



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

July 16, 2020

BOARD OF EDUCATION

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

Justin Rendon, Student Representative

SUPERINTENDENT

Norm Enfield, Ed.D.

CHINO VALLEY UNIFIED SCHOOL DISTRICT
5130 Riverside Drive, Chino, CA 91710
REGULAR MEETING OF THE BOARD OF EDUCATION
4:00 p.m. - Closed Session • 6:00 p.m. - Regular Meeting
July 16, 2020

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 July 16 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, July 16, 2020. Comments will be shared via email with the Board of Education prior to the meeting. Only comments received by the designated timeframe on Thursday, July 16, 2020, 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 – 4:00 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) (15 minutes)
- b. Conference with Real Property Negotiators (Government Code 54956.8): Property: APN #1019-511-06, APN #1019-441-03, APN #1019-441-04 and APN #1019-511-04. Agency negotiator: Terry Tao, Esquire. Under negotiation: Terms and Price. (20 minutes)
- c. Student Readmission Matters (Education Code 35146, 48916 (c)): Readmission Cases 18/19-13, 18/19-32, 19/20-08, 19/20-27, and 19/20-32. (25 minutes)
- d. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Isabel Brenes, Sandra Chen, and Richard Rideout. (10 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (45 minutes)
- f. Public Employee Appointment (Government Code 54957): High School Assistant Principal. (5 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 EMPLOYEE REPRESENTATIVES

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

I.E. CHANGES AND DELETIONS

II. ACTION

II.A. ADMINISTRATION

II.A.1. Resolution 2020/2021-06 Reopening Plan for the 2020/2021 School Year

Page 10

Recommend the Board of Education adopt Resolution 2020/2021-06 directing the Superintendent or his designee to adopt a reopening plan for the 2020/2021 school year that provides for blended learning instruction districtwide for students to limit the number of students on District campuses, and distance learning instruction for students who are medically fragile or would be put at risk of COVID-19.

Motion ___ Second ___

Vote: Yes ___ No ___

II.A.2.
Page 13

Resolution 2020/2021-03 Authorization Needed to Take Any and All Necessary Actions to Prepare and Respond Effectively to the Novel Coronavirus (COVID-19) for the 2020/2021 School Year

Recommend the Board of Education adopt Resolution 2020/2021-03 Authorization Needed to Take Any and All Necessary Actions to Prepare and Respond Effectively to the Novel Coronavirus (COVID-19) for the 2020/2021 School Year.

Motion ___ Second ___
Vote: Yes ___ No ___

II.A.3.
Page 17

2020 California School Boards Association Delegate Assembly Run-off Election

Recommend the Board of Education vote for no more than one (1) candidate to the California School Boards Association Delegate Assembly, Region 16-B.

Motion ___ Second ___
Vote: Yes ___ No ___

II.B. FACILITIES, PLANNING, AND OPERATIONS

II.B.1.
Page 18

Computer Network and Internet Services Memorandum of Understanding By and Between Chino Valley Unified School District and Allegiance Steam Academy—Thrive, 2020-2025

Recommend the Board of Education approve the Computer Network and Internet Services Memorandum of Understanding By and Between Chino Valley Unified School District and Allegiance Steam Academy—Thrive, 2020-2025.

Motion ___ Second ___
Vote: Yes ___ No ___

II.C. HUMAN RESOURCES

II.C.1.
Page 33

Addendum to the Employment Contracts for the Assistant Superintendent, Curriculum, Instruction, Innovation, and Support; Assistant Superintendent, Facilities, Planning, and Operations; Assistant Superintendent, Human Resources; Associate Superintendent, Business Services; and Associate Superintendent, Curriculum, Instruction, Innovation, and Support

Recommend the Board of Education approve the addendum to the employment contracts for the:
a) Assistant Superintendent, Curriculum, Instruction, Innovation, and Support;

Motion ___ Second ___
Vote: Yes ___ No ___

- b) Assistant Superintendent, Facilities, Planning, and Operations;
- c) Assistant Superintendent, Human Resources;
- d) Associate Superintendent, Business Services; and
- e) Associate Superintendent, Curriculum, Instruction, Innovation, and Support.

III. CONSENT

Motion ____ Second ____

Vote: Yes ____ No ____

III.A. ADMINISTRATION

III.A.1. Minutes of the June 16, 2020 Special Meeting, and June 18, 2020 Regular Meeting
Page 40

Recommend the Board of Education approve the minutes of the June 16, 2020 special meeting, and June 18, 2020 regular meeting.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register
Page 52

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

III.B.2. 2020/2021 Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students
Page 53

Recommend the Board of Education approve/ratify the 2020/2021 applications to operate fundraising activities and other activities for the benefit of students.

III.B.3. Fundraising Activities
Page 55

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

III.B.4. Donations
Page 58

Recommend the Board of Education accept the donations.

III.B.5. Legal Services
Page 60

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

III.B.6. Signature Authorizations for Chino Valley Unified School District
Page 61

Recommend the Board of Education approve the signature authorizations for Chino Valley Unified School District.

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

III.C.1. Student Readmission Cases 18/19-13, 18/19-32, 19/20-08, 19/20-27, and 19/20-32

Page 66

Recommend the Board of Education approve student readmission cases 18/19-13, 18/19-32, 19/20-08, 19/20-27, and 19/20-32.

III.C.2. 2020/2021 Expulsion Hearing Administrative Panel

Page 67

Recommend the Board of Education approve the 2020/2021 Expulsion Hearing Administrative Panel.

III.C.3. Agricultural Career Technical Education Incentive Grant 2020/2021 Application for Funding for Don Lugo HS

Page 69

Recommend the Board of Education approve the Agricultural Career Technical Education Incentive Grant 2020/2021 Application for Funding for Don Lugo HS.

III.C.4. Revision of Board Policy 5121 Students—Grades/Evaluation of Student Achievement

Page 75

Recommend the Board of Education approve the revision of Board Policy 5121 Students—Grades/Evaluation of Student Achievement.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Page 82

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

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

Page 83

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

III.D.3. Surplus/Obsolete Property

Page 91

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

III.D.4. Resolution 2020/2021-01 and 2020/2021-02, Authorization to Utilize Piggyback Contracts

Page 101

Recommend the Board of Education adopt Resolution 2020/2021-01 and 2020/2021-02, Authorization to Utilize Piggyback Contracts.

III.D.5. Bid 19-20-31F, Canyon Hills JHS and Townsend JHS—Alterations

Page 107

Recommend the Board of Education award Bid 19-20-31F, Canyon Hills JHS and Townsend JHS - Alterations to Precision Contracting; Brian DeVries Construction, Inc.; RND Contractors, Inc.; Abdellatif Enterprises, Inc.; K&Z Cabinet Co., Inc.; Letner Roofing Co.; McKernan, Inc.; Caston, Inc.; Continental Marble and Tile Co.; CG Acoustics, Inc.; ProSpectra Contract Flooring; Painting & Décor, Inc.; Bogh Engineering; Kitcor Corp.; JPI Development Group, Inc.; Westland

Mechanical; Rancho Pacific Electric Construction, Inc.; and Roadway Engineering & Contracting, Inc.

III.D.6. Bid 19-20-32F, Chino HS Reconstruction Phase II

Page 109

Recommend the Board of Education:

- a) Award Bid 19-20-32F, Chino HS Reconstruction Phase II to Bogh Engineering and Fischer, Inc.; and
- b) Approve staff's request for rejection and authorization to rebid all bids submitted for Bid Package #13 Flooring.

III.D.7. Bid 19-20-50F, Don Lugo HS Culinary Classroom Hood Replacement—Rebid

Page 111

Recommend the Board of Education award Bid 19-20-50F, Don Lugo HS Culinary Classroom Hood Replacement—Rebid to J2 Builders.

III.D.8. Bid 19-20-51F, Cortez ES and Dickson ES Fencing and Concrete Project

Page 112

Recommend the Board of Education award Bid 19-20-51F, Cortez ES and Dickson ES Fencing and Concrete Project to J2 Builders.

III.D.9. CUPCCAA Bid 19-20-48I, Magnolia JHS Life Skills Classroom Renovation

Page 113

Recommend the Board of Education award CUPCCAA Bid 19-20-48I, Magnolia JHS Life Skills Classroom Renovation to Angelo Construction.

III.D.10. Notice of Completion for CUPCCAA Projects

Page 114

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

III.D.11. Sale and/or Disposal of Obsolete and Unusable Instructional Materials

Page 116

Recommend the Board of Education approve the sale and/or disposal of obsolete and unusable instructional materials.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Page 117

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

III.E.2. Rejection of Claims

Page 123

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

III.E.3. Student Teaching Agreement with California State Polytechnic University, Pomona

Page 124

Recommend the Board of Education approve the student teaching agreement with California State Polytechnic University, Pomona.

- III.E.4. Fieldwork Agreement with California State University, San Bernardino**
Page 138 Recommend the Board of Education approve the fieldwork agreement with California State University, San Bernardino.
- III.E.5. School Counseling Placement Addendum with University of Southern California**
Page 145 Recommend the Board of Education approve the school counseling placement addendum with University of Southern California.
- III.E.6. Speech Pathology Fieldwork Placement Agreement with Baylor University**
Page 148 Recommend the Board of Education approve the speech pathology fieldwork placement agreement with Baylor University.

<p>IV. INFORMATION</p>

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

- IV.A.1. Revision of Board Policy and Administrative Regulation 5111 Students—Admission**
Page 154 Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 5111 Students—Admission.
- IV.A.2. Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for April Through June 2020**
Page 162 Recommend the Board of Education receive for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for April Through June 2020.
- IV.A.3. Revision of Library Science Course**
Page 164 Recommend the Board of Education receive for information the revision of the Library Science course.
- IV.A.4. New Course: CTE Library Science 2**
Page 176 Recommend the Board of Education receive for information the new course CTE Library Science 2.

IV.B. FACILITIES, PLANNING, AND OPERATIONS

- IV.B.1. Annual Report Required Per Board Policy 3470 Business and Noninstructional Operations—Debt Issuance and Management**
Page 187 Recommend the Board of Education receive for information the annual report required per Board Policy 3470 Business and Noninstructional Operations—Debt Issuance and Management.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

VI. ADJOURNMENT

Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education
Date posted: July 10, 2020

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
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DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D, Superintendent
SUBJECT: RESOLUTION 2020/2021-06 REOPENING PLAN FOR THE 2020/2021 SCHOOL YEAR

=====

BACKGROUND

At the March 12, 2020 special meeting of the Board of Education, the Board approved Resolution 2019/2020-42, which authorized the Superintendent and/or his designee to take any and all actions necessary to ensure the continuation of public education and the health and safety of the students and staff at District sites. In response to the COVID-19 crisis, District schools were closed in March 2020.

As COVID-19 uncertainties continue, the Superintendent is recommending for the 2020/2021 school year a blended learning model districtwide, which is in-person instruction where half of the students will be in Cohort A and the other half will be in Cohort B. Cohorts will attend school in-person on different days to limit the number of students on District campuses. Additionally, students who are (1) “medically fragile,” or (2) “would be put at risk,” may opt-out of the blended learning model and instead participate in the distance learning model full-time during the 2020/2021 school year.

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2020/2021-06 directing the Superintendent or his designee to adopt a reopening plan for the 2020/2021 school year that provides for blended learning instruction districtwide for students to limit the number of students on District campuses, and distance learning instruction for students who are medically fragile or would be put at risk of COVID-19.

FISCAL IMPACT

Unknown at this time.

NE:pk

RESOLUTION 2020/2021-06
REOPENING PLAN FOR THE 2020/2021 SCHOOL YEAR

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from Coronavirus (COVID-19);

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 to be a worldwide pandemic;

WHEREAS, in March 2020, the Board of Education of the Chino Valley Unified School District, in response to the COVID-19 crisis, closed its schools;

WHEREAS, Article I, Section 28, of the California Constitution declares that “[a]ll students and staff of public, primary, elementary, junior high, and senior high school . . . have the inalienable right to attend campuses which are safe, secure and peaceful”;

WHEREAS, pursuant to Education Code section 43503, a school district may offer distance learning or a hybrid model of instruction for the 2020-2021 school year: on a districtwide or schoolwide level as a result of an order or guidance from a state public health officer or a local public health officer; and for students who are: (1) “medically fragile,” (2) “would be put at risk,” or (3) self-quarantining;

WHEREAS, on June 5, 2020, the California Department of Public Health (“CDPH”) issued guidance for schools to reopen, which recommends keeping students “in groups as small and consistent as practicable” and that schools “maximize space between seating and desks” in classrooms, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact”; and

WHEREAS, the Board has determined that in order to follow the CDPH’s distancing guidelines in District classrooms, it is necessary to offer an instructional model, which includes in-person instruction and distance learning to limit the number of students on District campuses, and all distance learning.

NOW, THEREFORE, BE IT RESOLVED that the Board directs the Superintendent or his designee to adopt a reopening plan for the 2020/2021 school year that provides for blended learning instruction districtwide for students to limit the number of students on District campuses, and distance learning instruction for students who are medically fragile or would be put at risk of COVID-19.

BE IT FURTHER RESOLVED that the Superintendent’s reopening plan consist of a process for students who are (1) “medically fragile,” (2) “would be put at risk,” or (3) self-quarantining to opt-out of blended learning model and instead participate in distance learning full-time during the 2020/2021 school year.

APPROVED, PASSED AND ADOPTED this 16th day of July 2020 at a regular meeting of the Board of Education by the following vote:

Hernandez-Blair	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

Joe Schaffer, President

Irene Hernandez-Blair, Clerk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
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DATE: July 16, 2020

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D, Superintendent

SUBJECT: RESOLUTION 2020/2021-03 AUTHORIZATION NEEDED TO TAKE ANY AND ALL NECESSARY ACTIONS TO PREPARE AND RESPOND EFFECTIVELY TO THE NOVEL CORONAVIRUS (COVID-19) FOR THE 2020/2021 SCHOOL YEAR

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BACKGROUND

At the March 12, 2020 special meeting of the Board of Education, the Board approved Resolution 2019/2020-42, which authorized the Superintendent and/or his designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at District sites. March 2020, saw the District take unprecedented action by ceasing classroom-based instruction and implemented distance learning measures, as well as limited the presence of staff at District facilities, among other measures to ensure health and safety.

As the start of the 2020/2021 school year approaches, the Chino Valley Unified School District is still faced with many uncertainties regarding all aspects of providing public education.

As such, it is recommended the Board of Education take the following actions related to the emergency conditions related to the novel coronavirus (COVID-19):

1. Authorize the Superintendent and/or his designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at the District Sites, including, but not limited to: the relocation of students and staff, provision of daily student transportation, provision of alternative educational program options, directing staff to serve as disaster service workers, and/or make alterations, repairs or improvements to school property.
2. Adopt a Resolution, attached hereto, declaring emergency conditions still exist throughout the District schools and offices (collectively known as "District Sites") as a result of the threat of COVID-19 virus.

3. Authorize, by unanimous vote, under the provisions of section 20113 of the California Public Contract Code:
 - a. The Superintendent and/or her designee(s) to enter into any and all contracts necessary, without advertising or inviting bids, and for any dollar amount necessary to respond to the emergency conditions at the District Sites, including, but not limited to: the relocation of students and staff; continued instruction of students; deep cleaning and disinfection of facilities; maintenance of food supplies, instructional materials, operational support supplies, equipment in support of virtual learning, daily student transportation; and provision of additional personnel such as nurses; and
 - b. The flexibility with use of staff, notwithstanding section 20114, to enable and support the District Sites.

Staff anticipates that the Board of Education will adopt the attached Resolution declaring that emergency conditions still exist at District sites. It is further anticipated that the Board of Education will authorize the Superintendent to take any and all actions necessary to ensure the health and safety of students and staff and to ensure public education continues to be provided to the students.

If the Board of Education does not approve the proposed actions contained in this Board Report, staff will be unable to take immediate and necessary action to 1) protect the short-term health of students and staff, and 2) ensure the delivery of public education is not impaired for the students at District Sites.

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2020/2021-03 Authorization Needed to Take Any and All Necessary Actions to Prepare and Respond Effectively to the Novel Coronavirus (COVID-19) for the 2020/2021 School Year.

FISCAL IMPACT

Unknown at this time.

NE:pk

RESOLUTION 2020/2021-03 AUTHORIZATION NEEDED TO TAKE ANY AND ALL NECESSARY ACTIONS TO PREPARE AND RESPOND EFFECTIVELY TO THE NOVEL CORONAVIRUS (COVID-19) FOR THE 2020/2021 SCHOOL YEAR

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, on March 10, 2020, the San Bernardino County Board of Supervisors declared a state of emergency due to COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization officially declared COVID-19 a global pandemic; and

WHEREAS, strict compliance with various statutes and regulations would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

WHEREAS, it is imperative to prepare for and implement measures to respond to the potential spread of COVID-19; and

WHEREAS, it is imperative to have the tools to ensure the health and safety of students, staff, and families on our campuses; and

WHEREAS, it is imperative to have the tools to ensure student learning continues if student education needs to be conducted from alternate locations or virtual learning environments; and

WHEREAS, the protection of the health and safety and preservation of the lives and property of the people of the State from the effects of natural emergencies such as COVID-19 which may result in conditions of disaster or in extreme peril to life, property, and resources is of paramount State importance requiring the responsible efforts of public and private agencies and individual citizens, and all public employees required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law under Government Code 3100; and

WHEREAS, Section 1102 of the Public Contract Code defines "emergency" to mean a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services," and section 21060.3 of the Public Resources Code and California Environmental Quality Act Guidelines 14 CCR section 15269(c) defines "emergency" to mean "a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services. 'Emergency' includes such occurrences as fire, flood, earthquake, or other soil or geological movements, as well as such occurrences as riot, accident, or sabotage"; and

WHEREAS, under California Public Contract Code Section 20113, in an emergency when any repairs, alterations, work, or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property, the board may, by unanimous vote, with the approval of the county superintendent of schools, do the following: make a contract in writing or otherwise on behalf the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bid; and, notwithstanding section 20114.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Chino Valley Unified School District:

- (1) Determines that the circumstances described in the Resolution herein constitute an emergency condition still exists; and
- (2) By unanimous vote pursuant to section 20113 of the Public Contract Code and subject to approval by the San Bernardino County Superintendent of Schools, authorizes the execution of contracts without advertising or inviting bids; and, notwithstanding section 20114, authorizes the flexibility of staff, notwithstanding section 20114, to respond to the emergency conditions at District Sites; and
- (3) Authorizes the Superintendent and/or his designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at the District Sites, including, but not limited to: the relocation of students and staff, continued daily student transportation, provision of alternative educational program options, directing staff to serve as disaster service workers pursuant to Government Code 3100, and/or make alterations, repairs or improvements to school property.

APPROVED, PASSED, AND ADOPTED this 16th day of July 2020 at a regular meeting of the Board of Education by the following vote:

Hernandez-Blair	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

Joe Schaffer, President

Irene Hernandez-Blair, Clerk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: **2020 CALIFORNIA SCHOOL BOARDS ASSOCIATION
DELEGATE ASSEMBLY RUN-OFF ELECTION**

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BACKGROUND

Members of the Delegate Assembly Election Committee met on March 24, 2020, to count and certify the ballots for membership on the CSBA Delegate Assembly. A tie vote resulted in a run-off in region 16-B. Run-off ballots must be postmarked by the U.S. Post Office on or before Tuesday, August 11, 2020, and ballots will be counted during the week of August 17.

Vote for no more than 1 candidate listed below.

- _____ Henry Cowles (Cucamonga SD)
- _____ Barbara Flores (San Bernardino City USD)

Provision for write-in candidate name and school district

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 one (1) candidate to the California School Boards Association Delegate Assembly, Region 16-B.

FISCAL IMPACT

None.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
**SUBJECT: COMPUTER NETWORK AND INTERNET SERVICES
MEMORANDUM OF UNDERSTANDING BY AND BETWEEN
CHINO VALLEY UNIFIED SCHOOL DISTRICT AND
ALLEGIANCE STEAM ACADEMY – THRIVE, 2020-2025**

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BACKGROUND

The District must provide reasonably equivalent facilities at the former El Rancho ES site to the Allegiance STEAM Academy – Thrive “ASA” pursuant to the requirements of Education Code 47614 and its implementing regulations.

As part of the District’s obligations to provide reasonably equivalent facilities, the District is providing a reasonably equivalent “Computer Network” for the former El Rancho ES site.

A “Computer Network and Internet Services” Memorandum of Understanding has been prepared by the District to set forth the terms and conditions of the District’s provision of ASA’s use of the District’s computer network and internet services at the former El Rancho ES site.

On June 24, 2020, the ASA Board of Directors agendized, approved, and signed the Computer Network and Internet Services MOU.

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

RECOMMENDATION

It is recommended the Board of Education approve the Computer Network and Internet Services Memorandum of Understanding By and Between Chino Valley Unified School District and Allegiance Steam Academy – Thrive, 2020-2025.

FISCAL IMPACT

None.

NE:GJS:pw

**COMPUTER NETWORK AND INTERNET SERVICES
MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
CHINO VALLEY UNIFIED SCHOOL DISTRICT AND
ALLEGIANCE STEAM ACADEMY-THRIVE, 2020-2025**

This Computer Network and Internet Services Memorandum of Understanding (“Computer Network and Internet Services MOU”) is made by and between the Chino Valley Unified School District (“District” or “CVUSD”), a public school district organized and existing under the laws of the State of California, and Allegiance STEAM Academy Inc., a California non-profit public benefit corporation (California Secretary of State number C4040794 and federal employer identification number 82-2556226), operating the Allegiance STEAM Academy-Thrive (“ASA”) charter school, referred to herein individually as a “Party” or collectively referred to herein as the “the Parties.”

RECITALS

WHEREAS, District owns certain real property and facilities held in trust for the State of California to benefit all public school children within the District’s boundaries;

WHEREAS, ASA is a TK-8th grade charter school conditionally granted by the CVUSD Board of Education on December 14, 2017 for a term commencing July 1, 2018 and expiring June 30, 2020;

WHEREAS, on January 6, 2020, the ASA submitted a charter renewal petition with appendices to the District. ASA’s renewal petition is for a five-year term commencing July 1, 2020, and expiring June 30, 2025, and will enroll up to 960 students;

WHEREAS, on February 6, 2020, the CVUSD Board of Education approved ASA’s renewal petition pursuant to Education Code section 47607;

WHEREAS, on March 31, 2020, pursuant to the Proposition 39 requirements of Education Code section 47614 and its implementing regulations, the District sent ASA its Final Notification of Facilities Offered in Response to ASA’s October 31, 2019 Proposition 39 Facilities Request, which provides ASA with reasonably equivalent facilities sufficient to house ASA’s in-District students (“Final Notification”);

WHEREAS, on May 4, 2020, ASA’s Board of Directors approved the Final Notification and the Final Facilities Memorandum of Understanding (“Final Facilities MOU”) between CVUSD and ASA;

WHEREAS, ASA’s use of the District’s facilities (“Allocated Space”) located at 5862 C Street, Chino, California (“El Rancho school site”) under the Facilities MOU is for the 2020-2025 school years only;

COMPUTER NETWORK AND INTERNET SERVICES MOU

WHEREAS, pursuant to Section 2.O. of the Facilities MOU, because ASA accepted the Final Notification, ASA has agreed it will sign the Computer Network and Internet Services MOU, which defines the District's provision of and ASA's use of the District's computer network at the El Rancho school site, for a five-year term commencing July 1, 2020 and ending June 30, 2025;

WHEREAS, the District and ASA desire to set forth the terms and conditions for the District's provision of and ASA's use of the District's computer network at the El Rancho school site.

NOW THEREFORE, in consideration of the ASA's utility services costs payment and of the covenants and agreements set forth herein to be kept and performed by ASA, the Parties agree as follows:

1. Purpose of Computer Network and Internet Services MOU

- 1.1.** The purpose of this Computer Network and Internet Services MOU is to define the District's provision of and ASA's use of the District's computer network at the El Rancho school site, subject to certain conditions enumerated in this MOU.
- 1.2.** This Computer Network and Internet Services MOU when signed evidences that the District has fully complied with any and all obligations to provide reasonably equivalent facilities, under Education Code section 47614 and California Code of Regulations, Title 5, section 11969.2(e), to ASA, using the CVUSD's Cal Aero Preserve Academy and Briggs Fundamental School as comparison group schools.

2. Definition of the District's Provision of the Computer Network

- 2.1.** A reasonably equivalent "Computer Network" at the El Rancho school site includes the District providing wireless internet (including access points and contracted services via the District's internet services provider), network infrastructure (including switches, fiber runs, cabling, fiberboards, intermediate distribution frames), a firewall, and an operational phone and intercom system.
- 2.2.** A reasonably equivalent Computer Network does not include the District providing any servers.
- 2.3.** The Computer Network is and shall remain at all times the property of the District.
- 2.4.** The Computer Network is not provided by the District to be used by ASA at any time as an open public, student, or employee forum.

COMPUTER NETWORK AND INTERNET SERVICES MOU

3. Term and Termination

- 3.1. This Computer Network and Internet Services MOU shall be effective for a five-year term commencing July 1, 2020, and ending June 30, 2025 ("Term"). ASA shall comply with all provisions of this MOU during the Term.
- 3.2. This Computer Network and Internet Services MOU shall automatically terminate if one or more of the following occurs: the CVUSD Board of Education's designee, the CVUSD Superintendent of Schools, determines that ASA failed to comply with any terms of this Computer Network and Internet Services MOU, the CVUSD Board of Education determines that ASA violated any terms or provisions of ASA's January 6, 2020 charter renewal petition; the CVUSD Board of Education determines that ASA failed to comply with any terms of the Final Facilities MOU; the CVUSD Board of Education acts to revoke ASA's charter; or if ASA closes for any reason.
- 3.3. Upon termination of this Computer Network and Internet Services MOU for any reason, ASA's access to the Computer Network shall immediately cease.

4. Permitted Use

- 4.1. The District grants ASA the right to use the Computer Network only for legal ASA charter school business and educational purposes.
- 4.2. The Computer Network shall not be used for any purpose related to ASA charter school business with any Charter Management Organization.
- 4.3. ASA's right to use the Computer Network during the Term is subject to the following provisions set forth in 4.4 – 4.19:
- 4.4. **Acceptable Use and Internet Safety Policy.** ASA's Board of Directors shall maintain and enforce an Acceptable Use and Internet Safety Policy for ASA employees, volunteers, parents, students, and other visitors, submit it to the District and post it on ASA's website (<http://asathrive.org/>). If ASA receives any discounts for Internet services/access or internal connections through an E-Rate program, then ASA shall comply with all requirements of the Children's Internet Protection Act (47 CFR 54.520) in developing and maintaining the Acceptable Use and Internet Safety Policy. In the event of any changes to the Acceptable Use and Internet Safety Policy, ASA shall provide the District with the revised version of ASA's board-approved Acceptable Use and Internet Safety Policy and post the revised version on ASA's website (<http://asathrive.org/>) within seven (7) calendar days.
 - 4.4.1. ASA shall require all employees, volunteers, parents, students, and other visitors to sign and agree to ASA's Acceptable Use and Internet Safety Policy. Copies of all such signatures shall be provided to the District within thirty (30) calendar days.

COMPUTER NETWORK AND INTERNET SERVICES MOU

- 4.4.2.** The Computer Network shall be used only by ASA employees, volunteers, parents, students, and other visitors who have agreed to comply with ASA's Acceptable Use and Internet Safety Policy.
- 4.4.3.** ASA will offer student access to the Internet and access to the Computer Network only for educational purposes that support the educational mission of ASA.
- 4.5. Technology Plan.** ASA's Board of Directors shall prepare, approve, maintain, and enforce a Technology Plan, submit it to the District and post it on ASA's website (<http://asathrive.org/>). In the event of any changes to the Technology Plan, ASA shall provide the District with the revised version of ASA's Board-approved Technology Plan and post it on ASA's website (<http://asathrive.org/>) within seven (7) calendar days. ASA's Technology Plan shall define for the duration of the Term of this Computer Network and Internet Services MOU, at a minimum:
- 4.5.1.** Appropriate and ethical use of information technology in the classroom;
- 4.5.2.** Internet safety;
- 4.5.3.** An anti-plagiarism policy for students and ASA employees, which defines academic dishonesty, plagiarism, and delineates the manner in which to avoid committing plagiarism, and consequences of academic dishonesty and plagiarism;
- 4.5.4.** The concept, purpose, and legal significance of a copyright so that students are equipped with the skills necessary to distinguish lawful from unlawful online downloading;
- 4.5.5.** The implications of illegal peer-to-peer network file sharing.
- 4.6. Domain Policies and Procedures.** ASA shall be responsible for creation of domain policies and procedures.
- 4.7. Passwords.** ASA shall assign passwords to any person using the Computer Network and Internet Services. All such passwords shall be kept confidential.
- 4.8. Server(s).** In order for ASA to host services onsite, ASA shall obtain server(s) to store student and employee confidential data, and keep all such server(s) secure onsite. ASA shall provide the District with reasonably prompt access to ASA's server(s) whenever the District requests access.
- 4.9. Licenses and Other Material.** ASA shall not agree to any licenses or download any material to the Computer Network without express written authorization from the District.

COMPUTER NETWORK AND INTERNET SERVICES MOU

- 4.10. Downloads.** ASA shall not download any unknown files from the Internet, and shall not accept email attachments from unknown senders without first scanning the file using up to date virus scanning software.
- 4.11. Computer Network Security.** ASA shall not attempt to hack into or violate the Computer Network. Abusing, tampering with and/or destroying the Computer Network or its physical hardware is forbidden and may result in termination of this Computer Network and Internet Services MOU and ASA's access to the District's Computer Network.
- 4.12. Monitoring.** ASA shall take all available precautions to eliminate inappropriate material and students' access to inappropriate material by installing software that blocks access to inappropriate websites.
- 4.13. Conservation.** ASA shall conserve the Computer Network bandwidth and storage. Bandwidth is defined as the data transfer capacity, or speed of transmission, of a network communications system as measured in bits per second. The District shall determine the reasonableness of Computer Network bandwidth. ASA shall not intentionally use the Computer Network for personal use, send mass email chains, engage in chat groups or social media unrelated to the operation of ASA, or upload/download large files, including audio and video files that are not related to the operation of ASA.
- 4.14. Equipment.** Any and all electronic or other equipment connected to the Computer Network shall meet all District regulations and technical standards.
- 4.15. E-Rate Program.** If ASA participates in an E-Rate program, ASA shall be solely responsible for timely submitting funding requests to receive discounts for any internet services.
- 4.16. Content Limitation.** ASA shall not, at any time, use the Computer Network to produce, distribute, use, view, or store information that includes:
- 4.16.1.** Commercial or personal advertisements, solicitations, promotions, destructive codes or any other unauthorized materials;
 - 4.16.2.** Information prohibited by law, District or ASA Board Policies;
 - 4.16.3.** Obscene, pornographic, sexually explicit or harmful materials;
 - 4.16.4.** Alcohol, drugs prohibited by federal and state laws, drug paraphernalia, electronic smoking device(s);
 - 4.16.5.** Violation(s) of copyright laws;

COMPUTER NETWORK AND INTERNET SERVICES MOU

- 4.16.6.** Data or images that would subject ASA or the District to criminal, civil or administrative liability for use of the Computer Network;
- 4.16.7.** False representations of the users' identity;
- 4.16.8.** Data revealing any personal or confidential information regarding ASA employees or students.
- 4.17. Modifications.** ASA shall not make any modifications to the Computer Network without express written authorization from the District.
- 4.18. Rights of District.** The District has the right at all times during the Term of this Computer Network and Internet Services MOU to block or filter Internet access to websites or online materials that are obscene or are deemed inappropriate by the District.
- 4.19. Access to Computer Network.** The District has the right at all times during the Term of this Computer Network and Internet Services MOU to access the Computer Network as necessary via the District's secure Virtual Private Network to troubleshoot all CVUSD-provided services at the El Rancho school site, including, but not limited to, phone systems, heating, ventilation, and air conditioning.

5. ASA's Duties

- 5.1. Utilities Costs for Computer Network and Internet Services.** The Facilities MOU, at page 6, states that the District shall secure Internet services and bill ASA 100% of all utility costs each month during the Term. Pursuant to the Facilities MOU, the District shall invoice ASA once a month for the Computer Network/Internet service costs, commencing August 30, 2020, and ending June 30, 2025. ASA shall promptly pay to the District the costs identified in the invoice within thirty (30) calendar days of receipt of such invoice from the District.
- 5.2. Additional Computer Network and Internet Services.** If ASA desires any additional Computer Network and Internet Services beyond the service level provided to the District's public schools and which are not included in this Computer Network and Internet Services MOU, ASA shall submit a written request to the District for a cost estimate for the desired additional Computer Network and Internet Services.

If the District's cost estimate is approved by ASA's Board of Directors or designee, the District shall provide the desired additional Computer Network and Internet Services within a reasonable amount of time. Upon receipt of the desired District services, ASA shall pay the District the agreed cost estimate for the additional services within thirty (30) calendar days, thereafter, the additional services cost shall be invoiced to ASA monthly in addition to the utilities costs. ASA shall promptly pay the District for the additional services cost identified in the invoice within thirty (30) calendar days of receipt of such invoice.

COMPUTER NETWORK AND INTERNET SERVICES MOU

- 5.3. Student Data.** ASA is subject to and shall comply, at all times, with all state and federal laws governing personally identifiable information in education records, including but not limited to relevant provisions of the California Education Code sections 49073.1, 49073.2, 49073.6, 49076.7, 49085 and the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. section 1232g and 34 C.F.R. section 99. ASA, not the District, shall manage all student data.
- 5.4. Third Party Informational Technology (“IT”) Consultant or Consulting Firm.** If ASA desires to contract with a third party IT consultant or consulting firm, ASA shall require the third party IT consultant or consulting firm to sign and agree to a confidentiality agreement for the duration of the Term to protect privileged personal and identifiable student information stored on ASA’s server(s). ASA shall also require the third party IT consultant or consulting firm to sign and agree to ASA’s Acceptable Use and Internet Safety Policy. ASA shall provide copies of signatures by ASA’s third party IT consultant or consulting firm accepting ASA’s Acceptable Use and Internet Safety Policy to the District within five (5) calendar days of approval by ASA’s governing board.
- 5.4.1.** The confidentiality agreement shall provide that ASA, in accordance with FERPA, is the owner of all personally identifiable student data and student data will not be retained by the third party IT consultant or consulting firm if the agreement is terminated. The confidentiality agreement must outline procedures for security breaches and notification of such breaches to all affected ASA parents/ guardians. ASA shall provide the confidentiality agreement to the District within five (5) calendar days after execution.
- 5.4.2.** ASA shall provide the contact information of the third party IT consultant or consulting firm, in writing, to the District within five (5) calendar days after ASA executes a contract with the third party IT consultant or consulting firm.
- 5.4.3.** In the event of any change in a third party IT consultant or consulting firm, ASA shall require the new third party IT consultant or consulting firm to sign and agree to a confidentiality agreement and sign and agree to ASA’s Acceptable Use and Internet Safety Policy. ASA shall execute a new contract with the third party IT consultant or consulting firm, and shall provide the confidentiality agreement and new contract to the District within five (5) calendar days after execution. ASA shall provide the contact information of the new third party IT consultant or consulting firm, in writing, to the District within five (5) calendar days after ASA executes the contract with the new third party IT consultant or consulting firm.
- 5.4.4.** If necessary, District will contact and meet with ASA’s third party IT consultant or consulting firm at the El Rancho school site to discuss and agree upon the extent of ASA’s third party IT consultant or consulting firm’s access to the District’s Computer Network.

COMPUTER NETWORK AND INTERNET SERVICES MOU

5.4.5. At no time shall ASA's third party IT consultant or consulting firm, or outside vendor, change, touch, manipulate, or move the District's Computer Network.

5.4.6. In the event maintenance issues occur with the Computer Network, as installed by the District, ASA shall submit a written request to the District outlining the issue and scope of the maintenance or repair work requested. If the District approves ASA's request, the District may coordinate and work with ASA's IT consultant or consulting firm to perform ASA's maintenance work request.

5.5. Support. ASA or ASA's third party IT consultant or consulting firm will provide monitoring, maintenance, remote support, phone support, and virtual Chief Information Officer services for all of ASA's computers, server(s), printer(s) and peripheral equipment excluding the District's network equipment and firewall management. ASA or ASA's third party IT consultant or consulting firm shall also provide support for all of ASA's installed hardware and software, and ongoing monitoring of all ASA devices. At no time will the District be responsible to provide support for any of ASA's computer or peripheral equipment configurations.

6. District's Duties

6.1. Maintenance of Computer Network. In the event maintenance issues occur with the Computer Network, as installed by the District, ASA shall submit a written request to the District outlining the issue and scope of maintenance work requested. If the District approves ASA's request, the District will provide and pay for reasonable hardware-related repairs to the Computer Network.

6.2. Computer Network Connection. ASA's connection to the Computer Network may be suspended temporarily and without notice in the case of system failure, upgrades, maintenance, or repair or for reasons beyond the District's control. The District will take reasonable steps to provide notice and to minimize the duration of such disruption, to the extent it is within the District's reasonable control.

7. Warranty Disclaimer/Limitation of Liability

7.1. ASA accepts access to the Computer Network on an "as is" basis, District makes no representations or warranties of any kind with respect to performance, data quality, accessibility or integrity of the Computer Network, including but not limited to the warranties of fitness for a particular purpose or merchantability. District shall not at any time be liable for any damages whatsoever arising out of ASA's access to or use of the Computer Network.

COMPUTER NETWORK AND INTERNET SERVICES MOU

8. Indemnification

8.1. With the exception of any liability, claims, or damages caused by the negligence or willful misconduct of the District, ASA shall (“Indemnifying Party”) indemnify, hold harmless and defend, release and protect the District, its affiliates, successors and assigns, and its officers, board members, employees, and agents (“Indemnified Party” or “Indemnified Parties”) against and from any and all claims, demands, actions, causes of action, suits, losses, liabilities, expenses, penalties, obligations, errors, omissions and costs, including legal costs, attorneys’ fees and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against the Indemnified Party or Indemnified Parties that may be asserted or claimed by any person, firm, or entity for any injury, death or damage to any person or property occurring in, on or about the El Rancho school site arising from, or in connection with ASA’s use of the District’s Computer Network at the El Rancho school site, including without limiting the generality of the foregoing:

8.1.1. Any default by ASA in the observance or performance of any of the terms, covenants, or conditions of this Computer Network and Internet Services MOU on ASA’s part to be observed or performed;

8.1.2. The use of the Computer Network at the El Rancho school site by ASA or any person claiming by, through or under ASA or ASA’s Board of Directors, employees, agents, representatives, contractors, licensees, directors, officers, partners, trustees, volunteers, visitors or invitees, successors and/or assigns or any such person in, on or about the El Rancho school site either prior to, during, or after the expiration of the Term of this Agreement (“Liability” or “Liabilities”); and

8.1.3. Any claim by a third party that the District is responsible for any actions by ASA in connection with any use of the Computer Network at the El Rancho school site or in any way related to this Computer Network and Internet Services MOU.

ASA’s obligation to defend the District and the other indemnitees identified herein is not contingent upon there being an acknowledgement or determination of the merit of any claims, demands, actions, causes of action, suits, losses, liability, expenses, penalties, obligations, errors, omissions and/or costs and shall survive the expiration of this Computer Network and Internet Services MOU.

8.2. With the exception of any liability, claims, or damages caused by the negligence or willful misconduct of ASA, the District shall (“Indemnifying Party”) indemnify, hold harmless and defend, release and protect ASA, its affiliates, successors and assigns, and its officers, board members, employees and agents (“Indemnified Party” or “Indemnified Parties”) against and from any and all claims, demands, actions, causes of action, suits, losses, liabilities, expenses, penalties, obligations, errors, omissions and costs, including

COMPUTER NETWORK AND INTERNET SERVICES MOU

legal costs, attorneys' fees and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against the Indemnified Party or Indemnified Parties that may be asserted or claimed by any person, firm, or entity for any injury, death or damage to any person or property occurring in, on or about the El Rancho school site arising from, or in connection with (a) the District's use of the District's Computer Network at the El Rancho school site, including without limiting the generality of the foregoing:

- 8.2.1. Any default by the District in the observance or performance of any of the terms, covenants, or conditions of this Computer Network and Internet Services MOU on District's part to be observed or performed;
- 8.2.2. The use of the District's Computer Network at the El Rancho school site by the District or any person claiming by, through or under the District or the District's Board of Education members, employees, agents, representatives, contractors, licensees, directors, officers, partners, trustees, volunteers, visitors or invitees, successors and/or assigns or any such person in, on or about the El Rancho school site either prior to, during, or after the expiration of the Term of this Agreement (singularly "Liability" or collectively "Liabilities"); and
- 8.2.3. Any claim by a third party that ASA is responsible for any actions by the District in connection with any use of the Computer Network at the El Rancho school site or in any way related to this Computer Network and Internet Services MOU.

The District's obligation to defend ASA and the other indemnitees identified herein is not contingent upon there being an acknowledgement or determination of the merit of any claims, demands, actions, causes of action, suits, losses, liability, expenses, penalties, obligations, errors, omissions and/or costs and shall survive the expiration of this Computer Network and Internet Services MOU.

9. Notices

- 9.1. All notices, requests, and other communications under this Computer Network and Internet Services MOU shall be in writing, mailed or delivered by overnight courier to the proper addresses, and emailed as follows:

If to the District:

Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710
Attention: Assistant Superintendent, Business Services
Email: Sandra.Chen@chino.k12.ca.us

COMPUTER NETWORK AND INTERNET SERVICES MOU

If to ASA:

Allegiance STEAM Academy Charter School
5862 C St.
Chino, CA 91710
Attention: Chief Executive Officer
Email: sebastian.cognetta@asathrive.org

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the next business day following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

10. Captions and Section Headings

10.1. The captions and section headings used in this Computer Network and Internet Services MOU are inserted for convenience only and shall not affect the meaning or interpretation of the terms of this MOU.

11. Severability

11.1. If any provision or any part of this Computer Network and Internet Services MOU is determined by a court of competent jurisdiction to be invalid, illegal, unenforceable, and/or contrary to public policy or statute, such provision shall be severed and the remaining provisions shall remain valid and fully enforceable.

12. Venue and Governing Law

12.1. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be filed in the Superior Court of San Bernardino County, California. The Parties agree that "shall" means mandatory pursuant to Education Code section 75.

13. Modification

13.1. No change or modification of the terms or provisions of this Computer Network and Internet Services MOU shall be deemed valid unless set forth in writing and signed by the Parties. If any actual or physical deletions or changes appear on the face of this MOU, such deletions or changes shall be void and of no force or effect.

COMPUTER NETWORK AND INTERNET SERVICES MOU

14. Entire Agreement

14.1. This Computer Network and Internet Services MOU contains the entire agreement of the Parties with respect to the matters covered herein, and supersedes as any oral or written understandings or agreements between the Parties with respect to the subject matter of this Computer Network and Internet Services MOU.

15. Scanned/Electronic Signatures

15.1. This Computer Network and Internet Services MOU may be executed and electronically transmitted to any other party by PDF, which PDF shall be deemed to be, and utilized in all respects as, an original, wet-inked document.

All decisions regarding ASA's satisfaction of all of the terms of this Computer Network and Internet Services MOU are subject to the sole discretion of the CVUSD Superintendent of Schools as the CVUSD Board of Education's designee.

ASA agrees that ASA's use of the District's Computer Network and this Computer Network and Internet Services MOU automatically terminates if the CVUSD Board of Education determines that ASA has failed to comply with any terms of this Computer Network and Internet Services MOU.

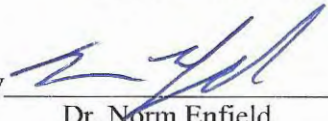
ASA further agrees that ASA's use of the District's Computer Network and this Computer Network and Internet Services MOU automatically terminates if one or more of the following occurs: the CVUSD Board of Education determines that ASA violated any terms or provisions of the January 6, 2020 ASA renewal petition; the CVUSD Board of Education determines that ASA failed to comply with the terms of the 2020-2025 Facilities MOU, the CVUSD Board of Education acts to revoke ASA's charter; or if ASA closes for any reason.

COMPUTER NETWORK AND INTERNET SERVICES MOU

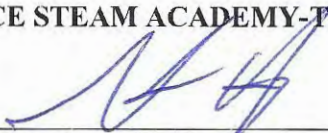
Each person below warrants and guarantees that she/he is legally authorized to execute this Computer Network and Internet Services MOU on behalf of the designated entity and that such execution shall bind the designated entity to the terms of this Computer Network and Internet Services MOU. This Computer Network and Internet Services MOU may be executed in counterparts, each of which shall constitute an original. Facsimile copies of signature pages transmitted to other Parties shall be deemed equivalent to original signatures on counterparts.

IN WITNESS WHEREOF, the Parties hereto have executed this Computer Network and Internet Services MOU on _____, 2020.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

By  _____ Date 6-27-2020
Dr. Norm Enfield
Superintendent

ALLEGIANCE STEAM ACADEMY-THRIVE

By  _____ Date 6-24-2020
Dr. Sebastian Cogna
Chief Executive Officer

COMPUTER NETWORK AND INTERNET SERVICES MOU

Approved and ratified on _____, 2020 by the Chino Valley Unified School District Board of Education by the following vote:

AYES: _____

NOES: _____

Abstentions: _____

Dr. Norm Enfield
Secretary of the Board of Education

Approved and ratified on June 24, 2020 by the Allegiance STEAM Academy Inc. Board of Directors by the following vote:

AYES: 5

NOES: 0

Abstentions: 0

Dr. Sebastian Cagnetta
Chief Executive Officer

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources

SUBJECT: ADDENDUM TO THE EMPLOYMENT CONTRACTS FOR THE ASSISTANT SUPERINTENDENT, CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT; ASSISTANT SUPERINTENDENT, FACILITIES, PLANNING, AND OPERATIONS; ASSISTANT SUPERINTENDENT, HUMAN RESOURCES; ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES; AND ASSOCIATE SUPERINTENDENT, CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT

=====

BACKGROUND

Government Code 53262 requires that “all contracts with a superintendent, deputy superintendent, assistant superintendent, associate superintendent...of a local agency shall be ratified in an open session of the governing body, which shall be reflected in the governing body’s minutes.” Further, copies of the employment contract shall be made available to the public upon request.

The Board is asked to ratify and approve the addendums to the employment contract for the Assistant Superintendent, Curriculum, Instruction, Innovation, and Support; Assistant Superintendent, Facilities, Planning, and Operations; Assistant Superintendent, Human Resources; Associate Superintendent, Business Services; and Associate Superintendent, Curriculum, Instruction, Innovation, and Support for a term beginning July 1, 2020, and ending June 30, 2024. All other provisions of the contracts for employment shall remain unchanged.

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

RECOMMENDATION

It is recommended the Board of Education approve the addendum to the employment contracts for the:

- a) Assistant Superintendent, Curriculum, Instruction, Innovation, and Support;
- b) Assistant Superintendent, Facilities, Planning, and Operations;
- c) Assistant Superintendent, Human Resources;
- d) Associate Superintendent, Business Services; and

e) Associate Superintendent, Curriculum, Instruction, Innovation, and Support.

FISCAL IMPACT

The positions are within the approved budget.

NE:RR:mcm

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF
ASSOCIATE SUPERINTENDENT
BETWEEN THE BOARD OF EDUCATION
OF THE
CHINO VALLEY UNIFIED SCHOOL DISTRICT

COUNTY OF SAN BERNARDINO, CALIFORNIA
AND
SANDRA H. CHEN

The July 1, 2018 contract for employment of Sandra H. Chen, Associate Superintendent, Business Services, shall be amended as set forth below:

Item 1 – Offer

The term of the contract shall be from July 1, 2020, through June 30, 2024. This contract may be extended annually, subject to the terms and conditions hereinafter set forth below, and subject to the Associate Superintendent receiving a satisfactory job performance evaluation on or before March 1st of each calendar year by the Superintendent.

All other provisions of the contract for employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

Joe Schaffer, President Date

Christina Gagnier, Vice-President Date

Irene Hernandez-Blair, Clerk Date

Andrew Cruz, Member Date

James Na, Member Date

SIGNATURE OF THE ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES

Sandra H. Chen Date

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF
ASSOCIATE SUPERINTENDENT
BETWEEN THE BOARD OF EDUCATION
OF THE
CHINO VALLEY UNIFIED SCHOOL DISTRICT
COUNTY OF SAN BERNARDINO, CALIFORNIA
AND
GRACE PARK, ED.D.

The July 1, 2018 contract for employment of Grace Park, Ed.D., Associate Superintendent, Curriculum, Instruction, Innovation, and Support, shall be amended as set forth below:

Item 1 – Offer

The term of the contract shall be from July 1, 2020, through June 30, 2024. This contract may be extended annually, subject to the terms and conditions hereinafter set forth below, and subject to the Associate Superintendent receiving a satisfactory job performance evaluation on or before March 1st of each calendar year by the Superintendent.

All other provisions of the contract for employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

Joe Schaffer, President Date

Christina Gagnier, Vice-President Date

Irene Hernandez-Blair, Clerk Date

Andrew Cruz, Member Date

James Na, Member Date

SIGNATURE OF THE ASSOCIATE SUPERINTENDENT, CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT

Grace Park, Ed.D. Date

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF
ASSISTANT SUPERINTENDENT
BETWEEN THE BOARD OF EDUCATION
OF THE
CHINO VALLEY UNIFIED SCHOOL DISTRICT
COUNTY OF SAN BERNARDINO, CALIFORNIA
AND
LEA FELLOWS

The July 1, 2018 contract for employment of Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation and Support, shall be amended as set forth below:

Item 1 – Offer

The term of the contract shall be from July 1, 2020, through June 30, 2024. This contract may be extended annually, subject to the terms and conditions hereinafter set forth below, and subject to the Assistant Superintendent receiving a satisfactory job performance evaluation on or before March 1st of each calendar year by the Superintendent.

All other provisions of the contract for employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

Joe Schaffer, President Date

Christina Gagnier, Vice-President Date

Irene Hernandez-Blair, Clerk Date

Andrew Cruz, Member Date

James Na, Member Date

SIGNATURE OF THE ASSISTANT SUPERINTENDENT, CURRICULUM, INSTRUCTION, INNOVATION AND SUPPORT

Lea Fellows Date

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF
ASSISTANT SUPERINTENDENT
BETWEEN THE BOARD OF EDUCATION
OF THE
CHINO VALLEY UNIFIED SCHOOL DISTRICT

COUNTY OF SAN BERNARDINO, CALIFORNIA
AND
RICHARD RIDEOUT

The August 17, 2018 contract for employment of Richard Rideout, Assistant Superintendent, Human Resources, shall be amended as set forth below:

Item 1 – Offer

The term of the contract shall be from July 1, 2020, through June 30, 2024. This contract may be extended annually, subject to the terms and conditions hereinafter set forth below, and subject to the Assistant Superintendent receiving a satisfactory job performance evaluation on or before March 1st of each calendar year by the Superintendent.

All other provisions of the contract for employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

Joe Schaffer, President Date

Christina Gagnier, Vice-President Date

Irene Hernandez-Blair, Clerk Date

Andrew Cruz, Member Date

James Na, Member Date

SIGNATURE OF THE ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

Richard Rideout Date

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF
 ASSISTANT SUPERINTENDENT
 BETWEEN THE BOARD OF EDUCATION
 OF THE
 CHINO VALLEY UNIFIED SCHOOL DISTRICT
 COUNTY OF SAN BERNARDINO, CALIFORNIA
 AND
 GREGORY J. STACHURA

The July 1, 2018 contract for employment of Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations, shall be amended as set forth below:

Item 1 – Offer

The term of the contract shall be from July 1, 2020, through June 30, 2024. This contract may be extended annually, subject to the terms and conditions hereinafter set forth below, and subject to the Assistant Superintendent receiving a satisfactory job performance evaluation on or before March 1st of each calendar year by the Superintendent.

All other provisions of the contract for employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

_____ Date
 Joe Schaffer, President

_____ Date
 Christina Gagnier, Vice-President

_____ Date
 Irene Hernandez-Blair, Clerk

_____ Date
 Andrew Cruz, Member

_____ Date
 James Na, Member

SIGNATURE OF THE ASSISTANT SUPERINTENDENT, FACILITIES, PLANNING, AND OPERATIONS

_____ Date
 Gregory J. Stachura

CHINO VALLEY UNIFIED SCHOOL DISTRICT
SPECIAL MEETING OF THE BOARD OF EDUCATION
Board Study Session
June 16, 2020

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:30 P.M.

1. Roll Call

President Schaffer called to order the special meeting (study session) of the Board of Education, Tuesday, June 16, 2020, at 4:30 p.m. with Cruz, Gagnier, Hernandez-Blair, Na, and Schaffer present via Zoom. The proceedings were recorded.

Administrative Personnel

Norm Enfield, Ed.D., Superintendent (virtual)
Sandra H. Chen, Associate Superintendent, Business Services (virtual)
Grace Park, Ed.D., Associate Superintendent, CIIS (virtual)
Lea Fellows, Assistant Superintendent, CIIS (virtual)
Richard Rideout, Assistant Superintendent, Human Resources (virtual)
Gregory J. Stachura, Assistant Supt., Facilities, Planning, & Operations (virtual)

2. Pledge of Allegiance

President Joe Schaffer led the Pledge of Allegiance.

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

Email comments related to this agenda were read into the record from the following individuals: Eric Wetzell, Shelly Burnett, Stacy Day, Kristin Coletta, Andrea Baker, Jamie Falls, Kristiana Trucios, Danielle Foster, Marie Bonovitz, Janine Madera, Bridget Meredith, and Chau Nguyen.

II. BOARD STUDY SESSION

Mrs. Blair left the meeting at 5:46 p.m.

II.A. 1. 2020/2021 Reopening of Schools

Superintendent Enfield and staff provided an overview regarding the following: Stages of re-opening; guidelines for re-opening schools; continuum of learning

objectives; learning options; well-being; preventative procedures for facilities; preventative procedures for transportation; outside user groups; visitors and volunteers; preventative procedures for meal service; and communication, training, and coordination of services.

III. ADJOURNMENT

President Schaffer adjourned the special meeting of the Board of Education at 6:49 p.m.

Joe Schaffer, President

Irene Hernandez-Blair, Clerk

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
June 18, 2020

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:50 P.M.

1. Roll Call

President Schaffer called to order the regular meeting of the Board of Education, Thursday, June 18, 2020, at 4:50 p.m. with Cruz, Gagnier, Hernandez-Blair, Na, and Schaffer present via Zoom. Closed session was not recorded.

Administrative Personnel

Norm Enfield, Ed.D., Superintendent (virtual)

Sandra H. Chen, Associate Superintendent, Business Services (virtual)

Grace Park, Ed.D., Associate Superintendent, CIIS (virtual)

Lea Fellows, Assistant Superintendent, CIIS (virtual)

Richard Rideout, Assistant Superintendent, Human Resources (virtual)

Gregory J. Stachura, Assistant Supt., Facilities, Planning, & Operations (virtual)

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Schaffer adjourned to closed session at 4:50 p.m. regarding conference with labor negotiators, A.C.T. and CSEA; public employee discipline/dismissal/release; public employee appointment: Director, Transportation; and high school assistant principals.

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 via Zoom at 6:00 p.m. with Cruz, Gagnier, Hernandez-Blair, Na, and Schaffer present. The Board met in closed session from 4:51 p.m. to 5:55 p.m. regarding conference with labor negotiators, A.C.T. and CSEA; public employee discipline/dismissal/release; public employee appointment: Director, Transportation; and high school assistant principals.

The Board took the following unanimous action by a roll call vote of 5-0 with Cruz, Gagnier, Hernandez-Blair, Na, and Schaffer voting yes: appointed Vance Stearns as Director, Transportation, effective July 1, 2020; Michelle Chiotti as assistant principal of Chino Hills HS effective July 1, 2020; and Joseph Gonzalez as assistant principal of Don Lugo HS effective July 1, 2020. No further action was taken that required public disclosure.

2. Pledge of Allegiance

President Joe Schaffer led the Pledge of Allegiance.

I.C. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Danny Hernandez, CSEA President, spoke about a letter that was sent to the Board regarding the reopening of schools.

Tom Mackessy, CHAMP President, announced CHAMP scholarship recipients; and spoke about this being his last Board meeting as CHAMP president and said Barbara Bearden would be the next president.

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

Email comments related to items not on the agenda were read into the record from the following individuals: Jessica Maya, Vincent Coletta, and Silvia Lagunas commented on reopening of schools options and concerns; Shelly Burnett and Sherry Mueller commented on facility use for the Chino Hills Aquatics swim team; and Hieu Do commented on racism.

I.E. CHANGES AND DELETIONS

The following changes/deletions were read into the record: Item II.C.2, on pages 54 and 67 of the item, corrected Dr. Norm Enfield's title to read Secretary, Board of Education; and Item III.D.7., Bid 19-20-32F, Chino HS Reconstruction Phase II, deleted bid #19, Fischer Inc.

II. ACTION

II.A. ADMINISTRATION

II.A.1. Resolution 2019/2020-61 Order of Election and Specifications of the Election Order in the Chino Valley Unified School District of San Bernardino County, California, Resolution Ordering School District Election for Governing Board Members Whose Terms Expire December 11, 2020

Moved (Blair) seconded (Na) carried unanimously 5-0, by a roll call vote with Cruz, Gagnier, Hernandez-Blair, Na, and Schaffer voting yes to adopt Resolution 2019/2020-61 Order of Election and Specifications of the Election Order in the Chino Valley Unified School District of San Bernardino County, California, Resolution Ordering School District Election for Governing Board Members Whose Terms Expire December 11, 2020.

II.B. BUSINESS SERVICES

II.B.1. Adoption of the 2020/2021 Budget

Moved (Na) seconded (Gagnier) carried unanimously 5-0, by a roll call vote with Cruz, Gagnier, Hernandez-Blair, Na, and Schaffer voting yes to adopt the 2020/2021 budget for all funds and authorize the Superintendent or designee to sign the 2020/2021 District Certification of Budget Adoption.

II.C. FACILITIES, PLANNING, AND OPERATIONS

II.C.1. Public Hearing on the Change (Increase) of Statutory Developer Fees (Level 1) and Adoption of Resolution 2019/2020-60 Approving a Change in Statutory School Fees Imposed on New Residential and Commercial/Industrial Construction Pursuant to Education Code 17620 and Government Code 65995BU

President Schaffer opened the public hearing regarding the change of statutory developer fees (Level 1) on residential and commercial/industrial development at 6:21 p.m. There were no speakers and President Schaffer closed the public hearing at 6:21 p.m. Moved (Blair) seconded (Gagnier) carried unanimously 5-0, by a roll call vote with Cruz, Gagnier, Hernandez-Blair, Na, and Schaffer voting yes to adopt Resolution 2019/2020-60 Approving a Change in Statutory School Fees Imposed on New Residential and Commercial/Industrial Construction Pursuant to Education Code 17620 and Government Code 65995.

II.C.2. Final Facilities Memorandum of Understanding Between Chino Valley Unified School District and Sycamore Academy of Science and Cultural Arts-Chino Valley Charter School; Shared Use Agreement Chino Valley Unified School District and Sycamore Academy of Science and Cultural Arts-Chino Valley Charter School

Moved (Schaffer) seconded (Na) motion carried 4-1, by a roll call vote with Cruz, Gagnier, Na, and Schaffer voting yes, and Hernandez-Blair voting no to approve the Final Facilities Memorandum of Understanding Between Chino Valley Unified School District and Sycamore Academy of Science and Cultural Arts-Chino Valley charter school; Shared Use Agreement Chino Valley Unified School District and Sycamore Academy of Science and Cultural Arts-Chino Valley charter school, as amended.

II.D. HUMAN RESOURCES

II.D.1. Addendum to the Employment Contract for the Superintendent of the Chino Valley Unified School District

Email comments related to this item were read into the record from the following individuals: Faye Zhou, CV Parents, CV Advocation, Families United, and Chino Valley Parents expressed concerns regarding Superintendent Enfield. Moved (Blair) seconded (Schaffer) carried unanimously 5-0, by a roll call vote with Cruz, Gagnier, Hernandez-Blair, Na, and Schaffer voting yes to approve the addendum to the employment contract for the Superintendent of the Chino Valley Unified School District.

<p>III. CONSENT</p>

Christina Gagnier pulled for separate action Item III.D.4. Moved (Gagnier) seconded (Na) carried unanimously 5-0, by a roll call vote with Cruz, Gagnier, Hernandez-Blair, Na, and Schaffer voting yes, to approve the consent items, as amended.

III.A. ADMINISTRATION

III.A.1. Minutes of the June 2, 2020 Special Meeting, and June 4, 2020 Regular Meeting

Approved the minutes of the June 2, 2020 special meeting, and June 4, 2020 regular meeting.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Approved/ratified the warrant register.

III.B.2. 2020/2021 Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students

Approved/ratified the 2020/2021 applications to operate fundraising activities and other activities for the benefit of students.

III.B.3. Fundraising Activities

Approved/ratified the fundraising activities.

III.B.4. Donations

Accepted the donations.

III.B.5. Resolution 2019/2020-62 Use of 2020/2021 Education Protection Account Funds

Adopted Resolution 2019/2020-62 Use of 2020/2021 Education Protection Accounts Funds.

III.B.6. Resolution 2019/2020-63 Transfers of Appropriations for 2020/2021

Adopted Resolution 2019/2020-63 Transfers of Appropriations for 2020/2021.

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

III.C.1. COVID-19 Operations Written Report

Approved the COVID-19 Operations Written Report.

III.C.2. Local Agreement for Child Development Services CSPP-0426 and the Adoption of Resolution 2019/2020-64

Approved the Local Agreement for Child Development Services CSPP-0426 and the adoption of Resolution 2019/2020-64.

III.C.3. Local Agreement for Child Development Services CCTR-0193 and the Adoption of Resolution 2019/2020-65

Approved the Local Agreement for Child Development Services CCTR-0193 and the adoption of Resolution 2019/2020-65.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

III.D.3. Surplus/Obsolete Property

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

III.D.4. Resolution 2019/2020-50 Authorizing the Purchase of Computer Equipment and Related Services and Approval of Dell Financial Service Lease Purchase Agreement No. 597571-63667 as Amended by Amendment No.1 and Associated Leave Schedule and Agreement

Moved (Blair) seconded (Na) motion carried (4-0, Gagnier recused herself) to ratify Resolution 2019/2020-50 Authorizing the Purchase of Computer Equipment and Related Services and Approval of Dell Financial Service Lease Purchase Agreement NO. 597571-63667 as Amended by Amendment No.1 and Associated Leave Schedule and Agreement.

III.D.5. Resolution 2019/2020-66 Authorizing the Purchase of Copier Equipment and Related Services and Approval of Cell Business Equipment Lease Agreement

Adopted Resolution 2019/2020-66 Authorizing the Purchase of Copier Equipment and Related Services and Approval of Cell Business Equipment Lease Agreement.

III.D.6. Notice of Completion for CUPCCAA Projects

Approved the Notice of Completion for CUPCCAA Projects.

III.D.7. Bid 19-20-32F, Chino HS Reconstruction Phase II

Awarded Bid 19-20-32F, Chino HS Reconstruction Phase II to Crew, Inc.; Bogh Engineering; GBC Concrete & Masonry Construction, Inc.; VSC Incorporated, dba Vulcan Steel Company; Sierra Lathing Company, Inc.; A Preman Roofing, Inc.; Best Contracting Services, Inc.; Star Hardware; McKernan, Inc.; Continental Marble & Tile Co.; Southcoast Acoustical Interiors, Inc.; D&M Painting; K&Z Cabinets Co., Inc.; JG Tate Fire Protection Systems, Inc.; JPI Development Group; Fischer, Inc.; Alpha Mechanical, Inc.; Southern California West Coast Electric, Inc.; Kitcor Corporation; Conserve LandCare; Econo Fence, Inc.; and RVH Constructors, Inc, as amended.

III.D.8. Bid 19-20-49, District White Fleet Vehicles—Dodge

Awarded Bid 19-20-49, District White Fleet Vehicles—Dodge to MK Smith Chevrolet.

III.D.9. Change Order for Bid 18-19-08F, Ayala HS New Science Lab Building (BP 05)

Approved the Change Order for Bid 18-19-08F, Ayala HS New Science Lab Building (BP 05).

III.D.10. Change Order for Bid 18-19-08F, Ayala HS New Science Lab Building (BP 18)

Approved the Change Order for Bid 18-19-08F, Ayala HS New Science Lab Building (BP 18).

III.D.11. Change Order and Notice of Completion for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project (BP 06-01)

Approved the Change Order and Notice of Completion for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project (BP 06-01).

III.D.12. Change Order and Notice of Completion for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project (BP 08-01)

Approved the Change Order and Notice of Completion for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project (BP 08-01).

- III.D.13. Change Order and Notice of Completion for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project (BP 09-04)**
Approved the Change Order and Notice of Completion for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project (BP 09-04).
- III.D.14. Change Order and Notice of Completion for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project (BP 10-01)**
Approved the Change Order and Notice of Completion for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project (BP 10-01).
- III.D.15. Change Order and Notice of Completion for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project (BP 26-01)**
Approved the Change Order and Notice of Completion for Bid 18-19-10F, Cattle ES, Litel ES, and Oak Ridge ES Alteration Project (BP 26-01).
- III.D.16. Change Order and Notice of Completion for Bid 18-19-15F, Chino Hills HS Safety and Security Keyless Access, Security Cameras, and Intrusion Alarm**
Approved the Change Order and Notice of Completion for Bid 18-19-15F, Chino Hills HS Safety and Security Keyless Access, Security Cameras, and Intrusion Alarm.
- III.D.17. Change Order and Notice of Completion for Bid 18-19-16F, Don Lugo HS Safety and Security Keyless Access, Security Cameras, and Intrusion Alarm**
Approved the Change Order and Notice of Completion for Bid 18-19-16F, Don Lugo HS Safety and Security Keyless Access, Security Cameras, and Intrusion Alarm.
- III.D.18. Change Order and Notice of Completion for Bid 19-20-05F, District Wide Asphalt Repairs (Ayala HS Feeder Group)**
Approved the Change Order and Notice of Completion for Bid 19-20-05F, District Wide Asphalt Repairs (Ayala HS Feeder Group).
- III.D.19. Change Order and Notice of Completion for Bid 19-20-05F, District Wide Asphalt Repairs (Chino Hills HS Feeder Group)**
Approved the Change Order and Notice of Completion for Bid 19-20-05F, District Wide Asphalt Repairs (Chino Hills HS Feeder Group).
- III.D.20. Change Order and Notice of Completion for Bid 19-20-05F, District Wide Asphalt Repairs (Don Lugo HS Feeder Group)**
Approved the Change Order and Notice of Completion for Bid 19-20-05F, District Wide Asphalt Repairs (Don Lugo HS Feeder Group).

III.D.21. Change Order and Notice of Completion for Bid 19-20-08F, Magnolia JHS, Ramona JHS, and Woodcrest JHS Safety and Security

Approved the Change Order and Notice of Completion for Bid 19-20-08F, Magnolia JHS, Ramona JHS, and Woodcrest JHS Safety and Security.

III.D.22. Change Order and Notice of Completion for CUPCCAA Bid 19-20-38I, Cal Aero K-8 Planter Infill Project

Approved the Change Order and Notice of Completion for CUPCCAA Bid 19-20-38I, Cal Aero K-8 Planter Infill Project.

III.D.23. Notice of Completion for Bid 19-20-23F, Borba ES and Marshall ES Fencing Replacement

Approved the Notice of Completion for Bid 19-20-23F, Borba ES and Marshall ES Fencing Replacement.

III.D.24. Rejection of Bid 19-20-46F, Chino Hills HS and Don Lugo HS Re-Roofing Project and Authorization to Rebid

Rejected the bids received for Bid 19-20-46F, Chino Hills HS and Don Lugo HS Re-Roofing Project and authorized staff to rebid the project.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Approved/ratified the certificated/classified personnel items.

IV. INFORMATION

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

IV.A.1. Revision of Board Policy and Administrative Regulation 5121 Students—Grades/Evaluation of Student Achievement

Received for information the revision of Board Policy and Administrative Regulation 5121 Students—Grades/Evaluation of Student Achievement.

V. DISCUSSION

V.A. ADMINISTRATION

V.A.1. Vice President Christina Gagnier’s Request to Review Potential Reductions to the 2020/2021 Board of Education Operating Budget

Moved (Gagnier) there was no second. The item died. There was no discussion.

VI. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

James Na commented on emails received; spoke about the options for reopening of schools; said we need to be mindful of people working with medical concerns; spoke about school athletes and said there needs to be a plan to support them; and spoke about racism.

Andrew Cruz spoke about options for reopening of schools; spoke about sports; commented on some of the emails received; and read an email from a teacher regarding re-opening of schools.

Irene Hernandez-Blair clarified why Board members are not wearing masks while they are at home during the meetings; asked Superintendent Enfield to provide Board members with a printout of his June 17 email to parents regarding parent choice options and survey; asked if there was a separate survey for staff; and said she sent an email to Superintendent Enfield and President Schaffer suggesting an email account be created specifically for concerns/questions related to the topic of returning to school to ensure the District is providing the same information.

Christina Gagnier spoke about the budget crisis and the illusion that it may be solved; explained why she wanted to discuss possible Board budget cuts; requested that her salary be frozen for the next budget; spoke about the reopening of schools; and spoke about the wearing of masks and taking a regional approach as decisions are made.

Superintendent Enfield thanked the Board for their vote of confidence; and announced a second study session regarding the reopening of schools scheduled for July 7 at 4:30 p.m. and streamed live on YouTube.

President Schaffer congratulated CHAMP scholarship recipients; agreed with Mrs. Hernandez’s suggestion to coordinate responses; said ROP passed a budget last night; and reported on Chino Hills Parks and Recreation.

VII. ADJOURNMENT

President Schaffer adjourned the regular meeting of the Board of Education at 7:24 p.m.

Joe Schaffer, President

Irene Hernandez-Blair, 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: July 16, 2020
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

\$ 5,581,831.27 to all District funding sources.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020
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: 2020/2021 APPLICATIONS TO OPERATE FUNDRAISING
ACTIVITIES AND OTHER ACTIVITIES FOR THE BENEFIT OF
STUDENTS**

=====

BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education approve/ratify the 2020/2021 applications to operate fundraising activities and other activities for the benefit of students.

FISCAL IMPACT

None.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
July 16, 2020

2020/2021 AUTHORIZATION TO OPERATE FUNDRAISING ACTIVITIES
AND OTHER ACTIVITIES FOR THE BENEFIT OF STUDENTS

<u>School</u>	<u>Organization</u>
Borba ES	PFA
Country Springs ES	PFA
Eagle Canyon ES	PTA
Glenmeade ES	PTA
Ayala HS	Band & Colorguard Boosters
Ayala HS	Baseball Boosters
Ayala HS	Boys Waterpolo Boosters
Ayala HS	Competition Cheer Boosters
Ayala HS	Football Boosters
Ayala HS	Girls Golf Boosters
Ayala HS	Girls Waterpolo Boosters
Ayala HS	PTSA
Ayala HS	Spirit Boosters
Ayala HS	Theatre Arts Boosters
Chino Hills HS	Spirit Boosters

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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Humility • Civility • Service

DATE: July 16, 2020
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:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
July 16, 2020

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Borba ES</u>		
PFA	PFA Membership Drive	8/10/20 - 5/28/21
PFA	After School Student Store	8/10/20 - 5/28/21
PFA	Off Campus Popcorn Sale	10/5/20 - 10/16/20
PFA	Gift Boutique	12/7/20 - 12/11/20
PFA	After School Dr. Suess "Read Under the Tree"	3/3/21
PFA	Mother/Daughter Dance	3/12/21
PFA	Chuck E. Cheese Family Night Out	3/19/21
PFA	Yogurtland Spirit Night	4/23/21
PFA	Tacos El Rey Spirit Night	5/5/21
PFA	Father/Son Night	5/7/21
PFA	Festival Night	5/21/21
<u>Cattle ES</u>		
PFA	Marquee Birthday Wishes Sale	8/10/20 - 5/26/21
PFA	Trunk or Treat Fall Festival	10/23/20
<u>Country Springs ES</u>		
PFA	Spirit Wear Sale	8/1/20 - 5/30/21
PFA	Yearbook Sale	8/10/20 - 5/27/21
PFA	Monthly Restaurant Family Nights	8/10/20 - 5/27/21
PFA	After School Snack Sale	8/10/20 - 5/27/21
PFA	Off Campus Catalog Sale	9/14/20 - 9/28/20
<u>Hidden Trails ES</u>		
ASB - General	Hoppity Gram Sale	2/22/21 - 4/7/21
<u>Briggs K-8</u>		
PFA	PFA Membership Drive	8/4/20 - 6/7/21
PFA	Spirit Wear Sale	8/4/20 - 6/7/21
PFA	Agenda Sale	8/4/20 - 6/7/21
PFA	Yearbook Sale	8/4/20 - 6/7/21
PFA	After School Ice Cream Sale	8/4/20 - 6/7/21
PFA	After School Shaved Ice Sale	8/4/20 - 6/7/21
PFA	Off Campus Krispy Kreme Donut Sale	8/4/20 - 6/7/21

CHINO VALLEY UNIFIED SCHOOL DISTRICT
July 16, 2020

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Cal Aero K-8</u>		
ASB - General	Agenda Sale	8/10/20 - 5/10/21
ASB - Athletics	P.E. Clothing & Locks	8/10/20 - 5/28/21
ASB - General	Holiday Boutique	12/3/20 - 12/11/20
<u>Canyon Hills JHS</u>		
ASB - General	Step It Up! Donation Drive	8/26/20 - 9/11/20
<u>Ayala HS</u>		
Boys Waterpolo Boosters	After School Snack Bar	8/1/20 - 12/15/20
Football Boosters	Spirit Pack Sale	8/1/20 - 6/30/21
Football Boosters	Golf Tournament	8/12/20 - 10/12/20
Football Boosters	Blast Athletics Donation Drive	8/15/20 - 12/15/20
<u>Chino Hills HS</u>		
Spirit Boosters	Snap! Raise On-Line Donation Drive	7/17/20 - 7/30/20

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Liz Pensick, Director, Fiscal Services
SUBJECT: DONATIONS

=====

BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education accept the donations.

FISCAL IMPACT

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

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
July 16, 2020

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Dickey ES</u>		
Pat McInturff	Microscope	\$300.00
<u>Don Lugo HS</u>		
Patricia Sturchio	Cash	\$50.00
Manning & Linda Gilbert	Cash	\$100.00
Adam & Wendy Simon	Cash	\$100.00
Deon Veliz	Cash	\$100.00
Nancy Veliz	Cash	\$100.00
Kevin Procaccino	Cash	\$250.00

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

DATE: July 16, 2020

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: LEGAL SERVICES

=====

BACKGROUND

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

FIRM	MONTH	INVOICE AMOUNTS	2019/2020 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	May 2020	\$ 17,016.38	\$ 207,215.73
Margaret A. Chidester & Associates	May 2020	\$ 8,505.00	\$ 473,880.45
The Tao Firm	May 2020	\$ 1,050.00	\$ 71,257.50
	Total	\$ 26,571.38	\$ 752,353.68

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

FISCAL IMPACT

\$26,571.38 to the General Fund.

NE:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
SUBJECT: SIGNATURE AUTHORIZATIONS FOR CHINO VALLEY UNIFIED SCHOOL DISTRICT

=====

BACKGROUND

Signature authorization items are routinely brought to the Board for approval based on changes in the organization. Signature authorization allows employees and Board members to perform designated functions in the course of their assigned duties. Approval of the list authorizes designated employees and Board members specific signature authority.

This updated signature list removes signature authorization for Frank Arce, Director, Human Resources; and Patti Newton, Coordinator, Payroll & Benefits.

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

RECOMMENDATION

It is recommended the Board of Education approve the signature authorizations for Chino Valley Unified School District.

FISCAL IMPACT

None.

NE:SHC:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
 AUTHORIZED SIGNATURE LIST
 July 16, 2020**

In accordance with provisions of legal codes for the State of California, the Board of Education of the Chino Valley Unified School District hereby delegates authority to sign documents on their behalf, subject to the conditions noted below.

No contract signed pursuant to this delegation shall be valid until such approval has been granted by the governing body of this school district. The duration of this delegation shall extend until revoked or amended.

DOCUMENTS	NAMES
Certificated Notice of Employment**	Norm Enfield Richard Rideout Frank Arce Isabel Brenes
Classified Notice of Employment**	Norm Enfield Richard Rideout Frank Arce Isabel Brenes
Notice of Intent Not to Re-Employ	Norm Enfield Richard Rideout Frank Arce Isabel Brenes
Notice of Employment – Youth Work Experience**	Norm Enfield Lea Fellows Grace Park Luke Hackney Julian Rodriguez
Temporary Teaching Credentials and Credential Applications	Norm Enfield Richard Rideout Frank Arce Isabel Brenes
Statements of Need	Norm Enfield Richard Rideout Frank Arce Isabel Brenes
Inter District and Intra District Attendance Agreements	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Richard Rideout Stephanie Johnson
Claim of Plaintiff Statements	Norm Enfield Sandra H. Chen Richard Rideout Greg Stachura Whitney Fields

DOCUMENTS	NAMES
Small Claims Court Representatives**	Norm Enfield Sandra H. Chen Richard Rideout Frank Arce Isabel Brenes Whitney Fields
Forms/Report/Claims for Workers' Compensation Risk Management	Norm Enfield Sandra H. Chen Richard Rideout Frank Arce Isabel Brenes Whitney Fields
Payroll Orders	Norm Enfield Sandra H. Che Liz Pensick Patti Newton
Payroll Connected District Orders	Norm Enfield Sandra H. Chen Liz Pensick Patti Newton
Custodian of Revolving Cash Fund for the General Fund*	Norm Enfield Sandra H. Chen (custodian) Liz Pensick Richard Rideout Greg Stachura Patti Newton
District Orders for Employee Mileage Reimbursement and Transportation Reports	Norm Enfield Sandra H. Chen Liz Pensick
Purchase Orders**	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Richard Rideout Greg Stachura Anna G. Hamilton Liz Pensick Patti Newton
All Other Special Projects Applications and Report Documents	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Richard Rideout Greg Stachura Beverly Beemer Liz Pensick

DOCUMENTS	NAMES
Special Projects Funding Applications, Funding Certifications	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Greg Stachura Beverly Beemer
Miscellaneous Receipts Checking Account*	Norm Enfield Sandra H. Chen Liz Pensick Patti Newton
Forms, Reports, Checks for Nutrition Service Cafeteria Account*	Sandra H. Chen Liz Pensick Patti Newton Javier Quirarte
Briggs Fundamental Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Buena Vista HS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Cal Aero Preserve Academy Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Canyon Hills JHS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Magnolia JHS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Ramona JHS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Townsend JHS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton

DOCUMENTS	NAMES
Woodcrest JHS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Elementary Student Bodies*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Patti Newton
Travel Advances	Norm Enfield Sandra H. Chen
Housing Construction Impact Reports	Norm Enfield Sandra H. Chen Greg Stachura Beverly Beemer
District Orders, Contracts and in Lieu of Transportation Payments**	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Richard Rideout Greg Stachura Anna G. Hamilton Liz Pensick
Approval of the Release of Commercial Warrants as Payments to Vendors**	Norm Enfield Sandra H. Chen Greg Stachura Beverly Beemer Liz Pensick Patti Newton
Bank Documents	Sandra H. Chen Liz Pensick
Electronic Signature Key Authorization	Sandra H. Chen Anna G. Hamilton Liz Pensick Patti Newton
Budget and Expenditure Transfers or Adjustments**	Norm Enfield Sandra H. Chen Greg Stachura Beverly Beemer Liz Pensick
Necessary School Facilities Program Documents (State Allocation Board)	Norm Enfield Sandra H. Chen Greg Stachura Beverly Beemer
Certification of Board of Education Minutes	Norm Enfield Joe Schaffer–(President) Irene Hernandez-Blair–(Clerk)

- * Requires more than one signature
- ** Requires separate Board action
- *** Name added

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: STUDENT READMISSION CASES 18/19-13, 18/19-32, 19/20-08, 19/20-27, AND 19/20-32

=====

BACKGROUND

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

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

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

RECOMMENDATION

It is recommended the Board of Education approve student readmission cases 18/19-13, 18/19-32, 19/20-08, 19/20-27, and 19/20-32.

FISCAL IMPACT

None.

NF:LF:SJ:ss

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: July 16, 2020
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: 2020/2021 EXPULSION HEARING ADMINISTRATIVE PANEL

=====

BACKGROUND

Administrative Regulation 5144.1 authorizes the formation and use of administrative panels to conduct expulsion hearings on behalf of the Board of Education (California Education Code 48918). The administrative panel shall be selected from a Board-approved pool. Panel members should be available to serve a minimum of two times per semester. A Board-approved list of administrators is attached. The attached list represents positions rather than names in order to alleviate the need to revise the list throughout the year as administrative assignments change.

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

RECOMMENDATION

It is recommended the Board of Education approve the 2020/2021 Expulsion Hearing Administrative Panel.

FISCAL IMPACT

None.

NE:LF:SJ:ss

**POOL OF EXPULSION HEARING
ADMINISTRATIVE PANEL MEMBERS**

DISTRICT OFFICE PERSONNEL

Director, Access and Equity	Coordinator, Access and Equity
Director, Alternative Education	Coordinator, Assessment and Instr. Technology
Director, Assessment and Instr. Technology	Coordinator, Behavior Intervention
Director, Elementary Curriculum and Instr.	Coordinator, Child Development
Director, Health Services	Coordinator, Child Welfare and Attendance
Directors, Human Resources	Coordinator, Elementary Curriculum and Instr.
Director, Secondary Curriculum and Instr.	Coordinator, Secondary Curriculum and Instr.
Director, Special Education	Coordinators, Special Education
Director, Student Support Services	

ELEMENTARY SCHOOLS (K-6)

Principal, Borba ES	Principal, Hidden Trails ES
Assistant Principal, Borba ES	Assistant Principal, Hidden Trails ES
Principal, Butterfield Ranch ES	Principal, Liberty ES
Assistant Principal, Butterfield Ranch ES	Assistant Principal, Liberty ES
Principal, Cattle ES	Principal, Litel ES
Assistant Principal, Cattle ES	Assistant Principal, Litel ES
Principal, Chaparral ES	Principal, Marshall ES
Assistant Principal Chaparral ES	Assistant Principal, Marshall ES
Principal, Cortez ES	Principal, Newman ES
Assistant Principal, Cortez ES	Assistant Principal, Newman ES
Principal, Country Springs ES	Principal, Oak Ridge ES
Assistant Principal, Country Springs ES	Assistant Principal, Oak Ridge ES
Principal, Dickey ES	Principal, Rhodes ES
Assistant Principal, Dickey ES	Assistant Principal, Rhodes ES
Principal, Dickson ES	Principal, Rolling Ridge ES
Assistant Principal, Dickson ES	Assistant Principal, Rolling Ridge ES
Principal, Eagle Canyon ES	Principal, Walnut ES
Assistant Principal, Eagle Canyon ES	Assistant Principal, Walnut ES
Principal, Glenmeade ES	Principal, Wickman ES
Assistant Principal, Glenmeade ES	Assistant Principal, Wickman ES

K-8 SCHOOLS

Principal, Briggs K-8	Principal, Cal Aero K-8
Assistant Principals, Briggs K-8	Assistant Principals, Cal Aero K-8

SECONDARY SCHOOLS (7-12)

Principal, Canyon Hills JHS	Principal, Boys Republic HS
Assistant Principals, Canyon Hills JHS	Principal, Buena Vista HS
Principal, Magnolia JHS	Principal, Chino HS
Assistant Principals, Magnolia JHS	Assistant Principals, Chino HS
Principal, Ramona JHS	Principal, Chino Hills HS
Assistant Principals, Ramona JHS	Assistant Principals, Chino Hills HS
Principal, Townsend JHS	Principal, Don Lugo HS
Assistant Principals, Townsend JHS	Assistant Principals, Don Lugo HS
Principal, Woodcrest JHS	Assistant Principal, Chino Valley Learning Academy
Assistant Principal, Woodcrest JHS	Principal, Adult School
Principal, Ayala HS	
Assistant Principals, Ayala HS	

Administrative retirees as they become available.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: July 16, 2020

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: AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2020/2021 APPLICATION FOR FUNDING FOR DON LUGO HS

=====

BACKGROUND

The purpose of the Agricultural Career Technical Educational Incentive Grant is to improve the quality of Agricultural Vocational Programs by upgrading agricultural equipment. Equipment is defined as “any non-salary” item of expenditure.

The grant amount applied for is in addition to any funds received through the 2020/2021 Carl D. Perkins Career and Technical Education Act. School districts participating in the incentive grant must certify that the funds will be used to supplement, not supplant, the district’s regular on-going expenditures for the Agricultural Career Technical Education Program. Districts are required to provide matching funds. Matching funds can come from several sources including but not limited to the general fund.

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

RECOMMENDATION

It is recommended the Board of Education approve the Agricultural Career Technical Education Incentive Grant 2020/2021 Application for Funding for Don Lugo HS.

FISCAL IMPACT

\$30,344.00 to the General Fund.

NE:GP:JAR:lar

AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2020–21 APPLICATION FOR FUNDING

California Department of Education
(Due Date: To be received in Regional Supervisor's Office by June 30, 2020)

Don Lugo High School

School Site

Chino Valley Unified School District

District

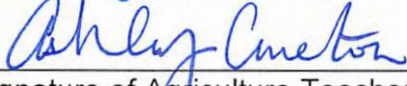
Please include the following items with your application:

- Eligibility Determination Sheet
- Variance Request Form (if applicable)
- Quality Criterion 12 Form (if applicable)
- Award Estimator and Budget Sheet
- List of Agriculture Teachers

Certification: I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.



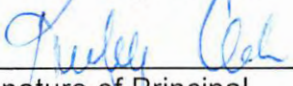
Signature of Authorized Agent



Signature of Agriculture Teacher
Responsible for the Program



Authorized Agent Title



Signature of Principal

Contact Phone Number: (951) 323-5120

Date of Local Agency Board Approval: _____

AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2020–21 APPLICATION FOR FUNDING

California Department of Education
(Due Date: To be received in Regional Supervisor's Office by June 30, 2020)

Eligibility Determination Sheet

IN ORDER TO APPLY FOR FUNDING, YOU MUST MEET ALL THE QUALITY CRITERIA LISTED BELOW.

Please check each Quality Criteria you meet:

- 1. Curriculum and Instruction
- 2. Leadership and Citizenship Development
- 3. Practical Application of Occupational Skills
- 4. Qualified and Competent Personnel
- 5. Facilities, Equipment, and Materials
- 6. Community, Business, and Industry Involvement
- 7. Career Guidance
- 8. Program Promotion
- 9. Program Accountability and Planning

IF YOU CHECKED ALL THE REQUIRED QUALITY CRITERIA, PLEASE CONTINUE TO THE NEXT PAGE OF YOUR APPLICATION.

If you **do not** meet one or more of the criteria listed above, you may submit a Variance Request Form for each unmet criterion.

A variance is a proposed plan to bring your program into compliance with all the quality criteria listed above, prior to the following year's application.

All variances must be approved with this application in order to be eligible for funding. Non-compliance with the terms of the approved variance will result in a loss of funds.

Will you be including a formal Variance Request Form for each unmet criterion?

Yes No

IF YOU ARE REQUESTING ONE OR MORE VARIANCES, PLEASE COMPLETE A **VARIANCE REQUEST FORM** FOR EACH AND CONTINUE TO THE NEXT PAGE OF YOUR APPLICATION.

IF YOU DO NOT MEET ALL REQUIRED QUALITY CRITERIA LISTED ABOVE, AND YOU ARE NOT SUBMITTING A VARIANCE REQUEST FORM

STOP

YOU ARE NOT ELIGIBLE TO APPLY FOR FUNDING THROUGH THE AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT.

AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2020-21 APPLICATION FOR FUNDING

California Department of Education
(Due Date: To be received in Regional Supervisor's Office by June 30, 2020)

AWARD ESTIMATOR

DATES OF PROJECT DURATION: JULY 1, 2020 TO JUNE 30, 2021

Applicant Information (please fill in the underlined fields)

Number of Different Agriculture Teachers at Site 4
(Please attach a separate list of Agriculture teachers' names):
Total Number of Students from the prior fiscal year R-2 Report: 168
Number of teachers meeting Criterion 10 (Class size - See instructions): 4
Number of teachers meeting Criterion 11a (Year round employment - See instructions): 4
Number of teachers meeting Criterion 11b (Project supervision period - See instructions): 4
Do you meet all criteria on the attached Quality Criterion 12 Form (Y/N)? N

Award Calculations

Part 1: Based on your number of agriculture teachers at the site:
(Please attach a separate list of Agriculture teachers' names): \$ 5,000.00
Part 2: Based on \$8.00 per member listed on the R-2 Report: \$ 1,344.00
Part 3a: Based on number of teachers meeting Criterion 10: \$ 8,000.00
Part 3b: Based on number of teachers meeting Criterion 11a: \$ 8,000.00
Part 3c: Based on number of teachers meeting Criterion 11b: \$ 8,000.00
Part 4: Based on meeting all criteria on the Quality Criterion 12 Form: \$ 0.00
Total Estimated Award: \$ 30,344.00

AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2020–21 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2020)

Budget Sheet

Incentive grant awards must be matched for each Account Number below (4000, 5000, and 6000). Account Number 4000 requires only the subtotal be matched, but Account Numbers 5000 and 6000 must be matched by line item. A waiver of matching must be approved for any instances where matching funds do not meet or exceed Incentive Grant funds.

Amount left to Allocate: \$ 0.00

4000: Books & Supplies

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Books & Supplies	\$ 17,344.00	\$ 17,344.00
Subtotal	N/A	\$ 17,344.00	\$ 17,344.00

5000 Services and Operating Expenses, including services of consultants, staff travel, conferences, rentals, leases, repairs, and bus transportation

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Conferences	\$ 5,000.00	\$ 5,000.00
2.	Transportation	\$ 2,000.00	\$ 2,000.00
3.	Repairs	\$ 1,000.00	\$ 1,000.00
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Subtotal	N/A	\$ 8,000.00	\$ 8,000.00

6000 Capital Outlay, including sites, buildings, improvement of buildings, and equipment

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Farm Equipment/Improvement	\$ 5,000.00	\$ 5,000.00
2.			
3.			
4.			
5.			
Subtotal	N/A	\$ 5,000.00	\$ 5,000.00

Total Allocated Funds: \$ 30,344.00 \$ 30,344.00

List of Agriculture Teachers

1. Ashley Cureton
2. Alyssa Berry
3. Mary Jane Ashley
4. Floral position posted on EDJOIN

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: REVISION OF BOARD POLICY 5121 STUDENTS – GRADES/EVALUATION OF STUDENT ACHIEVEMENT

=====

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 5121 Students – Grades/Evaluation of Student Achievement is being revised to reflect research-supported best practices regarding grading, including the separation of nonacademic factors from student academic grades. The policy also adds language on reports of student progress or specific academic standards. This item was presented to the Board of Education on June 18, 2020, for information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 5121 Students – Grades/Evaluation of Student Achievement.

FISCAL IMPACT

None.

NE:GP:LH:JAR:smr

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

The Board of Education believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement in mastering course content ACADEMIC PERFORMANCE.

(cf. 5020 - Parents Rights and Responsibilities)
(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

The Superintendent or designee shall establish a uniform grading system based on standards that SHALL BE applied to all students in that course and grade level. Principals and teachers shall ensure that student grades conform to this system. Teachers shall inform students and parents/guardians how student achievement ACADEMIC PERFORMANCE will be evaluated in the classroom.

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

A teacher shall base a student's grade SOLELY on impartial, consistent observation of the quality of the student's ACADEMIC work and his/her mastery of course content and BASED ON District standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods, such as classroom participation, homework, test, and portfolios. OTHER ELEMENTS THAT ARE NOT A DIRECT MEASURE OF KNOWLEDGE AND UNDERSTANDING OF COURSE CONTENT, SUCH AS ATTENDANCE, EFFORT, STUDENT CONDUCT, AND WORK HABITS, SHALL NOT BE FACTORED INTO THE ACADEMIC GRADE BUT MAY BE REPORTED SEPARATELY.

(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)

WHENEVER A STUDENT MISSES AN ASSIGNMENT OR ASSESSMENT DUE TO EITHER AN EXCUSED OR UNEXCUSED ABSENCE, HE/SHE SHALL BE GIVEN THE OPPORTUNITY TO EARN FULL CREDIT FOR SUBSEQUENT SATISFACTORY COMPLETION OF THE ASSIGNMENT OR ASSESSMENT.

(cf. 6154 - Homework/Makeup Work)

STUDENTS IN GRADES TK – 6 SHALL RECEIVE REPORT CARDS AT THE END OF EACH TRIMESTER AND SHALL INCLUDE PROGRESS ON ACADEMIC STANDARDS APPLICABLE TO THE COURSE AND GRADE LEVEL.

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (cont.)

When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

A report card for a student with a disability may contain information about his/her disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform postsecondary institutions or prospective employers of the student's academic achievements shall not contain information disclosing the student's disability.

(cf. 5125 - Student Records)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

~~The teacher of each course shall determine the student's grade. The A grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, and OR administrative regulation. (Education Code 49066)~~

(cf. 5125.3 - Challenging Student Records)

Grade Criteria

Grades are based upon objective criteria. Teachers shall communicate their grading criteria to the site principal, parents/guardians and students at the beginning of the school year and/or beginning of each trimester/semester.

Transitional Kindergarten Through Grade 6**Performance Level Marks**

- 4 ~~Extending~~ EXCELLING – Students at the ~~Extending~~ EXCELLING level of performance ~~have an in-depth understanding of~~ ARE CONSISTENTLY PERFORMING AT GRADE LEVEL, CAN DEMONSTRATE INDEPENDENCE, AND CAN EXTEND the grade level performance standards, WHEN APPLICABLE expected at this point of the school year.
- 3 Achieving – Students at the Achieving level of performance ~~are consistently meeting the~~ DEMONSTRATE AN ADEQUATE UNDERSTANDING OF AND ABILITY TO APPLY SKILLS NEEDED TO MEET grade level performance standardS expected at this point of the school year.

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (cont.)

- 2 Progressing – Students at the Progressing level of performance are partially meeting the grade level performance standards expected at this point in the school year.
- 1 Beginning/Standard Not Met – Students at the Beginning/Standard Not Met are not yet meeting the grade level performance standards expected at this point of the school year.

Performance level marks describe students' progress toward year-end standards.

For Grades 7 – 12

A	90-100 percent
B	80-89 percent
C	70-79 percent
D	60-69 percent
F	Below 60 percent

Letter Grade - A

Students at this level demonstrate broad and in-depth understanding of complex concepts and skills embedded in the standards and benchmarks. They make abstract and insightful connections among ideas. These students provide extensive evidence for inferences and justification of solutions. They demonstrate the ability to apply knowledge and skills effectively and independently by applying sophisticated strategies to solve complex problems.

~~These s~~Students communicate effectively and thoroughly, ~~invariably~~ supplying answers which are beyond the obvious. ~~They are able to~~ STUDENTS present clear, insightful, logical, sequential, and detailed descriptions of their thought processes.

Letter Grade - B

Students at this level demonstrate thorough understanding of concepts and skills embedded in the standards and benchmarks. ~~These s~~Students are able to extend their understanding by makEing meaningful multiple connections among independent ideas and concepts, providing supporting evidence for inferences and justification of solutions. They apply concepts and skills to solve problems using appropriate strategies. ~~These s~~Students communicate effectively. ~~They~~ AND provide clear, logical, sequential descriptions of their thought processes.

Letter Grade - C

Students performing at this level demonstrate understanding of concepts embedded in the standards and benchmarks. ~~They~~ STUDENTS make simple and general

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (cont.)

PROFICIENT connections among ideas, AND provide ~~limited~~ supporting evidence for inferences and solutions. ~~These~~ Students apply concepts and skills to routine problem solving situations.

Letter Grade - D

Students performing at this level demonstrate minimal understanding of concepts and skills embedded in the standards and benchmarks. They occasionally make connections among ideas, provide minimal evidence or support for inferences and solutions. ~~These~~ Students have not CONSISTENTLY DEMONSTRATED AN UNDERSTANDING OF ~~met~~ the standards.

Letter Grade - F

Students performing at this level ~~do~~ HAVE not demonstrated an understanding of concepts and skills embedded in the standards and benchmarks. They do not make connections among ideas, provide no evidence or support for inferences or solutions. ~~These~~ Students have not DEMONSTRATED AN UNDERSTANDING OF ~~met~~ the standards.

Behavior, effort, and attendance shall be reported in separate evaluations, not in the student's academic grade.

(cf. 5113 - Absences and Excuses)
 (cf. 5123 - Promotion/Acceleration/Retention)
 (cf. 5125.3 - Challenging Student Records)
 (cf. 6154 - Homework/Make-up Work)

Grade Points**For Grades 7 – 12**

~~Electives, college preparation, and honors courses are not weighted.~~ Grades received in non-weighted courses will be computed on the following scale:

- A - 4 grade points
- B - 3 grade points
- C - 2 grade points
- D - 1 grade point
- F - 0 grade points

~~Advanced Placement courses at the high school level shall be weighted to reflect the more rigorous nature of these courses.~~ Grades received in these WEIGHTED courses will be computed on the following scale:

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (cont.)

- A - 5 grade points
- B - 4 grade points
- C - 3 grade points
- D - 1 grade point
- F - 0 grade point

Effects of Absences on Grades

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance.

(cf. 6154 - Homework/Makeup Work)

The Board desires to emphasize the importance of school attendance. Therefore, students with excessive unexcused absences (25 percent absences per trimester or semester) may receive a failing grade and may not receive credit for the class(es).

(cf. 5113 - Absences and Excuses)

Grade Point Average

The Superintendent or designee shall determine the methodology to be used in calculating students' grade point average (GPA), including the courses to be included within the GPA and ~~whether TO WHICH CLASSES~~ extra grade weighting shall be applied. ~~to Advanced Placement, honors, and/or concurrent postsecondary courses.~~

(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

Legal Reference:**EDUCATION CODE**

48070 Promotion and retention

48205 Excused absences

48800-48802 Enrollment of gifted students in community college

48904-48904.3 Withholding grades, diplomas, or transcripts

49066 Grades; finalization; physical education class

49067 Mandated regulations regarding student's achievement

49069.5 Students in foster care, grades and credits

51242 Exemption from physical education based on participation in interscholastic athletics

69432.9 Cal Grant program; notification of grade point average

76000-76002 Enrollment in community college

CODE OF REGULATIONS, TITLE 5

10060 Criteria for reporting physical education achievement, high schools

30008 Definition of high school grade point average for student aid eligibility

UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act (FERPA)

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (cont.)

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

COURT DECISIONS

Owasso Independent School District v. Falvo, (2002) 534 U.S. 426

Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86 Cal.App.4th 1

Swany v. San Ramon Valley Unified School District, (1989) 720 F.Supp. 764

Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179 Cal.App.3d 593

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE

Report Cards and Transcripts for Students with Disabilities, October 17, 2008

WEBSITES

California School Boards Association: www.csba.org

California Department of Education: www.cde.ca.gov

California Student Aid Commission: www.csac.ca.gov

U.S. Department of Education, Office for Civil Rights: www.ed.gov/about/offices/list/ocr

Chino Valley Unified School District

Policy adopted: January 23, 1997

Revised: August 10, 2000

Revised: January 8, 2004

Revised: January 24, 2008

Revised: August 6, 2009

Revised: June 30, 2011

Revised: June 16, 2016

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020

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

\$6,934,146.78 to all District funding sources.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: July 16, 2020

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: AGREEMENTS FOR CONTRACTOR/CONSULTANT SERVICES

=====

BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

As indicated.

NE:GJS:AGH:pw

SUPERINTENDENT	FISCAL IMPACT
S-2021-002 CSBA Membership. To provide annual renewal for California School Boards Association membership. Submitted by: Superintendent Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$20,118.00 Funding source: General Fund
S-2021-003 CSBA Gamut Online. To provide annual renewal for online school board policy service. Submitted by: Superintendent Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$5,625.00 Funding source: General Fund

BUSINESS SERVICES	FISCAL IMPACT
B-2021-003 School Services of California Inc. To provide fiscal budget services. Submitted by: Business Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$3,840.00 Funding source: General Fund
B-2021-004 Pace Payments. To provide payment processing services for ASBWorks. Submitted by: Business Services Duration of Agreement: July 1, 2020 - June 30, 2023	Contract amount: Per rate sheet Funding source: ASB/USB/PFA/PTA/Boosters
B-2021-005 JourneyEd.com dba Academic Superstore. To provide annual software renewal for Adobe Creative Cloud Suite. Submitted by: Printing, Graphics, and Mail Services Duration of Agreement: November 1, 2020 - November 30, 2021	Contract amount: \$4,195.00 Funding source: General Fund

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-2021-062 Card Integrators Corporation dba CI Solutions. To provide annual renewal for student ID card system software and printer services. Submitted by: Alternative Education Center Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$1,270.00 Funding source: School Site Budget
CIIS-2021-063 Pediatric Therapy Services LLC dba The Stepping Stones Group. To provide speech/language pathology, board certified behavior analyst, psychologists, LVN/school nurse, translation services, and instructional aides. Submitted by: Special Education Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$350,000.00 Funding source: Special Education
CIIS-2021-064 CMS Consulting Inc. To provide E-Rate services. Submitted by: Technology Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$ 20,000.00 Funding source: General Fund
CIIS-2021-065 City of Chino. To provide counseling services for McKinney-Vento students. Submitted by: Health Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$15,000.00 Funding source: Title I
CIIS-2021-066 City of Chino. To provide case management support services for the HOPE family resource centers and CARE Closets. Submitted by: Health Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$400,000.00 Funding source: LCAP

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
<p>CIIS-2021-067 City of Chino. To provide nurturing, parenting classes, and case management support for CVUSD families. Submitted by: Health Services Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$80,100.00 Funding source: First 5 San Bernardino Grant</p>
<p>CIIS-2021-068 City of Chino. To provide case management support for CVUSD students and families. Submitted by: Health Services/McKinney-Vento Case Management Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$ 75,000.00 Funding source: EHCY Grant</p>
<p>CIIS-2021-069 Music Notes LLC. To provide TUPE assembly and song writing session. Submitted by: Health Services/TUPE Grant Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$ 2,950.00 Funding source: TUPE Grant</p>
<p>CIIS-2021-070 Susanne Montgomery. To provide TUPE Grant Program evaluation services. Submitted by: Health Services/TUPE Grant Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$ 35,000.00 Funding source: TUPE Grant</p>
<p>CIIS-2021-071 Committee for Children. To provide access to second step socioemotional curriculum for grades 6 - 8. Submitted by: Health Services Duration of Agreement: July 31, 2020 - July 31, 2021</p>	<p>Contract amount: \$17,318.20 Funding source: LCAP</p>
<p>CIIS-2021-072 Fireplace dba Smore. To provide access to an electronic newsletter software. Submitted by: Health Services Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$699.00 Funding source: LCAP</p>
<p>CIIS-2021-073 Zoom Video Communications, Inc. To provide a video communication platform that is in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA). Submitted by: Health Services Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$1,999.00 Funding source: Medi-Cal and CHDP</p>
<p>CIIS-2021-074 GT Soft Inc. To provide annual renewal for EZ child track software to serve nine school sites. Submitted by: Health Services/Child Development Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$7,875.00 Funding source: Child Development Fund</p>
<p>CIIS-2021-075 Ben Choate - SoftCare Systems. To provide annual renewal for Childcare app. software services for five users. Submitted by: Health Services/Child Development Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$300.00 Funding source: State Subsidized Fund</p>
<p>CIIS-2021-076 Screencastify LLC. To provide annual renewal for School Building software. Submitted by: Rhodes ES Duration of Agreement: August 10, 2020 - August 10, 2021</p>	<p>Contract amount: \$850.00 Funding source: GATE</p>
<p>CIIS-2021-077 City of Chino. To provide staffing for grant funded, after-school programs. Submitted by: Health Services Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$552,536.00 Funding source: ASES Grant</p>

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-2021-078 K-12 Insight Survey. To provide engagement and customer survey services for school sites. Submitted by: Access and Equity Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$29,700.00 Funding source: LCAP
CIIS-2021-079 SHI. To provide Hewlett Packard Enterprise Aruba support. Submitted by: Technology Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$31,395.05 Funding source: General Fund
CIIS-2021-080 Project Lead the Way, Inc. To provide annual renewal for online STEAM program. Submitted by: Briggs K-8 Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$1,900.00 Funding source: Title I
CIIS-2021-081 Thomaskelly Software Associates LP. To provide annual renewal for attendance tracking software. Submitted by: Health Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$5,800.00 Funding source: ASES Grant
CIIS-2021-082 Illuminate Education. To provide three-year renewal for data and assessment, assessment scanning and scoring; and Inspect Plus with Next Generation Science Standards pre-builts. Submitted by: Assessment and Instructional Technology Duration of Agreement: July 1, 2020 - June 30, 2023	Contract amount: \$618,527.58 Funding source: Assessment and Low Performing Block Grant
CIIS-2021-083 Kami Notable Inc. To provide annual software subscription for annotating text and editing documents. Submitted by: Assessment and Instructional Technology Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$36,875.00 Funding source: Low Performing Block Grant
CIIS-2021-084 IXL Learning, Inc. To provide annual site license renewal for subjects math, ELA, and social studies. Submitted by: Briggs K-8 Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$12,400.00 Funding source: Title I
CIIS-2021-085 IXL Learning, Inc. To provide annual site license renewal for math. Submitted by: Woodcrest JHS Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$1,856.00 Funding source: Title I
CIIS-2021-086 DreamBox Learning, Inc. To provide annual site license renewal for math. Submitted by: Cattle ES Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$8,750.00 Funding source: Title I
CIIS-2021-087 Houghton Mifflin Harcourt. To provide implementation training and services for Read 180 and Math 180. Submitted by: Secondary Curriculum Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$5,600.00 Funding source: LCAP
CIIS-2021-088 Oxford Tutoring Center. To provide tutoring services for foster youth. Submitted by: Student Support Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$7,000.00 Funding source: LCAP

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
<p>CIIS-2021-089 Leading Edge Learning Center. To provide tutoring services for foster youth. Submitted by: Student Support Services Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$20,000.00 Funding source: LCAP</p>
<p>CIIS-2021-090 SmartStar Solutions, LLC. To provide tutoring services for foster youth. Submitted by: Student Support Services Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$5,000.00 Funding source: LCAP</p>
<p>CIIS-2021-091 Professional Tutors of America. To provide tutoring services for foster youth. Submitted by: Student Support Services Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$18,000.00 Funding source: LCAP</p>
<p>CIIS-2021-092 Gomez & Associates. To provide translation, interpreter, and over the phone interpreter services. Submitted by: Student Support Services Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: Per rate sheet Funding source: LCAP</p>
<p>CIIS-2021-093 NCS Pearson, Inc. To provide annual renewal for online testing materials and scoring as needed for psychologists' use. Submitted by: Special Education Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$10,000.00 Funding source: Special Education</p>
<p>CIIS-2021-094 NCS Pearson, Inc. To provide annual renewal for online testing materials and scoring as needed for academic use. Submitted by: Special Education Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$8,000.00 Funding source: Special Education</p>
<p>CIIS-2021-095 Multi-Health Systems, Inc. To provide annual renewal for online tests and scoring for Behavior Intervention program. Submitted by: Special Education Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$4,000.00 Funding source: Special Education</p>
<p>CIIS-2021-096 Multi-Health Systems, Inc. To provide annual renewal for online tests and scoring for psychologists. Submitted by: Special Education Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$ 15,000.00 Funding source: Special Education</p>
<p>CIIS-2021-097 GT Soft, Inc. To provide EZ Child Track for four Preschool Readiness Educational Partnership (PREP) preschools for online payment of fees. Submitted by: Special Education Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$4,000.00 Funding source: Special Education</p>
<p>CIIS-2021-098 San Joaquin County Office of Education/ Special Education Information System. To provide annual renewal for two-way automated data transmission between Special Education Information System (SEIS) to Aeries. Submitted by: Special Education Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$5,250.00 Funding source: Special Education</p>

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-2021-099 Psychological Assessment Resources, Inc. To provide annual renewal for online testing materials and scoring as needed for psychologists' use. Submitted by: Special Education Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$2,000.00 Funding source: Special Education
CIIS-2021-100 Houghton Mifflin Harcourt. To provide annual renewal plan for Read 180 and Math 180 including student and teacher licenses. Submitted by: Secondary Curriculum Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$46,320.00 Funding source: LCAP
CIIS-2021-101 Houghton Mifflin Harcourt. To provide annual license and implementation renewal for SRI-web subscription. Submitted by: Secondary Curriculum Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$21,984.48 Funding source: LCAP
CIIS-2021-102 John Wiley & Sons, Inc. To provide annual renewal for software use only. Submitted by: Special Education Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: None Funding source: None
CIIS-2021-103 Brain Train, Inc. To provide annual renewal for software use only. Submitted by: Special Education Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: None Funding source: None
CIIS-2021-104 CDW-G. To provide annual renewal for ContentKeeper Web Filter Pro. Submitted by: Technology Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$50,017.77 Funding source: General Fund

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-2021-021 TLC Auctions. To provide unreserved auction for sale of all Board approved surplus property. Submitted by: Purchasing Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: 45% of Gross Sales Funding source: None
F-2021-022 Rain Master Irrigation Systems. To provide central control irrigation system to control, monitor, and setup automatic weather-based irrigation scheduling. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$12,476.00 Funding source: General Fund
F-2021-023 Greer's Mobile Truck & Equipment Repair. To provide on-site repairs to District equipment. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet Funding source: General Fund
F-2021-024 Best Limousines & Transportation, Inc. dba BEST - VIP Chauffeured Worldwide. To provide charter bus services. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet Funding source: General Fund

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-2021-027 Hot Dogger Tours, Inc. dba Gold Coast Tours. To provide charter bus services. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet Funding source: General Fund
F-2021-028 Inland Empire Stages LTD. To provide charter bus services. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet Funding source: General Fund
F-2021-030 Trapeze Software Group, Inc. To provide annual software renewal for field trip management, driver trainer hours payroll, and fleet management. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$2,891.35 Funding source: General Fund
F-2021-031 H & K Charter Co., Inc. To provide charter bus services. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet Funding source: General Fund
F-2021-032 Certified Transportation Services, Inc. To provide charter bus services. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet Funding source: General Fund
F-2021-033 Carreras Tours, LLC. To provide charter bus services. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet Funding source: General Fund

HUMAN RESOURCES	FISCAL IMPACT
HR-2021-003 Fagen Friedman & Fulfrost LLP. To provide legal services. Submitted by: Human Resources Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet Funding source: General Fund
HR-2021-004 Keenan & Associates. To provide run-off claims administration services. Submitted by: Risk Management Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$6,000.00 Funding source: Self Insurance Fund
HR-2021-005 Frontline Education. To provide annual renewal for absence and substitute management services. Submitted by: Human Resources Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$35,000.00 Funding source: General Fund

SAN BERNARDINO COUNTY	FISCAL IMPACT
SBC-2021-001 San Bernardino County Department of Public Health. To provide Friday night live/club live services. Submitted by: Health Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: None Funding source: None

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS	FISCAL IMPACT
<p>SBCSS 20/21-0095 San Bernardino County Superintendent of Schools Courier Services. To provide SBCSS District financial services' courier services. Submitted by: Business Services Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$18,986.11 Funding source: General Fund</p>
<p>SBCSS 20/21-0151 San Bernardino County Superintendent of Schools Medi-Cal Administrative Activities. To provide MAA Program coordination. Submitted by: Health Services Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$30,529.00 Funding source: LEA Grant</p>
<p>SBCSS 20/21-0278 San Bernardino County Superintendent of Schools SANDABS. To provide 2020/2021 membership for San Bernardino County District Advocates for Better Schools (SANDABS). Submitted by: Superintendent Duration of Agreement: July 1, 2020 - June 30, 2021</p>	<p>Contract amount: \$2,000.00 Funding source: General Fund</p>

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<p>RFP 17-18-01 California Bus Service. To provide charter bus services. Submitted by: Transportation Duration of Agreement: October 6, 2017 - October 5, 2020 Original Agreement Board Approved: October 5, 2017</p>	<p>Extend contract one year effective October 6, 2020 - October 5, 2021 Contract amount: Per rate sheet Funding source: General Fund</p>
<p>RFP 17-18-01 Empire Transportation Services, Inc. To provide charter bus services. Submitted by: Transportation Duration of Agreement: October 6, 2017 - October 5, 2020 Original Agreement Board Approved: October 5, 2017</p>	<p>Extend contract one year effective October 6, 2020 - October 5, 2021 Contract amount: Per rate sheet Funding source: General Fund</p>
<p>RFP 17-18-01 Visser Bus Services, Inc. To provide charter bus services. Submitted by: Transportation Duration of Agreement: October 6, 2017 - October 5, 2020 Original Agreement Board Approved: October 5, 2017</p>	<p>Extend contract one year effective October 6, 2020 - October 5, 2021 Contract amount: Per rate sheet Funding source: General Fund</p>

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: SURPLUS/OBSOLETE PROPERTY

=====

BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

Increase to the General Fund from proceeds of sale.

NE:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
SURPLUS/OBSOLETE PROPERTY
July 16, 2020**

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Blue Chairs (2)			Facilities
Stove	Montague	921782	Nutrition Services
Computer	Tek Visions	43730	Nutrition Services
Computer	Tek Visions	13BE1600725	Nutrition Services
Computer	Tek Visions	44129	Nutrition Services
Closed Circuit TV	Optelec Multiview	43873	Special Education
Closed Circuit TV	Optelec Multiview	43871	Special Education
Laptop	Dell	41364	Special Education
Laptop	Dell	45581	Special Education
Laptop	Dell	41339	Special Education
iPad	Apple	65878	Special Education
iPad	Apple	65881	Special Education
iPad	Apple	56193	Special Education
Laptop	Dell	45614	Special Education
TV	Samsung		Butterfield Ranch ES
TV Mount. Bracket			Butterfield Ranch ES
Keyboards (9)			Butterfield Ranch ES
Monitor	Apple	27208	Butterfield Ranch ES
Monitor	Apple	27175	Butterfield Ranch ES
Monitor	Apple	27214	Butterfield Ranch ES
Monitor	Apple	27207	Butterfield Ranch ES
Monitor	Apple	27176	Butterfield Ranch ES
Monitor	Apple	27189	Butterfield Ranch ES
Monitor	Apple	27205	Butterfield Ranch ES
Monitor	Apple	316MAC	Butterfield Ranch ES
Thin Client/Keyboard	Dell	53889	Chaparral ES
Thin Client/Keyboard	Dell	53913	Chaparral ES
Thin Client/Keyboard	Dell	53904	Chaparral ES
Thin Client/Keyboard	Dell	53881	Chaparral ES
Thin Client/Keyboard	Dell	53897	Chaparral ES
Computer	Dell Thin	51741	Dickey ES
Computer	Dell Thin	49644	Dickey ES
Computer	Dell Thin	49666	Dickey ES
Computer	OptiPlex 789	34512	Dickey ES
Computer	OptiPlex 789	33052	Dickey ES
Computer	OptiPlex 789	34497	Dickey ES
Computer	OptiPlex 789	34498	Dickey ES
Computer	OptiPlex 789	34503	Dickey ES
Computer	OptiPlex 789	34460	Dickey ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Doc Camera	Aver Media	27667	Dickey ES
Computer	OptiPlex 760	30417	Dickey ES
TV/VHS Player	Quasar	30186	Dickey ES
Monitors	Dell		Dickey ES
Printer	HP Deskjet	14612	Dickey ES
Copier	Cannon	TVH72775	Dickey ES
Computer	OptiPlex 780	33789	Dickey ES
Computer	OptiPlex 780	34488	Dickey ES
Computer	OptiPlex 780	34458	Dickey ES
Student Desks (200)			Dickey ES
Computer	OptiPlex 780	34486	Dickey ES
Computer	OptiPlex 780	34466	Dickey ES
Computer	OptiPlex 780	34500	Dickey ES
Computer	OptiPlex 780	34499	Dickey ES
Computer	OptiPlex 780	34479	Dickey ES
Computer	OptiPlex 780	34463	Dickey ES
Computer	HP Thin Client	49641	Dickey ES
Computer	OptiPlex 780	34483	Dickey ES
Computer	OptiPlex 780	34502	Dickey ES
Computer	HP Thin Client	42665	Dickey ES
Computer	OptiPlex 780	34494	Dickey ES
Monitors (2)	Dell		Dickey ES
Camera Digital	Sony FD Mavica	14957	Dickey ES
Computer Tables (2)	Blue		Dickey ES
Brown Chairs (13)			Dickey ES
Computer Table	Folding		Dickey ES
Green Rolling Chair			Dickey ES
Blue Rolling Chair			Dickey ES
Computer Rolling Desk			Dickey ES
Brown Rolling Chairs (2)			Dickey ES
Computer	OptiPlex 780	34462	Dickey ES
Computer	OptiPlex 780	34521	Dickey ES
Computer	OptiPlex 780	34515	Dickey ES
Cassette Player	Califone	11060397	Dickey ES
Student Chairs (307)			Dickson ES
Student Desks (37)			Dickson ES
Filing Cabinet		A01244	Dickson ES
Filing Cabinet		A19761	Dickson ES
Filing Cabinets (9)			Dickson ES
Kidney Tables (2)			Dickson ES
Rectangle Tables (5)			Dickson ES
Teacher Desk			Dickson ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Round Table			Dickson ES
Backpack Rack			Dickson ES
Rolling Bookshelves (5)			Dickson ES
Thin Clients	Dell	46301	Dickson ES
Thin Clients	Dell	45848	Dickson ES
Thin Clients	Dell	43426	Dickson ES
Thin Clients	Dell	43534	Dickson ES
Monitor	Dell	4CQ-10WM	Dickson ES
Monitor	Dell	3B5-353L	Dickson ES
Monitor	Dell	3B5-333L	Dickson ES
Magazine Rack			Marshall ES
Teacher Desk			Marshall ES
Cubby Shelf			Marshall ES
Teacher Chair			Marshall ES
Chairs (19)			Marshall ES
Wooden Tub Holder			Marshall ES
Play Stove Set			Marshall ES
Trapezoid Desks (6)			Marshall ES
Student Desks (2)			Marshall ES
Metal Tricycles (4)			Marshall ES
Student Test Desk			Marshall ES
Metal Filing Cabinet		C01633	Marshall ES
Metal Filing Cabinet		A11184	Marshall ES
Metal Filing Cabinet			Marshall ES
Boxes of Binders (17)			Marshall ES
White Metal Cabinet			Marshall ES
Bookshelves (3)			Marshall ES
Metal Cart			Marshall ES
Large Desks (3)			Marshall ES
Small Wooden Boxes (2)			Marshall ES
Round Tables (4)			Marshall ES
Foldable Lunch Table			Marshall ES
Book Cart		A08182	Marshall ES
Book Cart			Marshall ES
Metal Shelves (2)			Marshall ES
Wooden Planks (2)			Marshall ES
Box of Various Items			Marshall ES
Metal Filing Cabinet		A08327	Marshall ES
Metal Filing Cabinet		A07752	Marshall ES
Metal Filing Cabinet			Marshall ES
Metal Cart		A14414	Marshall ES
Wooden Cabinet		A08178	Marshall ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Wooden Cubby Case			Marshall ES
Testing Desk		A08181	Marshall ES
Student Desk			Marshall ES
Square Desks (3)			Marshall ES
Trapezoid Desks (9)			Marshall ES
Round Tables (2)			Marshall ES
Wooden Chair			Marshall ES
Metal Filing Cabinet			Marshall ES
Round Tables (2)		A00058	Marshall ES
Monitor	Dell	CNOC730C716230711285	Marshall ES
Monitor	Dell	CNOC730C716230551610	Marshall ES
Monitor	Dell	CNOC730C716230613958	Marshall ES
Monitor	Dell	CNOC730C716230551577	Marshall ES
Monitor	Dell	CNOC730C716230551409	Marshall ES
Monitor	Dell	CNOC730C716230705944	Marshall ES
Monitor	Dell	CNOC730C7162389N3425	Marshall ES
Monitor	Dell	CNOC730C716232AV1053	Marshall ES
Monitor	Dell	CNOC730C716232AV1023	Marshall ES
Monitor	Dell	CNOC730C716232AV1020	Marshall ES
Monitor	Dell	CNOC730C716232AV1064	Marshall ES
Computer	Dell Optiplex 780	35037	Marshall ES
Computer	Dell Optiplex 780	35036	Marshall ES
Computer	Dell Optiplex 780	35038	Marshall ES
Computer	Dell Optiplex 780	35022	Marshall ES
Computer	Dell Optiplex 780	35024	Marshall ES
Computer	Dell Optiplex 780	35026	Marshall ES
Computer	Dell Optiplex 780	35028	Marshall ES
Computer	Dell Optiplex 780	35035	Marshall ES
Computer	Dell Optiplex 3010	41067	Marshall ES
Computer	Dell Optiplex 3010	41070	Marshall ES
Computer	Dell Optiplex 3010	41074	Marshall ES
Computer	Dell Optiplex 3010	41071	Marshall ES
Computer	Dell Optiplex 3010	41066	Marshall ES
Computer	Dell Optiplex 3020	44097	Marshall ES
Computer	Dell Optiplex 3020	44050	Marshall ES
Computer	Dell Optiplex 3020	43321	Marshall ES
Computer	Dell Optiplex 3020	43323	Marshall ES
Computer	Dell Optiplex 745		Marshall ES
Computer	Dell Optiplex 745	43322	Marshall ES
Computer	Dell Thin Client	29IVF5	Marshall ES
Computer	Dell Thin Client	48147	Marshall ES
Computer	Dell Thin Client	48290	Marshall ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Computer	Dell Thin Client	48137	Marshall ES
Computer	Dell Thin Client	48293	Marshall ES
Computer	Dell Thin Client	48285	Marshall ES
Computer	Dell Thin Client	48192	Marshall ES
Computer	Dell Thin Client	48200	Marshall ES
Computer	Dell Thin Client	48910	Marshall ES
Computer	Dell Thin Client	50907	Marshall ES
Computer	Dell Thin Client	48289	Marshall ES
Computer	Dell Thin Client	48294	Marshall ES
Computer	Dell Thin Client	48292	Marshall ES
Computer	Dell Thin Client	48184	Marshall ES
Computer	Dell Thin Client	48198	Marshall ES
Computer	Dell Thin Client	48291	Marshall ES
Computer	Dell Thin Client	48032	Marshall ES
Computer	Dell Thin Client	52620	Marshall ES
Computer	Dell Thin Client	48298	Marshall ES
Computer	Dell Thin Client	48303	Marshall ES
Computer	Dell Thin Client	41893	Marshall ES
Computer	Dell Thin Client	48197	Marshall ES
Computer	Dell Thin Client	48295	Marshall ES
Computer	Dell Thin Client	48199	Marshall ES
Computer	Dell Thin Client	48196	Marshall ES
Computer	Dell Thin Client	48207	Marshall ES
Computer	Dell Thin Client	48194	Marshall ES
Computer	Dell Thin Client	48333	Marshall ES
Computer	Dell Thin Client	48312	Marshall ES
Computer	Dell Thin Client	48299	Marshall ES
Computer	Dell Thin Client	48182	Marshall ES
Computer	Dell Thin Client	48986	Marshall ES
Projector	Epson	KM3F9304657	Marshall ES
Projector	Epson	KM3F8Y3704L	Marshall ES
Projector	Epson	KM3F930508L	Marshall ES
Projector	Epson	KM3F8Y3694L	Marshall ES
Projector	Epson	KM3F930462L	Marshall ES
Projector	Epson	FG7G3X0564F	Marshall ES
Printer	HP	CNBKK53193	Marshall ES
Printer	Xerox	MXX974539	Marshall ES
Printer	Brother	U52581K9J282140	Marshall ES
PA System	Transmitter	A8875	Marshall ES
PA System	Mixer GLQ	O6K0205181	Marshall ES
PA System	Mixer	07C8722925	Marshall ES
PA System	Amplifier	O7H8705210	Marshall ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Overhead Projector	3M	1184599	Marshall ES
Laminator			Marshall ES
Computer	Dell	4B4DPM1	Marshall ES
Computer	Dell	35045	Marshall ES
Computer	Dell	35017	Marshall ES
Computer	Dell	35049	Marshall ES
Computer	Dell	35043	Marshall ES
Computer	Dell	35029	Marshall ES
Computer	Dell	35045	Marshall ES
Computer	Dell	35052	Marshall ES
Computer	Dell	35046	Marshall ES
Computer	Dell	35034	Marshall ES
Computer	Dell	35040	Marshall ES
Computer	Dell	35033	Marshall ES
Computer	Dell	35020	Marshall ES
Computer	Dell	35019	Marshall ES
Computer	Dell	35051	Marshall ES
Computer	Dell	35021	Marshall ES
Computer	Dell	35002	Marshall ES
Computer	Dell	35023	Marshall ES
Computer	Dell	35016	Marshall ES
Computer	Dell	35017	Marshall ES
Computer	Dell	35042	Marshall ES
Computer	Dell	41077	Marshall ES
Computer	Dell	42056	Marshall ES
Computer	Dell	41072	Marshall ES
Computer	Dell	41075	Marshall ES
Computer	Dell	41064	Marshall ES
Computer	Dell	FOJ6CX1	Marshall ES
Computer	Dell	41079	Marshall ES
Computer	Dell	41058	Marshall ES
Computer	Dell	41054	Marshall ES
Computer	Dell	41076	Marshall ES
Computer	Dell	41055	Marshall ES
Computer	Dell	44057	Marshall ES
Computer	Dell	41059	Marshall ES
Computer	Dell	FOBOCX1	Marshall ES
Thin Client	Dell	291VF3	Marshall ES
Thin Client	Dell	291VF1	Marshall ES
Thin Client	Dell	10397L	Marshall ES
Thin Client	Dell	53073B	Marshall ES
Thin Client	Dell	332D1N	Marshall ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Thin Client	Dell	10397M	Marshall ES
Thin Client	Dell	52619	Marshall ES
Thin Client	Dell	51732	Marshall ES
Thin Client	Dell	51733	Marshall ES
Thin Client	Dell	48307	Marshall ES
Thin Client	Dell	50909	Marshall ES
Thin Client	Dell	48309	Marshall ES
Thin Client	Dell	48303	Marshall ES
Thin Client	Dell	48304	Marshall ES
Thin Client	Dell	48305	Marshall ES
Thin Client	Dell	48319	Marshall ES
Thin Client	Dell	48313	Marshall ES
Thin Client	Dell	48139	Marshall ES
Thin Client	Dell	51735	Marshall ES
Thin Client	Dell	52617	Marshall ES
Thin Client	Dell	48301	Marshall ES
Thin Client	Dell	48306	Marshall ES
Thin Client	Dell	42320	Marshall ES
Monitors (32)	Dell		Marshall ES
Monitor	Dell	5CV529043Q	Walnut ES
Monitor	Dell	45801	Walnut ES
Monitor	Dell	46289	Walnut ES
Monitor	Dell	46269	Walnut ES
Monitor	Dell	45791	Walnut ES
Monitor	Dell	45796	Walnut ES
Monitor	Dell	46284	Walnut ES
Monitor	Dell	46288	Walnut ES
Monitor	Dell	5CV52904D2	Walnut ES
Monitor	Dell	5CV52904D5	Walnut ES
Monitor	Dell	5CV52904D9	Walnut ES
Monitor	Dell	5CV52402JM	Walnut ES
Monitor	Dell	5CV52904DD	Walnut ES
Monitor	Dell	5CV52904DB	Walnut ES
Monitor	Dell	45787	Walnut ES
Monitor	Dell	46271	Walnut ES
Monitor	Dell	CN0M9V7W-74261-0MGM	Walnut ES
Monitor	Dell	45061	Walnut ES
Monitor	Dell	46283	Walnut ES
Monitor	Dell	45785	Walnut ES
Monitor	Dell	5CV524025Z	Walnut ES
Monitor	Dell	45786	Walnut ES
Monitor	Dell	5CV529043L	Walnut ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Monitor	Dell	46290	Walnut ES
Monitor	Dell	46272	Walnut ES
Monitor	Dell	44382	Walnut ES
Monitor	Dell	42566	Walnut ES
Monitor	Dell	42107	Walnut ES
Monitor	Dell	42096	Walnut ES
Monitor	Dell	5CV524025M	Walnut ES
Monitor	Dell	45783	Walnut ES
Monitor	Dell	42547	Walnut ES
Monitor	Dell	42569	Walnut ES
Monitor	Dell	T306-13136H	Walnut ES
Monitor	Dell	T306-13136T	Walnut ES
Monitor	Dell	T306-131374	Walnut ES
Monitor	Dell	T306-131348	Walnut ES
Monitor	Dell	5CV52402TF	Walnut ES
Monitor	Dell	5CV52402TB	Walnut ES
Monitor	Dell	5CV52402JP	Walnut ES
Monitor	Dell	5CV5290435	Walnut ES
Monitor	Dell	5CV524025W	Walnut ES
Monitor	Dell	5CV52402JZ	Walnut ES
Monitor	Dell	CN0GC97H728725CLAA	Walnut ES
Monitor	Dell	46287	Walnut ES
Monitor	Dell	5CV52904D8	Walnut ES
Monitor	Dell	5CV529043W	Walnut ES
Monitor	Dell	5CV529043N	Walnut ES
Monitor	Dell	5CV52904D6	Walnut ES
Printer	HP	36603	Walnut ES
Shelves (2)			Walnut ES
Student Desks (2)			Walnut ES
Globe			Walnut ES
White Shelf			Walnut ES
Oak Shelf			Walnut ES
Speaker	Logitech		Walnut ES
Case	Califone		Walnut ES
Magazine Shelf			Walnut ES
Book Cart			Walnut ES
Student Desks (4)			Walnut ES
Tricycles (6)			Walnut ES
Scooter			Walnut ES
Rolling Storage Unit			Walnut ES
Rolling Tables (4)			Walnut ES
Computer	Dell	48191	Wickman ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Computer	Dell	48180	Wickman ES
Computer	Dell	48224	Wickman ES
Computer	Dell	44365	Wickman ES
Computer	Dell	44342	Wickman ES
Computer	Dell	48219	Wickman ES
Computer	Dell	48178	Wickman ES
Computer	Dell	48189	Wickman ES
Computer	Dell	48173	Wickman ES
Computer	Dell	48220	Wickman ES
Computer	Dell	48231	Wickman ES
Computer	Dell	44354	Wickman ES
Computer	Dell	48239	Wickman ES
Computer	Dell	44339	Wickman ES
Computer	Dell	44316	Wickman ES
Computer	Dell	44327	Wickman ES
Computer	Dell	48143	Wickman ES
Computer	Dell	48144	Wickman ES
Computer	Dell	44311	Wickman ES
Computer	Dell	48328	Wickman ES
Computer	Dell	44325	Wickman ES
Computer	Dell	48160	Wickman ES
Computer	Dell	44372	Wickman ES
Computer	Dell	44339	Wickman ES
Computer	Dell	44375	Wickman ES
Computer	Dell	44335	Wickman ES
Computer	Dell	44343	Wickman ES
Computer	Dell	44376	Wickman ES
Printer	Xerox	24588	Wickman ES
Printer	Brother	U61506L6J318784	Wickman ES
Printer	Xerox	HAT035708	Wickman ES
Computer	Dell	FMJRWD1	Canyon Hills JHS
Monitor	Dell		Canyon Hills JHS
iBook	Apple	21410	Canyon Hills JHS
Printer	HP	04373	Magnolia JHS
Tower and Monitor	Dell	42267	Magnolia JHS
Printer	HP	MY389213298	Magnolia JHS
Typewriter	Brother	E4E874801	Magnolia JHS
Monitors (2)	Dell		Magnolia JHS
Tower	Dell	41030	Magnolia JHS

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020

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 2020/2021-01 AND 2020/2021-02, AUTHORIZATION TO UTILIZE PIGGYBACK CONTRACTS

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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 contracts as itemized below:

Resolution	Contract	Contractor	Description	Term
2020/2021-01	Torrance Unified School District Bid No. 10-04.09.19	Culver-Newlin, CM School Supply, ELB Education, Lakeshore Learning, McDowell-Crag, MeTEOR Education, and Office Solutions (Blue Space Interiors)	Classroom & Office Furniture	5/6/2020-5/5/2021
2020/2021-02	Pomona Valley Co-Op Lead Agency: Jurupa Unified School District RFP 18-19-12NS	Daxwell, Individual Food Service, P&R Paper Supply Co., Revere Packaging, and Sysco Riverside, Inc.	Paper Products	7/1/2020-6/30/2021

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2020/2021-01 and 2020/2021-02, Authorization to Utilize Piggyback Contracts.

FISCAL IMPACT

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District
Resolution 2020/2021-01
Authorization to Utilize the Torrance Unified School District Bid No. 10-04.09.19
With Culver-Newlin, CM School Supply, ELB Education, Lakeshore Learning,
McDowell-Crag, MeTEOR Education, and Office Solutions (Blue Space Interiors)
to Purchase Classroom and Office Furniture
Through the Piggyback Contract**

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

WHEREAS, Torrance Unified School District currently has a piggyback contract, Bid No. 10-04.09.19, in accordance with Public Contract Code 20118 with Culver-Newlin, CM School Supply, ELB Education, Lakeshore Learning, McDowell-Crag, MeTEOR Education, and Office Solutions (Blue Space Interiors), 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 classroom and office furniture through the piggyback contract procured by the Torrance Unified School District Bid No. 10-04.09.19.

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 classroom and office furniture through the piggyback contract originally procured by the Torrance Unified School District Bid No. 10-04.09.19 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 classroom and office furniture in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Torrance Unified School District Bid No. 10-04.09.19.

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

Section 5. Effective Date. This resolution shall be effective as of May 6, 2020, for the term ending May 5, 2021.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 16th day of July 2020 by the following vote:

Blair	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

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

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

**Chino Valley Unified School District
Resolution 2020/2021-02
Authorization to Utilize the Pomona Valley Co-Op Lead Agency:
Jurupa Unified School District RFP 18-19-12NS
With Daxwell, Individual Food Service, P&R Paper Supply Co., Revere Packaging,
and Sysco Riverside, Inc.
to Purchase Paper Products
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 paper products for the District;

WHEREAS, Pomona Valley Co-Op Lead Agency: Jurupa Unified School District currently has a piggyback contract, RFP 18-19-12NS, in accordance with Public Contract Code 20118 with Daxwell, Individual Food Service, P&R Paper Supply Co., Revere Packaging, and Sysco Riverside, 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 paper products through the piggyback contract procured by the Pomona Valley Co-Op Lead Agency: Jurupa Unified School District RFP 18-19-12NS.

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 paper products through the piggyback contract originally procured by the Pomona Valley Co-Op Lead Agency: Jurupa Unified School District RFP 18-19-12NS 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 paper products in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Pomona Valley Co-Op Lead Agency: Jurupa Unified School District RFP 18-19-12NS.

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

Section 5. Effective Date. This resolution shall be effective as of July 1, 2020, for the term ending June 30, 2021.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 16th day of July 2020 by the following vote:

Blair	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

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

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: BID 19-20-31F, CANYON HILLS JHS AND TOWNSEND JHS - ALTERATIONS

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BACKGROUND

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

A Notice to Contractors Calling for Bid 19-20-31F, Canyon Hills JHS and Townsend JHS - Alterations was published in the Inland Valley Daily Bulletin on March 12, 2020, and March 19, 2020. Bids were submitted at 1:00 p.m. on June 23, 2020. The results are as follows:

Bid Package	# of Bids Received	Low Bidder	Bid Amount
02-01 Demolition, Asbestos & Lead Abatement	6	Precision Contracting	\$1,364,800.00
03-01 Concrete Masonry & Reinforcing Steel	6	Brian DeVries Construction, Inc.	\$1,153,000.00
05-01 Misc. Metals & Structural Steel	2	RND Contractors, Inc.	\$988,000.00
06-01 Rough Carpentry	4	Abdellatif Enterprises, Inc.	\$1,729,000.00
06-02 Finish Carpentry & Casework	4	K&Z Cabinet Co., Inc.	\$1,636,230.00
07-01 Roofing & Sheet Metal	3	Letner Roofing Co.	\$263,500.00
08-01 Doors, Frames & Hardware	5	McKernan, Inc.	\$871,200.00
09-01 Drywall Suspended Ceilings, Plaster & Insulation	2	Caston, Inc.	\$2,935,585.00
09-02 Tile	4	Continental Marble and Tile Co.	\$477,398.00
09-03 Acoustical Ceiling System	5	CG Acoustics, Inc.	\$507,880.00
09-04 Flooring	4	ProSpectra Contract Flooring	\$335,600.00

Bid Package	#of Bids Received	Low Bidder	Bid Amount
09-05 Painting	6	Painting & Décor, Inc.	\$571,600.00
10-01 Misc. Specialties	6	Bogh Engineering	\$2,931,000.00
11-01 Food Service Equipment	1	Kitcor Corp.	\$641,710.00
22-01 Plumbing	5	JPI Development Group, Inc.	\$3,300,000.00
23-01 HVAC & Controls	9	Westland Mechanical	\$1,736,000.00
26-01 Electrical Low Voltage, Data, Fire Alarm AV, Paging, Security & Communications	7	Rancho Pacific Electric Construction, Inc.	\$7,772,000.00
32-01 Irrigation, Landscaping, Paving, Striping, & Chain Link Fencing/Gates	2	Roadway Engineering & Contracting, Inc.	\$992,400.00

The basic scope of work for this project includes: alterations of electrical; plumbing; lighting; interior surfaces; cabinetry; HVAC; existing fire/life/safety systems; keyless access; and security systems.

The apparent low bidder for Bid Package #10-01 Misc. Specialties, Patriot Contracting & Engineering, withdrew its bid due to a clerical error discovered by the contractor after bid opening. Therefore, it is recommended that the bid be awarded to the next low bidder Bogh Engineering.

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

RECOMMENDATION

It is recommended the Board of Education award Bid 19-20-31F, Canyon Hills JHS and Townsend JHS - Alterations to Precision Contracting; Brian DeVries Construction, Inc.; RND Contractors, Inc.; Abdellatif Enterprises, Inc.; K&Z Cabinet Co., Inc.; Letner Roofing Co.; McKernan, Inc.; Caston, Inc.; Continental Marble and Tile Co.; CG Acoustics, Inc.; ProSpectra Contract Flooring; Painting & Décor, Inc.; Bogh Engineering; Kitcor Corp.; JPI Development Group, Inc.; Westland Mechanical; Rancho Pacific Electric Construction, Inc.; and Roadway Engineering & Contracting, Inc.

FISCAL IMPACT

\$30,206,903.00 to Building Fund 21.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
Anna G. Hamilton, Director, Purchasing
SUBJECT: BID 19-20-32F, CHINO HS RECONSTRUCTION PHASE II

=====

BACKGROUND

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

A Notice to Contractors Calling for Bid 19-20-32F, Chino HS Reconstruction Phase II was published in the Inland Valley Daily Bulletin on February 20, 2020, and February 27, 2020. Bids were submitted at 1:00 p.m. on May 20, 2020. The results are as follows:

Bid Package	# of Bids Received	Low Bidder	Bid Amount
#3 Site Concrete	7	Bogh Engineering	\$3,274,490.00
#13 Flooring	3	Reject all Bids	
#19 Site Utilities	6	Fischer, Inc.	\$1,668,000.00

The basic scope of work for this project includes: construction of buildings G, H, and J; new auditorium/theater/musical arts/multi-purpose/kitchen buildings; new gymnasium/locker room/PE classroom building; new hardscape; fire lanes; basketball courts; access upgrades and path of travel; two new softball fields; soccer fields; and new field concession stand building.

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

RECOMMENDATION

It is recommended the Board of Education:

- a) Award Bid 19-20-32F, Chino HS Reconstruction Phase II to Bogh Engineering and Fischer, Inc.; and
- b) Approve staff's requests for rejection and authorization to rebid all bids submitted for Bid Package #13 Flooring.

FISCAL IMPACT

\$4,942,490.00 to Building Fund 21.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: July 16, 2020

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: BID 19-20-50F, DON LUGO HS CULINARY CLASSROOM HOOD REPLACEMENT - REBID

=====

BACKGROUND

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

A Notice to Contractors Calling for Bid 19-20-50F, Don Lugo HS Culinary Classroom Hood Replacement - Rebid was published in the Inland Valley Daily Bulletin on May 26, 2020, and June 2, 2020. Bids were submitted at 10:00 a.m. on June 23, 2020. The results are as follows:

Contractor	Bid Amount
J2 Builders	\$260,000.00
Delt Builders	\$330,950.00
Noble E&C Inc	\$354,800.00

The basic scope of work for this project includes the replacement of eight (8) wall mounted exhaust hoods and one (1) island hood located in the culinary classroom at Don Lugo HS.

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

RECOMMENDATION

It is recommended the Board of Education award Bid 19-20-50F, Don Lugo HS Culinary Classroom Hood Replacement - Rebid to J2 Builders.

FISCAL IMPACT

\$260,000.00 to Building Fund 25.

NE:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: July 16, 2020

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: BID 19-20-51F, CORTEZ ES AND DICKSON ES FENCING AND CONCRETE PROJECT

=====

BACKGROUND

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

A Notice to Contractors Calling for Bid 19-20-51F, Cortez ES and Dickson ES Fencing and Concrete Project was published in the Inland Valley Daily Bulletin on May 26, 2020, and June 2, 2020. Bids were submitted at 1:00 p.m. on June 18, 2020. The results are as follows:

Contractor	Bid Amount
J2 Builders	\$369,100.00
Angelo Construction	\$602,013.00
Red Hawk Services Inc	\$619,409.00
AVSAR Construction Development Inc	\$689,000.00
Dalke & Sons Construction	\$760,446.00
GDL Best Contractors Inc	\$840,000.00

The basic scope of work for this project includes: the removal and replacement of existing tube steel fence and add tube steel vehicle gate; tube steel pedestrian gate; tube steel double pedestrian gates and concrete (Dickson ES only) at Cortez ES and Dickson ES.

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

RECOMMENDATION

It is recommended the Board of Education award Bid 19-20-51F, Cortez ES and Dickson ES Fencing and Concrete Project to J2 Builders.

FISCAL IMPACT

\$369,100.00 to Building Fund 25.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: July 16, 2020

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: CUPCCAA BID 19-20-48I, MAGNOLIA JHS LIFE SKILLS CLASSROOM RENOVATION

=====

BACKGROUND

Pursuant to Public Contract Code 22032(b) public projects in the amount of \$200,000.00 or less can be use informal bidding procedures as defined by the Uniform Public Construction Cost Accounting Act.

A Notice to Contractors Calling for Bids for CUPCCAA Bid 19-20-48I, Magnolia JHS Life Skills Classroom Renovation was emailed on April 21, 2020 to contractors currently listed on the 2020 list of qualified contractors. Bids were opened at 11:00 a.m. on May 7, 2020. The results are as follows:

Contractor	Bid Amount
Angelo Construction	\$123,310.00
LCC3 Construction Services, Inc.	\$127,382.00
AVSAR Construction Development, Inc.	\$188,147.00
Integrity Builders West, Inc.	\$194,532.00
GDL Best Contractors, Inc.	\$223,000.00

The basic scope of work for this project includes: removal and replacement of flooring; cabinetry; ceiling tiles; and counter tops.

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

RECOMMENDATION

It is recommended the Board of Education award CUPCCAA Bid 19-20-48I, Magnolia JHS Life Skills Classroom Renovation to Angelo Construction.

FISCAL IMPACT

\$123,310.00 to Deferred Maintenance Fund 14.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: July 16, 2020

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
CC2020-14	Chino HS and Chino Hills HS Track Surfacing Repairs	Beynon Sports Surfaces, Inc.	\$22,747.00	N/A	\$22,747.00	01
CC2020-36	Liberty ES and Magnolia JHS Campus Security Fence	Valley Cities/ Gonzales Fence	\$18,330.00	N/A	\$18,330.00	01
CC2020-38	District Wide HVAC Air Filter Replacement – COVID 19	PacWest Air Filter LLC	\$44,867.57	N/A	\$44,867.57	01

Documentation indicating satisfactory completion and compliance with specifications has been obtained from 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

\$85,944.57 to General Fund 01.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: July 16, 2020

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: SALE AND/OR DISPOSAL OF OBSOLETE AND UNUSABLE INSTRUCTIONAL MATERIALS

=====
BACKGROUND

Board Policy 3270(a) allows for the sale and/or disposal of surplus, dated, damaged and/or otherwise obsolete instructional materials. Instructional materials shall be considered obsolete or unusable by the District if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the District's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the District. Materials that no longer serve an educational purpose may be disposed of.

Upon completion of the recent school wide modernization project at Litel ES, the library staff inventoried and removed damaged and/or obsolete library books from the school collection that need to be disposed of.

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

RECOMMENDATION

It is recommended the Board of Education approve the sale and/or disposal of obsolete and unusable instructional materials.

FISCAL IMPACT

The sale and/or disposal of obsolete and unusable instructional materials may generate a small amount of revenue to be deposited into one or more of the District's textbook budgets.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Isabel Brenes, Director, Human Resources
SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS

=====

BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

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

NE:RR:IB:mcm

CERTIFICATED PERSONNEL

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

ARCE GUERRERO, Francisco	Director	Human Resources	06/30/2020
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HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED MANAGEMENT SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2020/2021 SCHOOL YEAR

ACEYTUNO, Elizabeth	Program Specialist	Special Education	08/03/2020
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HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2020/2021 SCHOOL YEAR

DAUGHERTY SAUNDERS, Michael	Physics Teacher	Ayala HS	08/04/2020
CRONKITE, Joshua	Social Science Teacher	Chino Hills HS	08/04/2020
NEUNER, Jeremy	School Nurse Practitioner	Health Services	08/06/2020
MENDOZA, Amanda	Speech Language Path.	Special Education	08/04/2020
MYERS, Erica	Speech Language Path.	Special Education	08/04/2020
TAPIA, Vicky	School Psychologist	Special Education	08/03/2020
UKES, Kathleen	Speech Language Path.	Special Education	08/04/2020
URIBE, Gabriella	Speech Language Path.	Special Education	08/04/2020

LEAVE OF ABSENCE – 2020/2021

GREEN, Maria	Social Studies Teacher 40%	Woodcrest JHS	07/01/2020 through 06/30/2021
HUTT, Alison	Science Teacher	Buena Vista HS	08/02/2020 through 10/28/2020

RETIREMENT

CORSARO, Laureen (21 years of service)	Elementary Teacher	Eagle Canyon ES	06/30/2020
LUCARIELLA, Rena (23 years of service)	Elementary Teacher	Walnut ES	08/01/2020
WEISS, Deborah (28 years of service)	Secondary Teacher	Ayala HS	07/29/2020
REYNOLDS, Leila (20 years of service)	School Nurse	Health Services	07/01/2020

RESIGNATION

KADLAC, Meredith	Secondary Teacher	Ayala HS	06/30/2020
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CERTIFICATED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>APPOINTMENT - EXTRA DUTY</u>			
ALFARO, Jonathan (NBM)	Football (B)	Ayala HS	07/17/2020
URENA, Luis	Football (B)	Ayala HS	07/17/2020
BRIGGS, Gary (NBM)	Band (B)	Chino HS	07/17/2020
CONDE, Alejandra (NBM)	Band (B)	Chino HS	07/17/2020
DIAZ, Araceli (NBM)	Band (B)	Chino HS	07/17/2020
GONZALEZ, Taylor (NBM)	Band (B)	Chino HS	07/17/2020
HAMMOND, Kevin (NBM)	Boys Water Polo (B)	Chino HS	07/17/2020
HERRERA, Anthony (NBM)	Band (B)	Chino HS	07/17/2020
JONES, Tanner (NBM)	Band (B)	Chino HS	07/17/2020
PITCHFORD, Julianne (NBM)	Band (B)	Chino HS	07/17/2020
BRAZIL, Frank (NBM)	Football (B)	Chino Hills HS	07/17/2020
LLANERAS, Alexis	Competitive Cheer (B)	Chino Hills HS	07/17/2020
LEBEOUF, Brian (NBM)	Football (B)	Chino Hills HS	07/17/2020
MENDEZ, Gustavo (NBM)	Football (B)	Chino Hills HS	07/17/2020
SAVAGE, Eric (NBM)	Football (B)	Chino Hills HS	07/17/2020
SCOTT, Joseph (NBM)	Football (B)	Chino Hills HS	07/17/2020
SPENCER, Andre (NBM)	Football (B)	Chino Hills HS	07/17/2020
VANG, Andrew (NBM)	Band (B)	Chino Hills HS	07/17/2020
MARTIN, Richard	Football (B)	Don Lugo HS	07/17/2020
RAMIREZ, Rudy (NBM)	Football (B)	Don Lugo HS	07/17/2020

APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2020, THROUGH JUNE 30, 2021

BROWN-VILLALOBOS, Jamie	CARRERA, Linda	CECIL, Timothy
CHIMA, Jasvinder	DUPEE, Christopher	ERTURK, Aydin
GOMEZ, Marily	GRIEGO, Samantha	GUTIERREZ, Mark
HOLLINS, Michael	IRONS, Liz	JOHNSON, Ashley
LARIOS, Fabiola	LEIB, Maria	MARTIN, Kaitlyn
MORAN, Cynthia	SHELBY, Whitney	SILVEIRA, Allisson

CLASSIFIED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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CLASSIFIED MANAGEMENT PERSONNEL FOR THE 2020/2021**RETIREMENT**

COSTA, James (10 Years of Service)	Construction Coordinator (GF)	Maintenance	09/01/2020
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HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE**APPOINTMENT**

VILLA, Lyzette	Bilingual Typist Clerk I (C)	Magnolia JHS	TBD
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PROMOTION

LOURENCO, Johnny	FROM: Custodian I (ABG/ASF) 8 hrs./261 contract days	Adult School	07/17/2020
	TO: Custodian II (ABG/ASF) 8 hrs./ 261 contract days	Adult School	

CHANGE OF ASSIGNMENT

AIRHART, Pearl	FROM: Custodian I (GF) 4 hrs./215 work days and	Walnut ES	07/17/2020
	Playground Supervisor (GF) 3 hrs./180 work days	Chino HS	
	TO: Custodian I (GF) 8 hrs./261 contract days	Walnut ES	
VALADEZ, Christian	FROM: Custodian I (GF) 8 hrs./180 work days	Chino HS	07/17/2020
	TO: Custodian I (GF) 8 hrs./ 261 contract days	Magnolia JHS	

PERSONAL LEAVE OF ABSENCE

LOPEZ, Carolina	Playground Supervisor (GF)	Oak Ridge ES	07/01/2020 through 09/30/2020
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RESIGNATION OF POSITION

KUDER, Mallory	Playground Supervisor (GF)	Cal Aero K-8	06/29/2020
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CLASSIFIED PERSONNEL

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

ORTIZ, Maria L.	Playground Supervisor (GF)	Eagle Canyon ES	07/31/2020
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RETIREMENT

TROOP, Elizabeth (18 Years of Service)	Central Kitchen Assistant I (NS)	Canyon Hills JHS	06/01/2020
DELLAMARNA, Heidi (19 Years of Service)	IA/Special Education (SELPA/GF)	Ramona JHS	08/01/2020
MARTINEZ, Irene (19 Years of Service)	IA/Special Education (SELPA/GF)	Ramona JHS	05/31/2020
MICKELSON, William (13 Years of Service)	IA/Special Education/SH (SELPA/GF)	Chino HS	07/01/2020

APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE APRIL 1, 2020, THROUGH JUNE 30, 2020

BAYONA, Karen	IA/Special Education/SH	Ayala HS
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APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JULY 1, 2020, THROUGH SEPTEMBER 30, 2020

BARRAGAN, Gabriela	IA/Special Education/SH	Country Springs ES
DOMINGUEZ, Giovanni	IA/Special Education/Collab.	Glenmeade ES
VILLARREAL, Cynthia	IA/Special Education/SH	Glenmeade ES
DE LA TORRE, Roxana	IA/Special Education/Collab.	Oak Ridge ES
TRIVEDI, Namrata	IA/Special Education/SH	Oak Ridge ES
BALLESTEROS, Venus	IA/Special Education/SH	Walnut ES
MORALES, Lilia	IA/Special Education/SH (Bus Aide)	Walnut ES
HOLIDAY, Joy	IA/Special Education/SH	Wickman ES
KENDRENA, Sandra	IA/Special Education/SH	Wickman ES
GARZA, Lisa Marie	IA/Special Education/SH	Canyon Hills JHS
ESPINOZA, Zachariah	IA/Special Education/SH	Ramona JHS
MACANAS, Maileen	IA/Special Education/SH	Woodcrest JHS
CABEBE, Michael	IA/Special Education/SH	Ayala HS
GUTIERREZ, Lacey	IA/Special Education/SH	Ayala HS
RODRIGUEZ, Arlene	IA/Special Education/SH	Ayala HS
DELGADO, Linda	IA/Special Education/SH	Chino Hills HS
GONZALEZ, Martin	IA/Special Education/SH	Chino Hills HS
TOOLE, Cailee	IA/Special Education/SH	Chino Hills HS
NEAL, Gloria	IA/Special Education/SH	Don Lugo HS
PALMER, Anne	IA/Special Education/SH	Don Lugo HS
ZELAYA-AGUILAR, Amalia	IA/Special Education/SH (Bus Aide)	Special Education (Spectrum)

CLASSIFIED PERSONNEL

<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

AZERA, Delio	BLAZER, Katherine	BOTELLO, Jessica
DELGADO, Linda	GALAZ, Elvira	HARGROVE, Stephanie
HIGUERA, Ana	LEE, Olivia	LEGG, Melissa
MILLER, Patricia	RIVERA, Krystal	SALAZAR, Amanda
SANCHEZ, Marc	SANTANA, Alejandra	SAWYER, Danielle
WALSH, Lauren	WINDER, Vanessa	ZALAYA-AGUILAR, Amalia

- (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:

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DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Whitney Fields, Director, Risk Management and Human Resources
SUBJECT: REJECTION OF CLAIMS

=====

BACKGROUND

Claim 20-06-20 was submitted on June 22, 2020, by The Law Offices of Jerry L. Steering on behalf of Jessica Cherry, guardian for a student at Ayala HS. Claimant alleges that the student was assaulted by a site security person during school hours. Claimant seeks unspecified damages and seeks a settlement demand that lies within the jurisdiction of the Superior Court.

Claim 20-06-21 was submitted on June 23, 2020, by Person-Lynn Law Offices on behalf of Monique Alexander, a parent of a student at Butterfield Ranch ES. Claimant alleges the student was assaulted by a certificated employee during school hours. Claimant seeks unspecified damages and seeks a settlement demand that lies within the jurisdiction of the Superior Court.

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

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

RECOMMENDATION

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

FISCAL IMPACT

Unknown at present.

NE:RR:WF:lag

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Isabel Brenes, Director, Human Resources
**SUBJECT: STUDENT TEACHING AGREEMENT WITH CALIFORNIA STATE
POLYTECHNIC UNIVERSITY, POMONA**

=====

BACKGROUND

Student teachers provide a high quality of learning, support, and practical classroom experience for professionals in training. The Chino Valley Unified School District has an opportunity to establish a student teaching agreement with California State Polytechnic University, Pomona.

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

RECOMMENDATION

It is recommended the Board of Education approve the student teaching agreement with California State Polytechnic University, Pomona.

FISCAL IMPACT

None.

NE:RR:IB:mcm

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**STUDENT TEACHING AND INTERNSHIP AGREEMENTS**

This AGREEMENT entered into on **July 17, 2020** by and between the State of California through the Board of Trustees of the California State University (CSU), on behalf of California State Polytechnic University, Pomona, hereinafter called **State** or **State University**, and **School District** as noted below, hereinafter called the **District**, and collectively referred to as **party** or **parties**:

WITNESSETH

WHEREAS, under the California Education Code Section 44450, et seq., the governing board of any **District** is authorized to enter into agreements with a **State University** accredited by the State Board of Education as a teacher-education institution, to provide educational fieldwork experiences through practice teaching and internships for the students enrolled in teacher training curricula of the **State University**; and

WHEREAS, the **District** is authorized to enter into agreements with the **State**, to provide teaching experience through field experience, practice teaching and paid internships to students enrolled in teacher training curricula of the **State University**; and

WHEREAS, Student observers or Fieldwork or Early field experience includes the following activities: Early Childhood Practicum, Novice Clinical Practice, Education Administration fieldwork as described on **Exhibit A**, Teaching Programs attached hereto; and

WHEREAS, Student Teaching/Clinical Practice includes the following programs: Education Specialist Credentials, Multiple Subject Credentials, and Single Subject Credentials, as described in **Exhibit A**, Teaching Programs attached hereto; and

WHEREAS, paid internship includes the following programs: Education Specialist Credentials, Multiple Subject Credentials, Single Subject Credentials, and Education Administration Interns, as described in **Exhibit A**, Teaching Programs attached hereto; and

WHEREAS, the **District** and **University** wish to establish an internship program, as provided in Education Code Section 44321 and meeting the provisions of the statutes and regulations of the Commission on Teacher Credentialing, whereby **University** intern students will be placed in **District** schools.

WHEREAS, it has been determined between the **parties** hereto that the payments to be made to the **District** under this agreement do not exceed the actual cost to the **District** of the services rendered by the **District**; and

WHEREAS, the honorarium or payment provided herein is intended to be transmitted promptly by the **District** to the supervising teacher as compensation for and recognition of services performed for the student teacher/teacher candidate in the supervisory teacher's charge.

NOW, THEREFORE, it is mutually agreed between the **State** and the **District** as follows.

SPECIAL PROVISIONS

The **State University** and the **District** are as follows:

STATE UNIVERSITY

California State Polytechnic University, Pomona
3801 West Temple Avenue
Pomona, CA 91768

And

SCHOOL DISTRICT

Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710-4130

The **TERM** of the Agreement shall be for *approximately three (3) fiscal years*, beginning **July 17, 2020** through **June 30, 2023**. This agreement is valid and enforceable only if funds are made available for 2020/2021, 2021/2022 and 2022/2023 fiscal year's Budget Act for the purpose of this program.

The **SERVICES** for standard Clinical Practice to be provided by **District** to **University** shall not exceed sixteen (16) weeks of practice teaching.

The **STATE** shall pay the **DISTRICT** for cooperating teachers for standard Clinical Practice if it's merited for one of the programs listed above at the rate of **\$350.00** per student, which may increase based on funds available.

The **SERVICES** for Intern teachers to be provided by the **District** shall be for the period covered by the Intern contract between the Intern and the **District** while Intern-eligible by **University**.

The **STATE** shall pay **District** for site-provider services for Internships at the rate of **\$500.00** per student, which may increase based on funds available.

GENERAL TERMS

Placement of Student Teacher Candidates

1. The **District** shall provide to **State University** student teacher candidates field experience through practice teaching in schools and classes of the **District** not to exceed the units of practice teaching set forth in the Special Provisions. Such practice teaching shall be provided in such schools or classes of the **District** and under the direct supervision and instruction of such employees of the **District**, as the **District** and the **State** through their duty-authorized representatives may agree upon.

The **District** may at its sole discretion, refuse to accept for practice teaching any student teacher candidate of the **State University** assigned to practice teaching in the **District**. Upon request of the **District**, at its sole discretion, the **State** shall terminate the assignment of any student teacher candidate of the **State University** to practice teaching in the **District**.

“Practice teaching” as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the **District** holding valid credentials issued by the State Board of Education, California Commission on Teacher Credentialing, other than emergency or provisional credentials, authorizing them to serve as classroom teachers in the schools or classes in which the practice teaching is provided.

2. The **State** will pay the **District** for the performance by the **District** of all services required to be performed under this agreement at the amount set forth in Special Provisions.

Each semester of practice teaching for elementary and secondary schools shall be a full-time practice teaching experience or its equivalent. Student teaching shall normally provide for a full day’s experience or its equivalent to five days per week. Any deviation from this definition of assignment must be consistent with **State University** policy and can be made only with the approval of the **State University**.

3. An assignment of a student teacher candidate of the **State University** to practice teaching in schools or classes of the **District** shall for approximately sixteen (16) weeks, but a student teacher candidate may be given more than one assignment by the **State University** to practice teaching in such schools or classes.

The assignment of a student teacher candidate of the **State University** to practice teaching in the **District** shall be deemed to be effective for purposes of this agreement as of the date the student teacher candidate presents to the proper authorities of the **District** the placement letter or other document given the student teacher candidate by the **State University** commencing such assignment, but not earlier than the date of such assignment as shown on such letter or other document.

In the event the assignment of a student teacher candidate of the **State University** to practice teaching is terminated by the **State University** or the **District** following due process, the **District** shall receive payment on account of such student teacher candidate prorated by the number of weeks worked.

Absences of a student teacher candidate from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided by the **District**.

4. In the event the **District** offers the student teacher candidate a short- or long-term substitute-teaching assignment, the **State University** shall determine the length of unsupervised Clinical Practice days of the substitute-teaching assignment, if the student teacher candidate is or will be in his/her official solo period, and if the student teacher candidate has demonstrated student success as a student teacher candidate.
5. Within a reasonable time following the close of each semester session of the **State University**, the **State** shall provide payment directly to the **District**, at the rate provided herein, for all units of practice teaching provided by the **District** under and in accordance with this agreement during said semester.

The **State** will pay the amount due each semester from monies made available for such purpose by or pursuant to the laws of the **State**.

Student inquires: **CEIS-Office of Clinical Practice**
California State Polytechnic University, Pomona
3801 West Temple Avenue
Pomona, CA 91768
909-869-4300 **telephone**

Contract inquires: **Procurement and Support Services**
909-869-3391 **telephone**

6. Notwithstanding any other provisions of this agreement, the **University** shall not be obligated by this agreement to pay the **District** any amount in excess of the services rendered.

Placement of Interns

1. **University** intern students, certified as qualified and competent by **University** to provide intern teaching services to **District**, may, at **District's** discretion, be accepted and assigned to its schools for services as intern teachers (**Interns**). **University** and **District** shall coordinate the process of selection and placement of Interns. The **District** will place an Intern in a classroom appropriate to their Intern Credential Authorization. **University** reserves the right to make the final determination on any Intern's acceptance into the Program, while **District** reserves the right to make the final determination on any Intern's employment. Neither **University** nor **District** shall discriminate in the selection of, or acceptance or participation by any Intern pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran's status, medical condition, marital status, or citizenship, within the limits imposed by law.
2. *Program Requirements.* Each candidate Intern accepted into the Program will be required to meet the following qualifying criteria:
 - a. Recommendation to the Program by a **District** or **University** designee; and
 - b. Interview and screening by **District** staff, including a background check, principal/teacher panel interview and paper screening, Department of Justice fingerprint clearance, and a baccalaureate degree from an accredited institution; and
 - c. Interview and screening by **University** staff, including a personal interview, written self-evaluation regarding teaching and learning, and verification of coursework and prior experience with K-12 students in a multicultural, multilingual setting; and
 - d. Interview with the **University** Intern Coordinator or a lead faculty member for the Program; and

- e. Prior to beginning the Program, all Interns must have passed the CBEST exam, met the U.S. Constitution requirement and verified subject matter competence by completion of a CTC approved program of coursework or passage of the appropriate State content area exam (CSET); and
 - f. All Bilingual Authorization candidates/Interns must have passed a written and oral exam and have completed academic coursework in the identified language.
3. *Intern Employment Status.* Interns shall be **District** employees for all purposes, including for the payment of any federal, state, or local income or occupational taxes, FICA taxes, unemployment compensation or workers' compensation contributions, vacation pay, sick leave, retirement benefits or any other payments or benefits for or on behalf of Interns.
 4. *Reservation of Right to Payment.* Pursuant to Education Code Section 44462, **University** and/or **District** reserves the right to request an adjustment of up to 1/8 or 12.5% of the Interns' salary to cover supervision services pursuant to this Agreement.
 5. *Advisory Committees.* **District** and **University** will collaborate through the Cal Poly Pomona Intern Advisory Committee comprised of community members, institutional administrators, teachers, faculty members, and at least one Intern representative, which will serve to provide guidance and support for the Program. In lieu of meetings, online communications/emails requesting or discussing information may be used.
 6. *Program Support.* To support Interns, **District** and **University** will each provide a qualified "Support Provider"/"Site Coach" to assist each Intern in the Program. The **District's** support provider is also referred to as the "Site Coach", and the **University's** support provider is also referred to as the "**University** Field Supervisor". A minimum of 144 hours of support/mentoring and supervision shall be provided to each intern teacher per school year with an additional 45 hours of support and supervision provided to an intern who enters the program without a valid English Learner authorization. The support and supervision will be a shared responsibility of the **District** and **University**. It is understood that the Intern, due to the nature of being the teacher of record the vast majority of these support/mentoring hours would through the school site and employing district opportunities.

In the case of itinerant assignments, whereby an intern must travel to several schools within a district to provide services (e.g., music, APE), the District shall provide a contact at each school site (e.g., site administrator) who can provide to the itinerant intern teacher student information such as special needs, accommodations, or other instructional information needed for the intern to meet the needs of all students.

Each "Site Coach" must: possess a valid credential to teach, supervise, and/or administer in the grade level supervised; have three (3) years' experience as a successful practitioner or administrator; hold EL Authorization; be able to demonstrate effective instruction of adult populations; and understand and support the policies and philosophy of the **University** Program. **District** "Site Coaches" are to meet with the Intern at least weekly to discuss/review the Interns progress and respond to questions to enhance the Interns knowledge and skill.

The District will be paid a one time-stipend for the services provided by the Support Provider/ Site Coach. Stipend payments will only be made upon completion of support provider duties for the academic year and when required paperwork has been submitted to the Cal Poly Pomona Teacher Intern Office.

District's "Site Coaches" and the **University's** "Field Supervisors" will meet with Interns regularly throughout each semester of their Clinical Practice (Intern Supervision). They will:

- a. Offer constructive suggestions on improving teaching skills, including written and oral observations about classroom performance; and
- b. Review lesson plans both before and after classroom activities take place, teaching Interns how to design and implement lesson plans with an emphasis on accommodations and/or modifications for English Learners or students with special needs; and
- c. Assist Interns with curriculum selection and design appropriate to the diverse student population in the classrooms; may include assessing language needs and progress of EL learners in the intern classroom and support for language accessible instruction; and
- d. Ensure Interns obtain knowledge of State frameworks and Common Core State standards in appropriate academic disciplines and how to adapt them for K-12 content, English Learners and students with special needs; and
- e. Assist Interns with the rudiments of teaching; may include in-class modeling and coaching as needed; and
- f. Assist Interns with classroom management techniques and classroom organization; and
- g. Assist Interns with various approaches to discipline and how to maintain a positive climate for learning and a safe classroom environment; and
- h. Verify contacts with Interns and complete any surveys about the Intern or the Intern Program.

District's "Site Coach" and **University's** "University Field Supervisor" will meet without the Intern periodically, as needed, during an Intern's Program to discuss the Intern's progress.

Prior to the Intern teaching experience, the **University** will conduct program orientation seminars for Interns, typically during Intern Interviews and training opportunities for **District** Support Providers/Site Coaches (in-person meetings, phone or an online format will be available), in addition to any training/orientations the **District** might provide. Support Providers may need to participate in annual or periodic training/orientations for their role as a Support Provider and complete a university and a state intern support provider survey and any requested reviews of the Intern they are supporting.

District will include Interns in appropriate **District** support programs and provide training in regularly scheduled staff development activities.

District will provide appropriate release time from teaching responsibilities for Interns to complete necessary classroom observations of credentialed teachers, and provide appropriate release time for Interns to attend classes at Cal Poly Pomona, to complete their credential and program requirements.

District will allow video capture or synchronous video observation by the **University** field supervisor as part of or in lieu of on-site observations.

University Field Supervisors will visit Interns in their classrooms on a regularly scheduled basis to monitor each Intern's progress. The Field Supervisors will complete required Clinical Practice procedures and an additional Supervision Log if the intern continues in placement beyond required Clinical Practice to complete credential program requirements.

7. *Academic Responsibility.* **University** shall have exclusive control over all academic issues, which shall include, without limitation: selection of course content and required textbooks; delivery of instructional programs; selection and approval of faculty; admission, registration, and retention of Interns; evaluation of Interns' prior education; evaluation of Interns' academic progress; scheduling courses; awarding academic credit; and conferring degrees.
8. *Duration of Internship.* Once a student has been accepted as an Intern by **District**, and if the student remains in good standing in the Program at **University** and within the **District's** policies and performance standards, the Intern will be allowed to finish his/her internship at the **District**. However, an Intern who performs below acceptable **District** or **University** standards, after appropriate support and advice efforts have been conducted, may be removed from the paid internship position by the **District** or removed from the Program by the **University** in consultation with the **District**. All services provided by **University** and **District** pursuant to this Agreement shall terminate upon an Intern's termination of participation in the **University's** Program or upon **University** discontinuing the Program.
9. *Assessment.* Assessment of Intern competence is a joint responsibility of **University** and **District**. Each Intern will receive informal performance assessment/consultation by the **District** Support Provider and formal performance assessment/consultation from the **University** Field Supervisor throughout the period of the internship. At the end of the internship program, the **University** Field Supervisor may consult with the **District** Support Provider and **University** Intern Program may request the Support Provider to complete a summary of progress of the Intern to assist in the determination of the **University** in making a recommendation as to whether the Intern is ready for independent teaching. The **University** Field Supervisor will provide their recommendation to **University's** Credential Services Office which will determine the Intern's competence relative to the California Commission on Teacher Credentialing program standards for the specific credential the Intern is seeking to obtain. The final recommendation of competence of an Intern for applying for a teaching credential is by the **University**. Any forms completed by the **District** or Support Provider will belong to **University** as student records will be kept on file in the CEIS Credential Services Office at the **University**.
10. *Relationship of the Parties.* Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, or a joint venture, partnership or agency relationship between parties.
11. *Publicity.* Neither **University** nor **District** shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to this Agreement, without the prior written consent of the other party. In addition, neither party may use the names, logos, or trademarks of the other party without its prior written consent.
12. *Records.* It is understood and agreed that all records, other than Intern evaluation records and information, shall remain the property of **District**. Interns' student records shall remain the property of **University**.
13. *Entire Agreement and Severability.* If a court or arbitrator holds any provision of this Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement contains the entire Agreement between the parties pertaining to the transaction and may not be amended unless in writing, signed by both parties.

14. *Assignment.* Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.

District will designate a **District** Coordinator/Contact Person to ensure supervisory and support assistance to Interns prior to finalizing this Agreement. The designated **District** Coordinator for the purposes of this Agreement will be:

The District Coordinator/Contact Person:
Teresa Shockley
Coordinator, Teacher Support
teresa_shockley@chino.k12.ca.us
(909) 628-1201, ext. 1673
Fax: (909) 548-6091

15. *Notices.* All notices or other communications given under this Agreement will be in writing and sent to the addressee listed below (unless a party has changed its address by giving notice), and will be effective upon receipt if delivered personally or by overnight mail, or effective three days after mailing if by certified mail, return receipt requested.

To University:

Procurement and Support Services
California State Polytechnic University, Pomona
3801 West Temple Avenue, Bldg. 75
Pomona, CA. 91768
Telephone (909) 869-3391
Facsimile (909) 869-5475
Email: lorrainer@cpp.edu

To District:

Name: Jeannette Walsh
Title: Placements & Contracts
Chino Valley Unified School District
Address: 5130 Riverside Drive
Chino, CA 91710-4130
Phone: (909) 628-1201 (ext. 1113)
Fax: (909) 548-6091
Email: Jeannette_Walsh@chino.k12.ca.us

16. *Representations.* Each party represents that: (a) it will abide by all applicable federal, state, or local statutes or regulations; (b) the individual signing this Agreement has the authority to do so; and (c) it has the ability and authority to perform each of its obligations under this Agreement. These representations will continue after the Agreement terminates.

INSURANCE

1. The **University** and **District** shall secure and maintain at all times during the term, at their respective sole expense, professional general liability insurance covering themselves and their respective employees.
 - Such coverage provided by the **University** and **District** may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least \$1,000,000 per occurrence. Such insurance shall not be cancelable except upon 30 days prior written notice to the other party. Such coverage shall be primary and non-contributory. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage.
 - Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with limits as follows:
 - 1) Each Occurrence \$1,000,000
 - 2) General Aggregate \$3,000,000
 - The **University** and **District** shall each secure and maintain at all times during the term of their contract, at their respective sole expense, workers' compensation and employers' liability insurance covering their respective employees. **University** CSURMA provides Workers' Compensation coverage for all registered CSU students who are pursuing a professional credential in Education (including teaching) while participating in this program. Such coverage provided by either the **University** and/or **District** may be afforded via commercial insurance or self-insurance.
 - Business Liability Insurance for owned, scheduled, non-owned or hired automobiles with a combined single limit no less than One Million Dollars (\$1,000,000) per occurrence.

The **University** and **District** shall further provide for thirty-day (30) advance written notice of any modification, change or cancellation of any of the above insurance coverage's.

2. The **University** shall self-insure its activities in connection with this Agreement by maintaining programs of self-insurance as follows:

THE CALIFORNIA STATE UNIVERSITY GENERAL LIABILITY, WORKERS' COMPENSATION, PROPERTY, PROFESSIONAL LIABILITY, AND AUTOMOBILE LIABILITY SELF-INSURANCE PROGRAM

The State of California has elected to be self-insured for its general liability, workers' compensation, professional liability, motor vehicle liability, and property exposures through an annual appropriation from the General Fund. As a State agency, the California State University, Office of the Chancellor, the Trustees, and its system of campuses are included in this self-insured program.

The Office of Risk Management in the Chancellor's Office administers the general liability, workers' compensation, property, and professional liability programs. The State Office of Risk and Insurance Management administers the motor vehicle liability program.

Under this form of insurance, the State and its employees (as defined in Section 810.2 of the Government Code) are insured for any tort liability that may develop through carrying out official activities, including state official operations on non-state-owned property. Should any claims arise by reason of such operations or under an official contract or license agreement, they should be referred to the California State University, Office of Risk Management, 401 Golden Shore, 5th Floor, Long Beach, CA 90802-4210.

3. The **District** requires insurance coverage of \$3,000,000 Sexual Abuse/Molestation. The **University** shall provide proof of coverage.

GOVERNING LAW

This Agreement will be governed by the laws of the State of California and shall in all respects be interpreted enforced and governed by California laws.

INDEMNIFICATION

Pursuant to the provisions of Section 895.4 of the California Government Code, each party agrees to indemnify and hold the other harmless from all liability for damage to persons or property arising out of or resulting from negligent acts or omissions of the indemnifying party.

The **District** shall defend, indemnify and hold the **University**, its officers, employees, and agents harmless from and against any and all liability, loss, expense or claims for injury or damages caused by or result from the negligent or intentional acts or omissions of the **District**, its officers, employees, or agents arising out of the performance of this Agreement

The **University** shall defend, indemnify and hold the **District**, its officers, employees, and agents harmless from and against any and all liability, loss, expense or claims for injury or damages caused by or result from the negligent or intentional acts or omissions of the **University**, its officers, employees, or agents arising out of the performance of this Agreement

FINGERPRINTING/BACKGROUND CHECKS

In accordance with California Education Code Section 44320 (d), each credential candidate prior to assignment to **District** must obtain at their sole expense a "Certificate of Clearance," which includes a complete Live Scan Service. The **State University** will ensure that students receive a Certificate prior to beginning their assignment in the **District**.

TUBERCULOSIS

In accordance with California Education Code Section 49406, each credential candidate prior to assignment to **District** must obtain at their sole expense an examination within the **District** timeframe to determine that he or she is free of active tuberculosis, by a licensed physician or surgeon prior to beginning their assignment in the **District**.

GENERAL PROVISIONS

This Agreement: (a) will be binding and enforceable by the parties and their representative successors or assigns , but not by any individual or organization not a party to this Agreement; (b) may be executed in counterparts and effective with original or facsimile signatures; (c) will be governed by California law; and (d) has been executed at Pomona, California.

IN WITNESS WHEREOF, this agreement has been executed by the **parties** hereto, effective the date above written.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

BY: _____
Lorraine A. Rodriguez, C.P.M. Contract Administrator
Procurement and Support Services

DATE: _____

CHINO VALLEY UNIFIED SCHOOL DISTRICT

BY: _____
Signature of Authorized District Official

DATE: _____

Print name and title of Authorized District Official



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

EXHIBIT A

Teaching Programs

Below is a summary of the various teaching programs the University administers. A complete program description shall be given to the District when the University places a student.

"Student Teachers" or **"Teacher Candidates"** refers to persons in the Education Specialist, Multiple Subject or Single Subject programs recommended by the University, possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in unpaid classroom teaching experiences and/or individualized therapy under the supervision of a regularly credentialed employee of the District. An assignment of a student of the University to a student teaching or placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. The assignment shall last for a designated period of time based on the specific requirements of the educational program.

"Intern Teachers" refers to persons recommended by the University, possessing a certificate of clearance and an Internship Credential, who have been approved to engage in paid teaching services under the supervision of a regularly credentialed employee of the District (Support Provider) and a University Supervisor both of whom will be paid by the University. The University reserves the right to issue or deny the preliminary teaching credential at the completion of the University Internship Program. Either the District or the University may remove an intern teacher for unsatisfactory performance.

If the Intern Teacher should fail to meet either Cal Poly Pomona's competencies or the District's performance criteria during the course of the Program, the Intern Teacher may be dismissed by either Party upon written notification to the other Party and the Intern Teacher. Retention and dismissal will be collaborative through appropriate due process between the University and the District at a meeting prior to grades being determined. The final District decision on retention or dismissal will be at the discretion of the District. A determination regarding the candidate's continuation in the University teacher preparation program will be at the discretion of University. All services provided by University and District pursuant to this Agreement shall terminate upon an Intern's termination of participation in the University's program or upon University discontinuing its program.

The Intern Teacher will not be hired by the District before teachers on waivers are hired, nor will hiring an Intern Teacher displace a certificated employee in the District. The Intern Teacher will be considered the teacher of record in their teaching position and enjoy all rights and privileges of a certificated teacher in the District and will at the minimum receive a beginning teacher salary per District salary schedules.

The Intern Teacher will assume the functions that are authorized by the regular standard credential (EC44454). The Intern Teacher's services will meet the instructional or service needs of the District (EC44458). The Intern Teacher will not displace a certificated employee(s) in the District. Since the internship is being implemented to meet an expressed employment shortage, a statement from the District about the availability of qualified certificated persons must be completed.

“Education Administration Fieldwork/Interns” refers to persons recommended by the University who hold a baccalaureate degree from a regionally accredited institution of higher education (EC 44453), have completed at least three (3) years of successful teaching experience and are eligible for an Administrative Internship Credential, who have been approved to engage in paid administrative services, if this does not displace a certificated employee, and who shall be under the supervision of a regularly credentialed employee of the District and a University supervisor. The University authorizes the candidates in an administrative internship program to assume the functions authorized by the regular administrative services credential. The University reserves the right to issue or deny the preliminary administrative credential at the end of the internship experience. Either the District or the University may remove the administrative intern for unsatisfactory performance.

“Student Observers” or **“Fieldwork”** or **“Early Field Experience”** refers to persons recommended by the University, possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in observation of classroom teaching or other educational services performed by regularly credentialed employees of the District. Student observers may be permitted to engage in limited educational fieldwork experiences under the direct supervision and in the presence of a regularly credentialed employee of the District.

“Novice Candidates” refers to persons recommended by the University, possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in unpaid classroom teaching experiences in the TK-8 level under the supervision of a regularly credentialed employee of the District. Novice candidates are expected to serve no less than 50 hours of novice field experience per semester placement. An assignment of a student of the University to a novice clinical practice placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. The assignment shall last for a designated period of time based on the specific requirements of the educational program.

“Early Childhood Practicum Candidates” refers to persons recommended by the University, possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in unpaid classroom practicum experiences in early childhood education settings and Transitional Kindergarten-through third grade under the supervision of regularly credentialed employee of the District or teachers in a licensed center. Practicum teachers are expected to serve six to nine hours per week for the duration of the school term placement. An assignment of a student of the University to a practicum placement in schools or centers shall be at the discretion of the University, working cooperatively with the District or Center. The assignment shall last for a designated period of time based on the specific requirements of the educational program.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Isabel Brenes, Director, Human Resources
SUBJECT: FIELDWORK AGREEMENT WITH CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

=====

BACKGROUND

Student fieldwork provides a high quality of learning, support, and practical classroom experience for professionals in training. The Chino Valley Unified School District has an opportunity to establish a fieldwork agreement with California State University, San Bernardino.

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

RECOMMENDATION

It is recommended the Board of Education approve the fieldwork agreement with California State University, San Bernardino.

FISCAL IMPACT

None.

NE:RR:IB:mcm



**COLLEGE OF EDUCATION
LEARNING SITE AGREEMENT
CSUSB-20-0163**

This *Learning Site Agreement* (“Agreement”) is entered into by and between the Trustees of the California State University (CSU) on behalf of California State University, San Bernardino (“University” or “CSUSB”) principally located at 5500 University Parkway, San Bernardino, CA 92407

and Chino Valley Unified School District (Legal Entity Name)

located at 5130 Riverside Drive, Chino, CA 91710

BACKGROUND: The University Procurement & Contracts Department is requested to execute a substantial number of Learning Site Agreements annually. This Learning Site Agreement is intended to streamline the process by authorizing campus departments to place students at sites where a standardized agreement, containing required general terms and conditions, is already executed and in force. Where neither party requires the standard contract language be modified by additions or deletions, students may be placed without further action from Procurement & Contracts. Program specific requirements not explicitly addressed in this agreement do not automatically necessitate the execution of a supplemental agreement. For example, implicit program administrative requirements, which do not affect the substantive rights of the parties, do not require an amendment or supplemental agreement. Only modifications, which materially change the rights or obligations of the parties, **or any revision to, or deviation from, the General Provisions**, require both parties authorized signatories to execute an amendment or supplemental agreement.

PURPOSE: University offers degree, certificate, or class specific programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. The term “University Program”, includes any college, school, academic or administrative department located at CSUSB or CSUSB-PDC (Palm Desert Campus), governed by the Trustees of the California State University which may offer programs involving practical experience outside the classroom. In order for specific University programs to place students with a Learning Site, a valid Learning Site Agreement must be in place. Execution of a Learning Site Agreement does not automatically grant University the right to place students with Learning Site at any time or place it desires, nor does it promise or ensure that students will be placed at Learning Site. Placement of students at a Learning Site is at the sole discretion of individual University programs so long as Learning Site is willing and able to accommodate students for the requested duration. Prior to any placement, both the specific University program and Learning Site must mutually agree in writing prior to placement, to the scope of the engagement and to any additional program specific requirements not specified herein.

SCOPE: This agreement is intended to cover *Service Learning, Internships, Fieldwork, Field Practicums, Supervised Field Placement, Practice Teaching*, and any substantially similar program where University places students with an outside entity as part of his or her educational requirements. Each University program is required to maintain program specific standards, tools and goals, which must be communicated with Learning Site prior to placement of students. These requirements may include, but not be limited to risk assessments and site vetting which may or may not include a site visit; and creation of a program specific Learning Plan. This agreement does not delineate any of these responsibilities. Individual programs are required to develop, maintain, and communicate, as necessary, any additional requirements to Learning Site. Specific program requirements may be incorporated into this agreement by reference as necessary, or from time to time by addendum, upon the request of University Program or Learning Site.

In consideration of the mutual promises and conditions set forth below, the University and the Learning Site agree as follows:

I. RIGHTS AND OBLIGATIONS

A. Program Activities

1. The Learning Site will provide the University’s student(s) with a student-focused learning experience in keeping with the student(s) and the University’s learning objectives and goals.
2. The Learning Site and the University will meet as necessary to facilitate a mutually beneficial experience for all parties involved, or at the request of any of the parties.

3. The University and the Learning Site shall mutually agree to maximum number of students assigned to the Learning Site at any one time for experience in any given semester prior to the student(s) arrival at the Learning Site.
4. The length of the time the student(s) will be assigned to the Learning Site shall be mutually agreed to prior to the student(s) arrival at the Learning Site.
5. The University will work closely with the Learning Site to meet the expectations and priorities of the Learning Site as well as the student(s) outcomes.

B. Conflict Resolution and Discipline

6. The Learning Site and the University will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved.
7. The Learning Site may dismiss a student if the student violates its standards, mission or goals. The Learning Site will document its rationale for terminating a student and provide the University with a copy of the rationale upon request.

C. Learning Site's Responsibilities

1. Identify the student's field instructor (supervisor or Resident Teacher) who satisfies the University requirements for this role. The field instructor agrees to meet with the student regularly to facilitate the student's learning experience, provide support, review progress on assigned tasks, verify service hours (if required) and give feedback. Facility shall provide students with sufficient numbers and variety of procedural experiences to satisfy requirements for the fieldwork and/or practice teaching.
 - a. "Practice teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the Learning Site, in the schools or classrooms in which practice teaching is provided.
2. The Learning Site shall provide, for those students in credentialing programs, the University student teaching experience through practice teaching in schools and classes of the Learning site. Such practice teaching shall be provided in such schools or classes of the Learning site under the direct supervision and instruction of such employees of the Learning Site, as both parties, through their duly authorized representative, agree upon.
 - a. An assignment of a student of the university to practice teaching of the Learning Site shall be, at the discretion of the University for approximately 16 weeks of student teaching.
3. Provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the Learning Site's operations, services and/or clients; a discussion concerning safety policies and emergency procedures; and information detailing where students will check-in and how the students will log their time.
4. Provide each student with a written description of the student's tasks and responsibilities.
5. Provide appropriate training, equipment, materials and work area for students prior to students performing assigned tasks or working with the Learning Site's clients.
6. Evaluate the quality of student performance in accordance with any program specific requirements mutually agreed to and provided by the University in advance of student(s) arrival.
7. Contact the University if the student fails to perform assigned tasks, engages in misconduct, or does not meet the Learning Site's expectations for any reason.
8. Notify the University as soon as is reasonably possible of any injury or illness to a student participating in a learning activity at the Learning Site.
9. Learning Site retains professional and administrative responsibility for all activity at Learning Site.

D. University’s Responsibilities

1. The University will advise the student(s) of their responsibility to:
 - a. Participate in all training required by the Learning Site.
 - b. Exhibit professional, ethical and appropriate behavior when at the Learning Site.
 - c. Complete all assigned tasks and responsibilities in a timely and efficient manner.
 - d. Abide by the Learning Site’s rules and standards of conduct.
 - e. Maintain the confidentiality of the Learning Site’s proprietary information, records and information concerning its clients.
2. The University shall maintain fieldwork eligibility records of each candidate in practice teaching, school psychology, professional counseling, school counseling, and rehabilitation counseling fieldwork and administrative practice.
3. The University shall maintain eligibility records for each credential student candidate. This includes but is not limited to the Certificate of Clearance issued by the California Commission on Teacher Credentialing, proof of Tuberculosis clearance, all required test scores and proof of subject matter competency to verify eligibility for fieldwork experiences according to the requirements for each credential program.
4. The University will inform students in practice teaching that they are not (1) Learning Site employees for any purpose; (2) entitled to wages or employee benefits for the time spent at the Learning Site in practice teaching.
5. The University shall take all necessary steps to ensure that any student presented to the Learning Site for affiliation through this Agreement is currently enrolled at the University.

E. Payment Schedule For Credential Program Resident Teachers/Mentors

1. It has been determined between the parties hereto that the payments to be made to the District under this agreement do not exceed the actual cost to the District of the services rendered by the District;
2. The honorarium or payment provided herein is intended to be transmitted promptly by the District to the Resident Teacher/Mentor Teacher as compensation for and recognition of services performed for the student teacher in the Resident Teacher/Mentor Teacher’s charge;
3. The State shall pay District for such services at the RATE AND AMOUNT of \$250.00 per student per semester, not to exceed a total payment of \$50,000.00 during the term of the agreement.

II. GENERAL PROVISIONS

A. Term of Agreement - The term of this Agreement shall begin when fully executed and shall continue for three (3) years from the date of the last signature. Unless otherwise prohibited by law, a new agreement shall automatically be sent to the District for consideration of renewal (if not terminated sooner in accordance with the termination provisions provided herein) for an additional three (3) year term under the same terms and conditions. Agreements subject to California Education Code Section 17596 shall not exceed five (5) years in total.

BY CHECKING THE FOLLOWING BOX, LEARNING SITE MAY ELECT TO PROVIDE ADVANCE NOTICE OF TERMINATION. ACCORDINGLY, UPON COMPLETION OF THE INITIAL THREE (3) YEAR TERM THIS AGREEMENT WILL NOT AUTOMATICALLY RENEW

B. Termination - Either Party may terminate this agreement with thirty (30) days advance written notice. If either Party terminates prior to the completion of an academic semester, all students enrolled at the time of notification must be allowed to continue their placement until the conclusion of the current academic semester.

C. Relationship of Parties – Learning Site (including its employees and agents) shall act in an independent capacity and not as officers, employees or agents of CSU or University. Nothing in this Agreement shall be construed to constitute a partnership, joint venture or any other relationship other than that of independent contractors.

D. Indemnification

1. University shall defend, indemnify and hold Learning Site, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officers, agents, or employees.
2. Learning Site shall defend, indemnify and hold University, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Learning Site, its officers, agents, or employees.

E. Insurance

1. Each Party shall, at its own cost and expense, maintain general liability insurance, comprehensive or commercial form, with a minimum limit of \$1,000,000 for each occurrence and \$2,000,000 general aggregate. If Learning Site offers medical or professional services, Learning Site shall also carry professional liability (or errors and omissions) coverage with the same minimum limits. Each Party shall maintain Workers' compensation insurance as required by law. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII.
2. The California State University system has elected to be insured for its General Liability exposure through the self-insured CSU Risk Management Authority.
3. The State of California has elected to be self-insured for its vehicle liability and Workers' Compensation and property exposures. As a State agency, the California State University, Office of the Chancellor, the Trustees, and the CSU system of campuses are included in this self-insured program.
4. Notwithstanding anything to the contrary in Subsection E.1, Learning Site may maintain a self-insurance program for all or any part of the foregoing liability risks, provided such self-insurance in all material respects complies with the requirements set forth herein.
 - a. If self-insured Learning Site, upon request, shall furnish University with a Certificate of Self-Insurance Coverage or other suitable document indicating that the self-funded retention levels maintained for each liability program meet or exceed the minimum insurance limits required under this agreement.
5. The General Liability coverage referred to hereunder by each Party shall include the respective Party as an additional insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of the Parties, their officers, agents and/or employees.
6. University shall arrange for students to be covered by an insurance policy providing general and professional liability with limits of \$2,000,000 each occurrence and \$4,000,000 general aggregate under either the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP), or the Student Professional Liability Insurance Program (SPLIP)
 - a. Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP) provides general and professional liability coverage for students enrolled in service-learning course sections for which they receive academic credit. In essence, the program provides indemnity, including legal defense costs for students, faculty, campus and host institution (when required by contract/agreement), if there is a claim or lawsuit involving injury to others or damage to property in connection with service learning and other academic fieldwork experiences.
 - b. Student Professional Liability Insurance Program (SPLIP) provides general and professional liability coverage as well as educator's errors & omissions liability coverage for students enrolled in nursing, allied health, social work or education credential programs of the CSU who also perform community service or volunteer work for academic credit.

- F. Status of Students** - Students shall at no time throughout this agreement be considered officers, employees, agents or volunteers of either the University or Learning Site, except when explicitly approved by the specific program. Students do not displace regular employees.
- G. Confidentiality of Student Information** – University student records shall remain confidential as required by the Family Educational Rights and Privacy Act (FERPA). Neither Party shall release any protected student information without written consent of the student, unless required to do so by law or as dictated by the terms of this Agreement.
- H. Governing Law** – This Agreement shall be construed in accordance with and governed by the laws of the State of California, except where superseded by federal law.
- I. Endorsement** - Nothing contained in this Agreement shall confer on any party the right to use the other party’s name as an endorsement of a product or service, or to advertise, promote or market any product or service.
- J. Assignments** - This Agreement is not assignable in whole or in part by either Party.
- K. Fair Labor Standards Act and Displacement of Organization Employees** – It is not the intention of this Agreement for students to perform services that would displace or replace regular employees of Learning Site.
- L. Confidentiality of Medical Records (HIPAA)** – *[Applicable to clinical/medical placements only]* All of Learning Site’s medical records and charts created in connection with Clinical Training shall be and shall remain the property of Learning Site. For purposes of this Agreement and patient confidentiality under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), students shall be considered to be members of Learning Site’s “Workforce,” as defined at 45 Code of Federal Regulations (C.F.R.) §160.103.
- In the course of Clinical Training at Learning Site, Students may have access to Protected Health Information, as defined at 45 C.F.R. §160.103, and shall be subject to Learning Site’s HIPAA Privacy and Security policies and procedures. Students may be required to participate in training related to Learning Site’s HIPAA Privacy and Security policies and procedures.
- The Parties agree that University is not a “business associate” of Learning Site under HIPAA. University will not be performing or assisting in the performance of covered HIPAA functions on behalf of Learning Site. There will be no exchange of individually identifiable protected health information between University and Learning Site.
- M. Locations** – If Learning Site operates more than one location capable of accepting student interns, and unless otherwise prohibited by policy or law, all locations under Learning Site’s management or control will be covered by the terms of this Agreement. As such, the terms of this agreement shall flow down to any agency, department, etc. under the jurisdiction of the executing body without execution of a separate agreement.
- N. Accrediting Body Essentials:** Both parties hereby agree to adhere to the essentials as set forth by appropriate accrediting bodies. Accrediting bodies include, but are not limited to, the Commission on Teacher Credentialing (CTC) and the Council for Accreditation of Counseling and Related Programs (CACREP).
- O. Nondiscrimination** – Neither Party shall discriminate unlawfully against any student in placement or continuation in a fieldwork program, nor shall they discriminate unlawfully against any employee or applicant for employment.
- P. Severability** - If any provision of this agreement is held invalid by any law, rule, order of regulation of any government, or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.
- Q. Notices** – Any notices required by this Agreement will be deemed to have been duly given if sent by overnight delivery or by certified mail with return receipt requested to the correct addresses. Additionally, notices by Email will be considered legal notice if such communications include the following text in the Subject field: FORMAL LEGAL NOTICE – [insert, as the case may be: Learning Site name or CSUSB].
- R. Program Contacts (Optional)** – The below listed program contacts (if any) may have administrative oversight of educational programs related to this agreement. These individuals should be contacted for program administrative matters only. All contractual matters must be communicated, in writing, to the authorized signatories.

California State University, San Bernardino:

Learning Site:

Catherine Provencio
(University Program Contact)Name

(Learning Site Contact)

Administrative Analyst-Specialist
Title

Title

coedeansoffice@csusb.edu
Email

Email

(909) 537-5600
Phone

Phone

S. Authority - Each Party represents and warrants that the person(s) signing below on its behalf has the authority to enter into this Agreement and that this Agreement does not violate any of its existing agreements or obligations.

T. Changes – This agreement may only be modified through execution of a written amendment.

U. Entire Agreement – This document contains the entire agreement and understanding of the Parties, and supersedes all prior agreements, arrangements, and understandings with respect to the subject matter of this document. No amendment, alternation or variation of the terms of the Agreement shall be valid unless in writing and signed by the Parties hereto.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized parties as of the date last written below.

Trustees of the California State University:

Learning Site:

Robert Mente 06/11/2020
University Authorized Signature Date

Learning Site Authorized Signature Date

Robert Mente
Name

Name

Interim Manager, Procurement and Contract Svcs.
Title

Title

contracts@csusb.edu
Email

Email

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Isabel Brenes, Director, Human Resources
**SUBJECT: SCHOOL COUNSELING PLACEMENT ADDENDUM WITH
UNIVERSITY OF SOUTHERN CALIFORNIA**

=====
BACKGROUND

Student fieldwork provides a high quality of learning, support, and practical classroom experience for professionals in training. On October 6, 2019, the Board approved an agreement with the University of Southern California. The university has since established an addendum to the school counseling placements.

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

RECOMMENDATION

It is recommended the Board of Education approve the school counseling placement addendum with University of Southern California.

FISCAL IMPACT

None.

NE:RR:IB:mcm

**SCHOOL COUNSELING CANDIDATE ADDENDUM
TO THE ROSSIER PLACEMENT AGREEMENT**

This School Counseling Candidate Addendum to the School / School District Placement Agreement (“Addendum”) is incorporated into and made a part of that certain School / School District Placement Agreement (the “Agreement”) executed concurrently with this Addendum (or subsequently on the date indicated below), and is effective as of “Term Commencement Date”, as defined in the Agreement. Capitalized terms not otherwise defined in this Addendum shall have the meaning ascribed to them in the Agreement.

1. Controlling Terms. The terms of this Addendum modify and supplement the Agreement. Whenever any inconsistency or conflict exists between the Agreement and this Addendum, the terms of this Addendum control and supersede the Agreement. In all other respects, the terms of the Agreement are ratified and confirmed.

2. Placement Opportunities. USC shall identify prospective Candidates to the School/District for potential placement within the School/District, including assignment to a school-site supervisor of record. USC shall supply the Candidate’s name, relevant program and background clearance information and type of assignment appropriately matching the prospect’s needs. Notwithstanding the foregoing, the School/District shall at all times have discretion over the maximum number of Candidates it shall accept as School Counselor Students, the length of assignments, and the distribution of assignments.

3. School-site Supervisor.
 - (a) The School/District shall make recommendations to USC regarding [staff members] whom School/District believes are appropriate to serve as “School-site Supervisors” (defined below). Through the School’s/District’s recommendations, USC’s observations and School/District staff references, USC shall identify counselors and other staff working within the School/District to supervise and prepare School Counselor Candidates during their in-school experiences (“School-site Supervisors”).

 - (b) Both the School/District and USC shall approve the participation of any staff as a Schoolsite Supervisor, provided that the School/District shall use its best efforts to approve a sufficient quantity of Schoolsite Supervisors necessary to oversee the agreed-upon number of School Counselor Candidates placed within the School/District at any time.


 - (c) Should any School-site Supervisor become unable to perform or fulfill his or her duties hereunder, the School/District shall assign an alternative School-site Supervisor to the School Counselor Candidate (excluding a substitute teacher that replaces the original School-site Supervisor within the School/District).

4. Credential Seeking Candidates. Any credential seeking USC School Counselor Candidate shall be required to sit for and pass applicable, state-specific exams (*for example, in California, the California Basic Educational Skills Test*), as applicable in the Candidate’s state of residence, prior to the commencement of his or her assignment as a School Counselor Candidate.

5. Use of Video. USC utilizes video recording throughout its programs, including as an essential element of its instruction methodology. As such, any Candidate may make video recordings as part of his or her program studies throughout his or her assignment at the School/District. USC shall require Candidates to be responsible for obtaining appropriate and signed video release/authorization forms (which USC shall provide to Candidate) on behalf of recorded individuals, as appropriate, including obtaining parent/guardian

signatures on behalf of recorded individuals who are minors (*i.e.*, under the age of legal competence). The School/District may provide reasonable assistance to Candidates in obtaining signatures on such forms.

INTENDING TO BE LEGALLY BOUND HEREBY, the parties affix their respective hands below:

Chino Valley USD	UNIVERSITY OF SOUTHERN CALIFORNIA, ON BEHALF OF THE ROSSIER SCHOOL OF EDUCATION
Print Name: _____	Print Name: _____ Mark Todd Vice Provost for Academic Operations
Signature: _____	Signature:  _____ <small>Mark Todd (Jun 8, 2020 20:05 PDT)</small> _____
Dated: _____	Dated: _____ Jun 8, 2020 _____

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Isabel Brenes, Director, Human Resources
**SUBJECT: SPEECH PATHOLOGY FIELDWORK PLACEMENT AGREEMENT
WITH BAYLOR UNIVERSITY**

=====

BACKGROUND

Student fieldwork provides a high quality of learning, support, and practical classroom experience for professionals in training. On February 20, 2020, the Board approved the Speech Pathology Fieldwork Placement agreement with Baylor University. The university has since updated the agreement.

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

RECOMMENDATION

It is recommended the Board of Education approve the speech pathology fieldwork placement agreement with Baylor University.

FISCAL IMPACT

None.

NE:RR:IB:mcm

**SPEECH PATHOLOGY FIELD PLACEMENT AGREEMENT
BETWEEN BAYLOR UNIVERSITY AND
CHINO VALLEY UNIFIED SCHOOL DISTRICT**

The following agreement is mutually agreed upon in order to clarify the joint and separate responsibilities between Chino Valley Unified School District, hereinafter referred to as the "Agency," and Baylor University, a Texas non-profit corporation, hereinafter referred to as the "University," by which the parties will provide field instruction in Speech Pathology for selected students of the University. This contract supersedes any previous contract or agreement, verbal or written, entered into between the University and Agency for the purpose of Speech Pathology field placement.

SECTION I

It is mutually agreed that:

1. The purpose of Speech Pathology field placement with the Agency is to provide opportunities for learning and to enable the students to meet the objectives of field instruction.
2. The Agency will have the right to interview students selected by the University.
3. The Agency will have the right to reject any student who, in the Agency's judgment, does not meet its criteria for acceptance and to set the total number of students the Agency is willing to accept for placement.
4. The Agency through the Field Instructor(s) will provide input to the University's Speech Pathology curriculum and the University is responsible for maintaining adequate structure to consider the utilization of such input.
5. In the interest of quality clinical care, the Agency will provide supervision and instruction regarding individual cases seen by the student.
6. The number of students which the Agency will receive will be mutually agreed upon at least 4 weeks prior to the students' field experience.
7. The Agency will plan and administer all aspects of the clinical care program and shall provide qualified supervision of all clinical care activities.
8. Any provision of this agreement to the contrary notwithstanding, the Agency personnel may, at any time, relieve a student of any specific assignment, or may request that a student leave the clinical care area or the hospital premises, for any reason that the Agency personnel deem necessary for the quality of clinical care.
9. Any provision of this agreement to the contrary notwithstanding, a client may request that they not be a teaching client and such request will be honored by Agency and University.

In addition, the Agency may, on its sole authority, designate one of its clients as a non-teaching client.

10. Students and faculty of the University may not be deemed employees of the Agency nor shall employees of the Agency be deemed to be employees of the University for purposes of compensation or benefits or within the terms of any workmen's compensation, unemployment compensation, or the withholding of income and social security taxes. This provision shall not be deemed to prohibit the employment of a student or faculty member of the University by the Agency under a separate employment agreement or prohibit the employment of an employee of the Agency by the University under separate employment agreement.
11. Each party is separately responsible for compliance with applicable laws, including anti-discrimination laws that are applicable to their respective activities under the program.
12. The Agency is not responsible for providing a student with life insurance, workmen's compensation insurance, or hospitalization insurance, or medical insurance.

SECTION II

The Agency agrees to:

1. Accept students for field instruction in Speech Pathology including participation in the overall Agency program and activities as appropriate to the objectives of field instruction. The Agency will provide students such cases, client contacts, access to records and other information within the Agency to meet the objectives of field instruction, including both a variety of direct service experiences and experiences with the organizational functioning of the Agency as are available and appropriate.
2. Appoint a professional Speech Pathologist(s) who demonstrate(s) commitment to practice and to education to assume a day-to-day working relationship with the University's Field Coordinator and to act as Field Instructor(s) for the student(s) and will allot said staff member(s) sufficient time for planning, supervision, evaluation, and to gain familiarity with the University's program.
3. Furnish in writing to the University any exceptional criteria it considers necessary for the selection of students placed with the Agency.
4. Inform the University of any difficulties a student is having that might result in termination of the placement or a failing grade. The Agency will be responsible for documenting any student difficulties and efforts to deal with them.
5. Prohibit the disclosure of personally identifiable information, as defined by the Family Educational Rights and Privacy Act, of a student without the prior consent of the student, and to limit Agency's use of such information only for the purpose for which it obtained such information from the University.

6. Provide the use of existing office space, including privacy for interviewing, and such equipment, supplies, and clerical assistance as are necessary to the accomplishment of the learning task and the student's responsibilities in the Agency.
7. Inform the University of any change in policies, procedures, or staffing that might affect the quality of nature of field instruction.
8. Provide the University with a written summary of student performance at the termination of the field experience.
9. Provide the University with the Agency's standards and regulations for personnel. Students will be subject to such rules and regulations of the Agency as are congruent with the educational objectives of field experience.
10. Retain responsibility for Speech Pathology services to its clients.

SECTION III

The University agrees to:

1. Assume responsibility for the selection of students to be interviewed by the Agency, and provide the Agency, prior to the interview, information about the student's academic achievement, previous work experience, and a brief autobiography. The University agrees to endeavor to meet the exceptional criteria specified by the Agency.
2. Honor a written request by the Agency, detailing the reason or cause, to relieve a student of his or her field placement responsibilities if such a student is found unsuitable for his or her assignment, or if unusual circumstances within the Agency dictate termination of the field experience.
3. Assume responsibility for the overall quality of the student's education in the Speech Pathology Program and for the administration of the field instruction program in relation to the educational requirements of the Speech Pathology Program and the University.
4. Be responsible for cooperation with the Agency in maintaining standards in preparing students for placement to assure the quality of services required by the Agency.
5. Require that all students who enter a fieldwork site provide the University with evidence of a current and clear copy of a background check, which includes any information within the State of California or a Certificate of Clearance through the California Commission on Teacher Credentialing (CTC), and evidence of TB clearance within 4 years. Students will be prohibited to move forward until this documentation is received.

6. **Insurance:**

University will maintain in full force and effect, at its sole expense, the following minimum insurance coverage with a 30 day written notice of intent to cancel, non-renew, or material change in coverage:

- **General Liability:**
 - Commercial General Liability in the amount of \$1,000,000 per occurrence and \$1,000,000 general aggregate for bodily injury, personal an advertising injury, and property damage.
- **Professional Liability:**
 - \$1,000,000 Errors and Omission Insurance or Professional Liability.
- **Worker’s Compensation/Employer’s Liability (not applicable to students):**
 - Employer’s Liability, \$1,000,000
 - Certificate of Insurance indicating “statutory” limits.
- **Sexual Abuse/Molestation**
 - \$3,000,000 Sexual Abuse Injury

University’s insurance to be primary and non-contributory for General Liability ~~only~~ and Sexual Abuse/Molestation. Professional Liability is excess and non-contributory, and this is not applicable to Worker’s Compensation. Chino Valley Unified School District to be named as “Additional Insured” for coverages other than Worker’s Compensation.

The University shall provide a certificate of insurance evidencing such coverage.

The University agrees to indemnify, hold harmless, and defend the District, its agents, and employees from and against all claims (including claims of sexual abuse/molestation), damages, losses or expenses (including costs and attorney fees) arising out of, resulting from, or in any manner relating to the Agreement, caused in whole or in part by any negligent act or omission by the University, its agents, employees, or students, except where caused by the active negligence, sole negligence or willful misconduct of the District.

The District agrees to indemnify, hold harmless, and defend the University, its agents, and employees from and against all claims (including claims of sexual abuse/molestation). Damages, losses or expenses (including costs and attorney fees) arising out of, resulting from, or in any manner relating to the Agreement, caused in whole or in part by any negligent act or omission by the District, its agents, employees, or students, except where caused by the active negligence, sole negligence, or willful misconduct of the University.

SECTION IV

The student will be expected to:

1. Follow the administrative and clinical policies, standards, and practices of the Agency.
2. Comply with the regulations of professional conduct as outlined by the American Speech-Language-Hearing Association.

3. Obtain prior written approval of the Agency before publishing any materials related to the clinical experience.
4. Provide the necessary and appropriate dress (uniforms, if required). Provide his or her own transportation and living arrangements and meals.
5. Covenant and agree to not commit any intentional tort or violate the law.

SECTION V

1. This agreement will become effective as of the date last signed below.
2. This Agreement shall remain in effect through June 30, 2022. Either party may terminate this Agreement, with or without cause, by written notice to the other party at least sixty (60) days prior to the commencement of the next academic term. Students enrolled in the course at the time notice is given shall have the opportunity to complete the course of study in progress.
3. The parties to this agreement may amend this Agreement as deemed necessary provided, however, that no amendment to this Agreement shall be valid unless in writing and signed by the duly authorized representatives of the parties.
4. All the terms, conditions, and provisions agreed upon by the parties to this agreement are incorporated in this document.

For the faithful performance of the terms of this agreement, the parties hereto, in their capacities as stated, affix their signatures and bind themselves.

BAYLOR UNIVERSITY

By: _____
Nancy Brickhouse
Provost and Vice President

Date: _____

AGENCY: Chino Valley Unified School District

By: _____
Richard Rideout
Assistant Superintendent, Human Resources

Date: _____

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020

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 AND ADMINISTRATIVE REGULATION 5111 STUDENTS – ADMISSION

=====

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 5111 Students – Admission are being updated to reflect state law prohibiting the collection of social security numbers or the last four digits of the social security numbers of students or their parents/guardians, unless otherwise required by law. Policy also reflects AB 699 which prohibits districts from inquiring into students’ citizenship or immigration status and the California Attorney General’s model policy which provides that, under the limited circumstances when such information must be collected to comply with eligibility requirements for special state or federal programs, such information should be collected separately from the school enrollment process.

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 5111 Students – Admission.

FISCAL IMPACT

None.

NE:LF:SJ:rtr

ADMISSION

The Board of Education ~~believes that~~ ENCOURAGES THE ENROLLMENT AND APPROPRIATE PLACEMENT OF all SCHOOL-AGED ~~children~~ STUDENTS ~~should have the opportunity to receive educational services~~ IN SCHOOL. All ~~children~~ STUDENTS residing within the District shall have access to District schools. Immigrant ~~children~~ STUDENTS shall not be denied admission on the basis of citizenship or legal resident status. Homeless/foster ~~children~~ STUDENTS shall be admitted with or without a permanent address, ~~Staff shall encourage parents/guardians to enroll all school-aged children in school.~~ The Superintendent or designee shall inform parents/guardians of students entering SEEKING ADMISSION TO a District school at any grade level about admission requirements and shall assist them with enrollment procedures.

- (cf. 0410 - Nondiscrimination in District programs and activities)
- (cf. 5111.1 - District residency)
- (cf. 5111.11 - Residency of students with caregiver)
- (cf. 5111.12 - Residency based on parent/guardian employment)
- (cf. 5111.13 - Residency for homeless children)
- (cf. 5119 - Students expelled from other districts)
- (cf. 5125 - Student records)
- (cf. 5141.22 - Infectious diseases)
- (cf. 5141.3 - Health examinations)
- (cf. 5141.31 - Immunizations)
- (cf. 5141.32 - Health screening for school entry)
- (cf. 6173 - Education for homeless children)
- (cf. 6173.1 - Education for foster youth)
- (cf. 6173.2 - Education of children of military families)

VERIFICATION OF ADMISSION ELIGIBILITY

BEFORE ENROLLING ANY STUDENT IN A DISTRICT SCHOOL, ~~The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements~~ VERIFY STUDENT'S AGE, RESIDENCY, IMMUNIZATION, AND OTHER APPLICABLE ELIGIBILITY CRITERIA specified in law, and ~~in~~ OTHER APPLICABLE Board policies ~~and~~ OR ADMINISTRATIVE regulations.

- (cf. 0410 - Nondiscrimination in District programs and activities)
- (cf. 5111.1 - District residency)
- (cf. 5125 - Student records)
- (cf. 5141.3 - Health examinations)
- (cf. 5141.31 - Immunizations)
- (cf. 5141.32 - Health screening for school entry)

THE DISTRICT SHALL NOT INQUIRE INTO OR REQUEST DOCUMENTATION OF A STUDENT'S SOCIAL SECURITY NUMBER OR THE LAST FOUR DIGITS OF THE SOCIAL SECURITY NUMBER OR THE CITIZENSHIP OR IMMIGRATION STATUS OF THE STUDENT OR STUDENT'S FAMILY MEMBERS. (Education Code 234.7, 49076.7)

ADMISSION (cont.)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
 (cf. 5145.13 - Response to Immigration Enforcement)
 (cf. 5145.3 - Nondiscrimination/Harassment)

HOWEVER, SUCH INFORMATION MAY BE COLLECTED WHEN REQUIRED BY STATE OR FEDERAL LAW OR TO COMPLY WITH REQUIREMENTS FOR SPECIAL STATE OR FEDERAL PROGRAMS. IN ANY SUCH SITUATION, THE INFORMATION SHALL BE COLLECTED SEPARATELY FROM THE SCHOOL ENROLLMENT PROCESS. ENROLLMENT IN A DISTRICT SCHOOL SHALL NOT BE DENIED ON THE BASIS OF ANY SUCH INFORMATION OF THE STUDENT OR STUDENT'S PARENTS/GUARDIANS OBTAINED BY THE DISTRICT, OR THE STUDENT'S OR PARENT/GUARDIAN'S REFUSAL TO PROVIDE SUCH INFORMATION TO THE DISTRICT.

SCHOOL REGISTRATION INFORMATION SHALL LIST ALL POSSIBLE MEANS OF DOCUMENTING A STUDENT'S AGE FOR GRADES K-1 AS AUTHORIZED BY EDUCATION CODE 48002 OR OTHERWISE PRESCRIBED BY THE BOARD. ANY ALTERNATIVE DOCUMENT ALLOWED BY THE DISTRICT SHALL BE ONE THAT ALL PERSONS CAN OBTAIN REGARDLESS OF IMMIGRATION STATUS, CITIZENSHIP STATUS, OR NATIONAL ORIGIN AND SHALL NOT REVEAL INFORMATION RELATED TO CITIZENSHIP OR IMMIGRANT STATUS.

THE SUPERINTENDENT OR DESIGNEE SHALL IMMEDIATELY ENROLL A HOMELESS STUDENT, FOSTER YOUTH, STUDENT WHO HAS HAD CONTACT WITH THE JUVENILE JUSTICE SYSTEM, OR A STUDENT OF A MILITARY FAMILY REGARDLESS OF OUTSTANDING FEES OR FINES OWED TO THE STUDENT'S LAST SCHOOL, LACK OF CLOTHING NORMALLY REQUIRED BY THE SCHOOL, SUCH AS SCHOOL UNIFORMS, OR THE STUDENT'S INABILITY TO PRODUCE PREVIOUS ACADEMIC, MEDICAL, OR OTHER RECORDS NORMALLY REQUIRED FOR ENROLLMENT. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)
 (cf. 6173.1 - Education for Foster Youth)
 (cf. 6173.2 - Education of Children of Military Families)
 (cf. 6173.3 - Education for Juvenile Court School Students)

All resident students who are enrolling in the school in their attendance area or in another district school shall be subject to the timelines established by the Board in BP/AR 5116.1 Student – Intradistrict Open Enrollment. Nonresident students may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5116.1 - Intradistrict Open Enrollment)
 (cf. 5117 - Interdistrict Attendance)

ADMISSION (cont.)

(cf. 5118 - Open Enrollment Act Transfers)

The Superintendent or designee may admit to the ninth grade only those students who have promoted from eighth grade or who are recommended in writing by their eighth grade principal as capable of profiting from high school instruction.

(cf. 5123 - Promotion/Acceleration/Retention)

Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status
46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
46600 Agreements for admission of students desiring interdistrict attendance
48000 Minimum age of admission (kindergarten)
48002 Evidence of minimum age required to enter kindergarten or first grade
48010 Minimum age of admission (first grade)
48011 Admission from kindergarten or other school; minimum age
48050-48053 Nonresidents
48200 Children between ages of 6 and 18 years (compulsory full-time education)
48350-48361 Open Enrollment Act
48645.5 Enrollment of former juvenile court school students
48850-48859 Educational placement of homeless and foster youth
49076 Access to records by persons without written consent or under judicial order
49076.7 Student records; data privacy; social security numbers
49408 Information of use in emergencies
49452.9 Health care coverage options and enrollment assistance
49700-49703 Education of children of military families

HEALTH AND SAFETY CODE

120325-120380 Education and child care facility immunization requirements
121475-121520 Tuberculosis tests for students

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade
201 Admission to high school

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 5

552a Note Refusal to disclose social security number

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Plyler v. Doe, 457 U.S. 202 (1982)

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATION

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION

ADMISSION (cont.)

OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS

Dear Colleague Letter: School Enrollment Procedures, May 8, 2014

Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014

Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014

WEBSITES

California School Boards Association: www.csba.org

California Department of Education, Health Care Coverage and Enrollment Assistance:
www.cde.ca.gov/ls/he/hc

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

U.S. Department of Education, Office for Civil Rights: www2.ed.gov/about/offices/list/ocr

U.S. Department of Justice: www.justice.gov

Chino Valley Unified School District

Policy adopted: January 23, 1997

Revised: May 7, 2009

Revised: January 17, 2013

REVISED:

ADMISSION**Age of Admission to Kindergarten AND FIRST GRADE**

A ~~child~~ STUDENT shall be eligible for enrollment in kindergarten at the beginning of the school year, if the ~~child~~ STUDENT'S ~~has his/her~~ fifth birthday IS on or before September 1 of that school year. (Education Code 48000, 48010)

Age of Admission to Transitional Kindergarten

Any ~~child~~ STUDENT who will have ~~his/her~~ THEIR fifth birthday between September 2 and December 2 of that school year shall be offered a transitional kindergarten (TK) program in accordance with law and Board policy. (Education Code 48000)

For the purposes of this section, "transitional kindergarten" means the first year of a two year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate.

Early Entrance to Kindergarten

A ~~child~~ STUDENT who turns five after September 1 of the ~~2014/2015~~ GIVEN school year ~~and each school year thereafter~~, and whose parent/guardian(s) wish to forgo admission to transitional kindergarten, may be admitted to kindergarten with the approval of the Superintendent or designee in accordance with the procedures as follows:

Procedure for Early Entrance to Kindergarten

All requests for early entrance to kindergarten must be submitted to the Elementary Curriculum office prior to April 1.

1. Parent/guardian(s) of a potential early entry ~~child~~ STUDENT must submit the following documents to the Superintendent or designee:
 - a. A letter requesting entry into kindergarten for their ~~child~~ STUDENT, and
 - b. A recommendation letter from the most recent preschool teacher of the potential early entry ~~child~~ STUDENT providing evidence that the child has attained a level of readiness academically, socially, and developmentally which will allow him/her to successfully complete the full kindergarten program during that school year, including the mastery of minimum competencies in math, language arts, and reading.
2. A review of the current enrollment to determine space availability. The parent/guardian(s) will be advised of: (1) the advantages and disadvantages

ADMISSION (cont.)

of early school entrance, (2) the availability of transitional kindergarten programs, and (3) the location of available classes (if home school program is at capacity).

3. After receipt of the required documents, as described in paragraph 1, the superintendent or designee shall review and notify the parent/guardian(s) of the recommendation for further screening.
4. If further screening is deemed appropriate, the superintendent or designee shall schedule an appointment for the potential early entry ~~child~~ STUDENT to undergo academic and social/emotional screening by district certificated staff. The parent/guardian(s) will be notified of the screening results.
5. If the potential early entry ~~child~~ STUDENT passes both the academic and social/emotional screening, the Superintendent or designee shall offer a placement in kindergarten for that school year.

Parent/guardian(s) of a potential early entry ~~child~~ STUDENT will be required to sign a formal acceptance of placement into the kindergarten program for that school year.

6. If the potential early entry ~~child~~ STUDENT does not pass either the academic and social/emotional screening, the superintendent or designee shall offer a placement in transitional kindergarten for that school year.

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6170.1 - Transitional Kindergarten)

Age of Admission to First Grade

A ~~child~~ STUDENT shall be admitted to the first grade of an elementary school during the first month of a school year if the ~~child~~ STUDENT will have his/her sixth birthday on or before September 1 of that school year. (Education Code 48000, 48010)

Documentation of Age/Grade

Prior to THE admission of a ~~child~~ STUDENT to kindergarten or first grade, the parent/guardian shall present proof of the ~~child~~ STUDENT's age. (Education Code 48002)

Evidence of the ~~child~~ STUDENT's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth,
2. A duly attested baptism certificate, ~~or~~

ADMISSION (cont.)

3. Passport
4. WHEN NONE OF THE ABOVE DOCUMENTS IS OBTAINABLE, AN AFFIDAVIT OF THE PARENT/GUARDIAN, OR CUSTODIAN OF MINOR

When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the ~~child~~ STUDENT. (Education Code 48002)

(cf. 5125 - Student records)
(cf. 6146.3 - Reciprocity of academic credit)

Admission of Other Students

When a student is admitted to school, he/she will be placed at the grade level assigned by the last school attended. When no records are available, the student will be placed in an age-appropriate grade. No student in grades K-3 will be placed more than one grade level below his/her age-appropriate grade. In grades 4-8, no student will be placed more than two grade levels below his/her age-appropriate grade.

(cf. 5123 - Promotion/Acceleration/Retention)

Admission to Adult School

Persons under 18 years of age may be admitted to adult school when it is deemed by the Superintendent or his/her designee, to be advantageous to the student and to the District.

Chino Valley Unified School District

Regulation approved: January 23, 1997

Revised: April 2, 2009

Revised: December 13, 2012

Revised: May 7, 2015

Revised: June 30, 2016

REVISED:

Chino Valley Unified School District

Our Motto:

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

DATE: July 16, 2020
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: **WILLIAMS SETTLEMENT LEGISLATION QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY FOR APRIL THROUGH JUNE 2020**

=====

BACKGROUND

In accordance with the Williams settlement legislation, Education Code 35186 states that the Superintendent or designee shall report summarized data on the nature and resolution of all Williams related complaints to the Board of Education and the San Bernardino County Superintendent of Schools on a quarterly basis. Williams related complaints are complaints specific to 1) insufficiency of instructional materials, 2) unsafe facilities, or 3) teacher vacancy or misassignment. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled board meeting.

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 Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for April through June 2020.

FISCAL IMPACT

None.

NE:LF:rttr

Williams Settlement Legislation
Quarterly Uniform Complaint Report Summary
For submission to school district governing board and county office of education

District Name: Chino Valley Unified School District

Quarter covered by this report: April 2020 – June 2020

Please fill in the following table. Enter 0 in any cell that does not apply.

	Number of complaints received in quarter	Number of complaints resolved	Number of complaints unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignments	0	0	0
Totals	0	0	0

Submitted by: Lea Fellows

Title: Assistant Superintendent, Curriculum, Instruction, Innovation, and Support

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: REVISION OF LIBRARY SCIENCE COURSE

=====

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 result of a collaborative effort of teachers in the related academic areas.

The Library Science course is designed to provide students with a foundation and understanding of school and public library duties, practices, and procedures. The course includes opportunities for students to build proficiency in 21st century workplace skills including literacy, problem solving, effective communication, productivity, and soft skills essential for success in the workplace and will include fieldwork experience. This course includes Career Technical Education standards in the Education Pathways and meets UC/CSU “g” elective requirements.

This course is being revised to extend instruction into a year-long course which will lay the foundation for a Capstone course in Library Science and meet the requirements to complete the CTE Pathway.

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 revision of the Library Science course.

FISCAL IMPACT

None.

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 Position/Title: Director of Secondary Curriculum Site: District Office Phone: (909) 628-1201 X1630
B. COVER PAGE - COURSE ID	
1. Course Title:	Library Science CTE LIBRARY SCIENCE 1
2. Transcript Title/Abbreviation:	Library Science
3. Transcript Course Code/Number:	C5950
4. Seeking Honors Distinction:	No
5. Subject Area/Category:	Meets UC/CSU "g" general elective requirement
6. Grade Level(s):	9-12
7. Unit Value:	5 credits per semester 10 CREDITS/5 CREDITS PER SEMESTER
8. Course Previously Approved by UC:	No
9. Classified as a Career Technical Education Course:	Yes
10. Modeled after an UC-approved course:	No
11. Repeatable for Credit:	Yes; for a maximum of 10 credits NO
12. Date of Board Approval:	May 27, 1980
 Date of Revision Approval:	June 14, 2018
13. Brief Course Description:	<p>The course focuses on the general skills needed to support the daily operations of a school library. The course content provides instruction on how to use the library software system, processing of new library materials, how to help students and staff by assisting in research using traditional and online resources, and proper storage of books and other library materials. The course learning objectives also include essential library skills including customer service skills, business social interactions, and skills in alphabetizing, filing, and understanding the Dewey Decimal System. THIS COMPETENCY-BASED COURSE GIVES STUDENTS AN OPPORTUNITY TO LEARN VARIOUS ASPECTS OF DUTIES PERFORMED AT SCHOOL LIBRARIES. THIS COURSE WILL PROVIDE STUDENTS WITH A FOUNDATION AND UNDERSTANDING OF LIBRARY PRACTICES AND PREPARE THE STUDENT FOR EMPLOYMENT TO PURSUE AN ENTRY-LEVEL POSITION IN A PUBLIC OR SCHOOL LIBRARY, OR FURTHER EDUCATION IN A LIBRARY SCIENCE OR LIBRARY TECHNOLOGY PROGRAM AT A JUNIOR COLLEGE, OR PLACEMENT IN A COLLEGE-LEVEL PROGRAM IN THE PURSUIT OF A TEACHER OR LIBRARY SCIENCE DEGREE. INTEGRATED THROUGHOUT THE COURSE ARE CAREER PREPARATIONS STANDARDS, WHICH INCLUDE BASIC ACADEMIC SKILLS, COMMUNICATION AND INTERPERSONAL SKILLS, ETHICAL RESPONSIBILITIES, PROBLEM SOLVING, WORKPLACE SAFETY, TECHNOLOGY KNOWLEDGE AND TECHNICAL SKILLS INCLUDING DIGITAL LITERACY AND RESEARCH, AND CAREER PLANNING AND EDUCATION LITERACY.</p>
14. Prerequisites:	Cumulative GPA of 2.0 or higher
15. Context for Course:	<p>The Library Science CTE LIBRARY SCIENCE 1 course provides for a practical application of select college and career readiness anchor standards including comprehension and collaboration as well as research in building knowledge. The course will be a concentrator course in the education pathway within the education, child development, and family services industry sector. STUDENTS RECEIVE ONE YEAR OF CLASSROOM INSTRUCTION IN THE LIBRARY WHICH WILL INCLUDE FIELDWORK EXPERIENCE.</p>

Chino Valley Unified School District

High School Course Description

16. History of Course Development:

This course was developed over the 2017-2018 school year with the help of a committee comprised of school librarians, teachers, counselors, and administrators to create opportunities for students to advance their 21st century workplace skills including: digital literacy, problem solving, effective communication, high productivity, soft skills essential for success in the workplace. This course serves as the District's first Career Technical Education course offered in the education pathways. THIS COURSE WAS REVISED TO EXTEND STUDENT SKILLS IN LIBRARY SCIENCE, LAY THE FOUNDATIONS FOR A CAPSTONE COURSE IN LIBRARY SCIENCE, AND MEET THE REQUIREMENTS TO COMPLETE THE CTE PATHWAY.

17. Textbooks:	None
18. Supplemental Instructional Materials:	Library media including digital resources, cloud-based software, and research databases.

C. COURSE CONTENT

1. Course Purpose:

- Allow students to apply, improve, refine their workplace skills and knowledge, and teach the process of problem solving and decision making as distinguished from the storing of information.
- Allow the students to demonstrate their ability to think clearly and independently in the areas of business education.
- Give students the opportunity to demonstrate their abilities, attitudes, and skills which indicate they are competent and personally effective in a 21st century workplace.

This course is designed for the California Career and Technical Education, Child Development, and Family Services (ECDFS) Sector. This course is aligned to the California Career and Technical Education Standards: Education, Child Development, and Family Services Pathway and is designed to be a concentrator level course.

2. Course outline:

Unit 1: Introduction and Course Orientation BEGINNINGS, AND LIBRARY CLASSIFICATION SYSTEMS

Anchor Standards: 1.0, 2.0, 3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 4.0, 4.1, 4.3, 4.5, 5.0, 5.1, 5.2, 5.3, 5.4

Pathway Standards: c1.0, c1.4, c2.3, c3.3, c11.0, c11.1, c11.4

Anchor Standards: 1.0, 2.0, 2.4, 2.5, 2.6, 3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 6.0, 6.1, 6.2, 6.4, 6.6, 6.7, 7.0, 7.3, 7.4, 9.3, 10.1, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c2.3, c3.3, c4.0, c4.2, c4.3, c4.4, c10.1, c10.2, c10.3, c11.0, c11.1, c11.4

Learning targets:

- ~~Students gain an introduction to the course and the library environment.~~
- ~~Students learn class expectations, the course syllabus, attendance, and grading expectations.~~
- ~~Students begin a portfolio of their work for future employment.~~
- ~~Students will introduce themselves. Students will formulate a career pathway and demonstrate a clear educational plan.~~
- ~~Students will have an understanding of the education requirements for library staff, including technicians and clerks, teachers, and teacher librarians.~~
- STUDENTS GAIN AN INTRODUCTION TO THE COURSE AND THE LIBRARY ENVIRONMENT.
- STUDENTS WILL LEARN CLASS EXPECTATIONS, THE COURSE SYLLABUS, ATTENDANCE, AND GRADING EXPECTATIONS.
- STUDENTS WILL DISCUSS A PORTFOLIO OF THEIR WORK FOR FUTURE EMPLOYMENT. STUDENTS WILL INTRODUCE THEMSELVES.
- STUDENTS WILL BE INTRODUCED TO DISASTER, LOCKDOWN, AND EVACUATION PROCEDURES.
- STUDENTS WILL DISCUSS PROCEDURES DURING A DISASTER, LOCKDOWN, AND EVACUATION DRILL.

Chino Valley Unified School District

High School Course Description

- STUDENTS WILL DISCUSS SAFETY PROCEDURES IN THE LIBRARY AND BE AWARE OF THE USE OF OSHA GUIDELINES.
- STUDENTS GAIN AN INTRODUCTION TO THE DIFFERENT LIBRARY CLASSIFICATION SYSTEMS AND HOW THEY PERTAIN TO THE LIBRARY.
- STUDENTS WILL DIFFERENTIATE THE TYPES OF LIBRARY MATERIALS AND HOW THEY ARE SHELVED IN THE LIBRARY.
- STUDENTS WILL DEMONSTRATE SHELVING AND AFTER ASSESSMENT WILL PERFORM SHELVING THROUGHOUT THE COURSE.
- STUDENTS WILL DIFFERENTIATE THE DEWEY DECIMAL NUMERATION AND BE ABLE TO ACCURATELY SHELF ACCORDINGLY.
- STUDENTS WILL DESCRIBE THE REASONS FOR CLASSIFICATION SYSTEMS AND THEIR IMPACT ON THE LIBRARY.
- STUDENTS WILL EXAMINE MULTIPLE CLASSIFICATION SYSTEMS IN VARIOUS LIBRARIES AND THEIR IMPACT.

Unit 2: History of Libraries

Anchor Standards: 1.0, 2.0, 2.4, 2.5, 2.6, 3.4, 3.5, 3.6, 3.7, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.4

ECDFS Pathway Standards: c1.0, c1.4, c3.3

Learning targets:

- Students gain an introduction to the various types of libraries and their histories.
- Students will examine public libraries and school libraries and the needs of communities for libraries.
- Students will identify the various team members of the library and their roles in the library.
- Students will perform technological research of libraries examining their histories and their impact on societies past and present.
- Students will discuss the roles that libraries fulfill PLAY NOW in society.

Unit 3: Library Classification Systems-CAREER PLANNING AND RESUMES

~~Anchor standards: 1.0, 2.0, 2.4, 2.5, 2.6, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 6.4, 6.6, 6.7, 7.3, 7.4, 9.3, 10.1, 10.4, 11.0, 11.1, 11.2~~

~~ECDFS Pathway standards: c2.0, c2.1, c10.1, c10.2, c10.3~~

Anchor Standards: 1.0, 2.0, 2.4, 2.5, 2.6, 3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 6.0, 6.1, 6.2, 6.4, 6.6, 6.7, 7.0, 7.3, 7.4, 9.3, 10.1, 10.4, 11.0, 11.1, 11.2

EDCFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c2.3, c3.3, c4.0, c4.2, c4.3, c4.4, c10.1, c10.2, c10.3, c11.0, c11.1, c11.4

Learning targets:

- ~~Students gain an introduction to the different library classification systems and how they pertain to the library.~~
- ~~Students will differentiate the types of library materials and how they are shelved in the library.~~
- ~~Students will demonstrate shelving and after assessment will perform shelving throughout the course.~~
- ~~Students will differentiate the Dewey Decimal numeration and be able to accurately shelf accordingly.~~
- ~~Students will describe the reasons for classification systems and their impact on the library.~~
- ~~Students will examine multiple classification systems in various libraries and their impact.~~
- Students will formulate a career pathway and demonstrate a clear educational plan.
- Students will have an understanding of the education requirements for library staff, including technicians and clerks, teachers, and teacher librarians.
- Students will complete a professional resume with work experience, suitable for employment. Students will be developing their portfolio of work.

Chino Valley Unified School District

High School Course Description

Unit 4: Online Public Access Catalog (OPAC)

Anchor Standards: 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 6.4, 6.6, 6.7, 7.3, 7.4, 8.0, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 9.3, 9.6, 10.1, 10.2, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c6.0, c6.1, c6.2, c6.3, c6.4, c6.5, c9.0, c9.1, c9.3, c10.0, c10.1, c10.3, c10.4, c11.0, c11.1, c11.2, c11.3

Learning targets:

- Students gain an introduction to the library's Online Public Access Catalog (OPAC) system.
- Students will demonstrate its use and discuss the impact of the OPAC on a library and for its patrons.
- Students will perform OPAC searches for patrons.
- Students will use the OPAC to circulate library materials for patrons.
- Students will identify, examine, and discuss the patron's library rights.
- Students will use the OPAC with their skill in library classifications to successfully obtain library materials for patrons upon request.

Unit 5: Customer Service & Patron Interviews

Anchor Standards: 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 6.4, 6.6, 6.7, 7.3, 7.4, 7.7, 8.0, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 9.3, 9.6, 10.1, 10.2, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c6.0, c6.1, c6.2, c6.3, c6.4, c6.5, c9.0, c9.1, c9.3, c10.0, c10.1, c10.3, c10.4, c11.0, c11.1, c11.2, c11.3

Learning targets:

- ~~Students will discourse with all library visitors with honesty, courtesy, and respect.~~
- ~~Students will learn to answer the phone and greet visitors appropriately.~~
- Students gain an introduction to the patron interview process.
- Students will explore the interviewing process and techniques of a successful patron interview.
- Students will differentiate the interview process of different age groups.
- Students will discuss the importance of good communication skills and list examples of ineffective skills.
- Students will perform multiple interviews throughout the course after assessment.
- Students will explore the different genres of the library and identify those genres and their locations in the library to help patrons in selecting materials.
- Student will perform a mock write-up of a patron interview for their portfolio.

Unit 6: Age Appropriate Materials

Anchor Standards: 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.3, 3.6, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 10.0, 10.1, 10.2, 10.3, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c2.3, c3.0, c6.0, c6.1, c6.2, c6.3, c6.4, c6.5, c7.0, c7.1, c7.2, c9.0, c9.1, c9.3, c10.0, c10.1, c10.2, c10.3, c10.4, c11.3

Learning Targets:

- Students gain an understanding of the importance of determining resources for a library.
- Students will explore various book review publications and journals, both print and technological.
- Students will explore age ranges and materials appropriate for those ages.
- Students will determine age appropriate books and discuss their content merits.
- Students will be given a leveling and content project.
- Students will explore material and determine ~~five~~ TEN age-appropriate books, conduct a review process of those books, write a professional summary from a credited reviewer, be given a budget amount to adhere to, level the books chosen according to ~~Lexile level~~ ACCELERATED READER, and present to the class the books they have chosen with clear and valid reasoning skills and communication.

Chino Valley Unified School District

High School Course Description

- Students will keep their finished project in their portfolio.

Unit 7: Technology in the Library and Classroom

Anchor Standards: 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.2, 3.3, 3.6, 3.8, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 10.0, 10.1, 10.2, 10.3, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c2.3, c3.0, c6.0, c6.1, c6.2, c6.3, c6.4, c6.5, c7.0, c7.1, c7.2, c9.0, c9.1, c9.3, c10.0, c10.1, c10.2, c10.3, c10.4, c11.3

Learning targets:

- Students gain an introduction to technological advancements and their use in the classroom.
- Students will discuss the advantages and disadvantages and concerns with using technology in the library and classroom.
- Students will be introduced to many websites and applications and be asked to explore others. (examples include TYNKER, STORYLINE ONLINE, Wikis, Webpages, Podcasts, Common Sense Media, Epic!, BRAINPOP, and Digital Citizenship).
- Students will determine one website or application and explore its use to present to the class.
- Students will demonstrate and be able to clearly communicate the benefits, age appropriateness, ease, and skills obtained from using the website or application.
- STUDENTS WILL EXPLORE IN DEPTH THE ISSUES OF SEXTING AND IDENTIFY STRATEGIES TO AVOID SITUATIONS WHILE PROMOTING POSITIVE RELATIONSHIPS.
- Students will keep a write-up of their research in their portfolio.

Unit 8: Library Promotional Displays

Anchor Standards: 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.3, 3.6, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 9.0, 9.1, 9.2, 9.3, 9.6, 9.7, 10.0, 10.1, 10.2, 10.3, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c2.3, c3.0, c6.0, c6.1, c6.2, c6.3, c6.4, c6.5, c7.0, c7.1, c7.2, c9.0, c9.1, c9.3, c10.0, c10.1, c10.2, c10.3, c10.4, c11.3

Learning targets:

- Students gain an understanding of the library patron as a consumer receiving a service.
- Students will produce promotional displays such as bulletin boards, book displays, and other themed displays.
- Students will be given time to explore and discuss ideas and work collaboratively on an agreed upon concept and produce the display in the library.
- Students will keep pictures of their display in their portfolio.

Unit 9: Community Event

Anchor Standards: 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.3, 3.6, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 9.0, 9.1, 9.2, 9.3, 9.6, 9.7, 10.0, 10.1, 10.2, 10.3, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c2.3, c3.0, c6.0, c6.1, c6.2, c6.3, c6.4, c6.5, c7.0, c7.1, c7.2, c9.0, c9.1, c9.3, c10.0, c10.1, c10.2, c10.3, c10.4, c11.3

Learning targets:

- Students will incorporate knowledge and skills from previous units in conducting a community event.
- Students will work as a whole in the theme, planning, development, construction, promotion, and attendance of a community event in the high school library.
- Students will keep pictures of the event, promotional fliers, and a summary write-up, in their portfolio.

Chino Valley Unified School District

High School Course Description

Unit 10: Library Technical Mechanics

Anchor Standards: 1.0, 2.0, 2.5, 4.1, 5.0, 5.1, 5.2, 5.3, 5.4, 6.0, 6.1, 6.2, 6.4, 6.6, 6.7, 7.3, 7.4, 7.5, 7.7, 8.1, 10.0, 10.1, 10.2, 10.3, 10.4, 11.0, 11.2, 11.2

ECDFS Pathway Standards: c2.0, c2.1, c2.3, c3.1, c10.0, c10.1, c11.1

Learning targets:

- Students gain an introduction to the mechanics of processing library materials.
- Students will explore the different procedures of book processing.
- Students will demonstrate the skills needed to process new library materials and repair existing materials.
- STUDENTS WILL LEARN THE SKILLS NEEDED FOR WORKING THE CIRCULATION DESK.
- ~~Students will perform simple book repairs according to directions.~~
- ~~Students will assist with tasks related to loaning and recollecting library materials.~~
- ~~Students will inspect returned books for damage.~~
- ~~Students will file materials as directed by supervising adult.~~
- ~~Students will maintain and care for supplies as directed by supervising adult.~~
- ~~Students will shelve library books.~~
- ~~Students will learn to select and use online research databases.~~
- ~~Students will find shelved books by title or Dewey system.~~
- ~~Students will assist students with finding resources for class assignments.~~
- ~~Students will help students use of the library and computer lab.~~
- Students will list mechanical skills they are able to perform in their portfolio.

CTE Anchor Standards

1.0 Academics

2.0 Communications – acquire and accurately use education, child development, and family services sector terminology and protocols at the career and college readiness level for communicating effectively in oral, written, and multimedia formats. (direct alignment with Is 9-10, 11-12-6)

2.1 Recognize the elements of communication using a sender-receiver model.

2.2 Identify barriers to accurate and appropriate communication.

2.3 Interpret verbal and nonverbal communications and respond appropriately.

2.4 Demonstrate elements of written and electronic communication, such as accurate spelling, grammar, and format.

2.5 Communicate information and ideas effectively to multiple audiences using a variety of media and formats.

2.6 Advocate and practice safe, legal, and responsible use of digital media information and communications technologies.

3.0 Career Planning and Management – integrate multiple sources of career information from diverse formats to make informed career decisions, solve problems, and manage personal career plans. (direct alignment with SLS 11-12.2)

3.1 Identify personal interests, aptitudes, information, and skills necessary for informed career decision making.

3.2 Evaluate personal character traits, such as trust, respect, and responsibility, and understand the impact they can have on career success.

3.3 Explore how information and communication technologies are used in career planning and decision making.

3.4 Research the scope of career opportunities available and the requirements for education, training, certification, and licensure.

3.5 Integrate changing employment trends, societal needs, and economic conditions into career planning.

Chino Valley Unified School District

High School Course Description

- 3.6 Recognize the role and function of professional organizations, industry associations, and organized labor in a productive society.
- 3.8 Understand how digital media are used by potential employers and postsecondary agencies to evaluate candidates.
- 3.9 Develop a career plan that reflects career interest, pathways, and postsecondary options.
- 4.0 Technology – use existing and emerging technology to investigate, research, and produce products and services, including new information, as required in the education, child development, and family services sector workplace environment. (direct alignment with WS 11-12.6)
 - 4.1 Use electronic reference materials to gather information and produce products and services.
 - 4.2 Employ web-based communications responsibly and effectively to explore complex systems and issues.
 - 4.3 Use information and communication technologies to synthesize, summarize, compare, and contrast information from multiple sources.
 - 4.4 Discern the quality and value of information collected using digital technologies and recognize bias and intent of the associated sources.
 - 4.5 Research past, present, and projected technological advances as they impact a particular pathway.
 - 4.6 Assess the value of various information and communication technologies to interact with constituent populations as part of a search of the current literature or in relation to the information task.
- 5.0 Problem Solving and Critical Thinking – conduct short, as well as more sustained, research to create alternative solutions to answer a question or solve a problem unique to the education, child development, and family services sector using critical and creative thinking, logical reasoning, analysis, inquiry, and problem-solving techniques. (direct alignment with WS 11-12.7)
 - 5.1 Identify and ask significant questions that clarify various points of view to solve problems.
 - 5.2 Solve predictable and unpredictable work-related problems using various types of reasoning (inductive, deductive) as appropriate.
 - 5.3 Use systems thinking to analyze how various components interact with each other to produce outcomes in a complex work environment.
 - 5.4 Interpret information and draw conclusions, based on the best analysis, to make informed decision.
- 6.0 Health and Safety – demonstrate health and safety procedures, regulations, and personal health practices and determine the meaning of symbols, key terms, and domain-specific words and phrases as related to the education, child development, and family services sector workplace environment. (direct alignment with RSTS 9-10, 11-12.4)
 - 6.1 Locate, and adhere to, Material Safety Data Sheet (MSDS) instruction.
 - 6.2 Interpret policies, procedures, and regulations for the workplace environment, including employer and employee responsibilities.
 - 6.4 Practice personal safety when lifting, bending, or moving equipment and supplies.
 - 6.6 Maintain a safe and healthful working environment.
 - 6.7 Be informed of laws/acts pertaining to the Occupational Safety and Health Administration (OSHA).
- 7.0 Responsibility and Flexibility – initiate, and participate in, a range of collaborations demonstrating behaviors that reflect personal and professional responsibility, flexibility, and respect in the education, child development, and family services sector workplace environment and community settings. (direct alignment with SLS 9-10, 11-12.1)
 - 7.3 Understand the need to adapt to changing and varied roles and responsibilities.
 - 7.4 Practice time management and efficiency to fulfill responsibilities.
 - 7.5 Apply high-quality techniques to product or presentation design and development.

Chino Valley Unified School District

High School Course Description

- 7.7 Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor, including appropriate attire for the profession.
- 8.0 Ethics and Legal Responsibilities – practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions when possible, consistent with applicable laws, regulations, and organizational norms. (direct alignment with SLS 11-12.1d)
- 8.1 Access, analyze, and implement quality assurance standards of practice.
- 8.2 Identify local, district, state, and federal regulatory agencies, entities, laws, and regulations related to the education, child development, and family services industry sector.
- 8.3 Demonstrate ethical and legal practices consistent with education, child development, and family services sector workplace standards.
- 8.4 Explain the importance of personal integrity, confidentiality, and ethical behavior in the workplace.
- 8.6 Adhere to copyright and intellectual property laws and regulations and use, and appropriately cite proprietary information.
- 8.7 Conform to rules and regulations regarding sharing of confidential information, as determined by education, child development, and family services sector laws and practices.
- 9.0 Leadership and Teamwork – work with peers to promote divergent and creative perspectives, effective leadership, group dynamics, team and individual decision making, benefits of workforce diversity, and conflict resolution as practiced in the career technical student organization (FHA-HERO, the California affiliate of FCCLA), (direct alignment with SLS 11-12.1b).
- 9.1 Define leadership and identify the responsibilities, competencies, and behaviors of successful leaders.
- 9.2 Identify the characteristics of successful teams, including leadership, cooperation, collaboration, and effective decision-making skills, as applied in groups, teams, and career technical student organization activities.
- 9.3 Understand the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace setting.
- 9.6 Respect individual and cultural differences and recognize the importance of diversity in the workplace.
- 9.7 Participate in interactive teamwork to solve real education, child development, and family services sector issues and problems.
- 10.0 Technical Knowledge and Skills – apply essential technical knowledge and skills common to all pathways in the education, child development, and family services sector, following procedures when carrying out experiments or performing technical tasks. (direct alignment with WS 11-12.6)
- 10.1 Interpret and explain terminology and practices specific to the education, child development, and family services sector.
- 10.2 Comply with the rules, regulations, and expectations of all aspects of the education, child development, and family services sector.
- 10.3 Construct projects and products specific to the education, child development, and family services sector requirements and expectations.
- 10.4 Collaborate with industry experts for specific technical knowledge and skills.
- 11.0 Demonstration and Application – demonstrate and apply the knowledge and skills contained in the education, child development, and family services anchor standards, pathway standards, and performance indicators in classroom, laboratory and workplace settings, and through the career technical student organization (FHA-HERO, the California affiliate of FCCLA).

Chino Valley Unified School District

High School Course Description

- 11.1 Utilize work-based/workplace learning experiences to demonstrate and expand upon knowledge and skills gained during classroom instruction and laboratory practices specific to the education, child development, and family services sector program of study.
- 11.2 Demonstrate proficiency in a career technical pathway that leads to certification, licensure, and/or continued learning at the postsecondary level.

Education, Child Development, and Family Services CTE Standards

Education Pathway

- C1.0 Describe the structure of the education industry and its role in local, state, and global economies.
 - C1.4 Explain the differences in organizational structures at educational facilities, including relationships and interactions among personnel.
- C2.0 Name operational procedures and organizational policies at various levels in education.
 - C2.1 Identify the business procedures related to the acquisition of supplies and collection of fees.
 - C2.3 Implement appropriate procedures at the classroom level (e.g., attendance; observations; evaluations; illness, incident, accident, and injury reports).
- C3.0 State specific applications of government regulations in the education industry.
 - C3.1 Describe the critical health and safety procedures that are used at a school site.
 - C3.2 Identify the indicators of child abuse and neglect and the role of the mandated reporter.
 - C3.3 Locate and understand the credentialing requirements for teachers of students in prekindergarten through community college.
- C4.0 Practice critical emergency and disaster procedures at a school site.
 - C4.2 Recognize the typical hazards at the work site and know the procedures and practices that contribute to a safe and healthy environment.
 - C4.3 Describe the staff procedures, duties, and responsibilities related to safety, emergency, and disaster preparedness plans.
 - C4.4 Demonstrate how to use certified first aid, cardiopulmonary resuscitation (CPR), and other emergency procedures.
- C6.0 Use positive interaction, guidance, and discipline in the educational environment.
 - C6.1 List common behavior problems, possible causes, and develop potential positive solutions.
 - C6.3 Demonstrate how to support the development of a positive self-image and self-esteem as well as independence and respect for oneself and others.
 - C6.4 Practice strategies for building relationships and effective classroom management, including appropriate guidance and discipline.
 - C6.5 Develop strategies for building relationships with all stakeholders.
- C7.0 Explain the role and purpose of standards-based instruction and assessment.
 - C7.1 Identify relevant curriculum standards and demonstrate their use in instruction.
 - C7.2 Practice using teaching strategies that promote student learning, critical thinking, and problem solving.
- C9.0 Assess how to communicate and interact effectively with families and community groups.
 - C9.1 Recognize the factors that influence effective communication between the school and home and how to foster familial involvement.
 - C9.3 Explain issues of diversity and how to exhibit sensitivity to cultural differences.
- C10.0 Integrate the process of developing quality teaching materials and resources for classroom instruction.
 - C10.1 Evaluate various types and sources of quality, developmentally appropriate materials and equipment.
 - C10.2 Demonstrate the appropriate use of current and emerging technology to develop instructional materials and support learning.
 - C10.3 Assess available materials and resources for quality, accuracy, relevance, and grade appropriateness.

Chino Valley Unified School District

High School Course Description

C10.4 Design grade-appropriate instructional materials and resources, including those that augment educational materials adopted by the state board of education.

C11.0 Evaluate the role of instructional staff in supporting the learning process.

C11.1 Name behavior standards expected of students in classrooms, libraries, and bathrooms on the school grounds and during educational and recreational trips.

C11.2 Demonstrate techniques for providing positive feedback on student work, attendance, and classroom performance.

C11.3 Explain how to help the teacher with student instruction, assessment, and confidentiality.

3. Key assignments:

Unit 1:

- Identify the characteristics and team members of the library environment.
- Formulate a clear career pathway and/or educational plan.
- Develop a portfolio.

Unit 2:

- Verbally discuss the history of various libraries and how they have changed over time.
- Produce an essay comparing two types of libraries, their similarities and differences.

Unit 3:

- Define a library classification system and its need.
- Describe the use of a library classification system in a library.
- Perform accurate shelving of library materials 95% of the time.
- Differentiate between the Dewey Decimal classification system and Library of Congress classification system.

Unit 4:

- Define OPAC systems and their use in the library.
- Perform searches for patrons using the OPAC system.
- Define the patron's library rights.

Unit 5:

- Define the process of conducting a patron interview.
- Perform a patron interview.
- Demonstrate the ability to find the patron requested library material 80% of the time.
- Develop a mock interview for their portfolio.

Unit 6:

- Demonstrate an understanding of age appropriate material in various libraries.
- Review library material for age appropriateness.
- List appropriate books given an age range.
- Perform book reviews using both print and digital resources.
- Level books using technology software.
- Produce a list of 10 books, confined within a budget.
- Construct a summary of the process for their portfolio.

Unit 7:

- Describe the use of technology in the library and classroom.
- Demonstrate and present the use of at least 1 website or application.
- Produce an examination of the website or application for their portfolio.
- Analyze risky forms of self-disclosure and their possible consequences.

Unit 8:

- Produce a library promotional display such as a bulletin board, book display, or other themed area.
- Work effectively in a team to collaborate ideas, assign duties, and complete the project.

Chino Valley Unified School District

High School Course Description

- Showcase pictures of the promotional display in their portfolio.

Unit 9:

- Demonstrate skills learned in previous units to collaborate a community event.
- Work effectively as a whole in the development of the community event.
- Showcase pictures of the community event in their portfolio.

Unit 10

- Describe library mechanic skills needed in a library.
- Perform library mechanic skills in a library.
- Produce a summary of library mechanic skill competencies for their portfolio.

4. Instructional Methods and/or Strategies:

- Small group instruction
- Written and oral assignments
- Audiovisual presentations
- Computer work
- Group discussion
- Cooperative learning
- Role plays
- Guest speakers
- Direct instruction
- Guided practice

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 such as portfolio, online, short-answer assessment, short research project, reflective writing piece, resume, and regular supervisor evaluation of professionalism and responsibilities: 60-75% of the final grade
- Assignments such daily activities and duties the supervisor deems appropriate: 25-40% of the final grade

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020

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: CTE LIBRARY SCIENCE 2

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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 result of a collaborative effort of teachers in the related academic areas.

CTE Library Science 2 is designed to build on the introductory knowledge gained from CTE Library Science 1 and focuses on advanced skills used in school and public libraries. This course gives students the opportunity to demonstrate proficiency in 21st century workplace skills including literacy, problem solving, effective communication, productivity, and soft skills essential for success in the workplace. The CTE Library Science 2 course will be a Capstone course in the Education Pathway within the Education, Child Development and Family Services Industry Sector. This course includes Career Technical Education standards in the Education Pathways and meets 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 CTE Library Science 2.

FISCAL IMPACT

None.

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 Position/Title: Director of Secondary Curriculum Site: District Office Phone: (909) 628-1201 X1630
B. COVER PAGE - COURSE ID	
1. Course Title:	CTE Library Science 2
2. Transcript Title/Abbreviation:	Library Sci 2
3. Transcript Course Code/Number:	C5958
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 credits per semester/10 credits total
8. Course Previously Approved by UC:	No
9. Classified as a Career Technical Education Course:	Yes
10. Modeled after an UC-approved course:	No
11. Repeatable for Credit:	No
12. Date of Board Approval:	
13. Brief Course Description:	This course builds on the introductory knowledge gained from CTE Library Science 1 and focuses on concentration skills used in school libraries. The CTE Library Science 2 course content provides instruction and hands-on experience in the completion of a library and textbook inventory using the library software system, writing succinct book reviews for patron recommendations, instruction and demonstration of new online technologies, and daily assistance of students and staff using traditional and online resources. The course learning objectives also include daily essential library skills needed in the workings of a school library including customer service skills, business social interactions, and organizational procedures.
14. Prerequisites:	Completed 2 semesters or 1-year CTE Library Science 1 with a C- or higher
15. Context for Course:	The CTE Library Science 2 course provides for practical application of select College and Career Readiness Anchor Standards including Comprehension and Collaboration as well as Research in Building Knowledge. The course will be a capstone course in the education pathway within the Education, Child Development, and Family Services Industry Sector.
16. History of Course Development:	This course was developed over the 2019-2020 school year with the help of a committee comprised of school librarians, teachers, counselors, and administrators to create opportunities for students to advance their 21 st Century workplace skills including: digital literacy, problem solving, effective communication, high productivity, soft skills essential for success in the workplace. This course serves as the District's second Career Technical Education course offered in the Education Pathway sector and an advanced building of skills learned in CTE Library Science 1.
17. Textbooks:	None
18. Supplemental Instructional Materials:	Library media including digital resources, cloud-based software, and research databases.

Chino Valley Unified School District

High School Course Description

C. COURSE CONTENT

1. Course Purpose:

- Allow students to advance their skills applying, improving, and refining their workplace skills and knowledge, and teach the process of problem solving and decision making as distinguished from the storing of information.
- Allow the students to demonstrate their ability to think clearly and independently in the areas of business education.
- Give students the opportunity to demonstrate their abilities, attitudes, and skills which indicate they are competent and personally effective in a 21st century workplace.

This course is designed for the California Career and Technical Education - Education, Child Development, and Family Services (ECDFS) sector. This course is aligned to the California Career and Technical Education Standards: Education, Child Development, and Family Services Pathway and is designed to be a capstone level course.

2. Course Outline:

Unit 1: Introduction and Course Orientation

Anchor Standards: 1.0, 2.0, 3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 4.0, 4.1, 4.3, 4.5, 5.0, 5.1, 5.2, 5.3, 5.4

ECDFS Pathway Standards: c1.0, c1.4, c2.3, c3.3, c11.0, c11.1, c11.4

Learning targets:

- Students gain an introduction to the course material, supplemental online learning environment, and safe work practices.
- Students learn class expectations, the course syllabus, attendance, daily journaling, and grading expectations.
- Students begin a portfolio of their work for future employment.
- Students will introduce themselves. Students will update their resumes and career pathway and demonstrate a clear educational plan. Students will expand on their resume skills by completing a cover letter expressing what they know, what they need to know better, and what they would like to learn in the advanced course.
- Students will expand on their lab hours by assisting in beginning of school year activities with library staff, counseling, and administration.

Unit 2: Library Classification Systems, Library Inventories, and Online Public Access Catalog (OPAC)

Anchor Standards: 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 6.4, 6.6, 6.7, 7.3, 7.4, 8.0, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 9.3, 9.6, 10.1, 10.2, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c6.0, c6.1, c6.2, c6.3, c6.4, c6.5, c9.0, c9.1, c9.3, c10.0, c10.1, c10.2, c10.3, c10.4, c11.0, c11.1, c11.2, c11.3

Learning Targets:

- Students will investigate the purpose of inventories, the different types of inventories (library and textbook), and their symbiotic relationship to the library classification system and library software.
- Students will differentiate between the types of fiction and nonfiction materials and the inventory process.
- Students will continuously construct shelving areas, the responsibility of shelving and inventorying sections, and the assistance with CTE Library Science 1 students shelving responsibilities.
- Students will accurately differentiate the Dewey Decimal Numeration and Fiction classifications, perform redistribution of materials inaccurately shelved, and explain their process.
- Students will assist in the inventorying of library materials in the fall semester and textbook inventory in the spring semester.
- Students will correlate the need of inventories with the educational task of projections and forecasting.
- Students will formulate their inventory schedule, journal their progress, formulate site related library procedures for classifications and their impact on the library collection, and give relevant suggestions to the addition of the collection.

Chino Valley Unified School District

High School Course Description

Unit 3: Patron Services

Anchor Standards: 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 6.4, 6.6, 6.7, 7.3, 7.4, 7.7, 8.0, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 9.3, 9.6, 10.1, 10.2, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c6.0, c6.1, c6.2, c6.3, c6.4, c6.5, c9.0, c9.1, c9.3, c10.0, c10.1, c10.3, c10.4, c11.0, c11.1, c11.2, c11.3

Learning Targets:

- Students will discourse with all library visitors with honesty, courtesy, and respect.
- Students will build upon their prior knowledge, answering the phone and greeting visitors appropriately, as well as distinguishing the type of help needed to assist the patron.
- Students will conduct a successful patron interview process 90% of the time.
- Students will support and critique CTE Library Science 1 students with their patron interviews.
- Students will differentiate the interview process of different age groups and discuss the importance of good communication skills.
- Students will cite examples of ineffective skills and formulate examples for correction.
- Students will perform multiple interviews throughout the course.
- Students will identify the genres and their location in the collection to assist patrons in selecting materials.
- Students will assist in conducting and reviewing CTE Library Science 1 mock interviews and write-ups, producing a personal write-up of their own for their portfolio.

Unit 4: Age Appropriate Reviews and Recommendations

Anchor Standards: 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.3, 3.6, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 10.0, 10.1, 10.2, 10.3, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c2.3, c3.0, c6.0, c6.1, c6.2, c6.3, c6.4, c6.5, c7.0, c7.1, c7.2, c9.0, c9.1, c9.3, c10.0, c10.1, c10.2, c10.3, c10.4, c11.3

Learning Targets:

- Students understand the importance of age appropriate materials and review recommendations for a library.
- Students will explore various online and print book review publications, journals, and books to formulate succinct review recommendations for patrons.
- Students will keep their completed reviews to showcase in their portfolio.

Unit 5: Technology in the Library and Classroom

Anchor Standards: 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.2, 3.3, 3.6, 3.8, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 10.0, 10.1, 10.2, 10.3, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c2.3, c3.0, c6.0, c6.1, c6.2, c6.3, c6.4, c6.5, c7.0, c7.1, c7.2, c9.0, c9.1, c9.3, c10.0, c10.1, c10.2, c10.3, c10.4, c11.3

Learning Targets:

- Students will advance their knowledge of technology applications and their use in the classroom and library.
- Students will discuss the advantages, disadvantages, concerns, and examples with using technology in the library and classroom.
- Students will differentiate between available applications and demonstrate appropriate applications based on specific patron needs.
- Students will be introduced to many new websites, expanding on their prior knowledge.
- Students will use this knowledge, demonstrating their use to assist patrons as well as with their own personal academic studies.
- Students will demonstrate and be able to clearly communicate the benefits, age appropriateness, ease, and skills obtained from using the website or application.
- Students will keep a write-up of their research of applications in their portfolio.

Chino Valley Unified School District

High School Course Description

Unit 6: Library Public Service Announcements (PSAs)

Anchor Standards: 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.3, 3.6, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 9.0, 9.1, 9.2, 9.3, 9.6, 9.7, 10.0, 10.1, 10.2, 10.3, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c2.3, c3.0, c6.0, c6.1, c6.2, c6.3, c6.4, c6.5, c7.0, c7.1, c7.2, c9.0, c9.1, c9.3, c10.0, c10.1, c10.2, c10.3, c10.4, c11.3

Learning Targets:

- Students understand the library patron as a consumer receiving a service and will produce promotional work, displays, and PSAs corresponding to library topics and themes (such as using technology safely, book promotions, catalog, and technology tutorials).
- Students will produce promotional displays such as bulletin boards, book displays, and other themed displays, including holiday and monthly events.
- Students will be given time to explore and discuss ideas and work collaboratively on an agreed upon concept and produce the display in the library.
- Students will demonstrate proficiency by keeping pictures of their displays, and/or links to their videos and PSAs in their portfolio.

Unit 7: Community Event

Anchor Standards: 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.3, 3.6, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 5.4, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 9.0, 9.1, 9.2, 9.3, 9.6, 9.7, 10.0, 10.1, 10.2, 10.3, 10.4, 11.0, 11.1, 11.2

ECDFS Pathway Standards: c1.0, c1.4, c2.0, c2.1, c2.3, c3.0, c6.0, c6.1, c6.2, c6.3, c6.4, c6.5, c7.0, c7.1, c7.2, c9.0, c9.1, c9.3, c10.0, c10.1, c10.2, c10.3, c10.4, c11.3

Learning Targets:

- Students will incorporate knowledge and skills from previous units in conducting a community event.
- Students will work as a whole in the theme, planning, development, construction, promotion, and attendance of a community event in the high school library.
- Students will keep pictures of the event, promotional fliers, and a summary write-up, in their portfolio.

Unit 8: Library Technical Mechanics

Anchor Standards: 1.0, 2.0, 2.5, 4.1, 5.0, 5.1, 5.2, 5.3, 5.4, 6.0, 6.1, 6.2, 6.4, 6.6, 6.7, 7.3, 7.4, 7.5, 7.7, 8.1, 10.0, 10.1, 10.2, 10.3, 10.4, 11.0, 11.2, 11.2

ECDFS Pathway Standards: c2.0, c2.1, c2.3, c3.1, c10.0, c10.1, c11.1

Learning Targets:

- Students increase their depth of knowledge in the mechanics of processing library materials.
- Students continue to explore the different procedures of book processing.
- Students will demonstrate proficient skills needed to process new library materials and repair existing materials.
- Students will perform book protecting techniques using available materials and machinery.
- Students will assist with daily tasks related to loaning, collecting, and processing of beginning of year and end of year materials.
- Students will routinely inspect existing books in the collection as well as returned books for damage.
- Students will file materials as directed by supervising adult.
- Students will maintain and care for supplies as directed by supervising adult.
- Students will shelve library books and textbooks.
- Students will learn to select and use online research databases.
- Students will proficiently locate shelved books by title or Dewey Decimal Classification.

Chino Valley Unified School District

High School Course Description

- Students will assist patrons with suggestions and location of resources for course materials.
- Students will help patrons with use of the library and computer lab.
- Students will list mechanical and technological skills they are proficient to perform in their portfolio.

CTE Anchor Standards

1.0 Academics

2.0 Communications – Acquire and accurately use Education, Child Development, and Family Services sector terminology and protocols at the Career and College Readiness level for communicating effectively in oral, written, and multimedia formats. (Direct alignment with LS 9-10, 11-12-6)

2.1 Recognize the elements of communication using a sender-receiver model.

2.2 Identify barriers to accurate and appropriate communication.

2.3 Interpret verbal and nonverbal communications and respond appropriately.

2.4 Demonstrate elements of written and electronic communication, such as accurate spelling, grammar, and format.

2.5 Communicate information and ideas effectively to multiple audiences using a variety of media and formats.

2.6 Advocate and practice safe, legal, and responsible use of digital media information and communications technologies.

3.0 Career Planning and Management – Integrate multiple sources of career information from diverse formats to make informed career decisions, solve problems, and manage personal career plans. (Direct alignment with SLS 11-12.2)

3.1 Identify personal interests, aptitudes, information, and skills necessary for informed career decision making.

3.2 Evaluate personal character traits, such as trust, respect, and responsibility, and understand the impact they can have on career success.

3.3 Explore how information and communication technologies are used in career planning and decision making.

3.4 Research the scope of career opportunities available and the requirements for education, training, certification, and licensure.

3.5 Integrate changing employment trends, societal needs, and economic conditions into career planning.

3.6 Recognize the role and function of professional organizations, industry associations, and organized labor in a productive society.

3.8 Understand how digital media are used by potential employers and postsecondary agencies to evaluate candidates.

3.9 Develop a career plan that reflects career interest, pathways, and postsecondary options.

4.0 Technology – Use existing and emerging technology to investigate, research, and produce products and services, including new information, as required in the Education, Child Development, and Family Services sector workplace environment. (Direct alignment with WS 11-12.6)

4.1 Use electronic reference materials to gather information and produce products and services.

4.2 Employ Web-based communications responsibly and effectively to explore complex systems and issues.

4.3 Use information and communication technologies to synthesize, summarize, compare, and contrast information from multiple sources.

4.4 Discern the quality and value of information collected using digital technologies and recognize bias and intent of the associated sources.

4.5 Research past, present, and projected technological advances as they impact a particular pathway.

4.6 Assess the value of various information and communication technologies to interact with constituent populations as part of a search of the current literature or in relation to the information task.

5.0 Problem Solving and Critical Thinking – Conduct short, as well as more sustained, research to create alternative solutions to answer a question or solve a problem unique to the Education, Child Development, and Family

Chino Valley Unified School District

High School Course Description

Services sector using critical and creative thinking, logical reasoning, analysis, inquiry, and problem-solving techniques. (Direct alignment with WS 11-12.7)

- 5.1 Identify and ask significant questions that clarify various points of view to solve problems.
 - 5.2 Solve predictable and unpredictable work-related problems using various types of reasoning (inductive, deductive) as appropriate.
 - 5.3 Use systems thinking to analyze how various components interact with each other to produce outcomes in a complex work environment.
 - 5.4 Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
- 6.0 Health and Safety – Demonstrate health and safety procedures, regulations, and personal health practices and determine the meaning of symbols, key terms, and domain-specific words and phrases as related to the Education, Child Development, and Family Services sector workplace environment. (Direct alignment with RSTS 9-10, 11-12.4)
- 6.1 Locate, and adhere to, Material Safety Data Sheet (MSDS) instruction.
 - 6.2 Interpret policies, procedures, and regulations for the workplace environment, including employer and employee responsibilities.
 - 6.4 Practice personal safety when lifting, bending, or moving equipment and supplies.
 - 6.6 Maintain a safe and healthful working environment.
 - 6.7 Be informed of laws/acts pertaining to the Occupational Safety and Health Administration (OSHA).
- 7.0 Responsibility and Flexibility – Initiate, and participate in, a range of collaborations demonstrating behaviors that reflect personal and professional responsibility, flexibility, and respect in the Education, Child Development, and Family Services sector workplace environment and community settings. (Direct alignment with SLS 9-10, 11-12.1)
- 7.3 Understand the need to adapt to changing and varied roles and responsibilities.
 - 7.4 Practice time management and efficiency to fulfill responsibilities.
 - 7.5 Apply high-quality techniques to product or presentation design and development.
 - 7.7 Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor, including appropriate attire for the profession.
- 8.0 Ethics and Legal Responsibilities – Practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions when possible, consistent with applicable laws, regulations, and organizational norms. (Direct alignment with SLS 11-12.1d)
- 8.1 Access, analyze, and implement quality assurance standards of practice.
 - 8.2 Identify local, district, state, and federal regulatory agencies, entities, laws, and regulations related to the Education, Child Development, and Family Services industry sector.
 - 8.3 Demonstrate ethical and legal practices consistent with Education, Child Development, and Family Services sector workplace standards.
 - 8.4 Explain the importance of personal integrity, confidentiality, and ethical behavior in the workplace.
 - 8.6 Adhere to copyright and intellectual property laws and regulations and use, and appropriately cite proprietary information.
 - 8.7 Conform to rules and regulations regarding sharing of confidential information, as determined by Education, Child Development, and Family Services sector laws and practices.
- 9.0 Leadership and Teamwork – Work with peers to promote divergent and creative perspectives, effective leadership, group dynamics, team and individual decision making, benefits of workforce diversity, and conflict resolution as practiced in the career technical student organization (FHA-HERO, the California Affiliate of FCCLA). (Direct alignment with SLS 11-12.1b)
- 9.1 Define leadership and identify the responsibilities, competencies, and behaviors of successful leaders.

Chino Valley Unified School District

High School Course Description

- 9.2 Identify the characteristics of successful teams, including leadership, cooperation, collaboration, and effective decision-making skills, as applied in groups, teams, and career technical student organization activities.
 - 9.3 Understand the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace setting.
 - 9.6 Respect individual and cultural differences and recognize the importance of diversity in the workplace.
 - 9.7 Participate in interactive teamwork to solve real Education, Child Development, and Family Services sector issues and problems.
- 10.0 Technical Knowledge and Skills – Apply essential technical knowledge and skills common to all pathways in the Education, Child Development, and Family Services sector, following procedures when carrying out experiments or performing technical tasks. (Direct alignment with WS 11-12.6)
- 10.1 Interpret and explain terminology and practices specific to the Education, Child Development, and Family Services sector.
 - 10.2 Comply with the rules, regulations, and expectations of all aspects of the Education, Child Development, and Family Services sector.
 - 10.3 Construct projects and products specific to the Education, Child Development, and Family Services sector requirements and expectations.
 - 10.4 Collaborate with industry experts for specific technical knowledge and skills.
- 11.0 Demonstration and Application – Demonstrate and apply the knowledge and skills contained in the Education, Child Development, and Family Services anchor standards, pathway standards, and performance indicators in classroom, laboratory and workplace settings, and through the career technical student organization (FHA-HERO, the California Affiliate of FCCLA).
- 11.1 Utilize work-based/workplace learning experiences to demonstrate and expand upon knowledge and skills gained during classroom instruction and laboratory practices specific to the Education, Child Development, and Family Services sector program of study.
 - 11.2 Demonstrate proficiency in a career technical pathway that leads to certification, licensure, and/or continued learning at the postsecondary level.

Education, Child Development, and Family Services CTE Standards

Education Pathway

- C1.0 Describe the structure of the education industry and its role in local, state, and global economies.
 - C1.4 Explain the differences in organizational structures at educational facilities, including relationships and interactions among personnel.
- C2.0 Name operational procedures and organizational policies at various levels in education.
 - C2.1 Identify the business procedures related to the acquisition of supplies and collection of fees.
 - C2.3 Implement appropriate procedures at the classroom level (e.g., attendance; observations; evaluations; illness, incident, accident, and injury reports).
- C3.0 State specific applications of government regulations in the education industry.
 - C3.1 Describe the critical health and safety procedures that are used at a school site.
 - C3.2 Identify the indicators of child abuse and neglect and the role of the mandated reporter.
 - C3.3 Locate and understand the credentialing requirements for teachers of students in prekindergarten through community college.
- C4.0 Practice critical emergency and disaster procedures at a school site.

Chino Valley Unified School District

High School Course Description

C4.2 Recognize the typical hazards at the work site and know the procedures and practices that contribute to a safe and healthy environment.

C4.3 Describe the staff procedures, duties, and responsibilities related to safety, emergency, and disaster preparedness plans.

C4.4 Demonstrate how to use certified first aid, cardiopulmonary resuscitation (CPR), and other emergency procedures.

C6.0 Use positive interaction, guidance, and discipline in the educational environment.

C6.1 List common behavior problems, possible causes, and develop potential positive solutions.

C6.3 Demonstrate how to support the development of a positive self-image and self-esteem as well as independence and respect for oneself and others.

C6.4 Practice strategies for building relationships and effective classroom management, including appropriate guidance and discipline.

C6.5 Develop strategies for building relationships with all stakeholders.

C7.0 Explain the role and purpose of standards-based instruction and assessment.

C7.1 Identify relevant curriculum standards and demonstrate their use in instruction.

C7.2 Practice using teaching strategies that promote student learning, critical thinking, and problem solving.

C9.0 Assess how to communicate and interact effectively with families and community groups.

C9.1 Recognize the factors that influence effective communication between the school and home and how to foster familial involvement.

C9.3 Explain issues of diversity and how to exhibit sensitivity to cultural differences.

C10.0 Integrate the process of developing quality teaching materials and resources for classroom instruction.

C10.1 Evaluate various types and sources of quality, developmentally appropriate materials and equipment.

C10.2 Demonstrate the appropriate use of current and emerging technology to develop instructional materials and support learning.

C10.3 Assess available materials and resources for quality, accuracy, relevance, and grade appropriateness.

C10.4 Design grade-appropriate instructional materials and resources, including those that augment educational materials adopted by the State Board of Education.

C11.0 Evaluate the role of instructional staff in supporting the learning process.

C11.1 Name behavior standards expected of students in classrooms, libraries, and bathrooms on the school grounds and during educational and recreational trips.

C11.2 Demonstrate techniques for providing positive feedback on student work, attendance, and classroom performance.

C11.3 Explain how to help the teacher with student instruction, assessment, and confidentiality.

3. Key Assignments:

Unit 1: Introduction and Course Orientation

- Proficient demonstration in first year skills by assisting with beginning of the year checkouts and procedures.
- Formulate an updated clear career pathway and/or educational plan, including a cover letter showing strengths, weaknesses, and new knowledge requests.
- Develop a year 2 portfolio of work.

Unit 2: Library Classification Systems, Library Inventories, and Online Public Access Catalog (OPAC)

- Verbally discuss the relationship between inventories of the collection, symbiotic relationship with the library software system, and the library classification systems.

Chino Valley Unified School District

High School Course Description

- Create a schedule, journal, and assist in completing a library inventory in the fall semester and a textbook inventory in the spring semester.

Unit 3: Patron Services

- Demonstrate a 90% proficiency in patron interviews.
- Perform accurate locating and shelving of library and textbook materials.
- Differentiate between the library classification systems used in school libraries and support their relationships within collections for performance and organizational rationale.

Unit 4: Age Appropriate Reviews and Recommendations

- Create concise and succinct book reviews for patron recommendations.
- Verbally discuss the collection in terms of age appropriateness.

Unit 5: Technology in the Library and Classroom

- Execute several digital applications and define their use in a classroom and library setting.
- Create examples of use for demonstration of applications for patrons.
- Differentiate between available applications and demonstrate appropriate applications based on specific patron needs.

Unit 6: Public Service Announcements (PSAs)

- Produce promotional displays such as bulletin boards, book displays, and other themed displays, including holiday and monthly events.
- Create multiple displays in the library.
- Demonstrate proficiency by keeping pictures of their displays, and/or links to their videos and PSAs in their portfolio.

Unit 7: Community Event

- Work effectively as leaders in the development and assistance of a collaborating community event.
- Demonstrate prior skills learned in previous units and previous coursework to produce a community event.

Unit 8: Library Technical Mechanics

- Build upon previous library mechanic skills and demonstrate proficiency in their use.
- Produce a current summary of library mechanic skill competencies for their portfolio.
- Work effectively in a team to collaborate on end of year collection and duties as assigned in a school library.

4. Instructional Methods and/or Strategies:

- Small group instruction
- Written and oral assignments
- Audiovisual presentations
- Computer work
- Group discussion
- Cooperative learning
- Role plays
- Guest speakers
- Direct instruction
- Guided practice

Chino Valley Unified School District

High School Course Description

5. Assessment Including Methods and/or Tools:

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

- Assessments such as portfolio, online, short-answer assessment, quizzes, project-based learning, reflective writing pieces, resume, and regular supervisor evaluation of professionalism and responsibilities: 60-75% of the final grade.
- Assignments such as daily activities and duties the supervisor deems appropriate: 25-40% of the final grade.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: July 16, 2020

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Gregory J. Stachura, Assistant Superintendent, Facilities, Planning,
and Operations

**SUBJECT: ANNUAL REPORT REQUIRED PER BOARD POLICY 3470
BUSINESS AND NONINSTRUCTIONAL OPERATIONS-DEBT
ISSUANCE AND MANAGEMENT**

=====

BACKGROUND

Senate Bill 1029, which went into effect in 2017, requires local California governmental agencies to establish local debt policies and reporting requirements. In compliance with this legislation, the Board of Education adopted Board Policy 3470 Business and Noninstructional Operations-Debt Issuance and Management. Per BP 3470, “the Superintendent or designee shall annually report to the Board regarding debts issued by the District, including information on actual and projected tax rates, an analysis of bonding capacity, credit agency ratings on the District's bonds, market update and refunding opportunities, new development for California bond financings, and the District's compliance with post-issuance requirements.”

The following report was prepared by the District’s consultant Keygent Advisors, LLC. on debt issuance and management.

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

RECOMMENDATION

It is recommended that the Board of Education receive for information the annual report required per Board Policy 3470 Business and Noninstructional Operations-Debt Issuance and Management.

FISCAL IMPACT

None.

BOARD COMMUNICATION

To: Chino Valley Unified School District Board of Education

From: Sandra Chen, Associate Superintendent, Business Services
 Greg Stachura, Assistant Superintendent Facilities, Planning & Operations
 Keygent LLC, District Financial Advisor

Date: June 4, 2020

RE: Annual Report per Board Debt Issuance & Management Policy 3470

The purpose of this Board communication is to provide the annual report required under Board Policy 3470 (Debt Issuance and Management). The policy states the following:

“The Superintendent or designee shall annually report to the Board regarding debts issued by the District, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the District’s bonds, market update and refunding opportunities, new development for California bond financings, and the District’s compliance with post-issuance requirements.”

Debts Issued by the District

The District has the following debt outstanding:

General Obligation Bonds				
Issuance	Issuance Date	Maturity Date	Issuance Amount	Principal Outstanding June 1, 2020
General Obligation Refunding Bonds 2002 Election, 2011 Series A	7/13/2011	8/1/2026	\$ 33,510,000	\$ 4,665,000
General Obligation Refunding Bonds 2002 Election, 2012 Series A	9/27/2012	8/1/2027	27,130,000	14,775,000
2014 General Obligation Refunding Bonds	8/7/2014	8/1/2030	22,425,000	22,210,000
General Obligation Bonds Election of 2016, Series 2017A	5/11/2017	8/1/2055	208,000,000	193,245,000
2017 General Obligation Refunding Bonds	5/11/2017	8/1/2031	54,555,000	54,325,000
General Obligation Bonds Election of 2016, Series 2020B	4/29/2020	8/1/2055	258,000,000	258,000,000
2020 General Obligation Refunding Bonds	4/29/2020	8/1/2026	21,760,000	21,760,000
Total			\$ 625,380,000	\$ 568,980,000

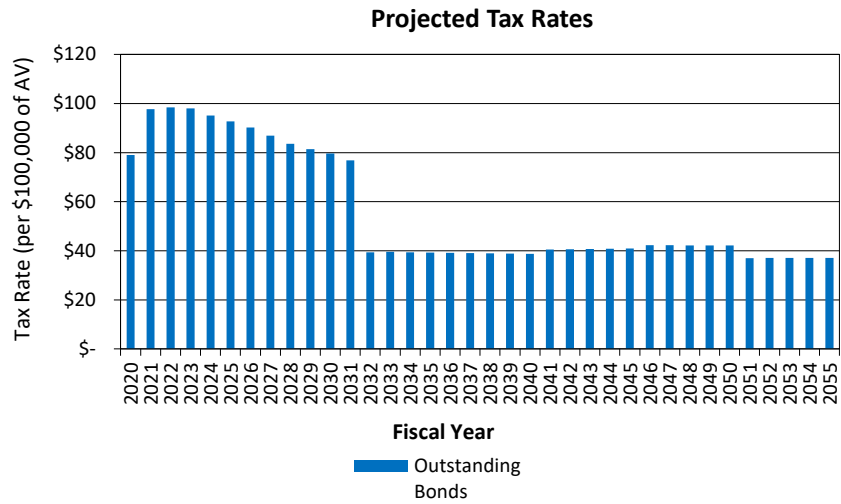
Certificates of Participation				
Issuance	Issuance Date	Maturity Date	Issuance Amount	Principal Outstanding June 1, 2020
Refunding Certificates of Participation 2005 Series A	8/24/2005	9/1/2022	\$ 23,280,000	\$ 3,920,000
Certificates of Participation (Refunding Project) 2010 Series A	6/29/2010	9/1/2020	12,235,000	1,315,000
Total			\$ 35,515,000	\$ 5,235,000

Actual & Projected Tax Rates

The District’s bond tax rate for the 2019-20 fiscal year was 0.079% or \$79.00 per \$100,000 of assessed valuation.

The District’s projected tax rates are shown below. They are based on the following assumptions:

- Annual assessed value growth rate of 4.5%
- 8% secured and unsecured tax delinquency per San Bernardino County Auditor-Controller
- No supplemental tax collections (which typically lower the annual tax rate)



Bonding Capacity

Bonding capacity is a statutory limit on the amount of general obligation bonds that can be issued at any given time. The District is also limited by the amount of bond authorization approved by voters. Bonding capacity is based on:

- Current assessed value multiplied by 2.50% statutory debt limit factor
- Less: outstanding general obligation bonds

Estimated Current Bonding Capacity ⁽¹⁾

2019-20 Total AV	\$ 29,595,788,901
Statutory Debt Limit Factor	x 2.50%
Bonding Capacity	739,894,723
Outstanding General Obligation Bonds	(568,980,000)
Available Bonding Capacity	\$ 170,914,723

⁽¹⁾ Subject to confirmation by the County Auditor-Controller.

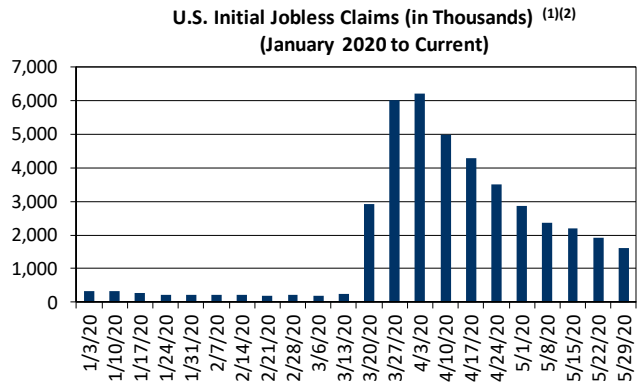
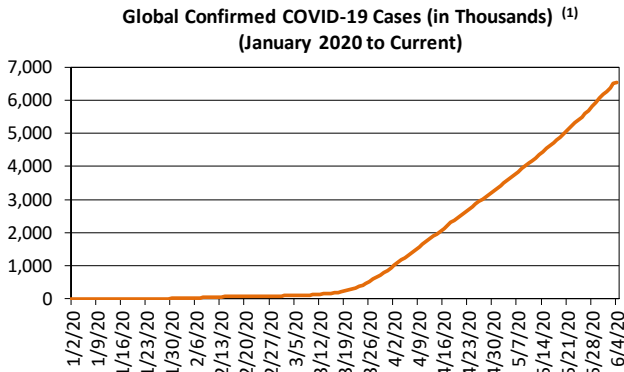
District Credit Ratings

The three major credit rating agencies are Moody's, Standard & Poor's, and Fitch. Districts are rated on (1) local economy/tax base (30% of rating), (2) district finances (30%), (3) district debt/pension obligations (20%) and (4) district management (20%). Based on that information, districts are assigned a rating in accordance with the respective rating scale. The District's current ratings are 'Aa2' from Moody's (as of March 20, 2020) and 'AA-' from Standard & Poor's (as of March 23, 2020). The District does not have a Fitch rating.

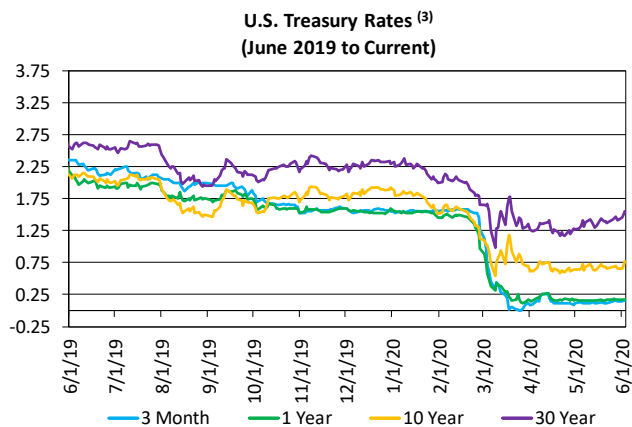
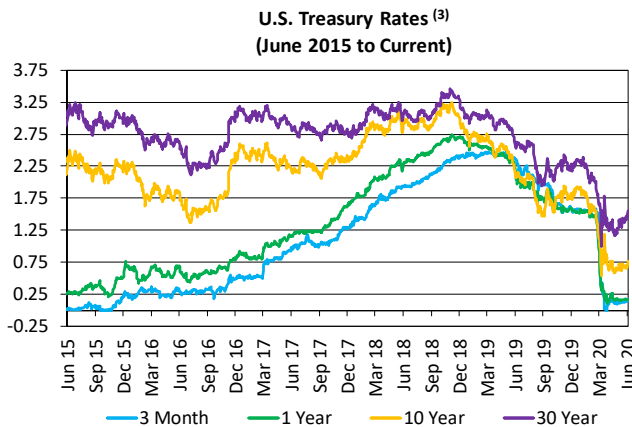
	Moody's	Standard & Poor's	Fitch	Rating Description
Investment grade	Aaa	AAA	AAA	Prime
	Aa1	AA+	AA+	High grade
	Aa2	AA	AA	
	Aa3	AA-	AA-	
	A1	A+	A+	Upper medium grade
	A2	A	A	
	A3	A-	A-	
	Baa1	BBB+	BBB+	Lower medium grade
	Baa2	BBB	BBB	
	Baa3	BBB-	BBB-	
Non-investment grade	Ba1	BB+	BB+	Speculative
	Ba2	BB	BB	
	Ba3	BB-	BB-	
	B1	B+	B+	Highly speculative
	B2	B	B	
	B3	B-	B-	
	Caa1 & below	CCC+ & below	CCC & below	Extremely speculative/ Default

Market Update

Global markets are currently in a period of extreme uncertainty and volatility due to COVID-19. As the number of confirmed cases rose, governments reacted by imposing lockdowns and closing non-essential businesses. As a result, jobless claims have increased dramatically. Since March, there have been nearly 40 million jobless claims.



As shown below, U.S. Treasury rates have experienced significant declines and have reached historic lows.



⁽¹⁾ Source: Bloomberg.

⁽²⁾ Data reported weekly with a one week lag.

⁽³⁾ Source: U.S. Department of the Treasury.

Refunding Opportunities

The District does not currently have any bond refinancing opportunities which produce debt service savings.

New Developments for California Bond Financings

New Legislation/Requirements

The Municipal Securities Rulemaking Board (“MSRB”) recently announced amendments to Rule 15c2-12 as it relates to continuing disclosure. The amendments went into effect on February 27, 2019 and include two new material events for new bonds which require filings on emma.msrb.org within 10 business days of occurrence. These two new requirements are as follows:

- Incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and

- Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

District's Compliance with Post-Issuance Requirements

The District has monitored its compliance with post-issuance requirements, including:

- Assign responsible personnel of the District to monitor and ensure compliance with the restrictions contained in each issuance's tax certificate
- Provide adequate training to responsible District personnel to monitor compliance
- Establish adequate record retention and calendaring mechanisms internally to ensure that the District will be able to establish post issuance compliance
- Maintain records detailing the investment and expenditures of financing proceeds
- Seek expert advice regarding compliance with the arbitrage rebate and yield restriction provisions
- Carefully monitor and calendar the dates by which financing proceeds should be expended to comply with yield restriction and rebate exceptions and the dates rebate must be paid, if applicable
- Monitor use and retain contracts related to the use of the projects financed by the issuances throughout the term of the financings
- Regularly consult with bond counsel and other District advisors regarding any issues that arise regarding post issuance compliance