba.org

California School Boards Association, GAMUT Meetings:

www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy

California Attorney General's Office: oag.ca.gov

Chino Valley Unified School District

Bylaw adopted: May 7, 2009

Revised: August 17, 2017

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 4, 2021
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION OF BYLAWS OF THE BOARD 9320—MEETINGS AND NOTICES

=====

BACKGROUND

Board policies, administrative regulations, and Bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Bylaws of the Board 9320—Meetings and Notices is being updated to clarify that meeting locations include teleconference locations and reflect new law (AB 992, 2020), which authorizes board members to engage in separate conversations or communications on social media platforms that are open and accessible to the public as a long as a majority of the board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the board, board members do not respond directly to any communication from other board members, and board members do not comment on or use digital icons to express reactions to communications made by other board members. The Bylaw is also updated to clarify the vote requirements for holding a closed session during an emergency meeting and for adjourning or continuing a board meeting to a later time or location. This item was presented to the Board of Education on January 21, 2021, as information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the revision of Bylaws of the Board 9320—Meetings and Notices.

FISCAL IMPACT

None.

NE:pk

MEETINGS AND NOTICES

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

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9322 - Agenda/Meeting Materials
(cf. 9323 - Meeting Conduct)

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

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

(cf. 9012 - Board Member Electronic Communications)

In order to help ensure THE participation in the meeting by OF disabled individuals WITH DISABILITIES AT BOARD MEETINGS, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

Regular Meetings

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

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

MEETINGS AND NOTICES (cont.)

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

(cf. 1113 - District and School Websites)

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

(cf. 1340 - Access to District Records)

Special Meetings

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

(cf. 2121 - Superintendent's Contract)

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

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

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

Emergency Meetings

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

MEETINGS AND NOTICES (cont.)

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

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

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

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

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

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

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

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

Adjourned/continued Meetings

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

MEETINGS AND NOTICES (cont.)

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

Study Sessions, Retreats, Public Forums, and Discussion Meetings

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

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

(cf. 2000 - Concepts and Roles)
(cf. 2111 - Superintendent Governance Standards)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9400 – Board Self-Evaluation)

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

Other Gatherings

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

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

MEETINGS AND NOTICES (cont.)

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

(cf. 9130 - Board Committees)

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

Location of Meetings

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

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

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

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

MEETINGS AND NOTICES (cont.)

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

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

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

Teleconferencing

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

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

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

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

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

MEETINGS AND NOTICES (cont.)

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

Legal Reference:

EDUCATION CODE

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

GOVERNMENT CODE

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

UNITED STATES CODE, TITLE 42

- 12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.160 Effective communications for individuals with disabilities
- 36.303 Auxiliary aids and services for individuals with disabilities

COURT DECISIONS

Garnier v. Poway Unified School District, No. 17-cv-2215-W (JLB), 2019 WL 4736208 (S.D. Cal. September 26, 2019)

Knight First Amendment Institute at Columbia University v. Trump, 928 F.3d 226 (2019)

Wolfe v. City of Fremont, (2006) 144 Cal.App. 4th 54433

ATTORNEY GENERAL OPINIONS

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

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

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

MEETINGS AND NOTICES (cont.)

WEBSITES

California School Boards Association: www.csba.org

California School Boards Association, GAMUT Meetings:

www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy

California Attorney General's Office: oag.ca.gov/home

Institute for Local Government: www.ca-ilg.org

League of California Cities: <http://www.cacities.org>

Chino Valley Unified School District

Bylaw adopted: August 17, 1995

Revised: May 20, 1999

Revised: July 15, 1999

Revised: July 17, 2003

Revised: November 6, 2008

Revised: October 20, 2011

Revised: April 5, 2012

Revised: August 15, 2019

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 4, 2021
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 designated payment of expenses of the District. 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

\$11,287,263.27 to all District funding sources.

NE:SHC:LP:lf

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 4, 2021
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. All on-campus fundraising activities are subject to CVUSD reopening guidelines.

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:lf

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 4, 2021

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Butterfield Ranch ES</u>		
PTA	Waba Grill Take-Out Day	2/10/21
<u>Chaparral ES</u>		
PTO	Pieology Family Take-Out Day	2/18/21
<u>Glenmeade ES</u>		
PTA	Chipotle Family Take-Out Night	2/24/21
PTA	Panda Express Family Take-Out Day	3/24/21
<u>Cal Aero K-8</u>		
Flight Crew Boosters	Smillows, Online Sales	2/15/21 - 3/15/21
<u>Ayala HS</u>		
Band & Color Guard Boosters	Snap! Raise, Online Sales	2/8/21 - 2/22/21
Spirit Boosters	Pieology Family Take-Out Day	2/11/21
Step by Step, Operation Smile Club	Valentine Grams	2/14/21
<u>Chino Hills HS</u>		
ASB	Adopt a Senior, Online Donations	3/1/21 - 3/31/21
Football Boosters	Pre-Baked Cinnamon Rolls, Online Sales	2/8/21 - 3/8/21

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: February 4, 2021
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:if

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 4, 2021

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Business Services</u>		
Chino Auto Upholstery	Cash	\$510.00
<u>HOPE Program/Care Closet</u>		
Leslie Toledo	Gift Cards	\$100.00
<u>Chino HS</u>		
Sherry Hall	Cash	\$100.00
Jasmine Norman	Cash	\$100.00
Susanne Rossen	Cash	\$430.00
<u>Don Luqo HS</u>		
Kelli Cooper	Cash	\$300.00
Heidi Gilbert	Cash	\$500.00
Patricia Gilbert	Cash	\$50.00

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

DATE: February 4, 2021

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	2020/2021 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	December 2020	\$ 13,579.90	\$ 89,703.99
Margaret A. Chidester & Associates	December 2020	\$ 14,740.75	\$101,363.25
The Tao Firm	-	-	\$ 18,016.25
	Total	\$ 28,320.65	\$209,083.49

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

RECOMMENDATION

It is recommended the Board of Education approve payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; and Margaret A. Chidester & Associates.

FISCAL IMPACT

\$28,320.65 to the General Fund.

NE:SHC:LP:lf

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 4, 2021

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

\$1,620,255.22 to all District funding sources.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: February 4, 2021

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

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-2021-181 Character Strong. To provide supplemental leadership curriculum for high school leadership program. Submitted by: Secondary Curriculum Duration of Agreement: January 1, 2021 - January 1, 2022	Contract amount: \$2,997.00 Funding source: LCAP
CIIS-2021-182 Jenny Lynn Ponzuric dba Ponzuric Learning Solutions. To provide Zoom conference to psychologists for assessment practices for autism, intellectual disabilities, and emotional disturbance. Submitted by: Special Education Duration of Agreement: February 5, 2021 - June 30, 2021	Contract amount: \$1,000.00 Funding source: Special Education

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-2021-052 Transfinder. To provide student transportation management system. Submitted by: Transportation Duration of Agreement: February 28, 2021 - February 27, 2022	Contract amount: \$7,850.00 Funding source: General Fund
F-2021-053 Tesla, Inc. To provide construction services to dismantle and relocate solar panels at Buena Vista HS as per the terms and conditions outlined in Resolution 2015/2016-15 Energy Conservation Services Agreement originally Board approved on August 13, 2015. Submitted by: Facilities, Planning, and Operations Duration of Agreement: February 5, 2021 - June 30, 2022	Contract amount: \$319,086.00 Funding source: Capital Facilities Fund 25

HUMAN RESOURCES	FISCAL IMPACT
HR-2021-017 Curative Labs. To provide COVID-19 testing. Submitted by: Risk Management Duration of Agreement: February 5, 2021 - June 30, 2021	Contract amount: None Funding source: None

MASTER CONTRACTS	FISCAL IMPACT
MC-2021-031 Enrichment Programs in Communities dba EPIC Kids. To provide enrichment program for GATE students. Submitted by: Cal Aero K-8 Duration of Agreement: February 5, 2021 - June 30, 2024	Contract amount: Per invoice Funding source: Various
MC-2021-032 Positive Physics, LLC. To provide site access to Positive Physics software. Submitted by: Don Lugo HS Duration of Agreement: February 5, 2021 - June 30, 2024	Contract amount: Per invoice Funding source: Various
MC-2021-033 Interstellar, Inc. dba AreteLabs. To provide students with access to Math Madness, a weekly online math competition. Submitted by: Rolling Ridge ES Duration of Agreement: February 5, 2021 - June 30, 2024	Contract amount: Per invoice Funding source: Various

APPROVED CONTRACT TO BE AMENDED	AMENDMENT
<p>F-1718-018 Elite Modular, Inc. To provide 3-year lease of two (2) 24' x 40' relocatable modular classroom buildings at Rhodes ES. Serial numbers 37261-37262 and 37311-37312. Submitted by: Facilities, Planning, and Operations Duration of Agreement: January 1, 2018 - December 31, 2020 Original Agreement Board Approved: January 18, 2018</p>	<p>Contract amount: increase contract amount from \$79,800.00 to \$132,000.00 Extend contract 3 additional years: January 1, 2021 - December 31, 2023 Funding source: Capital Facilities Fund 25</p>

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 4, 2021

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. Items not picked up for public auction may be sold through a private sale, donated to charitable organization, or disposed of in the local public dump in accordance with Education Code Section 17546.

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**

February 4, 2021

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Keyboard	Logitech		CIIS
Mouse	Logitech	1551LZ9BXF88	CIIS
Printer	HP	VNB3B49307	Communications
Laptop	Dell	56239	Chaparral ES
Tech Equipment (2)	Aruba	S2500-48P	Country Springs ES
Tech Equipment	Aruba	225 Access Point	Country Springs ES
APC Smart	UPS SC450		Country Springs ES
Monitor	ViewSonic	A1M0320317	Liberty ES
Monitor	ViewSonic	A1M032030319	Liberty ES
Monitor	Dell	CNOP0151648043B32H7	Liberty ES
Monitor	Dell	CN-09M556-64180	Liberty ES
Monitor	Dell	KR0688EN476020C9AEGO	Liberty ES
Computer Tables (18)			Liberty ES
Round Tables (2)			Liberty ES
Projector	Epson	39004	Liberty ES
Projector	Epson	30255	Liberty ES
Projector	Epson	35652	Liberty ES
Printer	Xerox		Liberty ES
Printer	Brother	U61506L65318846	Liberty ES
Printer	Xerox	E158002	Liberty ES
Cubbies			Liberty ES
Paper Divider			Liberty ES
Desk			Liberty ES
VCR	Panasonic	A25582	Liberty ES
TV	Daewoo	GT56AN0250	Liberty ES
TV	Daewoo	GT56AN0383	Liberty ES
TV	Trutech	K07J04144	Liberty ES
TV	Trutech	K07108045	Liberty ES
TV	Daewoo	GT56AN0382	Liberty ES
TV	Phillips	YA1A0511009402	Liberty ES
TV	Trutech	G07G09969	Liberty ES
TV	Daewoo	GT56AN0382	Liberty ES
TV	Trutech	H07H05702	Liberty ES
TV	Daewoo	GT56AN0347	Liberty ES
TV	Trutech	H07H05804	Liberty ES
TV	Zenith	321-32230003	Liberty ES
Network	Aruba	48599	Liberty ES
APC Unit	SC11500	5S0710T16Z31	Liberty ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Air Filter	2.0	120FA2136291	Liberty ES
Air Filter	2.0	120FA2136298	Liberty ES
Air Filter	2.0	120FA2122073	Liberty ES
Headsets (8)			Liberty ES
Student Chairs (24)			Liberty ES
Chair			Liberty ES
Keyboards (120)	Wyse		Liberty ES
Modems (160)	Wyse		Liberty ES
iBooks (2)	Apple		Liberty ES
Accessory bag (2)	Apple		Liberty ES
Monitor Stands (11)			Liberty ES
Bookcase			Liberty ES
Student Desks w/Chairs (9)			Liberty ES
Student Desks (2)			Liberty ES
Coat Rack			Liberty ES
VCR Bracket Adaptor			Liberty ES
Tables (2)			Liberty ES
Sink/Counter			Liberty ES
Printer Table			Liberty ES
Bookcase			Liberty ES
Student Desks (14)			Liberty ES
Leather Chair			Liberty ES
Bookcase 2 Sided			Liberty ES
Port Workgroup Switch	Linksys	EB10509Q	Liberty ES
Copier	Lanier	3820245	Liberty ES
CD/DVD ROM Drive		55081-835-4045	Liberty ES
CD/DVD ROM Drive		55081-838-417M	Liberty ES
Charges (3)			Liberty ES
Mice (300)			Liberty ES
Modem Mounts (300)			Liberty ES
Accessory Plates (19)	VESA		Liberty ES
Projector Mount			Liberty ES
Radios (8)	Kenwood		Liberty ES
Radio	Icom		Liberty ES
Radio Chargers (13)	Kenwood		Liberty ES
Radio Charger	Icom		Liberty ES
Radio Microphones (10)			Liberty ES
Brackets (1 box)			Liberty ES
Student Desks (12)			Liberty ES
File Cabinet			Liberty ES
Bulletin Board			Liberty ES
Bookcase			Liberty ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Tables-8 ft. (2)			Liberty ES
Table-5 ft.			Liberty ES
Student Desk			Liberty ES
Chairs-Cloth (6)			Liberty ES
Student Chairs (3)			Liberty ES
Storage Cabinet			Liberty ES
Student Desks (14)			Liberty ES
Chairs (4)			Liberty ES
Projector	Epson	25553	Rolling Ridge ES
Computer	Dell	44893	Rolling Ridge ES
Computer	Dell	44887	Rolling Ridge ES
Computer	Dell		Rolling Ridge ES
Computer	Dell	33182	Townsend JHS
Computer	Dell	35246	Townsend JHS
Computer	Dell	35228	Townsend JHS
Computer	Dell		Townsend JHS
Computer	Dell		Townsend JHS
Computer	Dell	33181	Townsend JHS
Computer	Dell		Townsend JHS
Computer	Dell	33184	Townsend JHS
Computer	Dell	33189	Townsend JHS
Computer	Dell		Townsend JHS
Computer	Dell		Townsend JHS
Computer	Dell	33200	Townsend JHS
Computer	Dell	33834	Townsend JHS
Computer	Dell	33837	Townsend JHS
Computer	Dell	33833	Townsend JHS
Computer	Dell		Townsend JHS
Computer	Dell	35253	Townsend JHS
Computer	Dell	33829	Townsend JHS
Computer	Dell		Townsend JHS
Computer	Dell	35244	Townsend JHS
Computer	Dell		Townsend JHS
Computer	Dell	35292	Townsend JHS
Computer	Dell	35284	Townsend JHS
Computer	Dell	35265	Townsend JHS
Computer	Dell	33195	Townsend JHS
Computer	Dell		Townsend JHS
Computer	Dell	33187	Townsend JHS
Computer	Dell	33196	Townsend JHS
Computer	Dell	33185	Townsend JHS
Computer	Dell		Townsend JHS

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Computer	Dell	33197	Townsend JHS
Computer	Dell	33190	Townsend JHS
Computer	Dell	33185	Townsend JHS
Computer	Dell	33193	Townsend JHS
Computer	Dell	33192	Townsend JHS
Charging Cart	Dell	35054	Townsend JHS
Charging Cart	Dell	35057	Townsend JHS

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 4, 2021

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA PROJECTS

=====

BACKGROUND

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

CUPCCAA Project	Project Description	Contractor	Original Quotation	Change Order	Total	Funding Source
CC2021-14	District Wide Tree Trimming	Mission Landscape Companies	\$21,667.00	N/A	\$21,667.00	01
CC2021-20	Wickman ES Marquee Replacement	Encore Image, Inc.	\$21,622.15	N/A	\$21,622.15	01

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$43,289.15 to General Fund 01.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 4, 2021

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR
BID 19-20-01F, COUNTRY SPRINGS ES AND ROLLING RIDGE ES
ALTERATION PROJECT (BP 03-01)**

=====
BACKGROUND

On July 18, 2019, the Board of Education awarded Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Project (BP 03-01) to Inland Building Construction Co., Inc. All contracted work was completed on October 31, 2020. Contract summary is provided below.

Change Order	Contractor	Amount
1-Country Springs ES	Inland Building Construction Co., Inc.	(\$10,633.00)
	Bid Amount:	\$387,800.00
	Revised Total Project Amount:	\$377,167.00
	Retention Amount:	\$18,858.35

Change Order	Contractor	Amount
1-Rolling Ridge ES	Inland Building Construction Co., Inc.	\$14,970.00
	Bid Amount:	\$340,700.00
	Revised Total Project Amount:	\$355,670.00
	Retention Amount:	\$17,783.50

The change order results in a net increase of \$4,337.00 to the construction cost and no change in contract time. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on October 31, 2020.

Documentation indicating completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from the following individuals: Jim Volivitch, DSA Inspector; James DiCamillo, Architect/Engineer; Hung Truong, Construction/Project Manager; Beverly Beemer, Director, Planning; and Sam Sousa, Construction Coordinator.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Project (BP 03-01).

FISCAL IMPACT

\$4,337.00 to Building Fund 21.

NE:GJS:pw






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

CHANGE ORDER

Date: 12/16/2020 BID/ CUPCAA #: 19-20-01F Change Order #: 001
 Project Title: Country Springs & Rolling Ridge Elementary School Modernization Projects – Alterations
 Owner: Chino Valley Unified School District DSA Application #: #A04-117356 / #A04-117357 DSA File #: #36-11
 Architect: WLC Architects Inc. Contractor: Inland Building Construction Companies, Inc. (BP 03-01)

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: Reason: Document Ref: Requested by: Change in Contract Sum: Time Extension:	Country Springs ES - Reconcile Unforeseen Allowance Credit for unused unforeseen allowance for BP 03-01. Change Order Request No. C-027 (PCO No. C-250) District (\$10,633.00) / DEDUCT  0 Calendar Days
ITEM NO. 2:	Description: Reason: Document Ref: Requested by: Change in Contract Sum: Time Extension:	Rolling Ridge ES – RFI#158 & RFI#214 Site Work ADA Upgrades Cost for replacement of existing non-compliant ADA concrete path of travel. Change Order Request No. R-026 (PCO No. R-106) District \$20,599.00 / ADD  0 Calendar Days
ITEM NO. 3:	Description: Reason: Document Ref: Requested by: Change in Contract Sum: Time Extension:	Rolling Ridge ES - Reconcile Unforeseen Allowance Credit for unused unforeseen allowance for BP 03-01. Change Order Request No. R-027 (PCO No. R-252) District (\$5,629.00) / DEDUCT  0 Calendar Days

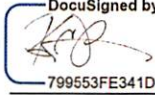

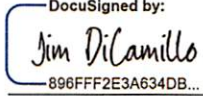
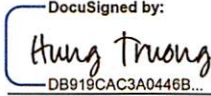
PROJECT SUMMARY

Location	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Country Spring ES	\$387,800.00	\$0.00	(\$10,633.00)	\$377,167.00
Rolling Ridge ES	\$340,700.00	\$0.00	\$14,970.00	\$355,670.00
Totals:	\$728,500.00	\$0.00	\$4,337.00	\$732,837.00

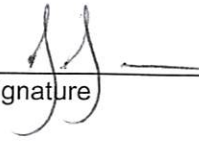
CONTRACT SUMMARY

The original contract amount was:	\$728,500.00
Previously approved change order amount(s):	\$0.00
The contract amount will be increased by this Change Order:	\$4,337.00
The new contract amount including this change order will be:	\$732,837.00
The original contract completion date:	08/07/2020
The contract time will be increased/decreased by days:	0 Days
The date of completion as a result of this Change Order is:	08/07/2020

APPROVED BY:

Kyle Geer Contractor – Inland Building Construction Companies, Inc.	 799553FE341D49E...	12/16/2020 14:16 PST
Jim Volivitch Knowland Construction Services DSA Inspector of Record (if applicable)	 8A30BDF5C8064F9...	12/17/2020 07:35 PST
Jim DiCamillo President Architect / Engineer (if applicable)	 896FFF2E3A634DB...	12/16/2020 17:10 PST
Hung Truong CW Driver Construction/Project Manager	 DB919CAC3A0446B...	12/17/2020 08:07 PST
Authorized Department Head (if applicable)	Signature	Date
Director, Technology (if applicable)	Signature	Date

Samuel Sousa
CVUSD Project Manager


Signature

1/4/21
Date

Martin Silveira
Director, Maintenance, Operations &
Construction (if applicable)

Signature

Date

Beverly Beemer
Director, Planning (if applicable)


Signature

1/4/2021
Date

Greg Stachura
Owner (Authorized Agent)


Signature

1/4/21
Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 4, 2021

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID 19-20-37F, SAFETY AND SECURITY (GROUP 3) – BORBA ES, CHAPARRAL ES, CORTEZ ES, DICKEY ES, LIBERTY ES, BRIGGS K-8, AND CAL AERO K-8

=====

BACKGROUND

On May 21, 2020, the Board of Education awarded Bid 19-20-37F, Safety and Security (Group 3) – Borba ES, Chaparral ES, Cortez ES, Dickey ES, Liberty ES, Briggs K-8, and Cal Aero K-8 to Champion Electric. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1-Borba ES	Champion Electric	(\$33,630.10)
	Bid Amount:	\$650,768.49
	Revised Total Project Amount:	\$617,138.39
	Retention Amount:	\$630,856.92

Change Order	Contractor	Amount
1-Chaparral ES	Champion Electric	(\$31,157.00)
	Bid Amount:	\$350,963.57
	Revised Total Project Amount:	\$319,806.57
	Retention Amount:	\$15,990.33

Change Order	Contractor	Amount
1-Cortez ES	Champion Electric	(\$29,738.00)
	Bid Amount:	\$683,976.08
	Revised Total Project Amount:	\$654,238.08
	Retention Amount:	\$32,711.90

Change Order	Contractor	Amount
1-Dickey ES	Champion Electric	(\$29,979.00)
	Bid Amount:	\$399,690.26
	Revised Total Project Amount:	\$369,711.26
	Retention Amount:	\$18,485.56

Change Order	Contractor	Amount
1-Liberty ES	Champion Electric	(\$35,950.00)
	Bid Amount:	\$711,686.21
	Revised Total Project Amount:	\$675,736.21
	Retention Amount:	\$33,786.81

Change Order	Contractor	Amount
1-Briggs K-8	Champion Electric	(\$26,574.33)
	Bid Amount:	\$624,328.58
	Revised Total Project Amount:	\$597,754.25
	Retention Amount:	\$29,887.71

Change Order	Contractor	Amount
1-Cal Aero K-8	Champion Electric	(\$31,287.00)
	Bid Amount:	\$775,586.81
	Revised Total Project Amount:	\$744,299.81
	Retention Amount:	\$37,214.99

The change order results in a net decrease of \$218,315.43 to the construction cost and no change in contract time. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on November 12, 2020.

Documentation indicating completion and compliance with specification and requirements has been obtained from the following individuals: Susanto Agustiadi, Architect/Engineer; Maggie Bunten; Director, Technology; Cesar Portugal, Construction Coordinator; and Beverly Beemer, Director, Planning.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid 19-20-37F, Safety and Security (Group 3) – Borba ES, Chaparral ES, Cortez ES, Dickey ES, Liberty ES, Briggs K-8, and Cal Aero K-8.

FISCAL IMPACT

(\$218,315.43) to Building Fund 21.

NE:GJS:pw



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

CHANGE ORDER

Date: Jan 8, 2021 BID/ CUPCCAA #: 19-20-37F Change Order #: 1
Project Title: Safety and Security (Group 3)
Owner: Chino Valley Unified School District DSA Application #: N/A DSA File #: N/A
Architect: PMK-WLC Architects Contractor: Champion Electric

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: Alicia Cortez ES
Reason: (Credits) Hardware set adjustment, and unused camera allowance
Document Ref: PCO 09 and PCO 14
Requested by: District
Change in Contract Sum: (\$29,738.00)
Time Extension: Zero Days
- ITEM NO. 2: Description: Anna Borba ES
Reason: (Credits) Unused camera allowance
Document Ref: PCO 03 and PCO 11
Requested by: District
Change in Contract Sum: (\$33,630.10)
Time Extension: Zero Days
- ITEM NO. 3: Description: Briggs Fundamental K-8
Reason: (Credits) Additional cores, pathways, and unused camera allowance
Document Ref: PCO 01-R1, 02, 05 and 15
Requested by: District Rep
Change in Contract Sum: (\$26,574.33)
Time Extension: Zero Days
- ITEM NO. 4: Description: Chaparral ES
Reason: (Credit) Unused camera allowance
Document Ref: PCO 04 and 12
Requested by: District Rep
Change in Contract Sum: (\$31,157.00)
Time Extension: Zero Days

ITEM NO. 5: Description: Cal-Aero Preserve Academy K-8
Reason: (Credit) Hardware set adjustment and unused camera allowance
Document Ref: POC 06 and 10
Requested by: District
Change in Contract Sum: (\$31,287.00)
Time Extension: Zero Days

ITEM NO. 6: Description: Levi Dickey ES
Reason: (Credit) Unused Camera Allowance
Document Ref: POC 13
Requested by: District
Change in Contract Sum: (\$29,979.00)
Time Extension: Zero Days

ITEM NO. 7: Description: Liberty ES
Reason: (Credit) Unused Camera Allowance
Document Ref: PCO 16
Requested by: District
Change in Contract Sum: (\$35,950.00)
Time Extension: Zero Days

Location	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Alicia Cortez ES	\$683,976.08	N/A	(\$29,738.00)	\$654,238.08
Anna Borba ES	\$650,768.49	N/A	(\$33,630.10)	\$617,138.39
Briggs Fundamental K-8	\$624,328.58	N/A	(\$26,574.33)	\$597,754.25
Chaparral ES	\$350,963.57	N/A	(\$31,157.00)	\$319,806.57
Cal Aero Preserve Academy K-8	\$775,586.81	N/A	(\$31,287.00)	\$744,299.81
Levi Dickey ES	\$399,690.26	N/A	(\$29,979.00)	\$369,711.26
Liberty ES	\$711,686.21	N/A	(\$35,950.00)	\$675,736.21
Totals:	\$4,197,000.00	N/A	(\$218,315.43)	\$3,978,684.57

CONTRACT SUMMARY

The original contract amount was: \$4,197,000.00

Previously approved change order amount(s): \$0.00

The contract amount will be increased/**decreased** by this Change Order: (\$218,315.43)

The new contract amount including this change order will be: \$3,978,684.57

The original contract completion date: 11/12/2020

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

The date of completion as a result of this Change Order is: 11/12/2020

APPROVED BY:

Champion Electric Kevin Shearer, Director of P.M.
Contractor

N/A

DSA Inspector of Record (if applicable)

James P. DiCamillo

WLC Architects, Inc

Architect / Engineer (if applicable)

N/A

Construction/Project Manager

N/A

Authorized Department Head (if applicable)

Mrs. Maggie Buntten

Director, Technology (if applicable)

Cesar A. Portugal

CVUSD Project Manager

Mr. Martin Silveira

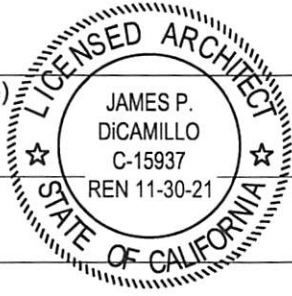
Director, Maintenance & Operations (if applicable)

Mrs. Beverly Beemer

Director, Planning (if applicable)

Mr. Greg Stachura

Owner (Authorized Agent)



KEVIN SHEARER Digitally signed by KEVIN SHEARER
DN: cn=KEVIN SHEARER, o=CHAMPION
ELECTRIC, INC., ou=PROJECT MANAGEMENT, cn=KEVIN
SHEARER
Reason: I am approving this document
Date: 2021.01.11 11:52:29 -0800
Signature 01/11/2021
Date

Signature Date

Signature  01.11.21
Date

Signature Date

Signature  Date

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Signature  Date


Signature  1/12/21
Date

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Signature  1/13/21
Date

Signature  Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 4, 2021

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: REJECTION OF CUPCCAA BID 20-21-08I, BRIGGS K-8 WATER LINE UPGRADES AND AUTHORIZATION TO RE-BID

=====

BACKGROUND

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

A Notice to Contractors Calling for Bids for CUPCCAA Bid 20-21-08I, Briggs K-8 Water Line Upgrades was emailed on December 11, 2020. Bids were submitted at 1:00 p.m. on January 11, 2021. The results are as follows:

CONTRACTOR	BID
J & L Constructors, Inc.	\$ 113,400.00
Gentry General Engineering	\$ 168,500.00
Fraijo Brothers, Inc.	\$ 184,000.00
Atom Engineering Construction, Inc.	\$ 188,398.00
Roadway Engineering & Contracting, Inc.	\$ 188,400.00
JPI Development	\$ 189,000.00
Valley Pipeline, Inc.	\$ 193,250.00
Fischer, Inc.	\$ 201,200.00
Verne's Plumbing	\$ 225,000.00
MLC Constructors, Inc.	\$ 239,800.00

Upon receipt of bids, staff reviewed all documents and determined that the bid required further site coordination. Staff requests rejection of all bids and authorization to re-bid.

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

RECOMMENDATION

It is recommended the Board of Education reject the bid(s) received for CUPCCAA Bid 20-21-08I, Briggs K-8 Water Line Upgrades, and authorize staff to re-bid the project.

FISCAL IMPACT

None.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 4, 2021

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 2020/2021-23, 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
2020/2021-23	Savanna School District #40-09/2016-17	Elite Modular Leasing & Sales, Inc.	Purchase, Lease, Relocation, Dismantling, and Removal of DSA Approved Portable Buildings	1/18/2021-1/17/2022

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2020/2021-23, Authorization to Utilize a Piggyback Contract.

FISCAL IMPACT

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District
Resolution 2020/2021-23
Authorization to Utilize the Savanna School District #40-09/2016-17
With Elite Modular Leasing & Sales, Inc.
to Purchase, Lease, Relocation, Dismantling, and Removal of DSA Approved
Portable Buildings
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 purchase, lease, relocation, dismantling, and removal of DSA approved portable buildings for the District;

WHEREAS, Savanna School District currently has a piggyback contract, #40-09/2016-17, in accordance with Public Contract Code 20118 with Elite Modular Leasing & Sales, 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 purchase, lease, relocation, dismantling, and removal of DSA approved portable buildings through the piggyback contract procured by the Savanna School District #40-09/2016-17.

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 purchase, lease, relocation, dismantling, and removal of DSA approved portable buildings through the piggyback contract originally procured by the Savanna School District #40-09/2016-17 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 purchase, lease, relocation, dismantling, and removal of DSA approved portable buildings in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Savanna School District #40-09/2016-17.

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

Section 5. Effective Date. This resolution shall be effective as of January 18, 2021, for the term ending January 17, 2022.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 4th day of February 2021 by the following vote:

Bridge	_____
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: February 4, 2021
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Isabel Brenes, Director, Human Resources
Eric Dahlstrom, Ed.D., 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:IB:ED:mcm

CERTIFICATED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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CERTIFICATED PERSONNEL FOR THE 2020/2021 SCHOOL YEAR

RETIREMENT

CHAVEZ, Raymundo (42 Years of Service)	Spanish Teacher	Don Lugo HS	01/22/2021
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APPOINTMENT – EXTRA DUTY

LAWRENCE, Kevin (NBM)	Football (B)	Chino HS	02/05/2021
DELEON, Adam (NBM)	Softball (B)	Chino Hills HS	02/05/2021

APPOINTMENT – EXTRA DUTY – ACTIVITIES

GILLESPIE, Jeanean	Pep Squad Advisor	Chino HS	02/05/2021
		TOTAL:	\$1,060.56

DELETE – EXTRA DUTY – ACTIVITIES

OTTMAN, Peter	Publications Advisor	Chino HS	10/16/2020
DORADO, Margo	Publication Advisor	Chino Hills HS	12/19/2020
		TOTAL:	- \$4,023.62

CLASSIFIED PERSONNEL

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

HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED CONFIDENTIAL SALARY SCHEDULE**PROMOTION**

RODGERS, Sharon	FROM: Administrative Secretary III/Confidential (GF) 8 hrs./261 contract days TO: Secretary to the Superintendent (GF) 8 hrs./261 contract days	Curriculum, Instruction, Innovation & Support Office of the Superintendent	02/05/2021
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HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE**APPOINTMENT**

PARRA, Alicia	Custodian I (GF)	Walnut ES	TBD
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PROMOTION

TAFOYA, Leticia	FROM: Typist Clerk II (GF) 8 hrs./201 work days TO: School Secretary I (GF) 8 hrs./215 work days	Dickson ES Dickson ES	TBD
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CHANGE IN ASSIGNMENT

CRUZ, Brianda	FROM: IA/Special Education (SELPA/GF) 3.5 hrs./181 work days TO: IA/Special Education (SELPA/GF) 5 hrs./181 work days	Ayala HS Special Education	TBD
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ADDITIONAL ASSIGNMENT

PENA, Isabel	Playground Supervisor (GF)	Woodcrest JHS	TBD
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INCREASE HOURS/DAYS

GOMEZ, Aide	FROM: Bus Driver (GF) 5.5 hrs./183 work days TO: Bus Driver (GF) 6 hrs./183 work days	Transportation Transportation	02/05/2021
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CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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INCREASE HOURS/DAYS (cont.)

MARTINEZ, Denise	FROM: Bus Driver (GF) 6 hrs./183 work days	Transportation	02/05/2021
	TO: Bus Driver (GF) 6 hrs./208 work days	Transportation	
ROBLEDO, Leticia	FROM: Bus Driver (GF) 6 hrs./208 work days	Transportation	02/05/2021
	TO: Bus Driver (GF) 6.5 hrs./208 work days	Transportation	

LEAVE OF ABSENCE

BUENO, Xochitl	Custodian I (GF)	Newman ES	01/16/2021 through 02/15/2021
LOPEZ, Carla	Nutrition Services Assistant II (NS)	Chino Hills HS	01/08/2021 through 03/08/2021
RIOS, Brenda	Bus Driver (GF)	Transportation	01/25/2021 through 03/31/2021

DEMOTION OF PROBATIONARY EMPLOYEE WITHOUT PREJUDICE

Employee 25804			01/26/2021
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RESIGNATION

HOPKINS, Cheryl	IA/Computer Assisted Instruction (C)	Chaparral ES	01/31/2021
TODOROVITCH, Floricel	School Community Liaison (C)	Cortez ES	01/26/2021
PADILLA-HERNANDEZ, Cinthia	IA/Bilingual-Biliterate (C)	Don Lugo HS	01/20/2021

RETIREMENT

BENEDETTI, Randi (30 Years of Service)	Nutrition Services Manager I (NS)	Liberty ES	03/09/2021
EMERY, Robin (36 Years of Service)	Elementary Library/Media Center Assistant (C)	Marshall ES	02/27/2021
MORALES, Lilia (3 Years of Service)	IA/Special Education/SH (SELPA/GF)	Walnut ES	01/20/2021

CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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**APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2020, THROUGH
JUNE 30, 2021**

LONG, Kara

- (504) = Federal Law for Individuals with Handicaps
- (ACE) = Ace Driving School
- (ABG) = Adult Education Block Grant
- (ASB) = Associated Student Body
- (ASF) = Adult School Funded
- (ATE) = Alternative to Expulsion
- (B) = Booster Club
- (BTSA) = Beginning Teacher Support & Assessment
- (C) = Categorically Funded
- (CAHSEE) = California High School Exit Exam
- (CC) = Children's Center (Marshall)
- (CDF) = Child Development Fund
- (CSR) = Class Size Reduction
- (CVLA) = Chino Valley Learning Academy
- (CWY) = Cal Works Youth
- (E-rate) = Discount Reimbursements for Telecom.
- (G) = Grant Funded
- (GF) = General Fund
- (HBE) = Home Base Education
- (MM) = Measure M – Fund 21
- (MAA) = Medi-Cal Administrative Activities
- (MH) = Mental Health – Special Ed.
- (NBM) = Non-Bargaining Member
- (ND) = Neglected and Delinquent
- (NS) = Nutrition Services Budget
- (OPPR) = Opportunity Program
- (PFA) = Parent Faculty Association
- (R) = Restricted
- (ROP) = Regional Occupation Program
- (SAT) = Saturday School
- (SB813) = Medi-Cal Admin. Activities Entity Fund
- (SELPA) = Special Education Local Plan Area
- (SOAR) = Students on a Rise
- (SPEC) = Spectrum Schools
- (SS) = Summer School
- (SWAS) = School within a School
- (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: February 4, 2021

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NEW COURSE: AGRICULTURE LEADERSHIP AND COMMUNICATIONS

=====

BACKGROUND

The Chino Valley Unified School District routinely revises curriculum guides and develops new courses in accordance with State Content Standards, State Frameworks, and student need. Accordingly, the revision and development of curriculum guides are the results of a collaborative effort of teachers in the related academic areas.

The Agriculture Leadership and Communications course is designed to provide students with basic leadership skills and engage students in activities which will further their personal development and real-world learning opportunities and instruction related to Agriculture Experience programs. Agriculture Leadership and Communications is a Career and Technical Education (CTE) course that is aligned to the California CTE Standard Agriculture and Natural Resources Pathway and meets the UC/CSU “g” elective requirements.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the new course Agriculture Leadership and Communications.

FISCAL IMPACT

None.

NE:GP:JAR:lar

Chino Valley Unified School District

High School Course Description

A. CONTACTS	
1. School/District Information:	School/District: Chino Valley Unified School District Street Address: 5130 Riverside Dr., Chino, CA 91710 Phone: (909) 628-1201 Website: chino.k12.ca.us
2. Course Contact:	Teacher Contact: Office of Secondary Curriculum and Instruction Position/Title: Director of Secondary Curriculum and Instruction Site: District Office Phone: (909) 628-1201 X1630
B. COVER PAGE - COURSE ID	
1. Course Title:	Agriculture Leadership and Communications
2. Transcript Title/Abbreviation:	Ag Leadership
3. Transcript Course Code/Number:	
4. Seeking Honors Distinction:	No
5. Subject Area/Category:	Meets UC/CSU "g" general elective requirement
6. Grade Level(s):	10-12
7. Unit Value:	5 units per semester/10 credits
8. Course Previously Approved by UC:	Yes
9. Classified as a Career Technical Education Course:	Yes
10. Modeled after an UC-approved course:	Yes
11. Repeatable for Credit:	No
12. Date of Board Approval:	
13. Brief Course Description:	The Agriculture Leadership and Communications course is designed to engage students in experiential activities which further their personal development and premier leadership skills. The curriculum consists of integrated performance activities that will assist in the development of critical thinking, extemporaneous speaking, conflict resolution, consensus-building, and group communication abilities. Written and oral skill development will be emphasized through individual and collaborative projects as well as character development through service-learning exercises.
14. Prerequisites:	Introduction to Agriculture
15. Context for Course:	This yearlong course is designed to provide students with basic leadership skills. Students will acquire a broad understanding of leadership styles, goal setting, time management, public speaking, job skills, and interpersonal relationships. Teachers will provide each student with real world learning opportunities and instruction related to section, development, and maintenance of individual Supervised Agriculture Experience programs. Students will be active members of the Future Farmers of America (FFA), a national youth organization for those enrolled in agriculture education.
16. History of Course Development:	Through the planning and execution of numerous events for the school's FFA chapter, students will discover how to best effect change in their communities. Goals for student learning include increasing the positive school's FFA chapter's culture through academic and social events and help students enrolled in the class become more effective leaders. Students will master the following core leadership skills: communication, planning/organization/forward thinking, problem solving, constructive feedback/evaluation, writing (critically, reflectively, and persuasively), creativity, professionalism, confidence/public speaking, persistence, empathy which aligns with the California Agriculture and Natural Resources standards.

Chino Valley Unified School District

High School Course Description

17. Textbooks:	“Leadership Personal Development and Career Success” by Cliff Ricketts and John C. Ricketts
18. Supplemental Instructional Materials:	<ul style="list-style-type: none"> • Instructional handouts • Notebooks • Instructional presentations • AET record book • Agriculture farm facility

C. COURSE CONTENT

1. Course Purpose:

The purpose of this course is to accent agricultural education and the Future Farmers of America (FFA) organization in developing young people to be premier leaders with a vision. This course will prepare students for postsecondary education and employment in the agricultural field and beyond.

- Use agricultural applications as a relevant vehicle to apply employability skills.
- Integrate and reinforce academic standards within the agricultural content.
- Improve agriculture literacy.
- Meet the elective “g” requirement for admission to the University of California and the California State University systems.
- Increase interest/motivation for students to study and pursue careers in agriculture.
- Students will understand and apply a variety of agricultural leadership topics including:
 - Thinking and evaluation skills
 - Written and verbal articulation skills
 - Leadership skills through self-enhancement, goal setting, cooperative learning, speech proficiency, parliamentary procedures, book reviews, and presentations
 - Current events in agriculture

This course is designed for the California Career and Technical Education Agriculture and Natural Resources sector and is aligned to the California Career and Technical Education Standard Agriculture and Natural Resources Pathway. This course is designed to be a Concentrator level CTE course.

2. Course Outline:

Unit 1: Personality and Leadership

AGNR: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12

- Students will define leadership and create goals for themselves for the year.
- Students will examine different leadership styles and case studies.
- Students will research real world leaders.
- Students will evaluate strengths and weaknesses of different leadership styles and real-world leaders.
- Students will look at numerous real-world leadership case studies and they will evaluate the issues within the situation, as well as evaluate how the person handled the situation.
- Students will take personality assessments, evaluate 4 sets of preferences and how to work well with different group personalities.
- Students will have group and class discussions about these case studies and will write frequently about how they would handle the situation.
- Students will research a real-world leader and present on the strengths and weaknesses of their leadership style.

Unit 2: Emotional Intelligence

AGNR: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12

- Students will evaluate their emotional intelligence (EQ).
- Students will effectively analyze their own personal emotional intelligence.

Chino Valley Unified School District

High School Course Description

- Students will evaluate various situations in an agriculture work environment and how people utilized emotional intelligence in these situations.

Unit 3: Conflict Resolution/Problem Solving

AGNR: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12

- Students will be introduced to basic techniques to handle conflict resolution.
- Students will be presented with some type of conflict and need to be able to resolve this conflict in a positive way.
- Students will learn how to handle emotions effectively in a group situation.
- Students will work to identify the core issues of any situation and look at problems from other perspectives.
- Students will learn how to build off other's ideas to find a more creative and effective solution to the problem.
- Students will work in groups to develop and implement proposed solutions and persuade others of the viability of their ideas.
- Students will analyze examples of novel approaches to issues and will learn about effective brainstorming.

Unit 4: Leading a Team

AGNR: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12

- Students will be investigating the proper way to leading a team. Don Lugo FFA Chapter is officially led by six officers who are always in this course. However, our goal is to have a whole class of leaders who are within this course.
- Students will be provided more guidance on how to properly lead a team or in this case, an FFA chapter.
- The students will investigate their interpersonal skills to evaluate themselves to see if they are a trusting individual to others.

Unit 5: Career Readiness

AGNR: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9

- Students will begin preparing themselves for a career.
- Students will prepare for the future as a leader in a career in Agriculture.
- Students will learn the basic skills of creating a cover letter, resume, job application, and preparing for an interview.
- Students will focus on building their individual interview skills by practicing their basic interview questions with their peers.
- Students will practice giving positive feedback to their fellow students as they peer review cover letters and resumes.

Unit 6: Communication

AGNR: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12, 9.13, 5.1, 5.2, 5.3, 5.4, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6

- Students will learn the skills necessary to being a good public speaker. These will include projection, articulation, eye contact, body language, and confidence.
- Students will practice each of the public speaking skills necessary in increasingly difficult situations beginning with peer-to-peer and culminating in a large group speech.
- Students will investigate various communication styles including nonverbal communications and verbal communications.
- Students will become familiar with the ten tools for effective listening.

Unit 7: Parliamentary Procedure

AGNR: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12, 9.13

- Students will prepare for further involvement in FFA and careers.

Chino Valley Unified School District

High School Course Description

- Students will understand the basic rules to make decisions and votes in a professional manner.
- Students will be familiar with the main motions and procedures for a vote to be passed and decisions to be made properly.

Unit 8: Team Development

AGNR: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12, 5.1, 5.2, 5.3, 5.4

- Students will learn about the skills needed to work as a team.
- Students will investigate the characteristics of an effective team.
- Students will evaluate how they are working as a leadership team within the Don Lugo FFA Chapter
- Students will complete a team dynamics or group self-assessment to see if they believe they have the proper dynamics as a team.

Unit 9: Event Planning

AGNR: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12, 9.13

- Students will look at different ways to plan various types of school and community projects.
- Students will learn and implement a project planning process to ensure that they are thinking about all the different aspects of organizing an event.
- Students will work to delegate tasks appropriately, as well as anticipate potential problems and plan solutions to those potential setbacks before they occur.
- Students will learn how to plan for the myriad aspects of an event, to communicate with necessary individuals and how to organize all the details of an event in a timely fashion.
- Students will learn to evaluate an event and identify improvements for future planning.

Unit 10: Agricultural Issues

AGNR: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12, 5.1, 5.3, 5.4

- Students will research various agriculture issues in the industry such as water rights, land uses and any other issue relating to agriculture.
- Students will choose an agriculture issue that interests them and complete digital research on this issue.
- Students will be introduced to the proper procedures to making a convincing presentation and the basic presentation skills.
- Students are learning more about common issues within the industry as well further developing their public speaking skills.

3. Key Assignments:

Daily Review Warm Up

- Students will be required to complete a daily warm-up at the beginning of each class period to review the previous material.

Supervised Agriculture Experience Project

- A Supervised Agriculture Experience project is required and will be developed with the aid of the instructor. Students will be required to complete 30 hours per semester.
 - Aligns with standards AGNR 10.1, 10.2, 10.3, 10.4, 10.6, 10.7, 11.1, 11.3, 11.5

FFA Activities

- The FFA is an integral part of every agriculture class. Every student's grade will be enhanced by participation in this organization. Meetings, events, field days, fundraisers, conferences, community service, and competitions are just a few of the ways students can become involved in the FFA. There is a requirement of three FFA activities per semester for each student.
 - Aligns with standards AGNR 7.3, 7.4, 7.7, 9.2, 9.9, 9.10, 9.12, 9.13

Chino Valley Unified School District

High School Course Description

Personal Leadership Styles

- **Unit 1: Personality and Leadership**

Students will write an essay explaining their personal leadership style and creating goals for the year. This assessment relates to the goals of the class because students will begin to think about themselves as leaders and how they would handle different situations as a leader. Additionally, the assessment connects to the writing goal of the class since students will need to clearly explain how they plan on being a leader.

- Aligns with standards AGNR 3.2, 9.1, 9.2, 9.3

- **Unit 2: Emotional Intelligence**

Students will evaluate their own emotional intelligence through EQ quizzes. They will be grouped with other students with similar emotional intelligence. The group will have to create a visual presentation that describes their EQ and how they tend to work with people of other emotional intelligence styles.

- Align with standards: AGNR 3.2, 9.1, 9.2, 9.3

Mock issues

- **Unit 3: Conflict Resolution/ Problem Solving**

Students will be presented with mock conflicts in agriculture work environments. They will have to present possible methods to reduce the conflict within the work environment. The students will work in groups to clearly determine the core issues within the situation and provide a clear plan on how to handle emotions effectively and create a resolution for the conflict.

- Align with standards: AGNR 5.1, 5.2, 5.3, 5.4, 8.1, 9.3, 9.4, 9.6

- **Unit 3: Conflict Resolution/ Problem Solving**

Students will engage in a community-based project related to agriculture or the FFA chapter where they identify a problem they want to fix, organize a way to fix it, and then go about executing that solution. This assessment relates to the goals of the class because it connects the learning in class to the real work. Students will need to think creatively to find solutions to real problems and plan their solution.

- Align with standards: AGNR 5.1, 5.2, 5.3, 5.4, 8.1, 9.3, 9.4, 9.6

- **Unit 4: Leading a Team/Unit 8: Team Development**

The students will be presented with mock issues within a team environment. The students must evaluate these mock issues and develop plans on how to create or change the current team to build the proper team dynamics or develop an effective team.

- Align with standards: AGNR 9.1, 9.2, 9.3, 9.6, 9.7, 9.10, 9.12

Career Presentations

- **Unit 5: Career Readiness**

Students will choose an agriculture career they are interested in and create a digital presentation to present. This assignment allows students to demonstrate their writing skills to write their presentation as well as demonstrate their use of technology to make a persuasive presentation. Their peers will listen to these presentations and ask the student presenters questions at the end of each presentation.

- Align with standards: AGNR 3.1, 3.3, 3.4, 3.5, 3.9, 4.1, 4.3, 4.7

Sectional FFA Public Speaking Competitions

- **Unit 5: Career Readiness**

Students will participate in a local FFA Job Interview contest which includes creating a resume, cover letter and completing a job interview. California FFA provides four mock job positions each year that the students will be

Chino Valley Unified School District

High School Course Description

applying to for the contest. The most difficult part of the contest is that the students will have to meet with an interview panel and interview for this mock position. Those students who score the highest in the local contest will continue to the Sectional FFA Public Speaking competition for the Job Interview contest.

- Align with standards: AGNR 2.4, 2.5, 3.1, 3.2, 3.4, 3.6

- **Unit 6: Communication**

Students will practice their public speaking skills through participation in a local chapter competition of the FFA opening/closing contest. These students will need to memorize specific parts of the ceremonies and must present the entire ceremony's speech in a group contest. They will be graded based upon their presentation of the ceremony and their projection, articulation, eye contact, body language and confidence. The group that does the best in the local competition will move on to the sectional FFA Opening and Closing Ceremonies contest.

- Align with standards: AGNR 2.4, 2.5, 3.1, 3.2, 3.4, 3.6

Planning and Implementation of FFA Events

- **Unit 9: Event Planning**

In group committees, students will plan and implement various FFA events on campus using a project-planning format. They will be responsible for every aspect of the event including budgeting, personnel, marketing, communication, and implementation. After their event, they will also evaluate the planning process and identify changes that they think are necessary to improve both the process and the results for future events.

- Align with standards: AGNR 2.5, 5.1, 5.4, 7.1, 7.3, 7.4, 7.7, 9.3, 9.6, 9.7, 9.8, 9.9, 9.13

Agriculture issues persuasive presentation

- **Unit 10: Agriculture Issues**

Students will take their chosen agriculture issue and create a digital presentation to present to local agriculturists. This assignment allows students to demonstrate their writing skills to write their presentation as well as demonstrate their use of technology to make a persuasive presentation. Their peers and a panel of agriculture industry professionals will listen to these presentations and ask the student presenters questions at the end of each presentation.

- Align with standards: AGNR 2.4, 2.5, 4.1, 5.1, 5.4, 10.1, 10.3

4. Instructional Methods and/or Strategies:

Active Participation: Teacher will incorporate the principles of active participation and specific strategies to ensure consistent, simultaneous involvement of the minds of all learners in the classroom. Teachers should include both covert and overt active participation strategies, incorporating cooperative learning structures. Some of the possible active participation strategies include:

- Strategy for personal, social, and physical development
- Team building activities
- Collaboration
- Small group activities
- Personal reflections on individual progression

5. Assessment Including Methods and/or Tools:

The evaluation of student progress and evaluation will be based on the following criteria outlined in board policy:

- Assessments: 60-75% of the final grade
- Assignments and class discussions: 25-40% of the final grade

Student achievement in this course will be measured using multiple assessment tools including but not limited to:

- Tests
- Participation, cooperation, sincere effort (daily points)
- Evaluation of written assignments

Chino Valley Unified School District High School Course Description

- Attendance and promptness
- Small group projects (rubric assessed)
- Public speaking events
- Supervised Agriculture Experience Project

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 4, 2021

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE REGULATION 5113.2 STUDENTS – WORK PERMITS

=====

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current District practice. Board Policy and Administrative Regulation 5113.2 Students – Work Permits are being revised to reflect new law AB 908, 2020, which prohibits consideration of grades, grade point average (GPA), or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency. Additionally, the administrative regulation is being revised to clarify students who have graduated early from high school or have received a certificate of proficiency need a “certificate of age” rather than a work permit to be employed; a work permit is not required for students who are serving with written parent/guardian permission as unpaid trainees, volunteers, or in an in-school placement, nor for students in agricultural, horticultural, viticultural, or domestic labor during non-school hours; a student/parent does not need to appear in person to request a work permit during a natural disaster; a work permit shall not be denied based on a student’s grades, GPA, or school attendance; work permits are required to be issued on forms provided by or authorized by the California Department of Education; and impairment of a student’s health can be the basis for revocation of a work permit.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 5113.2 Students – Work Permits.

FISCAL IMPACT

None.

NE:GP:JAR:smr

WORK PERMITS

The Board of Education recognizes that part-time employment can provide students with income, ~~as well as job experience,~~ AND VALUABLE LIFE SKILLS AND SHOULD BE PERMITTED TO THE EXTENT THAT SUCH EMPLOYMENT DOES NOT INTERFERE WITH A STUDENT'S EDUCATION ~~that can help them develop appropriate workplace skills and attitudes.~~ Upon obtaining BEFORE ACCEPTING an offer of employment, District students who are minors shall obtain work permits from the Superintendent or designee, ~~in accordance with law,~~ regardless of whether the employment will occur when school is in session and/or not in session, UNLESS OTHERWISE EXEMPTED BY LAW.

(cf. 6178 - Career Technical Education)

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits ~~must~~ SHALL BE REQUIRED TO demonstrate and maintain a 2.0 grade point average and satisfactory school attendance, EXCEPT DURING PERIODS OF EXTENDED SCHOOL CLOSURE DUE TO AN EMERGENCY AS DESCRIBED IN EDUCATION CODE 49200, AND THE ACCOMPANYING ADMINISTRATIVE REGULATION. On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

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

Students with work permits may be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

(cf. 5112.1 - Exemptions from Attendance)

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full time when school is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

(cf. 6178.1 - Work-based Learning)

(cf. 6184 - Continuation Education)

WORK PERMITS (cont.)

Legal Reference:

EDUCATION CODE

48230 Exemption from full-time school attendance for students with work permits
48231 Exemption from compulsory attendance for students entering attendance area near end of term
49100-49101 Compulsory attendance
49110-49119 Permits to work
49130-49135 Permits to work full time
49140-49141 Exceptions
49160-49165 Employment of minors; duties of employers
49180-49183 Violations
49200 Permit to work during extended emergency school closure
51760-51769.5 Work experience education
52300-52499.66 Career technical education

LABOR CODE

1285-1312 Employment of minors
1391-1394 Working hours for minors

CODE OF REGULATIONS, TITLE 5

10120-10121 Work permits
16023-16027 District records, retention, and destruction

CODE OF REGULATIONS, TITLE 8

11701-11707 Prohibited and dangerous occupations for minors
11750-11763 Work permits and conditions, minor employed in entertainment industry

CODE OF FEDERAL REGULATIONS, TITLE 29

570.1-570.129 Child labor regulations

ATTORNEY GENERAL OPINIONS

18 Ops.Cal.Atty.Gen. 114 (1951)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Permit to Employ and Work, Form B1-4

Statement of Intent to Employ a Minor and Request for a Work Permit - Certificate of Age, Form B1-1

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Child Labor Laws, 2013

WEBSITES

California Department of Education, Work Experience Education: www.cde.ca.gov/ci/ct/we

California Department of Industrial Relations: www.dir.ca.gov

Chino Valley Unified School District

Policy adopted: January 23, 1997

Revised: March 5, 2009

REVISED:

WORK PERMITS

Before accepting employment, a student under the age of 18 who is subject to the state’s compulsory attendance law, including students who have not yet graduated from high school or have not received a certificate of proficiency, shall obtain a work permit.

(cf. 5112.1 - Exemptions from Attendance)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The District may issue a permit authorizing employment while school is in session, including employment connected with a work experience education program pursuant to Education Code 51760-51769.5, to a ~~minor~~ student ~~between the ages of 14-17 YEARS OF AGE~~. The District also may issue a permit to any ~~minor~~ STUDENT 12-17 YEARS OF AGE to be employed during a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance PURSUANT TO EDUCATION CODE 48231 because ~~he/she~~ THE STUDENT arrived from another state within 10 days before the end of the school term ~~pursuant to Education Code 48231~~. (Education Code 49111, 49113, 49160)

(cf. 6178.1 - Work-based Learning)

If a ~~minor~~ STUDENT has obtained an offer of employment in the entertainment industry, ~~he/she~~ THE STUDENT shall request a work permit from the California Department of Industrial Relations, Division of Labor Standards Enforcement, pursuant to Labor Code 1308.5 and 8 CCR 11752-11753.

A WORK PERMIT SHALL NOT BE REQUIRED FOR A STUDENT WHO IS NOT RECEIVING PAY OR FINANCIAL REIMBURSEMENT FOR SERVICES RENDERED IN VOLUNTEER SERVICES OR EDUCATIONAL PURPOSES, IS NOT IN AN EMPLOYER-EMPLOYEE RELATIONSHIP IN ACCORDANCE WITH THE FAIR LABOR STANDARDS ACT, IS SERVING AS AN UNPAID TRAINEE OR VOLUNTEER OR IN AN IN-SCHOOL PLACEMENT AND HAS SUBMITTED WRITTEN PARENT/GUARDIAN PERMISSION. (5 CCR 10121)

IN ADDITION, A student shall not be required to obtain a WORK permit if ~~he/she~~ THE STUDENT is self-employed; is working at odd jobs such as yard work and baby-sitting in private homes where ~~he/she~~ THE STUDENT is not regularly employed; is a self-employed news carrier delivering newspapers to consumers on a regular route; IS EMPLOYED IN AGRICULTURAL, HORTICULTURAL, VITICULTURAL, OR DOMESTIC LABOR DURING NON-SCHOOL HOURS WHEN THE WORK IS BEING PERFORMED FOR OR UNDER THE CONTROL OF

WORK PERMITS (cont.)

THE ~~is employed by his/her~~ parent/guardian AND IS PERFORMED UPON OR ~~domestic labor~~ in connection with premises the parent/guardian owns, operates, or controls; or is otherwise exempted by law.

Persons Authorized to Issue Work Permits

The following individuals are authorized to issue a work permit to a ~~minor~~ student in the District: (Education Code 49110)

1. The Superintendent
2. An employee holding a services credential with a specialization in pupil personnel services, or a certificated work experience education teacher or coordinator, when authorized by the Superintendent in writing
3. A principal, or another school administrator designated by the principal, provided that ~~he/she~~ THE PRINCIPAL OR DESIGNEE:
 - a. Provides a self-certification that ~~he/she~~ THE PRINCIPAL OR DESIGNEE understands the requirements of law for issuing a work permit
 - b. Does not issue a work permit to ~~his/her~~ THE PRINCIPAL'S OR DESIGNEE'S own child

If the person designated to issue work permits is not available and delay in issuing a permit would jeopardize a student's ability to secure work, the Superintendent may TEMPORARILY authorize another person to issue the permit. (Education Code 49110)

APPLICATION

THE STUDENT'S PARENT/GUARDIAN, FOSTER PARENT, CAREGIVER WITH WHOM THE STUDENT RESIDES, OR RESIDENTIAL SHELTER SERVICES PROVIDER SHALL FILE A WRITTEN REQUEST FOR A WORK PERMIT. (Education Code 49110)

THE REQUEST FOR A WORK PERMIT SHALL BE SUBMITTED TO THE SUPERINTENDENT OR DESIGNEE ON A FORM APPROVED BY THE CALIFORNIA DEPARTMENT OF EDUCATION (CDE).

IF THE STUDENT IS APPLYING FOR A FULL-TIME WORK PERMIT, THE STUDENT AND THE STUDENT'S PARENT/GUARDIAN SHALL GENERALLY BE REQUIRED TO APPEAR BEFORE, AND SUBMIT THE APPLICATION TO, THE SUPERINTENDENT OR DESIGNEE. (Education Code 49132)

WORK PERMITS (cont.)

IN THE EVENT OF AN EXTENDED PHYSICAL CLOSURE OF THE CAMPUS DUE TO A NATURAL DISASTER, PANDEMIC, OR OTHER EMERGENCY, THE REQUIRED DOCUMENTATION, INCLUDING SIGNATURES, MAY BE COLLECTED ELECTRONICALLY. IN ADDITION, IF THE APPLICATION IS FOR A FULL-TIME WORK PERMIT, THE STUDENT AND PARENT/GUARDIAN SHALL NOT BE REQUIRED TO APPEAR IN PERSON BEFORE THE SUPERINTENDENT OR DESIGNEE IF THE COMPLETED APPLICATION HAS BEEN SUCCESSFULLY SUBMITTED ELECTRONICALLY AND THE STUDENT AND PARENT/GUARDIAN HAVE ATTENDED A VIDEO CONFERENCE WITH THE PERSON ISSUING THE WORK PERMIT. (Education Code 49132, 49200)

Approval Process

THE SUPERINTENDENT OR DESIGNEE SHALL HAVE DISCRETION TO DETERMINE WHETHER OR NOT TO ISSUE THE WORK PERMIT.

~~No work permit shall be issued until the student's parent/guardian, foster parent, caregiver with whom the student resides, or residential shelter services provider has filed a written request for the work permit. (Education Code 49110)~~

~~The request for the work permit shall be submitted to the superintendent or designee on a form approved by the California Department of Education (CDE). The Superintendent or designee, shall have discretion to determine whether or not to issue the work permit.~~

In determining whether to approve a work permit, the Superintendent or designee shall verify the student's date of birth, the type of work permit to be issued, and whether the student meets any other criteria established by the Board of Education. The Superintendent or designee may inspect the student's records and/or may confer with at least one of the student's teachers for evidence of satisfactory grades and school attendance and to determine whether the student possesses the motivation and maturity to maintain academic progress while working.

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

HOWEVER, A WORK PERMIT SHALL NOT BE DENIED BASED ON A STUDENT'S GRADES, GRADE POINT AVERAGE, OR SCHOOL ATTENDANCE UNDER EITHER OF THE FOLLOWING CIRCUMSTANCES: (Education Code 49120, 49200)

1. THE STUDENT'S SCHOOL HAS BEEN PHYSICALLY CLOSED FOR AN EXTENDED TIME DUE TO A NATURAL DISASTER, PANDEMIC, OR OTHER EMERGENCY.
2. THE STUDENT IS APPLYING FOR A WORK PERMIT IN ORDER TO PARTICIPATE IN A GOVERNMENT-ADMINISTERED EMPLOYMENT AND TRAINING PROGRAM THAT WILL OCCUR DURING THE REGULAR SUMMER RECESS OR VACATION OF THE STUDENT'S SCHOOL.

WORK PERMITS (cont.)

~~Miners~~ STUDENTS shall not be approved to work in environments declared hazardous or dangerous for young workers or otherwise prohibited by child labor laws. (Labor Code 1290-1298; 29 CFR 570.33, 570.50-570.72)

The Superintendent or designee shall ensure that the requested work hours do not exceed the maximum work hours specified in law based on the student's age and whether the employment will occur while school is in session and/or not in session. (Education Code 49111, 49112, 49116; Labor Code 1391-1391.1; 29 CFR 570.35)

Full-time employment may be authorized for students ~~age~~ 14-17 YEARS OF AGE only in accordance with Education Code 49130-49135.

(cf. 6184 - Continuation Education)

All work permits shall be issued ~~in a format approved and~~ ON FORMS PROVIDED BY OR authorized by ~~the~~ CDE. (Education Code 49117)

Each permit shall authorize work for a specific employer. Whenever a student changes employers, ~~he/she~~ THE STUDENT shall request a new permit.

The student may be issued more than one work permit if ~~he/she~~ THE STUDENT works concurrently for more than one employer, provided that the total number of hours worked does not exceed the total number of hours allowed by law and the District.

Whenever a work permit is issued by a principal or other designated school administrator, the principal or designee shall submit to the Superintendent a copy of each work permit ~~he/she~~ issues, along with a copy of the application. (Education Code 49110)

~~After issuing a work permit,~~ The Superintendent or designee shall periodically inspect the ~~student's~~ grades and attendance records OF STUDENT'S GRANTED WORK PERMITS to ensure maintenance of academic progress and any additional criteria established in board policy.

Expiration of Work Permits

Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (Education Code 49118)

Before the work permit expires, a student may apply for a renewed work permit in accordance with the procedures specified in the section "Approval Process" above.

WORK PERMITS (cont.)**Revocation of Work Permits**

The Superintendent or designee shall revoke a student's work permit whenever ~~he/she~~ THE SUPERINTENDENT OR DESIGNEE determines that THE employment is ~~interfering~~ IMPAIRING THE HEALTH OR ~~with the student's~~ education OF THE STUDENT, ~~that~~ any provision or condition of the permit is being violated, ~~or that~~ the student is performing work in violation of law, OR ANY CONDITION FOR THE ISSUANCE OF THE PERMIT NO LONGER EXISTS OR NEVER EXISTED. (Education Code 49116, 49164; Labor Code 1300)

The Superintendent may revoke a work permit issued by a principal of a public or private school located within the District if the Superintendent becomes aware of any grounds upon which the student may be deemed ineligible for a work permit under law. (Education Code 49110)

Retention of Records

The Superintendent or designee shall retain a copy of the work permit application and the work permit until the end of the fourth year after the work permit was issued. (5 CCR 16026)

(cf. 3580 - District Records)
(cf. 5125 - Student Records)

Chino Valley Unified School District

Regulation approved: January 23, 1997

Revised: February 19, 2009

Revised: February 4, 2010

REVISED: