



**CHINO VALLEY**  
UNIFIED SCHOOL DISTRICT

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

# BOARD OF EDUCATION AGENDA

**March 4, 2021**

## **BOARD OF EDUCATION**

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

Justin Rendon, Student Representative

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## **SUPERINTENDENT**

**Norm Enfield, Ed.D.**

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5130 Riverside Drive. Chino. California 91710  
[www.chino.k12.ca.us](http://www.chino.k12.ca.us)

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**5130 Riverside Drive, Chino, CA 91710**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**4:45 p.m. - Closed Session • 6:00 p.m. - Regular Meeting**  
**March 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 March 4 Board meeting, please visit the YouTube channel for Chino Valley Unified School District Board videos @ [https://www.youtube.com/channel/UCWKinB4PTb\\_uskobmwBF8pw](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](mailto: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, March 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, March 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 – 4:45 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. (Terry Tao, Esquire) (40 minutes)
- b. Student Readmission Matters (Education Code 35146, 48916 (c)): Readmission Cases 19/20-18 and 19/20-30. (10 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. (10 minutes)
- d. Public Employee Appointment (Government Code 54957): Elementary and Junior High School Assistant Principals. (10 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (5 minutes)

- I.B. RECONVENE TO REGULAR OPEN MEETING – 6:00 P.M.**
  - 1. Report Closed Session Action
  - 2. Pledge of Allegiance
- I.C. STAFF REPORT**
  - 1. Annual LCAP Update: Goal 1
- I.D. COMMENTS FROM STUDENT REPRESENTATIVE**
- I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES**
- I.F. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA**
- I.G. CHANGES AND DELETIONS**

**II. ACTION**

**II.A. ADMINISTRATION**

- II.A.1. 2021 California School Boards Association Delegate Assembly Election**

Page 7

Recommend the Board of Education vote for no more than six (6) candidates to the California School Boards Association Delegate Assembly, subregion 16-B, for a term beginning April 1, 2021, through March 31, 2023,

Motion \_\_\_ Second \_\_\_  
 Preferential Vote: \_\_\_  
 Vote: Yes \_\_\_ No \_\_\_

**II.A.2. Resolution 2020/2021-25 Intent to Comply with the California Voting Rights Act**

Page 8

Recommend the Board of Education adopt Resolution 2020/2021-25 Intent to Comply with the California Voting Rights Act.

Motion \_\_\_ Second \_\_\_  
Preferential Vote: \_\_\_  
Vote: Yes \_\_\_ No \_\_\_

**III. CONSENT**

Motion \_\_\_ Second \_\_\_  
Preferential Vote: \_\_\_  
Vote: Yes \_\_\_ No \_\_\_

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the February 18, 2021 Regular Meeting, and February 23, 2021 Special Meeting**

Page 11

Recommend the Board of Education approve the minutes of the February 18, 2021 regular meeting, and February 23, 2021 special meeting.

**III.B. BUSINESS SERVICES**

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

Page 20

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

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

Page 21

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

**III.B.3. Donations**

Page 23

Recommend the Board of Education accept the donations.

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

Page 25

Recommend the Board of Education approve payment for legal services to the law office of Atkinson, Andelson, Loya, Ruud & Romo.

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

**III.C.1. Student Readmission Cases 19/20-18 and 19/20-30**

Page 26

Recommend the Board of Education approve student readmission cases 19/20-18 and 19/20-30.

**III.C.2. Revision of Board Policy 6173 Instruction—Education for Homeless Children**

Page 27

Recommend the Board of Education approve the revision of Board Policy 6173 Instruction—Education for Homeless Children.

**III.D. FACILITIES, PLANNING, AND OPERATIONS**

**III.D.1. Purchase Order Register**

Page 32 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

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

Page 33 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

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

Page 35 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

**III.D.4. Notice of Completion for CUPCCAA Projects**

Page 37 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Projects.

**III.D.5. Notice of Completion for Bid 19-20-44F, Chino Valley Adult School New Parking Lot**

Page 38 Recommend the Board of Education approve the Notice of Completion for Bid 19-20-44F, Chino Valley Adult School New Parking Lot.

**III.E. HUMAN RESOURCES**

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

Page 39 Recommend the Board of Education approve/ratify the certificated/classified personnel items.

**IV. INFORMATION**

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

**IV.A.1. Revision of Administrative Regulation 5113 Students—Absences and Excuses**

Page 43 Recommend the Board of Education receive for information the revision of Administrative Regulation 5113 Students—Absences and Excuses.

**V. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**VI. ADJOURNMENT**

Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education  
Date posted: February 26, 2021

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** March 4, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**SUBJECT:** **2021 CALIFORNIA SCHOOL BOARDS ASSOCIATION DELEGATE ASSEMBLY ELECTION**

=====

**BACKGROUND**

Ballots have been received for the 2021 California School Boards Association Delegate Assembly Election, along with the biographical sketch forms for the candidates, which have been provided under separate cover. The Board of Education may vote for no more than six (6) candidates in the election. The ballots must be postmarked by March 15, 2021. Delegates will serve two-year terms beginning April 1, 2021, through March 31, 2023. Candidates and their district/county office will be contacted if there is a run-off. Following are the thirteen (13) candidates for subregion 16-B:

- |  |  |
|--|--|
| <input type="checkbox"/> Randall Cenicerros (Mountain View SD)     | <input type="checkbox"/> Shari Megaw (Chaffey Jt. Union HSD)*  |
| <input type="checkbox"/> Tom Courtney (Lucerne Valley USD)*        | <input type="checkbox"/> Gabriel Stine (Victor ESD)*           |
| <input type="checkbox"/> Henry Cowles (Cucamonga SD)               | <input type="checkbox"/> Eric Swanson (Hesperia USD)*          |
| <input type="checkbox"/> Andrew Cruz (Chino Valley USD)            | <input type="checkbox"/> Mondy Taylor (Etiwanda SD)*           |
| <input type="checkbox"/> Mark Dundon (Hesperia USD)                | <input type="checkbox"/> Kathy Thompson (Central SD)*          |
| <input type="checkbox"/> Flora Martinez (Ontario-Montclair SD)     | <input type="checkbox"/> Paul Zamoyta (Bear Valley Unified SD) |
| <input type="checkbox"/> Michael Snellings (Yucaipa-Calimesa JUSD) |  |

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Provision for write-in candidate name and school district

\*Denotes incumbent.

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

**RECOMMENDATION**

It is recommended the Board of Education vote for no more than six (6) candidates to the California School Boards Association Delegate Assembly, subregion 16-B, for a term beginning April 1, 2021, through March 31, 2023.

**FISCAL IMPACT**

None.

NE:pk

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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**DATE:** March 4, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**SUBJECT:** **RESOLUTION 2020/2021-25 INTENT TO COMPLY WITH THE CALIFORNIA VOTING RIGHTS ACT**

=====

**BACKGROUND**

On or around January 23, 2021, the District received a letter from the law firm of Shenkman & Hughes, which stated its belief that the at-large election system for Board members in the District has resulted in a minority vote dilution in violation of the California Voting Rights Act of 2002 (CVRA). Chino Valley Unified School District (District) currently utilizes an “at-large” method of election to select Board members. To ensure compliance with the CVRA and to avoid potential legal challenges, approval of the following resolution will begin the process of establishing trustee areas for elections to 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 adopt Resolution 2020/2021-25 Intent to Comply with the California Voting Rights Act.

**FISCAL IMPACT**

None.

NE:pk



**Chino Valley Unified School District  
Resolution 2020/2021-25  
Resolution of Intent to Comply with  
the California Voting Rights Act**

**WHEREAS**, the Board believes the current at-large method of election serves the needs of the District and, as the District's policy-making body, the Board ensures the District provides a high quality educational experience to its students in accordance with the desires of the community, and federal and state laws; and

**WHEREAS**, the Chino Valley Unified School District ("District") does not have trustee areas for the members of its Board of Education ("Board"), and the District currently utilizes an "at-large" method of election to select Board members; and

**WHEREAS**, the Board is aware that under state law an at-large method of election may be subject to challenge under the California Voting Rights Act of 2001 ("CVRA"), California Elections Code § 14025, et seq.; and

**WHEREAS**, on or about January 23, 2021, the District received a letter from the law firm of Shenkman & Hughes, which stated its belief that the at-large election system for Board members in the District has resulted in minority vote dilution in violation of the CVRA; and

**WHEREAS**, by-trustee area electoral systems are not vulnerable to challenge under the CVRA; and

**WHEREAS**, in a by-trustee area system of election, candidates for the Board must reside within a trustee area, and candidates are elected only by the voters of that trustee area; and

**WHEREAS**, transitioning to use of trustee areas and changing the election method is a time consuming and potentially costly process, which provides for public input and the involvement of the County Committee on School District Organization; and

**WHEREAS**, the Board intends to comply with the CVRA, and if necessary for such compliance, will complete the process of transitioning to trustee areas, and election of Board members by trustee area, commencing with the November 2022 election.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby finds the foregoing recitals to be true and correct; and

**BE IT FURTHER RESOLVED** that the Board directs the Superintendent or his designee to ensure the District is in compliance with the CVRA; and

**BE IT FURTHER RESOLVED** that the Board directs the Superintendent or his designee to initiate the legal and regulatory process to establish trustee areas within the District, as provided in Education Code section 5019, in sufficient time for trustee areas to be established for the November 2022 election of members of the Board; and

**BE IT FURTHER RESOLVED** that the Board directs the Superintendent or his designee to initiate the legal and regulatory process of changing the method of electing members of the Board, from the current at-large system whereby each member of the Board is elected by the registered voters of the entire District (Education Code section 5030(a)), to a method which provides that Board members residing in each trustee will be elected by the registered voters of that particular trustee area (Education Code 5030(b)), in sufficient time for the new method of electing members of the Board to be in place for the November 2022 election.

**APPROVED, PASSED AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 4th day of March 2021 at Chino, in the County of San Bernardino, State of California, by the following vote:

Bridge	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

The below-signed attests that he was present at the open session meeting of the Board of Education on March 4, 2021, and that a majority of the members approved this Resolution.

By: \_\_\_\_\_  
Joe Schaffer  
President, Board of Education  
Chino Valley Unified School District

Dated: \_\_\_\_\_

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
February 18, 2021

**MINUTES**

<b>I. OPENING BUSINESS</b>
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**I.A. CALL TO ORDER – 4:20 P.M.**

1. Roll Call

President Schaffer called to order the regular meeting of the Board of Education, Thursday, February 18, 2021, at 4:20 p.m. with Bridge, Cruz, Gagnier, and Schaffer present in the Board room. Mr. Na arrived at 4:32 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 4:20 p.m. regarding conference with legal counsel anticipated litigation (one possible case); conference with labor negotiators: A.C.T. and CSEA; public employee discipline/dismissal/release; and public employee performance evaluation: Superintendent.

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

1. Report Closed Session Action

President Schaffer reconvened the regular meeting of the Board of Education at 6:00 p.m. with Bridge, Cruz, Gagnier, Na, and Schaffer present in the Board room. The Board met in closed session from 4:20 p.m. to 5:27 p.m. regarding conference with legal counsel anticipated litigation (one possible case); conference with labor negotiators: A.C.T. and CSEA; public employee discipline/dismissal/release; and public

employee performance evaluation: Superintendent. No action was taken that required public disclosure.

2. Pledge of Allegiance

Board member Andrew Cruz led the Pledge of Allegiance.

**I.C. COMMENTS FROM STUDENT REPRESENTATIVE**

Justin Rendon was not present via Zoom.

**I.D. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

Brenda Walker, A.C.T. President, said the work done regarding Covid-19 vaccinations is appreciated; spoke about federal, state, and county guideline changes and said she is looking forward to the discussion item; and confirmed that the Association does not have a vote on the item, but will continue to work with the District to provide instruction to all students in any scenario.

Emily Lao, CHAMP, said administrators have been working on site all year and finding unique ways to connect with students, families, and community.

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

The following email comments were read into the record: Shannon McCurry, and Tiffany Mc regarding 2021 graduations; Lissa Fraga regarding Cal Aero Preserve Academy tracks; Sharon Duran regarding her children; and Linda Higgins and Brent Higgins regarding a special education student.

**I.F. CHANGES AND DELETIONS**

None.

<b>II. ACTION</b>
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**II.A. HUMAN RESOURCES**

**II.A.1. Resolution 2020/2021-24 Release of Temporary Certificated Employees**  
Moved (Gagnier) seconded (Bridge) motion carried (3-2), by a roll call vote with Bridge, Gagnier, and Schaffer voting yes, and Cruz and Na voting no to adopt Resolution 2020/2021-24 Release of Temporary Certificated Employees, and authorized the Superintendent or his designee to send Notice of Release to employee affected with an effective date of June 30, 2021.

**II.A.2. Public Notice and Hearing Regarding the District's Initial Bargaining Proposal to the California School Employees Association, and its Chino Chapter 102, for a Reopener Collective Bargaining Agreement Effective July 1, 2021**

Page

President Schaffer gave public notice and opened the public hearing regarding District's initial bargaining proposal to the California School Employees Association, and its Chino Chapter 102, for a reopener Collective Bargaining Agreement effective July 1, 2021, at 6:19 p.m. There were no speakers, and the hearing was closed at 6:19 p.m.

<b>III. CONSENT</b>
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Don Bridge pulled for separate action Item III.D.5. Moved (Na) seconded (Gagnier) carried unanimously (5-0), by a 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 February 4, 2021 Regular Meeting**

Approved the minutes of the February 4, 2021 regular 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.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**

**III.C.1. New Course: Agriculture Leadership and Communications**

Approved the new course Agriculture Leadership and Communications.

**III.C.2. Career Technical Education/Carl D. Perkins Advisory Committee**

Approved the Career Technical Education/Carl D. Perkins Advisory Committee as follows: *Jennell Acker*, CTE Teacher, Chino Hills HS (Hospitality, Tourism, & Recreation); *Alyssa Berry*, CTE Teacher, Don Lugo HS (Agriculture & Natural Resources); *Rose Bomentre*, Assistant Superintendent, Baldy View Regional Occupational Program; *Yvette Bookout*, Computer Operations Support Technician, CVUSD; *Michael Collins*, Parent, CTE Teacher, Ruben S. Ayala HS (Engineering & Architecture); *Joseph Duarte*, District Administration, CVUSD;

*Scott Eckersall*, Engineer, Eckersall LLC (Engineering & Architecture); *Brian Engstrom*, CTE Teacher, Don Lugo HS (Engineering & Architecture); *Anthony Indolino, Sr.*, Light & Sign Mechanic (Energy, Environment, & Utilities); *Victoria Jordan*, CTE Student, DECA Officer, Chino Hills HS; *Magdalena Joya*, Parent, Registered Nurse (Health Science & Medical Technology); *Karen Ko*, CTE Student, DECA Officer, Chino Hills HS; *Craig Lindemulder*, Parent, CTE Teacher, Chino Hills HS (Arts, Media, & Entertainment); *Jeffrey Magbag*, CTE Student, DECA Officer, Chino Hills HS; *Adam Martinez*, CTE Student, DECA Officer, Chino Hills HS; *Francia Padilla*, CTE Student, CTSO Officer, Chino HS; *Timothy Park*, CTE Student, DECA Officer, Chino Hills HS; *Julian Rodriguez*, Ed.D., District Administration, CVUSD; *Mike Rolland*, CTE Teacher, Chino Hills HS (Arts, Media, & Entertainment); *Dorinda Sullivan*, CTE Teacher/District Librarian (Business & Finance; Marketing, Sales & Service; Arts, Media, & Entertainment); *Kimberly Weber*, Career Center Guidance Technician, Chino Hills HS; *Zeb Welborn*, President of Chino Valley Chamber of Commerce (Business & Finance; Arts, Media, & Entertainment); and *Elizabeth Williams*, CTE Teacher, Chino HS (Hospitality, Tourism, & Recreation).

**III.C.3. Revision of Board Policy 5113.2 Students—Work Permits**

Approved the revision of Board Policy 5113.2 Students—Work Permits.

**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. Void Change Order 1 and Approve Notice of Completion for Bid 19-20-42F, Magnolia JHS and Ramon JHS Kitchen Remodels**

Voided the Change Order 1 and approved the Notice of Completion for Bid 19-20-42F, Magnolia JHS and Ramona JHS Kitchen Remodels.

**III.D.5. Approval of At-Large Members to the Measure G Bond Citizens' Oversight Committee**

Moved (Na) seconded (Gagnier) carried unanimously (5-0), by a roll call vote with Bridge, Cruz, Gagnier, Na, and Schaffer voting yes, to approve Adrienne Price to the position of At-Large Member Resident of the Community of Chino, Chino Hills, or South Ontario, and Michael Leeming to the position of Parent-Guardian Member to the Measure G Bond Citizens' Oversight Committee.

**III.E. HUMAN RESOURCES**

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

Approved/ratified the certificated/classified personnel items.

**III.E.2. Comprehensive School Safety Plan for Each School**

Approved the Comprehensive School Safety Plan for each school.

**IV. INFORMATION**

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

**IV.A.1. Revision of Board Policy and Administrative Regulation 6173 Instruction—Education for Homeless Children**

Received for information the revision of Board Policy and Administrative Regulation 6173 Instruction—Education for Homeless Children.

**IV.A.2. 2020/2021 First Semester Student Expulsion Report**

Received for information the 2020/2021 First Semester Student Expulsion Report.

**IV.A.3. San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Second Quarterly Report 2020/2021**

Received for information the San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Second Quarterly Report 2020/2021.

**V. DISCUSSION**

**V.A. ADMINISTRATION**

Staff read into the record email comments regarding reopening in-person instruction from the following: Kevin Butscher, Scott Rosen, Tina Gackstetter, M R, Jennifer Laddaga, Christina Salazar, Bobi Worthing, Irene Udo, Shannon Gomez, Humberto Lopez, Jenny Yee, Alina Ashurov, Michelle Escobar/Mrs. Guyer, Kristen Kim, Flory Welsh, Nicole Aguayo, Bomani Ora, Michelle Covarrubias, Lisa Fraga, Krystal Northover, Carri Schott, Tiffany Mc, Gina Crawford, Kristi Meyer, and Christina Pranuik.

**V.A.1. In-Person School Reopening for Grades TK-6**

Discussed in-person school reopening. During the discussion, the Board requested the Superintendent schedule a special meeting of the Board of Education for February 23, 2021, to vote on the reopening of elementary schools and secondary schools. No action was taken.

**VI. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

Andrew Cruz spoke in support of student O. Estrada’s return to distance learning; and spoke about vaccine trials.

James Na spoke about the possibility of returning to normal school life; and spoke about being kind during these difficult times.

Don Bridge congratulated teacher Doreen Kim for being named a finalist in the 2020/2021 California League of Schools Region 10 Teacher of the Year; said he virtually joined the District’s Science and Engineering Fair Awards; and thanked Senator Connie Leyva for coming to the District to observe some of the special education cohort classes at Don Lugo HS.

Christina Gagnier acknowledged that there has been a lot of things happening behind the scenes since last March to prepare for reopening; noted that the District has done a phenomenal job with providing testing and vaccinations; and hopes to see students back on campus within the next two weeks.

Superintendent Enfield thanked Dr. Lally for his support in the District being able to roll out the vaccination clinic; thanked Dr. Kim, President of Chino Plaza Pharmacy, for helping to provide additional vaccinations to our employees; shared a letter that was sent to him from one of the employees who had just received a vaccination at the District; and extended kudos to Dr. Sherri Johnson, Nurse Sherry Ma, and all school nurses in the vaccination clinic.

President Schaffer provided a community report regarding Baldy View ROP grant awards; said Chino Hills Parks and Recreation have instituted a utility box art pilot program throughout the city of Chino Hills; viewed the virtual District Science Fair; echoed what Dr. Enfield said regarding medical professional partners in the community and in the District; thanked fellow Board members for their input on the subject of school reopening; spoke about labor groups and the reopening schools; thanked CSEA and A.C.T. members for their work and cooperation to make sure students are back in school as soon as possible; and requested that as we transition students back to campus ensure that nutrition staff have time to prepare campus meals, and grab and go meals for distance learning students.



**VII. ADJOURNMENT**

President Schaffer adjourned the regular meeting of the Board of Education at 7:43 p.m.

\_\_\_\_\_  
Joe Schaffer, President

\_\_\_\_\_  
Donald L. Bridge, Clerk

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
February 23, 2021

**MINUTES**

<b>I.        OPENING BUSINESS</b>
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**I.A.        CALL TO ORDER – 4:00 P.M.**

1. Roll Call

President Schaffer called to order the special meeting of the Board of Education, Tuesday, February 23, 2021, at 4:00 p.m. with Bridge, Cruz, Gagnier, Na, and Schaffer present in the Board room. The meeting was live streamed on YouTube.

2. Pledge of Allegiance

Board member Christina Gagnier led the Pledge of Allegiance

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

Lauren Martin, Arlene Lamb, Margaret S, Joann Luna, Kevin Butscher, Carlos Sanchez, Melissa Sanchez, Stephanie, Yolanda Alvidrez, Bonni Gallegos, CVUSD parent, Mrs. Concerned, Keith Stroud, and William Burns submitted email comments regarding the reopening of schools.

<b>II.        ACTION</b>
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**II.A.        ADMINISTRATION**

**II.A.1.     In-Person School Reopening**

a) Moved (Na) seconded (Cruz) to discuss the motion as read by President Schaffer. Moved (Bridge) seconded (Gagnier) to amend the motion by substituting March 11 for the March 4 date and substituting March 15 for the March 8 date – motion failed (2-3) by a roll call vote with Bridge and Gagnier voting yes, and Cruz, Na, and Schaffer voting no. Moved (Na) seconded (Cruz) carried unanimously (5-0) by a roll call vote with Bridge, Cruz, Gagnier, Na, and Schaffer voting yes, to approve the in-person school reopening plan for grades TK-2 effective March 4, 2021, and grades 3-6 effective March 8, 2021;

- b) Moved (Na) seconded (Gagnier) carried unanimously (5-0) by a roll call vote with Bridge, Cruz, Gagnier, Na, and Schaffer voting yes, to approve the in-person school reopening plan for Cal Aero Preserve Academy Track A grades K-2 effective March 9, 2021, and grades 3-6 effective March 11, 2021; Track B grades K-2 effective March 11, 2021, and grades 3-6 effective March 15, 2021; Track C grades K-2 effective March 18, 2021, and grades 3-6 effective March 22, 2021; and Track D grades K-2 effective April 8, 2021, and grades 3-6 effective April 12, 2021
  
- c) Moved (Na) seconded (Bridge) to discuss the item. Moved (Na) seconded (Cruz) motion failed (2-3) by a roll call vote with Cruz and Na voting yes, and Bridge, Gagnier, and Schaffer voting no, to amend the motion to read “Authorize the Superintendent to begin in-person instruction for grades 7-12 and opening K-12 in full time basis when the County and state guidelines are met.” Moved (Na) seconded (Bridge) carried unanimously (5-0) with Bridge, Cruz, Gagnier, Na, and Schaffer voting yes, to authorize the Superintendent to begin in-person instruction for grades 7-12 when the County meets state guidelines.

<b>III. ADJOURNMENT</b>
-------------------------

President Schaffer adjourned the special meeting of the Board of Education at 5:29 p.m.

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Joe Schaffer, President

---

Donald L. Bridge, Clerk

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** March 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**

\$14,008,850.39 all District funding sources.

NE:SHC:LP:lf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** March 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**  
**March 4, 2021**

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<b><u>Oak Ridge ES</u></b>		
Boosters	See's Candies	3/8/21 - 3/19/21
<b><u>Ayala HS</u></b>		
Spirit Boosters	See's Candies	3/5/21 - 3/19/21
Band and Color Guard Boosters	Chipotle Take-Out Night	3/23/21
ASB Positive School Culture	Panera Bread Take-Out Night	3/26/21
ASB Band and Color Guard Boosters	Dog Haus Take-Out Day	4/6/21
<b><u>Chino HS</u></b>		
Sports Boosters	Pledge Drive	3/5/21 - 5/27/21
Sports Boosters	Hour-A-Thon	3/8/21 - 3/31/21
Sports Boosters	Fireworks Booth	6/30/21 - 7/4/21
<b><u>Chino Hills HS</u></b>		
ASB Class of 2022	Panera Bread Take-Out Night	3/5/21
ASB Thirst Project	Virtual Walk Online Donations	3/22/21 - 4/30/21
<b><u>Don Lugo HS</u></b>		
Grad Night Boosters	See's Candies	3/5/21 - 3/12/21
Grad Night Boosters	Monthly Restaurant Family Dine Outs	3/7/21 - 5/31/21
Grad Night Boosters	Krispy Kreme Sales	3/26/21 - 4/9/21

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** March 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**  
**March 4, 2021**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Cortez ES</u></b>		
Kroger	Cash	\$41.00
<b><u>Litel ES</u></b>		
Keith Ishibashi	Cash	\$70.00
Yang Gao	Cash	\$500.00
<b><u>Don Lugo HS</u></b>		
Deanne & Paul Bialy	Cash	\$20.00
Regal Packaging, Inc.	Cash	\$100.00



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**Our Motto:**  
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**DATE:** March 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	January 2021	\$ 5,502.50	\$ 95,206.49
Margaret A. Chidester & Associates	-	-	\$101,363.25
The Tao Firm	-	-	\$ 18,016.25
	<b>Total</b>	<b>\$ 5,502.50</b>	<b>\$214,585.99</b>

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 office of Atkinson, Andelson, Loya, Ruud & Romo.

**FISCAL IMPACT**

\$5,502.50 to the General Fund.

NE:SHC:LP:lf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** March 4, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: STUDENT READMISSION CASES 19/20-18 and 19/20-30**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve student readmission cases 19/20-18 and 19/20-30.

**FISCAL IMPACT**

None.

NF:LF:SJ:ss

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** March 4, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: REVISION OF BOARD POLICY 6173 INSTRUCTION – EDUCATION FOR HOMELESS CHILDREN**

=====

**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 6173 Instruction – Education for Homeless Children is being updated to reflect the federal McKinney-Vento Homeless Assistance Act as amended by the Every Student Succeeds Act. Policy includes new material on the designation of a district liaison for homeless children and youth, identification of homeless students, confidentiality of student records containing information about a homeless student's living situation, and coordination of services with other entities. Policy also reflects mandate to adopt policy to ensure participation by district liaisons and other appropriate staff in professional development and other technical assistance activities, and law which requires the California Department of Education (CDE) to provide specified informational and training materials to district liaisons. This item was presented to the Board on February 18, 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 Board Policy 6173 Instruction – Education for Homeless Children.

**FISCAL IMPACT**

None.

**EDUCATION FOR HOMELESS CHILDREN**

The Board of Education desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the District. The District shall provide homeless students with access to education and other services necessary for ~~these students~~ THEM to meet the same challenging academic standards as other students.

(cf. 6011 - Academic Standards)

**Transportation**

The District shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the District and the parent/guardian requests that such transportation be provided equal to that provided for other students. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the Superintendent or designee of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

THE SUPERINTENDENT OR DESIGNEE SHALL IDENTIFY AND REMOVE ANY BARRIERS TO THE IDENTIFICATION AND ENROLLMENT OF HOMELESS STUDENTS AND TO THE RETENTION OF HOMELESS STUDENTS DUE TO ABSENCES OR OUTSTANDING FEES OR FINES. (42 USC 11432)

(cf. 3250 - Transportation Fees)  
(cf. 3541 - Transportation Routes and Services)  
(cf. 3260 - Fees and Charges)  
(cf. 5113.1 - Chronic Absence and Truancy)

WHEN THERE ARE AT LEAST 15 HOMELESS STUDENTS IN THE DISTRICT OR A DISTRICT SCHOOL, THE DISTRICT'S LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP) SHALL INCLUDE GOALS AND SPECIFIC ACTIONS TO IMPROVE STUDENT ACHIEVEMENT AND OTHER OUTCOMES OF HOMELESS STUDENTS. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

THE SUPERINTENDENT OR DESIGNEE SHALL DESIGNATE AN APPROPRIATE STAFF PERSON TO SERVE AS A LIAISON FOR HOMELESS CHILDREN AND YOUTHS. THE DISTRICT LIAISON SHALL FULFILL THE DUTIES SPECIFIED IN 42 USC 11432 TO ASSIST IN IDENTIFYING AND SUPPORTING HOMELESS STUDENTS TO SUCCEED IN SCHOOL.

**EDUCATION FOR HOMELESS CHILDREN (cont.)**

IN ORDER TO IDENTIFY DISTRICT STUDENTS WHO ARE HOMELESS, THE SUPERINTENDENT OR DESIGNEE MAY GIVE A HOUSING QUESTIONNAIRE TO ALL PARENTS/GUARDIANS DURING SCHOOL REGISTRATION, MAKE REFERRAL FORMS READILY AVAILABLE, INCLUDE THE DISTRICT LIAISON'S CONTACT INFORMATION ON THE DISTRICT AND SCHOOL WEBSITES, PROVIDE MATERIALS IN A LANGUAGE EASILY UNDERSTOOD BY FAMILIES AND STUDENTS, PROVIDE SCHOOL STAFF WITH PROFESSIONAL DEVELOPMENT ON THE DEFINITION AND SIGNS OF HOMELESSNESS, AND CONTACT APPROPRIATE LOCAL AGENCIES TO COORDINATE REFERRALS FOR HOMELESS CHILDREN AND YOUTH AND UNACCOMPANIED YOUTH.

(cf. 1113 - District and School Website)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

INFORMATION ABOUT A HOMELESS STUDENT'S LIVING SITUATION SHALL BE CONSIDERED PART OF A STUDENT'S EDUCATIONAL RECORD, SUBJECT TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AND SHALL NOT BE DEEMED TO BE DIRECTORY INFORMATION AS DEFINED IN 20 USC 1232G. (42 USC 11432)

(cf. 5125 - Student Records)  
(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

EACH HOMELESS STUDENT SHALL BE PROVIDED SERVICES THAT ARE COMPARABLE TO SERVICES OFFERED TO OTHER STUDENTS IN THE SCHOOL, INCLUDING, BUT NOT LIMITED TO, TRANSPORTATION, EDUCATIONAL PROGRAMS FOR WHICH THE STUDENT MEETS THE ELIGIBILITY CRITERIA (SUCH AS FEDERAL TITLE I SERVICES OR SIMILAR STATE OR LOCAL PROGRAMS, PROGRAMS FOR STUDENTS WITH DISABILITIES, AND EDUCATIONAL PROGRAMS FOR ENGLISH LEARNERS), CAREER AND TECHNICAL EDUCATION PROGRAMS, PROGRAMS FOR GIFTED AND TALENTED STUDENTS, AND SCHOOL NUTRITION PROGRAMS. (42 USC 11432)

(cf. 3550 - Nutrition Service)  
(cf. 3553 - Free and Reduced Price Meals)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 5148.3 - Preschool/Early Childhood Education)  
(cf. 6159 - Individualized Education Program)  
(cf. 6164.2 - Guidance/Counseling Services)  
(cf. 6171 - Title I Programs)

**EDUCATION FOR HOMELESS CHILDREN (cont.)**

(cf. 6172 - Gifted and Talented Student Program)  
(cf. 6174 - Education for English Language Learners)  
(cf. 6177 - Summer School)  
(cf. 6178 - Career and Technical Education)  
(cf. 6179 - Supplemental Instruction)

Homeless students shall not be segregated into a separate school or program based on their status as homeless, and shall not be stigmatized in any way.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 3553 - Free and Reduced Price Meals)

THE SUPERINTENDENT OR DESIGNEE SHALL COORDINATE WITH OTHER AGENCIES AND ENTITIES TO ENSURE THAT HOMELESS CHILDREN AND YOUTH ARE PROMPTLY IDENTIFIED, ENSURE THAT HOMELESS STUDENTS HAVE ACCESS TO AND ARE IN REASONABLE PROXIMITY TO AVAILABLE EDUCATION AND RELATED SUPPORT SERVICES, AND RAISE THE AWARENESS OF SCHOOL PERSONNEL AND SERVICE PROVIDERS OF THE EFFECTS OF SHORT-TERM STAYS IN A SHELTER AND OTHER CHALLENGES ASSOCIATED WITH HOMELESSNESS. TOWARD THESE ENDS, THE SUPERINTENDENT OR DESIGNEE SHALL COLLABORATE WITH LOCAL SOCIAL SERVICES AGENCIES, OTHER AGENCIES OR ENTITIES PROVIDING SERVICES TO HOMELESS CHILDREN AND YOUTH, AND, IF APPLICABLE, TRANSITIONAL HOUSING FACILITIES. IN ADDITION, THE SUPERINTENDENT OR DESIGNEE SHALL COORDINATE TRANSPORTATION, TRANSFER OF SCHOOL RECORDS, AND OTHER INTERDISTRICT ACTIVITIES WITH OTHER LOCAL EDUCATIONAL AGENCIES. AS NECESSARY, THE SUPERINTENDENT OR DESIGNEE SHALL COORDINATE, WITHIN THE DISTRICT AND WITH OTHER INVOLVED LOCAL EDUCATIONAL AGENCIES, SERVICES FOR HOMELESS STUDENTS AND SERVICES FOR STUDENTS WITH DISABILITIES. (42 USC 11432)

DISTRICT LIAISONS AND OTHER APPROPRIATE STAFF SHALL PARTICIPATE IN PROFESSIONAL DEVELOPMENT AND OTHER TECHNICAL ASSISTANCE ACTIVITIES TO ASSIST THEM IN IDENTIFYING AND MEETING THE NEEDS OF HOMELESS STUDENTS AND TO PROVIDE TRAINING ON THE DEFINITIONS OF TERMS RELATED TO HOMELESSNESS. (42 USC 11432)

(cf. 0500 - Accountability)  
(cf. 6162.51 - State Academic Achievement Tests)  
(cf. 6190 - Evaluation of the Instructional Program)

**Legal Reference:**

EDUCATION CODE

39807.5 Payment of Transportation Costs by Parents  
48850 Educational rights of homeless and foster youth  
48852.5 Notice of educational rights of homeless students

**EDUCATION FOR HOMELESS CHILDREN (cont.)**

48852.7 Enrollment of homeless students  
48915.5 Recommended expulsion, homeless student with disabilities  
48918.1 Notice of recommended expulsion  
51225.1-51225.3 Graduation requirements  
52060-52077 Local control and accountability plan  
CODE OF REGULATIONS, TITLE 5  
4600-4687 Uniform complaint procedures  
UNITED STATES CODE, TITLE 20  
1087vv Free Application for Federal Student Aid; definitions  
1232g Family Educational Rights and Privacy Act  
6311 Title I state plan; state and local educational agency report cards  
UNITED STATES CODE, TITLE 42  
11431-11435 McKinney-Vento Homeless Assistance Act  
12705 Cranston-Gonzalez National Affordable Housing Act; state and local strategies

**Management Resources:**

CALIFORNIA CHILD WELFARE COUNCIL PUBLICATIONS

Partial Credit Model Policy and Practice Recommendations

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Homeless Education Dispute Resolution Process, January 30, 2007

NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS

Homeless Liaison Toolkit, 2013

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Dear Colleague Letter, July 27, 2016

Education for Homeless Children and Youth Program, Non-Regulatory Guidance, July 2016

WEBSITES

California Child Welfare Council: [www.chhs.ca.gov/Pages/CACChildWelfareCouncil.aspx](http://www.chhs.ca.gov/Pages/CACChildWelfareCouncil.aspx)

California Department of Education, Homeless Children and Youth Education: [www.cde.ca.gov/sp/hs/cy](http://www.cde.ca.gov/sp/hs/cy)

National Center for Homeless Education at SERVE: [www.serve.org/nche](http://www.serve.org/nche)

National Law Center on Homelessness and Poverty: [www.nlchp.org](http://www.nlchp.org)

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

**Chino Valley Unified School District**

Policy adopted: February 17, 2005

Revised: June 18, 2009

Revised: February 4, 2010

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** March 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**

\$622,472.94 to all District funding sources.

NE:GJS:AGH:pw



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**DATE:** March 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
<p><b>CIIS-2021-184 Ingenuity Works.</b>            To provide All the Right Type web-based typing program for student use.            Submitted by: Borba ES            Duration of Agreement: February 1, 2021 - February 1, 2022</p>	<p>Contract amount: \$450.00            Funding source: Title I</p>
<p><b>CIIS-2021-186 Follet School Solutions, Inc.</b>            To provide online accelerated reading program services.            Submitted by: Briggs K-8            Duration of Agreement: March 5, 2021 - June 30, 2021</p>	<p>Contract amount: \$199.00            Funding source: Title I</p>
<p><b>CIIS-2021-187 Corwin Professional Learning.</b>            To provide virtual professional development services.            Submitted by: Curriculum, Instruction, Innovation, and Support            Duration of Agreement: March 5, 2021 - March 13, 2022</p>	<p>Contract amount: \$6,750.00            Funding source: Low Performing Block Grant</p>

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<p><b>CIIS-1718-123 Gale Cengage Learning/Colleen Dawson.</b>            To provide e-research database and subscription for District students.            Submitted by: Curriculum, Instruction, Innovation, and Support            Duration of Agreement: March 1, 2018 - June 30, 2021            Original Agreement Board Approved: March 1, 2018</p>	<p>Extend duration through June 30, 2022, and increase amount from \$116,463.00 to \$122,388.22 to continue academic research database for all grades            Funding source: Low Performing Block Grant</p>
<p><b>CIIS-2021-055 Pacific Coast Speech Services, Inc.</b>            To provide speech/language pathology services.            Submitted by: Special Education            Duration of Agreement: July 1, 2020 - June 30, 2021            Original Agreement Board Approved: June 18, 2020</p>	<p>Contract amount: increase from \$600,000.00 to \$650,000.00 for additional speech and language services            Funding source: Special Education</p>
<p><b>CIIS-2021-057 Extensive Therapy Connection and Solution.</b>            To provide speech/language pathology services.            Submitted by: Special Education            Duration of Agreement: July 1, 2020 - June 30, 2021            Original Agreement Board Approved: June 18, 2020</p>	<p>Contract amount: increase from \$100,000.00 to \$120,000.00 for additional speech and language pathology            Funding source: Special Education</p>

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** March 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**

March 4, 2021

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Computer	Dell	39926	AEC
Computer	Dell	7BZ2NS1	AEC
Computer	Dell	7BZ4NS1	AEC
Thin Client	HP	59328	AEC
Monitor	View Sonic	A2W044902121	AEC
Typewriter	Nakajima		Chaparral ES
Scanner/Projector	Avervision	34731	Rolling Ridge ES
Translation Communicator			Rolling Ridge ES

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** March 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.

<b>CUPCCAA Project</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Original Quotation</b>	<b>Change Order</b>	<b>Total</b>	<b>Funding Source</b>
CC2021-22	Dickson ES Fire Sprinkler System Back-Flow Installation	Inland Empire Fire & Safety Enterprises	\$21,175.00	N/A	\$21,175.00	01
CC2021-23	Ayala HS Storm Drain Cleaning	Larry Allen Bobcat Services	\$24,000.00	N/A	\$24,000.00	01

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$45,175.00 to General Fund 01.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** March 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 BID 19-20-44F, CHINO VALLEY ADULT SCHOOL NEW PARKING LOT**

=====

**BACKGROUND**

On May 21, 2020, the Board of Education awarded Bid 19-20-44F, Chino Valley Adult School New Parking Lot to Premier Paving, Inc. All contracted work was completed on October 31, 2020. Contract summary is provided below.

<b>Original Bid Amount</b>	<b>Approved Change Orders</b>	<b>Total Contract</b>	<b>5% Retention Amount</b>
\$352,300.00	N/A	\$352,300.00	\$17,615.00

Documentation indicating satisfactory completion and compliance with specification has been obtained from school site administrator; Lucas James, DSA Inspector; Jim DiCamillo, Architect/Engineer; Alex Rivera, Project Manager; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Bid 19-20-44F, Chino Valley Adult School New Parking Lot.

**FISCAL IMPACT**

None.

NE:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** March 4, 2021

**TO:** Members, Board of Education

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

**PREPARED BY:** Richard Rideout, Assistant Superintendent, Human Resources  
Isabel Brenes Ed.D., 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**

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

**LEAVE OF ABSENCE**

SNELL, Melissa	Special Education Teacher	Glenmeade ES	02/18/2021 through 03/26/2021
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**RESIGNATION**

ALVARADO, Christy	Special Education Teacher	Borba ES	02/19/2021
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**APPOINTMENT – EXTRA DUTY**

CANCHOLA, Shannon (NBM)	Band (B)	Ayala HS	03/05/2021
ARREOLA, Rene (NBM)	Football (B)	Chino HS	03/05/2021
MONTOYA, Carlos (NBM)	Football (B)	Chino HS	03/05/2021
MORIARTY, Timothy (NBM)	Band (B)	Chino Hills HS	03/05/2021
DAY, Brian (NBM)	Baseball (B)	Chino Hills HS	03/05/2021
TERRY, Mykeal	Football (B)	Chino Hills HS	03/05/2021
GONZALES, Michael (NBM)	Golf (GF)	Don Lugo HS	03/05/2021
		TOTAL:	\$3.428.00

**APPOINTMENT - EXTRA DUTY – ELEMENTARY STIPENDS**

DELGADILLO, Tina	PBIS Coach	Country Springs ES	03/05/2021
HUSAIN, Sukaina	Intervention	Country Springs ES	03/05/2021
KILLAM, Amy	PBIS Coach	Country Springs ES	03/05/2021
SMITH, Jennifer	PBIS Coach	Country Springs ES	03/05/2021
YI, Elise	PBIS Coach	Country Springs ES	03/05/2021
		TOTAL:	\$525.00

**APPOINTMENT - EXTRA DUTY – ACTIVITIES**

KOURY, Jeanie	Assistant Pep Squad	Chino HS	03/05/2021
		TOTAL:	\$563.00

**DELETE - APPOINTMENT- EXTRA DUTY – DEPARTMENT CHAIR**

PRIETO, Lucina	Dept. Chair Special Ed. SLP	Special Education	02/26/2021
		TOTAL:	-\$1,024.86



**CLASSIFIED PERSONNEL**

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

OLAGUE, Christina	IA/Special Ed./SH (SELPA/GF)	Newman ES	TBD
MENDOZA-GARCIA, Norma	Playground Supervisor (GF)	Wickman ES	TBD
BARRERA, Jasmine	IA/Special Education/SH (SELPA/GF)	Chino HS	TBD
RODRIGUEZ, Arlene	IA/Special Education/SH (SELPA/GF)	Chino HS	TBD
VASQUEZ, Trinidad	Groundswoker I (GF)	Maintenance	TBD

**PROMOTION**

LIZAMA, Vince	FROM: Custodian I (GF) 8 hrs./261 contract days TO: Custodian II (GF) 8 hrs./261 contract days	Butterfield Ranch ES Butterfield Ranch ES	TBD
ROMAN, Candice	FROM: Typist Clerk I (GF) 8 hrs./201 work days TO: Typist Clerk II (GF) 8 hrs./201 work days	Ayala HS Ayala HS	TBD

**LEAVE OF ABSENCE**

BENEMIE, Patrice	Bus Driver (GF)	Transportation	02/11/2021 through 02/23/2021
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**PLACED ON 39 MONTH RE-EMPLOYMENT LIST**

REZA, Shirley	Nutrition Services Assistant II (NS)	Ayala HS	02/12/2021
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**RESIGNATION**

GONZALEZ, Alexandria	IA/Special Education/SH (SELPA/GF)	Walnut ES	02/16/2021
DE LOS RIOS, Irene	IA/Special Education/SH (SELPA/GF)	Townsend JHS	02/12/2021

**RETIREMENT**

BORJA, Julie (26 Years of Service)	IA/Special Education/SH (SELPA/GF)	Special Education	05/04/2021
LONG, Debra (29 Years of Service)	Typist Clerk II (GF)	Chino Hills HS	06/19/2021

(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:** March 4, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
Stephanie Johnson, Director, Student Support Services  
**SUBJECT: REVISION OF ADMINISTRATIVE REGULATION 5113 STUDENTS – ABSENCES AND EXCUSES**

=====

**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. Administrative Regulation 5113 Students – Absences and Excuses is being updated to reflect new law which (1) amends the definition of "immediate family" for the purpose of authorizing certain excused absences, (2) prohibits a district from requiring a physician's note for an absence by a parenting student to care for a sick child, and (3) clarifies that students may be excused from school, under specified conditions, for work in the entertainment or allied industry, participation with a nonprofit performing arts organization in a performance for a public school audience, or other reasons at the discretion of school administrators.

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 Administrative Regulation 5113 Students – Absences and Excuses.

**FISCAL IMPACT**

None.

NE:LF:SJ:rtr

**ABSENCES AND EXCUSES****Excused Absences**

SUBJECT TO ANY APPLICABLE LIMITATION, CONDITION, OR OTHER REQUIREMENT SPECIFIED IN LAW, A student's absence shall be excused for ANY OF the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)

(cf. 5112.2 - Exclusions from Attendance)

3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the STUDENT'S immediate family

~~which~~ SUCH ABSENCES shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

- a. Immediate family shall be defined as ~~mother, father~~ PARENT/GUARDIAN, ~~grandmother, grandfather~~ GRANDPARENT, spouse, ~~son/son-in-law, daughter/daughter-in-law~~ IN-LAWS, ~~brother, sister~~ SIBLING, or any relative living in the student's immediate household (Education Code 45194, 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. ~~The~~ illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)

(cf. 5146 - Married/Pregnant/Parenting Students)

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service OTHER THAN IMMEDIATE FAMILY MEMBER

**ABSENCES AND EXCUSES (cont.)**

- c. Observation of a RELIGIOUS holiday or ceremony of his/her religion
- d. Attendance at religious retreats for no more than four hours per semester
- e. Attendance at an employment conference
- f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization

- 8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

(cf. 6142.3 - Civic Education)

- 9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

SUCH ABSENCE SHALL BE GRANTED FOR A PERIOD OF TIME TO BE DETERMINED AT THE DISCRETION OF THE SUPERINTENDENT OR DESIGNEE (Education Code 48205)

(cf. 6173.2 - Education of Children of Military Families)

- 10. ~~To a~~ ATTENDANCE ~~his/her~~ AT A naturalization ceremony to become a United States citizen (Education Code 48205)

- 11. Participation in religious exercises or to receive moral and religious instruction ~~in accordance with District policy, subject to the following conditions~~ AT THE STUDENT'S PLACE OF WORSHIP OR OTHER SUITABLE PLACE AWAY FROM SCHOOL (Education Code 46014)

- a. The student's parents/guardian shall provide written consent for the absence.
- b. The student shall attend at least the minimum school day.
- c. The student shall be excused from school for this purpose on no more than four days per school month.

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

- 12. WORK IN THE ENTERTAINMENT OR ALLIED INDUSTRY (Education Code 48225.5)

SUCH ABSENCE SHALL BE EXCUSED PROVIDED THAT THE STUDENT HOLDS A WORK PERMIT AUTHORIZING SUCH WORK AND IS ABSENT FOR A PERIOD OF

**ABSENCES AND EXCUSES** (cont.)

NOT MORE THAN FIVE CONSECUTIVE DAYS AND UP TO FIVE ABSENCES PER SCHOOL YEAR. (Education Code 48225.5)

13. PARTICIPATION WITH A NONPROFIT PERFORMING ARTS ORGANIZATION IN A PERFORMANCE FOR A PUBLIC SCHOOL AUDIENCE (Education Code 48225.5)

A STUDENT MAY BE EXCUSED FOR UP TO FIVE SUCH ABSENCES PER SCHOOL YEAR PROVIDED THAT THE STUDENT'S PARENT/GUARDIAN PROVIDES A WRITTEN EXPLANATION OF SUCH ABSENCE TO THE SCHOOL. (Education Code 48225.5)

14. OTHER REASONS AUTHORIZED AT THE DISCRETION OF THE PRINCIPAL OR DESIGNEE BASED ON THE STUDENT'S SPECIFIC CIRCUMSTANCES (Education Code 48205, 48260)

**Method of Verification**

STUDENT ABSENCE TO CARE FOR A CHILD FOR WHOM THE STUDENT IS THE CUSTODIAL PARENT SHALL NOT REQUIRE A PHYSICIAN'S NOTE. (Education Code 48205)

~~When a~~ FOR OTHER ABSENCES, THE student ~~who has been absent returns to school, he/she~~ shall, UPON RETURNING TO SCHOOL FOLLOWING THE ABSENCE, present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the ~~minor~~ STUDENT, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

WHEN AN ABSENCE IS PLANNED, THE PRINCIPAL OR DESIGNEE SHALL BE NOTIFIED PRIOR TO THE DATE OF THE ABSENCE WHEN POSSIBLE.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian, parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee

**ABSENCES AND EXCUSES (cont.)**

- d. Date(s) of absence
- e. Reason for absence

(cf. 5113.11 - Attendance Supervision)

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's Verification
  - a. When excusing students for confidential medical services or verifying such appointments, District staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
  - b. If a student shows a pattern of chronic absenteeism due to illness, District staff may require verification of any further student absences.

(cf. 5113.1 - Chronic Absence and Truancy)

**Parental Notifications**

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 7 – 12 and the parents/guardians of all students ENROLLED IN THE DISTRICT that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardians (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, ~~and~~. SUCH NOTICE SHALL include the full text of Education Code 48205 ~~in the notice~~ (Education Code 48980)

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

**ABSENCES AND EXCUSES (cont.)**

(cf. 5145.6 - Parental Notification)  
(cf. 6154 - Homework/Makeup Work)

**Chino Valley Unified School District**  
Regulation approved: January 23, 1997  
Revised: February 4, 1999  
Revised: June 29, 2000  
Revised: May 6, 2004  
Revised: May 7, 2009  
Revised: November 16, 2017  
REVISED: