



**CHINO VALLEY**  
UNIFIED SCHOOL DISTRICT

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

# BOARD OF EDUCATION AGENDA

**June 2, 2022**

**BOARD OF EDUCATION**

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

Esther Kim, Student Representative

—◆—  
**SUPERINTENDENT**

**Norm Enfield, Ed.D.**

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**District Board Room – 5130 Riverside Drive, Chino, CA 91710**  
**4:30 p.m. – Closed Session • 6:00 p.m. – Regular Meeting**  
**June 2, 2022**

**AGENDA**

- The public are invited to address the Board of Education regarding items listed on the agenda. Comments on an agenda item are 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 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.

Board of Education meetings are live streamed on the District's YouTube channel at [https://www.youtube.com/channel/UCWKinB4PTb\\_uskobmwBF8pw](https://www.youtube.com/channel/UCWKinB4PTb_uskobmwBF8pw).

**I. OPENING BUSINESS**

**I.A. CALL TO ORDER – 4:30 P.M.**

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

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

- a. Conference with Legal Counsel-Existing Litigation (Government Code 54956.9): Case Number LA-CE-6675-E. (Atkinson, Andelson, Loya, Ruud, and Romo) (5 minutes)
- b. Conference with Legal Counsel Anticipated Litigation (Government Code 54954.5(c) and 54956.9 (d)(2) and (e)(1)): One possible case. (Tao Rossini, APC) (20 minutes)
- c. Student Readmission Matters (Education Code 35146, 48916 (c)): Readmission Cases 21/22-05, 21/22-18, and 21/22-24. (30 minutes)
- d. Student Discipline Matters (Education Code 35146, 48918 (c) & (j)): Expulsion cases 21/22-33, 21/22-41, 21/22-44, 21/22-45, and 21/22-47. (25 minutes)
- e. Public Employee Appointment (Government Code 54957): Director, Health Services/Child Development, and Director, Transportation. (10 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance
3. Moment of Silence

**I.C. PRESENTATION**

1. Julie Gobin Memorial Hit the Greens for Scholarships Check
2. Safety Protocols

Proceedings of this meeting are recorded.

**I.D. COMMENTS FROM EMPLOYEE REPRESENTATIVES****I.E. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA****I.F. CHANGES AND DELETIONS****II. ACTION****II.A. BUSINESS SERVICES****II.A.1. Public Hearing Regarding the 2022/2023 Budget** Open Hearing \_\_\_\_\_  
Page 6

Recommend the Board of Education conduct a public hearing regarding the 2022/2023 budget. Close Hearing \_\_\_\_\_

**II.B. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****II.B1. Public Hearing Regarding the Local Control and Accountability Plan** Open Hearing \_\_\_\_\_  
Page 8

Recommend the Board of Education conduct a public hearing regarding the Local Control and Accountability Plan. Close Hearing \_\_\_\_\_

**II.C. HUMAN RESOURCES****II.C.1. Addendum to the Employment Contract for the Superintendent of the Chino Valley Unified School District** Motion \_\_\_\_ Second \_\_\_\_  
Page 9

Recommend the Board of Education approve the addendum to the employment contract for the Superintendent of the Chino Valley Unified School District. Vote: Yes \_\_\_\_ No \_\_\_\_

**III. CONSENT**

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

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

**III.A. ADMINISTRATION****III.A.1. Minutes of the May 19, 2022 Regular Meeting**

Page 11 Recommend the Board of Education approve the minutes of the May 19, 2022 regular meeting.

**III.A.2. 2022 Senior Scholarship Recipients**

Page 18 Recommend the Board of Education approve the 2022 senior scholarship recipients.

**III.B. BUSINESS SERVICES**

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

Page 20 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

**III.B.2. 2022/2023 Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students**

Page 21 Recommend the Board of Education approve/ratify the 2022/2023 applications to operate fundraising activities and other activities for the benefit of students.

**III.B.3. Fundraising Activities**

Page 23 Recommend the Board of Education approve/ratify the fundraising activities.

**III.B.4. Donations**

Page 25 Recommend the Board of Education accept the donations.

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

Page 27 Recommend the Board of Education approve payment for legal services to the law office of Atkinson, Andelson, Loya, Ruud & Romo.

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

**III.C.1. Student Readmission Cases 21/22-05, 21/22-18, and 21/22-24**

Page 28 Recommend the Board of Education approve student readmission cases 21/22-05, 21/22-18, and 21/22-24.

**III.C.2. Student Expulsion Cases 21/22-33, 21/22-41, 21/22-44, 21/22-45, and 21/22-47**

Page 29 Recommend the Board of Education approve student expulsion cases 21/22-33, 21/22-41, 21/22-44, 21/22-45, and 21/22-47.

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

Page 30 Recommend the Board of Education approve/ratify the school-sponsored trips for Rolling Ridge ES and Chino Hills HS.

**III.C.4. Resolution 2021/2022-82 to Maintain 175 Days of Instruction for Schools on a Multitrack Year-Round Schedule**

Page 31 Recommend the Board of Education adopt Resolution 2021/2022-82 to Maintain 175 Days of Instruction on a Multitrack Year-Round Schedule.

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

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

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

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

Page 34 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

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

Page 38 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

**III.D.4. Resolutions 2021/2022-79, 2021/2022-80, and 2021/2022-81 for Authorization to Utilize Piggyback Contracts**

Page 41 Recommend the Board of Education adopt Resolutions 2021/2022-79, 2021/2022-80, and 2021/2022-81 for Authorization to Utilize Piggyback Contracts.

**III.E. HUMAN RESOURCES**

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

Page 49 Recommend the Board of Education approve/ratify the certificated/classified personnel items.

**III.E.2. New Job Description for Coordinator, Compliance**

Page 63 Recommend the Board of Education approve the job description for Coordinator, Compliance.

**IV. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**V. ADJOURNMENT**

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

Student Achievement • School Safety • Positive School Climate  
Humility • Civility • Service

**DATE:** June 2, 2022

**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: PUBLIC HEARING REGARDING THE 2022/2023 BUDGET**

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**BACKGROUND**

The May Revision is the final statutory opportunity for the Governor to update his economic projections prior to the adoption of the State Budget in June. On May 13, 2022, Governor Newsom released his revised state budget for the 2022/2023 fiscal year based on updated revenue projections, latest cash receipts, and economic forecasts.

In response to the robust revenue collections from January through April, Governor Newsom has revised his General Fund revenues to be nearly \$55 billion higher than in January. With the May Revision, the statutory cost of living adjustment (COLA) for Local Control Funding Formula (LCFF) increases from 5.33% to 6.56%, which the Governor proposes to fully fund.

Further, the Governor proposes an additional \$2.1 billion in ongoing Proposition 98 General Fund monies to increase LCFF base grant funding. The Governor's budget summary notes that this additional funding is meant to mitigate the impacts of rising pension obligations, increased costs for goods and services, and other ongoing local budget concerns.

Lastly, the May Revision proposes to mitigate the drop in enrollment, and subsequent average daily attendance (ADA) that is being experienced in 2021/2022 by school districts due to the pandemic. The proposal would allow districts the ability to be funded in 2021/2022 on the greater of their current-year ADA or their current-year enrollment adjusted for pre-COVID-19 absence rates.

For 2022/2023, the Governor builds upon the current law which funds LCFF for school districts on the greater of prior- or current-year ADA and proposes a third option to allow school districts the use of the average of the three prior years' ADA.

Based on the current District revenue assumptions and expenditure plan, the District's proposed general fund budget for 2022/2023, 2023/2024, and 2024/2025 will meet the minimum statutory reserve requirement

Based on current assumptions, the budget for all other funds is in balance for 2022/2023 and two subsequent years.

Education Code 52062 requires the Board of Education to conduct a public hearing prior to approving the 2022/2023 budget at its June 16, 2022, meeting. The 2022/2023 budget is being presented under separate cover. A copy is available for public inspection in the school District lobby of the Chino Valley Unified School District.

### **RECOMMENDATION**

It is recommended the Board of Education conduct a public hearing regarding the 2022/2023 budget.

NE:SHC:LP:lf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** June 2, 2022

**TO:** Members, Board of Education

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

**SUBJECT: PUBLIC HEARING REGARDING THE LOCAL CONTROL AND ACCOUNTABILITY PLAN**

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**BACKGROUND**

The Local Control Funding Formula (LCFF) system requires that each Local Educational Agency (LEA) develop, adopt and annually update a three-year Local Control and Accountability Plan (LCAP) to be implemented commencing July 1, 2014. The LCAP is required to identify goals and measure progress for student subgroups (English learners, low income, and foster youths) across multiple performance indicators.

Pursuant to Education Codes 52060 and 52066, the LCAP describes the District's overall vision for students, annual goals, and specific actions the District will take to achieve its identified vision and goals. Additionally, the LCAP must focus on eight areas identified as state priorities. The plan also demonstrates how the District's budget will help achieve the goals and assess each year how well the strategies in the plan were able to improve outcomes. As such, the District is required to annually update its three-year LCAP, as necessary.

The Board of Education is required to conduct a public hearing prior to approving the LCAP at its June 16, 2022 meeting. Subsequently, the District is required to submit its LCAP to the San Bernardino County Superintendent of Schools. The approved LCAP becomes effective July 1, 2022. The draft 2022/2023 LCAP is provided under separate cover.

**RECOMMENDATION**

It is recommended the Board of Education conduct a public hearing regarding the Local Control and Accountability Plan.

**FISCAL IMPACT**

\$48,548,032.00 from General and Restricted Funds.

NE:gks

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** June 2, 2022

**TO:** Members, Board of Education

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

**PREPARED BY:** Richard Rideout, Assistant Superintendent, Human Resources

**SUBJECT:** **ADDENDUM TO THE EMPLOYMENT CONTRACT FOR THE  
SUPERINTENDENT OF THE CHINO VALLEY UNIFIED SCHOOL  
DISTRICT**

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**BACKGROUND**

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

The Board is asked to approve an addendum to the Superintendent’s employment contract for a term beginning July 1, 2022, and ending June 30, 2026, and language under Fringe Benefits, Professional Schedule, and Vacation. All other provisions of the contract for employment shall remain unchanged.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the addendum to the employment contract for the Superintendent of the Chino Valley Unified School District.

**FISCAL IMPACT**

The position is within the approved budget.

NE:RR:mcm

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

The June 17, 2021 contract for employment of Norm P. Enfield, Ed.D., Superintendent, shall be amended and added as set forth below:

**Item 2 – Term of Contract**

The term of the contract shall be from July 1, 2022, through June 30, 2026. The Board may extend this contract for an additional year subject to the Superintendent receiving a satisfactory performance evaluation by the Board ("Satisfactory" is defined as an overall rating of 3 or above), so long as the term of this contract does not at any time exceed four years.

**Item 8 – Fringe Benefits, Professional Schedule and Vacation**

The District shall provide retiree medical insurance coverage only up to the certificated management benefit cap for the Superintendent and his eligible dependent only if the Superintendent is in full-time employment status in the District for ten (10) years immediately preceding his retirement or separation from the District. Such insurance coverage will be the same as that available to active certificated management employees of the District. Such insurance coverage shall cease with the death of the Superintendent or upon his reaching age 65, whichever occurs first.

The Superintendent shall be afforded the same opportunity to participate in the District's longevity program as all other management employees.

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

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

County of San Bernardino, California

\_\_\_\_\_  
Christina Gagnier, President      Date

\_\_\_\_\_  
Andrew Cruz, Vice-President      Date

\_\_\_\_\_  
James Na, Clerk      Date

\_\_\_\_\_  
Donald L. Bridge, Member      Date

\_\_\_\_\_  
Joe Shaffer, Member      Date

SIGNATURE OF THE SUPERINTENDENT

\_\_\_\_\_  
Norm P. Enfield, Ed.D.      Date

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**May 19, 2022**

**MINUTES**

<b>I.        OPENING BUSINESS</b>
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**I.A.        CALL TO ORDER – 4:25 P.M.**

1. Roll Call

Vice President Cruz called to order the regular meeting of the Board of Education, Thursday, May 19, 2022, at 4:25 p.m. with Bridge, Na, Schaffer, and Cruz present. Mrs. Gagnier participated remotely and confirmed that the agenda was appropriately placed at the remote location.

Administrative Personnel

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

2. Public Comment on Closed Session Items

None.

3. Closed Session

Vice President Cruz adjourned to closed session at 4:25 p.m. regarding conference with legal counsel anticipated litigation: two possible cases; a student matter; conference with labor negotiators: A.C.T. and CSEA; public employee appointment: Director, Health Services/Child Development and Director, Transportation; and public employee performance evaluation: Superintendent.

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

1. Report Closed Session Action

Vice President Cruz reconvened the regular meeting of the Board of Education at 6:00 p.m. with Bridge, Na, Schaffer, and Cruz present. Mrs. Gagnier participated remotely.

The Board met in closed session from 4:25 p.m. to 5:37 p.m. regarding conference with legal counsel anticipated litigation: two possible cases; a student matter; conference with labor negotiators: A.C.T. and CSEA; public employee appointment: Director, Health Services/Child Development and Director, Transportation; and public employee performance evaluation: Superintendent. No action was taken that required public disclosure.

2. Pledge of Allegiance  
Led by Superintendent Enfield.

### **I.C. PRESENTATION**

1. Military Salute  
Students who have enlisted in the United States military were presented with certificates and flag in recognition of their commitment.

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

Ester Kim expressed her appreciation for being able to serve as student representative to the Board of Education.

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

Brenda Walker, A.C.T. President, thanked Ester Kim for her service as student representative to the Board; expressed appreciation to the young men and women who have enlisted in the military; thanked everyone for recognizing educators during Teacher Appreciation Week; recognized A.C.T. unit members who are retiring; announced A.C.T. scholarship recipients; announced A.C.T. award recipients; and said A.C.T. looks forward to a fair negotiation's settlement.

Danny Hernandez, CSEA President, expressed appreciation for students who enlisted in the armed forces; thanked Dr. Enfield for recognizing CSEA unit members during Classified Employee Week; spoke about reclassification for para-educators; and thanked Ester Kim for her service as student representative to the Board.

Barbara Bearden, CHAMP President, congratulated students who choose to serve the country; acknowledged Ester Kim's service as student representative to the Board; spoke about end of school year activities; and said CHAMP scholarship recipients will be announced at the next Board meeting.

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

The following individuals addressed the Board: Jacob Costa regarding an email that was sent to him (not by a teacher or student); Amanda Swager regarding union contract negotiations; Jim Gallagher, Ravi Kapila, Brenda Kapila, Juan Villalba, Tyra Weis, and Naomi Minogue regarding student representative to the Board; Sonja Shaw regarding military students and staff; Kara D'Amato, Lisa Greathouse, and Kristi Hirst regarding Board member behavior; and Christie Salazar regarding parents advocating for students.

**I.G. CHANGES AND DELETIONS**

The following change was read into the record: Item II.D.4., Resolution 2021/2022-78, Authorizing the Sale of Portable Classroom Buildings Located at Brigg K-8, Canyon Hills JHS, and Chino HS Pursuant to Education Code Section 17546, under background, second paragraph, deleted the number 13 and inserted the number 15, and deleted the number 10 and inserted the number 12. There were no further changes or deletions.

<b>II. CONSENT</b>
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Don Bridge pulled for separate action item II.E.1. Moved (Na) seconded (Gagnier) carried unanimously (5-0) by a roll call vote with Bridge, Gagnier, Na, Schaffer, and Cruz voting yes to approve the remainder of the consent items, as amended. Student representative voted yes.

**II.A. ADMINISTRATION****II.A.1. Minutes of the May 5, 2022 Regular Meeting**

Approved the minutes of the May 5, 2022 regular meeting.

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

Approved/ratified the warrant register.

**II.B.2. Fundraising Activities**

Approved ratified the fundraising activities.

**II.B.3. Donations**

Accepted the donations.

**II.B.4. Legal Services**

Approved payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; and Tao Rossini, APC.

**II.B.5. 2022/2023 Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students**

Approved/ratified the 2022/2023 applications to operate fundraising activities and other activities for the benefit of students.

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

**II.C.1. Student Expulsion Hearing Postponement Case 21/22-34**

Granted an additional postponement for student expulsion hearing case 21/22-34.

**II.C.2. School Sponsored Trips**

Approved/ratified the school-sponsored trips for Ayala HS and Chino Hills HS.

**II.C.3. New Course: Coding Connections**

Tyra Weis addressed the Board on this item. Approved the new course Coding Connections.

**II.C.4. New Course: Computer Science Discoveries**

Tyra Weis addressed the Board on this item. Approved the new course Computer Science Discoveries.

**II.C.5. California Department of Education Child Development Agency Annual Report**

Approved the California Department of Education Child Development Agency Annual Report.

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

**II.D.1. Purchase Order Register**

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

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

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

**II.D.4. Resolution 2021/2022-78, Authorizing the Sale of Portable Classroom Buildings Located at Briggs K-8, Canyon Hills JHS, and Chino HS Pursuant to Education Code Section 17546**

Adopted Resolution 2021/2022-78, Authorizing the Sale of Portable Classroom Buildings Located at Briggs K-8, Canyon Hills JHS, and Chino HS Pursuant to Education Code Section 17546, as amended.

**II.D.5. Notice of Completion for Bid 21-22-21I, Wickman ES Emergency Electrical Repair**

Approved the Notice of Completion for Bid 21-22-21I, Wickman ES Emergency Electrical Repair.

**II.D.6. Change Order and Notice of Completion for Bid 19-20-31F, Canyon Hills JHS and Townsend JHS Alterations (BP 32-01)**

Approved the Change Order and Notice of Completion for Bid 19-20-31F, Canyon Hills JHS and Townsend JHS Alterations (BP 32-01).

**II.D.7. Bid 21-22-22F, District Maintenance Flatbed Vehicle**

Awarded Bid 21-22-22F, District Maintenance Flatbed Vehicle to MK Smith Chevrolet.

**II.D.8. Request for Proposals 21-22-17, Nutrition Services—Snacks and Beverages**

Approved RFP 21-22-17, Nutrition Services—Snacks and Beverages to Gold Star Foods.

**II.D.9. Transportation Bus Pass Fee Increase**

Approved the transportation bus pass fee increase of \$20.00 per bus pass to \$280.00 annually, effective for the 2022/2023 school year.

**II.E. HUMAN RESOURCES**

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

Moved (Na) seconded (Schaffer) carried unanimously (5-0) by a roll call vote with Bridge, Gagnier, Na, Schaffer, and Cruz voting yes to approve/ratify the certificated/classified personnel items. Student representative voted yes.

**II.E.2. Revisions to the Job Descriptions for Bus Driver; Dispatcher/Scheduler; Driver Trainer; Instructional Aide/Special Education: and Instructional Aide/Special Education/Severely Handicapped**

Approved the revisions to the job descriptions for Bus Driver; Dispatcher/Scheduler; Driver Trainer; Instructional Aide/Special Education: and Instructional Aide/Special Education/Severely Handicapped.

### **III. INFORMATION**

#### **III.A. FACILITIES, PLANNING, AND OPERATIONS**

##### **III.A.1. Results of the Measure G Series 2022C General Obligation Bond Sale and Measure M Series 2012A General Obligation Bond Refunding**

Received for information the results of the Measure G Series 2022C general obligation bond sale and Measure M Series 2012A general obligation bond refunding.

### **IV. COMMUNICATIONS**

#### **BOARD MEMBERS AND SUPERINTENDENT**

Joe Schaffer thanked graduating seniors who choose to serve our country; wished graduating seniors the best, and congratulated students who are promoting to higher grades; wished students and families a safe and wonderful summer break; thanked District employees for getting through a tough year; congratulated scholarship recipients; and thanked Ester Kim for her service as student representative on the Board of Education.

Don Bridge thanked Ester Kim for the job she did as student representative; congratulated class of 2022 graduating seniors; said he is pleased that the District has returned to having full graduation ceremonies on campus; and expressed his opinion on Mr. Na's remarks at the last Board meeting and implored him to apologize to Ms. Kim.

James Na thanked graduating classes and students who enlisted to serve the country; said he visited Chino HS and said he noticed how hard staff are working; said that education begins at home; said he received a letter from Ester Kim's parents; spoke about his stance on District and parent related subject matters; and spoke about teacher appreciation.

Christina Gagnier apologized for not being able to be physically present at the meeting; acknowledged students who have pledged service to the country; addressed the comments directed at Ester Kim at the last Board meeting; praised Ester Kim for her service as student representative and extended a personal apology to her for the way she was treated; wished graduating seniors the best; said we have a great school District and wished everyone a happy and healthy Memorial Day weekend; and deferred the rest of her time to Mr. Schaffer.

Joe Schaffer said he agrees with Mrs. Gagnier's comments; implored Mr. Na to extend an apology to Ester Kim; said in the absence of an apology, the Board needs to consider its options; and after Mr. Na responded, Mr. Schaffer left the meeting at 7:34 p.m.

Superintendent Enfield acknowledged and praised Ester Kim's service as student representative on the Board of Education, and commended her for the way she endured criticism as she served on the Board.

Vice President Cruz said that though he mentioned that Ester Kim was the best student representative since he has been on the Board, she went beyond the bylaws and there were some consequences, but that it was a growing experience; commended a member of the audience for the thoughtful contributions made; and beseeched graduating seniors to have joy in their lives and make things happen for themselves.

Ester Kim said she is concerned for the next student Board member and asked everyone to take appropriate measures to ensure the safety and well-being of the future student Board representative.

<b>V.      ADJOURNMENT</b>
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Vice President Cruz adjourned the regular meeting of the Board of Education at 7:43 p.m.

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Christina Gagnier, President

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James Na, 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:** June 2, 2022

**TO:** Members, Board of Education

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

**PREPARED BY:** Andi Johnston, Director of Communications

**SUBJECT:** 2022 SENIOR SCHOLARSHIP RECIPIENTS

## **BACKGROUND**

At its June 2, 2022, meeting, the Board accepted a donation from School Portraits by Adams Photography, Inc., the host of the District's Thirteenth Annual Julie Gobin Memorial Hit the Greens for Scholarships golf tournament held on March 21, 2022, where \$18,417.44 was raised. A carryover amount from the 2021 Golf Tournament will allow the District to provide \$1,000.00 each to 23 scholarship winners.

Each high school senior was given the opportunity to apply for one of three different Golf Tournament-funded scholarships. The attributes needed to demonstrate eligibility to receive one of these scholarships were achievement of an overall grade point average of 3.8 or higher, a need for financial assistance, an outstanding attendance record, and/or participation in school activities that promote good citizenship. The scholarship categories include the Superintendent's Award, President's Award, and Spirit of Chino Valley Unified School District Award.

The following students were selected to receive the senior scholarships:

<b><i>School</i></b>	<b><i>Superintendent's Award</i></b>	<b><i>President's Award</i></b>	<b><i>Spirit of Chino Valley Unified School District Award</i></b>
Ayala HS	Rakhshaan Adamjee Rebecca Park	Emily Diep	Angela Fu Dominic Jauregui
Chino HS	Kayla Latham Ferran Cabeza De Vaca	Harjot Gabrhi Tristen Jackowiak	Monica Villafana Mason Kuo
Chino Hills HS	Logan Eyong Kylie Moore	Grace Su Sofia Maldonado	Ashley Chang Thomas Lee
Don Lugo HS	Viviana Cabrera Sophia Vasquez	Arista Nareswari Camila Aguero-Salas	Adrie Villa Hailey Ordonez

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

**RECOMMENDATION**

It is recommended the Board of Education approve the 2022 senior scholarship recipients.

**FISCAL IMPACT**

\$18,417.44 to the Golf Tournament District Scholarship Fund.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** June 2, 2022  
**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**

\$3,843,006.73 to all District funding sources.

NE:SHC:LP:lf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** June 2, 2022

**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: 2022/2023 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 2022/2023 applications to operate fundraising activities and other activities for the benefit of students.

**FISCAL IMPACT**

None.

NE:SHC:LP:lf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**June 2, 2022**

**2022/2023 AUTHORIZATION TO OPERATE FUNDRAISING ACTIVITIES  
AND OTHER ACTIVITIES FOR THE BENEFIT OF STUDENTS**

<b><u>School</u></b>	<b><u>Organization</u></b>
Cattle ES	PFA
Townsend JHS	Music Boosters
Chino Hills HS	General Boosters
Chino Hills HS	Music Boosters

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** June 2, 2022

**TO:** Members, Board of Education

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

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

**SUBJECT: FUNDRAISING ACTIVITIES**

=====

**BACKGROUND**

Board Policy 3452 Business and Noninstructional Operations – Student Activity Funds and Board Policy 1230 Community Relations – School Connected Organizations require that fundraising activities be submitted to the Board of Education for approval. All on-campus fundraising activities are subject to CVUSD reopening guidelines.

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

**RECOMMENDATION**

It is recommended the Board of Education approve/ratify the fundraising activities.

**FISCAL IMPACT**

None.

NE:SHC:LP:lf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**June 2, 2022**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Chino HS</u></b>		
Sports Boosters	Track & Field Summer Camp	6/6/22 - 6/24/22
Sports Boosters	Baseball Summer Camp	6/6/22 - 6/30/22
Sports Boosters	Softball Summer Camp	6/6/22 - 6/30/22
Sports Boosters	Volleyball Summer Camp	6/6/22 - 6/30/22
Sports Boosters	Wrestling Summer Camp	6/6/22 - 7/28/22
Sports Boosters	Cross Country Summer Camp	6/6/22 - 7/29/22
Sports Boosters	Soccer Summer Camp	6/6/22 - 7/29/22
Sports Boosters	Aquatics Summer Camp	6/7/22 - 7/30/22
Sports Boosters	Basketball Youth Summer Camp	6/13/22 - 8/5/22
Sports Boosters	Tennis Summer Camp	6/20/22 - 7/26/22
<b><u>Chino Hills HS</u></b>		
ASB - Girls' Basketball	Summer Camp	6/3/22 - 6/30/22
General Boosters	Boys' Water Polo Summer Camp	6/6/22 - 7/28/22
General Boosters	Girls' Water Polo Summer Camp	6/6/22 - 8/5/22
ASB - Boys' Soccer	Think n Local	6/10/22 - 7/1/22
General Boosters	Softball Summer Camp	6/20/22 - 6/21/22
<b><u>Don Lugo HS</u></b>		
ASB - Boys' Soccer	Summer Camp	6/3/22 - 6/7/22
ASB - Girls' Soccer	Summer Camp	6/3/22 - 6/7/22
ASB - Volleyball	Summer Camp	6/4/22 - 6/28/22
ASB - Football	Summer Camp	6/6/22 - 6/30/22
ASB - Wrestling	Summer Camp	6/6/22 - 6/30/22
ASB - Boys' Water Polo	Summer Camp	6/6/22 - 7/29/22
ASB - Girls' Water Polo	Summer Camp	6/20/22 - 7/29/22

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** June 2, 2022  
**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:lf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**June 2, 2022**

<b><u>DEPARTMENT/SITE DONOR</u></b>	<b><u>ITEM DONATED</u></b>	<b><u>APPROXIMATE VALUE</u></b>
<b><u>HOPE Program/Care Closet</u></b>		
Alexis Guzman	Gift Cards	\$80.00
Sadie Lee	Gift Cards	\$100.00
<b><u>Chaparral ES</u></b>		
Walmart	Cash	\$500.00
<b><u>Cal Aero K-8</u></b>		
Adams Photography	Cash	\$300.00
<b><u>Canyon Hills JHS</u></b>		
Nick & Michelle Canellopoulos	Cash	\$100.00
Charles & Sunny Cha	Cash	\$120.00
Mamta & Nimesh Ladhawala	Cash	\$120.00
Marcus & Nadine Hernandez	Cash	\$120.00
<b><u>Chino HS</u></b>		
Skyler Javier	Cash	\$500.00
<b><u>Don Lugo HS</u></b>		
Regal Packaging, Inc.	Cash	\$200.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**Our Motto:**  
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Humility • Civility • Service

**DATE:** June 2, 2022

**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	MONTHS	INVOICE AMOUNTS	2021/2022 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	April	\$38,758.55	\$209,977.85
Margaret A. Chidester & Associates	-	-	\$140,038.90
Tao Rossini, APC	-	-	\$121,477.20
Fagen, Friedman & Fulfroft	-	-	-
	<b>Total</b>	\$38,758.55	\$471,493.95

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$38,758.55 to the General Fund.

NE:SHC:LP:lf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** June 2, 2022

**TO:** Members, Board of Education

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

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

**SUBJECT: STUDENT READMISSION CASES 21/22-05, 21/22-18, AND  
21/22-24**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve student readmission cases 21/22-05, 21/22-18, and 21/22-24.

**FISCAL IMPACT**

None.

NF:LF:SJ:jg

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** June 2, 2022

**TO:** Members, Board of Education

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

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

**SUBJECT: STUDENT EXPULSION CASES 21/22-33, 21/22-41, 21/22-44,  
21/22-45, AND 21/22-47**

=====

**BACKGROUND**

The Board of Education has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

A student may be expelled only by the Board of Education. The Board shall expel, as required by law, any student found to have committed certain offenses listed in Education Code 48915.

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

**RECOMMENDATION**

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve student expulsion cases 21/22-33, 21/22-41, 21/22-44, 21/22-45, and 21/22-47.

**FISCAL IMPACT**

None.

NE:LF:SJ:jg

# CHINO VALLEY UNIFIED SCHOOL DISTRICT

## Our Motto:

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

**DATE:** June 2, 2022

**TO:** Members, Board of Education

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

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

**SUBJECT: SCHOOL-SPONSORED TRIPS**

=====

## **BACKGROUND**

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

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

## **RECOMMENDATION**

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

School-Sponsored Trips	Date	Fiscal Impact
Site: Rolling Ridge ES Event: Thousand Pines 6 <sup>th</sup> Grade Science Camp Place: Crestline, CA Chaperone: 70 students/8 chaperones	November 28-December 2, 2022	Cost: \$435.00 per student Funding Source: Parents
Site: Chino Hills HS Event: Mammoth Training Trip Place: Mammoth Lakes, CA Chaperone: 20 students/4 chaperones	July 23-30, 2022	Cost: \$550.00 per student Funding Source: Parents

## **FISCAL IMPACT**

None.

NE:LF:gks

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** June 2, 2022

**TO:** Members, Board of Education

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

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

**SUBJECT: RESOLUTION 2021/2022-82 TO MAINTAIN 175 DAYS OF INSTRUCTION FOR SCHOOLS ON A MULTITRACK YEAR-ROUND SCHEDULE**

=====

**BACKGROUND**

Cal Aero K-8 continues to operate on a year-round schedule due to the consistent growth in the Preserve area. Each year-round school shall offer a minimum of 175 days of instruction per school year, until it equals or exceeds the Local Control Funding Formula target established for it pursuant to Education Code 42238.02, at which time each school shall offer 180 days or more of instruction per school year.

Given the limited facility, class sizes, and projected number of students enrolled at the school site, Cal Aero K-8 cannot maintain the same number of instructional days provided by District schools on a traditional calendar. As such, to meet the minimum requirements pursuant to Education Code, Cal Aero K-8 will maintain 175 days of instruction per school year and offer the number of annual instructional minutes that is not less than that of schools of the same grade levels utilizing the traditional school calendar.

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2021/2022-82 to Maintain 175 Days of Instruction for Schools on a Multitrack Year-Round Schedule.

**FISCAL IMPACT**

None.

NE:LF:gks

**Chino Valley Unified School District  
Resolution 2021/2022-82  
To Maintain 175 Days of Instruction  
For Schools on a Multitrack Year-Round Schedule**

**WHEREAS**, the Board of Education has certified that the number of annual instructional minutes for Cal Aero K-8 is not less than that of schools of the same grade levels utilizing the traditional school calendar;

**WHEREAS**, any school that operates on a multitrack schedule shall be deemed in compliance with requirements if it offers a minimum of 163 instructional days per school year;

**WHEREAS**, it is not possible to maintain a multitrack schedule with the same number of instructional days provided by District schools on a traditional calendar given the limited facility, class sizes, and projected number of students enrolled at the school site.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 2<sup>nd</sup> day of June 2022 by the following vote:

Bridge	_____
Cruz	_____
Na	_____
Schaffer	_____
Gagnier	_____

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

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** June 2, 2022

**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**

\$4,416,027.58 to all District funding sources.

NE:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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**DATE:** June 2, 2022

**TO:** Members, Board of Education

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

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

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

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

As indicated.

NE:GJS:AGH:pw

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-2122-185 California IT in Education.</b> To provide renewal of large District national data privacy services. Submitted by: Technology Duration of Agreement: March 1, 2022 - March 1, 2025	Contract amount: \$5,500.00  Funding source: General Fund
<b>CIIS-2122-186 UC Regents.</b> To provide entomology outreach program presentation. Submitted by: Liberty ES Duration of Agreement: April 22, 2022 - June 30, 2022	Contract amount: \$200.00  Funding source: ASB/USB/PFA/PTA/Boosters
<b>CIIS-2223-009 CharacterStrong, LLC.</b> To provide annual renewal of leadership curriculum and character development lessons for four high schools. Submitted by: Secondary Curriculum and Instruction Duration of Agreement: July 1, 2022 - July 1, 2023	Contract amount: \$297.00  Funding source: LCAP
<b>CIIS-2223-010 Stephen Maher dba Data Makes The Difference, LLC.</b> To provide online student assessments for twenty-five named students, non-transferable. Submitted by: Country Springs ES Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: \$399.99  Funding source: General Fund
<b>CIIS-2223-011 Davis Demographics &amp; Planning, Inc.</b> To provide annual subscription renewal for SchoolSite locator. Submitted by: Technology Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: \$1,395.00  Funding source: General Fund
<b>CIIS-2223-013 ClassLink, Inc.</b> To provide annual license renewal for ClassLink and ClassLink Rosters hosting. Submitted by: Technology Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: \$61,595.00  Funding source: General Fund
<b>CIIS-2223-014 Sidepath, Inc.</b> To provide annual renewal of network gold tech support. Submitted by: Technology Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: \$18,802.08  Funding source: General Fund
<b>CIIS-2223-015 Sidepath, Inc.</b> To provide annual renewal of academic VMware support. Submitted by: Technology Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: \$26,455.31  Funding source: General Fund

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<b>F-2223-001 K-VAC Environmental Services, Inc. dba JSE Environmental Services.</b> To provide District-wide disposal of hazardous waste. Submitted by: Maintenance and Operations Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: Per rate sheet  Funding source: General Fund
<b>F-2223-002 AAA Container Sales and Rentals.</b> To provide rentals and moving of storage containers. Submitted by: Maintenance and Operations Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: Per rate sheet  Funding source: General Fund

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<b>F-2223-003 Executive Elevator, Inc.</b> To provide District-wide inspection and repair of wheelchair lifts and elevators. Submitted by: Maintenance and Operations Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: Per rate sheet  Funding source: General Fund
<b>F-2223-004 William T. Cass Jr. dba Bills Hydroseed.</b> To provide District-wide hydroseeding. Submitted by: Maintenance and Operations Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: Per rate sheet  Funding source: General Fund
<b>F-2223-005 Patriot Environmental Lab Services, Inc.</b> To provide asbestos abatement clearance according to Hazard Emergency Response Act using Transmission Electro Microscopy air sampling, air analysis, and lead abatement clearance wipe sampling and analysis. Submitted by: Maintenance and Operations Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: Per rate sheet  Funding source: General Fund
<b>F-2223-006 Patriot Environmental Lab Services, Inc.</b> To provide Federal Asbestos Hazard Emergency Response Act (1987 AHERA) services and 3-year inspections with asbestos testing. Submitted by: Maintenance and Operations Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: Per rate sheet  Funding source: General Fund

<b>HUMAN RESOURCES</b>	<b>FISCAL IMPACT</b>
<b>HR-2223-002 Frontline Education.</b> To provide absence and substitute management. Submitted by: Human Resources Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: \$37,271.41  Funding source: General Fund
<b>HR-2223-003 CODESP.</b> To provide online employment selection materials. Submitted by: Human Resources Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: \$2,600.00  Funding source: General Fund
<b>HR-2223-004 Fagen Friedman &amp; Fulfroost, LLP.</b> To provide legal services. Submitted by: Human Resources Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: Per rate sheet  Funding source: Various

<b>SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS</b>	<b>FISCAL IMPACT</b>
<b>SBCSS 22/23-0032 San Bernardino County Superintendent of Schools.</b> To provide state preschool classrooms for county use at the following school sites: Borba ES, Chaparral ES, Cortez ES, Dickey ES, and Marshall ES. Submitted by: Purchasing Duration of Agreement: July 1, 2022 - June 30, 2025	Contract amount: Annual income of \$24,750.00.  Funding source: None

<b>MASTER CONTRACTS</b>	<b>FISCAL IMPACT</b>
<b>MC-2122-105 ATvantage, LLC.</b> To provide summer session athletic trainer substitute. Submitted by: Don Lugo HS Duration of Agreement: June 3, 2022 - June 30, 2023	Contract amount: Per rate sheet  Funding source: School Site Budget

<b>MASTER CONTRACTS</b>	<b>FISCAL IMPACT</b>
<b>MC-2223-002 School Datebooks.</b> To provide student agendas. Submitted by: Chino Hills HS Duration of Agreement: July 1, 2022 - June 30, 2025	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters
<b>MC-2223-003 Sergio Carlos dba Coffee by Sergio, LLC.</b> To provide catering food truck services. Submitted by: Chaparral ES Duration of Agreement: July 1, 2022 - June 30, 2025	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters
<b>MC-2223-004 Segerstrom Center for the Arts.</b> To provide student workshop classes and materials. Submitted by: Glenmeade ES Duration of Agreement: July 1, 2022 - June 30, 2025	Contract amount: Per invoice  Funding source: ASB/USB/PFA/PTA/Boosters
<b>MC-2223-005 HIN Experience, LLC.</b> To provide on campus assembly and speaker. Submitted by: Magnolia JHS Duration of Agreement: July 1, 2022 - June 30, 2025	Contract amount: Per invoice  Funding source: General Fund

<b>APPROVED CONTRACTS TO BE AMENDED</b>	<b>AMENDMENT</b>
<b>CIIS-2022-077 The Stepping Stones Group, LLC.</b> To provide speech and language pathology, Board certified behavior analyst, psychologists, LVN/school nurses, translation services, and instructional aides. Submitted by: Special Education Duration of Agreement: July 1, 2021 - July 31, 2022 Original Agreement Board Approved: July 15, 2021	Contract amount: \$1,055,000.00  Extend contract through July 31, 2022  Funding source: Special Education
<b>CIIS-2122-102 Edgenuity, Inc.</b> To provide online software licenses for increased enrollment in Home Base IS program at Alternative Education Center. Submitted by: Alternative Education Center Duration of Agreement: August 1, 2021 - July 31, 2022 Original Agreement Board Approved: September 2, 2021	Contract amount: Increase contract amount from \$248,125.00 to \$274,525.00 due to clerical error  Funding source: General Fund
<b>CIIS-2122-153 Chino Valley Chamber of Commerce.</b> To provide work-based learning for students. Submitted by: Secondary Curriculum and Instruction Duration of Agreement: April 1, 2022 - July 1, 2023 Original Agreement Board Approved: March 3, 2022	Contract amount: \$37,500.00  Change funding source from K12 Strong Workforce program to LCAP.  Funding source: LCAP
<b>CIIS-2122-167 Regents of the University of California, Davis.</b> To provide professional development to increase student achievement measured by CVUSD and state assessments. Submitted by: Chino HS Duration of Agreement: May 31, 2022 - June 30, 2022 Original Agreement Board Approved: April 7, 2022	Contract amount: Increase contract amount from \$6,000.00 to \$12,500.00 for additional teachers attending professional development training.  Funding source: Title II

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** June 2, 2022

**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**

June 2, 2022

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Computer	Dell	43107	Health Services
Computer	Dell	49076	Health Services
Computer	Dell	33057	Health Services
Computer	Dell	49057	Health Services
Computer	Dell	43139	Health Services
Computer	Dell	59423	Health Services
Computer	Dell	59424	Health Services
Computer	Dell	65094	Health Services
Computer	Dell	33051	Health Services
Computer	Dell	45737	Health Services
Computer	Dell	45738	Health Services
Computer	Dell	48393	Health Services
Computer	Dell	59451	Health Services
Printers (2)	Laser Jet Pro 200		Health Services
Monitors (17)	Dell		Health Services
Keyboards (9)	Dell		Health Services
Mice (7)	Dell		Health Services
Misc. Cords (54)			Health Services
Speaker	Logitech		Health Services
Speakers (4)	Dell		Health Services
Desk Chairs (11)			Health Services
Keyboard	Alpha Smart	37058	Boys Republic HS
Keyboard	Alpha Smart	37059	Boys Republic HS
Keyboard	Alpha Smart	37060	Boys Republic HS
Keyboard	Alpha Smart	37061	Boys Republic HS
Keyboard	Alpha Smart	37062	Boys Republic HS
Keyboard	Alpha Smart	37064	Boys Republic HS
Keyboard	Alpha Smart	37065	Boys Republic HS
Keyboard	Alpha Smart	37066	Boys Republic HS
Keyboard	Alpha Smart	37067	Boys Republic HS
Printer	HP	39760	Boys Republic HS
Computer	Dell	35012	Boys Republic HS
Monitors (2)	Dell		Boys Republic HS
Computer	Dell	46477	Boys Republic HS
Computer	Dell	57121	Boys Republic HS
Computer	Dell	46480	Boys Republic HS
Computer	Dell	46400	Boys Republic HS
Printer	HP	46395	Don Lugo HS

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Computer	Dell	57104	Don Lugo HS
Keyboard	Dell	CN-04G481-71616	Don Lugo HS
Mouse	Microsoft	P/NX802382	Don Lugo HS
Computer	Dell	40230	Don Lugo HS
Computer	Dell	40229	Don Lugo HS
Computer	Dell	40226	Don Lugo HS
Computer	Dell	40224	Don Lugo HS
Monitor	Dell	6RC-74415-256AXZ	Don Lugo HS
Monitor	Dell	6RC-744525M-957M	Don Lugo HS
Monitor	Dell	6RC-7445-25M-969M	Don Lugo HS
Monitor	Dell	6RC-7445-25M-960M	Don Lugo HS
Monitor	Dell	6RC-74445-25MASQM	Don Lugo HS
Computer	Dell	4227	Don Lugo HS
Keyboard	Dell	F2Y-71616-25H-OJL3	Don Lugo HS
Monitor	Dell	2Y-71616-25H-ONH8	Don Lugo HS
Monitor	Dell	2Y-71616-25H-ONX9	Don Lugo HS
Computer	Dell	40227	Don Lugo HS
Computer	Dell	40225	Don Lugo HS
Computer	Dell	40228	Don Lugo HS

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** June 2, 2022

**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: RESOLUTIONS 2021/2022-79, 2021/2022-80, AND 2021/2022-81 FOR 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 resolutions to provide authorization for the District to participate by piggyback in contracts as itemized below:

Resolution	Contract	Contractor	Description	Term
2021/2022-79	Super Co-Op Lead Agency: Santa Clarita Valley School RFP 19-20-07As	Gold Star Foods	Distribution of Direct Delivery USDA Foods	7/1/2021-6/3/2022
2021/2022-80	State of California Participating Addendum 7-18-51-01 Amendment No. 2	Fastenal Company	Facilities Maintenance Repair and Operations (MRO) Industrial Supplies	7/1/2018-6/30/2023

<b>Resolution</b>	<b>Contract</b>	<b>Contractor</b>	<b>Description</b>	<b>Term</b>
2021/2022-81	California DGS Cooperative Agreement 7-18-51-02	W.W. Grainger, Inc.	Facilities Maintenance Repair and Operations (MRO) Industrial Supplies	7/1/2018-6/30/2023

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

### **RECOMMENDATION**

It is recommended the Board of Education adopt Resolutions 2021/2022-79, 2021/2022-80, and 2021/2022-81 for Authorization to Utilize Piggyback Contracts.

### **FISCAL IMPACT**

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District  
Resolution 2021/2022-79  
Authorization to Utilize the Super Co-Op Lead Agency: Santa Clarita Valley  
School RFP 19-20-07As  
With Gold Star Foods  
to Purchase Distribution of Direct Delivery USDA Foods  
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 distribution of direct delivery USDA foods for the District;

**WHEREAS**, Super Co-Op Lead Agency; Santa Clarita Valley School currently has a piggyback contract, RFP 19-20-07As, in accordance with Public Contract Code 20118 with Gold Star Foods, 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 distribution of direct delivery USDA foods through the piggyback contract procured by the Super Co-Op Lead Agency: Santa Clarita Valley School RFP 19-20-07As.

**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 distribution of direct delivery USDA foods through the piggyback contract originally procured by the Super Co-Op Lead Agency: Santa Clarita Valley School RFP 19-20-07As 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 distribution of direct delivery USDA foods in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Super Co-Op Lead Agency: Santa Clarita Valley School RFP 19-20-07As.

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, 2021, for the term ending June 30, 2022.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 2nd day of June 2022 by the following vote:

Bridge	_____
Cruz	_____
Na	_____
Schaffer	_____
Gagnier	_____

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 2021/2022-80  
Authorization to Utilize the State of California Participating Addendum 7-18-51-01  
Amendment No. 2  
With Fastenal Company  
to Purchase Facilities Maintenance Repair and Operations (MRO) Industrial  
Supplies  
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 facilities MRO industrial supplies for the District;

**WHEREAS**, State of California currently has a piggyback contract, Participating Addendum 7-18-51-01 Amendment No. 2, in accordance with Public Contract Code 20118 with Fastenal Company, 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 facilities MRO industrial supplies through the piggyback contract procured by the State of California Participating Addendum 7-18-51-01 Amendment No. 2.

**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 facilities MRO industrial supplies through the piggyback contract originally procured by the State of California Participating Addendum 7-18-51-01 Amendment No. 2 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 facilities MRO industrial supplies in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the State of California Participating Addendum 7-18-51-01 Amendment No. 2.

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, 2018, for the term ending June 30, 2023.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 2nd day of June 2022 by the following vote:

Bridge	_____
Cruz	_____
Na	_____
Schaffer	_____
Gagnier	_____

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 2021/2022-81  
Authorization to Utilize the California DGS Cooperative Agreement 7-18-51-02  
With W.W. Grainger, Inc.  
to Purchase Facilities MRO Industrial Supplies  
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 facilities MRO industrial supplies for the District;

**WHEREAS**, California DGS currently has a piggyback contract, Cooperative Agreement 7-18-51-02, in accordance with Public Contract Code 20118 with W.W. Grainger, 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 facilities MRO industrial supplies through the piggyback contract procured by the California DGS Cooperative Agreement 7-18-51-02.

**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 facilities MRO industrial supplies through the piggyback contract originally procured by the California DGS Cooperative Agreement 7-18-51-02 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 facilities MRO industrial supplies in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the California DGS Cooperative Agreement 7-18-51-02.

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, 2018, for the term ending June 30, 2023.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 2nd day of June 2022 by the following vote:

Bridge	_____
Cruz	_____
Na	_____
Schaffer	_____
Gagnier	_____

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

---

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** June 2, 2022

**TO:** Members, Board of Education

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

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

**SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS**

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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:ED:mcm

**CERTIFICATED PERSONNEL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**CERTIFICATED MANAGEMENT PERSONNEL FOR THE 2021/2022 SCHOOL YEAR****RESIGNATION**

SUNDERLAND, Denise	Principal – JHS	Cal Aero K-8	06/30/2022
FISHER-HINSHAW, Debra	Assistant Principal – HS	Chino HS	06/03/2022

**HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2021/2022 SCHOOL YEAR**

DEVASIA, Deepa	Speech Language Pathologist	Special Education	08/04/2022
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**LEAVE OF ABSENCE 2022/2023**

ORR, Jennifer	Social Science Teacher	Townsend JHS	2022/2023
CARR, Emily	Speech Language Pathologist 39.64%	Special Education	2022/2023

**RETIREMENT**

BUNSELMEIER, James (26 years of service)	PE Teacher	Cal Aero K-8	08/01/2022
DARROW, Sherrie (33 years of service)	Science Teacher	Woodcrest JHS	06/01/2022
HOUSKA, Michelle (23 years of service)	Math Teacher	Don Lugo HS	05/28/2022

**RESIGNATION**

VAN DELL, Julie	Elementary Teacher	Cattle ES	05/27/2022
DINH, Jennifer	Elementary Teacher	Litel ES	06/30/2022
REEVES, Matthew	Science Teacher	Ayala HS	05/23/2022

**APPOINTMENT – EXTRA DUTY**

ALFARO, Joaquin (NBM)	Football (B)	Ayala HS	06/03/2022
ALFARO, Jonathan (NBM)	Football (B)	Ayala HS	06/03/2022
ALLEN, Jeffrey	Track & Field (B)	Ayala HS	06/03/2022
ALLEN, Stephanie	Competitive Cheer (B)	Ayala HS	06/03/2022
AMELUXEN, John (NBM)	Softball (B)	Ayala HS	06/03/2022
BARAJAS, Ashlyn (NBM)	Cross Country (B)	Ayala HS	06/03/2022
BARAJAS, Ashlyn (NBM)	Track & Field (B)	Ayala HS	06/03/2022
BARD, Gregory (NBM)	Softball (B)	Ayala HS	06/03/2022
BATAC, Dale (NBM)	Men's Basketball (B)	Ayala HS	06/03/2022
BATY, James	Football (B)	Ayala HS	06/03/2022

**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.)

BHATT, Sameer	Men's Basketball (B)	Ayala HS	06/03/2022
BLACK, Cobi (NBM)	Men's Soccer (B)	Ayala HS	06/03/2022
BLACKWOOD, Kymon (NBM)	Men's Basketball (B)	Ayala HS	06/03/2022
BRUNIER, Grant (NBM)	Wrestling (B)	Ayala HS	06/03/2022
CABADO, Kenneth (NBM)	Men's Basketball (B)	Ayala HS	06/03/2022
CALDERON, Derek (NBM)	Football (B)	Ayala HS	06/03/2022
CAMPBELL, Amy	Men's Basketball (B)	Ayala HS	06/03/2022
CAMPBELL, Amy	Softball (B)	Ayala HS	06/03/2022
CAPPS, Ronald	Golf (B)	Ayala HS	06/03/2022
CARLOS, Jazmine (NBM)	Volleyball (B)	Ayala HS	06/03/2022
CORDTS, Michael (NBM)	Water Polo (B)	Ayala HS	06/03/2022
DIAZ, Ruben (NBM)	Baseball (B)	Ayala HS	06/03/2022
DIMARCO, Tonino (NBM)	Cross Country (B)	Ayala HS	06/03/2022
DIMARCO, Tonino (NBM)	Track & Field (B)	Ayala HS	06/03/2022
FAVELA, Marissa (NBM)	Women's Soccer (B)	Ayala HS	06/03/2022
FLORES, Bryan	Men's Basketball (B)	Ayala HS	06/03/2022
FONACIER, Noah (NBM)	Water Polo (B)	Ayala HS	06/03/2022
GARCIA, Marco (NBM)	Water Polo (B)	Ayala HS	06/03/2022
GORDON, Moriah (NBM)	Volleyball (B)	Ayala HS	06/03/2022
Gracia III, Arthur	Football (B)	Ayala HS	06/03/2022
HAMMOND, Kevin (NBM)	Water Polo (B)	Ayala HS	06/03/2022
HUVER, Colin (NBM)	Water Polo (B)	Ayala HS	06/03/2022
JACKSON, Amber (NBM)	Women's Basketball (B)	Ayala HS	06/03/2022
JARAMILLO, Jay (NBM)	Volleyball (B)	Ayala HS	06/03/2022
KANNE, Tyler (NBM)	Baseball (B)	Ayala HS	06/03/2022
LEACH, Jonathan (NBM)	Baseball (B)	Ayala HS	06/03/2022
LONG, Eric	Men's Soccer (B)	Ayala HS	06/03/2022
LUNCZ, Pamela	Swim (B)	Ayala HS	06/03/2022
MANSARAY, Abdul (NBM)	Men's Soccer (B)	Ayala HS	06/03/2022
MARCEAU, Paul	Swim (B)	Ayala HS	06/03/2022
MCBRIDE, Loy (NBM)	Track & Field (B)	Ayala HS	06/03/2022
MCGUIRE, Bradley	Baseball (B)	Ayala HS	06/03/2022
MONTELLO, Matthew (NBM)	Football (B)	Ayala HS	06/03/2022
MOORE, Matthew (NBM)	Wrestling (B)	Ayala HS	06/03/2022
NGUYEN, Vincent (NBM)	Tennis (B)	Ayala HS	06/03/2022
OJINAGA, Paulette	Tennis (B)	Ayala HS	06/03/2022
OROZCO, John (NBM)	Football (B)	Ayala HS	06/03/2022
ORTEGA, Elleni (NBM)	Wrestling (B)	Ayala HS	06/03/2022
ORTIZ, Gabriel (NBM)	Women's Soccer (B)	Ayala HS	06/03/2022
PAPP, Matthew (NBM)	Women's Soccer (B)	Ayala HS	06/03/2022
PARKS, Ryan (NBM)	Football (B)	Ayala HS	06/03/2022
PARKS, Ryan (NBM)	Track & Field (B)	Ayala HS	06/03/2022

**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.)			
POLAND, Michael (NBM)	Golf (B)	Ayala HS	06/03/2022
QUEZADA, Laila (NBM)	Track & Field (B)	Ayala HS	06/03/2022
REAMS, Randall	Football (B)	Ayala HS	06/03/2022
REEVES, Matthew	Competitive Cheer (B)	Ayala HS	06/03/2022
SAIZ, Manuel	Football (B)	Ayala HS	06/03/2022
SAIZ, Manuel	Track & Field (B)	Ayala HS	06/03/2022
SCHUSTER, Chet	Swim (B)	Ayala HS	06/03/2022
SCHUSTER, Jenna (NBM)	Swim (B)	Ayala HS	06/03/2022
SCOTT, LaCresha (NBM)	Women's Basketball (B)	Ayala HS	06/03/2022
SIMMONS, Paige (NBM)	Cross Country (B)	Ayala HS	06/03/2022
SIMMONS, Paige (NBM)	Track & Field (B)	Ayala HS	06/03/2022
SJOL, Adam	Swim (B)	Ayala HS	06/03/2022
SMITH, Joseph (NBM)	Baseball (B)	Ayala HS	06/03/2022
STRONG, Frank J. (NBM)	Football (B)	Ayala HS	06/03/2022
STRONG, Frank J. (NBM)	Golf (B)	Ayala HS	06/03/2022
URENA, Luis	Football (B)	Ayala HS	06/03/2022
UTTERBACK, Torey (NBM)	Water Polo (B)	Ayala HS	06/03/2022
VOGT, Christopher	Baseball (B)	Ayala HS	06/03/2022
WEIHERT, Jeffrey (NBM)	Volleyball (B)	Ayala HS	06/03/2022
WILLE, Kayla (NBM)	Athletic Trainer (B)	Ayala HS	06/03/2022
WILLIAMS, Katelyn (NBM)	Softball (B)	Ayala HS	06/03/2022
ADKINS, Antwine (NBM)	Women's Basketball (B)	Chino HS	06/03/2022
AGUILERA, Mark (NBM)	Baseball (B)	Chino HS	06/03/2022
ALBA Jr., Manuel (NBM)	Men's Basketball (B)	Chino HS	06/03/2022
ANGULO, Alex	Wrestling (B)	Chino HS	06/03/2022
ANGULO-CAMARILLO, Fernando (NBM)	Men's Soccer (B)	Chino HS	06/03/2022
ARANGURE, Heriberto (NBM)	Baseball (B)	Chino HS	06/03/2022
BLACKBURN Jr., Michael	Football (B)	Chino HS	06/03/2022
BRITTEN, Kevin	Track & Field (B)	Chino HS	06/03/2022
CASTANEDA, Hannah	Tennis (B)	Chino HS	06/03/2022
CELESTINO, Lisbet (NBM)	Water Polo (B)	Chino HS	06/03/2022
CELESTINO, Lisbet (NBM)	Swim (B)	Chino HS	06/03/2022
CELESTINO, Raquel (NBM)	Water Polo (B)	Chino HS	06/03/2022
CELESTINO, Raquel (NBM)	Swim (B)	Chino HS	06/03/2022
COLINCO, Clyde (C.J.)	Golf (B)	Chino HS	06/03/2022
COOPER, Eileen (NBM)	Men's Basketball (B)	Chino HS	06/03/2022
COOPER, Eric (NBM)	Men's Basketball (B)	Chino HS	06/03/2022
COVARRUBIAS, Ashley (NBM)	Women's Basketball (B)	Chino HS	06/03/2022
CROCKEM, Ronald (NBM)	Track & Field (B)	Chino HS	06/03/2022
CZARNOCKI, Donald (NBM)	Baseball (B)	Chino HS	06/03/2022
DAVILA, Brendan	Women's Basketball (B)	Chino HS	06/03/2022
DIAZ, Ernest	Baseball (B)	Chino HS	06/03/2022

**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.)

DONNELL, Toney (NBM)	Men's Basketball (B)	Chino HS	06/03/2022
FERNANDEZ, Amber (NBM)	Softball (B)	Chino HS	06/03/2022
FRANCO, Michelle (NBM)	Men's Basketball (B)	Chino HS	06/03/2022
GARCIA, Matthew (NBM)	Track & Field (B)	Chino HS	06/03/2022
GLEESON, Megan (NBM)	Cross Country (B)	Chino HS	06/03/2022
GUERRA, Keven (NBM)	Water Polo (B)	Chino HS	06/03/2022
GUERRA, Keven (NBM)	Swim (B)	Chino HS	06/03/2022
HARGIS OCHOA, Manyara (NBM)	Softball (B)	Chino HS	06/03/2022
HERNANDEZ, Armando (NBM)	Baseball (B)	Chino HS	06/03/2022
HERNANDEZ, Eduardo (NBM)	Football (B)	Chino HS	06/03/2022
HINKLE, Michael	Tennis (B)	Chino HS	06/03/2022
INGLIMA, Tom	Football (B)	Chino HS	06/03/2022
JIMENEZ, Angel (NBM)	Baseball (B)	Chino HS	06/03/2022
KAYLOR, Matthew (NBM)	Football (B)	Chino HS	06/03/2022
KOURY, Jeanie (NBM)	Cheer (B)	Chino HS	06/03/2022
KOURY, Jenifer (NBM)	Cheer (B)	Chino HS	06/03/2022
LAROSA, Joseph	Football (B)	Chino HS	06/03/2022
LAROSA, Joseph	Track & Field (B)	Chino HS	06/03/2022
LEDESMA, Matthew (NBM)	Wrestling (B)	Chino HS	06/03/2022
LIRA, Alex (NBM)	Cross Country (B)	Chino HS	06/03/2022
LIRA, Alex (NBM)	Track & Field (B)	Chino HS	06/03/2022
MATLOCK, Clifford (NBM)	Track & Field (B)	Chino HS	06/03/2022
MONTOYA, Carlos (NBM)	Football (B)	Chino HS	06/03/2022
OCHOA, Daniella (NBM)	Softball (B)	Chino HS	06/03/2022
PARRELL, Jessica	Women's Soccer (B)	Chino HS	06/03/2022
PARRELL, Jessica	Track & Field (B)	Chino HS	06/03/2022
PEARSON, Deondre (NBM)	Men's Basketball (B)	Chino HS	06/03/2022
PEASE, Adam	Women's Soccer (B)	Chino HS	06/03/2022
PHELAN, Brian (NBM)	Football (B)	Chino HS	06/03/2022
PRATT, Joshua (NBM)	Tennis (B)	Chino HS	06/03/2022
RINCON, Danny (NBM)	Men's Soccer (B)	Chino HS	06/03/2022
SAMANO, Michael (NBM)	Wrestling (B)	Chino HS	06/03/2022
SANSUR, Jorge (NBM)	Football (B)	Chino HS	06/03/2022
SANTANA, Nathalie (NBM)	Men's Soccer (B)	Chino HS	06/03/2022
SCHOONOVER, Zachary (NBM)	Wrestling (B)	Chino HS	06/03/2022
ST. ESTEBEN, Michael (NBM)	Baseball (B)	Chino HS	06/03/2022
TAPIA, Mario (NBM)	Men's Soccer (B)	Chino HS	06/03/2022
VAN EMBRICQS, Alexandra	Women's Basketball (B)	Chino HS	06/03/2022
VASQUEZ, Gerald (NBM)	Softball (B)	Chino HS	06/03/2022
VATKIN, Gaby (NBM)	Volleyball (B)	Chino HS	06/03/2022
VAZQUEZ, Alberto	Women's Soccer (B)	Chino HS	06/03/2022
ACU, Johan (NBM)	Softball (B)	Chino Hills HS	06/03/2022

**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.)			
ALAS, Cody (NBM)	Men's Soccer (B)	Chino Hills HS	06/03/2022
ALVAREZ, Ronald (NBM)	Softball (B)	Chino Hills HS	06/03/2022
BACA, Christopher (NBM)	Football (B)	Chino Hills HS	06/03/2022
BARCENAS, Ruben (NBM)	Men's Basketball (B)	Chino Hills HS	06/03/2022
BARETO, Journey (NBM)	Swim (B)	Chino Hills HS	06/03/2022
BATEMAN, Michael (NBM)	Football (B)	Chino Hills HS	06/03/2022
BINYON, Daniel (NBM)	Football (B)	Chino Hills HS	06/03/2022
BRENNER, Carson (NBM)	Water Polo (B)	Chino Hills HS	06/03/2022
BRENNER, Carson (NBM)	Swim (B)	Chino Hills HS	06/03/2022
CAULEY, Tate (NBM)	Swim (B)	Chino Hills HS	06/03/2022
CEDANO, Isabelle (NBM)	Cheer (B)	Chino Hills HS	06/03/2022
DAY, Brian (NBM)	Baseball (B)	Chino Hills HS	06/03/2022
DEL HARO, Adrian (NBM)	Football (B)	Chino Hills HS	06/03/2022
DELEON Jr., Adam (NBM)	Softball (B)	Chino Hills HS	06/03/2022
DOZAL, Joshua (NBM)	Football (B)	Chino Hills HS	06/03/2022
DUFFY, McKenna (NBM)	Cheer (B)	Chino Hills HS	06/03/2022
ELLIS, Katelin (NBM)	Volleyball (B)	Chino Hills HS	06/03/2022
ENSEY, Kim (NBM)	Softball (B)	Chino Hills HS	06/03/2022
ESPINOSA, Jose	Football (B)	Chino Hills HS	06/03/2022
ESPINOSA, Jose	Baseball (B)	Chino Hills HS	06/03/2022
FIMBRES, Jacob (NBM)	Football (B)	Chino Hills HS	06/03/2022
FIMBRES, Jacob (NBM)	Track & Field (B)	Chino Hills HS	06/03/2022
GAITHER, Richard (NBM)	Softball (B)	Chino Hills HS	06/03/2022
GARISPE, Mike (NBM)	Men's Soccer (B)	Chino Hills HS	06/03/2022
GIBO, Paige	Swim (B)	Chino Hills HS	06/03/2022
GRANT, Donald	Women's Basketball (B)	Chino Hills HS	06/03/2022
HEIDER, Brian (NBM)	Water Polo (B)	Chino Hills HS	06/03/2022
HOENISCH, Brad (NBM)	Softball (B)	Chino Hills HS	06/03/2022
HOSTETLER, Kimberly	Cross Country (B)	Chino Hills HS	06/03/2022
IGNACIO III, Robert (NBM)	Cheer (B)	Chino Hills HS	06/03/2022
JACOBUS, Thomas (NBM)	Golf (B)	Chino Hills HS	06/03/2022
JOHNSON, Keland (NBM)	Football (B)	Chino Hills HS	06/03/2022
JOHNSON, Keland (NBM)	Track & Field (B)	Chino Hills HS	06/03/2022
JONES, Vincent (NBM)	Women's Basketball (B)	Chino Hills HS	06/03/2022
KNEUBUHLER, Nathan (NBM)	Wrestling (B)	Chino Hills HS	06/03/2022
LATIMORE, Dennis	Men's Basketball (B)	Chino Hills HS	06/03/2022
LAURIN, Chloe (NBM)	Women's Soccer (B)	Chino Hills HS	06/03/2022
LAWHORN, Brian	Badminton (B)	Chino Hills HS	06/03/2022
LEUNG, Samuel	Tennis (B)	Chino Hills HS	06/03/2022
LOZA, Trevin (NBM)	Wrestling (B)	Chino Hills HS	06/03/2022
LOZA, Trevin (NBM)	Track & Field (B)	Chino Hills HS	06/03/2022

**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.)

MCGARRAY, Miranda (NBM)	Women's Soccer (B)	Chino Hills HS	06/03/2022
MEJIA, David (NBM)	Baseball (B)	Chino Hills HS	06/03/2022
MISAWA, Keane	Golf (B)	Chino Hills HS	06/03/2022
MORALES Jr., Richard	Track & Field (B)	Chino Hills HS	06/03/2022
MORGAN, Mark (NBM)	Football (B)	Chino Hills HS	05/05/2022
NHIAL, Kristen (NBM)	Track & Field (B)	Chino Hills HS	06/03/2022
NOBLETT, Luke (NBM)	Water Polo (B)	Chino Hills HS	06/03/2022
PERREAULT, Brian (NBM)	Men's Soccer (B)	Chino Hills HS	06/03/2022
ROBERTS, Mia (NBM)	Cheer (B)	Chino Hills HS	06/03/2022
RUSSELL, Cory (NBM)	Water Polo (B)	Chino Hills HS	06/03/2022
SAMUEL, Randy (NBM)	Track & Field (B)	Chino Hills HS	06/03/2022
SANCHEZ Jr., Alejandro (NBM)	Baseball (B)	Chino Hills HS	06/03/2022
SANTOS, Remencito (NBM)	Men's Basketball (B)	Chino Hills HS	06/03/2022
SCHNAKE, Joseph (NBM)	Volleyball (B)	Chino Hills HS	06/03/2022
SMITH, Bradley (NBM)	Football (B)	Chino Hills HS	06/03/2022
SMITH, Savannah	Softball (B)	Chino Hills HS	06/03/2022
SPENCER, Andre (NBM)	Football (B)	Chino Hills HS	06/03/2022
STANFORD, Ronald	Swim (B)	Chino Hills HS	06/03/2022
STONE, Christopher	Cross Country (B)	Chino Hills HS	06/03/2022
STONE, Christopher	Women's Soccer (B)	Chino Hills HS	06/03/2022
STULL, Tyson (NBM)	Football (B)	Chino Hills HS	06/03/2022
TARIN, Madeleine (NBM)	Women's Soccer (B)	Chino Hills HS	06/03/2022
THE, Paul (NBM)	Volleyball (B)	Chino Hills HS	06/03/2022
TOBIN, Timothy (NBM)	Water Polo (B)	Chino Hills HS	06/03/2022
TRAN, Cesar	Track & Field (B)	Chino Hills HS	06/03/2022
TRANTOW, Ian	Men's Soccer (B)	Chino Hills HS	06/03/2022
VASQUEZ, George (NBM)	Football (B)	Chino Hills HS	06/03/2022
VERPLANCKE, Joseph	Baseball (B)	Chino Hills HS	06/03/2022
VILLEGAS, Austin (NBM)	Football (B)	Chino Hills HS	06/03/2022
VIVANCO, Patrick (NBM)	Men's Basketball (B)	Chino Hills HS	06/03/2022
ZHUANG, Jimmy (NBM)	Women's Basketball (B)	Chino Hills HS	06/03/2022
AGREGADO, Alexandria (NBM)	Men's Basketball (B)	Don Lugo HS	06/03/2022
ALAMILLO, Vincent (NBM)	Baseball (B)	Don Lugo HS	06/03/2022
ARAMBULA, Lindsay (NBM)	Tennis (B)	Don Lugo HS	06/03/2022
BARAJAS, Enrique (NBM)	Water Polo (B)	Don Lugo HS	06/03/2022
BARAJAS, Yuleisi (NBM)	Water Polo (B)	Don Lugo HS	06/03/2022
BAYLON, Cherry (NBM)	Volleyball (B)	Don Lugo HS	06/03/2022
BELLOSO, Rodrigo	Men's Basketball (B)	Don Lugo HS	06/03/2022
BEYER, Micah	Baseball (B)	Don Lugo HS	06/03/2022
CANTOS, Odyssees	Track & Field (B)	Don Lugo HS	06/03/2022
CASTELLANOS, Eduardo (NBM)	Football (B)	Don Lugo HS	06/03/2022
CLARK, Richard (NBM)	Golf (B)	Don Lugo HS	06/03/2022

**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.)			
CRAWFORD, Timothy (NBM)	Track & Field (B)	Don Lugo HS	06/03/2022
FAVELA, Serena (NBM)	Volleyball (B)	Don Lugo HS	06/03/2022
FERNANDEZ, Armando (NBM)	Volleyball (B)	Don Lugo HS	06/03/2022
FINCH, Richard	Football (B)	Don Lugo HS	06/03/2022
FLEMING, Avrum (NBM)	Men's Basketball (B)	Don Lugo HS	06/03/2022
GANO, Greg	Softball (B)	Don Lugo HS	06/03/2022
GARCIA, Fatima (NBM)	Volleyball (B)	Don Lugo HS	06/03/2022
GONZALEZ, Adrian (NBM)	Women's Basketball (B)	Don Lugo HS	06/03/2022
GRAY, Gary (NBM)	Football (B)	Don Lugo HS	06/03/2022
JERRY, Cole (NBM)	Baseball (B)	Don Lugo HS	06/03/2022
KUSHKAKI, Ehssanullah (NBM)	Women's Soccer (B)	Don Lugo HS	06/03/2022
LEPP, Marcus (NBM)	Softball (B)	Don Lugo HS	06/03/2022
LIN, Nyan (NBM)	Track & Field (B)	Don Lugo HS	06/03/2022
MACHUCA, Fabian (NBM)	Men's Soccer (B)	Don Lugo HS	06/03/2022
MALOOF, Grant (NBM)	Wrestling (B)	Don Lugo HS	06/03/2022
MARTIN, Richard	Football (B)	Don Lugo HS	06/03/2022
MILLER, Hayden (NBM)	Swim (B)	Don Lugo HS	06/03/2022
MONROE, Jonathan (NBM)	Softball (B)	Don Lugo HS	06/03/2022
MORA, Joshua (NBM)	Men's Soccer (B)	Don Lugo HS	06/03/2022
NICODEMUS, Howard (NBM)	Swim (B)	Don Lugo HS	06/03/2022
PETERSON, Rebecca	Cross Country (B)	Don Lugo HS	06/03/2022
POLITE, Coby	Cross Country (B)	Don Lugo HS	06/03/2022
POLITE, Coby	Track & Field (B)	Don Lugo HS	06/03/2022
POTEET Jr., Ronald	Wrestling (B)	Don Lugo HS	06/03/2022
POTEET Jr., Ronald	Baseball (B)	Don Lugo HS	06/03/2022
PULLIAM, Scott (NBM)	Football (B)	Don Lugo HS	06/03/2022
PULLIAM, Scott (NBM)	Golf (B)	Don Lugo HS	06/03/2022
RESENDIZ, Liliana (NBM)	Women's Basketball (B)	Don Lugo HS	06/03/2022
REYES, Michael (NBM)	Baseball (B)	Don Lugo HS	06/03/2022
ROBLES, Daniel	Football (B)	Don Lugo HS	06/03/2022
ROBLES, Daniel	Softball (B)	Don Lugo HS	06/03/2022
ROMERO, Eduardo (NBM)	Men's Soccer (B)	Don Lugo HS	06/03/2022
SHUE, Nicole (NBM)	Cheer (B)	Don Lugo HS	06/03/2022
SINGLETON, Carlyle (NBM)	Women's Basketball (B)	Don Lugo HS	06/03/2022
SWIFT, Micah	Women's Soccer (B)	Don Lugo HS	06/03/2022
SWIFT, Micah	Track & Field (B)	Don Lugo HS	06/03/2022
THIGPEN Jr., William	Football (B)	Don Lugo HS	06/03/2022
THIGPEN Jr., William	Track & Field (B)	Don Lugo HS	04/28/2022
WALTZ, Dean (NBM)	Women's Basketball (B)	Don Lugo HS	06/03/2022
WALTZ, Eric (NBM)	Women's Basketball (B)	Don Lugo HS	06/03/2022

**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.)

WEINSTEIN, Danielle	Tennis (B)	Don Lugo HS	06/03/2022
WEINSTEIN, Danielle	Women's Soccer (B)	Don Lugo HS	06/03/2022

**APPOINTMENT – SUMMER SCHOOL ADMINISTRATORS**

DURHAM, Patricia	Principal	Ayala HS	06/22/2022
TAYLOR, Yvette	Principal	Ayala HS	06/03/2022
MCCAIN, Matthew	Principal	Buena Vista HS	06/17/2022
SHULER, Kyle	Principal	Buena Vista HS	06/03/2022
GONZALES, Denise	Principal	Chino HS	06/22/2022
CASTILLO, Hillary	Principal	Chaparral ES and Walnut ES	06/03/2022
NORMAN, Jasmine	Principal	Chino HS	06/03/2022
REED, James	Principal	Chino Hills HS	06/03/2022
GONZALEZ, Rosa	Principal	Don Lugo HS	06/22/2022
ECKERSALL, Michele	Principal	Don Lugo HS	06/03/2022

**APPOINTMENT – SUMMER SCHOOL TEACHERS**

CEDERGREN, Andrew	English 9CP	Ayala HS	06/03/2022
BAEZA, Katlyn	Science	Buena Vista HS	06/03/2022
CLARK, Taylor	World History	Chino HS	06/03/2022
HENSLEY, Kassondra	English 9CP	Chino HS	06/03/2022
PHELAN, Brian	Chemistry/Earth Syst	Chino HS	06/03/2022
CALDERON, Derek	Integrated Math 1	Chino Hills HS	06/03/2022

**APPOINTMENT – SUMMER SCHOOL TEACHERS**

CARDENAS, Auroa	Integrated Math 3	Chino Hills HS	06/03/2022
CARTHAN, Alyssa	Integrated Math 1	Chino Hills HS	06/03/2022
FORD, Walter	World History	Chino Hills HS	06/03/2022
YANEZ, Brizelda	Integrated Math 2	Chino Hills HS	06/03/2022
ARCHIBALD, David	Integrated Math 2	Don Lugo HS	06/03/2022
CHAN, Olivia	Health	Don Lugo HS	06/03/2022
HARGIS OCHOA, Manyara	Integrated Math 3	Don Lugo HS	06/03/2022
HOLLINS, Michael	Bio/Living Earth	Don Lugo HS	06/03/2022
OCHOA, Daniella	Integrated Math 1	Don Lugo HS	06/03/2022
PURDY, Charles	Integrated Math 1	Don Lugo HS	06/03/2022

**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 – SUMMER SCHOOL TEACHERS – EXTENDED SCHOOL YEAR**

LOPEZ, Monica	M/S 7 <sup>th</sup> – 8 <sup>th</sup> Grade	Chino Hills HS	06/01/2022
TRAN, Lilian	Speech/Language	Chapparal ES	06/01/2022
		Walnut ES	
		Chino Hills HS	

**APPOINTMENT – SUMMER SCHOOL NURSES**

DOUGHERTY, Julianne	School Nurse	Health Services	06/03/2022
GIRONAS, Kattia	School Nurse	Health Services	06/03/2022
IRWIN, Christa	School Nurse	Health Services	06/03/2022
MA, Sherry	School Nurse	Health Services	06/03/2022

**LEAVE OF ABSENCE – JOB SHARES – 2022/2023**

MOTT, Jenny	School Nurse 20%	Health Services	2022/2023
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**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2021, THROUGH  
JUNE 30, 2022**

CENTENO, Rosalinda	RIVERA, Andrea
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**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 MANAGEMENT SALARY SCHEDULE****APPOINTMENT**

BARRAGAN, Rafael	Behavior Intervention Specialist (c)	Special Education	08/01/2022
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**CHANGE TO EFFECTIVE DATE ON THE MAY 19, 2022 AGENDA**

GRANADOS, Andrea	Behavior Intervention Associate (c)	Special Education	08/01/2022
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE****APPOINTMENT**

GOMEZ, Edith	Playground Supervisor (GF)	Butterfield Ranch ES	08/08/2022
GUTIERREZ, Lacey	IA/Special Education (SELPA/GF)	Cattle ES	08/08/2022
MARTINEZ, Ruby	IA/Elementary Grade Level (GF)	Chaparral ES	08/08/2022
ODUCA, Alice	IA/Elementary Grade Level (GF)	Glenmeade ES	08/08/2022
FUENTES, Danette	Playground Supervisor (GF)	Cal Aero K-8	07/05/2022
GOMEZ, Pauline	Playground Supervisor (GF)	Cal Aero K-8	06/01/2022
KIM, Bich	Playground Supervisor (GF)	Cal Aero K-8	06/13/2022
MOHTA, Kavita	Playground Supervisor (GF)	Cal Aero K-8	06/01/2022
CAMPOS, Conie	Playground Supervisor (GF)	Magnolia JHS	08/08/2022

**PROMOTION**

OGILVIE, Crystal	FROM: Secondary Library/Media Center Assistant (GF) 6 hrs./191 work days TO: Counseling Assistant (GF) 8 hrs./213 work days	Briggs K-8  Briggs K-8	06/03/2022
PAREDES, Maria	FROM: IA/Special Education (SELPA/GF) 5 hrs./181 work days TO: Attendance Clerk (GF) 6 hrs./195 work days	Don Lugo HS  Don Lugo HS	06/03/2022
ORIHUELA, Reuben	FROM: Technology Technician (GF) 8 hrs./261 contract days TO: Junior Database Administrator (GF) 8 hrs./261 contract days	Technology  Technology	05/31/2022

**CLASSIFIED PERSONNEL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>ASSIGNMENT CHANGE</u></b>			
BUTTERLY, Lupe	FROM: IA/Bilingual-Biliterate Spanish (C) 3.75 hrs./175 work days TO: IA/Elementary Grade Level (GF) 3.5 hrs./180 work days	Cattle ES Cattle ES	08/08/2022
AGUAYO, Nicole	FROM: Playground Supervisor (GF) 1.75 hrs./180 work days TO: Playground Supervisor (GF) 1.75 hrs./180 work days	Ramona JHS Newman ES	08/08/2022
BOOKOUT, Yvette	FROM: Computer Operations Technician I (GF) 8 hrs./261 contract days TO: Technology Technician (GF) 8 hrs./261 contract days	Technology Technology	05/31/2022

**ADDITIONAL ASSIGNMENT**

SEGURA, Elena	Playground Supervisor (GF)	Newman ES	08/08/2022
MENDOZA-GARCIA, Norma	Custodian I (GF)	Wickman ES	06/03/2022

**APPOINTMENT - SUPPLEMENTAL INSTRUCTION - SUMMER SCHOOL**

GUTIERREZ, Deborah	Nutrition Services Assistant I (NS)	Liberty Park	06/06/2022
SOTO, Veronica	Custodian I (SS)	Chino Hills HS	06/02/2022
GALAZ, Elvira	Security Person (SS)	CVLA	05/31/2022
BAEZA, Marilyn	IA/Special Education/SH (SS)	Special Education	06/01/2022
BASALLO, Elijah	IA/Special Education/SH (SS)	Special Education	06/01/2022
BOZOIAN, Sheril	IA/Special Education/SH (SS)	Special Education	06/01/2022
DEDMAN, Melissa	IA/Special Education/SH (SS)	Special Education	06/01/2022
ESPADAS, Jennifer	IA/Special Education/SH (SS)	Special Education	06/01/2022
FIGUEROA, Virginia	IA/Special Education/SH (SS)	Special Education	06/01/2022
GALINDO, Patricia	IA/Special Education (SS)	Special Education	06/01/2022
GONZALEZ, Byron Jr	IA/Special Education/SH (SS)	Special Education	06/01/2022
HOPKINS, Timothy	IA/Special Education/SH (SS)	Special Education	06/01/2022
KOYRO, Patricia	IA/Special Education/SH (SS)	Special Education	06/01/2022
MIER, Sylvia	IA/Special Education (SS)	Special Education	06/01/2022
OCAMPO-BARRAGAN, Martha	IA/Special Education/SH (SS)	Special Education	06/01/2022
OCHOA, Justine	IA/Special Education/SH (SS)	Special Education	06/01/2022
SALDANA, Vivian	IA/Special Education/SH (SS)	Special Education	06/01/2022
SANCHEZ, Mark	IA/Special Education/SH (SS)	Special Education	06/01/2022

**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 - SUPPLEMENTAL INSTRUCTION - SUMMER SCHOOL** (cont.)

TOOLE, Cailee	IA/Special Education/SH (SS)	Special Education	06/01/2022
VAZ, Jill	IA/Special Education/SH (SS)	Special Education	06/01/2022
WAKE, Alyssa	IA/Special Education/SH (SS)	Special Education	06/01/2022

**LEAVE OF ABSENCE**

GUPTA, Kriti	Nutrition Services Assistant I (NS)	Cal Aero K-8	06/20/2022 through 07/29/2022
MATHIS, Noel	Nutrition Services Assistant II (NS)	Don Lugo HS	05/09/2022 through 08/15/2022

**RESIGNATION OF POSITION**

AHOLA, Kimberly	Playground Supervisor (GF)	Litel ES	05/31/2022
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**PLACED ON 39 MONTH RE-EMPLOYMENT LIST**

BUTRISS, Sue	High School Receptionist (GF)	Ayala HS	05/24/2022
REYES, Elizabeth	IA/Special Education/SH (SELPA/GF)	Chino Hills HS	05/18/2022

**RESIGNATION**

PEREZ, Jennifer	Playground Supervisor (GF)	Butterfield Ranch ES	05/24/2022
LEWIS, Ryan	IA/Special Education/SH (SELPA/GF)	Newman ES	05/31/2022
NAVARES, Jennifer	Typist Clerk II (GF)	Rhodes ES	06/30/2022
BURRELL, Jason	Bus Driver (GF)	Transportation	04/27/2022

**RETIREMENT**

SOMMERS, Deborah (22 Years of Service)	Elementary Library/Media Center Assistant (GF)	Cortez ES	06/06/2022
SEIBERT, Geary (7 Years of Service)	Custodian I (GF)	Briggs K-8	09/12/2022
QUEVEDO, Patricia (36 Years of Service)	Nutrition Services Manager III (NS)	Canyon Hills JHS	07/01/2022
GUTIERREZ, Sylvester (19 Years of Service)	Groundsworker II (GF)	Maintenance	06/01/2022
RAMIREZ, Richard (13 Years of Service)	Maintenance III/HVAC&R (GF)	Maintenance	07/01/2022

**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 SHORT TERM EMPLOYEES EFFECTIVE JULY 1, 2022, THROUGH SEPTEMBER 30, 2022**

HERRERA, Alain	District Media Center Operations Technician	Media Center	
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**APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2021, THROUGH JUNE 30, 2022**

BRADY, Savannah	BRUEMMER, Tawny	LEE, Lauren
RICHARDSON, Aaliyah	SERRATO, Victoria	SHEHADEH, Armando

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** June 2, 2022

**TO:** Members, Board of Education

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

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

**SUBJECT: NEW JOB DESCRIPTION FOR COORDINATOR, COMPLIANCE**

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**BACKGROUND**

Job descriptions are a statement of duties, qualifications, and responsibilities associated with a particular job. It is a matter of standard practice to modify and/or create job descriptions as new positions become necessary, jobs evolve, and responsibilities and duties change. Additionally, changes in organizational structure, student needs, and other factors require the revision of existing positions to support the District's mission of increased student achievement.

New language is provided in UPPER CASE.

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 job description for Coordinator, Compliance.

**FISCAL IMPACT**

Salary and benefits of \$143,449.00 to the General Fund.

NE:RR:IB:ED:mcm

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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**TITLE:** COORDINATOR, COMPLIANCE

**REPORTS:** ASSISTANT  
SUPERINTENDENT,  
HUMAN RESOURCES

**DEPARTMENT:** HUMAN RESOURCES

**CLASSIFICATION:** CLASSIFIED  
MANAGEMENT

**FLSA:** EXEMPT

**WORK YEAR:** 261 DAYS

**ISSUED:**

**SALARY:** RANGE 26B

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**BASIC FUNCTIONS:**

UNDER THE GENERAL DIRECTION OF THE ASSISTANT SUPERINTENDENT, HUMAN RESOURCES, THE COORDINATOR, COMPLIANCE WILL SUPPORT THE PLANNING, ORGANIZATION, AND ADMINISTRATION OF THE DISTRICT'S COMPLAINTS AND GRIEVANCE PROCESS, WHILE PROVIDING RELATED SERVICES FOR THE DISTRICT AND ITS EMPLOYEES TO ENSURE COMPLIANCE WITH ALL FEDERAL, STATE, COUNTY AND DISTRICT REGULATIONS. THE COORDINATOR SHALL ASSURE COMPLIANCE WITH APPLICABLE LAWS, POLICIES, RULES, AND REGULATIONS, INCLUDING KNOWLEDGE OF TITLE IX INVESTIGATION PRACTICES, AND PROVIDING EXPERTISE IN THE AREA OF TRENDS, PRACTICES, AND STRATEGIES RELATIVE TO PERSONNEL.

**REPRESENTATIVE DUTIES:**

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. SERVES AS POINT PERSON FOR DISTRICT COMPLAINTS INCLUDING BUT NOT LIMITED TO UNPROFESSIONAL CONDUCT, DISCRIMINATION, UNIFORM COMPLAINTS, TITLE IX, SEXUAL HARASSMENT, HARASSMENT, SEXUAL MISCONDUCT, WILLIAMS, AND ALL OTHER COMPLAINTS TYPICAL AT THE DISTRICT LEVEL. (E)
2. ENSURES EDUCATIONAL PARTNERS AND PRIMARY INVESTIGATORS ARE AWARE OF THE COMPLAINT AND TIMELINES RELATED TO THE CONCERNS REPORTED FOR FOLLOW UP. (E)
3. PERFORMS INVESTIGATIONS INCLUDING BUT NOT LIMITED TO UNPROFESSIONAL CONDUCT, DISCRIMINATION, UNIFORM COMPLAINTS, TITLE IX, SEXUAL HARASSMENT, HARASSMENT, SEXUAL MISCONDUCT, WILLIAMS, AND ALL OTHER COMPLAINTS TYPICAL AT THE DISTRICT LEVEL. (E)

4. COORDINATES WITH OTHER DEPARTMENTS ON INVESTIGATIONS INCLUDING BUT NOT LIMITED TO UNPROFESSIONAL CONDUCT, DISCRIMINATION, UNIFORM COMPLAINTS, TITLE IX, SEXUAL HARASSMENT, HARASSMENT, SEXUAL MISCONDUCT, WILLIAMS, AND ALL OTHER COMPLAINTS TYPICAL AT THE DISTRICT LEVEL. (E)
5. FOLLOWS ESTABLISHED INVESTIGATION AND CASE MANAGEMENT PROCEDURES; ENSURES CASE CLOSEOUT AND THAT ALL REMEDIES PERTAINING TO INVESTIGATIONS HAVE BEEN COMPLETED. (E)
6. CREATES THE INVESTIGATIVE PLAN, COORDINATES AND CONDUCTS WITNESS INTERVIEWS PROMPTLY AND THOROUGHLY. PROVIDES INVOLVED PARTIES WITH INFORMATION ABOUT THE INVESTIGATORY PROCESS AND APPLICABLE RIGHTS AND POLICIES. (E)
7. SERVES, UPON ASSIGNMENT, AS A RESOURCE PERSON TO ALL EDUCATIONAL PARTNERS ON STUDENT, PERSONNEL RELATED ISSUES AND/OR DISTRICT MATTERS; INCLUDING BUT NOT LIMITED TO FEDERAL, STATE, COUNTY, AND DISTRICT PERSONNEL POLICIES AND PROCEDURES FOR CERTIFICATED AND CLASSIFIED EMPLOYEES, WHILE MAINTAINING COMPLIANCE. (E)
8. REMAINS INFORMED OF CURRENT TRENDS IN THE OPERATION OF EQUITY, DIVERSITY, AND SUPPORT SYSTEMS, PUBLIC EDUCATION, AND OTHER PERTINENT AREAS, SUCH AS FEDERAL, STATE AND LOCAL LAWS AND DISTRICT REGULATIONS, POLICIES, AND PROCEDURES. (E)
9. OVERSEES AND MONITORS THE DISTRICT'S ANNUAL COMPLIANCE TRAININGS FOR EMPLOYEES, AND CONDUCTS REQUIRED IN-SERVICE WORKSHOPS FOR PERSONNEL. (E)
10. OVERSEES THE COMPLAINT AND GRIEVANCE PROCESS. CONDUCTS INQUIRIES INTO EMPLOYEE COMPLAINTS AND GRIEVANCES AS DIRECTED, FOLLOWING ESTABLISHED POLICIES AND PROCEDURES. (E)
11. REVIEWS EXISTING PROCEDURES AND RECOMMENDS/IMPLEMENTS CHANGES TO IMPROVE OPERATIONS.
12. ASSISTS IN THE DEVELOPMENT OF PERSONNEL POLICIES, PROCEDURES, AND PRACTICES.
13. PREPARES A VARIETY OF STATE AND DISTRICT FORMS AND REPORTS. (E)
14. COORDINATES, SUPERVISES, AND MONITORS SPECIAL PROJECTS, ASSIGNMENTS, AND ACTIVITIES AS ASSIGNED. (E)
15. PERFORMS OTHER RELATED DUTIES AS ASSIGNED.

## **MINIMUM REQUIREMENTS**

### **KNOWLEDGE OF:**

- PERSONNEL POLICIES, LAWS, RULES AND REGULATIONS REGARDING CONTRACTS;
- DISTRICT ORGANIZATION, OPERATIONS, POLICIES AND OBJECTIVES;
- PRINCIPLES OF GOOD PUBLIC AND INTERPERSONAL RELATIONS;
- OFFICE METHODS AND PRACTICES, INCLUDING FILING SYSTEMS, BUSINESS CORRESPONDENCE, REPORT WRITING, PROPER TELEPHONE TECHNIQUES, PERSONAL COMPUTERS, INCLUDING WORD PROCESSING, SPREADSHEET, AND DATABASE SOFTWARE;
- CALIFORNIA EDUCATION CODE, TITLE IX, AND DISTRICT ADMINISTRATIVE REGULATIONS AND POLICIES;
- PROPER ENGLISH USAGE, GRAMMAR, SPELLING, VOCABULARY, AND PUNCTUATION; AND
- ORAL AND WRITTEN COMMUNICATION SKILLS.

### **ABILITY TO:**

- DEMONSTRATE LEADERSHIP QUALITIES AND UTILIZE MOTIVATIONAL TECHNIQUES AND STRATEGIES;
- PLAN, ORGANIZE, AND PRIORITIZE WORK TO MEET MULTIPLE SCHEDULES AND DEADLINES, AND MANAGE SIMULTANEOUS TASKS, WITH MANY INTERRUPTIONS’;
- COMMUNICATE EFFECTIVELY AND TACTFULLY IN BOTH ORAL AND WRITTEN FORMS WITH ADMINISTRATORS, STAFF, STUDENTS, AND THE COMMUNITY AT LARGE;
- PREPARE MEETING MINUTES, MEMOS, LETTERS, AND REPORTS INDEPENDENTLY;
- ANALYZE DATA AND PREPARE SPREADSHEETS;
- WORK EFFECTIVELY WITH LITTLE OR NO SUPERVISION;
- OPERATE PERSONAL COMPUTER USING VARIOUS WORD PROCESSING, SPREADSHEET, AND DATABASE SOFTWARE;
- INTERPRET DISTRICT POLICIES AND REGULATIONS AND APPLY THEM WITH GOOD JUDGMENT IN A VARIETY OF PROCEDURAL MATTERS;
- COMPILE AND MAINTAIN ACCURATE AND COMPLETE RECORDS AND REPORTS;
- MAKE MATHEMATICAL CALCULATIONS OF MODERATE DIFFICULTY;
- OPERATE A VARIETY OF OFFICE MACHINES;
- UNDERSTAND AND CARRY OUT ORAL AND WRITTEN INSTRUCTIONS;
- MAINTAIN A WORKING KNOWLEDGE AND APPLICATION SKILLS IN THE NEWEST TECHNOLOGICAL PROGRAMS AND HARDWARE; AND
- ESTABLISH AND MAINTAIN COOPERATIVE AND EFFECTIVE RELATIONSHIPS WITH THOSE CONTACTED DURING THE COURSE OF THE WORKING DAY.

## **EXPERIENCE**

DEMONSTRATED EXPERIENCE WITH COORDINATING, PLANNING, AND ORGANIZING THE COMPLAINTS AND GRIEVANCE PROCESS. AT LEAST FIVE YEARS OF INCREASINGLY RESPONSIBLE EXPERIENCE IN PERSONNEL IN A SCHOOL DISTRICT OR CLOSELY RELATED SETTING.

## **EDUCATION**

BACHELOR'S DEGREE FROM A RECOGNIZED COLLEGE OR UNIVERSITY IS REQUIRED.

## **WORKING CONDITIONS**

### **ENVIRONMENT:**

- DISTRICT OFFICE ENVIRONMENT, SCHOOL SITES, AND BOARD MEETINGS;
- SUBJECT TO DRIVING TO A VARIETY OF LOCATIONS TO CONDUCT WORK DURING DAY AND EVENING HOURS, AND ON CALL;
- SUBJECT TO FREQUENT INTERRUPTIONS AND CONTINUAL DEADLINES;
- DEMANDING TIMELINES; AND
- EXTENSIVE CONTACT WITH STAFF AND THE PUBLIC.

### **PHYSICAL DEMANDS:**

- BENDING AT THE WAIST AND REACHING TO RETRIEVE AND MAINTAIN FILES AND RECORDS;
- CARRYING, PUSHING, OR PULLING LIGHT EQUIPMENT AND SUPPLIES;
- CLIMBING, OCCASIONAL USE OF STEP LADDERS;
- DEXTERITY OF HANDS AND FINGERS TO OPERATE STANDARD OFFICE EQUIPMENT;
- HEARING AND SPEAKING TO EXCHANGE INFORMATION IN PERSON AND ON THE TELEPHONE;
- KNEELING, CROUCHING OR STOOPING;
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY;
- VISUAL ABILITY TO READ, PREPARE/PROCESS DOCUMENTS, AND TO MONITOR OFFICE ACTIVITIES;
- SITTING AND/OR STANDING FOR EXTENDED PERIODS OF TIME; AND
- MOBILITY.

### **HAZARDS:**

- EXTENDED VIEWING OF COMPUTER MONITOR;
- MAY BE EXPOSED TO CONTACT WITH UNCOOPERATIVE OR ABUSIVE INDIVIDUALS; AND
- WORKING AROUND AND WITH OFFICE EQUIPMENT HAVING MOVING PARTS.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF COORDINATOR, COMPLIANCE AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
(SIGNATURE OF EMPLOYEE)

\_\_\_\_\_  
(DATE)

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE CHINO VALLEY UNIFIED SCHOOL DISTRICT WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE DIVISION OF HUMAN RESOURCES.

**BOARD APPROVED:**