



**CHINO VALLEY**  
**UNIFIED SCHOOL DISTRICT**

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

# **BOARD OF EDUCATION**

## **AGENDA**

**August 20, 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

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### **SUPERINTENDENT**

**Norm Enfield, Ed.D.**

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# CHINO VALLEY UNIFIED SCHOOL DISTRICT

5130 Riverside Drive, Chino, CA 91710

## REGULAR MEETING OF THE BOARD OF EDUCATION

4:25 p.m. - Closed Session • 6:00 p.m. - Regular Meeting

August 20, 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 August 20 Board meeting, please visit the YouTube channel for Chino Valley Unified School District Board videos @ [https://www.youtube.com/channel/UCWKinB4PTb\\_uskobmwBF8pw](https://www.youtube.com/channel/UCWKinB4PTb_uskobmwBF8pw)

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

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

To give staff adequate time to process comments for consideration, please email your comments between 12:00 p.m. and 2:00 p.m. on Thursday, August 20, 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, August 20 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 – 4:25 P.M.

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

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

- a. Conference with Legal Counsel Anticipated Litigation (Government Code 54954.5(c) and 54956.9 (d)(2) and (e)(1)): One possible case. (Chidester, Margaret A. & Associates) (15 minutes)
- b. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Isabel Brenes, Sandra Chen, and Richard Rideout. (10 minutes)
- c. Public Employee Discipline/Dismissal/Release (Government Code 54957): (15 minutes)
- d. Public Employee Appointment (Government Code 54957): Director, Human Resources; Construction Coordinator; and Coordinator, Payroll and Benefits Services. (10 minutes)
- e. Public Employee Performance Evaluation (Government Code 54957): Superintendent. (45 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. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT

#### II.A.1. Administer the Oath of Office to the 2020/2021 Student Member on the Board of Education

Page 8

Recommend the Board of Education administer the oath of office to Justin Rendon, 2020/2021 Student Member on the Board of Education.

#### II.A.2. Application for Funding Consolidated Application for the 2020/2021 School Year

Page 9

Recommend the Board of Education approve the Application for Funding Consolidated Application for the 2020/2021 school year.

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

**II.A.3. Public Hearing Regarding the Sufficiency of Instructional Materials 2020/2021 and Adoption of Resolution 2020/2021-10 for Cal Aero Preserve Academy K Through 6**

Page 20

Recommend the Board of Education conduct a public hearing regarding the Sufficiency of Instructional Material 2020/2021 and adopt Resolution 2020/2021-10 for Cal Aero Preserve Academy K through 6.

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

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

Motion\_\_\_\_Second\_\_\_\_

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

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

**III. CONSENT**

Motion\_\_\_\_Second\_\_\_\_

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

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

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the July 7, 2020 Special Meeting, and July 16, 2020 Regular Meeting**

Page 24

Recommend the Board of Education approve the minutes of the July 7, 2020 special meeting, and July 16, 2020 regular meeting.

**III.B. BUSINESS SERVICES**

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

Page 35

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 36

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 38

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

**III.B.4. Donations**

Page 41

Recommend the Board of Education accept the donations.

**III.B.5. Legal Services**

Page 43

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.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****III.C.1. Revision of Board Policy 5111 Students—Admission**

Page 44

Recommend the Board of Education approve the revision of Board Policy 5111 Students—Admission.

**III.C.2. Memorandum of Understanding Between the University of La Verne and Chino Valley Unified School District**

Page 49

Recommend the Board of Education approve the Memorandum of Understanding between the University of La Verne and Chino Valley Unified School District.

**III.C.3. Memorandum of Understanding Between the California Partnership for Achieving Student Success Plus and Chino Valley Unified School District**

Page 59

Recommend the Board of Education approve the Memorandum of Understanding between the California Partnership for Achieving Student Success Plus and Chino Valley Unified School District.

**III.C.4. Revision of Library Science Course**

Page 69

Recommend the Board of Education approve the revision of the Library Science course.

**III.C.5. New Course: CTE Library Science 2**

Page 81

Recommend the Board of Education approve the new course CTE Library Science 2.

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

Page 92

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

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

Page 93

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

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

Page 99

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

**III.D.4. Resolution 2020/2021-05, 2020/2021-07, and 2020/2021-08, Authorization to Utilize Piggyback Contracts**

Page 109

Recommend the Board of Education adopt Resolution 2020/2021-05, 2020/2021-07, and 2020/2021-08, Authorization to Utilize Piggyback Contracts.

**III.D.5. Bid 20-21-01F, Briggs K-8 and Ayala HS—Asphalt Replacement**

Page 117 Recommend the Board of Education award 20-21-01F, Briggs K-8 and Ayala HS—Asphalt Replacement to Premier Paving, Inc.

**III.D.6. Notice of Completion for CUPCCAA Bid 19-20-33I, Chino Valley Adult School Public Address System Renovation**

Page 119 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Bid 19-20-33I, Chino Valley Adult School Public Address System Renovation.

**III.D.7. Notice of Completion for CUPCCAA Bid 19-20-48I, Magnolia JHS Life Skills Classroom Renovation**

Page 121 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Bid 19-20-48I, Magnolia JHS Life Skills Classroom Renovation.

**III.D.8. Change Order for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Projects (BP 06-02)**

Page 123 Recommend the Board of Education approve the Change Order for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Projects (BP 06-02).

**III.D.9. Change Order for Bid 19-20-42F, Magnolia JHS and Ramona JHS Kitchen Remodels**

Page 128 Recommend the Board of Education approve the Change Order for Bid 19-20-42F, Magnolia JHS and Ramona JHS Kitchen Remodels.

**III.D.10. Change Order and Notice of Completion for CUPCCAA Project**

Page 132 Recommend the Board of Education approve the Change Order and Notice of Completion for CUPCCAA Project.

**III.D.11. Change Order and Notice of Completion for CUPCCAA Bid 19-20-45I, Cal Aero K-8 Flooring Renovation**

Page 135 Recommend the Board of Education approve the Change Order and Notice of Completion for CUPCCAA Bid 19-20-45I, Cal Aero K-8 Flooring Renovation.

**III.D.12. Change Order and Notice of Completion for Bid 19-20-36F, District Bus Yard, Litel ES, and Oak Ridge ES—Asphalt Replacement**

Page 139 Recommend the Board of Education approve the Change Order and Notice of Completion for Bid 19-20-36F, District Bus Yard, Litel ES, and Oak Ridge ES—Asphalt Replacement.

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

Page 143 Recommend the Board of Education approve/ratify the certificated/classified personnel items.

**III.E.2. Rejection of Claim**

Page 158 Recommend the Board of Education reject the claim and refer it to the District's insurance adjuster.

**III.E.3. Student Teaching Agreement with Azusa Pacific University**

Page 159 Recommend the Board of Education approve the student teaching agreement with Azusa Pacific University.

**III.E.4. Student Internship Agreement with Brandman University**

Page 174 Recommend the Board of Education approve the student internship agreement with Brandman University.

**III.E.5. Internship Agreement with Riverside County Office of Education**

Page 186 Recommend the Board of Education approve the internship agreement with Riverside County Office of Education.

**IV. INFORMATION**

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

**IV.A.1. San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Fourth Quarterly Report 2019/2020**

Page 193

Recommend the Board of Education receive for information the San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Fourth Quarterly Report 2019/2020.

**V. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**VI. ADJOURNMENT**

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** August 20, 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: ADMINISTER THE OATH OF OFFICE TO THE 2020/2021 STUDENT  
MEMBER ON THE BOARD OF EDUCATION**

=====

**BACKGROUND**

Historically, a student member on the Board of Education has provided constructive student participation at board meetings. Furthermore, having a student seated on the Board of Education reflects student rights and responsibilities and serves as a vehicle for responsible leadership development.

The Board approved Justin Rendon, Don Lugo HS, as student member on the Board of Education at its May 21, 2020 meeting; however, due to COVID-19 distancing protocols administering the oath of office was postponed to the start of the school year.

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

**RECOMMENDATION**

It is recommended the Board of Education administer the oath of office to Justin Rendon, 2020/2021 Student Member on the Board of Education.

**FISCAL IMPACT**

None.

NE:LF:SJ:ss

**Chino Valley Unified School District**

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**DATE:** August 20, 2020

**TO:** Members, Board of Education

**FROM:** Norm Enfield, Superintendent

**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction,  
Innovation and Support  
Yvette Farley, Director, Access & Equity

**SUBJECT: APPLICATION FOR FUNDING CONSOLIDATED APPLICATION  
FOR THE 2020/2021 SCHOOL YEAR**

=====

**BACKGROUND**

The California Department of Education requires that school districts annually indicate in which categorical programs participation will occur during the following school year. The application contains assurances indicating that the LEA will comply with the legal requirements of each program in order to supplement the regular educational programs provided by the District. The application becomes part of the entitlement funding process for all districts.

The submission of an application for funding of consolidated categorical programs indicates the District's intention to participate in various categorical programs and provides assurances that the program guidelines will be met. For the 2020/2021 school year, the District will be participating in the following programs: Title I Part A (Basic Grant), Title II Part A (Teacher Quality), Title III Part A Immigrant, and Title III Part A LEP, and Title IV Part A Academic Enrichment.

Approval of this item supports the goals identified within the District's Strategic Plan described in the LEA Plan Addendum.

**RECOMMENDATION**

It is recommended the Board of Education approve the Application for Funding Consolidated Application for the 2020/2021 school year.

**FISCAL IMPACT**

Entitlement determined by approval of the State budget.

NE:LF:YF:dt

**2020-21 Certification of Assurances**

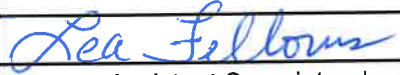
Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca20assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Lea Fellows
Authorized Representative's Signature	
Authorized Representative's Title	Assistant Superintendent of Curriculum, Instruction, Innovation and Support
Authorized Representative's Signature Date	07/31/2020

**\*\*\*Warning\*\*\***

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**2020-21 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring and Support Office, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Lea Fellows
Authorized Representative's Title	Assistant Superintendent of Curriculum, Instruction, Innovation and Support
Authorized Representative's Signature Date	07/31/2020
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

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**2020-21 LCAP Federal Addendum Certification****CDE Program Contact:**Local Agency Systems Support Office, [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov), 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

**Returning Application**

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

<b>County Office of Education (COE) / District</b> For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	09/05/2017
<b>Direct Funded Charter</b> Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Lea Fellows
Authorized Representative's Title	Assistant Superintendent of Curriculum, Instruction, Innovation and Support

**\*\*\*Warning\*\*\***

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**2020-21 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/20/2020
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**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	Phil Liu
DELAC review date	04/14/2020
Meeting minutes web address  Please enter the web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	<a href="https://www.chino.k12.ca.us/Page/26391">https://www.chino.k12.ca.us/Page/26391</a>
DELAC comment  If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111 et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	Yes
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	Yes

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**2020-21 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

<b>Title IV, Part A (Student and School Support)</b> ESSA Sec. 4101 SACS 4127	Yes
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**2020-21 Title III English Learner Student Program Subgrant Budget**

The purpose of this form is to provide a proposed budget for 2020-21 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

**Estimated Allocation Calculation**

Estimated English learner per student allocation	\$114.40
Estimated English learner student count	2,818
Estimated English learner student program allocation	\$322,379

**Note: \$10,000 minimum program eligibility criteria**

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

**Budget**

Professional development activities	\$500
Program and other authorized activities	\$500
English Proficiency and Academic Achievement	\$307,712
Parent, family, and community engagement	\$1,000
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$12,667
Total budget	\$322,379

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**2020-21 Title III Immigrant Student Program Subgrant Budget**

The purpose of this form is to provide a proposed budget for 2020-21 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

**Estimated Allocation Calculation**

Estimated immigrant per student allocation	\$104.70
Estimated immigrant student count	803
Estimated immigrant student program allocation	\$84,074

**Note: Eligibility criteria**

A local educational agency which has 21 or more eligible immigrant students and has experienced a significant increase of one percent or more in eligible immigrant students enrollment in the current year, compared with the average of the two preceding fiscal years, is eligible to apply.

**Budget**

Authorized activities	\$79,089
Direct administrative costs (Amount should not exceed 2% of the estimated immigrant student program allocation)	\$1,681
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$3,304
Total budget	\$84,074

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**2020-21 Substitute System for Time Accounting**

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**

Arturo Ambriz, Fiscal Oversight and Support Office, [AAmbriz@cde.ca.gov](mailto:AAmbriz@cde.ca.gov), 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2020-21 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

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## 2020-21 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

### CDE Program Contact:

Sylvia Hanna, Federal Programs and Reporting Office, [shanna@cde.ca.gov](mailto:shanna@cde.ca.gov), 916-319-0948  
Rina DeRose, Federal Programs and Reporting Office, [RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov), 916-323-0472

In accordance with the Every Student Succeeds Act (ESSA) sections 1117 and 8501, a local educational agency shall consult annually with appropriate private school officials and both shall have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, teachers, and families. This applies to programs under Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; and section 4631, with regard to the Project School Emergency Response to Violence Program (Project SERV).

The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data and the tax exempt status if it is being used for the purpose of providing equitable services.

### Private School's Believed Results of Consultation Allowable Codes

- Y1: meaningful consultation occurred
- Y2: timely and meaningful consultation did not occur
- Y3: the program design is not equitable with respect to eligible private school children
- Y4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children

### \*\*\*Warning\*\*\*

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## 2020-21 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

School Name	School Code	Enrollment	Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Consultation Code	School Added
Heights Christian Schools, Chino Hills	7094477	214	Y	Y	Y	Y1	N
Loving Savior Lutheran School	7089006	303	Y	Y	Y	Y1	N
Orion International Academy	6145957	72	Y	Y	Y	Y1	N
St. Margaret Mary	6975148	316	Y	Y	Y	Y1	N
VICTORY BAPTIST ACADEMY	6154652	28	Y	Y	Y	Y1	N

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** August 20, 2020

**TO:** Members, Board of Education

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

**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
Luke Hackney, Director, Elementary Curriculum  
Troy Ingram, Coordinator, Innovation and Creative Services

**SUBJECT: PUBLIC HEARING REGARDING THE SUFFICIENCY OF INSTRUCTIONAL MATERIALS 2020/2021 AND ADOPTION OF RESOLUTION 2020/2021-10 FOR CAL AERO PRESERVE ACADEMY K THROUGH 6**

=====

**BACKGROUND**

Education Code 60119 states the governing board of a school district shall hold a public hearing at which the board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders.

Cal Aero Preserve Academy K through 6 operates as a year-round campus and for the 2020/2021 school year they opened their doors to begin instruction on July 6, 2020. A separate public hearing for sufficiency of instructional materials is being held for this school site in order to be compliant with Education Code 60119.

At this hearing a determination shall be made, through a resolution, as to whether each pupil has sufficient textbooks or instructional materials, or both, to use in class and to take home. These textbooks or instructional materials shall be aligned to the content standards pursuant to Education Code 60605 or 60605.8 in each of the following subjects, that are consistent with the content and cycles of the curriculum framework adopted by the state board in mathematics, science, history-social science, English language arts, including the English language development component of an adopted program, foreign language, and health.

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



**RECOMMENDATION**

It is recommended the Board of Education conduct a public hearing regarding the Sufficiency of Instructional Materials 2020/2021 and adopt Resolution 2020/2021-10 for Cal Aero Preserve Academy K through 6.

**FISCAL IMPACT**

None.

NE:LF:LH:TI:rtr

**Chino Valley Unified School District  
Resolution 2020/2021-10  
Sufficiency of Instructional Materials**

**WHEREAS**, the Board of Education of the Chino Valley Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on August 20, 2020, at 6:00 pm, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours;

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

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

**WHEREAS**, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learner, in the Chino Valley Unified School District;

**WHEREAS**, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage;

**WHEREAS**, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Chino Valley Unified School District, have standards-aligned textbooks or instructional materials from the same adoption cycle;

**WHEREAS**, textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

**English/Language Arts/English Language Development**

TK Houghton Mifflin Harcourt; Big Day Pre K Curriculum, 2015

K-6 McGraw-Hill School Education; CA Reading Wonders ELA/ELD, 2017

**Mathematics**

TK Houghton Mifflin Harcourt; Big Day Pre K Curriculum, 2015

K-5 Pearson Scott Foresman; enVision Math, 2015

6-8 Houghton Mifflin & Harcourt, Big Ideas Math, Course 1, Course 2, and Course 3, 2015

**History/Social Science**

TK Houghton Mifflin Harcourt; Big Day Pre K Curriculum, 2015  
K-5 Harcourt School Publishers; Reflections: California Series, 2007  
6-8 Holt, Rinehart and Winston; Ancient Civilizations, 2006

**Science**

TK Houghton Mifflin Harcourt; Big Day Pre K Curriculum, 2015  
K-5 Houghton Mifflin Company; Houghton Mifflin California Science, 2007  
6 Pearson Scott Foresman; Earth Science, 2008

**NOW, THEREFORE, BE IT RESOLVED** that for the 2020/2021 school year, the Chino Valley Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in all courses required by Education Code 60119.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 20<sup>th</sup> day of August 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.

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
**Board Study Session**  
**July 7, 2020**

**MINUTES**

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

**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, July 7, 2020, at 4:30 p.m. with Cruz, Gagnier, Na, and Schaffer present via Zoom. Irene Hernandez-Blair was absent. 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: Gabby Jones, Marian Mendez, Melissa Sanchez, Sam Secor, Cathleen Earle, Carlos Sanchez, Andy Lagos, Sima Patel, Nikoo Khatibloo, Heidi Goulding, Ellie Puente, Alexandra Lalama, Anh Hinh, Kelly Goetschel, Chelsea Brooks, Vanessa Watters, Rachel Aquino, John Johnson, Jennifer Saley, Sarah Clarence, Kara Beth, Jordan Puente, Elizabeth De La Cruz, Ashely Boehmer, Jennie Grime, Natalie Chamberlain, Melissa Mujica, Amanda Carrillo-Perez, Riley Cardoza, Sarah Nguyen, and August Decker-Curry.

## **II. BOARD STUDY SESSION**

### **II.A. 1. Study Session #2: 2020/2021 Reopening of Schools**

Superintendent Enfield and staff provided an overview regarding the following: Stages of reopening; guidelines for reopening schools; Stages and guidelines for reopening schools; well-being; home to school transportation, field trips, visitors and volunteers; learning options; and parent survey. Comments, questions, and discussion followed the presentation.

## **III. ADJOURNMENT**

President Schaffer adjourned the special meeting of the Board of Education at 7:19 p.m.

---

Joe Schaffer, President

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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**  
**July 16, 2020**

**MINUTES**

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

1. Roll Call

President Schaffer called to order the regular meeting of the Board of Education, Thursday, July 16, 2020, at 4:00 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 4:00 p.m. regarding conference with legal counsel anticipated litigation; conference with real property negotiators; student readmission matters; conference with labor negotiators, A.C.T. and CSEA; public employee discipline/dismissal/release; and public employee appointment: high school assistant principal.

**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 4:05 p.m. to

5:37 p.m. regarding conference with legal counsel anticipated litigation; conference with real property negotiators; student readmission matters; conference with labor negotiators, A.C.T. and CSEA; public employee discipline/dismissal/release; and public employee appointment: high school assistant principal. The Board of Education appointed Debra Fisher-Hinshaw as assistant principal of Chino HS effective July 17, 2020, by a unanimous vote of 5-0, with Hernandez-Blair, Cruz, Gagnier, Na, and Schaffer voting yes. No further action was taken that required public disclosure.

2. Pledge of Allegiance

Board member Andrew Cruz led the Pledge of Allegiance.

**I.C. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

Barbara Bearden, CHAMP President, extended a welcome back to staff for the new school year; introduced herself as the new CHAMP president; said Emily Lao is the new president-elect; Dr. Hathuc will serve as treasurer; Vanessa Acuna will serve as secretary; and said the CHAMP Board is looking forward to working with the management team.

Danny Hernandez, CSEA President, spoke about a survey that CSEA provided to unit members regarding the return to school; provided participation percentage breakdown; said main concerns were safety measures associated with proper testing and tracing to all when exposure has occurred; sanitation concerns; not enough PPE provided; and extended a reminder for everyone to wear their masks.

Brenda Walker, A.C.T. President, spoke about the daily news and making sure things are in place; said the task has intensified; said that the majority of students and staff are focused on how the school year will begin; spoke about learning model options in light of the pandemic; spoke about anxieties associated with school reopening; spoke about the need for constant communication and much needed training on learning options; said the needs of the school community are great and varied; thanked all educators working behind the scenes during the summer; and thanked CSEA and District staff for all they do.

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

The following were email comments received from the following: Anelle Veiga regarding bullying at Newman ES; and from a parent group email: Jenipher Ruby, Victoria Gonzales, Krystal Cassandra, Sarah Schweitzer, Julie Weber, Richard Wales, Lisa Wales, Faye Zhou, Keven Butscher, Tricia Cauley, Denise/Paul Castro, Erin Erb, Paisley Velasquez, Misty Startup,

Floradel Villanueva, and Michelle Lozano regarding Aeries data breach concerns.

## **I.E. CHANGES AND DELETIONS**

The following changes/deletions were read into the record: Item III.D.5., under background, bid 23-01 HVAC & Controls - deleted Westland Mechanical with a bid amount of \$1,736,000, and inserted SIMCO Mechanical, Inc. with a bid amount of \$1,497,000; and under Fiscal Impact, deleted \$30,206,903.00 and inserted \$29,967,903.

## **II. ACTION**

### **II.A. ADMINISTRATION**

Item II.A.2. was moved up and heard prior to item II.A.1.

#### **II.A.2. 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**

Moved (Gagnier) seconded (Blair) carried unanimously (5-0) by a roll call vote with Hernandez-Blair, Cruz, Gagnier, Na, and Schaffer voting yes to 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.

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

Tim Ricketson, Kristiana Trucios, Scott Rossen, Jennifer Galindo, Jimmy Wu, Cindy Banh, Robert Whitmore, Michele Fleischer, Courtney Mullen, Rosemarie Huynh, Kellen Donovan, Jay Kennedy, Vincent Coletta, Beth Struikmans, Angie (no last name), Wendy Pennett, Lara Savage, and Tyra Weis submitted email comments related to the reopening of schools for 2020/2021. Moved (Blair) seconded (Cruz) carried unanimously (5-0) by a roll call vote with Hernandez-Blair, Cruz, Gagnier, Na, and Schaffer voting yes to 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.



**II.A.3. 2020 California School Boards Association Delegate Assembly Run-off Election**

Moved (Blair) to cast a vote for Barbara Flores (San Bernardino City USD). It was carried unanimously (5-0) by a roll call vote with Hernandez-Blair, Cruz, Gagnier, Na, and Schaffer voting yes to cast a vote for Barbara Flores to the California School Boards Association Delegate Assembly, Region 16-B.

**II.B. FACILITIES, PLANNING, AND OPERATIONS****II.B.1. Computer Network and Internet Services Memorandum of Understanding By and Between Chino Valley Unified School District and Allegiance Steam Academy—Thrive, 2020-2025**

Moved (Na) seconded (Gagnier) 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 Computer Network and Internet Services Memorandum of Understanding By and Between Chino Valley Unified School District and Allegiance Steam Academy—Thrive, 2020-2025.

**II.C. HUMAN RESOURCES****II.C.1. 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**

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

<b>III. CONSENT</b>
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Christina Gagnier pulled for separate action item III.D.2. Moved (Na) seconded (Cruz) carried unanimously (5-0) to approve the consent items, as amended.

**III.A. ADMINISTRATION**

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

Approved the minutes of the June 16, 2020 special meeting, and June 18, 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. Legal Services**

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

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

Approved the signature authorizations for Chino Valley Unified School District.

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

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

Approved 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**

Approved 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**

Approved 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**  
Approved the revision of Board Policy 5121 Students—Grades/Evaluation of Student Achievement.
- 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**  
Moved (Na) seconded (Blair) motion carried (4-0, Gagnier recused herself) to approve/ratify 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 2020/2021-01 and 2020/2021-02, Authorization to Utilize Piggyback Contracts**  
Adopted 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**  
Awarded 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.; SIMCO Mechanical Inc.; Rancho Pacific Electric Construction, Inc.; and Roadway Engineering & Contracting, Inc., as amended.
- III.D.6. Bid 19-20-32F, Chino HS Reconstruction Phase II**  
Awarded Bid 19-20-32F, Chino HS Reconstruction Phase II to Bogh Engineering and Fischer, Inc.; and approved 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**  
Awarded 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**  
Awarded 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**

Awarded CUPCCAA Bid 19-20-48I, Magnolia JHS Life Skills Classroom Renovation to Angelo Construction.

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

Approved the Notice of Completion for CUPCCAA Projects.

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

Approved the sale and/or disposal of obsolete and unusable instructional materials.

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

Approved/ratified the certificated/classified personnel items.

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

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

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

Approved the student teaching agreement with California State Polytechnic University, Pomona.

**III.E.4. Fieldwork Agreement with California State University, San Bernardino**

Approved the fieldwork agreement with California State University, San Bernardino.

**III.E.5. School Counseling Placement Addendum with University of Southern California**

Approved the school counseling placement addendum with University of Southern California.

**III.E.6. Speech Pathology Fieldwork Placement Agreement with Baylor University**

Approved the speech pathology fieldwork placement agreement with Baylor University.

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

**IV.A.1. Revision of Board Policy and Administrative Regulation 5111 Students—Admission**

Received 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**

Received for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for April Through June 2020.

**IV.A.3. Revision of Library Science Course**

Received for information the revision of the Library Science course.

**IV.A.4. New Course: CTE Library Science 2**

Received 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**

Received for information the annual report required per Board Policy 3470 Business and Noninstructional Operations—Debt Issuance and Management.

<b>V. COMMUNICATIONS</b>
--------------------------

**BOARD MEMBERS AND SUPERINTENDENT**

Andrew Cruz made no comments.

Christina Gagnier clarified that the reopening of school on August 10 will be distance learning for everyone, regardless if they choose distance learning or blended on the survey; spoke about higher levels of government and local government; spoke about adequate funding and resources for schools/education; spoke about choices for parents, teachers, and staff; said she appreciates all the emails and suggestions she has been receiving; said she endorses having an email account/central pathway for pandemic related communications; said the Board has received many emails from students on various topics, and supports them being interactive with the Board; spoke about issues related to bullying and sexual harassment on campuses, and requested an agenda item to be placed on the August 20, 2020 agenda to discuss what the District is doing to address these issues to support students; and thanked everyone who attended the meeting online.

James Na spoke about the public's participation at the meeting; asked Dr. Enfield to have staff contact the parent who expressed concerns regarding her special education son being bullied at school; asked Dr. Enfield to look into concerns from an elementary teacher who feels there is no financial support; spoke about educating our future generation; and commended and thanked staff for working hard.

Irene Hernandez-Blair acknowledged people for emailing/messaging to thank her for trying to clarify the vote (on reopening of schools); restated the vote for clarification; and said there is concern about the results of the survey, specifically how votes were counted for blended if they were not received at all.

Superintendent Enfield thanked the Board for supporting the recommendation for the two resolutions and acknowledged it was a difficult decision; spoke about providing programs that would support parents who want to choose the best option for their children; and thanked the Board for approving Cabinet contract addendums.

President Schaffer spoke about the possibility of needing to alter the reopening of schools plan pending Governor Newsom's announcements scheduled for Friday; spoke about District stakeholders and encouraged them to stay engaged and informed; said that CIF is scheduled to make an announcement on July 20 regarding the status of fall sports; commended the Superintendent's Cabinet; and apologized for not being able to keep up with the number of emails he has received, but will try to respond.

<b>VI. ADJOURNMENT</b>
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President Schaffer adjourned the regular meeting of the Board of Education at 8:11 p.m.

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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:** August 20, 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**

\$11,835,482.00 to all District funding sources.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** August 20, 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**  
**August 20, 2020**

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

<b><u>School</u></b>	<b><u>Organization</u></b>
Chaparral ES	PTO
Hidden Trails ES	PTA
Oak Ridge ES	PTA
Canyon Hills JHS	PTSA

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** August 20, 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**  
**August 20, 2020**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Butterfield Ranch ES</u></b>		
PTA	Red Robin Spirit Night	9/16/20
PTA	Panda Express Spirit Night	10/14/20
PTA	Chipotle Spirit Night	11/18/20
<b><u>Chaparral ES</u></b>		
PTO	PTO Membership Drive	8/10/20 - 10/1/20
PTO	After School Popsicle Sale	8/10/20 - 5/28/21
PTO	Spirit Wear Sale	8/10/20 - 5/31/21
PTO	Scrip Gift Card Sale	8/10/20 - 5/30/21
PTO	Box Tops for Education	8/10/20 - 6/1/21
PTO	Back To School Gram Sale	8/17/20 - 8/21/20
PTO	Shoparoo	8/21/20 - 6/20/21
PTO	Amazon Smile.com	9/4/20 - 6/30/21
PTO	Ultra Fun Run	10/8/20
PTO	Holiday Gram Sale	10/19/20 - 10/23/20
PTO	Book Fair	10/20/20 - 11/5/20
PTO	After School Juice-It-Up Sale	10/22/20
PTO	Father/Daughter Dance	11/13/20
PTO	Holiday Boutique	12/7/20 - 12/11/20
PTO	Holiday Gram Sale	12/7/20 - 12/11/20
PTO	Holiday Gram Sale	2/1/21 - 2/5/21
PTO	After School Juice-It-Up Sale	2/25/21
PTO	Read-A-Thon	3/1/21 - 3/5/21
PTO	Holiday Gram Sale	3/8/21 - 3/12/21
PTO	Mother/Son Dance	3/19/21
PTO	Holiday Gram Sale	4/6/21 - 4/9/21
PTO	After School Juice-It-Up Sale	4/22/21
PTO	After School Juice-It-Up Sale	5/13/21
PTO	Family Fun Night	5/14/21
<b><u>Eagle Canyon ES</u></b>		
PTA	Monthly Family Restaurant Nights	9/2/20 - 5/5/21
<b><u>Litel ES</u></b>		
PTA	Spirit Wear Sale	8/21/20 - 5/28/21
PTA	PTA Membership Drive	8/21/20 - 5/30/21
PTA	Marquee Greetings Sale	8/21/20 - 5/30/21

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**August 20, 2020**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Lite! ES</u></b> (cont.)		
PTA	Yearbook Sale	9/8/20 - 5/30/21
PTA	Monthly Family Restaurant Nights	9/8/20 - 5/30/21
<b><u>Oak Ridge ES</u></b>		
ASB - General	After School Slushy Sale	8/10/20 - 5/20/21
PTA	After School Kona Ice Sale	9/17/20
PTA	Gift Wrap Sale	9/28/20 - 10/9/20
PTA	B.J.'s Restaurant Spirit Night	11/29/20
PTA	Roscoe's Spirit Night	12/10/20
PTA	Jack In The Box Spirit Night	1/21/21
ASB - General	Movie Night Concessions	1/22/21
PTA	McDonald's Spirit Night	2/18/21
PTA	Fun Run	3/8/21
PTA	Corner Bakery Spirit Night	3/18/21
PTA	Subway Spirit Night	4/15/21
ASB - General	Movie Night Concessions	4/16/21
<b><u>Rhodes ES</u></b>		
PEP Club	Spirit Wear Sale	8/10/20 - 5/31/21
PEP Club	Raise Craze Donation Drive	9/1/20 - 10/15/20
<b><u>Briggs K-8</u></b>		
PFA	After School Budnt Cake Sale	8/21/20 - 5/31/21
PFA	Off Campus Catalog Sale	9/1/20 - 9/30/20
<b><u>Canyon Hills JHS</u></b>		
PTSA	Fall Book Fair	8/10/20 - 11/1/20
PTSA	Spirit Wear Sale	8/10/20 - 5/30/21
PTSA	PTSA Membership Drive	8/10/20 - 5/30/21
PTSA	Amazon Smile.com	8/10/20 - 5/30/21
PTSA	Scrip Gift Card Sale	8/10/20 - 5/30/21
PTSA	Marquee Greetings Sale	8/10/20 - 5/30/21
PTSA	After School Juice-It-Up Sale	8/10/20 - 5/30/21
PTSA	After School Snack Sale	8/10/20 - 5/30/21
ASB -Renaissance	Barnes & Noble Spirit Day	8/28/20
PTSA	VIP Package Sale	3/1/21 - 5/31/21

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 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**  
**August 20, 2020**

<b><u>DEPARTMENT/SITE DONOR</u></b>	<b><u>ITEM DONATED</u></b>	<b><u>APPROXIMATE VALUE</u></b>
<b><u>Dickson ES</u></b>		
Box Tops for Education	Cash	\$45.00
<b><u>Litel ES</u></b>		
Wells Fargo Foundation	Cash	\$70.00
<b><u>Rhodes ES</u></b>		
Rhodes PEP Club	Cash	\$13,577.00
<b><u>Cal Aero K-8</u></b>		
Disney Worldwide Services, Inc.	Cash	\$500.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** August 20, 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	June 2020	\$15,347.51	\$ 222,563.24
Margaret A. Chidester & Associates	June 2020	\$ 4,733.25	\$ 478,613.70
The Tao Firm	June 2020	\$ 1,312.50	\$ 72,570.00
	<b>Total</b>	\$21,393.26	\$ 773,746.94

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**

\$21,393.26 to the General Fund.

NE:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 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 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 5111 Students – Admission is 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. This item was presented to the Board on July 16, 2020, as information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 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](http://www.csba.org)

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

California Office of the Attorney General: [oag.ca.gov](http://oag.ca.gov)

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

U.S. Department of Justice: [www.justice.gov](http://www.justice.gov)

## **Chino Valley Unified School District**

Policy adopted: January 23, 1997

Revised: May 7, 2009

Revised: January 17, 2013

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 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: MEMORANDUM OF UNDERSTANDING BETWEEN THE  
UNIVERSITY OF LA VERNE AND CHINO VALLEY UNIFIED  
SCHOOL DISTRICT**

=====

**BACKGROUND**

This Memorandum of Understanding sets forth the terms by which the University of La Verne will collaborate with Chino Valley Unified School District as part of the Partnership for Access to College Education (PACE). The PACE program will offer qualified Chino Valley Unified School District graduates guaranteed admission to the University of La Verne and a wide range of financial assistance and support programs to help them achieve their college goals.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Memorandum of Understanding between the University of La Verne and Chino Valley Unified School District.

**FISCAL IMPACT**

None.

NE:GP:JAR:lar

# University of La Verne

## MEMORANDUM OF UNDERSTANDING AGREEMENT

THIS MEMORANDUM OF UNDERSTANDING AGREEMENT (hereinafter "Agreement") is entered into on the latest date set forth below (the "Effective Date") by and between University of La Verne, a California nonprofit benefit corporation (hereinafter "La Verne") and Chino Valley Unified School District ("District"). La Verne and District may be referred to individually as "Party" or collectively as "Parties".

- A. La Verne operates a university in La Verne, California and is committed to educating and training students from throughout the region including communities served by the District.
- B. District operates a school District that prepares students in its community for college entrance and/or work placement; many of which go on to attend the University of La Verne.
- C. La Verne and District each believe that a formal relationship between them will enable each to enhance and expand their service to District's students through creation of a mechanism to increase the number of District students qualifying for admission into La Verne.
- D. The Parties desire to formalize their commitments to the creation and support of a college preparation program and guaranteed admission program (the "Program") in accordance with the terms and conditions set forth herein.

### Operative Provisions

1. **DISTRICT COMMITMENT.** The District agrees to provide all incoming ninth grade students beginning with the 2021-2022 school year with a rigorous program of studies and support, which will provide them an opportunity to meet the admission requirements for entrance into La Verne upon graduation from district without need for remedial courses. This agreement will be effective as of July 30, 2020. Working with La Verne, the following benchmarks will be used by the District:
  - Continuous enrollment in the District for four years.
  - Completion of all A-G coursework required by La Verne admission policies.
  - If not exempt, participation in and successful completion of the Early Assessment Program in their junior year (11<sup>th</sup> Grade) in Mathematics and English or successfully complete additional coursework designed to build the appropriate skills and knowledge as approved by La Verne.
  - Option of taking the SAT or ACT exam for applying students.
  - Submission of La Verne application or Common Application during the application filing period to be completed by February 1<sup>st</sup>.
  - Final transcripts, letter of recommendation, and optional SAT or ACT scores submitted by the specified deadlines.

- If admitted, submission of their confirmation/deposit form by the May 1<sup>st</sup> deadline of the year in which they are applying.

The District will support the attainment of these benchmarks with an enhanced program including the following:

- A clear statement of academic expectations to students, staff, parents, and community for 9<sup>th</sup> grade and each year thereafter.
- Additional approved 12<sup>th</sup> grade English course based on the Expository Reading and Writing course for students who do not receive an EPT status of "proficient".
- AVID (advancement via individual determination) opportunities for district students (if available at the school District).
- Clear criteria for identifying and supporting incoming 9<sup>th</sup> grade at-risk students.
- A systematic program of parent communication and education.
- Annual reports on the progress of each participating class.
- Frequent notification to students and parents of academic progress.
- On-going teacher, counselor, and parent training regarding La Verne's admission requirements and their role of facilitating students' application, admission, and enrollment at La Verne.
- Facilitation of the development and distribution of supplemental financial aid for participating students.

**2. LA VERNE COMMITMENT.** La Verne will provide a guarantee of admission to La Verne for graduating District twelfth grade students who:

- Meet the standard admission requirements of La Verne:
- A cumulative 9-12 weighted grade point average that is in accordance to the current term.
- Official final transcripts, letter of recommendation, and other required documents by the specified deadlines.
- Complete the online application process as well as read and agree to the expectations given.
- La Verne will waive the required application fee for District students.

In addition, La Verne will:

- Facilitate La Verne and District faculty dialogue regarding course expectations.
- Provide materials and information regarding La Verne's enrollment, attendance, and event data to be distributed by District and other feeder Districts.
- Work with District to communicate this guarantee to all students, staff, and community members.
- Share freshman course expectations with District counselors and administrators.
- Provide on-going La Verne admission and enrollment training for teachers, counselors and parents.

Revised June 22, 2020

- Assist and support District graduates at La Verne with structured programs designed to improve retention and completion rates.
- Facilitate financial aid and scholarship workshops for students and parents and distribute financial aid materials.
- Students that are admitted including (citizens, DACA students, and undocumented students), will receive a minimum scholarship in the amount of \$10,000 per year. U.S. citizens are encouraged to fill out the FAFSA application (Free Application for Federal Student Aid). DACA students are encouraged to complete the Dreamers Scholarship.
- Provide a scholarship for employees of District (See Appendix A). Scholarships will be awarded per enrollment in the program.
- Invite District, all families, and communities served by the District to participate in functions, programs, and events put on by the University that enrich and enhance the partnership and collaborative efforts of all parties.

**3. EMPLOYEE PARTNERSHIP AWARD.** As part of this Agreement, District employees, and spouses and domestic partners of employees, shall also receive an award that will be applied to their cost of tuition based on enrollment status with the University (see Appendix A for specific Award Level). This Partnership Award is applicable for all degree and credential programs offered by the University at the central campus and/or at the regional campuses with the exception of the following programs: traditional undergraduate program at the La Verne campus, the Physician Assistant program, programs offered through the College of Law, programs offered on military bases, and the non-degree Professional Development Courses; however, the University reserves the right to modify the eligible programs and offerings at any time. The Partnership Award is applied in the term in which the student has been officially admitted and employment verification is received by the University and is not retroactive to prior terms.

District employees must meet all admission requirements for the program and campus to which they are applying. Once an employee is admitted to a degree or credential program, the Award is valid for five years from the date of the initial official admission and verification of employment and under the condition that the student remains an active University student and is not required to apply for readmission due to a break in attendance as specified in the University's catalog. The Partnership Award applies only to tuition, and no fees applicable to the student will be discounted. This award cannot be combined with any other tuition award or University-funded grants or scholarships. The required employment documentation is described in Appendix C. The University reserves the right to modify the required documentation as necessary.

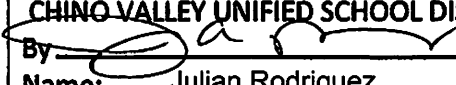
Revised June 22, 2020



The District agrees to provide opportunities for the University to publicize this Partnership Award program and the University's degree/credential offerings to the employees of the District in a manner the District shall deem appropriate, such as via emails, posters, brochures, information sessions, staff meetings, postings on internal website, and any other opportunities with the District as noted in Appendix D.

4. **REVIEW/AMENDMENT.** This Agreement becomes effective during the current University term/semester in which this document is signed by both Parties and is to remain in effect until it is modified or cancelled in writing by either institution with at least 60 days prior notice. Additionally, the Agreement will be reviewed every three years for necessary modifications.

This agreement is signed by the representatives of the University of La Verne and District.

LA VERNE	DISTRICT
UNIVERSITY OF LA VERNE	CHINO VALLEY UNIFIED SCHOOL DISTRICT
By: _____	By:  _____
Name: _____	Name: Julian Rodriguez
Title: _____	Title: Director of Secondary Curriculum
Date: _____	Date: 8/20/2020

## **APPENDIX A**

### **Scholarship/Partnership Award Amounts**

<b>Undergraduate</b>		
	<b>Half-Time</b>	<b>Full-Time</b>
<b>Term</b>		
Units to Qualify	4-7 Units	8+ Units
Amount of Award	\$400	\$800
<b>Semester</b>		
Units to Qualify	6-11 Units	12+ Units
Amount of Award	\$800	\$1200
<b>Teacher Education</b>		
<b>Term</b>		
Units to Qualify	4-7 Units	8+ Units
Amount of Award	\$400	\$800
<b>Semester</b>		
Units to Qualify	6 Units	12 Units
Amount of Award	\$800	\$1200
<b>Graduate (masters)</b>		
<b>Term</b>		
Units to Qualify	3-5 Units	6+ Units
Amount of Award	\$300	\$600
<b>Semester</b>		
Units to Qualify	5-8 Units	9+ Units
Amount of Award	\$600	\$900
<b>Psy D / Ed D</b>		
<b>Semester</b>		
Units to Qualify	5-8 Units	9+ Units
Amount of Award	\$600	\$900
<b>DPA</b>		
<b>Term</b>		
Units to Qualify	3-5 Units	6+ Units
Amount of Award	\$300	\$600

Revised June 22, 2020

## **APPENDIX B**

### **Scholarship/Partnership Award Amounts for Extended Learning**

<b>Partner Discount</b>	<b>Customer Code</b>
<b>15% off all programs on the Extended Learning site</b>	<b>FIFTEEN</b>

The University of La Verne's Extended Learning department provides professionals with access to quality certificate programs. Refer to our site at <https://laverne.edu/extendedlearning/>. Outlined below are a few of our programs. See website for more programs and details.

#### **PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAMS**

##### **HUMAN RESOURCES**

- SHRM California Employment Law Micro-Credential
- SHRM Essentials of Human Resource
- SHRM SCP/CP Human Resource Management

##### **SUPPLY CHAIN MANAGEMENT**

- APICS Certified in Production and Inventory Management (CPIM)
- APICS Certified in Logistics, Transportation and Distribution (CLTD)
- APICS Certified Supply Chain Professional (CSCP)

##### **PROJECT MANAGEMENT**

- Project Management Professional (PMP)
- Scrum Master Certified (SMC)
- Agile Certified Practitioner (ACP)

Revised June 22, 2020

- Event and Wedding Planning
- Construction Management

#### **SIX SIGMA**

- Lean Six Sigma Green Belt
- Lean Six Sigma Black Belt

#### **IT/DATA MANAGEMENT**

- AWS (Amazon Web Services) Cloud Computing Architecture

#### **MEDICAL**

- AAPC Certified Professional Medical Coder (CPC)
- AAPC Certified Professional Medical Biller (CPB)

#### **MARKETING/BUSINESS DEVELOPMENT**

- Digital Marketing
- Leadership Development

Revised June 22, 2020

## **Appendix C**

### **Employee Documentation**

Proof of District employment can be documented in the following ways:

- Provide a letter on District letterhead from the Human Resources Department or from the employee's supervisor that verifies current District employment, or,
- Provide a copy of a current pay stub that lists the District's name, the name of the employee, address of the employee, and the date of the pay period. All financial information applicable to the employee should be redacted.

### **Spouses or Registered Domestic Partners Documentation**

#### **Spouses:**

- To receive a Partnership Award for a spouse, the employee must provide a letter/email indicating the name of his/her spouse and,
- A driver's license or state identification card which indicates that he/she has the same last name as the employee and resides at the same residence.
- If the above information does not match, a copy of their marriage certificate is required.

#### **Domestic Partners:**

- To receive a Partnership Award for a domestic partner, the employee must provide a letter/email indicating the name of his/her domestic partner and,
- Provide proof of being a registered domestic partner in the State of California or any other State.

#### **Student Status of Employee:**

If the employee is not currently a La Verne student, employment documentation as described above must be provided and included with the spouse/domestic partner documentation. In addition, proof of address for the employee must be provided in the form of a driver's license, state identification card or a paycheck stub, and it must match the address of the spouse.

Revised June 22, 2020

## APPENDIX D

The students/employees of the District will receive a Scholarship or Partnership Award applied to cost of tuition according to the terms of this document provided the District implements opportunities to promote the University's programs as noted below:

Activity Selected	ACTIVITY	DATE, POPULATION or DESCRIPTION OF EVENT (If necessary)
Yes____ No____	La Verne Posters in all District departments and teachers' lounges (required)	All District sites - Posters delivered to District by La Verne.
Yes____ No____	Email – sent by District announcing partnership. (4 emails per year or as specified)	
Yes____ No____	La Verne flyers distributed to District at La Verne's expense. <u>Frequency</u> : X times a year (Approved by District in advance)	
Yes____ No____	Web Links (Partnership information posted on District HR website)	
Yes____ No____	Onsite Information Sessions – Coordinated with District in advance	
Yes____ No____	Table Top Displays (lobby, lunch area, etc.)	

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 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: MEMORANDUM OF UNDERSTANDING BETWEEN THE  
CALIFORNIA PARTNERSHIP FOR ACHIEVING STUDENT  
SUCCESS PLUS AND CHINO VALLEY UNIFIED SCHOOL  
DISTRICT**

=====

**BACKGROUND**

This Memorandum of Understanding sets forth the terms and conditions by which the California Partnership for Achieving Student Success (Cal-PASS Plus) collects, analyzes, and shares student academic performance data among educational institutions that are Cal-PASS members.

The Cal-PASS Plus program works in conjunction with the California Career Technical Education Incentive Grant and K-12 Strong Workforce Programs to create, support, and expand high-quality career technical education programs at the K-12 level, and increase the transition from secondary to post-secondary and careers, with an emphasis on a collaborative approach between the K-12 and community college systems.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Memorandum of Understanding between the California Partnership for Achieving Student Success Plus and Chino Valley Unified School District.

**FISCAL IMPACT**

District expenditures will be reimbursed through the Baldy View Regional Occupational Program.

NE:GP:JAR:lar



## CALIFORNIA PARTNERSHIP FOR ACHIEVING STUDENT SUCCESS

### MEMBER INSTITUTION MEMORANDUM OF UNDERSTANDING

In signing this Memorandum of Understanding (“MOU”),  
[Institution Name] Chino Valley Unified School District (“Institution”) agrees  
become a member institution of the California Partnership for Achieving Student Success (“Cal-  
Pass Plus”) and to be bound by all terms and conditions of this MOU.

#### RECITAL

A. Cal-PASS Plus is a program conducted by Education Results Partnership, Inc., a California nonprofit public benefit corporation (“ERP”) together with San Joaquin Delta College (“SJDC”) and the California Community Colleges Chancellor’s Office (“CCCCO”). Cal-PASS Plus collects, analyzes, and shares student data with educational institutions who have agreed to become part of Cal-PASS Plus by entering into a memorandum of understanding (“Cal-PASS Plus Members”). Cal-PASS Plus collects, analyzes and shares student data among Cal-PASS Plus Members in order to track performance and improve student outcomes from pre-K through 12<sup>th</sup> grade, and through college and the workplace. Cal-PASS Plus services are provided without fees or cost to Cal-PASS Plus Members. Data sharing also assist educational institutions to meet compliance reporting requirements and to assist organizations with the research necessary to increase knowledge and collaboration among educational institutions. To that end, Cal-PASS Plus will coordinate the process of Cal-PASS Plus Members sharing academic performance data concerning students who have attended or who are attending their institutions by facilitating the transfer of data between Cal-PASS Plus Members in a manner consistent with FERPA, other applicable federal and California state laws and regulations, local regulations, and best practices and guidelines.

B. Cal-PASS Plus is designed to improve transitions and success across educational segments. Cal-PASS Plus Members may use data provided by Cal-PASS Plus to develop, implement, and assess interventions to improve instruction, and also to identify higher performing institutions and programs to support collaboration and peer-to-peer sharing of best practices. Institution-based, multi-segmental work groups (also known as Regional Learning Councils, or RLC’s) are the preferred venues for Cal-PASS Plus participation.

C. In entering into this MOU, Institution accepts and agrees to abide by all MOU terms and conditions, elects to become a Cal-PASS Plus Member, and to actively engage in data sharing with Cal-PASS Plus and the other Cal-PASS Plus Members.

THEREFORE, the Institution agrees to the following terms of this MOU:



## **ARTICLE 1. DEFINITIONS**

As used in this Agreement, the following terms have the meanings as specified below:

**“Cal-PASS Plus Parties”** shall have the meaning assigned to such term in Article 2.

**“Cal-PASS Plus”** shall have the meaning assigned to such term in the first paragraph of this MOU.

**“Cal-PASS Plus Data”** means the data elements that are defined in the Data Element Dictionary as may be amended by Cal-PASS Plus from time to time and which data elements have been provided to Cal-PASS Plus.

**“Cal-PASS Plus Members”** shall have the meaning assigned to such term in Recital A.

**“CCCCO”** shall have the meaning assigned to such term in Recital A.

**“ERP”** shall have the meaning assigned to such term in Recital A.

**“FERPA”** shall mean the Family Education Rights and Privacy Act of 1974.

**“Institution”** shall have the meaning assigned to such term in the first paragraph of this MOU.

**“MOU”** shall have the meaning assigned to such term in the first paragraph of this MOU.

**“MOU Addenda”** shall have the meaning assigned to such term in Section 2.

**“Partner Organizations”** shall mean ERP, SJDC and CCCCCO.

**“SJDC”** shall have the meaning assigned to such term in Recital A.

**“Termination Event”** shall mean (a) a material breach of this MOU by Institution; (b) any act by Institution exposing the Cal-PASS Plus, any Partner Organization or any other Cal-PASS Plus Party to liability for personal injury or property damage; or (c) Institution confirms its insolvency or is adjudged a bankrupt, or assumes negative fiscal status; Institution makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Institution’s insolvency.

## **ARTICLE 2. PURPOSE OF CAL-PASS PLUS AND MOU**

It is the role of Cal-PASS Plus to create the mechanisms and procedures by which CAL-PASS Plus Members, ERP, SJDC and CCCCCO (collectively, **“Cal-PASS Plus”**) share, store, compare, analyse and disseminate academic performance data and research obtained through the analysis of such data, concerning students who have attended or who are attending Cal-PASS Plus Member institutions by facilitating the transfer of data between Cal-PASS Plus Parties in a manner

consistent with all federal, state and local laws and regulations including, without limitation, FERPA, and best practices and guidelines within this industry.

The purpose of this MOU is to provide the terms and conditions by which Cal-PASS Plus Parties agree to share and use such data. The Cal-PASS Plus Parties may enter into one or more addenda or amendment outlining additional terms, conditions, roles or obligations with respect to the operation of Cal-PASS Plus ("MOU Addenda"). Each MOU Addenda shall be binding on the Cal-PASS Plus Member upon its execution of the MOU Addenda and shall, upon such execution, form a part of this Agreement and its terms shall be fully incorporated herein as though fully set forth in this Agreement.

Institution acknowledges that performance of its obligations under this MOU may require frequent and timely exchanges of information between one or more of the Cal-PASS Plus Parties. Cal-PASS Plus' ability to execute the Cal-PASS Plus program is conditioned upon timely receipt of necessary information from Institution, provided that Cal-PASS Plus provides Institution with reasonable advance notice of the need for such information and the date by which such information is required.

### **ARTICLE 3. DATA SHARING**

Institution shall provide to Cal-PASS Plus the Cal-PASS Plus Data as required of Institution by the Cal-PASS Plus administrator. Said Cal-PASS Plus Data shall be provided in the manner and form as specified by the administrators of Cal-PASS Plus. Cal-PASS Plus Data shall be used by Cal-PASS Plus Parties consistent with the terms and conditions of this MOU.

Occasionally, requests may be made from researchers or research institutions for data aggregated in a particular manner. Cal-PASS Plus may, from time to time at its discretion, provide aggregated and anonymous data based on the data received from Cal-PASS Plus Parties to researchers or research institutions for analysis and research concerning the improvement of academic instruction and student outcomes. Cal-PASS Plus agrees to share the data in a manner consistent with the FERPA guidelines, ensuring the confidentiality of records.

Institution understands that, in order to conduct the Cal-PASS Plus Program, it may be necessary for Cal-PASS Plus and/or its Partner Organizations to share Cal-PASS Plus Data with such third parties as it deems necessary or appropriate to conduct Cal-PASS Plus provided, however, that the third party has agreed in writing to maintain the confidentiality obligations, including compliance with FERPA, as each of the Cal-PASS Plus Parties are required to do under this MOU.

In addition, Cal-PASS Plus shall have the ability to display summary-level reports of Cal-PASS Plus Data on the publicly accessible Cal-PASS website.

#### **A. Confidentiality and Security of Data**

All Cal-PASS Plus Parties shall maintain the confidentiality of any and all student data exchanged by each as a part of this MOU and Cal-PASS Plus. In accepting, maintaining and sharing Cal-PASS Plus Data, all Cal-PASS Plus Parties shall comply with all federal, state and local laws and regulations including, without limitation, FERPA. The requirements under this paragraph shall survive the termination or expiration of this MOU or any subsequent agreement intended to supersede this MOU.

To ensure the continued confidentiality and security of the student data processed, stored, or transmitted under this MOU, each Cal-PASS Plus Party shall establish a system of safeguards that will, in all respects, comply with all federal, state and local laws and regulations including, without limitation, FERPA and other privacy protection laws and regulations. Specifically:

1. Institution, to the extent it is an education institution collecting educational records of its students, understands that it may not disclose educational records without written consent from the parent or eligible student, except to the following parties under the following conditions: school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting research or studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific State law.

2. For the purposes of this MOU, Institution acknowledges and agrees that Cal-PASS Plus is considered an organization conducting research and other services on behalf of Institution.

3. Institution will not use Cal-PASS Plus Data received through Cal-PASS Plus for any purpose other than that specifically allowed under the terms of this MOU.

4. This MOU does not allow Institution (or its subcontractors) to disclose Cal-PASS Plus Data to any other third parties except as set forth under this MOU or in limited circumstances permitted under FERPA.

5. To ensure the continued confidentiality and security of the Cal-PASS Plus Data, stored, or transmitted under this MOU, Institution shall assume responsibility of data received and will employ industry best practices, both technically and procedurally, to protect data from unauthorized physical and electronic access.

6. To ensure the continued confidentiality and security of the student data processed, stored, or transmitted under this MOU, Institution shall establish, implement, and maintain policies, procedures, and systems that ensure all Cal-PASS Plus Data is kept in secured facilities and access to such records is limited to personnel who are authorized to have access to said data.

7. All staff of Institution involved in the handling, transmittal, and/or processing of Cal-PASS Plus Data provided under this MOU will be required to execute a confidentiality

agreement requiring said personnel to maintain the confidentiality of all student related personally identifiable information.

8. To ensure the continued confidentiality and security of Cal-PASS Plus Data, stored, or transmitted under this MOU, Institution shall establish, implement, and maintain policies, procedures, and systems shall require the use of appropriate safeguards, including secure passwords to access databases used to process, store, or transmit Cal-PASS Plus Data provided under this MOU.

9. Institution will establish, implement, and maintain internal procedures, systems, and safeguards: to maintain the integrity of their systems and secure databases used to process, store, or transmit Cal-PASS Plus Data provided under this MOU, and to maintain the Cal-PASS Plus Data in a secure manner that prevents the interception, diversion, or other unauthorized access to said data.

10. Institution shall ensure that any and all disclosures of Cal-PASS Plus Data comply with all provisions of FERPA and other applicable federal and California state laws and regulations relating to the privacy rights of students, such as but not limited to, the Information Practices Act and the California Public Records Act.

11. Institution shall immediately notify Cal-PASS Plus in the event the security, confidentiality, or integrity of the Cal-PASS Plus Data exchanged is, or is reasonably believed to have been, compromised. Notification will take place within 24 hours of discovery.

12. Exchange of data between Cal-PASS Plus Parties and/or third party contractors is subject to the requirements outlined in this MOU. Cal-PASS Plus Parties may subcontract to assist in performing the Roles and Responsibilities hereunder.

## **B. Method of Transfer**

Cal-PASS Plus will employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access during transfer. Typical secure methods of transfer include Secure File Transfer Protocol (SFTP), Secure HTTPS transfer or via encrypted physical media. Any other transfer methods employed and the procedures utilized by Institution to protect the data provided under this agreement are the responsibility of the Institution but are subject to review and approval by the administrators of Cal-PASS Plus.

### **C. Disposition of Data**

Any Cal-PASS Plus Data received pursuant to this Agreement shall be one way encrypted, stripped of personally identifiable information and the primary source data will be archived securely, detached from all Internet connected devices, and only accessible to the administrators of Cal-PASS Plus authorized staff.

### **ARTICLE 4. INDEMNIFICATION**

Institution shall defend, indemnify, and hold harmless each of the other Cal-PASS Plus Parties and their affiliates, respective officers, directors, shareholders, members, employees, agents, attorneys, representatives and their respective successors and permitted assigns from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind (including reasonable attorneys' fees and costs) arising out of or resulting from: (a) any misrepresentations made or factually incorrect information provided willfully or negligently by Institution to another Cal-PASS Plus Party; (b) Institutions' noncompliance with any federal, state or local law, statute, rule, or regulation; (c) Institution's breach of any term or condition of this MOU; or (d) the negligent or intentional acts or omissions of Institution.

### **ARTICLE 5. ENTIRE AGREEMENT**

This MOU states the entire agreement between the Cal-PASS Plus Parties with respect to its subject matter and supersedes any previous and contemporaneous or oral representations, statements, negotiations, or agreements.

### **ARTICLE 6. REPRESENTATIONS AND WARRANTIES**

Institution represents and warrants that:

- 1) The person signing this MOU on behalf of Institution represents and warrants that he or she has authority to sign on behalf and to bind such party.
- 2) Institution represents that it has the right and power to authorize participation in Cal-PASS Plus and to undertake its obligations as set forth in this Agreement.
- 3) The execution of this MOU by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary actions.
- 4) In performing its obligations under this MOU, Institution will comply with all applicable federal, state and local, laws, rules and regulations.
- 5) Institution shall not knowingly provide to Cal-PASS Plus, Cal-PASS Plus Data that is false or inaccurate.

### **ARTICLE 7. ASSIGNMENT**

Institution may not assign their rights, duties, or obligations under this MOU, either in whole or in part, without the prior written consent of Cal-PASS Plus.

## **ARTICLE 8. SEVERABILITY**

Each term or provision of this MOU shall be valid and enforced as written to the full extent permitted by law. If any provision of this MOU is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this MOU, such provision shall be fully severable. This MOU shall remain in full force and effect, unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this MOU.

## **ARTICLE 9. WAIVER**

Waiver by any signatory to this MOU of any breach of any provision of this MOU or warranty of representation set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this MOU shall not operate as a waiver of such right. All rights and remedies provided for in this MOU are cumulative.

## **ARTICLE 10. MODIFICATION AND AMENDMENTS**

Except for the Data Element Dictionary, this MOU may only be amended, modified or supplemented by an agreement in writing signed by authorized representatives of the Institution. The Data Element Dictionary may be amended by Cal-PASS Program from time to time by providing Institution with thirty (30) days prior written notice of any such amendment.

## **ARTICLE 11. TERM**

This MOU shall be in effect with respect to Institution upon its execution of this MOU and will remain in effect until terminated in accordance with Article 12.

## **ARTICLE 12. TERMINATION**

Institution, may terminate this MOU and, as a result, its participation in Cal-PASS Plus, by providing Cal-PASS Plus thirty (30) days' written notice. Notice shall be deemed given upon Cal-PASS Plus' actual receipt of the written notice. However, termination of Institution will have no force or effect on the rights and responsibilities as to the remaining Cal-PASS Plus Parties.

A Partner Organization will notify in writing Cal-PASS Plus in the event it decides to terminate its participation in Cal-PASS Plus. This MOU shall also immediately terminate in the event of the termination or cancellation of Cal-PASS Plus as a program.

The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to Cal-PASS Plus at law or equity. Written notice by Cal-PASS Plus shall be deemed given when received by Institution.

## **ARTICLE 13. JOINDER OF OTHER CAL-PASS PLUS PARTIES**

Cal-PASS Plus Parties agree that any school district, county office of education, community college district, WASC accredited public or private four-year college or university located in California or other educational organization whose purpose is to improve student success, may

become a party to this MOU by executing a counterpart of this MOU in form substantially similar hereto.

#### ARTICLE 14. EXECUTION AND DELIVERY OF MOU

A signed copy of this MOU delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this MOU. In executing and returning a signed copy of this MOU, the "Authorized Officer" represents and warrants that he or she has all requisite power and authority to execute and deliver this MOU, all necessary approvals for the execution and delivery of this MOU on behalf of the Institution has been obtained.

Authorized Officer Signature: \_\_\_\_\_

Date: August 20, 2020

Institution Name: Chino Valley Unified School District

Print Name: Julian Rodriguez

Title: Director of Secondary Curriculum

Phone: 909)628-1201 x 1630 Email: julian\_rodriguez@chino.k12.ca.us

#### MOU Submission

This MOU may be signed and completed via Echosign by visiting this URL [<https://www.calpassplus.org/CalPASS/Join/NewMou.aspx>], by e-mail to [[dmoynihn@edresults.org](mailto:dmoynihn@edresults.org)] or by US Mail addressed as follows:

Educational Results Partnership  
Attn: Cal-PASS Plus  
428 J Street, Suite 320  
Sacramento, CA 95814

*If you choose to limit the institutions with which you share data, contact Cal-PASS Plus for assistance.*

## APPENDIX D

The students/employees of the District will receive a Scholarship or Partnership Award applied to cost of tuition according to the terms of this document provided the District implements opportunities to promote the University's programs as noted below:

Activity Selected	ACTIVITY	DATE, POPULATION or DESCRIPTION OF EVENT (If necessary)
Yes____	La Verne Posters in all District departments and teachers' lounges (required)	All District sites - Posters delivered to District by La Verne.
Yes____ No____	Email – sent by District announcing partnership. (4 emails per year or as specified)	
Yes____ No____	La Verne flyers distributed to District at La Verne's expense. Frequency: X times a year (Approved by District in advance)	
Yes____ No____	Web Links (Partnership information posted on District HR website)	
Yes____ No____	Onsite Information Sessions – Coordinated with District in advance	
Yes____ No____	Table Top Displays (lobby, lunch area, etc.)	

Revised June 22, 2020



## **CHINO VALLEY UNIFIED SCHOOL DISTRICT**

### **Our Motto:**

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

**DATE:** August 20, 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 21<sup>st</sup> 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 item was presented to the Board of Education on July 16, 2020, for information. It was also presented to the Curriculum Council and A.C.T. has been consulted.

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 the Library Science course.

### **FISCAL IMPACT**

None.

# Chino Valley Unified School District

## High School Course Description

A. CONTACTS	
<b>1. School/District Information:</b>	School/District: Chino Valley Unified School District Street Address: 5130 Riverside Dr., Chino, CA 91710 Phone: (909) 628-1201 Website: chino.k12.ca.us
<b>2. Course Contact:</b>	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	
<b>1. Course Title:</b>	<del>Library Science</del> CTE LIBRARY SCIENCE 1
<b>2. Transcript Title/Abbreviation:</b>	Library Science
<b>3. Transcript Course Code/Number:</b>	C5950
<b>4. Seeking Honors Distinction:</b>	No
<b>5. Subject Area/Category:</b>	Meets UC/CSU "g" general elective requirement
<b>6. Grade Level(s):</b>	9-12
<b>7. Unit Value:</b>	<del>5 credits per semester</del> 10 CREDITS/5 CREDITS PER SEMESTER
<b>8. Course Previously Approved by UC:</b>	No
<b>9. Classified as a Career Technical Education Course:</b>	Yes
<b>10. Modeled after an UC-approved course:</b>	No
<b>11. Repeatable for Credit:</b>	Yes; for a maximum of 10 credits NO
<b>12. Date of Board Approval:</b>	May 27, 1980
<b>Date of Revision Approval:</b>	June 14, 2018
<b>13. Brief Course Description:</b> <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>	
<b>14. Prerequisites:</b>	Cumulative GPA of 2.0 or higher
<b>15. Context for Course:</b> <p>The <del>Library Science</del> 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 21<sup>st</sup> 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 21<sup>st</sup> 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

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 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.

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## 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

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- 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.

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### 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.



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- 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.



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- 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).

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- 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.

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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.

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- 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:** August 20, 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 21<sup>st</sup> 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 item was presented to the Board of Education on July 16, 2020, for information. It was also presented to the Curriculum Council and A.C.T. has been consulted.

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the new course CTE Library Science 2.

### **FISCAL IMPACT**

None.

# Chino Valley Unified School District

## High School Course Description

A. CONTACTS	
<b>1. School/District Information:</b>	School/District: Chino Valley Unified School District Street Address: 5130 Riverside Dr., Chino, CA 91710 Phone: (909) 628-1201 Website: chino.k12.ca.us
<b>2. Course Contact:</b>	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	
<b>1. Course Title:</b>	CTE Library Science 2
<b>2. Transcript Title/Abbreviation:</b>	Library Sci 2
<b>3. Transcript Course Code/Number:</b>	C5958
<b>4. Seeking Honors Distinction:</b>	No
<b>5. Subject Area/Category:</b>	Meets UC/CSU "g" general elective requirement
<b>6. Grade Level(s):</b>	10-12
<b>7. Unit Value:</b>	5 credits per semester/10 credits total
<b>8. Course Previously Approved by UC:</b>	No
<b>9. Classified as a Career Technical Education Course:</b>	Yes
<b>10. Modeled after an UC-approved course:</b>	No
<b>11. Repeatable for Credit:</b>	No
<b>12. Date of Board Approval:</b>	
<b>13. Brief Course Description:</b> 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.	
<b>14. Prerequisites:</b>	Completed 2 semesters or 1-year CTE Library Science 1 with a C- or higher
<b>15. Context for Course:</b> 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.	
<b>16. History of Course Development:</b> 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 <sup>st</sup> 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.	
<b>17. Textbooks:</b>	None
<b>18. Supplemental Instructional Materials:</b>	Library media including digital resources, cloud-based software, and research databases.

# Chino Valley Unified School District

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### 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 21<sup>st</sup> 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

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### 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.



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### 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.

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- 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

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- 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.

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- 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.

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- 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.

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- 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

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#### **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:** August 20, 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**

\$200,422,668.62 to all District funding sources.

NE:GJS:AGH:pw



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** August 20, 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**

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**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

As indicated.

NE:GJS:AGH:pw

<b>BUSINESS SERVICES</b>	<b>FISCAL IMPACT</b>
<b>B-2021-006 Pixel Peripherals Services.</b> To provide annual service agreement renewal for perfect binder. Submitted by: Printing, Graphics, and Mail Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$6,400.00  Funding source: General Fund
<b>B-2021-007 Adobe Inc.</b> To provide subscription renewal for stock images. Submitted by: Printing, Graphics, and Mail Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$959.88  Funding source: General Fund
<b>B-2021-008 EMS LINQ, Inc.</b> To provide annual renewal for website and menu services. Submitted by: Nutrition Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$695.00  Funding source: Nutrition Services
<b>B-2021-009 Food Safety Systems.</b> To provide annual renewal for food service safety and sanitation program. Submitted by: Nutrition Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$71,280.00  Funding source: Nutrition Services
<b>B-2021-010 Harris School Solutions.</b> To provide annual software license renewal for eTriton. Submitted by: Nutrition Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$54,392.48  Funding source: Nutrition Services
<b>B-2021-011 Image One Corporation.</b> To provide annual software license renewal for RocketScan-Meal applications and web hosting. Submitted by: Nutrition Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$5,831.24  Funding source: Nutrition Services
<b>B-2021-012 Sage Software.</b> To provide annual renewal for accounting software. Submitted by: Nutrition Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$1,259.95  Funding source: Nutrition Services
<b>B-2021-013 Health-e Pro.</b> To provide annual software license renewal for Health-e meal planner administrative. Submitted by: Nutrition Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$3,792.00  Funding source: Nutrition Services
<b>B-2021-014 E-Control Systems, Inc.</b> To provide annual software license renewal for E-Control systems temperature monitoring systems. Submitted by: Nutrition Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$5,250.00  Funding source: Nutrition Services

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-2021-105 Illuminate Education, Inc.</b> To provide renewal of on-site professional development for elementary, secondary, and tier 3 assessments. Submitted by: Assessment and Instructional Technology Duration of Agreement: July 31, 2020 - July 31, 2021	Contract amount: \$17,000.00  Funding source: Low Performing Block Grant
<b>CIIS-2021-106 City of Chino.</b> To provide annual renewal for contracted services for Model Smoking Prevention, Project Alert, Project Booster, Smokeless Saturday School, Smoking Cessation, and Tobacco Advocacy. Submitted by: Health Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$59,462.81  Funding source: TUPE Grant

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-2021-107 Amplified IT, LLC.</b> To provide G Suite Enterprise - Google services. Submitted by: Technology Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$68,400.00  Funding source: Low Performing Block Grant
<b>CIIS-2021-108 Seesaw Learning, Inc.</b> To provide annual student license to access Seesaw software. Submitted by: Rhodes ES Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$687.50  Funding source: School Site Budget
<b>CIIS-2021-109 Edpuzzle, Inc.</b> To provide annual teacher license to access Edpuzzle software. Submitted by: Rhodes ES Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$1,140.00  Funding source: School Site Budget
<b>CIIS-2021-110 Edumetrisis, LLC.</b> To provide annual license renewal for Behavior Intervention Monitoring Assessment System BIMAS. Submitted by: Special Education Duration of Agreement: August 1, 2020 - August 1, 2021	Contract amount: \$2,600.00  Funding source: Special Education
<b>CIIS-2021-111 Society of Health and Physical Educators dba Shape America.</b> To provide online testing materials for adaptive physical education. Submitted by: Special Education Duration of Agreement: August 21, 2020 - August 21, 2021	Contract amount: \$1,500.00  Funding source: Special Education
<b>CIIS-2021-112 Riverside Insights.</b> To provide annual renewal for online scoring materials. Submitted by: Special Education Duration of Agreement: August 21, 2020 - August 21, 2021	Contract amount: None  Funding source: None
<b>CIIS-2021-114 City of Chino.</b> To provide school-based counseling for elementary and high school students. Submitted by: Health Services Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$89,250.00  Funding source: LEA
<b>CIIS-2021-115 IXL Learning, Inc.</b> To provide annual site license renewal for math and ELA for grades 7-8. Submitted by: Townsend JHS Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$13,500.00  Funding source: General Fund
<b>CIIS-2021-116 Project Lead the Way, Inc.</b> To provide annual renewal for Gateway participation fee. Submitted by: Townsend JHS Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$950.00  Funding source: General Fund
<b>CIIS-2021-117 Applied Educational Systems, Inc.</b> To provide annual software license renewal for Business & ITCenter21. Submitted by: Townsend JHS Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$799.00  Funding source: General Fund
<b>CIIS-2021-118 Accelerate Learning, Inc.</b> To provide annual renewal for Next Generation Science Standards and state-aligned curriculum online software. Submitted by: Townsend JHS Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$583.10  Funding source: General Fund

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-2021-119 Core Essentials.</b> To provide annual K-5 Core subscription software license for monthly value word and definition. Submitted by: Country Springs ES Duration of Agreement: August 21, 2020 - June 30, 2021	Contract amount: \$195.00  Funding source: General Fund
<b>CIIS-2021-120 Regents of the University of California at Irvine (Irvine Math Project).</b> To provide math professional development and materials. Submitted by: Newman ES Duration of Agreement: May 4, 2020 - June 30, 2021	Contract amount: \$40,359.00  Funding source: Title I
<b>CIIS-2021-121 HopSkipDrive, Inc.</b> To provide transportation services for homeless students. Submitted by: Health Services/McKinney-Vento CARE program Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$10,000.00  Funding source: Title I
<b>CIIS-2021-122 Pear Deck.</b> To provide annual site license for Pear Deck technology. Submitted by: Newman ES Duration of Agreement: August 1, 2020 - July 31, 2021	Contract amount: \$2,100.00  Funding source: Title I
<b>CIIS-2021-123 Kuta Software LLC</b> To provide annual software license renewal for Kuta Works. Submitted by: Chino HS Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$480.00  Funding source: Title I

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<b>F-2021-034 Soft Touch Car Wash.</b> To provide cleaning of District vehicles. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet  Funding source: General Fund
<b>F-2021-035 Zonar Systems, Inc.</b> To provide annual software renewal for Parkway and ZPASS Service. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$50,000.00  Funding source: General Fund
<b>F-2021-036 A and A Fleet Painting, Inc. dba The Paint Department.</b> To provide off-site painting repairs for District vehicles and buses. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$75,000.00  Funding source: General Fund
<b>F-2021-037 EarlyBird Extermination, Inc.</b> To provide insect, rodent, and weed control/prevention services. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet  Funding source: General Fund
<b>F-2021-038 Time &amp; Alarm Systems.</b> To provide software and support for the security alarm system. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$1,225.00  Funding source: General Fund
<b>F-2021-039 Cummins Sales and Services.</b> To provide annual software renewal for INSITE fleet diagnostics and training. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$720.00  Funding source: General Fund

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<b>F-2021-040 Tesla, Inc.</b> To provide control and dispatch of District solar systems in connection with California Independent System Operator's and Demand Response Auction Mechanism program. Submitted by: Facilities, Planning, and Operations Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Approximately \$53,000.00 annual income to the District  Funding source: None
<b>F-2021-041 George &amp; Elizabeth Gonzales.</b> To provide weed and brush abatement services. Submitted by: Maintenance, Operations, and Construction Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet  Funding source: General Fund
<b>F-2021-042 American Power Wash.</b> To provide washing of District buses and vehicles. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet  Funding source: General Fund
<b>F-2021-043 KU Champions LLC.</b> To provide before and/or after school and summer enrichment program for District students at Eagle Canyon ES. Submitted by: Facilities, Planning, and Operations Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Approximately \$15,000.00 annual income to the District  Funding source: None

<b>HUMAN RESOURCES</b>	<b>FISCAL IMPACT</b>
<b>HR-2021-006 CODESP.</b> To provide online employment, selection materials, and training presentations for member public agencies. Submitted by: Human Resources Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet  Funding source: General Fund
<b>HR-2021-007 Thompson &amp; Colegate LLP.</b> To provide legal services. Submitted by: Risk Management Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$10,000.00  Funding source: General Fund
<b>HR-2021-008 San Joaquin County of Education.</b> To provide annual Edjoin account service agreement renewal for 2020/2021. Submitted by: Human Resources Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$3,987.30  Funding source: General Fund
<b>HR-2021-009 Concentra Medical Centers.</b> To provide pre-employment and fitness for duty physicals. Submitted by: Human Resources Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: Per rate sheet  Funding source: General Fund
<b>HR-2021-010 All City Management Services, Inc.</b> To provide crossing guard services - Chino Consortium. Submitted by: Risk Management Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$413,777.00  Funding source: General Fund
<b>HR-2021-011 All City Management Services, Inc.</b> To provide crossing guard services - District. Submitted by: Risk Management Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$49,161.60  Funding source: General Fund
<b>HR-2021-012 City of Chino Hills.</b> To provide school resource officers at Ayala HS and Chino Hills HS. Submitted by: Risk Management Duration of Agreement: July 1, 2020 - June 30, 2021	Contract amount: \$278,801.50  Funding source: General Fund

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<b>Bid 19-20-26F Prep &amp; Save LLC.</b> To provide emergency preparedness classroom supply kits. Submitted by: Risk Management Duration of Agreement: February 7, 2020 - June 30, 2020 Original Agreement Board Approved: February 6, 2020	Extend contract end date to December 31, 2020  Contract amount: \$300,968.00  Funding source: General Fund
<b>CIIS-1920-048 Pivot Learning Partners.</b> To provide continued professional development for District administrators. Submitted by: Curriculum, Instruction, Innovation, and Support Duration of Agreement: July 1, 2019 - June 30, 2020 Original Agreement Board Approved: June 6, 2019	Extend contract end date to June 30, 2021  Contract amount: \$89,570.00  Funding source: Title II
<b>CIIS-2021-036 Florida Virtual School.</b> To provide online software licenses for Calculus AB/BC/Honors/Liberal Arts Math. Submitted by: Alternative Education Center Duration of Agreement: July 1, 2020 - June 30, 2021 Original Agreement Board Approved: June 4, 2020	Contract amount: Increase from \$3,374.00 to \$3,889.00 to add additional online software license  Funding source: School Site Budget
<b>F-1112-034-M5 Mobile Modular Management Corp.</b> To provide one 24x40 portable classroom at Chino HS. Submitted by: Facilities, Planning, and Operations Duration of Agreement: July 14, 2020 - July 8, 2021 Original Agreement Board Approved: June 26, 2014	Extend agreement for one additional year through July 8, 2021  Contract amount: \$8,616.00  Funding Source: Capital Facilities
<b>F-1819-015 TYR, Inc.</b> To provide master contract for DSA project inspection services. Submitted by: Facilities, Planning, and Operations Duration of Agreement: October 5, 2019 - June 30, 2021 Original Agreement Board Approved: October 5, 2018	Contract amount: Increase hourly DSA Class I rate from \$90.00 to \$93.00; DSA Class II from \$81.50 to \$86.00; and DSA Class III from \$77.50 to \$81.00  Funding source: Various
<b>F-1920-026 Class Leasing, LLC (Rhodes).</b> To provide lease for three 24'x40' portable classroom buildings at Rhodes ES. Submitted by: Facilities, Planning, and Operations Duration of Agreement: September 1, 2019 - August 31, 2024 Original Agreement Board Approved: August 15, 2019	Contract amount: Increase from \$12,000.00 to \$60,000.00  Funding source: Capital Facilities
<b>F-2021-031 H &amp; K Charter Co., Inc.</b> To provide charter bus services. Submitted by: Transportation Duration of Agreement: July 1, 2020 - June 30, 2021 Original Agreement Board Approved: July 16, 2020	Change name to H & L Charter Co., Inc.  Contract amount: Per rate sheet  Funding Source: General Fund

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**DATE:** August 20, 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. Items not picked up for public auction may be sold through a private sale, donated to charitable organization or disposed of in the local public dump in accordance with Education Code Section 17546.

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

Increase to the General Fund from proceeds of sale.

NE:GJS:pw

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

August 20, 2020

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Corner Table			Supts. Office
Tablet	One Touch	45146	Nutrition Services
Tablet	One Touch	45154	Nutrition Services
Tablet	One Touch	45155	Nutrition Services
Tablet	One Touch	45141	Nutrition Services
Tablet	One Touch	45166	Nutrition Services
Tablet	One Touch	45160	Nutrition Services
Tablet	One Touch	45159	Nutrition Services
Tablet	One Touch	45349	Nutrition Services
Tablet	One Touch	45138	Nutrition Services
Tablet	One Touch	45348	Nutrition Services
Tablet	One Touch	45167	Nutrition Services
TV	G.E.	QQ096218	Butterfield Ranch ES
TV	Samsung	13035	Butterfield Ranch ES
File Cabinets (10)			Country Springs ES
Bookshelves (10)			Country Springs ES
Sofas (5)			Country Springs ES
Student Desks (70)			Dickson ES
Student Chairs (70)			Dickson ES
Computer Tables (3)			Rhodes ES
Student Chairs (30)			Rhodes ES
Keyboard	Dell	CN0644G3L030085B1RE3A03	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196NOB6Y	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N0E16	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N07RT	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N0C26	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N0B4D	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813C80C7YA01	Cal Aero K-8
Keyboard	Dell	BDMGH0DWU9KV40	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813CA045WA01	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813CG0DANA01	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196T02NA	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N0CB7	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196T02NB	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196M02GE	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813G8OEISA01	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196NOCB5	Cal Aero K-8
Keyboard	Dell	CN0DJ3317161682P080V	Cal Aero K-8



<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Keyboard	Dell	CN0RH6597357196M02GV	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813CG0D2LA01	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196NOB6T	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N0B6S	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N07RS	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196M02GR	Cal Aero K-8
Keyboard	Dell	CNORH6597357196N0DVG	Cal Aero K-8
Keyboard	Dell	CN0DJH45471581BCGOEYHA	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N0CB4	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196T02N4	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813CI85XEA01	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813CJ02SMA01	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813CG0EXGA01	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813CG00AKA01	Cal Aero K-8
Keyboard	Dell	CN04G481716164A60EEVA00	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813CI05UWA01	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813CG0EYIA01	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813CA046NA01	Cal Aero K-8
Keyboard	Dell	CN0DJ454715813CJ02T8A01	Cal Aero K-8
Tower	Dell	D5HRB42	Cal Aero K-8
Tower	Dell	D5JVB42	Cal Aero K-8
Tower	Dell	CZFSB42	Cal Aero K-8
Tower	Dell	CZKYB42	Cal Aero K-8
Tower	Dell	CZFQB42	Cal Aero K-8
Tower	Dell	69FQT52	Cal Aero K-8
Tower	Dell	68XST52	Cal Aero K-8
Tower	Dell	CZTRB42	Cal Aero K-8
Tower	Dell	68XNT52	Cal Aero K-8
Tower	Dell	699ST52	Cal Aero K-8
Tower	Dell	CZKQB52	Cal Aero K-8
Tower	Dell	69XNT52	Cal Aero K-8
Tower	Dell	CZGVB42	Cal Aero K-8
Tower	Dell	D5GVB42	Cal Aero K-8
Tower	Dell	D6DSB42	Cal Aero K-8
Tower	Dell	D5KSB42	Cal Aero K-8
Tower	Dell	D5HVB42	Cal Aero K-8
Tower	Dell	6B0ST52	Cal Aero K-8
Tower	Dell	D5KTB42	Cal Aero K-8
Tower	Dell	D5GTB42	Cal Aero K-8
Tower	Dell	696NT52	Cal Aero K-8
Tower	Dell	69XMT52	Cal Aero K-8
Tower	Dell	68YNT52	Cal Aero K-8

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Tower	Dell	D5HWP42	Cal Aero K-8
Tower	Dell	69BST52	Cal Aero K-8
Tower	Dell	D5JTB42	Cal Aero K-8
Tower	Dell	D5FRB42	Cal Aero K-8
Tower	Dell	69CST52	Cal Aero K-8
Tower	Dell	69PNT52	Cal Aero K-8
Tower	Dell	D5CRB42	Cal Aero K-8
Tower	Dell	D5GWB42	Cal Aero K-8
Tower	Dell	D5GQB42	Cal Aero K-8
Tower	Dell	699PT52	Cal Aero K-8
Tower	Dell	D56SB42	Cal Aero K-8
Tower	Dell	D5KQB42	Cal Aero K-8
Tower	Dell	4HF5V12	Cal Aero K-8
Monitor	Dell	CNQC730C7162396Q0984	Cal Aero K-8
Monitor	Dell	CN0DT0PH742614252EWU	Cal Aero K-8
Monitor	Dell	CN0C730C7162396Q8263	Cal Aero K-8
Monitor	Dell	CN0C730C7162396Q3787	Cal Aero K-8
Monitor	Dell	CN0DTOPH742614252FJU	Cal Aero K-8
Monitor	Dell	CN0DT0PH742614252F2U	Cal Aero K-8
Monitor	Dell	CN0DTOPH742614252F6U	Cal Aero K-8
Monitor	Dell	CNQC730C7162396Q0984	Cal Aero K-8
Monitor	Dell	CN0C30C7162396Q1088	Cal Aero K-8
Monitor	Dell	CN0DTOPH742614252ETU	Cal Aero K-8
Monitor	Dell	CN0C730C7162396Q8676	Cal Aero K-8
Monitor	Dell	CN0C730C7162396Q8243	Cal Aero K-8
Monitor	Dell	CN0C730C7162396Q8536	Cal Aero K-8
Monitor	Dell	CN0C70C7162396Q1071	Cal Aero K-8
Monitor	Dell	CN0C730C7162396Q8569	Cal Aero K-8
Monitor	Dell	CN0C730C7162396Q1094	Cal Aero K-8
Monitor	Dell	CNC730C7162396Q1046	Cal Aero K-8
Monitor	Dell	CN0DTOPH742614252E6U	Cal Aero K-8
Monitor	Dell	CN0DTOPH742614252FDU	Cal Aero K-8
Monitor	Dell	CN0DTOPH742614252FIU	Cal Aero K-8
Monitor	Dell	CN0DOPH742164252F9U	Cal Aero K-8
Monitor	Dell	CN0DTPH742614252F3U	Cal Aero K-8
Monitor	Dell	CN0DTPH742614252FCU	Cal Aero K-8
Monitor	Dell	CN0DTPH742614252FFU	Cal Aero K-8
Monitor	Dell	CN0DTPH742614252FHU	Cal Aero K-8
Monitor	Dell	CNC730C7162396Q8535	Cal Aero K-8
Monitor	Dell	CN0DTPH742614252FGU	Cal Aero K-8
Monitor	Dell	CN0DTPH742614252FEU	Cal Aero K-8
Monitor	Dell	CNC730C7162396Q8694	Cal Aero K-8

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Monitor	Dell	CNC730C7162396Q1076	Cal Aero K-8
Monitor	Dell	CNC730C7162396Q8189	Cal Aero K-8
Monitor	Dell	CNC730C7162396Q8644	Cal Aero K-8
Monitor	Dell	CNC730C7162396Q1079	Cal Aero K-8
Monitor	Dell	CNC730C7162396Q8441	Cal Aero K-8
Monitor	Dell	CNC730C7162396Q0873	Cal Aero K-8
Monitor	Dell	CNC730C7162396Q8649	Cal Aero K-8
Monitor	Dell	CNC730C7162396Q8696	Cal Aero K-8
Headphones	Califone		Cal Aero K-8
Headphones	Califone		Cal Aero K-8
Headphones	Califone		Cal Aero K-8
Headphones	Califone		Cal Aero K-8
Tower	Dell	30993	Cal Aero K-8
Projector	Epson	55180	Cal Aero K-8
Projector	Epson	55179	Cal Aero K-8
Projector	Epson	25804	Cal Aero K-8
Projector	Epson	VTFK7603529	Cal Aero K-8
Monitor	Dell	CN0DTPH742614252FAU	Cal Aero K-8
Laptop	Dell	50988	Cal Aero K-8
Laptop	Dell	50983	Cal Aero K-8
Laptop	Dell	51042	Cal Aero K-8
Laptop	Dell	51024	Cal Aero K-8
Mice (3)	HP		Cal Aero K-8
Keyboard	HP	BDMGH0DVB9SJMG	Cal Aero K-8
Keyboard	HP	BDMGH0DWU9JDEK	Cal Aero K-8
Keyboard	HP	BDMGH0CCP9F61N	Cal Aero K-8
Keyboard	HP	BDMGH0DWU9K1Z	Cal Aero K-8
Laptop	Dell	49842	Cal Aero K-8
Tower	Dell	46188	Cal Aero K-8
Tower	Dell	46243	Cal Aero K-8
Tower	Dell	46253	Cal Aero K-8
Tower	Dell	46215	Cal Aero K-8
Tower	Dell	46214	Cal Aero K-8
Tower	Dell	46173	Cal Aero K-8
Tower	Dell	46250	Cal Aero K-8
Tower	Dell	46250	Cal Aero K-8
Tower	Dell	46199	Cal Aero K-8
Tower	Dell	46206	Cal Aero K-8
Tower	Dell	46194	Cal Aero K-8
Tower	Dell	46179	Cal Aero K-8
Tower	Dell	46189	Cal Aero K-8
Tower	Dell	46188	Cal Aero K-8

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Tower	Dell	46255	Cal Aero K-8
Tower	Dell	46244	Cal Aero K-8
Tower	Dell	46190	Cal Aero K-8
Tower	Dell	46262	Cal Aero K-8
Tower	Dell	46240	Cal Aero K-8
Tower	Dell	46193	Cal Aero K-8
Tower	Dell	46242	Cal Aero K-8
Tower	Dell	46212	Cal Aero K-8
Tower	Dell	46209	Cal Aero K-8
Tower	Dell	46187	Cal Aero K-8
Tower	Dell	46191	Cal Aero K-8
Tower	Dell	46211	Cal Aero K-8
Tower	Dell	46247	Cal Aero K-8
Tower	Dell	46249	Cal Aero K-8
Tower	Dell	46249	Cal Aero K-8
Tower	Dell	46256	Cal Aero K-8
Tower	Dell	46182	Cal Aero K-8
Tower	Dell	46259	Cal Aero K-8
Tower	Dell	42277	Cal Aero K-8
Tower	Dell	46200	Cal Aero K-8
Tower	Dell	46186	Cal Aero K-8
Tower	Dell	46203	Cal Aero K-8
Tower	Dell	46254	Cal Aero K-8
Tower	Dell	46176	Cal Aero K-8
Tower	Dell	46248	Cal Aero K-8
Tower	Dell	46224	Cal Aero K-8
Monitor	Dell	CN-OC730C7162396Q1	Cal Aero K-8
Monitor	Dell	CN-OC7162396Q0943	Cal Aero K-8
Monitor	Dell	CN-OC730C71623-96O8648	Cal Aero K-8
Monitor	Dell	CN-OC730C71623-96O8695	Cal Aero K-8
Monitor	Dell	CN-OC730C71623-96O8697	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96O8537	Cal Aero K-8
Monitor	Dell	CN-OC730C71623-96Q1095	Cal Aero K-8
Monitor	Dell	CN-OC730C71623-96O8573	Cal Aero K-8
Monitor	Dell	CN-OC730C71623-96O8141	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96Q1034	Cal Aero K-8
Monitor	Dell	CN-OC730C71623-96O8631	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96O8665	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96Q0995	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96O8184	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96Q3764	Cal Aero K-8
Monitor	Dell	CN-OC730C7162396Q1	Cal Aero K-8

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Monitor	Dell	CN-OC730C-71623-96Q0997	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96Q1037	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96OA961	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96O8691	Cal Aero K-8
Monitor	Dell	CN-OC730C-7162396O8543	Cal Aero K-8
Monitor	Dell	CN-OC730C-7162396O8188	Cal Aero K-8
Monitor	Dell	CN-OC730C-7162396Q3853	Cal Aero K-8
Monitor	Dell	CN-OC730C-716239608348	Cal Aero K-8
Monitor	Dell	CN-OC730C-716239608577	Cal Aero K-8
Monitor	Dell	CN-OC730C-7162396O8355	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96Q3785	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96Q3779	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96Q3763	Cal Aero K-8
Monitor	Dell	CN-OUH837-48220-7A4-073K	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96Q3746	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96Q3783	Cal Aero K-8
Monitor	Dell	CN-OC730C-71623-96Q3776	Cal Aero K-8
Monitor	Dell	CN-OC730C-7162396Q1064	Cal Aero K-8
Monitor	Dell	CN-OC730C-7162396O8573	Cal Aero K-8
Monitor	Dell	CN-OC730C-7162396Q1016	Cal Aero K-8
Monitor	Dell	CN-OC730C-7162396O8674	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-ODVL	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OB64	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96T-02NC	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-O1FR	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96NODWZ	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OCB6	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96T-02NF	Cal Aero K-8
Keyboard	HP	CN-ORH659-73571-96N-OB4C	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OCBA	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OB4A	Cal Aero K-8
Keyboard	Dell	CN-ODJ454-71581-3CG-OFGS	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OB6V	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OB6W	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OOS	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OB4F	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96T-02NJ	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OBYU	Cal Aero K-8
Keyboard	Dell	CN-ODJ331-71616-81B-0137	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96M-02GG	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96M-02GD	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96T-02NG	Cal Aero K-8

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Keyboard	Dell	CN-ORH659-73571-96N-OCB2	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-07RX	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-07R2	Cal Aero K-8
Keyboard	Dell	CN-ORH659-759-73571-96M-0	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96T-02NT	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OCBB	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OOM	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-07B3	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-ODX3	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-07RQ	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OOMP	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-07RY	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-ODC2	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OB21	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-OCB8	Cal Aero K-8
Keyboard	Dell	CN-ORH659-73571-96N-UB4H	Cal Aero K-8
Mouse	HP	FCMHH0C926YU16	Cal Aero K-8
Mouse	HP	FCMHH0C926YS1H	Cal Aero K-8
Mouse	HP	CN011D3Y7382645R0BBS	Cal Aero K-8
Mouse	Dell	CN0X9DCG7161657FTSSY	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N0E1A	Cal Aero K-8
Keyboard	Dell	CN0RH659735716AV03U9	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N0CBQ	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N0DC8	Cal Aero K-8
Keyboard	Dell	CN0RH65973579196M02GF	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N07B8	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N0CB9	Cal Aero K-8
Keyboard	Dell	CN0RH6597357196N0B4B	Cal Aero K-8
Monitor	Dell	FGL714011204600097G0	Cal Aero K-8
Monitor	Dell	FGL71401120460009760	Cal Aero K-8
Monitor	Dell	CKS6E1RL01001141901	Cal Aero K-8
Monitor	Dell	CN0C730C716239608260	Cal Aero K-8
Monitor	Dell	CN0C730C7162396Q3747	Cal Aero K-8
Monitor	Dell	CN0C730C716239608698	Cal Aero K-8
Laptop	Dell	CN0C730C7162396Q1001	Cal Aero K-8
Monitor	Dell	CN0M9V7W742614CQ0KTM	Cal Aero K-8
Monitor	Dell	CN0619GM7287261VA3ALA02	Cal Aero K-8
Monitor	Dell	CN0619GM7287261VA3HLA02	Cal Aero K-8
Monitor	Dell	CN0619GM7287261VA3VULA02	Cal Aero K-8
Monitor	Dell	CN0619GM7287261VA3DLA02	Cal Aero K-8
Monitor	Dell	CN0619GM7287261VA3ELA02	Cal Aero K-8
Monitor	Dell	CN0619GM7287261VA30LA02	Cal Aero K-8

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Monitor	Dell	CN0619GM7287261VA39LA02	Cal Aero K-8
Monitor	Dell	CN0GC97H728725CLA26LA02	Cal Aero K-8
Monitor	Dell	CN0GC97H728725CLA24LA02	Cal Aero K-8
Monitor	Dell	CN0GC97H728725C9A5NLA02	Cal Aero K-8
Smartboard Projector	SBP-10X	B012BG1400886	Cal Aero K-8
Smartboard Projector	SBP-10X	B012BG2200850	Cal Aero K-8
Smartboard Projector	SBP-10X	B012BG1400993	Cal Aero K-8
Smartboard Projector	SBP-10X	BQ12BG1401006	Cal Aero K-8
Tower	Dell	31402	Cal Aero K-8
Tower	Dell	31401	Cal Aero K-8
Monitor	REVA00	8393	Cal Aero K-8
Laptop	Dell	51005	Cal Aero K-8
Laptop	Dell	51011	Cal Aero K-8
Laptop	Dell	51044	Cal Aero K-8
Laptop	Dell	51015	Cal Aero K-8
Laptop	Dell	51050	Cal Aero K-8
Laptop	Dell	51053	Cal Aero K-8
Keyboard	Dell	CNORH6597357196NODVN	Cal Aero K-8
Keyboard	Dell	CNORH6597357196NOB22	Cal Aero K-8
Keyboard	HP	BDMGH0CHH8X91A	Cal Aero K-8
Keyboard	HP	BDMGH0CHH9B6PQ	Cal Aero K-8
Keyboard	HP	BDMGH0DWU9K1MV	Cal Aero K-8
Keyboard	HP	BDMGH0DWU916G7	Cal Aero K-8
Keyboard	HP	BDMGH0CHH8X9EV	Cal Aero K-8
Keyboard	HP	BDMGH0CHH8X4PD	Cal Aero K-8
Note Vision	Sharp	604941626	Cal Aero K-8
Printer	Konica	31224	Cal Aero K-8
Stand	Smart Board	20-01013-22	Cal Aero K-8
Stand	Smart Board	20-01013-22	Cal Aero K-8
Stand	Smart Board	20-01013-22	Cal Aero K-8
Monitor	Smart Board	SB680-R2-807652	Cal Aero K-8
Monitor	Smart Board	SB680-R2-807663	Cal Aero K-8
Monitor	Smart Board	SB680-R2-807236	Cal Aero K-8
Projector	Smart Board	B012CB11A04H	Cal Aero K-8
Laptop	Dell	51000	Cal Aero K-8
Laptop	Dell	51025	Cal Aero K-8
Keyboard	Dell	BDMGH0DWU9KUZW	Cal Aero K-8
Keyboard	Dell	BDMGH0DUB9J3YK	Cal Aero K-8
Laptop	Dell	58778	Magnolia JHS
Laptop	Dell	58775	Magnolia JHS
Laptop	Dell	58777	Magnolia JHS
Laptop	Dell	58781	Magnolia JHS

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Laptop	Dell	58780	Magnolia JHS
Laptop	Dell	58776	Magnolia JHS
Laptop	Dell	58783	Magnolia JHS
Laptop	Dell	58779	Magnolia JHS
Laptop	Dell	58774	Magnolia JHS
Monitor Stands (9)	Dell		Magnolia JHS
Monitors (9)	Dell		Magnolia JHS
Computer	Dell	44032	Magnolia JHS
Computer	Dell	42244	Townsend JHS
Computer	Dell	48651	Townsend JHS
Computer	Dell	48656	Townsend JHS
Computer	Dell	48654	Townsend JHS
Computer	Dell	48657	Townsend JHS
Computer	Dell	48652	Townsend JHS
Computer	Dell	48653	Townsend JHS
Computer	Dell	48655	Townsend JHS
Computer	Dell	48650	Townsend JHS
Computer	Dell	48658	Townsend JHS



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 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 2020/2021-05, 2020/2021-07, AND 2020/2021-08,  
AUTHORIZATION TO UTILIZE PIGGYBACK CONTRACTS**

=====

**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
2020/2021-05	State of California Multiple Awards Schedule (CMAS) 4-20-00-0125B	Shaw Industries, Inc.	Floor Covering	3/3/2020-10/11/2023

<b>Resolution</b>	<b>Contract</b>	<b>Contractor</b>	<b>Description</b>	<b>Term</b>
2020/2021-07	San Bernardino County Superintendent of Schools Bid 19/20-1273	Lakeshore Learning Materials	Furniture: Systems and Standalone	7/1/2020-6/30/2021
2020/2021-08	California Participating Addendum 7-11-70-18 (Amendment #8)	T-Mobile USA, Inc.	Wireless Equipment and Services	6/15/2011-12/31/2020

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

### **RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2020/2021-05, 2020/2021-07, and 2020/2021-08, Authorization to Utilize Piggyback Contracts.

### **FISCAL IMPACT**

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District  
Resolution 2020/2021-05  
Authorization to Utilize the State of California Multiple Awards Schedule  
(CMAS) 4-20-00-0125B With Shaw Industries, Inc.  
to Purchase Floor Covering  
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 floor covering for the District;

**WHEREAS**, CMAS currently has a piggyback contract, 4-20-00-0125B, in accordance with Public Contract Code 20118 with Shaw Industries, 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 floor covering through the piggyback contract procured by the CMAS 4-20-00-0125B.

**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 floor covering through the piggyback contract originally procured by the CMAS 4-20-00-0125B 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 floor covering in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS 4-20-00-0125B.

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 March 3, 2020, for the term ending October 11, 2023.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 20th day of August 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.

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

**Chino Valley Unified School District  
Resolution 2020/2021-07  
Authorization to Utilize the San Bernardino County Superintendent of Schools  
Bid 19/20-1273 With Lakeshore Learning Materials  
to Purchase Furniture: Systems and Standalone  
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 furniture: systems and standalone for the District;

**WHEREAS**, San Bernardino County Superintendent of Schools currently has a piggyback contract, Bid 19/20-1273, in accordance with Public Contract Code 20118 with Lakeshore Learning Materials, 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 furniture: systems and standalone through the piggyback contract procured by the San Bernardino County Superintendent of Schools Bid 19/20-1273.

**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 furniture: systems and standalone through the piggyback contract originally procured by the San Bernardino County Superintendent of Schools Bid 19/20-1273 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 furniture systems and standalone in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the San Bernardino County Superintendent of Schools Bid 19/20-1273.

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 20th day of August 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 2020/2021-08**  
**Authorization to Utilize the California Participating Addendum 7-11-70-18**  
**(Amendment #8) With T-Mobile USA, Inc.**  
**to Purchase Wireless Equipment and Services**  
**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 wireless equipment and services for the District;

**WHEREAS**, California Participating Addendum currently has a piggyback contract, 7-11-70-18 (Amendment #8), in accordance with Public Contract Code 20118 with T-Mobile USA, 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 wireless equipment and services through the piggyback contract procured by the California Participating Addendum 7-11-70-18 (Amendment #8).

**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 wireless equipment and services through the piggyback contract originally procured by the California Participating Addendum 7-11-70-18 (Amendment #8) 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 wireless equipment and services in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the California Participating Addendum 7-11-70-18 (Amendment #8).

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 June 15, 2011, for the term ending December 31, 2020.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 20th day of August 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.

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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:** August 20, 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 20-21-01F, BRIGGS K-8 AND AYALA HS – ASPHALT REPLACEMENT**

### BACKGROUND

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

A Notice to Contractors Calling for Bid 20-21-01F, Briggs K-8 and Ayala HS – Asphalt Replacement, was published in the Inland Valley Daily Bulletin on July 15, 2020, and July 22, 2020. Bids were opened at 2:00 p.m. on August 3, 2020. The results are as follows:

Contractor	Bid Amount
Premier Paving, Inc.	\$404,000.00
Universal Asphalt Co., Inc.	\$406,000.00
United Paving Co.	\$451,211.00
PaveWest, Inc.	\$452,750.00
NPG, Inc.	\$527,463.00
Onyx Paving Co., Inc.	\$555,000.00
Roadway Engineering & Contracting, Inc.	\$559,668.00
Asphalt, Fabric, & Engineering, Inc.	\$690,235.00
OH Construction (Oak Hills Concrete)	\$808,000.00

The basic scope of work for this project includes replacement of asphalt in specified areas at school sites; demo, preparation, paving of new asphalt, and restriping of existing blacktop conditions.

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

## **RECOMMENDATION**

It is recommended the Board of Education award Bid 20-21-01F, Briggs K-8 and Ayala HS – Asphalt Replacement to Premier Paving, Inc.

## **FISCAL IMPACT**

\$404,000.00 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:** August 20, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA BID 19-20-33I,  
CHINO VALLEY ADULT SCHOOL PUBLIC ADDRESS SYSTEM  
RENOVATION**

=====

**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:

On May 7, 2020, the Board of Education awarded CUPCCAA Bid 19-20-33I, Chino Valley Adult School Public Address System Renovation to Time and Alarm. All contracted work was completed on July 17, 2020. Contract summary is provided below.

<b>CUPCCAA Bid</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Total Contract</b>	<b>Change Order</b>	<b>Total</b>	<b>5% Retention Amount</b>	<b>Funding Source</b>
19-20-33I	Chino Valley Adult School Public Address System Renovation	Time and Alarm	\$112,970.00	N/A	\$112,970.00	\$5,648.50	25

Documentation indicating satisfactory completion and compliance with specifications and project requirements has been obtained from the following individuals: Ken Rangel, Construction/Project Manager; Cesar Portugal, Project Manager; and Martin Silveira, Director, Maintenance and Operations.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for CUPCCAA Bid 19-20-33I, Chino Valley Adult School Public Address System Renovation.

### **FISCAL IMPACT**

None.

NE:GJS:MS:pw

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** August 20, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA BID 19-20-48I,  
MAGNOLIA JHS LIFE SKILLS CLASSROOM RENOVATION**

=====

### **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:

On July 16, 2020, the Board of Education awarded CUPCCAA Bid 19-20-48I, Magnolia JHS Life Skills Classroom Renovation to Angelo Construction. All contracted work was completed on July 27, 2020. Contract summary is provided below.

CUPCCAA Bid	Project Description	Contractor	Total Contract	Change Order	Total	5% Retention Amount	Funding Source
19-20-48I	Magnolia JHS Life Skills Classroom Renovation	Angelo Construction	\$123,310.00	N/A	\$123,310.00	\$6,165.50	25

Documentation indicating satisfactory completion and compliance with specifications and project requirements has been obtained from the following individuals: John Angelo, Construction/Project Manager; Cesar Portugal, Project Manager; and Martin Silveira, Director, Maintenance and Operations.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for CUPCCAA Bid 19-20-48I, Magnolia JHS Life Skills Classroom Renovation.

**FISCAL IMPACT**

None.

NE:GJS:MS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 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: CHANGE ORDER FOR BID 19-20-01F, COUNTRY SPRINGS ES AND ROLLING RIDGE ES ALTERATION PROJECTS (BP 06-02)**

=====

**BACKGROUND**

On July 18, 2019, the Board of Education awarded Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Projects (BP 06-02) to Stolo Cabinets. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
Country Springs ES 1	Bid Package 06-02-Finish Carpentry & Casework-Stolo Cabinets	\$42,435.00
Bid Amount:		\$570,950.00
Revised Total Project Amount:		\$613,385.00

Change Order	Contractor	Amount
Rolling Ridge ES 1	Bid Package 06-02-Finish Carpentry & Casework-Stolo Cabinets	\$26,803.00
Bid Amount:		\$538,950.00
Revised Total Project Amount:		\$565,753.00

The change order results in a net increase of \$69,238.00 to the construction cost and no change in contract time. Approval of the change order allows for compensation to the contractor to perform the additional work as described.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Change Order for Bid 19-20-01F, Country Springs ES and Rolling Ridge ES Alteration Projects (BP 06-02).

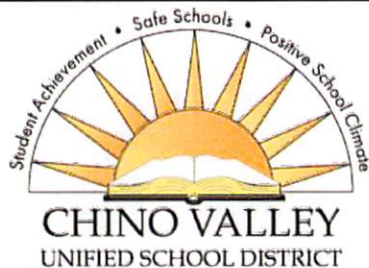
**FISCAL IMPACT**

\$69,238.00 to Building Fund 21.

NE:GJS:AGH:pw



bd 082036

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

Facilities, Planning and Operations Division

5130 Riverside Drive

Chino, CA 91710

Telephone: 909.628.1202, Ext. 145 Fax: 909.548.6034

**CHANGE ORDER**DATE: 07/17/2020 BID #: 19-20-01F CHANGE ORDER: 001PROJECT: Country Springs & Rolling Ridge Elementary School Modernization Projects – AlterationsDSA APPLICATION #: See below DSA FILE #: See belowOWNER: Chino Valley Unified School DistrictARCHITECT: WLC Architects, Inc.BID PACKAGE: 06-02 CONTRACTOR: Stolo Cabinets

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

**Country Springs Elementary School**

DSA Application #A04-117356 / DSA File #36-11

ITEM NO. 1:	Description:	Casework Revisions Phase 1, 2, 3
	Reason:	Furnish and install additional casework cabinets per RFI 53, 53.1, 53.2, 53.3, 63, 63.1, 90 and Phase 1, 2 & 3 submittal shop drawing review. (ref: Stolo CORs 01, 06b, 08a, 11, 13)
	Document Ref:	Change Order Request No. C-003 (PCO No. C-029)
	Requested by:	District
	Change in Contract Sum:	\$42,435.00 / ADD
	Time Extension:	0 Calendar days

**Rolling Ridge Elementary School**

DSA Application #A04-117357 / DSA File #36-11

ITEM NO. 1:	Description:	Casework Revisions Phase 1, 2, 3
	Reason:	Furnish and install additional casework cabinets per RFI 50, 50.1, 50.2, 50.3 & 59, 59.1, 59.2, 59.3 and Phase 1, 2 & 3 submittal shop drawing review. (ref: Stolo CORs 02, 06, 09, 10, 11, 13)
	Document Ref:	Change Order Request No. R-004 (PCO No. R-029)
	Requested by:	District

Change in Contract Sum: \$26,803.00 / ADD

Time Extension: 0 Calendar days

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

**SCHOOL SITE SUMMARY**

School	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Country Springs ES	\$570,950.00	\$0.00	\$42,435.00	\$613,385.00
Rolling Ridge ES	\$538,950.00	\$0.00	\$26,803.00	\$565,753.00
<b>Total</b>	<b>\$1,109,900.00</b>	<b>\$0.00</b>	<b>\$69,238.00</b>	<b>\$1,179,138.00</b>

**CONTRACT SUMMARY**

The original contract amount was:	\$1,109,900.00
Net previous change order amount(s):	\$0.00
The contract amount will be increased/decreased by this Change Order:	\$69,238.00
The new contract amount including this change order will be:	\$1,179,138.00
The original contract completion date:	08/07/2020
The contract time will be increased/decreased by days:	0
The date of completion as a result of this Change Order is:	08/07/2020

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

**APPROVED BY:**

DocuSigned by: <u>Justin Stolo</u> 80C9C09E1C62B0	Justin Stolo                      vp	7/17/2020
<u>Stolo Cabinets (Contractor)</u>	<u>Print Name / Title</u>	<u>Date</u>
DocuSigned by: <u>Jim DiCamillo</u> 8B8FF2E3A3A4B6	Jim DiCamillo / President	7/20/2020
<u>WLC Architects Inc. (Architect)</u>		<u>Date</u>
DocuSigned by: <u>Jim Volivitch</u> 8A30BDF5C0084F8	Jim Volivitch / Inspector of Record	7/20/2020
<u>DSA Inspector of Record</u>		<u>Date</u>
DocuSigned by: <u>Hung Truong</u> DB819CAG3A0A4B8	Hung Truong / Project Manager	7/20/2020
<u>Construction Manager (CW Driver)</u>		<u>Date</u>
<u>CVUSD Construction Coordinator</u>	Samuel Sousa / Construction Coordinator, Maintenance, Operations & Construction	7/21/20 <u>Date</u>
<u>CVUSD Director, M.O.C.</u>	Martin Silveira / Director of Maintenance, Operations and Construction	7/22/20 <u>Date</u>
<u>CVUSD (authorized agent)</u>	Greg Stachura / Assistant Superintendent, Facilities, Planning & Operations Department	7/24/20 <u>Date</u>

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** August 20, 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: CHANGE ORDER FOR BID 19-20-42F, MAGNOLIA JHS AND RAMONA JHS KITCHEN REMODELS**

=====

### **BACKGROUND**

On May 7, 2020, the Board of Education awarded Bid 19-20-42F, Magnolia JHS and Ramona JHS Kitchen Remodels to Hamel Contracting, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Hamel Contracting, Inc.	(\$9,290.80)
Bid Amount:		\$2,972,016.00
Revised Total Project Amount:		\$2,962,725.20

The change order results in a net decrease of \$9,290.80. to the construction cost and 6 additional days (Ramona JHS) in contract time. Approval of the change order allows for compensation to the contractor to perform the additional work as described.

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Change Order for Bid 19-20-42F, Magnolia JHS and Ramona JHS Kitchen Remodels.

### **FISCAL IMPACT**

(9,290.80) to Capital Facilities Fund 25.

NE:GJS:AGH:pw



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

**CHANGE ORDER**

Date: 8/7/20 BID/ CUPCAA #: 19-20-42F Change Order #: 1  
Project Title: Magnolia JHS and Ramona JHS Kitchen Remodels  
Owner: Chino Valley Unified School District DSA Application #: 04-118664 DSA File #: 36-11  
Architect: WLC Architects Contractor: Hamel Contracting, Inc.

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

ITEM  
NO. 1: Description: Magnolia Credit for Construction Trailer  
Reason: Client Requested  
Document Ref: Approved PCO #002-M  
Requested by: CVUSD  
Change in Contract Sum: (\$1,500.00)  
Time Extension: None

ITEM  
NO. 2: Description: Ramona Credit for Construction Trailer  
Reason: Client Requested  
Document Ref: Approved PCO #002-R  
Requested by: CVUSD  
Change in Contract Sum: (\$1,500.00)  
Time Extension: None

ITEM  
NO. 3: Description: Ramona Credit for new Water Heater  
Reason: Client Request  
Document Ref: Approved PCO #003-R  
Requested by: CVUSD  
Change in Contract Sum: (\$6,421.00)  
Time Extension: None

ITEM  
NO. 4: Description: Magnolia Gypsum Board on one side at Wall Furring  
Reason: Client Request  
Document Ref: Approved PCO #004-M  
Requested by: CVUSD  
Change in Contract Sum: (\$2,148.84)  
Time Extension: None

TEM  
NC. 5:

Description:	Ramona Gypsum Board on the Side at Wall Furring
Reason:	Client Requested
Document Ref:	Approved PCO #004-R
Requested by:	CVUSD
Change in Contract Sum:	(\$1,131.57)
Time Extension:	None

TEM  
NC. 6:

Description:	Ramona Hood Make Up Air Units
Reason:	Require 2 Make Up Air Units for Hood Change
Document Ref:	Approved PCO #009-R
Requested by:	CVUSD
Change in Contract Sum:	\$3,410.61
Time Extension:	6 days



## CONTRACT SUMMARY

The original contract amount was: \$2,972,016.00

Previously approved change order amount(s): \$0

The contract amount will be increased/decreased by this Change Order: (\$9,290.80)

The new contract amount including this change order will be: \$2,962,725.20

The original contract completion date: 08/09/2020

The contract time will be increased/decreased by days: 6

The date of completion as a result of this Change Order is: 08/15/2020

### APPROVED BY:

Michael Agib ESA Inspector of Record (if applicable)	<u>TJR</u> Signature	<u>8.7.20</u> Date
Jim DiCamillo Architect / Engineer (if applicable)	<u>[Signature]</u> Signature	<u>8.7.20</u> Date
John Buck Construction/Project Manager	<u>[Signature]</u> Signature	<u>8/7/20</u> Date
NA Authorized Department Head (if applicable)	 Signature	 Date
NA Director, Technology (if applicable)	 Signature	 Date
Cesar Portugal CVJSD Construction Coordinator /Project Manager	<u>[Signature]</u> Signature	<u>8.7.20</u> Date
Mr. Martin Silveira Director, Maintenance, Operations & Construction (if applicable)	<u>[Signature]</u> Signature	<u>8/7/20</u> Date
Mrs. Beverly Beemer Director, Planning (if applicable)	<u>[Signature]</u> Signature	<u>8/7/2020</u> Date
Mr. Greg Stachura Owner (Authorized Agent)	<u>[Signature]</u> Signature	<u>8/7/20</u> Date

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** August 20, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR CUPCCAA PROJECT**

=====

### **BACKGROUND**

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

CUPCCAA Project	Project Description	Contractor	Original Quotation	Change Order	Total	Funding Source
CC2020-39	Ayala HS New Science Building Flooring Installation	Rite-Way Flooring Inc.	\$46,861.98	\$3,538.35	\$50,400.33	21

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

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Change Order and Notice of Completion for CUPCCAA Project.

### **FISCAL IMPACT**

\$50,400.33 to Building Fund 21.





## CHINO VALLEY UNIFIED SCHOOL DISTRICT

Facilities, Planning and Operations Division

5130 Riverside Drive

Chino, CA 91710

Telephone: 909.628.1202, Ext. 1200 Fax: 909.548.6034

## CHANGE ORDER

DATE: 07/13/2020 BID #: CC2020-39 CHANGE ORDER: 001

PROJECT: Ayala HS New Science Building Flooring Installation

DSA APPLICATION #: N/A DSA FILE #: N/A

OWNER: Chino Valley Unified School District

ARCHITECT: N/A CONTRACTOR: Rite-Way Flooring, Inc.

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

ITEM NO. 1:	Description:	Flooring Labor and Prep at Floor Drains
	Reason:	Additional labor and materials required to return to each floor drain location, prep the floor, seal the patch, scribe fit the tile, apply the adhesive and install the LVT.
	Document Ref:	Change Order Request No. 4471-CO
	Requested by:	District
	Change in Contract Sum:	\$3,538.35 / ADD
	Time Extension:	0 Calendar days

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

## CONTRACT SUMMARY

The original contract amount was:	<u>\$46,861.98</u>
Previously approved change order amount(s):	<u>\$0.00</u>
The contract amount will be increased by this Change Order:	<u>\$3,538.35</u>
The new contract amount including this change order will be:	<u>\$50,400.33</u>
The original contract completion date:	<u>07/06/2020</u>
The contract time will be increased/decreased by days:	<u>0</u>

Change Order No. 001

Page 1 of 2

The date of completion as a result of this Change Order is: 07/06/2020


**APPROVED BY:**


 Contractor	<u>Chase Clavira RWF Project Manager</u> Print Name / Title	<u>7/15/20</u> Date
-------------------------------------------------------------------------------------------------	----------------------------------------------------------------	------------------------


<u>N/A</u> Architect	<u>Print Name / Title</u>	<u>Date</u>
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<u>N/A</u> DSA Inspector of Record	<u>Print Name / Title</u>	<u>Date</u>
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<u>N/A</u> Construction/Project Manager	<u>Print Name / Title</u>	<u>Date</u>
--------------------------------------------	---------------------------	-------------

 CVUSD Construction Coordinator	<u>James Costa / Construction Coordinator, Maintenance, Operations and Construction</u> Print Name / Title	<u>7/15/2020</u> Date
----------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------	--------------------------

 Director, M.O.C.	<u>Martin Silveira / Director of Maintenance, Operations and Construction</u> Print Name / Title	<u>7/16/20</u> Date
---------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	------------------------

 Owner (authorized agent)	<u>Gregory Stachura / Assistant Superintendent, Facilities, Planning &amp; Operations Department</u> Print Name / Title	<u>7/24/20</u> Date
-----------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------	------------------------

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR CUPCCAA  
BID 19-20-45I, CAL AERO K-8 FLOORING RENOVATION**

=====

**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:

On May 7, 2020, the Board of Education awarded CUPCCAA Bid 19-20-45I, Cal Aero K-8 Flooring Renovation to New Image Commercial Flooring. All contracted work was completed on July 15, 2020. Contract summary is provided below.

<b>CUPCCAA Bid</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Total Contract</b>	<b>Change Order</b>	<b>Total</b>	<b>5% Retention Amount</b>	<b>Funding Source</b>
19-20-45I	Cal Aero K-8 Flooring Renovation	New Image Commercial Flooring	\$98,221.00	\$9,794.22	\$108,015.22	\$5,400.77	14

Documentation indicating satisfactory completion and compliance with specifications and project requirements has been obtained from the following individuals: Hernando Delgado, Construction/Project Manager; Cesar Portugal, Project Manager; and Martin Silveira, Director, Maintenance and Operations.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Change Order and Notice of Completion for CUPCCAA Bid 19-20-45I, Cal Aero K-8 Flooring Renovation.

**FISCAL IMPACT**

\$9,794.22 to Deferred Maintenance Fund 14.

NE:GJS:MS:pw



Chino Valley Unified School District  
Facilities, Planning, and Operations Division  
**CHANGE ORDER**

Date: July 15, 2020 BID/ CUPCAA #: 19-20-451 Change Order #: 1  
Project Title: Cal Aero K-8 Flooring Renovation  
Owner: Chino Valley Unified School District DSA Application #: NA DSA File #: NA  
Architect: NA Contractor: New Image Commercial Flooring

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

ITEM  
NO. 1: Description: Additional moisture sealer application required.  
Reason: Keep moisture and alkalinity from rising and damaging tile.  
Document Ref: Change Order 1 (dated 5/26/2020)  
Requested by: New Image Commercial Flooring  
Change in Contract Sum: \$9,794.22  
Time Extension: None

ITEM  
NO. 2: Description:  
Reason:  
Document Ref:  
Requested by:  
Change in Contract Sum:  
Time Extension:

ITEM  
NO. 3: Description:  
Reason:  
Document Ref:  
Requested by:  
Change in Contract Sum:  
Time Extension:

ITEM  
NO. 4: Description:  
Reason:  
Document Ref:  
Requested by:  
Change in Contract Sum:  
Time Extension:

## CONTRACT SUMMARY

The original contract amount was:	\$98,221.00
Previously approved change order amount(s):	\$0.00
The contract amount will be <b>increased/decreased</b> by this Change Order:	\$9,794.22
The new contract amount including this change order will be:	\$108,015.22
The original contract completion date:	7/15/2020
The contract time will be increased/decreased by days:	0
The date of completion as a result of this Change Order is:	7/15/2020

## APPROVED BY:

NA DSA Inspector of Record (if applicable)	Signature	Date
NA Architect / Engineer (if applicable)	Signature	Date
New Image Commercial Flooring Construction/Project Manager		7-20-2020
NA Authorized Department Head (if applicable)	Signature	Date
NA Director, Technology (if applicable)	Signature	Date
Cesar Portugal CVUSD Construction Coordinator /Project Manager		7.20.20
Martin Silveira Director, Maintenance, Operations & Construction (if applicable)		7/20/20
Beverly Beemer Director, Planning (if applicable)		7/21/2020
Greg Stachura Owner (Authorized Agent)		7/22/20

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID 19-20-36F, DISTRICT BUS YARD, LITEL ES, AND OAK RIDGE ES – ASPHALT REPLACEMENT**

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**BACKGROUND**

On April 16, 2020, the Board of Education awarded Bid 19-20-36F, District Bus Yard, Litel ES, and Oak Ridge ES – Asphalt Replacement to Premier Paving, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
<b>District Bus Yard</b>	Premier Paving, Inc.	\$10,000.00
	Bid Amount:	\$148,500.00
	Revised Total Project Amount:	\$158,500.00
	Retention Amount:	\$7,925.00

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
<b>Litel ES</b>	Premier Paving, Inc.	\$10,000.00
	Bid Amount:	\$154,000.00
	Revised Total Project Amount:	\$164,000.00
	Retention Amount:	\$8,200.00

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
<b>Oak Ridge ES</b>	Premier Paving, Inc.	\$10,000.00
	Bid Amount:	\$187,300.00
	Revised Total Project Amount:	\$197,300.00
	Retention Amount:	\$9,865.00

The change order results in a net increase of \$30,000.00 to the construction cost and no change in contract time. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on June 25, 2020.

Documentation indicating satisfactory completion and compliance with specification requirements has been obtained from: Premier Paving, Inc., Construction/Project Manager; Alex Rivera, Program Manager; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid 19-20-36F, District Bus Yard, Litel ES, and Oak Ridge ES – Asphalt Replacement.

### **FISCAL IMPACT**

\$30,000.00 to Tax A Fund 25.

NE:GJS:MS:pw





Chino Valley Unified School District  
Facilities, Planning, and Operations Division  
**CHANGE ORDER**

bd 082020

Date: June 26, 2020 BID/ CUPCAA #: 19-20-36F Change Order #: 01  
Project Title: District Bus Yard, Litel ES, and Oak Ridge ES – Asphalt Replacement  
Owner: Chino Valley Unified School District DSA Application #: NA DSA File #: NA  
Architect: NA Contractor: Premier Paving, inc

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

ITEM NO. 1:	District Bus Yard - Grade and compact treated subgrade Microcrack subgrade 24hrs. after grading is complete and water for 3 continuous days after treatment.
Description:	
Reason:	Subgrade was too soft to for compaction needed for paving
Document Ref:	Job# 23560
Requested by:	Chino Valley USD
Change in Contract Sum:	\$10,000.00
Time Extension:	0 days
ITEM NO. 2:	Litel ES - Grade and compact treated subgrade Microcrack subgrade 24hrs. after grading is complete and water for 3 continuous days after treatment.
Description:	
Reason:	Subgrade was too soft for compaction needed for paving
Document Ref:	Job# 23547
Requested by:	Chino Valley USD
Change in Contract Sum:	\$10,000.00
Time Extension:	0 days
ITEM NO. 3:	Oak Ridge ES - Grade and compact treated subgrade Microcrack subgrade 24hrs. after grading is complete and water for 3 continuous days after treatment.
Description:	
Reason:	Subgrade was too soft for compaction needed for paving
Document Ref:	Job# 23552
Requested by:	Chino Valley USD
Change in Contract Sum:	\$10,000.00
Time Extension:	0 days
ITEM NO. 4:	
Description:	
Reason:	
Document Ref:	
Requested by:	
Change in Contract Sum:	
Time Extension:	

## PROJECT SUMMARY

	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
District Bus Yard	\$148,500.00	\$0.00	\$10,000.00	\$158,500.00
Litel ES	\$154,000.00	\$0.00	\$10,000.00	\$164,000.00
Oak Ridge	\$187,300.00	\$0.00	\$10,000.00	\$197,300.00
<b>Totals:</b>	<b>\$489,800.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$519,800.00</b>

## CONTRACT SUMMARY

The original contract amount was: \$489,800.00

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

The contract amount will be **increased**/decreased by this Change Order: \$30,000.00

The new contract amount including this change order will be: \$519,800.00

The original contract completion date: 6/25/2020

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

The date of completion as a result of this Change Order is: 6/25/2020

## APPROVED BY:

NA  
\_\_\_\_\_  
DSA Inspector of Record (if applicable)      Signature      Date

NA  
\_\_\_\_\_  
Architect / Engineer (if applicable)      Signature      Date

Premier Paving, Inc  
\_\_\_\_\_  
Construction/Project Manager      Signature      Date 6-26-2020

NA  
\_\_\_\_\_  
Authorized Department Head (if applicable)      Signature      Date

NA  
\_\_\_\_\_  
Director, Technology (if applicable)      Signature      Date

Alex Rivera  
\_\_\_\_\_  
CVUSD Construction Coordinator /Project Manager      Signature      Date 6-26-2020

Martin Silveira  
\_\_\_\_\_  
Director, Maintenance, Operations & Construction (if applicable)      Signature      Date 6-30-20

\_\_\_\_\_  
Director, Planning (if applicable)      Signature      Date

Greg Stachura  
\_\_\_\_\_  
Owner (Authorized Agent)      Signature      Date 7/7/20

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 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**

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**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**

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

CHANG, Elizabeth	Assistant Principal – HS	Chino HS	07/14/2020
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2020/2021 SCHOOL YEAR**

MARTINEZ, Erik	Special Education Teacher	Eagle Canyon ES	08/04/2020
DICARO, Julie	Special Education Teacher	Rolling Ridge ES	08/04/2020
DURAN, Emily	English Teacher	Cal Aero K-8	08/05/2020
SAGALA, Malory	Science Teacher	Canyon Hills JHS	08/05/2020
BENNETT, Lloyd	Special Education Teacher	Ayala HS	08/04/2020
HERNANDEZ ESTRADA, Edgar	Spanish Teacher	Ayala HS	08/04/2020
KIM, Christina	Math Teacher	Ayala HS	08/04/2020
MCHALE, Ryan	English Teacher	Ayala HS	08/10/2020
BERGMANN, Tina	Math Teacher	Chino HS	08/04/2020
DIAZ, Destinee	Math Teacher	Chino HS	08/04/2020
DONAGHY, Tana	Math Teacher	Chino HS	08/04/2020
PHUNG, Anthony	Math Teacher	Chino HS	08/04/2020
AGUILERA, Nataly	Math Teacher	Chino Hills HS	08/04/2020
TUYEN, Barbara	CTE Floral Design	Don Lugo HS	08/04/2020
HERNANDEZ, Melissa	SAI Teacher	Special Education	08/04/2020
MUELLER, Karlene	Speech Language Pathologist	Special Education	08/04/2020

**LEAVE OF ABSENCE**

YOON, Cecilia	Elementary Teacher	Litel ES	08/06/2020 through 06/30/2021
GREEN, Maria	Social Studies Teacher 20%	Woodcrest JHS	07/01/2020 through 06/30/2021

**RETIREMENT**

MONKA, Diane (38 years of service)	Elementary Teacher	Cortez ES	05/29/2020
FILARSKI, James (32 years of service)	Social Science Teacher	Chino HS	07/20/2020
EMHOFF, Elizabeth (23 years of service)	Instructional Coach	Elementary Curriculum	08/08/2020

**CERTIFICATED PERSONNEL** (cont.)

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

BANKS, Lakesha	Elementary Teacher	Oak Ridge ES	07/27/2020
YU, Linda	Elementary Teacher	Oak Ridge ES	05/28/2020
SILVA, Maria	Special Education Teacher	Magnolia JHS	07/01/2020

**RESIGNATION FROM POSITION**

HERNANDEZ, Melissa	SAI Teacher	Special Education	08/03/2020
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**PLACED ON 39-MONTH RE-EMPLOYMENT LIST**

NUNEZ, Veronica	Elementary Teacher	Cattle ES	02/11/2020
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**APPOINTMENT - EXTRA DUTY**

CHANAX, Jorge	Color Guard (B)	Canyon Hills JHS	08/21/2020
DIAZ, Josh (NBM)	Band (B)	Canyon Hills JHS	08/21/2020
LY, Robert (NBM)	Band (B)	Canyon Hills JHS	08/21/2020
MENDIOLA, Mikayla (NBM)	Band (B)	Canyon Hills JHS	08/21/2020
VENDIOLA, Vanessa (NBM)	Band (B)	Canyon Hills JHS	08/21/2020
VISTA, Christian (NBM)	Band (B)	Canyon Hills JHS	08/21/2020
WILCOX, Eric (NBM)	Band (B)	Canyon Hills JHS	08/21/2020
CARO, Anthony (NBM)	Band (B)	Magnolia JHS	08/21/2020
JENKINS, Elizabeth (NBM)	Band (B)	Magnolia JHS	08/21/2020
BARTHOLIO, Chloe (NBM)	Band (B)	Townsend JHS	08/21/2020
BRAVO, Sergio (NBM)	Band (B)	Townsend JHS	08/21/2020
HARTMAN, Chadd (NBM)	Band (B)	Townsend JHS	08/21/2020
ORTEGA, Thalia (NBM)	Band (B)	Townsend JHS	08/21/2020
PROBST, Jonathan (NBM)	Band (B)	Townsend JHS	08/21/2020
URBINA, Jr., Erick (NBM)	Band (B)	Townsend JHS	08/21/2020
XU, Michael (NBM)	Band (B)	Townsend JHS	08/21/2020
ALFARO, Joaquin (NBM)	Football (GF)	Ayala HS	08/21/2020
ALFARO, Jonathan (NBM)	Football (B)	Ayala HS	08/21/2020
ALLEN, Jeffrey	Track & Field (GF)	Ayala HS	08/21/2020
AMELUXEN, John (NBM)	Softball (GF)	Ayala HS	08/21/2020
AVILA, Bryce (NBM)	Wrestling (GF)	Ayala HS	08/21/2020
BARD, Gregory (NBM)	Softball (GF)	Ayala HS	08/21/2020
BATAC, Dale (NBM)	Boys Basketball (B)	Ayala HS	08/21/2020
BATY, James	Football (GF)	Ayala HS	08/21/2020
BELVILLE, Sawyer (NBM)	Boys Water Polo (B)	Ayala HS	08/21/2020
BHATT, Sameer	Boys Basketball (GF)	Ayala HS	08/21/2020
BLUTO, Tristan (NBM)	Band (B)	Ayala HS	08/21/2020

**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>APPOINTMENT - EXTRA DUTY</u></b> (cont.)			
BRANKSE, Garrett (NBM)	Baseball (GF)	Ayala HS	08/21/2020
CALDERON, Derek (NBM)	Football (B)	Ayala HS	08/21/2020
CAMPBELL, Amy	Softball (B)	Ayala HS	08/21/2020
CAPPS, Ronald	Girls Golf (GF)	Ayala HS	08/21/2020
CAPPS, Ronald	Boys Golf (GF)	Ayala HS	08/21/2020
CARRASCO, Zachary (NBM)	Band (B)	Ayala HS	08/21/2020
CASEY, Ryan (NBM)	Girls Soccer (GF)	Ayala HS	08/21/2020
CEDERGREN, Andrew	Football (GF)	Ayala HS	08/21/2020
CORDTS, Michael (NBM)	Boys Water Polo (GF)	Ayala HS	08/21/2020
CRONKITE, Toni (NBM)	Girls Water Polo (GF)	Ayala HS	08/21/2020
CROOK, Keila (NBM)	Band (B)	Ayala HS	08/21/2020
CUEVAS, Roxanne (NBM)	Track & Field (B)	Ayala HS	08/21/2020
DIMARCO, Tonino (NBM)	Cross Country (GF)	Ayala HS	08/21/2020
DIMARCO, Tonino (NBM)	Track & Field (GF)	Ayala HS	08/21/2020
DONOVAN, Kenny	Girls Golf (B)	Ayala HS	08/21/2020
DONOVAN, Kenny	Boys Golf (B)	Ayala HS	08/21/2020
DURAN, Elliott (NBM)	Band (B)	Ayala HS	08/21/2020
FERNANDEZ, Lorraine (NBM)	Track & Field (B)	Ayala HS	08/21/2020
FERNANDEZ, Lorraine (NBM)	Cross Country (B)	Ayala HS	08/21/2020
FLORES, Bryan	Boys Basketball (GF)	Ayala HS	08/21/2020
FLORES, Bryan	Baseball (B)	Ayala HS	08/21/2020
FLORES, Christian (NBM)	Boys Basketball (B)	Ayala HS	08/21/2020
FRAZIER, Jordan (NBM)	Boys Basketball (GF)	Ayala HS	08/21/2020
GOMEZ, Noe (NBM)	Band (B)	Ayala HS	08/21/2020
GONZALEZ, Jorge (NBM)	Baseball (B)	Ayala HS	08/21/2020
GRACIA III, Arthur	Football (GF)	Ayala HS	08/21/2020
HARGETT, Daniel (NBM)	Boys Soccer (B)	Ayala HS	08/21/2020
HARRIGAN-COTA, Daniel (NBM)	Cross Country (B)	Ayala HS	08/21/2020
HARRIGAN-COTA, Daniel (NBM)	Track & Field (B)	Ayala HS	08/21/2020
HARRIS, Brian (NBM)	Girls Basketball (GF)	Ayala HS	08/21/2020
HERNANDEZ, Matthew (NBM)	Band (B)	Ayala HS	08/21/2020
IBARRA, Ana (NBM)	Band (B)	Ayala HS	08/21/2020
JACKSON, Amber (NBM)	Girls Basketball (GF)	Ayala HS	08/21/2020
JONES, Tanner (NBM)	Band (B)	Ayala HS	08/21/2020
KAMINSKA PALARCZYK, Natalia (NBM)	Band (B)	Ayala HS	08/21/2020
KEVAL, Vickash (NBM)	Boys Basketball (GF)	Ayala HS	08/21/2020
KLEIBACKER, Christian (NBM)	Track & Field (GF)	Ayala HS	08/21/2020
KRANAWETTER, Timothy (NBM)	Football (B)	Ayala HS	08/21/2020
LEACH, Jonathan (NBM)	Football (B)	Ayala HS	08/21/2020
LEACH, Jonathan (NBM)	Baseball (B)	Ayala HS	08/21/2020
LONG, Eric	Boys Soccer (GF)	Ayala HS	08/21/2020

**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>APPOINTMENT - EXTRA DUTY</u></b> (cont.)			
LOPEZ, Erik (NBM)	Wrestling (GF)	Ayala HS	08/21/2020
LOPEZ, Nicholas (NBM)	Football (B)	Ayala HS	08/21/2020
LUNCZ, Pamela	Swim (GF)	Ayala HS	08/21/2020
LY, Robert (NBM)	Band (B)	Ayala HS	08/21/2020
MARCEAU, Paul	Swim (GF)	Ayala HS	08/21/2020
MARIN, Oscar (NBM)	Boys Soccer (GF)	Ayala HS	08/21/2020
MCBRIDE, Loy (NBM)	Track & Field (B)	Ayala HS	08/21/2020
MCLAURIN, Ernest (NBM)	Band (B)	Ayala HS	08/21/2020
MCGUIRE, Bradley	Baseball (GF)	Ayala HS	08/21/2020
MERCADO, Nathan (NBM)	Girls Water Polo (B)	Ayala HS	08/21/2020
MERCADO, Nathan (NBM)	Boys Water Polo (B)	Ayala HS	08/21/2020
MILES, Jacob (NBM)	Band (B)	Ayala HS	08/21/2020
MITCHELL, R. Julian (NBM)	Band (B)	Ayala HS	08/21/2020
NGUYEN, Vincent (NBM)	Boys Tennis (GF)	Ayala HS	08/21/2020
NGUYEN, Vincent (NBM)	Girls Tennis (B)	Ayala HS	08/21/2020
OJINAGA, Paulette	Boys Tennis (B)	Ayala HS	08/21/2020
OJINAGA, Paulette	Girls Tennis (GF)	Ayala HS	08/21/2020
ORDONEZ, Andrew (NBM)	Band (B)	Ayala HS	08/21/2020
PADILLA, Andrew (NBM)	Band (B)	Ayala HS	08/21/2020
PAGE, Justin (NBM)	Band (B)	Ayala HS	08/21/2020
PATINO, Marc	Baseball (B)	Ayala HS	08/21/2020
PEREZ, Derick (NBM)	Boys Soccer (GF)	Ayala HS	08/21/2020
POPE, Nathan	Football (B)	Ayala HS	08/21/2020
RAMIREZ, Brandi (NBM)	Band (B)	Ayala HS	08/21/2020
RAMIREZ, Mario (NBM)	Band (B)	Ayala HS	08/21/2020
REAMS, Randall	Football (B)	Ayala HS	08/21/2020
REEVES, Matthew	Competitive Cheer (GF)	Ayala HS	08/21/2020
REIDT, Joshua (NBM)	Baseball (B)	Ayala HS	08/21/2020
RYMAR, Julian (NBM)	Band (B)	Ayala HS	08/21/2020
SAIZ, Manuel	Football (GF)	Ayala HS	08/21/2020
SAIZ, Manuel	Track & Field (GF)	Ayala HS	08/21/2020
SCHUSTER, Chet	Swim (B)	Ayala HS	08/21/2020
SCHUSTER, Jenna (NBM)	Swim (B)	Ayala HS	08/21/2020
SCOTT, LaCresha (NBM)	Girls Basketball (GF)	Ayala HS	08/21/2020
SJOL, Adam	Swim (GF)	Ayala HS	08/21/2020
SMITH, Joe (NBM)	Baseball (B)	Ayala HS	08/21/2020
STAYKOVA, Krasimira (NBM)	Band (B)	Ayala HS	08/21/2020
STRONG, Frank J. (NBM)	Football (GF)	Ayala HS	08/21/2020
STRONG, Frank J. (NBM)	Boys Golf (B)	Ayala HS	08/21/2020
SULLIVAN, Michael (NBM)	Band (B)	Ayala HS	08/21/2020
THOMSON, Catherine (NBM)	Cheer (B)	Ayala HS	08/21/2020



**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>APPOINTMENT - EXTRA DUTY</u></b> (cont.)			
TIEK, Kevin (NBM)	Band (B)	Ayala HS	08/21/2020
URENA, Luis	Football (B)	Ayala HS	08/21/2020
VAN DERPOEL, Darren (NBM)	Band (B)	Ayala HS	08/21/2020
VOGT, Christopher	Baseball (GF)	Ayala HS	08/21/2020
WAINWRIGHT, Jordan (NBM)	Band (B)	Ayala HS	08/21/2020
WILLE, Kayla (NBM)	Athletic Trainer (B)	Ayala HS	08/21/2020
YOUNG, Jeffrey (NBM)	Softball (B)	Ayala HS	08/21/2020
YOUNG, Wayne (NBM)	Softball (GF)	Ayala HS	08/21/2020
ADRIAS, Michael (NBM)	Band (B)	Chino HS	08/21/2020
ANGULO, Alex	Wrestling (GF)	Chino HS	08/21/2020
ANGULO-CAMARILLO, Fernando (NBM)	Boys Soccer (B)	Chino HS	08/21/2020
ARANGURE, Heriberto (NBM)	Baseball (GF)	Chino HS	08/21/2020
BALDOVINO, Joel (NBM)	Girls Basketball (GF)	Chino HS	08/21/2020
BEAUDION, Joseph (NBM)	Football (GF)	Chino HS	08/21/2020
BELL, Robert (NBM)	Boys Basketball (GF)	Chino HS	08/21/2020
BRIGGS, Gary (NBM)	Band (B)	Chino HS	08/21/2020
CABRERA, Francisco (NBM)	Boys Soccer (GF)	Chino HS	08/21/2020
CASTANEDA, Hannah (NBM)	Girls Tennis (B)	Chino HS	08/21/2020
CASTANEDA, Hannah (NBM)	Boys Tennis (B)	Chino HS	08/21/2020
COLINCO, Clyde	Girls Golf (GF)	Chino HS	08/21/2020
COLINCO, Clyde	Boys Golf (GF)	Chino HS	08/21/2020
CONDE, Alejandra (NBM)	Band (B)	Chino HS	08/21/2020
COOPER, Eileen (NBM)	Boys Basketball (GF)	Chino HS	08/21/2020
COOPER, Eric (NBM)	Boys Basketball (GF)	Chino HS	08/21/2020
CRASK, Madison (NBM)	Girls Volleyball (GF)	Chino HS	08/21/2020
DAVIS, Jonathon	Girls Basketball (GF)	Chino HS	08/21/2020
DELEON, Andrew (NBM)	Football (GF)	Chino HS	08/21/2020
DELEON, Joe (NBM)	Boys Basketball (B)	Chino HS	08/21/2020
DIAZ, Araceli (NBM)	Band (B)	Chino HS	08/21/2020
DINKEL, Brian (NBM)	Band (B)	Chino HS	08/21/2020
ECHEVARRIA, Robyn (NBM)	Band (B)	Chino HS	08/21/2020
FARIAS, Victoria (NBM)	Band (B)	Chino HS	08/21/2020
FERNANDEZ, Amber (NBM)	Softball (GF)	Chino HS	08/21/2020
FLOURNOY Sr., Edmond (NBM)	Boys Basketball (GF)	Chino HS	08/21/2020
FULLER, Joe (NBM)	Football (GF)	Chino HS	08/21/2020
GLEESON, Megan (NBM)	Cross Country (GF)	Chino HS	08/21/2020
GLEESON, Megan (NBM)	Track & Field (GF)	Chino HS	08/21/2020
GOMEZ, Peter (NBM)	Band (B)	Chino HS	08/21/2020
GUERRA, Keven (NBM)	Swim (GF)	Chino HS	08/21/2020
HAMMOND, Kevin (NBM)	Boys Water Polo (GF)	Chino HS	08/21/2020
HERNANDEZ, Armando (NBM)	Baseball (B)	Chino HS	08/21/2020



**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>APPOINTMENT - EXTRA DUTY</u></b> (cont.)			
HERMAN, Steven (NBM)	Band (B)	Chino HS	08/21/2020
HERRERA, Anthony (NBM)	Band (B)	Chino HS	08/21/2020
HINKLE, Michael	Girls Tennis (GF)	Chino HS	08/21/2020
HINKLE, Michael	Boys Tennis (B)	Chino HS	08/21/2020
HUESER, Grayson (NBM)	Band (B)	Chino HS	08/21/2020
HUTSON, Lauren (NBM)	Band (B)	Chino HS	08/21/2020
INGLIMA, Heather	Girls Volleyball (GF)	Chino HS	08/21/2020
INGLIMA, Heather	Softball (B)	Chino HS	08/21/2020
IVICEVIC, Taylor (NBM)	Girls Basketball (B)	Chino HS	08/21/2020
JUAREZ, Jorge (NBM)	Baseball (GF)	Chino HS	08/21/2020
LAROSA, Joseph	Football (GF)	Chino HS	08/21/2020
LEDESMA, Matthew (NBM)	Wrestling (GF)	Chino HS	08/21/2020
LIRA, Alex (NBM)	Cross Country (B)	Chino HS	08/21/2020
LIRA, Alex (NBM)	Track & Field (GF)	Chino HS	08/21/2020
MACHUCA, Fabian (NBM)	Boys Soccer (B)	Chino HS	08/21/2020
MATLOCK, Clifford (NBM)	Track & Field (GF)	Chino HS	08/21/2020
MONTELLO, Makaila (NBM)	Girls Volleyball (B)	Chino HS	08/21/2020
MURILLO, Daniel (NBM)	Football (GF)	Chino HS	08/21/2020
NAVARRO, Jacob (NBM)	Wrestling (B)	Chino HS	08/21/2020
OCHOA, Daniella (NBM)	Softball (GF)	Chino HS	08/21/2020
PARRELL, Jessica	Girls Soccer (GF)	Chino HS	08/21/2020
PARRELL, Jessica	Track & Field (GF)	Chino HS	08/21/2020
PEASE, Adam	Girls Soccer (B)	Chino HS	08/21/2020
PHELAN, Brian (NBM)	Football (B)	Chino HS	08/21/2020
PRATT, Joshua (NBM)	Girls Tennis (B)	Chino HS	08/21/2020
PRATT, Joshua (NBM)	Boys Tennis (GF)	Chino HS	08/21/2020
ROSALEZ, Victor (NBM)	Boys Soccer (GF)	Chino HS	08/21/2020
SAMANO, Michael (NBM)	Wrestling (GF)	Chino HS	08/21/2020
SANCHEZ, Ivan (NBM)	Band (B)	Chino HS	08/21/2020
SANSUR, Jorge (NBM)	Football (GF)	Chino HS	08/21/2020
SANTANA, Nathalie (NBM)	Boys Soccer (GF)	Chino HS	08/21/2020
ST. ESTEBEN, Michael (NBM)	Baseball (GF)	Chino HS	08/21/2020
STARICKA, Damian	Girls Basketball (GF)	Chino HS	08/21/2020
URIAS, Samuel (NBM)	Boys Soccer (B)	Chino HS	08/21/2020
VASQUEZ, Gerald (NBM)	Softball (GF)	Chino HS	08/21/2020
VAZQUEZ, Alberto	Girls Soccer (GF)	Chino HS	08/21/2020
VAZQUEZ, Lauren (NBM)	Girls Soccer (GF)	Chino HS	08/21/2020
WENDLING, Jacqueline	Swim (GF)	Chino HS	08/21/2020
WICKS, Jonathan (NBM)	Band (B)	Chino HS	08/21/2020
YOUNG, Devan (NBM)	Wrestling (GF)	Chino HS	08/21/2020
ZARAGOZA, Zibley (NBM)	Girls Basketball (GF)	Chino HS	08/21/2020

**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>APPOINTMENT - EXTRA DUTY</u></b> (cont.)			
ACU, Johan (NBM)	Softball (B)	Chino Hills HS	08/21/2020
ADAMS, Timothy (NBM)	Girls Basketball (GF)	Chino Hills HS	08/21/2020
ANDERSEN, Dave (NBM)	Boys Golf (B)	Chino Hills HS	08/21/2020
BARONE, Andrew (NBM)	Band (B)	Chino Hills HS	08/21/2020
BINYON, Daniel (NBM)	Football (GF)	Chino Hills HS	08/21/2020
BLAKEY, Katherine (NBM)	Band (B)	Chino Hills HS	08/21/2020
BRAZIL, Frank (NBM)	Football (B)	Chino Hills HS	08/21/2020
BUTLER, Stephanie (NBM)	Girls Basketball (B)	Chino Hills HS	08/21/2020
CABADO, Kenneth (NBM)	Boys Basketball (GF)	Chino Hills HS	08/21/2020
CARDENAS CASILLAS, Luis (NBM)	Band (B)	Chino Hills HS	08/21/2020
CAREY-BARRON, Erin (NBM)	Dance (B)	Chino Hills HS	08/21/2020
CHIOTTI, Michelle	Cross Country (B)	Chino Hills HS	08/21/2020
CRONKITE, Joshua	Football (GF)	Chino Hills HS	08/21/2020
DELOYE, Amber (NBM)	Swim (GF)	Chino Hills HS	08/21/2020
ESPINOSA, Jose	Football (GF)	Chino Hills HS	08/21/2020
ESPINOSA, Jose	Baseball (GF)	Chino Hills HS	08/21/2020
FANNING, Ashley (NBM)	Band (B)	Chino Hills HS	08/21/2020
FOX, Jason (NBM)	Baseball (B)	Chino Hills HS	08/21/2020
GACHUPIN, Ivan (NBM)	Band (B)	Chino Hills HS	08/21/2020
GARCIA, Dayna (NBM)	Girls Soccer (GF)	Chino Hills HS	08/21/2020
GILLELAND, Anthony (NBM)	Band (B)	Chino Hills HS	08/21/2020
GONZALEZ, Antonio (NBM)	Wrestling (GF)	Chino Hills HS	08/21/2020
GONZALEZ, Brandon (NBM)	Softball (GF)	Chino Hills HS	08/21/2020
GRANT, Donald	Boys Basketball (GF)	Chino Hills HS	08/21/2020
GROM, Ian (NBM)	Band (B)	Chino Hills HS	08/21/2020
HARRIS, Britt (NBM)	Boys Water Polo (B)	Chino Hills HS	08/21/2020
HARTMAN, Chadd (NBM)	Band (B)	Chino Hills HS	08/21/2020
HEIDER, Brian (NBM)	Girls Water Polo (B)	Chino Hills HS	08/21/2020
HOENISCH, Brad (NBM)	Softball (GF)	Chino Hills HS	08/21/2020
HOLGUIN, Aaron (NBM)	Band (B)	Chino Hills HS	08/21/2020
JETT, Robert (NBM)	Band (B)	Chino Hills HS	08/21/2020
JACOBY, Adam	Girls Volleyball (B)	Chino Hills HS	08/21/2020
JACOBY, Adam	Baseball (B)	Chino Hills HS	08/21/2020
JONES, Vincent (NBM)	Girls Basketball (GF)	Chino Hills HS	08/21/2020
KARGBO, Bunduaka (NBM)	Boys Soccer (GF)	Chino Hills HS	08/21/2020
KARGBO, Bunduaka (NBM)	Girls Soccer (B)	Chino Hills HS	08/21/2020
LANDEROS, Adrian (NBM)	Boys Soccer (GF)	Chino Hills HS	08/21/2020
LLANEROS, Alexis (NBM)	Competitive Cheer (B)	Chino Hills HS	08/21/2020
LONG, Debra (NBM)	Wrestling (GF)	Chino Hills HS	08/21/2020
LOPEZ, Garret (NBM)	Band (B)	Chino Hills HS	08/21/2020
LOPEZ, Jennifer (NBM)	Band (B)	Chino Hills HS	08/21/2020

**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>APPOINTMENT - EXTRA DUTY</u></b> (cont.)			
MAPES, John (NBM)	Band (B)	Chino Hills HS	08/21/2020
MORIARTY, Timothy (NBM)	Band (B)	Chino Hills HS	08/21/2020
NHIAL, Kristen (NBM)	Track & Field (GF)	Chino Hills HS	08/21/2020
OLIVER, Jennifer (NBM)	Girls Soccer (GF)	Chino Hills HS	08/21/2020
ORTEGA, Thalia (NBM)	Band (B)	Chino Hills HS	08/21/2020
PERREAULT, Brian (NBM)	Girls Soccer (B)	Chino Hills HS	08/21/2020
PLAYER, Scott (NBM)	Swim (B)	Chino Hills HS	08/21/2020
PROBST, Jonathan (NBM)	Band (B)	Chino Hills HS	08/21/2020
REITER III, Francis (NBM)	Track & Field (B)	Chino Hills HS	08/21/2020
SAMUEL, Randy (NBM)	Track & Field (GF)	Chino Hills HS	08/21/2020
SARAVIA, Ervin (NBM)	Girls Tennis (GF)	Chino Hills HS	08/21/2020
SARAVIA, Ervin (NBM)	Boys Tennis (GF)	Chino Hills HS	08/21/2020
SAVAGE, Erik (NBM)	Football (B)	Chino Hills HS	08/21/2020
SCHNAKE, Clarissa (NBM)	Girls Volleyball (B)	Chino Hills HS	08/21/2020
SCOTT, Joseph (NBM)	Football (B)	Chino Hills HS	08/21/2020
SIDELL, Bailey (NBM)	Band (B)	Chino Hills HS	08/21/2020
SIMS, Marcus (NBM)	Baseball (B)	Chino Hills HS	08/21/2020
SMITH, Savannah (NBM)	Softball (B)	Chino Hills HS	08/21/2020
SPENCER, Andre (NBM)	Football (GF)	Chino Hills HS	08/21/2020
STANFORD, Ronald	Swim (GF)	Chino Hills HS	08/21/2020
STEWART, Stanley (NBM)	Girls Basketball (GF)	Chino Hills HS	08/21/2020
STULL, Tyson (NBM)	Football (GF)	Chino Hills HS	08/21/2020
SUVIATE, Alexandra (NBM)	Dance (B)	Chino Hills HS	08/21/2020
THE, Paul (NBM)	Girls Volleyball (GF)	Chino Hills HS	08/21/2020
TOBIN, Timothy (NBM)	Boys Water Polo (GF)	Chino Hills HS	08/21/2020
TRAN, Cesar	Track & Field (B)	Chino Hills HS	08/21/2020
TRUONG, Kevin (NBM)	Band (B)	Chino Hills HS	08/21/2020
VANG, Andrew (NBM)	Band (B)	Chino Hills HS	08/21/2020
VASQUEZ, Jr., George (NBM)	Football (B)	Chino Hills HS	08/21/2020
VERPLANCKE, Joseph	Baseball (GF)	Chino Hills HS	08/21/2020
VIVANCO, Patrick (NBM)	Boys Basketball (B)	Chino Hills HS	08/21/2020
WARD, Bryan (NBM)	Football (GF)	Chino Hills HS	08/21/2020
WINTON, Bryce (NBM)	Boys Water Polo (GF)	Chino Hills HS	08/21/2020
WINTON, Bryce (NBM)	Girls Water Polo (B)	Chino Hills HS	08/21/2020
WINTON, Bryce (NBM)	Swim (GF)	Chino Hills HS	08/21/2020
YAMASAKI, Kyle (NBM)	Dance (B)	Chino Hills HS	08/21/2020
YOON, Paul	Boys Tennis (B)	Chino Hills HS	08/21/2020
ZHUANG, Jimmy (NBM)	Girls Basketball (GF)	Chino Hills HS	08/21/2020
AGREGADO, Alexandria (NBM)	Boys Basketball (GF)	Don Lugo HS	08/21/2020
ARAMBULA, Lindsay (NBM)	Girls Tennis (B)	Don Lugo HS	08/21/2020
ARAMBULA, Lindsay (NBM)	Boys Tennis (GF)	Don Lugo HS	08/21/2020

**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>APPOINTMENT - EXTRA DUTY</u></b> (cont.)			
BARAJAS, Yuleisi (NBM)	Boys Water Polo (GF)	Don Lugo HS	08/21/2020
BARAJAS, Yuleisi (NBM)	Girls Water Polo (GF)	Don Lugo HS	08/21/2020
BAYLON, Cherry (NBM)	Girls Volleyball (GF)	Don Lugo HS	08/21/2020
BAYLON, Cherry (NBM)	Boys Volleyball (GF)	Don Lugo HS	08/21/2020
BELLOSO, Rodrigo	Boys Basketball (GF)	Don Lugo HS	08/21/2020
BOYER, Francisco (NBM)	Boys Basketball (GF)	Don Lugo HS	08/21/2020
BOYER, Francisco (NBM)	Softball (B)	Don Lugo HS	08/21/2020
BUSCH, Nikki	Boys Golf (GF)	Don Lugo HS	08/21/2020
CANTOS, Odyssees	Track & Field (GF)	Don Lugo HS	08/21/2020
CLARK, Richard (NBM)	Boys Golf (B)	Don Lugo HS	08/21/2020
COOPER, Derreck (NBM)	Wrestling (GF)	Don Lugo HS	08/21/2020
DELEON, Steven	Boys Basketball (GF)	Don Lugo HS	08/21/2020
DUARTE, Tass (NBM)	Band (B)	Don Lugo HS	08/21/2020
FINCH, Richard	Football (GF)	Don Lugo HS	08/21/2020
FINCH, Richard	Baseball (GF)	Don Lugo HS	08/21/2020
GANO, Greg	Football (GF)	Don Lugo HS	08/21/2020
GANO, Greg	Softball (GF)	Don Lugo HS	08/21/2020
GUTIERREZ, Mark (NBM)	Wrestling (GF)	Don Lugo HS	08/21/2020
HENDERSON, Gage (NBM)	Football (GF)	Don Lugo HS	08/21/2020
KIM, Jae	Football (GF)	Don Lugo HS	08/21/2020
KIM, Jae	Baseball (B)	Don Lugo HS	08/21/2020
KUSHKAKI, Ehssanullah (NBM)	Boys Soccer (GF)	Don Lugo HS	08/21/2020
LAROYA, Paulina (NBM)	Band (B)	Don Lugo HS	08/21/2020
LEPP, Marcus (NBM)	Football (GF)	Don Lugo HS	08/21/2020
MARTIN, Richard	Football (GF)	Don Lugo HS	08/21/2020
MEZA, Hope (NBM)	Girls Tennis (GF)	Don Lugo HS	08/21/2020
MILLER, Hayden (NBM)	Boys Water Polo (B)	Don Lugo HS	08/21/2020
MILLER, Tyler (NBM)	Band (B)	Don Lugo HS	08/21/2020
MONROE, Jonathan (NBM)	Softball (B)	Don Lugo HS	08/21/2020
NICODEMUS, Howard (NBM)	Swim (GF)	Don Lugo HS	08/21/2020
ORDONEZ, Reggie (NBM)	Band (B)	Don Lugo HS	08/21/2020
POTEET, Jr., Ronald	Baseball (GF)	Don Lugo HS	08/21/2020
PULLIAM, Scott (NBM)	Football (B)	Don Lugo HS	08/21/2020
REITER III, Francis (NBM)	Track & Field (B)	Don Lugo HS	08/21/2020
ROBLES, Daniel	Football (GF)	Don Lugo HS	08/21/2020
ROBLES, Daniel	Softball (GF)	Don Lugo HS	08/21/2020
SANCHEZ, Mayte (NBM)	Girls Volleyball (B)	Don Lugo HS	08/21/2020
SANCHEZ, Mayte (NBM)	Boys Volleyball (B)	Don Lugo HS	08/21/2020
SINGLETON, Carlyle (NBM)	Girls Basketball (GF)	Don Lugo HS	08/21/2020
TENG, Lyle (NBM)	Band (B)	Don Lugo HS	08/21/2020
VALENZUELA, Joseph (NBM)	Band (B)	Don Lugo HS	08/21/2020

**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**APPOINTMENT - EXTRA DUTY** (cont.)

WALTZ, Dean (NBM)	Girls Basketball (GF)	Don Lugo HS	08/21/2020
WALTZ, Eric (NBM)	Girls Basketball (GF)	Don Lugo HS	08/21/2020
WROTH, Christen (NBM)	Band (B)	Don Lugo HS	08/21/2020
VERASTEGUI, Christopher (NBM)	Band (B)	Don Lugo HS	08/21/2020
ZEISSIG III, Boris (NBM)	Cross Country (B)	Don Lugo HS	08/21/2020
ZEISSIG III, Boris (NBM)	Track & Field (B)	Don Lugo HS	08/21/2020
TOTAL:			\$531,371.00

**CLASSIFIED PERSONNEL**

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

FIGUEROA, Elizabeth	Playground Supervisor (GF)	Cal Aero K-8	TBD
SANCEAU, Sonia	Typist Clerk II (GF)	Alternative Education	TBD
SALDANA, Kendall	IA/Special Education/SH (SELPA/GF)	Special Education	TBD

**PROMOTION**

CIPRIANO-TRAIN, Xenia	FROM: IA/Special Education/SH (SELPA/GF) 6 hrs./181 work days TO: Typist Clerk II (GF)	Glenmeade ES  Oak Ridge ES	TBD
RAMIREZ, Evelia	FROM: IA/Special Education/SH (SELPA/GF) 6 hrs./181 work days and Playground Supervisor (GF) .75 hrs./180 work days TO: Custodian I (GF) 8 hrs./180 work days	Newman ES  Newman ES Don Lugo HS	08/21/2020
HUERTA, Gina	FROM: Elementary Library/Media Center Assistant (GF) 3.5 hrs./150 contract days TO: Career Center Guidance Technician (GF) 4 hrs./187 work days and Counseling Assistant (GF) 3 hrs./187 work days	Rhodes ES  Buena Vista HS  Buena Vista HS	08/06/2020

**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
SEIFERT, Teresa	FROM: Nutrition Services Manager I (NS) 6 hrs./183 work days TO: Nutrition Services Manager III (NS) 8 hrs./184 work days	Rhodes ES  Magnolia JHS	08/21/2020
FAGUNDES, Helena	FROM: Custodian I (GF) 8 hrs./261 contract days TO: Custodian II (GF) 8 hrs./261 contract days	Townsend JHS  Cortez ES	08/21/2020
COATS, Logan	FROM: Technology Technician (GF) 8 hrs./261 contract days TO: Electronics Security Systems Technician (GF) 8 hrs./261 contract days	Technology  Maintenance & Operations	08/21/2020

**CHANGE OF ASSIGNMENT**

GUERRA, Marlo	FROM: Playground Supervisor (GF) 1.5 hrs./180 work days TO: Health Technician (GF) 3.5 hrs./185 work days	Butterfield Ranch ES  Wickman ES	TBD
SWARTZ, Katherine	FROM: Typist Clerk II (GF) 8 hrs./201 work days TO: Custodian I (GF) 8 hrs./261 contract days	Glenmeade ES  Cal Aero K-8	07/17/2020
CAMPOS, Celeste	FROM: Playground Supervisor (GF) 1.75 hrs./180 work days TO: Central Kitchen Assistant I (NS) 3 hrs./181 work days	Townsend JHS  Woodcrest JHS	08/21/2020

**PERSONAL LEAVE OF ABSENCE**

DUNN, Clara	IA/Special Education (SELPA/GF)	Don Lugo HS	08/10/2020 through 12/20/2020
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**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**RELEASE OF EMPLOYEE WITHOUT PREJUDICE**

Employee 25984			07/17/2020
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**RESIGNATION**

KIERKEGAARD, Karen	IA/Childhood Education (CDF)	Country Springs FC	06/02/2020
VASQUEZ, Christine	Playground Supervisor (GF)	Hidden Trails ES	07/31/2020
MACKESSY, Nicholas	IA/Special Education (SELPA/GF)	Don Lugo HS	07/30/2020
AYALA, Jose	Senior Security Officer (GF)	Risk Management	08/31/2020
OLLMAN, Misty	Behavior Intervention Aide (SELPA/GF)	Special Education	07/31/2020

**RETIREMENT**

VISSCHER, Marianne (29 Years of Service)	Elementary Library/Media Center Assistant (GF)	Dickson ES	08/01/2020
HARGROVE, Teri (12 Years of Service)	School Secretary I (GF)	Rhodes ES	10/10/2020
CORTES, Dina (16 Years of Service)	IA/Special Education/SH (SELPA/GF)	Rolling Ridge ES	08/10/2020
KROLIKOWSKI, Sharon (19 Years of Service)	IA/Special Education (SELPA/GF)	Townsend JHS	08/17/2020
MCNUTT, Sharlene (11 Years of Service)	Counseling Assistant (GF)	Woodcrest JHS	07/15/2020
CORREA, Eleanor (20 Years of Service)	Nutrition Services Assistant II (NS)	Chino Hills HS	08/08/2020
SCOTT, Maria (33 Years of Service)	Accountant I (GF)	Health Services	08/31/2020

**APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JULY 1, 2020, THROUGH  
SEPTEMBER 30, 2020**

DOMINGUEZ, Giovanni	IA/Special Education/SH	Newman ES
CABEBE, Michael	IA/Special Education/SH	Canyon Hills JHS
VISTA, Sontrimae	IA/Special Education/SH	Canyon Hills JHS
HOLZMEISTER, Esther	IA/Special Education/SH	Ayala HS
LOPEZ, Judith	IA/Special Education/Collab.	Ayala HS
GUZMAN, Christina	IA/Special Education/SH	Chino Hills HS



**CLASSIFIED PERSONNEL** (cont.)

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

GUTIERREZ, Lacey	LIVINGSTON, Luci	MAGALLANES, David	
MORENO, Steven	ROSALEZ Jr., Victor	SERRANO LOPEZ, Francisca	
VISAYA, Anne			

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 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 CLAIM**

=====

**BACKGROUND**

Claim 20-07-22 was submitted on July 21, 2020, by Shirley Seibert, classified employee at Townsend JHS. Claimant alleges vehicle damages to her car that was parked in the school's parking lot. A rock hit the back windshield after a District employee was operating a mower. Claimant seeks a settlement demand for vehicle damages and car rental in the amount of \$1,443.20.

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 claim and refer it to the District's insurance adjuster.

**FISCAL IMPACT**

Unknown at present.

NE:RR:WF:lag

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 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 AZUSA PACIFIC UNIVERSITY**

=====

**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 Azusa Pacific University.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the student teaching agreement with Azusa Pacific University.

**FISCAL IMPACT**

None.

NE:RR:IB:mcm



## MEMORANDUM OF UNDERSTANDING

**THIS AGREEMENT** entered into by and between **Azusa Pacific University**, hereinafter called the **UNIVERSITY** and Chino Valley Unified School District, hereinafter called the **DISTRICT**:

### W I T N E S S E T H

**WHEREAS**, the governing board of a school district may enter into agreements with a college or university approved by the Commission on Teacher Credentialing (CTC) as a teacher education institution (Ed. Code Section 44227), to provide educational field experiences as may be called for in the requirements of the various authorized credentials for public school service; and

**WHEREAS**, any such agreement may provide for the payment in money or in services for the services rendered by the school district of an amount not to exceed the actual cost to the school district of the services rendered; and

**WHEREAS**, the University operates fully accredited educational programs for its candidates; and

**WHEREAS**, it is to the mutual benefit of the University and the District to make a program of educational fieldwork experiences available to the University's candidates at the District's facilities.

**NOW, THEREFORE**, it is mutually agreed upon between the parties as follows:

### GENERAL TERMS AND CONDITIONS

1. **Term.** The term of this agreement shall commence on **August 21, 2020** and terminate on **June 30, 2025**.
2. **Termination.** Notwithstanding anything herein contained to the contrary, either party may terminate this agreement with thirty (30) days written notice to the undersigned. In the event of early termination of this agreement, candidates who have not yet completed their K-12 Educational field experience assignment in the District may complete their assignment at the discretion of the University. Nothing in this agreement shall limit the right of the University, acting in its sole discretion, to remove a candidate from the K-12 setting at any time.

3. **Amendments.** The provisions of this agreement may be altered, changed, or amended, by mutual written consent of the parties hereto.

4. **Execution.** This agreement may be executed in one or more counterparts, all of which shall constitute one and the same document. Counterparts may be exchanged by facsimile or email. Each counterpart, whether an original signature or a facsimile copy, shall be deemed an original as against any Party who signed it.

5. **Insurance.**

a. The District shall maintain minimum insurance coverage for Worker's Compensation, including Employer's Liability, covering its employees. The University shall maintain minimum insurance coverage for Worker's Compensation, including Employer's Liability, covering its employees and candidates.

b. The District shall carry professional liability insurance coverage in the amount of \$1,000,000 per limit and \$3,000,000 in the aggregate, for its employees and agents. The University shall carry professional liability insurance coverage in the amount of \$1,000,000 per limit and \$3,000,000 in the aggregate, for its employees, agents, and candidates. The District shall maintain general liability insurance coverage in the amount of \$1,000,000 per incident and \$3,000,000 in the aggregate, covering its employees and agents. The University shall maintain general liability insurance coverage in the amount of \$1,000,000 per incident and \$3,000,000 in the aggregate, covering its employees, agents, and candidates. The University shall maintain sexual abuse/molestation insurance coverage in the amount of \$1,000,000 per incident and \$3,000,000 in the aggregate, covering its employees, agents, and candidates.

c. The District maintains proof of all insurance coverage and will provide said proof to the University upon request. The University maintains proof of all insurance coverage and will provide said proof to the District upon request.

d. The employment status of candidates and the responsibility for insurance coverage for candidate activities depends upon the status of the candidates as set forth below:

i. Candidates Participating in Unpaid K-12 Educational Field Experience not at Candidate's Place of Employment: If the University's candidates are participating in an unpaid K-12 educational field experience not at his or her place of employment, it is understood that the University's candidates are fulfilling specific requirements for field experiences as part of a degree or credential program requirement, and therefore, the University's candidates do not thereby become employees of the District by virtue of their field experience. The University shall be responsible for providing insurance coverage for such candidates, pursuant to Sections 5.a and 5.b of this agreement.

- ii. Candidates Participating in Unpaid K-12 Educational Field Experience at Candidate's Place of Employment: If the University's candidates are participating in an unpaid internship or field experience at his or her place of employment, it is understood by that the University and the District shall keep the field experience and work duties of the University's candidates strictly separate. The University shall be responsible for providing insurance coverage for such candidates' field experience pursuant to Section 5.a and 5.b of this agreement. The District shall be responsible for providing insurance coverage for such candidates' activities as a District employee pursuant to Section 5.a and 5.b of this agreement.
- iii. Candidates Participating in Paid K-12 Educational Field Experience: If the University's candidates are provided with a nominal stipend from the District intended to reimburse them for estimated expenses related to their field experience, the University's candidates do not thereby become employees of the District, and the University shall be responsible for providing insurance coverage for such candidates pursuant to Sections 5.a and 5.b of this agreement; however, the District shall be responsible for issuing a Form 1099 reporting the stipend to the Internal Revenue Service. If, however, the University's candidates are paid by the District for their services, then they become employees of the District, and the District is responsible for all employee obligations and for insuring the activities of such candidates under Section 5.a and 5.b of this agreement.

**6. Confidentiality.**

- a. All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District or the project shall remain strictly confidential and shall not be disclosed without consent of the District. The University agrees to notify candidates that they are responsible for respecting and maintaining the confidentiality of all information with respect to all students of the District.
- b. The University and the District agree to comply with the Family Educational Rights and Privacy Act (FERPA) of 1974, and all requirements imposed by or pursuant to regulation of the Department of Education to the end that the rights and privacy of the students enrolled in the District and of their parents are not violated or invaded. This assurance is given to obtain access to individual student data for the purpose of using said data to fulfill assignments or contractual obligations with the District. The provisions of the Family Educational Rights and Privacy Act of 1974 include, but are not limited to ensuring that (a) no identification of students or their parent(s)/guardian(s) by persons other than representatives of the University and required persons performing activities mandated by the California Department of Education, California Commission on Teacher Credentialing (i.e. auditors) is permitted; (b) the individual student data will be destroyed when no longer needed for the purpose(s) for which they were obtained; (c) no access to individual student data shall be granted by the University to any other persons, agency,

or organization without the written consent of the pupil's parent/guardian, except for sharing with other persons within the District or representatives of the University, so long as those persons have a legitimate interest in the information; (d) the District will not disclose the candidate records of the University's candidates except to University and District officials who have a legitimate need for the information consistent with their official responsibilities.

7. **Non-Discrimination.** The University and the District agree to make no distinction among candidates covered by this agreement on the basis of race, color, religion, national origin, gender, age, disability, or status as a veteran.

8. **Transportation of Students.** Neither the University nor the District will provide transportation for candidates between the University and the District school. Each candidate shall be responsible for his or her transportation.

9. **Scope of Authority.** The District shall exercise exclusive control over the administration, operation, maintenance and management of the District and its schools, and the University's candidates while they are in residence at the District. Subject thereto, the University shall exercise control and supervision over the operation, curriculum, faculty and candidates of the University within the prescribed framework.

10. **Indemnification.**

a. The University shall indemnify, save and hold harmless the District, its officers, directors, and employees from and against all obligations, claims and liabilities of any kind under state or federal law (including costs and attorney's fees) that may arise out of negligent acts or omissions of the University, and its trustees, officers, directors, candidates and employees during the course and scope of a University candidate's clinical training.

b. The District shall indemnify, save and hold harmless the University, its officers, directors, and employees from and against all obligations, claims and liabilities of any kind under state or federal law (including costs and attorney's fees) that may arise out of negligent acts or omissions of the District, and its trustees, officers, directors, or employees during the course and scope of a University candidate's clinical training.

11. **Scope of Work.**

**TEACHER EDUCATION FIELD EXPERIENCE**

"Field Experience" as used herein refers to eight-week periods in which a Teacher Candidate, enrolled in Field Experience-embedded courses in the university teacher preparation program, observes and interacts with students in small group settings and may have limited whole class

involvement under the direct supervision and instruction of one or more classroom Host Teachers. With the guidance of the classroom Host Teacher, the Teacher Candidate will be required to teach no fewer than one and no more than four independent lessons to individual K-12 students and/or in a small group setting of no more than 10 students. With the guidance of the classroom Host Teacher, the Teacher Candidate will be required to administer informal and formal assessments to individual K-12 students and/or small groups of no more than 10 students during their Field Experience in an effort to fulfill course assignment purposes only. The Teacher Candidate may be required to observe in a variety of settings to meet course expectations and will document a minimum of 15 hours of Field Experience per each Field Experience-embedded course. Field Experience is not commensurate with Student Teaching or culminating Clinical Practice.

Field Experience is to be completed under the direct supervision of a Host Teacher(s) who currently hold(s) a valid Clear Teaching Credential in the content area for which they are providing supervision and have a minimum of three years of content area K-12 teaching experience. It is the expectation that the classroom where Teacher Candidates complete Field Experience will consist of K-12 students and include students who are English Learners, students on an IEP or 504 Plan, students who qualify for GATE, and/or students from an underserved group. The classroom curriculum must align with California's adopted content standards and frameworks. During Field Experience, the Host Teacher may be requested to review and provide feedback on course assignments (e.g., lesson plans). At the conclusion of the Field Experience, the Host Teacher(s) will be asked to complete a short disposition rating scale on the Teacher Candidate's disposition and performance during the Field Experience hours, and a form verifying the hours completed by the Teacher Candidate within the Host Teacher's classroom.

The University will ensure that Teacher Candidates who participate in Field Experience have met the California Basic Skills requirement, (b) possess a valid certificate of clearance or other valid CTC document, and (c) are currently enrolled in a Field Experience-embedded course.

The University will provide support to the Teacher Candidate through the direction and discussion provided within the Field Experience-embedded course. Assignments directly related to the Teacher Candidate's Field Experience, in the form of reflection logs and written assignments, will be required and evaluated by the University course instructor.

### **TEACHER EDUCATION STUDENT TEACHING**

"Student 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 (a) holding a valid Clear Teaching Credential in the content area for which they are providing supervision and (b) have a minimum of three years of content area K-



12 teaching experience. The district-employed supervisor must have demonstrated exemplary teaching practices as determined by the District and University. It is preferable that the district-employed supervisor (i.e., Master Teacher) not have additional district or school based assignments that cause them to be absent from the classroom for extended periods of time.

The University shall provide district-employed supervisors a minimum of 2 hours of initial orientation to the program curriculum, and access to a minimum of 8 hours of training related to effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.

The District agrees to provide a supported teaching experience in District classrooms for Teacher Candidates who are assigned by the University to student teaching. Classrooms where Teacher Candidates complete student teaching must include K-12 students who are English Learners, on an IEP or 504 Plan, qualify for GATE, and/or students from an underserved group. The District will provide Education Specialist Teacher Candidates opportunities for guided observations, co-planning, co-teaching, and guided teaching in both general education and special education classrooms during the first eight weeks of the student teaching experience (i.e., Clinical Practice I). Such student teaching shall be provided in such schools and classes of the District and under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representatives may agree upon. It is understood that the matching of a Teacher Candidate and a district-employed supervisor must be a collaborative process between the school district and the university.

The University shall ensure student teacher placement in locations where the Teacher Candidate is able to video capture his/her teaching with K-12 students for the purposes of implementing the video requirement for the California Teaching Performance Assessment (CalTPA), observations, and instructional reflection. The University requires Teacher Candidates to affirm that they follow all applicable video policies of the District. The District recognizes the importance of facilitating placements that allow Teacher Candidates to complete the California Teaching Performance Assessment (CalTPA), and has necessary policies and procedures in place related to the appropriate use of video for instruction and assessment. The District recognizes that the Teacher Candidate may use video capture to record their classroom instruction and submit it in a FERPA-compliant platform for review as part of the University Mentor observation and formative feedback process, and University instructional reflection.

The District may, for good cause, refuse to accept any Teacher Candidate of the University assigned to student teaching in the District. Upon request of the District, made with good cause, the University shall terminate the student teaching assignment of said Teacher candidate.

The University will ensure that Teacher Candidates who participate in student teaching (a) meet the California Basic Skills requirement, (b) demonstrate Subject Matter Competence (or 4/5 of subject matter competence for undergraduates in an approved Subject Matter Preparation

Program), (c) meet the U.S. Constitution requirement, (d) possess a valid certificate of clearance or other valid CTC document, and (e) have a negative TB test within 2 years of the end date of the student teaching assignment.

“Full-time student teaching” is an assignment for the regular school day (at least seven hours) for 16 weeks and includes all duties normally performed by a teacher. The 16-week period aligns with the University’s Fall and Spring semesters.

At the elementary level, a full-time assignment is a full school day (at least seven hours) for eight weeks in a primary (K-3) classroom and eight weeks in an intermediate (4-6) classroom. The University will pay the District for performance by the district-employed supervisor of all services required at a rate of one hundred dollars (\$100) per eight-week term for each full-time student teacher placed within the District.

At the secondary level, a full-time assignment is a full school day (at least seven hours) with a minimum of four periods of student teaching, one period of planned observation, and one preparation period for 16 weeks. The University will pay the District for performance by the district-employed supervisor of all services required at the rate of two hundred dollars (\$200) per sixteen-week term for each full-time student teacher placed within the District.

For special education, a full-time assignment is a full school day (at least seven hours) in an appropriate mild/moderate or moderate/severe setting for 16 weeks. The University will pay the District for performance by the district-employed supervisor of all services required at the rate of two hundred dollars (\$200) per sixteen-week term for each full-time student teacher placed within the District.

An assignment of a Teacher Candidate to student teaching in schools or classes of the District shall be, at the discretion of the University for approximately one semester with a Fall semester occurring approximately from the end of August to the middle of December and a Spring semester occurring approximately from the beginning of January to the beginning of May.

Within a reasonable time following the close of each assignment, the University will send a Master Teacher Stipend Summary Sheet to the District and the District shall submit an invoice, to the University for payment, at the rate provided herein, for all student teaching assignments provided by the District under and in accordance with this agreement during said semester.

### **TEACHER EDUCATION INTERN TEACHING**

“Intern teaching” as used herein and elsewhere in this agreement means active participation in a teacher internship program (i.e Intern Program) pursuant to California Education Code Section

44450 whereby University Teacher Candidates may be placed as Intern Teacher Candidates (i.e. Interns) in District Schools, working under an Intern Credential. An Intern is authorized to assume the functions authorized by the appropriate Multiple Subject, Single Subject, or Education Specialist Credential provided that the Intern's services meet the instructional needs of the participating district, the Intern does not displace other certificated employees in the participating district, and this agreement meets with the District's contractual specifications with certificated employees. The District shall ensure no Intern will have his/her salary reduced by more than one-eighth of the total contracted pay to cover costs of site supervision. The salary of the Intern shall not be less than the minimum base salary paid regularly certificated teacher in similar positions.

The District will assign each Intern a mentor/support provider (i.e. district-employed supervisor) who will be responsible for overseeing and offering support to the Intern throughout the Intern teaching period. The District agrees to provide to the University the name of the district-employed supervisor for each term. The district-employed supervisor must (a) hold a valid corresponding Clear or Life credential, (b) have completed a minimum of three years of successful teaching experience, (c) have EL Authorization if he/she is providing supervision and support to an Intern who does not have EL Authorization.

The University shall provide district-employed supervisors a minimum of 2 hours of initial orientation to the program curriculum, and access to a minimum of 8 hours of training related to effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.

The District must ensure sufficient resources are provided including dedicated time for district-employed mentor/support providers to work with the Interns within the school day. This dedicated time is to 1) assess necessary support for the Intern, 2) deliver appropriate support/mentoring and supervision for the Intern and 3) provide feedback to APU (e.g. Midpoint and Final Surveys).

The University will ensure Teacher Candidates in the Intern Program hold a Baccalaureate degree or higher from a regionally accredited institution of higher education and (a) meet the California Basic Skills requirement, (b) demonstrate Subject Matter Competence, (c) meet the U.S. Constitution requirement, (d) possess a valid certificate of clearance or other valid CTC document, (e) have completed the required Pre-service Training.

The University will assign a University program supervisor (i.e. University Mentor) to support the Intern who will work cooperatively with the district personnel designated above. The University Mentor will confer with both the site administrator and the district-employed mentor/support provider for the Intern. The University Mentor will meet the following minimum qualifications of (a) current knowledge in the content area of the candidate; (b) the ability to model best professional practices in teaching learning, scholarship, and service; (c) knowledge

about diverse abilities, cultural, language, ethnic, and gender diversity; and (d) understand the context of public schools and have a thorough grasp of the academic standards, frameworks, and accountability systems that drive the curriculum of public schools.

The employing district will develop and implement a Professional Development Plan for the Intern, which will include an annual evaluation. For Interns teaching in inclusive kindergarten through 6th grade settings, the Professional Development Plan must include instruction during the first semester of service, which includes child development and teaching methods, as well as, special education programs for pupils with mild and moderate disabilities. The University will make available description of the courses to be completed by the Intern.

The District and the University will work in partnership to provide a minimum of 144 hours of support/mentoring and supervision to each Intern each school year. Interns without an EL authorization will also be provided 45 hours of EL support. The District will provide approximately 2/3 of the support/mentoring and supervision to include but not limited to the following: content specific coaching; grade level or department meetings; new teacher orientation; coaching from an administrator; co-planning with a special educator or English learner expert to address special needs or English learner students; demonstration lessons or co-teaching activities with a mentor/support provider, coach or supervisor; Intern observation of other teachers and classrooms; editing work-related writing; professional learning communities activities addressing issues in the Intern's classroom; OR other support and supervision activities. The University will provide approximately 1/3 of the support/mentoring and supervision to include but not limited to the following: University Mentor support, seminars, peer/faculty support; classroom observations and coaching; Intern observation of other teachers and classrooms; email, phone, and/or video conferencing support related to observations, problem-solving, planning curriculum, and/or instruction; professional literature/research discussion groups facilitated by appropriately credentialed program faculty; OR other support and supervision activities. The University is responsible for documentation of support/mentoring and supervision.

The District and the University agree to the allocation of additional personnel, time, and resources for individuals who have not yet earned an English Learner authorization. The participating District will identify an individual who is immediately available to assist Interns with planning lessons that are appropriately designed and differentiated for ELs, for assessing language needs and progress, and to support language accessible instruction. This District employee must have an EL authorization.

The University shall ensure Intern assignments take place in locations where the Intern is able to video capture his/her teaching with K-12 students for the purposes of implementing the video requirement for the California Teaching Performance Assessment (CalTPA), observations, and instructional reflection. The University requires Interns to affirm that they follow all applicable video policies of the District.

The District recognizes the importance of facilitating placements that allow Interns to complete the California Teaching Performance Assessment (CalTPA), and maintains necessary policies and procedures in place related to the appropriate use of video for instruction and assessment. The District recognizes that the Intern may use video capture to record their classroom instruction and submit it in a FERPA-compliant platform for review as part of the University Mentor observation and formative feedback process, and University instructional reflection.

The District and the University agree to share information, as needed, on the performance of the Intern in order to provide additional support or supervision.

### **SCHOOL COUNSELING & SCHOOL PSYCHOLOGY PRACTICUM**

“Practicum” as used herein refers to the hours that a candidate, enrolled in practicum-embedded course(s) in the University program, develops skills learned in previous and current courses under the supervision of a site supervisor working in a K-12 setting.

Practicum is to be completed under the direct supervision of a District employee who currently holds a Pupil Personnel Services (PPS) Credential with an authorization in school psychology or school counseling and has a minimum of three years full time experience as a School Counselor, Clinical Counselor, or School Psychologist.

For School Counseling candidates, it is the expectation that candidates are required to meet one-on-one with a client who is 12 to 18 years of age for six 30-minute sessions to gain experience developing counseling relationships through the application of counseling skills. Additionally, candidates should complete direct, as well as, indirect counseling experience in clinical settings working with other clients.

For School Psychology candidates, it is the expectation that candidates are required to observe the administration of and practice the administration of psychoeducational assessments, as well as, participate in the writing of reports and IEP meetings.

The University will ensure candidates who participate in practicum have met the requirements of (a) proof of completion of Mandated Reporter training; (b) proof of negative TB testing; and (c) a valid CTC document, which includes a fingerprint and background check. Candidates will be informed that a District has the authorization to require additional documentation before beginning their practicum assignment.

The District recognizes the importance of facilitating Practicum placements that will enhance the candidates’ confidence as a professional counselor or psychologist. Settings for School Counselors should build basic counseling skills which include body language, listening, and

development of trust with clients. Settings for School Psychologists should build basic assessment, counseling, and consultation skills.

The University agrees to appoint a faculty member as a University Supervisor to administer the University's responsibilities related to the Program and oversee the candidates' Practicum experience at the District. The University Supervisor shall be responsible for ongoing communication with the District.

The District agrees to assume ultimate responsibility for the counseling services provided to students and the psycho-educational assessments administered to students, as well as, the delivery of results through reports and IEP meetings.

### **SCHOOL COUNSELING & SCHOOL PSYCHOLOGY FIELDWORK**

"Fieldwork" as used herein refers to the hours that a candidate, enrolled in fieldwork course(s) in the University program, develops and practices skills learned in previous and current courses under the supervision of a university supervisor and a site supervisor working in a K-12 setting.

The District agrees to appoint a District employee as a District Representative to administer the District's responsibilities related to the Program and collaborate with the Fieldwork and Internship Coordinator for School Counseling and School Psychology in implementing the candidate's fieldwork at the District.

The District Representative shall be responsible for on-going communication with the University, as well as the designation of District employees to serve as site supervisors responsible for direct supervision of assigned candidates. District employees designated as site supervisors shall meet the CTC criteria for supervising students. School Psychology site supervisors must have a current Pupil Personnel Services (PPS) credential with an authorization in school psychology and a minimum of three years full-time experience as a school psychologist. School Counseling site supervisors must have a current PPS credential with an authorization in school counseling and a minimum of three years full-time experience as a school counselor. In the absence of the site supervisors so designated, suitable alternate persons will be designated and available.

The District Representative and site supervisors shall be granted with sufficient time to supervise, plan and implement the fieldwork including, when feasible, time to attend relevant meetings and conferences.

The District shall (a) support continuing education and professional growth and development of those staff members of the District responsible for supervision of assigned candidates; (b) provide the physical facilities and equipment necessary to conduct the fieldwork; (c) provide assigned candidates, whenever possible, with the use of library facilities, reasonable study and

storage space; (d) make available to the University a written description of the planned educational program (including objectives) to be followed during fieldwork; (e) advise the University of any changes in its personnel, operations or policies which may affect the fieldwork; (f) permit inspection by the University of the facilities, services available for learning experiences, candidate records, and other items pertaining to the fieldwork; (g) determine the number of candidates which the District can accommodate during a given period of time and accept only the number of students which the District can accommodate; and (h) provide access to the University and its candidates the applicable District rules and regulations with which they are expected to comply.

The University will provide a valid and reliable assessment that the District will use to assess the candidate's competence, a minimum of twice, at the mid-point and at the conclusion of fieldwork. The completed assessment will be forwarded to the University after each administration of the assessment and upon the conclusion of each candidate's fieldwork. Notice will be provided to the University, as soon as practical and at least by mid-term of a candidate's fieldwork, of any serious deficiency noted in the ability of the candidate to progress toward achievement of the stated objectives of the field experience. The District shall otherwise have the right to terminate any candidate whose health or performance is a detriment to any student's well-being or to achievement of the stated objectives of the candidate's field experience. Prior to such termination, the District shall notify the University's Fieldwork and Internship Coordinator.

The University agrees to appoint a faculty member as Fieldwork and Internship Coordinator to administer the University's responsibilities related to the Program and oversee the candidates' fieldwork at the District. The Fieldwork and Internship Coordinator shall be responsible for ongoing communication with the District.

The University agrees to assume responsibility for assuring compliance with applicable educational standards established by the California Commission on Teacher Credentialing (CTC), Council for the Accreditation of Educator Preparation (CAEP), and National Association of School Psychologists (NASP).

The University agrees to notify the District, at a time mutually agreed upon, of its planned schedule of candidate assignments, including each candidate's name, level of academic preparation, and length and date of the fieldwork. The University shall refer to the District only those candidates who have satisfactorily completed the prerequisite didactic portion of the curriculum.

The University agrees to advise assigned candidates regarding appropriate health and professional liability insurance. All candidates will be covered by the University's group professional liability insurance as required by the terms of this agreement.

The University shall ensure candidates who participate in fieldwork have met the requirements of (a) proof of completion of Mandated Reporter training; (b) proof of negative TB testing; and (c) a valid CTC document, which includes a fingerprint and background check. Candidates will be informed that a District has the authorization to require additional documentation before beginning their fieldwork assignment.

The University agrees to require assigned candidates to comply with existing pertinent rules and regulations of the District and all reasonable directions given by qualified District personnel during periods of fieldwork assignment and while on District premises.

The University and the District agree to establish the educational objectives for the Program, devise methods for their implementation, and continually evaluate the Program to determine its effectiveness.

### **SCHOOL COUNSELING & SCHOOL PSYCHOLOGY INTERN**

The Intern School Counselor or School Psychologist is approved to assume the functions authorized by the Pupil Personnel Services School Counseling or School Psychology Intern Credential provided that the Intern's services meet the needs of the participating district, the Intern does not displace other certificated employees in the participating district, and this agreement meets with the District's contractual specifications with certificated employees.

The University shall ensure candidates in the Intern Program hold a Baccalaureate degree or higher from a regionally accredited institution of higher education and have satisfied the additional requirement of meeting the California Basic Skills requirement, most commonly met by the passage of the CBEST assessment, have proof of completion of Mandated Reporter training, have proof of negative TB testing, and are enrolled in internship courses in the University program.

The University shall provide a University supervisor to work cooperatively with the Intern School Counselor or School Psychologist and site supervisor.

The University will provide a valid and reliable assessment that the District will use to assess the Intern's competence, a minimum of twice, at the mid-point and at the conclusion of the Internship. The completed assessment will be forwarded to the University after each administration of the assessment and upon completion of the Internship. Notice will be provided by the District to the University, as soon as practical and at least by mid-term of a candidate's Internship, of any serious deficiency noted in the ability of the Intern to progress toward achievement of the stated objectives of the Internship.



The District shall authorize a District employee who currently holds a Pupil Personnel Services (PPS) Credential with an authorization in school psychology or school counseling and has a minimum of three years full time experience as a School Counselor or School Psychologist to supervise the Intern candidate. The site supervisor shall be granted with sufficient time to supervise, plan, and implement the Internship, including, when feasible, time to attend relevant meetings and conferences.

The District shall (a) support continuing education and professional growth and development of staff members of the District responsible for supervision of assigned Interns; (b) provide the physical facilities and equipment necessary to conduct the Internship; (c) advise the University of any changes in its personnel, operations, or policies which may affect the Internship; (d) permit inspection by the University of the facilities, services available for learning experiences, candidate records, and other items pertaining to the Internship; and (e) provide access to the University and its candidates the applicable District rules and regulations with which they are expected to comply.

The District shall ensure no Intern School Counselor or School Psychologist will have his/her salary reduced by more than one-eighth of the total contracted pay to cover costs of site supervision. The salary of the Intern School Counselor or School Psychologist shall not be less than the minimum base salary paid regularly certificated personnel in similar positions.

The District agrees that the Intern School Counselor or School Psychologist will remain an employee of the District for the term of the issued Intern Credential or completion of the program, whichever occurs first.

The District shall ensure that the Intern School Counselor or School Psychologist does not displace other certificated Pupil Personnel Services employees in the District.

The following signatures hereby indicate approval of this agreement:

Azusa Pacific University

By: \_\_\_\_\_  
Name: Anita Fitzgerald Henck  
Title: Dean, School of Education  
Date: \_\_\_\_\_

Azusa Pacific University  
School of Education  
P.O. Box 7000

Chino Valley Unified School District

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 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 INTERNSHIP AGREEMENT WITH BRANDMAN  
UNIVERSITY**

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**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

None.

NE:RR:IB:mcm



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## INTERNSHIP CONTRACT AGREEMENT

by and between

**BRANDMAN UNIVERSITY**

and

**Chino Valley Unified School District**

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

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

For this reason, interns must have a contract before a credential can be issued. Each intern candidate is to work under the direct and continuing supervision of a Brandman University Supervisor, from the Ontario Campus, and District Mentor who provides general support at the classroom level of the cooperating school. Also, the Internship Credential shall be issued initially for a two-year period. (Education Code Section 44455).

### **I. General Provisions**

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

- i. Each Intern Teacher shall have met the requirements for enrollment in its Credential Programs
- ii. Each Intern Teacher must have completed the minimum number of preservice hours of University Credential Program course work, as required by the CCTC for issuance of the Intern Credential.
- iii. Each Intern Teacher shall apply for the Internship Credential through the Teacher Accreditation Department at Brandman University, upon verification of employment from the School District.

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

- i. The intern assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the District for at least **one academic year**, subject to the District's personnel policies and State law(s).

- ii. The intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No intern may coach extracurricular activities nor be required to attend meetings that present a conflict with his/her internship responsibilities at Brandman University.
- iii. The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

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

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

### **a. General Support and Supervision Provided to All Interns**

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

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of four times each term that include pre and post observation discussions. Supervisors will maintain weekly

contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.

- iii. The DISTRICT shall select mentor teachers who meet the following qualifications:

- (1) valid corresponding Clear or Life credential,
- (2) three years successful teaching experience, and
- (3) the English Learner (EL) Authorization (if responsible for providing specified EL support).

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

- iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The mentor(s) role is to provide support specifically addressing issues in the intern's classroom (See Appendix B for examples of support/supervision activities). Interns without an English Language Authorization must also receive focused English Language instruction support.
- v. The UNIVERSITY shall provide orientation and training for the district mentors and university supervisors.
- vi. The UNIVERSITY provides the 10 hour CTC mandatory mentor training.
- vii. The DISTRICT requires mentors complete the CTC mandatory 10 hour training.
- viii. The University Supervisor and District Mentor shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.
- ix. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns in LiveText.
- x. The District Mentor and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

**b. Support and Supervision Specific to Teaching English Learners**

The following additional support/mentoring and supervision shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued multiple subject, single subject, or education specialist instruction teaching credential; a valid English learner or Cross-cultural, Language and Academic Development (CLAD) authorization:

- i. The UNIVERSITY shall provide 45 hours of support/mentoring and supervision per school year, including in-classroom coaching, specific to the needs of English learners. The minimum support/mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to five hours times the number of months remaining in the school year. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern teacher's development of knowledge and skills in the instruction of English learners.
- ii. The DISTRICT shall identify an individual who will be immediately available to assist the intern teacher with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same mentor assigned pursuant to section I above provided the individual possesses an English learner authorization and will be immediately available to assist the intern teacher. (See Appendix B for examples of support/supervision activities).
- iii. An individual who passes the California Teaching of English Learner (CTEL) examinations prior or subsequent to the issuance of the intern credential may be exempted from the additional 45 hours of support/mentoring and supervision specific to the needs of English learners.
- iv. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 45 hours of support/mentoring specific to the needs of English learners via forms submitted by the interns in LiveText.

### **III. THE PARTIES MUTUALLY AGREE**

- A. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Agreement. Each Certificate of Insurance shall specify that should any above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

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

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

- C. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- D. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- E. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK SITE CONTACT  
INFORMATION:

Chino Valley Unified School District  
5130 Riverside Drive  
Chino, CA 91710  
Attn: Jeannette Walsh  
Phone: 909-628-1202 ext.1113

UNIVERSITY CONTACT  
INFORMATION:

Brandman University  
16355 Laguna Canyon Road  
Irvine, CA 92618  
Attn: School of Education, Dean  
Fax: (800) 775-0128

- F. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.

- G. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- H. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- I. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

#### **IV. TERM AND TERMINATION OF AGREEMENT**

Brandman University and the Chino Valley Unified School District, agree to all the conditions of this Internship Contract Agreement as outlined above, to be effective on 08/21/2020, and continuing until 06/30/2023 (3-year maximum). This agreement may be terminated and the provisions of this agreement may be altered, changed or amended by mutual consent of both parties upon sixty (60) days written notice.



**SIGNATURES:**

DISTRICT

REPRESENTATIVES:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Superintendent

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Human Resources

Date: \_\_\_\_\_

UNIVERSITY:

Signature: \_\_\_\_\_

Name: Phillip L. Doolittle

Title: Executive Vice Chancellor of Finance and  
Administration and Chief Financial Officer

Date: \_\_\_\_\_

## APPENDIX A

### Preconditions Established for Internship Programs

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

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

- (d) Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities.
- (5) **Supervision of Interns.**
- (a) In all internship programs, the participating institutions shall provide supervision of all interns.
- (b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Reference: Education Code § 44462. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision.
- (6) **Assignment and Authorization.** To receive program approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. Reference: Education Code § 44454. The institution stipulates that the interns' services meet the instructional or service needs of the participating district(s). Reference: Education Code § 44458.
- (7) **Participating Districts.** Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential(s) involved. Reference: Education Code §§ 44321 and 44452.
- (8) **Early Program Completion Option.** Each intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential. This option must be made available to interns who meet the following requirements:
- (a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:
- Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
  - Techniques to address learning differences, including working with students with special needs
  - Techniques to address working with English learners to provide access to the curriculum
  - Reading instruction in accordance with state standards
  - Assessment of student progress based on the state content and performance standards
  - Classroom management techniques
  - Methods of teaching the subject fields

- (b) Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.
- (c) Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).
- (d) Meet the requirements for teacher fitness.

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

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

## APPENDIX B

### Support and Supervision Activities

<b>Potential Support &amp; Supervision Activities to be Provided by the District</b>
Demonstration Lessons and/or Co-teaching activities with mentor
Classroom Observations and Coaching*
Content Specific Coaching (for example: math coaches, reading coaches, EL coaches*)
Grade Level or Department Meetings related to curriculum, planning, and/or instruction
New Teacher Orientation
Coaching (not evaluation) from Administrator
Co-planning with Special Educator or EL expert to address included special needs students and/or English learners*
Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc.)
Review/discuss test results with colleagues (CELDT and standardized tests)*
Activities/workshops specifically addressing issues in the intern's classroom—co-attended by intern and mentor(s)
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*
<b>Support &amp; Supervision Activities Provided through the University</b>
Classroom Observations and Coaching*
Weekly Online Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) including EL support*
Weekly Contact with Supervisors via email, phone (voice, text), and/or video conferencing
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*

*\*May also be used towards the 45-hour EL Support & Supervision Requirement.*

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** August 20, 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: INTERNSHIP AGREEMENT WITH RIVERSIDE COUNTY OFFICE  
OF EDUCATION**

=====

**BACKGROUND**

Interns provide a high quality of learning, support, and practical classroom experience for professionals in training. The Chino Valley Unified School District has an opportunity to establish an internship agreement with Riverside County Office of Education. This agreement will allow the District to hire intern eligible candidates working towards their Education Specialist credential.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the internship agreement with Riverside County Office of Education.

**FISCAL IMPACT**

None.

NE:RR:IB:mcm

**RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS**  
**3939 Thirteenth Street/P.O. Box 868**  
**Riverside, California 92502**

## **Memorandum of Understanding**

**Riverside County Office of Education**  
**Center for Teacher Innovation**  
**Education Specialist District Intern Program**  
**2019-2021**

### **A. General**

This Partnership, **effective September 6, 2019**, is entered into between the **Riverside County Superintendent of Schools**, also known as the Riverside County Office of Education, RCOE, (hereinafter, "SUPERINTENDENT") and the **Chino Valley Unified School District**, (hereinafter, "EMPLOYING AGENCY"). The SUPERINTENDENT as the PROGRAM SPONSOR is operating the RCOE Education Specialist District Intern Program (hereafter, "District Intern Program") under the authority of the Riverside County Office of Education. RCOE is the CTC accredited agency.

### **B. Purpose**

The purpose of this MOU is to establish a formal working relationship between the EMPLOYING AGENCY and the SUPERINTENDENT to coordinate services for the SUPERINTENDENT's District Intern Program with the EMPLOYING AGENCY of this MOU.

### **C. Eligibility**

Interns are teachers who have been hired by an EMPLOYING AGENCY and possess an Intern Credential issued by the California Commission on Teacher Credentialing. The RCOE District Intern Program may, for good cause, refuse a placement if it does not meet RCOE program standard requirements and/or terminate the assignment of any intern assigned to a placement that does not meet the program standard requirements.

### **D. Term**

The term of this MOU shall be from **September 6, 2019**, through **June 30, 2021**, for a total of two (2) school years.

### **E. Employing Agency Responsibilities**

1. At the time of hiring an intern teacher, the EMPLOYING AGENCY will identify and assign a Site Mentor Teacher and allocate additional personnel if needed to provide on-site support for the intern.

- a. The Site Mentor Teacher and any additional personnel working with the intern shall possess a Clear or Life credential in the same area as the intern, have a minimum of three years of successful teacher experience, and have an English Learner Authorization.
  - b. The EMPLOYING AGENCY shall determine the terms of employment for the Site Mentor Teacher and any additional personnel. It is at the discretion of the EMPLOYING AGENCY to determine if the Site Mentor Teacher and any additional personnel receive compensation and, if so, compensation is the responsibility of the EMPLOYING AGENCY.
  - c. To meet the CTC and 5 CCR 80033 requirement of 144 hours of required support and supervision per year, the EMPLOYING AGENCY will ensure that the intern receives a minimum of 70-80 hours of support (approximately 2-3 hours per week) with the Site Mentor Teacher and any additional personnel (if appropriate) per year. Support may include, but is not limited to, weekly course planning of curriculum and assessments, coaching in the classroom, and problem-solving regarding student matters. For additional ideas for support, see CTC Professional Services Committee ("PSA") 13-06 Appendix B. The intern will be responsible for documenting hours received from the Site Mentor on the Support and Supervision Log provided by the District Intern Program.
  - d. For interns who do not already have an English Learner Authorization from a current California credential or passing score on the California Teacher of English Learners (CTEL) exam, the EMPLOYING AGENCY will ensure the intern receives an additional 20 hours of the required 45 hours per year related to working with English learners.
  - e. The Site Mentor Teacher and any additional personnel should be immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, including assessing language needs and progress, and supporting making content instruction accessible for English learners, e.g., through in-classroom modeling and coaching as needed.
  - f. The EMPLOYING AGENCY will ensure there is protected time for the Site Mentor Teacher and any additional personnel to work with the intern within the school day and school week.
  - g. Terms of employment for the Site Mentor teacher, including the evaluation process of the site support/mentor, will be clearly delineated.
2. The EMPLOYING AGENCY will provide evaluation data as requested by CTC and the SUPERINTENDENT's District Intern Program, including survey completion, demographic and/or retention information.
  3. The EMPLOYING AGENCY will assign a representative (e.g. assistant superintendent or site principal) to act as a contact person with the SUPERINTENDENT's District Intern Program.
  4. The EMPLOYING AGENCY will provide access to the intern's site administrator or evaluator for consultation with program personnel.



5. The EMPLOYING AGENCY will provide professional development activities for the intern including grade level meetings, in-service activities, and faculty meetings for approximately 1.5 hour per week. These activities will be delineated on the Support and Supervision log provided by the District Intern Program.
6. The EMPLOYING AGENCY will release SUPERINTENDENT District Intern Program intern teachers to participate in 2 half-days of professional development observations.
7. The EMPLOYING AGENCY will apply all District Intern Program units earned for the advancement of the candidate on the EMPLOYING AGENCY salary schedule when the preliminary credential is granted per ED CODE.
8. The EMPLOYING AGENCY will make every effort to assign Interns to classrooms appropriate to their novice status avoiding, whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
9. The EMPLOYING AGENCY will ensure interns maintain a full-time teaching assignment with access to “the full range of service delivery options, including general education.” The EMPLOYING AGENCY will contact the RCOE District Intern Program if any changes are made to the intern’s teaching assignment and/or schedule.
10. The EMPLOYING AGENCY will ensure that interns are able to attend mandatory intern program classes/ events, including allowing for travel time to arrive for class sessions on time.
11. The EMPLOYING AGENCY provides interns with an EMPLOYING AGENCY orientation.
12. The EMPLOYING AGENCY will develop a Professional Development Plan for each intern in consultation with the District Intern Program.
13. The EMPLOYING AGENCY will ensure that interns do not displace certificated employees.
14. The EMPLOYING AGENCY will evaluate the intern on an annual basis.
15. The EMPLOYING AGENCY will notify the District Intern Program immediately of any cause of misconduct of, dissatisfaction with, or any other difficulties in the work performance of the intern. Or if the intern is no longer employed by the EMPLOYING AGENCY.

#### **F. Program Sponsor Responsibilities**

1. The SUPERINTENDENT District Intern Program staff will advise and support the intern to complete the Intern Program in two years.
2. The SUPERINTENDENT will provide administration, management, and coordination of the Intern Program as approved by CCTC.
3. The SUPERINTENDENT shall provide training to administrators to acquaint them with the District Intern Program goals, requirements for participation, and administrator responsibilities.

4. The SUPERINTENDENT shall identify a Practicum Supervisor and allocate additional personnel if needed to provide on-site support for the intern.
  - a. The Practicum Supervisor and additional personnel working with the intern shall possess a Clear or Life Credential in the same area as the intern, have a minimum of three years of successful teaching experience, and have an English Learner Authorization.
  - b. The SUPERINTENDENT shall provide appropriate orientation and training for the Practicum Supervisor and additional personnel, including, but not limited to, characteristics of coaching, time and frequency of visitations, and process for documenting observations and evaluation of the intern.
  - c. The SUPERINTENDENT will ensure that the intern receives a minimum of 84-94 hours of support from the Practicum Supervisor and additional personnel per year. Support may include, but is not limited to, weekly course planning of curriculum and assessments, coaching within the classroom, and problem-solving regarding student matters. The intern will be responsible for documenting hours received from the Program Sponsor, e.g., Practicum Supervisor and additional personnel.
  - d. For interns who do not already have English Learner Authorization from a California credential or passing score on the CTCL exam, the Program Sponsor will ensure the intern receives an additional 25 hours of in-classroom coaching specific to the needs of English learners from the Practicum Supervisor and additional personnel.
5. RCOE will submit the "District Intern Credential" application at the recommendation of the SUPERINTENDENT and will provide assistance and support with credentialing issues.
6. The SUPERINTENDENT will be responsible for establishing effective and ongoing communication with the EMPLOYING AGENCY and District Intern Program personnel (e.g., Practicum Supervisor, Site Mentor Teacher, Intern Coordinator) as appropriate to ensure a successful teaching experience for the intern.
7. The SUPERINTENDENT will be responsible for providing the intern with procedures to document and monitor the CTC required hours of mentoring and support from the employer and the District Intern Program.
8. The SUPERINTENDENT will provide all CTC required coursework for the Preliminary Credential.
9. The SUPERINTENDENT will coordinate and provide developing teacher Practicum Supervision (approximately 20 observations year one and 12 observations year two).
10. The SUPERINTENDENT will coordinate Administrative Committee meetings to provide an ongoing system of program development and evaluation that leads to substantive program improvements in teacher development associated with the CTC requirements.
11. The SUPERINTENDENT will maintain records of the District Intern Program enrolled intern teachers, provide advisement and feedback to the participant as to their progress.

**It is further agreed to as follows:**

1. **QUALIFICATIONS:** EMPLOYING AGENCY and all of EMPLOYING AGENCY'S employees or agents shall secure and maintain in force such licenses and permits that are required by law and/or employer, in connection with the furnishing of materials, supplies, or services herein listed.
2. **MATERIALS:** Any and all products developed by SUPERINTENDENT'S Induction Programs are the exclusive property of SUPERINTENDENT. SUPERINTENDENT and SUPERINTENDENT'S Induction Programs reserves the right to adapt and adopt materials developed by SUPERINTENDENT'S Induction Programs for dissemination purposes. Usage and revision of this material by EMPLOYING AGENCY requires prior written approval from SUPERINTENDENT.
3. **INDEPENDENT CONTRACTOR:** It is agreed that EMPLOYING AGENCY or any employee or agent of EMPLOYING AGENCY is acting as an independent contractor and not as an agent or employee of SUPERINTENDENT.
4. **WORKERS' COMPENSATION:** EMPLOYING AGENCY certifies that it is aware of the laws of the state of California requiring the employer to be insured against liability for Workers' Compensation and shall comply with such laws during the term of this contract.
5. **FINGERPRINTING:** Education Code section 45125.1 and 45125.2 requires EMPLOYING AGENCY to certify that its employees and employees of EMPLOYING AGENCY who may have contact with pupils have not been convicted of serious or violent felonies as defined by statute. Compliance with these conditions, or with the fingerprinting requirements, is a condition of this contract, and SUPERINTENDENT reserves the right to terminate the contract at any time for noncompliance.
6. **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA):** EMPLOYING AGENCY hereby certifies awareness of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor, and the derivative Cal/OSHA standards, laws and regulations relating thereto, and verifies that all performance under this MOU/Agreement shall be in compliance therewith.
7. **ASSIGNMENT OF CONTRACT:** Neither this MOU/Agreement nor any duties or obligations under this MOU/Agreement may be assigned by EMPLOYING AGENCY without the prior written consent of SUPERINTENDENT.
8. **MUTUAL HOLD HARMLESS:** The Parties hereto, and each of them, do hereby mutually agreed to indemnify, defend, save and hold harmless each other, and their respective officers, agents and employees, of and from any and all liability, claims demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorneys' fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this MOU/Agreement by such indemnifying Party, or its officers, agents, and employees.
9. **NON-DISCRIMINATION:** EMPLOYING AGENCY shall not illegally discriminate against any individual, including, without limitation, with respect to the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including sexual orientation, gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), political belief or affiliation

(not union related), military or veteran status, genetic information, or any other characteristic protected under applicable federal, state, or local laws. Harassment, retaliation, intimidation and bullying is also prohibited. EMPLOYING AGENCY shall comply with any and all applicable state, federal and other laws that prohibit discrimination, including, without limitation, Title IV, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act.

10. **AMENDMENT:** This MOU/Agreement may be amended only by the mutual written consent of the Parties hereto, except that SUPERINTENDENT may unilaterally amend the contract to accomplish the below-listed changes:
- a. Administrative changes that do not affect the contractual rights of the Parties.
  - b. Changes as required by law.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU/Agreement on the day and year first above-written.

Riverside County Superintendent of Schools

Chino Valley Unified School District

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RCOE EDUCATION SPECIALIST DISTRICT INTERN PROGRAM INFORMATION:**

Dr. Ursula Estrada Reveles, Executive Director, (951) 826-6632

Tonya Almeida, Director II, (951) 826-6550

Dr. Tiffany Hill, Director I, (951) 826-6662

Allan Hallis, Program Administrator, (951) 826-6373

Dr. Beverly Bricker, Recruitment & Admissions Administrator, (951) 826-6718

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** August 20, 2020

**TO:** Members, Board of Education

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

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

**SUBJECT: SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS  
WILLIAMS FINDINGS DECILE 1-3 SCHOOLS FOURTH  
QUARTERLY REPORT 2019/2020**

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**BACKGROUND**

California Education Code 1240 requires that the San Bernardino County Superintendent of Schools visit all decile 1-3 schools (Williams monitored schools currently based on the 2012 Academic Performance Index and all Quality Education Investment Act schools) identified in the county and report the results of findings on a quarterly basis to ensure compliance with the Williams Legislation. The San Bernardino County Superintendent of Schools' office is required to file quarterly reports on schools' progress in rectifying any findings.

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Fourth Quarterly Report 2019/2020.

**FISCAL IMPACT**

None.

NE:LF:rtr

July 15, 2020

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

Dear Dr. Enfield:

California Education Code section 1240 requires that I annually visit all deciles 1-3 schools (*Williams*-monitored schools currently based on the 2012 Academic Performance Index [API]) identified in our county and report to you the results of my findings on a quarterly basis (October, January, April, and July). This report serves as your district's ***fourth quarterly report*** for the 2019/20 fiscal year.

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

In summary, there are no findings to report in the following areas:

**1. Instructional Materials**

The instructional materials sufficiency reviews were conducted during the first quarter of the 2019/20 fiscal year as part of the *Williams* site visitations and the findings were reported in the first quarterly reports generated in October 2019.

**2. School Accountability Report Cards (SARC)**

The SARC reviews were conducted during the second quarter of the 2019/20 fiscal year and the findings were reported in the second quarterly reports generated in January 2020.

**3. School Facilities**

The facilities inspections were conducted during the first quarter of the 2019/20 fiscal year as part of the *Williams* site visitations and the findings were reported in the first quarterly reports generated in October 2019.

**4. Teacher Assignments**

The annual assignment monitoring and review process for the 2019/20 fiscal year has been postponed by the California Commission on Teacher Credentialing due to changes in Education Code 44258.9. Assignment reviews for the 2019/20 fiscal year are currently scheduled to begin in September 2020 and are anticipated to conclude in December 2020.

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

Sincerely,

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

Ted Alejandre  
County Superintendent

cc: Mr. Joe Schaffer, Board President  
Ms. Lea Fellows, *Williams* Liaison  
Mr. Richard De Nava, SBCSS Assistant Superintendent, Business Services  
Ms. Barbara Alejandre, SBCSS Chief Intergovernmental Relations Officer  
Ms. Denise Payne, SBCSS Credentials Manager