



**CHINO VALLEY**  
UNIFIED SCHOOL DISTRICT

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

# BOARD OF EDUCATION AGENDA

**October 7, 2021**

## **BOARD OF EDUCATION**

Donald L. Bridge

Andrew Cruz

Christina Gagnier

James Na

Joe Schaffer

Esther Kim, Student Representative

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## **SUPERINTENDENT**

**Norm Enfield, Ed.D.**

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**5130 Riverside Drive, Chino, CA 91710**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**4:30 p.m. - Closed Session • 6:00 p.m. - Regular Meeting**  
**October 7, 2021**

**AGENDA**

- The public is invited to address the Board of Education regarding items listed on the agenda. Comments on an agenda item will be accepted during consideration of that item, or prior to consideration of the item in the case of a closed session item. Persons wishing to address the Board are requested to complete and submit to the Administrative Secretary, Board of Education, a "Request to Speak" form available at the entrance to the Board room.
- In compliance with the Americans with Disabilities Act, please contact the Administrative Secretary, Board of Education, if you require modification or accommodation due to a disability.
- Agenda documents that have been distributed to members of the Board of Education less than 72 hours prior to the meeting are available for inspection at the Chino Valley Unified School District Administration Center, 5130 Riverside Drive, Chino, California, during the regular business hours of 7:30 a.m. to 4:30 p.m., Monday through Friday.
- Order of business is approximate and subject to change.

**PUBLIC ADVISORY**

Face coverings that cover the mouth and nose are optional for fully vaccinated individuals, but required for unvaccinated individuals.

Board of Education meetings will continue to be 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. Anticipated Litigation (54956.9(b)): One potential case. Atkinson, Andelson, Loya, Ruud, and Romo. (15 minutes)
- b. Public Employee Appointment (Government Code 54957): Elementary school principal, and high school assistant principal. (10 minutes)
- c. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Isabel Brenes, Sandra Chen, Eric Dahlstrom, and Richard Rideout. (5 minutes)
- d. Public Employee Discipline/Dismissal/Release (Government Code 54957): (15 minutes):
- e. Public Employee Performance Evaluation (Government Code 54957): Superintendent. (45 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

The proceedings of this meeting are being recorded.

- I.C. COMMENTS FROM STUDENT REPRESENTATIVE
- I.D. COMMENTS FROM EMPLOYEE REPRESENTATIVES
- I.E. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA
- I.F. CHANGES AND DELETIONS

**II. ACTION**

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

**II.A.1. Public Hearing Regarding the Sufficiency of Instructional Materials 2021/2022 and Adoption of Resolution 2021/2022-31**      **Open Hearing \_\_\_\_\_**  
 Page 7  
**Close Hearing \_\_\_\_\_**  
 Recommend the Board of Education conduct a public hearing regarding the Sufficiency of Instructional Materials 2021/2022 and adopt Resolution 2021/2022-31.  
**Motion \_\_\_\_ Second \_\_\_\_**  
**Preferential Vote: \_\_\_\_**  
**Vote: Yes \_\_\_\_ No \_\_\_\_**

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

**II.B.1. Adoption of Resolution 2021/2022-28 of the Board of Education of the Chino Valley Unified School District of the County of San Bernardino, California approving Dissolution of the Chino Unified School District Capital Facilities Corporation; and Resolution 2021/2022-29 Dissolution of the Chino Unified School District Land Acquisition Corporation**      **Motion \_\_\_\_ Second \_\_\_\_**  
 Page 12  
**Preferential Vote: \_\_\_\_**  
**Vote: Yes \_\_\_\_ No \_\_\_\_**  
 Recommend the Board of Education adopt:  
 a) Resolution 2021/2022-28 Approving the Dissolution of the Chino Unified School District Capital Facilities Corporation; and  
 b) Resolution 2021/2022-29 Approving the Dissolution of the Chino Unified School District Land Acquisition Corporation.

**II.C. HUMAN RESOURCES**

**II.C.1. Resolution 2021/2022-32, Week of the School Administrator**

Page 16

Recommend the Board of Education adopt Resolution 2021/2022-32, Week of the School Administrator.

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

Preferential Vote: \_\_\_

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

**III. CONSENT**

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

Preferential Vote: \_\_\_

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

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the September 16, 2021 Regular Meeting**

Page 19

Recommend the Board of Education approve the minutes of the September 16, 2021 regular meeting.

**III.B. BUSINESS SERVICES**

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

Page 25

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

**III.B.2. 2021/2022 Applications to Operate Fundraising activities and Other Activities for the Benefit of Students**

Page 26

Recommend the Board of Education approve/ratify the 2021/2022 applications to operate fundraising activities and other activities for the benefit of students.

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

Page 28

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

**III.B.4. Donations**

Page 31

Recommend the Board of Education accept the donations.

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

Page 33

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

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

**III.C.1. School-Sponsored Trips**

Page 34

Recommend the Board of Education approve/ratify the following school-sponsored trips: Cattle ES, and Chino HS.

**III.C.2. Proclamation for Red Ribbon Week, October 23-31-2021**  
Page 35 Recommend the Board of Education adopt the proclamation for Red Ribbon Week, October 23-31, 2021.

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

**III.D.1. Purchase Order Register**  
Page 37 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

**III.D.2. Agreements for Contractor/Consultant Services**  
Page 38 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

**III.D.3. Surplus/Obsolete Property**  
Page 43 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

**III.D.4. Resolution 2021/2022-30, Authorization to Utilize a Piggyback Contract**  
Page 45 Recommend the Board of Education adopt Resolution 2021/2022-30, Authorization to Utilize a Piggyback Contract.

**III.D.5. Notice of Completion for CUPCCAA Projects**  
Page 49 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Projects.

**III.D.6. Change Order for Bid 19-20-31F, Canyon Hills JHS and Townsend JHS Alterations (BP 02-01)**  
Page 51 Recommend the Board of Education approve the Change Order for Bid 19-20-31F, Canyon Hills JHS and Townsend JHS Alterations (BP 02-01).

**III.D.7. Change Order for Bid 19-20-31F, Canyon Hills JHS and Townsend JHS Alterations (BP 05-01)**  
Page 55 Recommend the Board of Education approve the Change Order for Bid 19-20-31F, Canyon Hills JHS and Townsend JHS Alterations (BP 05-01).

**III.D.8. Bid 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations**  
Page 62 Recommend the Board of Education award Bid 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations to GGG Demolition; KAR Construction, Inc.; RND Contractors, Inc.; Core Contracting, Inc.; K&Z Cabinet Company; Mirage Builders, Inc.; Floored Tile and Stone; Elljay Acoustics; Lawrence W Rosine Co.; Kelly Grant; Patriot Contracting & Engineering; Kitcor Corporation; Emphyrean Plumbing, Inc.; RAN Enterprises, Inc.; and Rancho Pacific Construction.

**III.E. HUMAN RESOURCES**

- III.E.1. Certificated/Classified Personnel Items**  
Page 64 Recommend the Board of Education approve/ratify the certificated/classified personnel items.
- III.E.2. Rejection of Claim**  
Page 71 Recommend the Board of Education reject the claim and refer it to the District’s insurance adjuster.
- III.E.3. New Job Description for Coordinator, Special Projects**  
Page 72 Recommend the Board of Education approve the new job description for Coordinator, Special Projects.
- III.E.4. Student Teaching Agreements with California State University, East Bay; Humboldt State University; and Pacific Oaks College**  
Page 78 Recommend the Board of Education approve the student teaching agreements with California State University, East Bay; Humboldt State; and Pacific Oaks College.
- III.E.5. Fieldwork Placement Agreements with California State University, Fullerton; and Concordia University**  
Page 90 Recommend the Board of Education approve the fieldwork placement agreement with California State University, Fullerton; and Cordia University.

**IV. INFORMATION**

- IV.A. CURRICULUM INSTRUCTION, INNOVATION, AND SUPPORT**
- IV.A.1. Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for July Through September 2021**  
Page 101 Recommend the Board of Education receive for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for July through September 2021.

**V. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**VI. ADJOURNMENT**

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** October 7, 2021

**TO:** Members, Board of Education

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

**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
Luke Hackney, Director, Elementary Curriculum and Instruction  
Sherri Johnson, Psy.D., Director, Health Services/Child Development  
Julian Rodriguez, Ed.D., Director, Secondary Curriculum and Instruction  
Troy Ingram, Coordinator, Innovation and Creative Services

**SUBJECT: PUBLIC HEARING REGARDING THE SUFFICIENCY OF INSTRUCTIONAL MATERIALS 2021/2022 AND ADOPTION OF RESOLUTION 2021/2022-31**

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**BACKGROUND**

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

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

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

**RECOMMENDATION**

It is recommended the Board of Education conduct a public hearing regarding the Sufficiency of Instructional Materials 2021/2022 and adopt Resolution 2021/2022-31.

**FISCAL IMPACT**

None.

**Chino Valley Unified School District  
Resolution 2021/2022-31  
Sufficiency of Instructional Materials**

**WHEREAS**, the Board of Education of the Chino Valley Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on October 7, 2021, at 6:00 pm, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours;

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

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

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

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

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

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

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

- TK Houghton Mifflin Harcourt; Big Day Pre K Curriculum, 2015
- K-6 McGraw-Hill School Education; CA Reading Wonders ELA/ELD, 2017
- 7-8 Houghton Mifflin Harcourt; California Collections Student Edition, 2017
- 7-12 Houghton Mifflin; Scholastic: Read 180, 2017
- 9-12 Center for Advancement of Reading, California State University; Expository Reading and Writing Course, Student Reader, Second Edition, 2013
- 9-12 Pearson; My Perspectives English Language Arts, 2017
- 11 Bedford/Saint Martin's; The Language of Composition, 2018

**Mathematics**

- TK Houghton Mifflin Harcourt; Big Day Pre K Curriculum, 2015
- K-5 Pearson Scott Foresman; enVision Math, 2015

**Mathematics (cont.)**



- 6-8 Houghton Mifflin & Harcourt; Big Ideas Math, Course 1, Course 2, and Course 3, 2015
- 8-12 McGraw Hill; Integrated Math I, Integrated Math II, and Integrated Math III, 2012
- 9-12 Glencoe; Elementary Statistics, 2006
- 9-12 Houghton Mifflin & Harcourt; PreCalculus with Limits, 2010
- 9-12 Pearson Prentice Hall; PreCalculus, 2010
- 11-12 South-Western Cengage Learning; Financial Algebra: Advanced Algebra with Financial Applications, 2017
- 10-12 Bedford, Freeman, and Worth; Calculus for the AP Course, 2017
- 11-12 Cengage Learning; Calculus for AP, 2016
- 10-12 Pearson; Stats: Modeling the World, 5<sup>th</sup> Edition, 2019

### **History/Social Science**

- TK Houghton Mifflin Harcourt; Big Day Pre K Curriculum, 2015
- K-5 Harcourt School Publishers; Reflections: California Series, 2007
- 6-8 Holt, Rinehart and Winston; Ancient Civilizations, 2006
- 9-12 Prentice Hall; World History: The Modern World, 2007
- 9-12 Holt, Reinhart and Winston; American Anthem: Modern American History, 2007
- 9-12 Bedford; American's History, 2007
- 9-12 Glencoe/McGraw-Hill; United States Government: Democracy in Action, 2006
- 9-12 Prentice Hall; Economics, Principles in Actions, 2007
- 9-12 Cengage; Western Civilization: Since 1300, Tenth Edition, 2018
- 9-12 Bedford, Freeman and Worth Publishing Group; America's History for the AP Course, Ninth Edition, 2014
- 9-12 BFW/Worth Publishers; Krugman's Economics for AP, Second Edition, 2011
- 12 Cengage Learning; Introduction to Comparative Politics: Political Challenges and Changing Agendas, 2016
- 9-12 UC Davis Center for Integrated Computing and STEM Education (C-STEM); Learning Common Core Mathematics with C/C++ Interpreter Ch for Integrated Mathematics 1, 2016
- 12 Bedford, Freeman, and Worth; American Government: Stories of a Nation; for the AP Course, 2019
- 9-10 Pearson; The Cultural Landscape: An Introduction to Human Geography, 13<sup>th</sup> Edition, 2020

### **Science**

- TK Houghton Mifflin Harcourt; Big Day Pre K Curriculum, 2015
- K-5 Houghton Mifflin Company; Houghton Mifflin California Science, 2007
- 6 Pearson Scott Foresman; Earth Science, 2008
- 7-8 Pearson Prentice Hall; Prentice Hall California Science Explorer, Focus on Earth, Life, and Physical Science, 2008
- 9-12 Pearson; Human Anatomy & Physiology, 2003
- 9-12 Pearson Prentice Hall; Earth Science, 2006
- 9-12 Pearson Prentice Hall; Biology, 2007
- 9-12 Pearson Prentice Hall; Chemistry, 2007
- 9-12 Glencoe; Physics: Principles and Problems, 2008

### **Science (cont.)**

- 9-12 Wiley; Environmental Science: Earth as a Living Planet, 2007

- 9-12 McGraw-Hill; Physics: Principles and Problems, California, 2007
- 9-12 Pearson; Campbell Biology, AP Edition, 2011
- 9-12 Pearson; Physics, AP Edition, 2011
- 9-12 Carnegie; Chemistry, AP Edition, 2013

**WHEREAS**, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes:

**Foreign Language**

- 9-12 Prentice Hall; Realidades, Book 1 and 2, 2004
- 9-12 Wayside Publishing; Azulejo, 2002
- 9-12 Harcourt School Publishers; Nuevas Vista, Book 1 and 2, 2003
- 9-12 Holt, Rinehart, and Winston; Nuevas Vistas Dos, 2003
- 9-12 Vista Higher Learning; Descubre 3, 2017
- 9-12 Vista Higher Learning; Temas, AP Spanish Language and Culture, 2014
- 9-12 Houghton Mifflin Harcourt; Abriendo Puertas: Ampliando Perspectives, 2013
- 9-12 EMC/Paradigm Publishing; C'est a Toi Book 1, 2, and 3, 2002
- 9-12 Vista Higher Learning; D'accord! 3, 2015
- 9-12 Vista Higher Learning; Themes AP French Language and Culture, 2016
- 9-12 Yale University Press; French in Action, Part 2, 2015
- 9-12 Holt, Reinhart and Winston; Komm Mit! Book 1, 2, and 3, 2003
- 9-12 Spinner Publications; Bom Dia! Book 1 and 2, 2004 and 2007
- 9-12 Joint Publishing; Chinese Made Easy, 2006
- 9-12 EMC Publishing, LLC; Zhen Bang!, Chinese 3, 2013
- 9-12 Cheng and Tsui; Adventures in Japanese 1 and 2, 1998
- 9-12 The Japan Times; Genki: An Integrated Course in Elementary Japanese II, 2011
- 9-12 DawnSignPress; Vista Signing Naturally, Level 2 and 3, 1992 and 2001

**Health**

- 7 Chino Valley Unified School District, Comprehensive Sexual Health and HIV/AIDS Prevention Education, Department of Health Services, 2019
- 9-12 Glencoe; Glencoe Health, 2009
- 9-12 California Department of Education, California Department of Public Health, Federal Office of Adolescent Health, Positive Prevention PLUS, Sexual Health Education for California Youth, 2015

**WHEREAS**, laboratory science equipment was available for science laboratory classes offered in grades 9-12 inclusive.

**NOW, THEREFORE, BE IT RESOLVED** that for the 2021/2022 school year, the Chino Valley Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in all courses required by Education Code 60119.

The Chino Valley Unified School District will audit textbook adoptions annually to ensure that outdated editions of textbooks or textbooks no longer in print are replaced and adopted by the Board of Education.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 7<sup>th</sup> day of October 2021 by the following vote:

Bridge \_\_\_\_\_  
Cruz \_\_\_\_\_  
Gagnier \_\_\_\_\_  
Na \_\_\_\_\_  
Schaffer \_\_\_\_\_

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

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** October 7, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations  
**SUBJECT:** **ADOPTION OF RESOLUTION 2021/2022-28 OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT OF THE COUNTY OF SAN BERNARDINO, CALIFORNIA APPROVING DISSOLUTION OF THE CHINO UNIFIED SCHOOL DISTRICT CAPITAL FACILITIES CORPORATION; AND RESOLUTION 2021/2022-29 DISSOLUTION OF THE CHINO UNIFIED SCHOOL DISTRICT LAND ACQUISITION CORPORATION**

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**BACKGROUND**

The Chino Unified School District created the Chino Unified School District Capital Facilities Corporation (CFC) in 1986 and the Chino Unified School District Land Acquisition Corporation (LAC) in 1989 to assist in financing school capital improvements. The Board of Education acts as the Board of Trustees of the CFC and the Board of Directors of the LAC.

There is no debt outstanding at this time that relies on payments to or from either the CFC or the LAC. Additionally, all land or other assets in the name of the LAC has been transferred to the District. The District no longer has a need to use either the CFC or the LAC in its financings. Instead, it intends to utilize the Municipal Finance Corporation to assist in any future financing needs.

Each of the CFC and the LAC can be dissolved by the adoption of its resolution and adoption of a resolution by the District and filing the appropriate information with the State. The resolutions authorize District staff to execute various certificates required in connection with the dissolution, as well as file final Forms 199 and 990 with the State Franchise Tax Board and the Internal Revenue Service.

Letters to the State Attorney General will also be filed for the purpose of dissolving the CFC and the LAC confirming that neither the CFC nor the LAC has any assets, and that the District assumes all assets, debts and liabilities, if any, of the CFC and the LAC.

This proposed action is exempt from review under the California Environmental Quality Act (California Public Resources Code Section 21000, et seq.; "CEQA") and CEQA regulations (14 California Code Regulations Section 15000, et. seq.) because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (see specifically 14 CCR Section 15378(b)(4-5)).

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

### **RECOMMENDATION**

It is recommended the Board of Education adopt:

- a) Resolution 2021/2022-28 approving the Dissolution of the Chino Unified School District Capital Facilities Corporation; and
- b) Resolution 2021/2022-29 approving the Dissolution of the Chino Unified School District Land Acquisition Corporation.

### **FISCAL IMPACT**

\$4,000.00 to General Fund.

NE:GJS:pw

**Chino Valley Unified School District  
Resolution 2021/2022-28 of the Board of Education of the Chino Valley Unified  
School District of the County of San Bernardino, California, Approving the  
Dissolution of the Chino Unified School District Capital Facilities Corporation**

**WHEREAS**, in 1986, the Chino Unified School District Capital Facilities Corporation (the "Corporation") was created by the Chino Unified School District (the "District") to assist in the financing of school capital improvements; and

**WHEREAS**, the Corporation has determined that it is in the best interests of the Corporation to be wound up and dissolved since the Corporation is not involved in any outstanding debt issues;

**NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Education of the Chino Valley Unified School District as follows:

SECTION 1. Findings. The District finds and determines that the foregoing recitals are true and correct.

SECTION 2. Approval of Dissolution of Corporation. The District authorizes and approves the winding up and dissolution of the Corporation. Pursuant to [Section 4 of Article VI of the Articles of Incorporation of the Corporation], the City accepts all assets of the Corporation, if any, after payment, or provision of payment of, all debts and liabilities of the Corporation. The District assumes all unpaid debts and liabilities, if any, of the Corporation.

SECTION 3. Effective Date. This Resolution shall take effect immediately upon its adoption.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 7th day of October 2021 by the following vote:

Bridge	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

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

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

**Chino Valley Unified School District**  
**Resolution 2021/2022-29 of the Board of Education of the Chino Valley Unified**  
**School District of the County of San Bernardino, California, Approving the**  
**Dissolution of the Chino Unified School District Land Acquisition Corporation**

**WHEREAS**, in 1989 the Chino Unified School District Land Acquisition Corporation (the "Corporation") was created by the Chino Unified School District (the "District") to assist in the financing of school capital improvements; and

**WHEREAS**, the Corporation has determined that it is in the best interests of the Corporation to be wound up and dissolved since the Corporation is not involved in any outstanding debt issues and the District intends to utilize the Municipal Finance Corporation to assist it with future debt issuances;

**NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Education of the Chino Valley Unified School District as follows:

SECTION 1. Findings. The District finds and determines that the foregoing recitals are true and correct.

SECTION 2. Approval of Dissolution of Corporation. The District authorizes and approves the winding up and dissolution of the Corporation. Pursuant to Article V of the Articles of Incorporation of the Corporation, the City accepts all assets of the Corporation, if any, after payment, or provision of payment of, all debts and liabilities of the Corporation. The District assumes all unpaid debts and liabilities, if any, of the Corporation.

SECTION 3. Effective Date. This Resolution shall take effect immediately upon its adoption.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 7th day of October 2021 by the following vote:

Bridge	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

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

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 7, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: RESOLUTION 2021/2022-32, WEEK OF THE SCHOOL ADMINISTRATOR**

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**BACKGROUND**

Leadership matters for California’s public school system, and the future of its public education system depends greatly upon the quality of its leadership. To that end, the state of California has declared October 10-16, 2021, as the Week of the School Administrator.

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2021/2022-32, Week of the School Administrator.

**FISCAL IMPACT**

None.

NE:RR:IB:ED:mcm



**Chino Valley Unified School District  
Resolution 2021/2022-32  
Week of the School Administrator**

**WHEREAS**, leadership matters for California’s public education system and the more than 6 million students it serves;

**WHEREAS**, school administrators are passionate, lifelong learners who believe in the value of quality public education;

**WHEREAS**, the title “school administrator” is a broad term used to define many education leadership posts. Superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified education leaders, and the other district employees are considered administrators;

**WHEREAS**, providing quality service for student success is paramount for the profession;

**WHEREAS**, most school administrators began their careers as teachers. The average administrator has served in public education for more than a decade. Most of California’s superintendents have served in education for more than 20 years. Such experience is beneficial in their work to effectively and efficiently lead public education and improve student achievement;

**WHEREAS**, public schools operate with lean management systems. Across the nation, public schools employ fewer managers and supervisors than most public and private sector industries including transportation, food service, manufacturing, utilities, construction, publishing and public administration; and

**WHEREAS**, school leaders depend on a network of support from school communities – fellow administrators, teacher, parents, students, businesses, community members, board trustees, colleges, and universities, community and faith-based organizations, elected officials and district and county staff and resources – to promote ongoing student achievement and school success;

**WHEREAS**, research shows great schools are led by great principals, and great districts are led by great superintendents. These site leaders are supported by extensive administrative networks throughout the state;

**WHEREAS**, the State of California has declared October 10-16, 2021, as the “Week of the School Administrator” in Education Code 44015.1; and

**WHEREAS**, the future of California’s public education system depends upon the quality of its leadership.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Chino Valley Unified School District that all leaders be commended for the contributions they make to successful student achievement.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 7<sup>th</sup> day of October 2021.

Bridge: \_\_\_\_\_  
Cruz: \_\_\_\_\_  
Gagnier: \_\_\_\_\_  
Na: \_\_\_\_\_  
Schaffer: \_\_\_\_\_

I, Norm Enfield, Ed.D., Secretary, of the Board of Education of the Chino Valley Unified School District, certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board at a regularly meeting as stated.

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**September 16, 2021**

**MINUTES**

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

**I.A. CALL TO ORDER – 5:30 P.M.**

1. Roll Call

President Schaffer called to order the regular meeting of the Board of Education, Thursday, September 16, 2021, at 5:30 p.m. with Bridge, Cruz, Gagnier, Na, and Schaffer present. Mr. Cruz did not participate in closed session.

Administrative Personnel

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

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Schaffer adjourned to closed session at 5:30 p.m. regarding public employee appointment: elementary school principal, and high school assistant principals; and conference with labor negotiators.

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

1. Report Closed Session Action

President Schaffer reconvened the regular meeting of the Board of Education at 6:00 p.m. with Bridge, Cruz, Gagnier, Na, and Schaffer present. The meeting was streamed live on YouTube. The Board met in closed session from 5:30 p.m. to 5:40 p.m. regarding public employee appointment: elementary school principal, and high school assistant principals; and conference with labor negotiators. No action was taken that required public disclosure.

2. Pledge of Allegiance  
Led by Board Clerk Don Bridge.

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

Student representative Esther Kim reported that the second Student Advisory Council meeting is scheduled for September 21; and spoke about relevant areas of student concerns.

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

Barbara Bearden, CHAMP President, said that over the next two weeks, elementary school parents will have the opportunity to meet with their child's teacher and work collaboratively; said principals shared campus celebration activities; said Buena Vista HS had an 8% increase in the number of graduating students; said administrative staff hosted an information session regarding the Biomedical Science and Technology Academy; and reminded CHAMP members that there is a meeting on Friday at 6:30 a.m.

Danny Hernandez, CSEA President, thanked the Board and the District for the assistance provided to CSEA members for the added duties for which they have been tasked; spoke about working collaboratively to come up with solutions for problems or issues that affect everyone; said he is appreciative of open dialogue with the District; and offered an apology for failing to mention at the last Board meeting elementary library media assistant concerns.

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

The following individuals addressed the Board: Adian Torres regarding student restroom use protocols; Samuel Love regarding Ethnic Studies Curriculum; Brian Gallé regarding Chino Hills HS bingo facility use challenges; Kelly Allen regarding safe return to campus policies related to Independent Study; Caitlyn Martinez regarding lack of Board communication/response to public records requests; and Mark Startup, Misty Startup, Ginny Merrifield, Jake, and Lorraine Harris regarding Board governance standards, parent advocacy, and personal health decisions.

**I.F.      CHANGES AND DELETIONS**

The following changes were read into the record: Human Resources Item III.E.1., Certificated/Classified Personnel was yellow-sheeted.

**II. ACTION**

**II.A. ADMINISTRATION**

**II.A.1. Resolution 2021/2022-27 Opposing Statewide COVID-19 Vaccination Mandates**

The following individuals addressed the Board opposed to the resolution: James Gallagher, Dena Peoples, and Thomas A., and the following individuals addressed the Board in favor of the resolution: Virginia Renteria, Marian Arguello, Nichole Vicario, Cindy Foisy, Oscar Avila, Isabella Avila, Kelly Allen, and Juli Santorsola. Moved (Na) seconded (Cruz) motion failed (2-3 with Schaffer, Gagnier, and Bridge voting no) to adopt Resolution 2021/2022-27 Opposing Statewide COVID-19 Vaccination Mandates. Student representative voted no.

**II.B. BUSINESS SERVICES**

**II.B.1. 2020/2021 Unaudited Actuals Financial Report**

Moved (Na) seconded (Gagnier) carried unanimously (5-0) to approve the 2020/2021 Unaudited Actuals Financial Report and authorize the Superintendent or designee to sign the 2020/2021 District Certification of Unaudited Actuals Financial Report. Student representative voted yes.

**III. CONSENT**

Christina Gagnier pulled for separate action Item III.D.2. Moved (Na) seconded (Gagnier) carried unanimously (5-0) to approve the remainder of the consent items, as amended. Student representative abstained.

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the September 2, 2021 Regular Meeting**

Approved the minutes of the September 2, 2021 regular meeting.

**III.B. BUSINESS SERVICES**

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

Approved/ratified the warrant register.

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

Approved/ratified the fundraising activities.

**III.B.3.      Donations**

Accepted the donations.

**III.B.4.      Legal Services**

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

**III.B.5.      Resolution 2021/2022-26 Actual Gann Limit for 2020/2021 and Estimated Gann Limit for 2021/2022**

Adopted Resolution 2021/2022-26, Actual Gann Limit for 2020/2021 in the amount of \$179,722,432.00 and Estimated Gann Limit for 2021/2022 in the amount of \$178,619,296.00.

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

**III.C.1.      School-Sponsored Trips**

Approved/ratified the following school-sponsored trips: Eagle Canyon ES, and Ayala HS.

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

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

Approved/ratified the purchase order register.

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

Moved (Na) seconded (Bridge) motion carried (4-0-1, Gagnier recused herself) to approve/ratify the Agreements for Contractor/Consultant Services.

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

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

**III.D.4.      Resolution 2021/2022-25, Authorization to Utilize a Piggyback Contract**

Adopted Resolution 2021/2022-25 Authorization to Utilize a Piggyback Contract.

**III.D.5.      Notice of Completion for CUPCCAA Projects**

Approved the Notice of Completion for CUPCCAA Projects.

**III.D.6.      Change Order for Bid 19-20-31F, Canyon Hills JHS and Townsend JHS Alterations (BP 02-01)**

Approved the Change Order for Bid 19-20-31F, Canyon Hills JHS and Townsend JHS Alterations (BP 02-01).

**III.D.7.    CUPCCAA Bid 21-22-07I, Classroom Preparation for ViewSonics—Group 1**

Awarded CUPCCAA Bid 21-22-07I, Classroom Preparation for ViewSonics—Group 1 to D3 Development Group.

**III.D.8.    Authorization to Re-Bid Bid 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 07-01) Built Up Roofing and Sheet Metal**

Authorized staff to re-bid Bid 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 07-01) Built Up Roofing and Sheet Metal.

**III.E.      HUMAN RESOURCES**

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

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

<p><b>IV.      COMMUNICATIONS</b></p>
---------------------------------------

**BOARD MEMBERS AND SUPERINTENDENT**

Andrew Cruz made no comments.

James Na spoke about overflow room conditions; spoke about collaborating with parents to better serve students; suggested consulting with staff impacted by additional duties; requested that staff look into providing immune building cafeteria breakfast and lunches; thanked Chino Hills HS bingo president for coming and sharing his concerns; spoke about possibly providing dance classes to students; and spoke about the Chino HS building progress.

Don Bridge said he attended the Chino HS versus Alta Loma HS football game on September 3, and noted that the pregame ceremony included a remembrance to the 13 soldiers killed in Afghanistan; said he attended the Ayala HS versus Diamond Ranch HS homecoming game on September 10; said he plans on attending the Chino Hills HS homecoming dance in October; and visited the Chino HS construction site.

Christina Gagnier thanked young community members who attended the meeting; thanked speaker Allen who made comments regarding issues independent study; announced that the Chino Valley Chamber of Commerce is holding its semi-annual Pitch Competition for 7<sup>th</sup> through 12<sup>th</sup> grade students; and spoke about decisions made at other government levels, and that her focus is on keeping students safe; and spoke about the mental health conversation from the last Board meeting, and asked Dr. Enfield for a resolution to either establish a mental health task force or similar initiative.

Superintendent Enfield made no comments.

President Schaffer said he visited the Chino HS construction and that he is excited for our students and feeder system going into the new Chino HS; announced that the Ayala HS Band Field competition is scheduled for October 9; said the Milk Can Game is scheduled for Friday night; and spoke about having different points of view and to remember that it's up to the Board to set the example for students.

<b>V.      ADJOURNMENT</b>
----------------------------

President Schaffer adjourned the regular meeting of the Board of Education at 8:15 p.m.

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

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

Recorded by Patricia Kaylor, Administrative Secretary, Board of Education



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 7, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: WARRANT REGISTER**

=====

**BACKGROUND**

Education Code 42650 requires the Board to approve and/or ratify all designated payment of expenses of the District. These payments are made in the form of warrants, and the warrant (check) form is approved by the County Superintendent.

All items listed are within previously budgeted amounts. There is no fiscal impact beyond currently available appropriations.

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

**RECOMMENDATION**

It is recommended the Board of Education approve/ratify the warrant register, provided under separate cover.

**FISCAL IMPACT**

\$7,265,941.93 to all District funding sources.

NE:SHC:LP:lf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** October 7, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: 2021/2022 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 2021/2022 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**  
**October 7, 2021**

**2021/2022 AUTHORIZATION TO OPERATE FUNDRAISING ACTIVITIES  
AND OTHER ACTIVITIES FOR THE BENEFIT OF STUDENTS**

**School**

Borba ES

**Organization**

PFA

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** October 7, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: FUNDRAISING ACTIVITIES**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

None.

NE:SHC:LP:lf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**October 7, 2021**

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<b><u>Cattle ES</u></b>		
PFA	Candy Grams	10/18/21 - 10/22/21
<b><u>Glenmeade ES</u></b>		
PTA	Carl's Jr. Dine Out	10/13/21
PTA	Fall Family Fun Night	10/22/21
PTA	Scholastic Book Fair	11/1/21 - 11/5/21
PTA	Baskin Robbins	11/17/21
<b><u>Liberty ES</u></b>		
PTO	Boo Fall Grams	10/18/21
PTO	Trunk or Treat	10/29/21
<b><u>Marshall ES</u></b>		
PTO	Carl's Jr. Dine Out	10/18/21
PTO	Trunk or Treat	10/22/21
<b><u>Oak Ridge ES</u></b>		
PTA	Think n Local Spirit Night	11/5/21 - 11/21/21
<b><u>Cal Aero K-8</u></b>		
Flight Crew Boosters	Ultra Fun Run	10/13/21 - 11/4/21
<b><u>Canyon Hills JHS</u></b>		
PTSA	Winter Catalog Sales	10/25/21 - 11/15/21
<b><u>Magnolia JHS</u></b>		
ASB - General	Halloween Haunt Ticket Sales	10/29/21
ASB - General	Halloween Haunt Concession	10/29/21
<b><u>Ramona JHS</u></b>		
ASB - General	Get It Recycled	10/8/21 - 5/20/22

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**October 7, 2021**

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<b><u>Ayala HS</u></b>		
Band & Color Guard Boosters	Krispy Kreme Sales	10/8/21 - 10/16/21
ASB - Dance Production	Little Caesars	10/8/21 - 10/22/21
Spirit Boosters	Fundrive	10/8/21 - 10/30/21
ASB - Positive School Culture	Chipotle Dine Out	10/9/21
Band & Color Guard Boosters	Music in Motion Ticket Sales	10/9/21
Band & Color Guard Boosters	Music in Motion Parking Sales	10/9/21
Band & Color Guard Boosters	Music in Motion Concession	10/9/21
ASB - Boys' Soccer	Fan Angel	10/15/21 - 3/15/22
ASB - Dance Production	See's Candy	11/1/21 - 12/3/21
ASB - Girls' Basketball	JV Holiday Classic	11/29/21 - 12/3/21
ASB - Dance Production	Think n Local	12/3/21 - 12/19/21
ASB - Girls' Basketball	Varsity Best of the West Tournament	12/27/21 - 12/31/21
ASB - Girls' Softball	Softball Tournaments	2/12/22 - 3/19/22
<b><u>Chino HS</u></b>		
Cowboys Huddle Boosters	Play Station 5 Raffle	9/17/21 - 11/30/21
Cowboys Huddle Boosters	Banner/Program Donations	9/17/21 - 11/30/21
Cowboys Huddle Boosters	Football Shout Outs	9/17/21 - 11/30/21
Cowboys Huddle Boosters	Football Spirit Wear Sales	9/17/21 - 5/31/22
Cowboys Huddle Boosters	Amazon Smiles	9/17/21 - 5/31/22
ASB - National Honor Society	Applebee's Pancake Breakfast	10/23/21
ASB - Drama Club	Sonnet Grams	2/7/22 - 2/9/22
ASB - Track & Field	Chino Relays	3/19/22
<b><u>Chino Hills HS</u></b>		
ASB - AVID	World's Finest Chocolates	10/11/21 - 11/11/21
Spirit Boosters	JV/Frosh Concessions	10/14/21 - 10/28/21
Aquatics Boosters	Inland Valley JV Tournament	10/15/21 - 10/16/21
ASB - Theatre	Frosty's Pumpkin Patch	10/15/21 - 11/1/21
General Boosters	Applebee's Flapjack Breakfast	10/16/21
ASB - Girls' Basketball	Applebee's Flapjack Breakfast	10/24/21
ASB - Choir	Choir Concert	10/26/21
General Boosters	Chino Hills Pizza Company	10/26/21
Aquatics Boosters	Frosh Soph Championships	10/29/21 - 10/30/21
ASB - Girls' Basketball	eTeam Sponsors	11/1/21 - 12/15/21
ASB - Girls' Basketball	See's Candy	11/1/21 - 12/15/21
ASB - Choir	Choir Concert	12/8/21

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 7, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: DONATIONS**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

It is recommended the Board of Education accept the donations.

**FISCAL IMPACT**

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

NE:SHC:LP:lf

CHINO VALLEY UNIFIED SCHOOL DISTRICT  
October 7, 2021

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Nutrition Services</u></b>		
Graduated Students	Meal Account Balances	\$264.00
<b><u>Cattle ES</u></b>		
Cattle PFA	Cash	\$154.00
<b><u>Don Lugo HS</u></b>		
Regal Packaging	Cash	\$100.00



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** October 7, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Sandra H. Chen, Associate Superintendent, Business Services  
Liz Pensick, Director, Fiscal Services  
**SUBJECT: LEGAL SERVICES**

=====

**BACKGROUND**

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

<b>FIRM</b>	<b>MONTHS</b>	<b>INVOICE AMOUNTS</b>	<b>2020/2021 YEAR-TO-DATE</b>
Atkinson, Andelson, Loya, Ruud & Romo	August	\$12,859.70	\$24,899.40
Margaret A. Chidester & Associates	August	\$17,645.70	\$28,609.20
Tao Rossini, APC	August	\$ 3,200.00	\$28,414.06
Fagen, Friedman & Fulfroost	-	-	-
	<b>Total</b>	\$33,705.40	\$81,922.66

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$33,705.40 to the General Fund.

NE:SHC:LP:lf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 7, 2021  
**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:

<b>School-Sponsored Trips</b>	<b>Date</b>	<b>Fiscal Impact</b>
Site: Cattle ES Event: Fourth Grade Sacramento Field Trip Place: Sacramento, CA Chaperone: 32 students/10 chaperones	March 25, 2022	Cost: \$389.00 per student Funding Source: Parents
Site: Chino HS Event: XC Tournament Place: Clovis, CA Chaperone: 13 students/4 chaperones	October 8-9, 2021	Cost: \$10.00 per student Funding Source: Fundraising

**FISCAL IMPACT**

None.

NE:LF:gks

**Chino Valley Unified School District**

**Our Motto:**

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**DATE:** October 7, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
**SUBJECT: PROCLAMATION FOR RED RIBBON WEEK, OCTOBER 23-31, 2021**

=====

**BACKGROUND**

The Chino Valley Unified School District supports Red Ribbon Week and encourages its students and staff to participate in drug prevention education activities, making a visible statement that we are firmly committed to a drug-free and alcohol abuse-free community and lifestyle. The attached proclamation recognizes the District’s support of this campaign that is scheduled for October 23-31, 2021, and the national theme for the 2021 Red Ribbon Week is “Drug Free Looks Like Me.”

Red Ribbon Week serves as a vehicle for districts, communities, and individuals to take a stand for the hopes and dreams of our children through a commitment to drug prevention education and a personal commitment to live drug-free lives with the ultimate goal being the creation of a drug-free America.

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

**RECOMMENDATION**

It is recommended the Board of Education adopt the proclamation for Red Ribbon Week, October 23-31, 2021.

**FISCAL IMPACT**

None.

NE:LF:gks

**Chino Valley Unified School District  
Proclamation  
Red Ribbon Week  
October 23-31, 2021**

**WHEREAS**, it is imperative that community members launch visible substance abuse prevention education efforts to reduce the demand for drugs;

**WHEREAS**, supporting the national theme for the 2021 Red Ribbon Week, “Drug Free Looks Like Me,” will help amplify the campaign’s mission to encourage children, families, and communities to live healthy, happy, drug-free lives and serve as a reminder that we are all empowered with shaping the communities around us through positivity, bravery, and strength;

**WHEREAS**, the Red Ribbon Campaign will be celebrated in every community in America during Red Ribbon Week, October 23-31, 2021; and

**WHEREAS**, business, government, law enforcement, schools, religious institutions, service organizations, youth, senior citizens, military, sports teams, and individuals can demonstrate their commitment to drug-free and alcohol abuse-free, healthy lifestyles by wearing and displaying red ribbons during this campaign.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Education of the Chino Valley Unified School District does hereby support October 23-31, 2021 as Red Ribbon Week, and encourages its students and staff to participate in drug prevention education activities, making a visible statement that we are firmly committed to a drug-free and alcohol abuse-free community and lifestyle.

---

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:** October 7, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: PURCHASE ORDER REGISTER**

=====

**BACKGROUND**

Board Policy 3310 Business and Noninstructional Operations – Purchasing requires approval/ratification of purchase orders by the Board of Education. A purchase order is a legal contract between a district and vendor, containing a description of each item listed and/or a statement to the effect that supplies, equipment or services furnished herewith shall be in accordance with specifications and conditions.

Purchase orders represent a commitment of funds. No item on this register will be processed unless within budgeted funds. The actual payment for the services or materials is made with a warrant (check) and reported on the warrant register report.

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$1,150,129.00 to all District funding sources.

NE:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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**DATE:** October 7, 2021

**TO:** Members, Board of Education

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

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

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

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

As indicated.

NE:GJS:AGH:pw

<b>SUPERINTENDENT</b>	<b>FISCAL IMPACT</b>
<p><b>S-2122-006 Sprout Social, Inc.</b>            To provide social media management to optimize social media publishing, analytics, and engagement across District profiles.            Submitted by: Communications            Duration of Agreement: October 30, 2021 - October 29, 2022</p>	<p>Contract amount: \$2,700.00             Funding source: General Fund</p>

<b>BUSINESS SERVICES</b>	<b>FISCAL IMPACT</b>
<p><b>B-2122-012 E-Control Systems, Inc.</b>            To provide temperature monitoring system for refrigerators, freezers, and milk coolers.            Submitted by: Nutrition Services            Duration of Agreement: November 1, 2021 - October 31, 2022</p>	<p>Contract amount: \$5,100.00             Funding source: Cafeteria Fund 13</p>

<b>CALIFORNIA DEPARTMENT OF EDUCATION</b>	<b>FISCAL IMPACT</b>
<p><b>GRANT S425W210005 California Department of Education-Integrated Student Support and Programs.</b>            To provide American Rescue Plan funds awarded for McKinney-Vento Homeless Education program.            Submitted by: Health Services            Duration of Agreement: October 8, 2021 - September 30, 2024</p>	<p>Contract amount: \$125,471.84             Funding source: State Awarded Grant Funds</p>

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<p><b>CIIS-2122-106 Ponzuric Learning Solutions.</b>            To provide training on legally defensible reports for psychologists, speech therapists, occupational therapists, and adaptive P.E. program specialists.            Submitted by: Special Education            Duration of Agreement: October 7, 2021 - June 30, 2022</p>	<p>Contract amount: \$3,000.00             Funding source: Special Education</p>
<p><b>CIIS-2122-107 U.C. Davis.</b>            To provide C-STEM Math-ICT curriculum, integrated math education, hands on computing, and robotics.            Submitted by: Don Lugo HS            Duration of Agreement: October 8, 2021 - October 8, 2022</p>	<p>Contract amount: \$1,000.00             Funding source: LCAP</p>
<p><b>CIIS-2122-108 Pro-Ed, Inc.</b>            To provide online report and scoring for psychological assessments.            Submitted by: Special Education            Duration of Agreement: October 7, 2021 - June 3, 2022</p>	<p>Contract amount: \$500.00             Funding source: Special Education</p>
<p><b>CIIS-2122-109 Thinkmap, Inc. dba Vocabulary.com.</b>            To provide purchase of computers, programs, and technology to advance learning as well as remediate learning subscription renewal.            Submitted by: Don Lugo HS            Duration of Agreement: October 21, 2021 - October 23, 2021</p>	<p>Contract amount: \$9,900.00             Funding source: Title 1</p>
<p><b>CIIS-2122-110 Ben Choate.</b>            To provide renewal of Child Care app software services.            Submitted by: Child Development            Duration of Agreement: October 8, 2021 - June 30, 2022</p>	<p>Contract amount: \$300.00             Funding source:            Child Development Fund 12</p>
<p><b>CIIS-2122-111 Imagination Machine.</b>            To provide two schoolwide performances based on student submitted creative writing assignments.            Submitted by: Rolling Ridge ES            Duration of Agreement: October 8, 2021 - April 6, 2022</p>	<p>Contract amount: \$1,019.00             Funding source: Various</p>

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<p><b>CIIS-2122-112 Makemusic, Inc.</b>            To provide Finale software to be able to break down music into sections for the students.            Submitted by: Canyon Hills JHS            Duration of Agreement: October 8, 2021 - June 30, 2022</p>	<p>Contract amount: \$350.00             Funding source:            ASB/USB/PFA/PTA/Boosters</p>
<p><b>CIIS-2122-113 TPR Education, LLC. The Princeton Review.</b>            To provide tutor services to grades K-12.            Submitted by: Access and Equity            Duration of Agreement: October 8, 2021 - June 20, 2022</p>	<p>Contract amount: Per rate sheet             Funding source: School Site Budget</p>
<p><b>CIIS-2122-114 Studentnest, Inc.</b>            To provide tutor services to grades K-12.            Submitted by: Access and Equity            Duration of Agreement: October 8, 2021 - June 20, 2022</p>	<p>Contract amount: Per rate sheet             Funding source: School Site Budget</p>
<p><b>CIIS-2122-115 Tutor Me LA, LLC.</b>            To provide tutor services to grades K-12.            Submitted by: Access and Equity            Duration of Agreement: October 8, 2021 - June 20, 2022</p>	<p>Contract amount: Per rate sheet             Funding source: School Site Budget</p>
<p><b>CIIS-2122-116 Leading Edge Learning Center.</b>            To provide tutor services to grades K-12.            Submitted by: Access and Equity            Duration of Agreement: October 8, 2021 - June 20, 2022</p>	<p>Contract amount: Per rate sheet             Funding source: School Site Budget</p>
<p><b>CIIS-2122-117 Professional Tutors of America, Inc.</b>            To provide tutor services to grades K-12.            Submitted by: Access and Equity            Duration of Agreement: October 8, 2021 - June 20, 2022</p>	<p>Contract amount: Per rate sheet             Funding source: School Site Budget</p>
<p><b>CIIS-2122-118 SmartStar Solutions, LLC.</b>            To provide tutor services to grades K-12.            Submitted by: Access and Equity            Duration of Agreement: October 8, 2021 - June 20, 2022</p>	<p>Contract amount: Per rate sheet             Funding source: School Site Budget</p>
<p><b>CIIS-2122-119 Nicholls Educational Consulting.</b>            To provide in-person and virtual consulting and professional development.            Submitted by: Access and Equity            Duration of Agreement: October 8, 2021 - June 20, 2022</p>	<p>Contract amount: \$17,500.00             Funding source: Title IV</p>
<p><b>CIIS-2122-120 Inland SoCal United Way.</b>            To provide programs and services, including Kids Pack, to help food insecure students and low income families.            Submitted by: Health Services/HOPE program            Duration of Agreement: October 8, 2021 - June 30, 2022</p>	<p>Contract amount: None             Funding source: None</p>
<p><b>CIIS-2122-121 DLW Storyteller, Inc.</b>            To provide students with programs and assemblies to include prevention of cyber bullying, digital literacy, STEM ,and substance abuse.            Submitted by: Briggs K-8            Duration of Agreement: October 8, 2021 - June 30, 2022</p>	<p>Contract amount: \$1,200.00             Funding source: Title I</p>
<p><b>CIIS-2122-122 Students of History, Inc.</b>            To provide subscription to history curriculum and lesson plans for teachers.            Submitted by: Briggs K-8            Duration of Agreement: October 8, 2021 - June 30, 2022</p>	<p>Contract amount: \$540.00             Funding source: Title I</p>
<p><b>CIIS-2122-124 Chino Hills Counseling.</b>            To provide counseling services for K-12 students.            Submitted by: Access and Equity            Duration of Agreement: October 8, 2021 - June 22, 2021</p>	<p>Contract amount: Per rate sheet             Funding source: School Site Budget</p>



<b>HUMAN RESOURCES</b>	<b>FISCAL IMPACT</b>
<b>HR-2122-017 SpeakWorks, Inc. dba Go React.</b> To provide annual subscription for Go React software. Submitted by: Human Resources Duration of Agreement: October 8, 2021 - June 30, 2021	Contract amount: \$6,695.00  Funding source: General Fund
<b>HR-2122-018 Maxim Healthcare Services.</b> To provide licensed healthcare personnel and COVID-19 contact tracers. Submitted by: Human Resources Duration of Agreement: September 13, 2021 - September 13, 2022	Contract amount: Per rate sheet  Funding source: General Fund

<b>MASTER CONTRACTS</b>	<b>FISCAL IMPACT</b>
<b>MC-2122-042 Edmentum, Inc.</b> To provide related technology supplies, application, and learning materials to teachers. Submitted by: Briggs K-8 Duration of Agreement: September 11, 2021 - September 10, 2024	Contract amount: Per rate sheet  Funding source: Various
<b>MC-2122-043 EdClub, Inc. dba Typing Club.</b> To provide site license for TypingClub software. Submitted by: Wickman ES Duration of Agreement: July 1, 2021 - June 30, 2024	Contract amount: \$192.50  Funding source: Various
<b>MC-2122-044 Ultra Fun Run.</b> To provide Jog A Thon fundraiser. Submitted by: Chaparral ES Duration of Agreement: September 23, 2021 - October 14, 2021	Contract amount: Per rate sheet  Funding source: Various
<b>MC-2122-045 Core Essentials Values.</b> To provide K-5 grade web-based curriculum. Submitted by: Eagle Canyon ES Duration of Agreement: August 1, 2021 - June 30, 2024	Contract amount: Per rate sheet  Funding source: Various
<b>MC-2122-046 TBP Productions, LLP dba SNO Sites.</b> To provide website hosting, domain renewal, and unlimited technical support for scholastic journalism programs. Submitted by: Don Lugo HS Duration of Agreement: October 8, 2021 - June 30, 2024	Contract amount: Per rate sheet  Funding source: Various
<b>MC-2122-047 MobyMax Education, LLC.</b> To provide complete K-8 curriculum for all subjects including math, fact fluency, reading, language, writing, science, and social studies. Submitted by: Rhodes ES Duration of Agreement: August 17, 2021 - June 30, 2024	Contract amount: Per rate sheet  Funding source: Various
<b>MC-2122-048 Rubin Education.</b> To provide online resources for employability skills and business communication. Submitted by: Chino HS Duration of Agreement: July 1, 2021 - June 30, 2024	Contract amount: Per rate sheet  Funding source: Various
<b>MC-2122-049 Pomona Valley Mining Co.</b> To provide catering and event services. Submitted by: Chino HS Duration of Agreement: October 8, 2021 - June 30, 2024	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters
<b>MC-2122-050 Dalia's Gourmet Popcorn.</b> To provide fundraiser. Submitted by: Chino HS Duration of Agreement: October 8, 2021 - June 30, 2024	Contract amount: Per rate sheet  Funding source: ASB/USB/PFA/PTA/Boosters

MASTER CONTRACTS	FISCAL IMPACT
<p><b>MC-2122-051 Delta Math Solutions.</b>            To provide annual license renewal for DeltaMath Plus.            Submitted by: Chino HS            Duration of Agreement: October 8, 2021 - June 30, 2022</p>	<p>Contract amount: Per rate sheet            Funding source: Various</p>
APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<p><b>CIIS-2122-077 The Stepping Stones Group.</b>            To provide additional funds for special education teacher.            Submitted by: Special Education            Duration of Agreement: July 15, 2021 - June 30, 2022            Original Agreement Board Approved: July 15, 2021</p>	<p>Contract amount: increase from \$800,000.00 to \$900,000.00            Funding source: Special Education</p>
<p><b>CIIS-2122-086 Alternative Logistics Technologies Holdings, Inc. dba ALC Schools, LLC.</b>            To provide transportation for Special Education Students.            Submitted by: Purchasing            Duration of Agreement: July 15, 2021 - June 30, 2022            Original Agreement Board Approved: July 15, 2021</p>	<p>Contract amount: \$500.00            Pricing amendment            Funding source: Special Education</p>
<p><b>HR-2122-003 Community Matters.</b>            To provide Safe School Ambassador program training and support.            Submitted by: Human Resources            Duration of Agreement: June 3, 2021 - June 30, 2022            Original Agreement Board Approved: June 3, 2021</p>	<p>Contract amount: increase from \$168,000.00 to \$192,000.00 for the addition of six additional schools.            Funding source: LCAP</p>
<p><b>SB County-18-541 San Bernardino County Department of Behavioral Health.</b>            To provide School-Aged Treatment Services (SATS).            Submitted by: Health Services            Duration of Agreement: August 16, 2018 - June 30, 2023            Original Agreement Board Approved: October 18, 2018</p>	<p>Contract amount: \$4,097,712.00            Change to annual cost report settlement            Funding source: General Fund</p>

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 7, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: SURPLUS/OBSOLETE PROPERTY**

=====

**BACKGROUND**

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

Lists of surplus items are emailed to the Facilities/Planning Department to be placed on an upcoming Board agenda. After Board approval, items may be picked up by District warehouse or a liquidation company for public auction. Items not picked up for public auction may be sold through a private sale, donated to charitable organization, or disposed of in the local public dump in accordance with Education Code Section 17546.

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

Increase to the General Fund from proceeds of sale.

NE:GJS:pw

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

October 7, 2021

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Heated Cabinet	Cres Cor	65260	Nutrition Services
Worktable	Custom	54752	Nutrition Services
Worktable	Custom	54338	Nutrition Services
Worktables (2)			Nutrition Services
Printer	HP	13787	Hidden Trails ES
Printer	Xerox	33749	Buena Vista HS
Printer	HP	CNBJN79869	Buena Vista HS
Printer	Xerox	BICZ501242	Buena Vista HS
Scale	Health O'Meter		Buena Vista HS
Computer Cart/Laptops	Ergotron/Dell	52174	Chino HS
Computer Cart/Laptops	Ergotron/Dell	52172	Chino HS
Computer Cart/Laptops	Ergotron/Dell	52175	Chino HS
Computer Cart/Laptops	Ergotron/Dell	52169	Chino HS
Computer Cart/Laptops	Ergotron/Dell	52162	Chino HS
Rolling White Board			Chino HS
Printer	HP	PHQFF59937	Chino HS
Case of Headphones		Various	Chino HS
Box of Headphones		Various	Chino HS
Projector	Epson	32691	Chino HS
Laptop	Dell	31411	Chino HS
Laptop	Dell	31413	Chino HS
Laptop	Dell	31412	Chino HS
Laptop	Dell	31408	Chino HS
Laptop	Dell	31409	Chino HS
Laptop	Dell	31410	Chino HS
Laptop	Dell	29556	Chino HS
Cords/Mice/Keyboards			Chino HS
Computer	Dell	39997	Chino HS

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** October 7, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: RESOLUTION 2021/2022-30, AUTHORIZATION TO UTILIZE A PIGGYBACK CONTRACT**

=====

**BACKGROUND**

Public Contract Code (PCC) 20111 requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than \$86,000.00 to the lowest responsible bidder.

Notwithstanding, PCC 20111, PCC 20118 and Administrative Regulation 3311 state that without advertising for bids and upon a determination that it is in the best interest of the District, the Board may authorize District staff by contract, lease, requisition, or purchase order of another public corporation or agency, to lease data-processing equipment, or to purchase materials, supplies, equipment, automotive vehicles, tractors and other personal property for the District in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor (piggyback).

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the District may authorize the lease or purchase of personal property directly to the vendor under the same terms that are available to the public corporation or agency under the contract.

Staff requests approval of the following resolution to provide authorization for the District to participate by piggyback in contract as itemized below:

<b>Resolution</b>	<b>Contract</b>	<b>Contractor</b>	<b>Description</b>	<b>Term</b>
2021/2022-30	California Multiple Award Schedule (CMAS) 3-19-70-0697W	Data Impressions	Information Technology Goods and Services	11/25/2019-9/26/2024

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

## **RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2021/2022-30, Authorization to Utilize a Piggyback Contract.

## **FISCAL IMPACT**

Unknown.

NE:GJS:AGH:pw

**Chino Valley Unified School District  
Resolution 2021/2022-30  
Authorization to Utilize the California Multiple Award Schedule (CMAS)  
3-19-70-0697W With Data Impressions  
to Purchase Information Technology Goods and Services  
Through the Piggyback Contract**

**WHEREAS**, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure information technology goods and services for the District;

**WHEREAS**, CMAS currently has a piggyback contract, 3-19-70-0697W, in accordance with Public Contract Code 20118 with Data Impressions, 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 information technology goods and services through the piggyback contract procured by the CMAS 3-19-70-0697W.

**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 information technology goods and services through the piggyback contract originally procured by the CMAS 3-19-70-0697W 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 information technology goods and services in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS 3-19-70-0697W.

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 November 25, 2019, for the term ending September 26, 2024.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 7th day of October 2021 by the following vote:

Bridge	_____
Cruz	_____
Gagnier	_____
Na	_____
Schaffer	_____

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

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



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** October 7, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA PROJECTS**

=====

**BACKGROUND**

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

<b>CUPCCAA Project</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Original Quotation</b>	<b>Change Order</b>	<b>Total</b>	<b>Funding Source</b>
CC2022-10	District Wide Mulch Installation	Plant's Choice, Inc.	\$59,348.70	N/A	\$59,348.70	01
CC2022-16	Butterfield Ranch ES and Hidden Trails ES Gravel Base Installation	Premier Paving, Inc.	\$50,900.00	N/A	\$50,900.00	14

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$59,348.70 to General Fund 01.

\$50,900.00 To Deferred Maintenance Fund 14.

NE:GJS:pw

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**DATE:** October 7, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDER FOR BID 19-20-31F, CANYON HILLS JHS AND TOWNSEND JHS ALTERATIONS (BP 02-01)**

=====

**BACKGROUND**

On July 16, 2020, the Board of Education awarded Bid 19-20-31F, Canyon Hills JHS and Townsend JHS (BP 02-01) to Precision Contracting, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
4-Canyon Hills JHS	Precision Contracting, Inc.	\$9,511.00
	Previous Change Orders:	\$38,784.00
	Bid Amount:	\$656,150.00
	Revised Total Project Amount:	\$704,445.00

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
4-Townsend JHS	Precision Contracting, Inc.	\$2,229.00
	Previous Change Orders:	\$43,011.00
	Bid Amount:	\$708,650.00
	Revised Total Project Amount:	\$753,890.00

The change order results in a net increase of \$11,740.00 to the construction cost and no change in contract time. Approval of the change order allows for compensation to the contractor to perform the additional work as described.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Change Order for Bid 19-20-31F, Canyon Hills JHS and Townsend JHS Alterations (BP 02-01).

**FISCAL IMPACT**

\$11,740.00 to Building Fund 21.



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

# CHANGE ORDER

Date: 08/31/2021 BID/ CUPCAA #: 19-20-31F Change Order #: 004

Project Title: Canyon Hills & Townsend Junior High School Modernization Projects – Alterations

Owner: Chino Valley Unified School District DSA Application #: #A04-117236 / #A04-117235 DSA File #: #36-11

Architect: PBK-WLC Architects Contractor: Danny Ryan Precision Contracting, Inc. dba Precision Contracting, Inc. (BP 02-01)

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

ITEM NO. 1: Description: Canyon Hills Jr. HS - RFI#351 A113 Overflow Concrete Conflict

Reason: Additional unforeseen concrete demolition in room A113.

Document Ref: Change Order Request No. C-011 (PCO No. C-247) (PCI Ref# 036R1)

Requested by: District

Change in Contract Sum: \$4,011.00 / ADD

Time Extension: 0 Calendar Days

ITEM NO. 2: Description: Canyon Hills Jr. HS - RFI#161 ADA Path of Travel Concrete Panels

Reason: Additional concrete paving removal due to ADA Path of Travel.

Document Ref: Change Order Request No. C-012 (PCO No. C-102) (PCI Ref# 020.2)

Requested by: District

Change in Contract Sum: \$5,500.00/ ADD

Time Extension: 0 Calendar Days

ITEM NO. 3: Description: Townsend Jr. HS - Bldg A Gas Line Removal

Reason: Demolish abandoned existing gas line.

Document Ref: Change Order Request No. T-012 (PCO No. T-308) (PCI Ref# 36)


Requested by: District

Change in Contract Sum: \$846.00/ ADD


Time Extension: 0 Calendar Days

B/E 071620

ITEM

NO. 4: Description: Townsend Jr. HS - Chip Down Footings at Admin for Gate Post  
 Reason: Additional concrete demolition of existing overflow concrete at gate.  
 Document Ref: Change Order Request No. T-007 (PCO No. T-214) (PCI Ref# 025 (20-085AC))  
 Requested by: District  
 Change in Contract Sum: \$1,496.00/ ADD   
 Time Extension: 0 Calendar Days

ITEM


NO. 5: Description: Townsend Jr. HS - Reconcile Unused Unforeseen Allowance  
 Reason: Reconcile Unused Unforeseen Allowance  
 Document Ref: Change Order Request No. T-014 (PCO No. T-312)  
 Requested by: District  
 Change in Contract Sum: (\$113.00) / DEDUCT   
 Time Extension: 0 Calendar Days

**PROJECT SUMMARY**

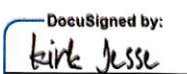
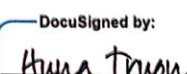
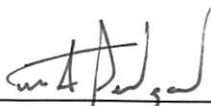




Location	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Canyon Hills Jr. HS	\$656,150.00 ✓	\$38,784.00 ✓	\$9,511.00 ✓	\$704,445.00 ✓
Townsend Jr. HS	\$708,650.00 ✓	\$43,011.00 ✓	\$2,229.00 ✓	\$753,890.00 ✓
<b>Totals:</b>	<b>\$1,364,800.00 ✓</b>	<b>\$81,795.00 ✓</b>	<b>\$11,740.00 ✓</b>	<b>\$1,458,335.00 ✓</b>

**CONTRACT SUMMARY**

The original contract amount was: \$1,364,800.00 ✓  
 Previously approved change order amount(s): \$81,795.00 ✓  
 The contract amount will be **increased** by this Change Order: \$11,740.00 ✓  
 The new contract amount including this change order will be: \$1,458,335.00 ✓

The original contract completion date: 01/14/2022   
 The contract time will be increased/decreased by days: 0 Days  
 The date of completion as a result of this Change Order is: 01/14/2022

**APPROVED BY:**

Janet Dean Secretary	 <small>45A76AC8043B487...</small>	09/01/2021   18:30 PDT
Contractor – Danny Ryan Precision Contracting, Inc. dba Precision Contracting	Signature	Date
Kirk Jesse Knowland Construction Services	 <small>F32A6F0311EA4FE...</small>	09/01/2021   20:23 PDT
DSA Inspector of Record (if applicable)	Signature	Date
Jim DiCamillo PBK-WLC Architects	 <small>896FFF2E3A634DB...</small>	09/02/2021   08:15 PDT
Architect / Engineer (if applicable)	Signature	Date
Hung Truong CW Driver Inc.	 <small>DB919CAC3A0446B...</small>	09/02/2021   09:06 PDT
Construction/Project Manager	Signature	Date
Authorized Department Head (if applicable)	Signature	Date
Director, Technology (if applicable)	Signature	Date
Cesar Portugal CVUSD Project Manager	 Signature	 Date
Martin Silveira Director, Maintenance, Operations & Construction (if applicable)	Signature	Date
Beverly Beemer Director, Planning (if applicable)	 Signature	 Date
Greg Stachura Owner (Authorized Agent)	 Signature	 Date

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 7, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDER FOR BID 19-20-31F, CANYON HILLS JHS AND TOWNSEND JHS ALTERATIONS (BP 05-01)**

=====

**BACKGROUND**

On July 16, 2020, the Board of Education awarded Bid 19-20-31F, Canyon Hills JHS and Townsend JHS (BP 05-01) to RND Contractors, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
2-Canyon Hills JHS	RND Contractors, Inc.	(\$10,503.00)
	Bid Amount:	\$518,000.00
	Revised Total Project Amount:	\$507,497.00

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
2-Townsend JHS	RND Contractors, Inc.	(\$13,950.00)
	Bid Amount:	\$470,000.00
	Revised Total Project Amount:	\$456,050.00

Change order #1 results in no change to the construction cost or contract time; only rephrases building construction within contract time. Change order #2 results in a net decrease of \$24,453.00 to the construction cost and no change in contract time. Approval of the change order allows for compensation to the contractor to perform the additional work as described.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Change Order for Bid 19-20-31F, Canyon Hills JHS and Townsend JHS Alterations (BP 05-01).

**FISCAL IMPACT**

(\$24,453.00) to Building Fund 21.

bd10072-1



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

**CHANGE ORDER** SEP 15 2021

Date: 09/14/2021 BID/ CUPCAA #: 19-20-31F ✓ Change Order #: 001  
Project Title: Canyon Hills & Townsend Junior High School Modernization Projects – Alterations ✓  
Owner: Chino Valley Unified School District DSA Application #: #A04-117236 / #A04-117235 DSA File #: #36-11  
Architect: PBK-WLC Architects Contractor: RND Contractors, Inc. (BP 05-01) ✓

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

ITEM NO. 1: Description: Canyon Hills Jr. HS - Phase 2 - Building A, B & Site Work Schedule Resequencing  
Reason: Resequencing of Building A Specialty Classrooms, Building B Lockers Rooms/Classrooms and Concrete & Fencing Sitework to Phase 2 of Construction Schedule as noted on Canyon Hills JHS Project Schedule dated 8/21/20 and Phasing Plan dated 8/21/20.  
Document Ref: Change Order Request No. C-001 (PCO No. C-006)  
Requested by: District  
Change in Contract Sum: \$0.00 / ADD    
Time Extension: 0 Calendar Days

ITEM NO. 2: Description: Townsend Jr. HS - Phase 2 - Building A, B & Site Work Schedule Resequencing  
Reason: Resequencing of Building A Specialty Classrooms, Building B Lockers Rooms/Classrooms and Concrete & Fencing Sitework to Phase 2 of Construction Schedule as noted on Canyon Hills JHS Project Schedule dated 8/21/20 and Phasing Plan dated 8/21/20.  
Document Ref: Change Order Request No. T-001 (PCO No. T-006)  
Requested by: District  
Change in Contract Sum: \$0.00 / ADD    
Time Extension: 0 Calendar Days

B/A 09/16/20



**PROJECT SUMMARY**

Location	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Canyon Hills Jr. HS	\$518,000.00 ✓ ↖	\$0.00	\$0.00	\$518,000.00 ✓ ↖
Townsend Jr. HS	\$470,000.00 ✓ ↖	\$0.00	\$0.00	\$470,000.00 ✓ ↖
<b>Totals:</b>	<b>\$988,000.00</b> ↖	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$988,000.00</b> ↖

**CONTRACT SUMMARY**

The original contract amount was: \_\_\_\_\_ \$988,000.00 ✓ ↖

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

The contract amount will be **increased** by this Change Order: \_\_\_\_\_ \$0.00 ✓ ↖

The new contract amount including this change order will be: \_\_\_\_\_ \$988,000.00 ✓ ↖

The original contract completion date: \_\_\_\_\_ 01/14/2022 

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

The date of completion as a result of this Change Order is: \_\_\_\_\_ 01/14/2022

**APPROVED BY:**

Kathi Banbury Billing Coordinator \_\_\_\_\_  
 Contractor – RND Contracting, Inc. \_\_\_\_\_  
DocuSigned by: Kathi Banbury  
 65B6EC89A0F1471...  
 Signature \_\_\_\_\_  
 Date 09/14/2021 | 15:40 PDT

Kirk Jesse Knowland Construction Services \_\_\_\_\_  
 DSA Inspector of Record (if applicable) \_\_\_\_\_  
DocuSigned by: Kirk Jesse  
 F32A6F0311EA4FE...  
 Signature \_\_\_\_\_  
 Date 09/15/2021 | 09:47 PDT

Jim DiCamillo PBK-WLC Architects \_\_\_\_\_  
 Architect / Engineer (if applicable) \_\_\_\_\_  
DocuSigned by: Jim DiCamillo  
 896FFF2E3A634DB...  
 Signature \_\_\_\_\_  
 Date 09/14/2021 | 15:59 PDT

Hung Truong CW Driver Inc. \_\_\_\_\_  
 Construction/Project Manager \_\_\_\_\_  
DocuSigned by: Hung Truong  
 DB919CAC3A0446B...  
 Signature \_\_\_\_\_  
 Date 09/15/2021 | 00:28 PDT

\_\_\_\_\_  
Authorized Department Head (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Technology (if applicable)

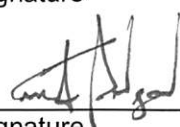
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cesar Portugal  
CVUSD Project Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



9/17/21

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Beverly Beemer  
Director, Planning (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



9/23/2021

\_\_\_\_\_  
Greg Stachura  
Owner (Authorized Agent)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



9/22/21



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

# CHANGE ORDER

Date: 09/14/2021 BID/ CUPCCAA #: 19-20-31F Change Order #: 002  
 Project Title: Canyon Hills & Townsend Junior High School Modernization Projects – Alterations  
 Owner: Chino Valley Unified School District DSA Application #: #A04-117236 / #A04-117235 DSA File #: #36-11  
 Architect: PBK-WLC Architects Contractor: RND Contractors, Inc. (BP 05-01)

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

ITEM NO. 1: Description: Canyon Hills Jr. HS - Reconcile Unforeseen Conditions Allowance  
 Reason: Reconcile Unused Unforeseen Conditions Allowance for BP 05-01.  
 Document Ref: Change Order Request No. C-013 (PCO No. C-306)  
 Requested by: District  
 Change in Contract Sum: (\$10,503) / DEDUCT    
 Time Extension: 0 Calendar Days

ITEM NO. 2: Description: Townsend Jr. HS - Reconcile Unforeseen Conditions Allowance  
 Reason: Reconcile Unused Unforeseen Conditions Allowance for BP 05-01.  
 Document Ref: Change Order Request No. T-011 (PCO No. T-303)  
 Requested by: District  
 Change in Contract Sum: (\$13,950) / DEDUCT    
 Time Extension: 0 Calendar Days


## PROJECT SUMMARY

Location	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Canyon Hills Jr. HS	\$518,000.00 ✓	\$0.00	(\$10,503.00)	\$507,497.00 ✓
Townsend Jr. HS	\$470,000.00 ✓	\$0.00	(\$13,950.00)	\$456,050.00 ✓
<b>Totals:</b>	<b>\$988,000.00</b>	<b>\$0.00</b>	<b>(\$24,453.00)</b> ✓	<b>\$963,547.00</b> ✓

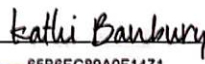
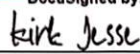
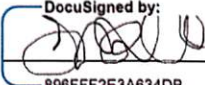
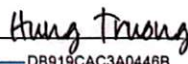
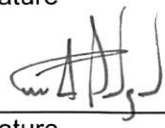
**CONTRACT SUMMARY**

The original contract amount was:	\$988,000.00 ✓
Previously approved change order amount(s):	\$0.00
The contract amount will be <b>decreased</b> by this Change Order:	(\$24,453.00) ✓
The new contract amount including this change order will be:	\$963,547.00 ✓

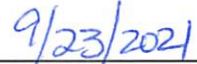
The original contract completion date:	01/14/2022	
The contract time will be increased/decreased by days:	0 Days	
The date of completion as a result of this Change Order is:	01/14/2022	

**APPROVED BY:**

Kathi Banbury Billing Coordinator Contractor – RND Contracting, Inc.	DocuSigned by:  65B8EC89A0F1471... Signature	09/14/2021   15:41 PDT Date
Kirk Jesse Knowland Construction Services DSA Inspector of Record (if applicable)	DocuSigned by:  F32A6F0311EA4FE... Signature	09/15/2021   09:48 PDT Date
Jim DiCamillo PBK-WLC Architects Architect / Engineer (if applicable)	DocuSigned by:  896FFF2E3A634DB... Signature	09/14/2021   15:58 PDT Date
Hung Truong CW Driver Inc. Construction/Project Manager	DocuSigned by:  DB919CAC3A0446B... Signature	09/15/2021   00:29 PDT Date
_____ Authorized Department Head (if applicable)	_____ Signature	_____ Date
_____ Director, Technology (if applicable)	_____ Signature	_____ Date
Cesar Portugal CVUSD Project Manager	 Signature	9/17/21 Date
Martin Silveira Director, Maintenance, Operations & Construction (if applicable)	_____ Signature	_____ Date

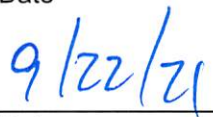
Beverly Beemer  
Director, Planning (if applicable)

  
Signature

  
Date

Greg Stachura  
Owner (Authorized Agent)

  
Signature

  
Date

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 7, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: BID 21-22-03F, BUTTERFIELD RANCH ES AND HIDDEN TRAILS ES ALTERATIONS**

=====

**BACKGROUND**

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

A Notice to Contractors Calling for Bid 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations was published in the Inland Valley Daily Bulletin on July 5, 2021, and July 12, 2021. Bids were submitted at 1:00 p.m. on September 3, 2021. The results are as follows:

<b>Bid Package</b>	<b># of Bids Received</b>	<b>Low Bidder</b>	<b>Bid Amount</b>
BP 02-01 - Demo	7	GGG Demolition	\$970,000.00
BP 03-01 - Concrete	7	KAR Construction, Inc.	\$1,024,000.00
BP 05-01 – Misc. Metals	4	RND Contractors, Inc.	\$439,000.00
BP 06-01 - Rough Carpentry	5	Core Contracting, Inc.	\$1,443,990.00
BP 06-02 - Finish Carpentry	3	K & Z Cabinet Company	\$1,004,180.00
BP 09-01 - Drywall	4	Mirage Builders, Inc.	\$1,098,000.00
BP 09-02 - Tile	4	Floored Tile & Stone	\$360,000.00
BP 09-03 - Acoustical Ceiling	4	Elljay Acoustics	\$451,420.00
BP 09-04 - Flooring	5	Lawrence W Rosine Co.	\$263,544.00
BP 09-05 - Painting	4	D & M Painting	\$457,400.00
BP 10-01 - Misc. Specialties	9	Patriot Contracting & Engineering	\$2,410,000.00

<b>Bid Package</b>	<b># of Bids Received</b>	<b>Low Bidder</b>	<b>Bid Amount</b>
BP 11-01 - Food Service Equip.	2	Kitcor Corporation	\$ 202,426.00
BP 22-01 - Plumbing	9	Empyrean Plumbing, Inc.	\$ 1,693,316.00
BP 23-01 - HVAC	12	RAN Enterprises, Inc.	\$ 1,226,000.00
BP 26-01 - Electrical	6	Rancho Pacific Construction	\$ 5,086,700.00

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

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

### **RECOMMENDATION**

It is recommended the Board of Education award Bid 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations to GGG Demolition; KAR Construction, Inc.; RND Contractors, Inc.; Core Contracting, Inc.; K&Z Cabinet Company; Mirage Builders, Inc.; Floored Tile and Stone; Elljay Acoustics; Lawrence W Rosine Co.; Kelly Grant; Patriot Contracting & Engineering; Kitcor Corporation; Empyrean Plumbing, Inc.; RAN Enterprises, Inc.; and Rancho Pacific Construction.

### **FISCAL IMPACT**

\$18,129,976.00 to Building Fund 21.

NE:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 7, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Richard Rideout, Assistant Superintendent, Human Resources  
Isabel Brenes Ed.D., Director, Human Resources  
Eric Dahlstrom, Ed.D., Director, Human Resources  
**SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

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

NE:RR:IB:ED:mcm



**CERTIFICATED PERSONNEL**

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

MOXLEY, Tara	Program Specialist	Special Education	09/23/2021
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2021/2022 SCHOOL YEAR**

DIAZ, Raymundo	Special Education Teacher	Liberty ES/Special Education	09/20/2021
DELUNA, Leticia	Elementary Teacher	Litel ES	10/04/2021
SILVEIRA, Allisson	Elementary Teacher	Cal Aero K-8	08/20/2021
CHANG, Steven	English Teacher	Townsend JHS	09/13/2021
CUEVAS, Luisa	English Teacher	Townsend JHS	09/15/2021
MENDOZA, Lizbeth	Spanish Teacher	Chino HS	09/27/2021

**APPOINTMENT - EXTRA DUTY**

BLACK, Cobi (NBM)	Boys Soccer (B)	Ayala HS	09/24/2021
CALDERON, Derek (NBM)	Football (B)	Ayala HS	08/18/2021
MOORE, Matthew (NBM)	Wrestling (GF)	Ayala HS	09/14/2021
STRONG, Frank J. (NBM)	Boys Golf (B)	Ayala HS	09/10/2021
STRONG, Frank J. (NBM)	Football (B)	Ayala HS	09/10/2021
WEIHERT, Jeffrey (NBM)	Volleyball (GF)	Ayala HS	09/23/2021
WILLE, Kayla (NBM)	Athletic Trainer (B)	Ayala HS	08/09/2021
YOUNG, Jeffrey (NBM)	Softball (B)	Ayala HS	08/09/2021
CRASK, Madison (NBM)	Volleyball (GF)	Chino HS	09/28/2021
GLEESON, Megan (NBM)	Cross Country (GF)	Chino HS	09/28/2021
GUERRA, Keven (NBM)	Boys Water Polo (GF)	Chino HS	09/20/2021
GUERRA, Keven (NBM)	Girls Water Polo (GF)	Chino HS	09/20/2021
GUERRA, Keven (NBM)	Swim (GF)	Chino HS	09/20/2021
DE LE TORRY, Nahomy (NBM)	Band (B)	Chino HS	09/09/2021
ALVAREZ, Ronald (NBM)	Softball (B)	Chino Hills HS	09/27/2021
TRANTOW, Ian	Boys Soccer (GF)	Chino Hills HS	09/21/2021
VERPLANCKE, Joseph	Baseball (GF)	Chino Hills HS	09/23/2021
GANO, Greg	Football (GF)	Don Lugo HS	08/18/2021
POTEET Jr., Ronald	Football (B)	Don Lugo HS	09/16/2021
MILLER, Hayden (NBM)	Boys Water Polo (GF)	Don Lugo HS	08/09/2021
WEINSTEIN, Danielle	Girls Soccer (GF)	Don Lugo HS	09/13/2021
WEINSTEIN, Danielle	Girls Tennis (B)	Don Lugo HS	09/13/2021
TOTAL:			\$43,149.00

**TEACHING OUT OF CREDENTIAL AREA PER EDUCATION CODE §44258.7(b) EFFECTIVE JULY 1, 2021, THROUGH JUNE 30, 2022**

BOWDEN, Douglas	Athletic PE Band/Pageantry	Chino HS	2021/2022
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**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>RESIGNATION</u></b>			
REYES, Natalie	Elementary Teacher	Litel ES	10/08/2021

**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2021, THROUGH  
JUNE 30, 2022**

ADAMS, Connor	AKINS, Morgan	BOUNPRASEUTH-HAO, Inthava
CAUBLE, Rosa	CASTILLO, Jazzeyla	CHAVEZ, Francisco
CHEEVER, Jessica	COVARRUBIAS, Mayela	GONZALEZ, Matthew
HAMPTON, Terri	HANCOCK, Amber	HARGROVE, Stephanie
INIGUEZ, Pablo	KENEASTER, Joy	KROEZE, Jeffrey
LUGO, Kimberly	LUSTRO, Sharon	MARTINEZ HAMILTON, Michael
MCLEOD, Danielle	MILTON, Carey	MONEY Errin
MORALES, Ricardo	MUZAFFAR, Dania	NARAHARA, Jenna
SALAZAR, Tabitha	SMITH, Rebecca	SOK, Ashley
TILLET, Gordon	TREVINO, Matthew	VAN STEENBERGEN, Jill

**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 MANGEMENT SALARY SCHEDULE****APPOINTMENT**

SERRANO, Josselyn	McKinney-Vento Grant Program Manager (HEG/C)	Health Services	10/04/2021
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**RETIREMENT**

TREMBLY, Terri (10 Years of Service)	After School Grant Funded Manager(C)	Health Services	12/31/2021
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE****APPOINTMENT**

SOSA, Jasmine	IA/Computer Assisted Instruction (C)	Chaparral ES	10/05/2021
MEDINA, Clarissa	IA/Special Education (SELPA/GF)	Dickey ES	10/04/2021
GUTIERREZ, Ryan	Elementary Library/Media Center Assistant (C/GF)	Marshall ES	10/04/2021
GONZALES, Brianna	Assistant Principal Secretary (GF)	Chino Hills HS	10/04/2021
GLICK, Katherine	Account Clerk II (GF)	Maintenance	10/11/2021
JOHNSON, Sabrina	Groundsworker I (GF)	Maintenance	09/27/2021
GRIEGO, Michael	Security Person (GF)	Risk Management	10/08/2021
SALDANA, Vanessa	Behavior Intervention Aide (SELPA/GF)	Special Education	09/29/2021

**PROMOTION**

HENSLEY, Jackie	FROM: Nutrition Services Assistant I (NS) 3 hrs./181 work days	Liberty ES	10/04/2021
	TO: Nutrition Services Assistant II (NS) 5.5 hrs./181 work days	Don Lugo HS	
NOETZEL, Xochitl	FROM: GED Test Proctor (ABG) 6 hrs./123 work days	Adult School	10/12/2021
	TO: Typist Clerk II (GF) 8 hrs./201 work days	Cortez ES	
LEACH, Jonathan	FROM: Groundsworker II (GF) 8 hrs./261 contract days	Maintenance	09/27/2021
	TO: Grounds Equipment Operator II (GF) 8 hrs./261 contract days	Maintenance	

**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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**CHANGE IN ASSIGNMENT**

SIRIBAN, Ethel	FROM: Secondary Library/Media Center Assistant (GF) 4 hrs./213 work days TO: Typist Clerk I (GF) 8 hrs./261 contract days	Chino HS  Cal Aero K-8	09/29/2021
MCMILLEN, Linda	FROM: Typist Clerk II (GF) 8 hrs./201 work days TO: Attendance Clerk (GF) 8 hrs./195 work days	Chino Hills HS  Canyon Hills JHS	09/27/2021
OGILVIE, Crystal	FROM: Secondary Library/Media Center Assistant (GF) 4 hrs./213 work days TO: Secondary Library/Media Center Assistant (GF) 6 hrs./191 work days	Chino Hills HS  Briggs K-8	09/27/2021
VIZCAINO, Patricia	FROM: Attendance Clerk (GF) 6 hrs./195 work days TO: Attendance Clerk (GF) 8 hrs./195 work days	Don Lugo HS  Magnolia JHS	09/27/2021

**INCREASE HOURS / DAYS**

HERNANDEZ, Richard	FROM: Security Person (GF) 8 hrs./215 work days TO: Security Person (GF) 8 hrs./261 contract days	Risk Management  Risk Management	10/08/2021
SEVILLA, Francisco	FROM: Security Person (GF) 8 hrs./215 work days TO: Security Person (GF) 8 hrs./261 contract days	Risk Management  Risk Management	10/08/2021
GARCIA, Nora	FROM: Bus Driver (GF) 6 hrs./208 work days TO: Bus Driver (GF) 6.5 hrs./208 work days	Transportation  Transportation	10/08/2021
GONZALEZ, Fe	FROM: Bus Driver (GF) 6.5 hrs./208 work days TO: Bus Driver (GF) 7 hrs./208 work days	Transportation  Transportation	10/08/2021

**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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**INCREASE HOURS / DAYS** (cont.)

MONTROYA, Eric	FROM: Warehouse Delivery Worker (GF) 8 hrs./180 work days	Warehouse/ Purchasing	10/08/2021
	TO: Warehouse Delivery Worker (GF) 8 hrs./261 contract days	Warehouse/ Purchasing	

**LEAVE OF ABSENCE**

MANNING, Alane	IA/Special Education/SH (SELP/AGF)	Don Lugo HS	09/27/2021 through 11/15/2021
CERVANTES, Stella	Bus Driver (GF)	Transportation	09/14/2021 through 10/04/2021

**RESIGNATION OF POSITION**

LEON, Belen	Playground Supervisor (GF)	Newman ES	09/30/2021
GANDARA, Carolyn	Nutrition Services Assistant II (NS)	Don Lugo HS	10/11/2021

**RELEASE OF EMPLOYEE WITHOUT PREJUDICE**

Employee 25985			09/10/2021
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**RESIGNATION**

LIZAMA, Vince	Custodian II (GF)	Butterfield Ranch ES	10/01/2021
KENEASTER, Joy	IA/Special Education (SELP/AGF)	Cattle ES	09/09/2021
GOMEZ, Laura	Playground Supervisor (GF)	Litel ES	09/10/2021
LIZZARAGO, Krystel	Nutrition Services Assistant I (NS)	Marshall ES	09/28/2021
LAZALDE, Cassandra	IA/Special Education/SH (SELP/AGF)	Walnut ES	09/10/2021
LIN, Janet	IA/Special Education (SELP/AGF)	Ayala HS	09/17/2021
O'NEILL, Carrie	Nutrition Services Assistant II (NS)	Don Lugo HS	09/07/2021

**RETIREMENT**

PERSON, Chyrl (27 Years of Service)	Nutrition Services Manager I (NS)	Cortez ES	12/31/2021
SCOTTO, Shelly (17 Years of Service)	IA/Special Education (SELP/AGF)	Dickson ES	10/01/2021
CERVANTES, Sandra (16 Years of Service)	IA/Special Education (SELP/AGF)	Walnut ES	10/18/2021

**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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**RETIREMENT** (cont.)

RAMIREZ, Gloria (14 Years of Service)	Typist Clerk II (GF)	Walnut ES	01/04/2022
GULOTTI, Vicki (23 Years of Service)	Nutrition Services Roving Manager- Caterer-Central Kitchen Assistant (NS)	Nutrition Services	09/25/2021
ESPARZA, Elena (33 Years of Service)	Administrative Secretary I (GF)	Technology	12/31/2021

**APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2021, THROUGH JUNE 30, 2022**

CERVANTEZ, Lea                      INGULSRUD, Kevin

- (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:** October 7, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Richard Rideout, Assistant Superintendent, Human Resources  
Whitney Fields, Director, Risk Management and Human Resources  
**SUBJECT: REJECTION OF CLAIM**

=====

**BACKGROUND**

Claim 21-07-06 was submitted on September 7, 2021, from Bonnie Gallegos, parent from Chaparral ES. Claimant alleges vehicle damage after a rock was thrown from the mower that the grounds crew were using to mow the grass during school hours. Claimant seeks a settlement demand for vehicle damages in an amount of \$773.08.

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

Unknown at present.

NE:RR:WF:jag

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

**DATE:** October 7, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: NEW JOB DESCRIPTION FOR COORDINATOR, SPECIAL PROJECTS**

=====

**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.

The Coordinator, Special Projects is necessary to support the District's design for organization-wide systems to ensure alignment and sustainability, while also supporting mission-critical, and cross-organizational projects.

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, Special Projects.

**FISCAL IMPACT**

None.

NE:RR:IB:ED:mcm



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

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**TITLE:** COORDINATOR, SPECIAL PROJECTS

**REPORTS:** ASSISTANT  
SUPERINTENDENT C.I.I.S. AND  
HUMAN RESOURCES

**DEPARTMENT:** C.I.I.S. AND HUMAN RESOURCES

**CLASSIFICATION:** CERTIFICATED  
MANAGEMENT

**FLSA:** EXEMPT

**WORK YEAR:** 226

**ISSUED:**

**SALARY:** 23

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**BASIC FUNCTION:**

UNDER THE DIRECTION OF THE ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES; AND ASSISTANT SUPERINTENDENT OF CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT, THE COORDINATOR, SPECIAL PROJECTS WILL DESIGN ORGANIZATION-WIDE SYSTEMS TO ENSURE ALIGNMENT AND SUSTAINABILITY, WHILE ALSO SUPPORTING MISSION-CRITICAL, CROSS-ORGANIZATIONAL PROJECTS. THEY WILL EVALUATE, ASSESS, AND ADAPT OR DESIGN ORGANIZATIONAL-WIDE SYSTEMS TO ENSURE ALIGNMENT OF STAKEHOLDERS TOWARDS OUR GOALS, WHILE ALSO SKILLFULLY NAVIGATING CHANGE MANAGEMENT. ADDITIONALLY, THEY WILL DEMONSTRATE CARE FOR THE ORGANIZATION AND ITS PEOPLE BY PUTTING STRONG PROJECT MANAGEMENT AND CROSS-TEAM COLLABORATION SKILLS TO USE TO SUPPORT THE EFFICIENT AND EFFECTIVE COMPLETION OF PROJECTS THAT IMPACT THE WHOLE ORGANIZATION.

**REPRESENTATIVE DUTIES:**

INCUMBENTS MAY PERFORM ANY COMBINATION OF THE ESSENTIAL FUNCTIONS SHOWN BELOW. THIS POSITION DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, KNOWLEDGE, OR ABILITIES ASSOCIATED WITH THIS CLASSIFICATION, BUT IS INTENDED TO ACCURATELY REFLECT THE PRINCIPAL JOB ELEMENTS.

**E = ESSENTIAL FUNCTIONS**

CONDUCTS ASSESSMENT OF CURRENT STATE OF OPERATIONAL SYSTEMS AND DESIGNS OR ADAPTS PROCESSES TO STREAMLINE AND OPTIMIZE WORKFLOWS ACROSS THE ORGANIZATION. **(E)**

DEVELOPS A CYCLE OF DATA-DRIVEN CONTINUOUS IMPROVEMENT FOR OPERATIONAL PROCEDURES AND POLICIES. **(E)**

DEFINES OPERATIONAL METRICS AND KEY PERFORMANCE INDICATORS WITH SCHOOL LEADERS AND ENSURES USAGE OF ACCOUNTABILITY SYSTEMS. **(E)**

TRAINS SCHOOL LEADERS AND SUPPORT OFFICE COLLEAGUES IN NEW PROCESSES AND ENSURES CONTINUED SUPPORT FOR SUCCESSFUL ADOPTION. **(E)**

DOCUMENTS WORKFLOWS, PROCESSES, AND SYSTEMS TO CREATE STANDARD OPERATING PROCEDURES. **(E)**

ENSURES CARE FOR THE ORGANIZATION AND ITS PEOPLE BY DESIGNING OPERATIONAL SYSTEMS AND PROCESSES THAT PROVIDE TEAM MEMBERS WITH TOOLS THEY NEED TO DO THEIR WORK EFFECTIVELY. **(E)**

PROVIDES THOUGHTFUL LEADERSHIP ON COLLECTIVE TEAM INFRASTRUCTURE AND OPERATIONAL PROCESSES. **(E)**

MONITORS AND ASSESSES THE SUCCESSES, FAILURES, AND CHALLENGES OF OUR OPERATIONS STRATEGY IN COLLABORATION WITH THE TEAM AND PROPOSES ADJUSTMENTS AS NEEDED. **(E)**

COLLABORATES WITH TEAM MEMBERS IN THE DESIGN, DEVELOPMENT, AND IMPLEMENTATION OF STRATEGIC PROJECTS TO SUPPORT STRATEGIC AND OPERATIONAL PLANNING OF GOALS. **(E)**

ADVISES TEAMS REGARDING CROSS-FUNCTIONAL CONSIDERATIONS, WORKFLOW INTEGRATION AND COORDINATION, AND OPTIMIZATION OF BEST PRACTICES. **(E)**

DEVELOPS TRUSTED RELATIONSHIPS WITH STAKEHOLDERS AND ENSURES THAT STAKEHOLDERS ARE KEPT APPROPRIATELY INFORMED OF PROJECT ACTIVITIES AND ARE ENCOURAGED TO PARTICIPATE AS APPROPRIATE. **(E)**

PROVIDES TECHNICAL EXPERTISE, INFORMATION AND ASSISTANCE TO SCHOOL AND DISTRICT STAFF REGARDING ASSIGNED FUNCTIONS; ENGAGES IN STRATEGIC PLANNING AND DEVELOPMENT OF SAFETY AND HEALTH POLICIES, PROCEDURES, AND PROGRAMS. **(E)**

IDENTIFIES, PLANS, DESIGNS, AND COORDINATES TRAINING PROGRAMS FOR EMPLOYEES REGARDING SAFETY, HEALTH, AND ASSIGNED SPECIAL PROJECTS; PROVIDES PRESENTATIONS, WORKSHOPS, AND STAFF DEVELOPMENT REGARDING SCHOOL SAFETY AND TOPICS RELEVANT TO ASSIGNED PROJECTS AND PROGRAMS. **(E)**

FUNCTIONS AS A MEMBER OF THE DISTRICT'S MANAGEMENT TEAM, SERVES ON ASSIGNED COMMITTEES, COORDINATES WITH OTHER MANAGEMENT PERSONNEL IN THE AREAS OF ASSIGNED RESPONSIBILITY, AND EXECUTES THE ASSIGNED FUNCTIONS OF THE TEAM WHEN NEEDED. **(E)**

COORDINATES AND PARTICIPATES IN ADMINISTRATIVE MEETINGS AND STAFF DEVELOPMENT AT DISTRICT AND SCHOOL SITE LEVEL AS DIRECTED. **(E)**

DIRECTS THE PREPARATION AND MAINTENANCE OF A VARIETY OF NARRATIVE AND STATISTICAL REPORTS, RECORDS, AND FILES RELATED TO ASSIGNED ACTIVITIES AND PERSONNEL; PREPARES AGENDAS AND MEMORANDUMS AS NEEDED. **(E)**

SUPERVISES AND EVALUATES THE PERFORMANCE OF ASSIGNED STAFF; INTERVIEWS AND SELECTS EMPLOYEES; PLANS, COORDINATES, AND ARRANGES FOR APPROPRIATE TRAINING OF SUBORDINATES. (E)

PERFORMS OTHER DUTIES AS ASSIGNED.

**MINIMUM REQUIREMENTS:**

**EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:**

BACHELOR'S DEGREE REQUIRED IN HUMANITIES, LANGUAGES, LIBERAL ARTS, SUBJECT AREA CONTENT, EDUCATION, OR RELATED FIELD. MASTER'S DEGREE IN RELATED FIELD PREFERRED.

POSSESSION OF A VALID CALIFORNIA PRELIMINARY OR PROFESSIONAL CLEAR TEACHING CREDENTIAL AUTHORIZING SERVICE AS A TEACHER IS REQUIRED.

POSSESSION OF A VALID CALIFORNIA ADMINISTRATIVE CREDENTIAL AUTHORIZING SERVICE AS AN ADMINISTRATOR IS PREFERRED.

DEMONSTRATED SUCCESSFUL MANAGEMENT EXPERIENCE RELATED TO COVID-19 PUBLIC HEALTH GUIDANCE FOR K-12 SCHOOLS IN CALIFORNIA IS REQUIRED.

EMPLOYMENT ELIGIBILITY INCLUDES FINGERPRINTS, HEALTH (TB), AND/OR OTHER EMPLOYMENT CLEARANCE.

MUST HAVE VALID CALIFORNIA DRIVER'S LICENSE AND AUTOMOBILE AVAILABLE FOR USE.

MUST BE WILLING TO ATTEND EVENING, NIGHT, AND WEEKEND MEETINGS.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- DISTRICT POLICIES, PROCEDURES, MEMORANDUMS OF UNDERSTANDING AND COLLECTIVE BARGAINING CONTRACTS RELATING TO RISK MANAGEMENT ISSUES, SPECIFICALLY PANDEMIC-RELATED ISSUES;
- RESEARCH METHODS AND REPORT WRITING TECHNIQUES;
- A STRONG ANALYTIC, ACCOUNTABILITY, AND SYSTEMS-THINKING ORIENTATIONS NECESSARY TO INFORM STRATEGY DEVELOPMENT AND EXECUTION;
- RECORD-KEEPING TECHNIQUES;
- TECHNICAL ASPECTS OF FIELD OF SPECIALTY;
- PRINCIPLES OF ORGANIZATION, OPERATION, AND SUPERVISION;
- PRINCIPLES, PRACTICES, TRENDS, GOALS, AND OBJECTIVES OF PUBLIC EDUCATION;
- MODERN TECHNOLOGY AND OFFICE PROCEDURES AND METHODS, COMPUTER EQUIPMENT, AND COMPUTER SOFTWARE NECESSARY TO PERFORM REQUIRED DUTIES;
- BUDGET PREPARATION AND CONTROL;

- APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, CODES, REGULATIONS, POLICIES, AND PROCEDURES RELATED TO ASSIGNED ACTIVITIES; AND
- ORAL AND WRITTEN COMMUNICATION SKILLS, INCLUDING ENGLISH USAGE, GRAMMAR, SPELLING, PUNCTUATION, VOCABULARY, COMPOSITION, AND MATHEMATICS.

**ABILITY TO:**

- PLAN, ORGANIZE, COORDINATE, AND ADMINISTER PROGRAMS;
- ADMINISTER ASSIGNED BUDGETS AND ALLOCATE FUNDS;
- DEMONSTRATE LEADERSHIP QUALITIES AND UTILIZE MOTIVATIONAL TECHNIQUES AND STRATEGIES IN THE DEVELOPMENT OF AN OPERATIONAL MODE THAT IS COST EFFECTIVE;
- OPERATE A COMPUTER TERMINAL AND AUDIO-VISUAL EQUIPMENT;
- COMMUNICATE EFFECTIVELY, BOTH ORALLY AND IN WRITING;
- WRITE IN A CLEAR AND CONCISE MANNER FOR BROAD PUBLIC APPEAL AND INTERPRETATION;
- GAIN COOPERATION THROUGH DISCUSSION AND PERSUASION;
- COORDINATE AND SUPERVISE THE WORK OF OTHERS;
- ANALYZE SITUATIONS CAREFULLY AND ADOPT AN EFFECTIVE COURSE OF ACTION;
- INTERPRET, APPLY, AND EXPLAIN ADMINISTRATIVE AND BOARD POLICIES, LAWS, AND REGULATIONS;
- PLAN, ORGANIZE, AND PRIORITIZE WORK TO MEET MULTIPLE SCHEDULES AND DEADLINES, AND MANAGE SIMULTANEOUS TASKS, WITH MANY INTERRUPTIONS’;
- WORK INDEPENDENTLY WITH MINIMUM DIRECTION AND SUPERVISION; WORK UNDER PRESSURE;
- UNDERSTAND, ANALYZE, AND PREPARE COMPREHENSIVE NARRATIVE AND STATISTICAL REPORTS;
- ESTABLISH AND MAINTAIN COOPERATIVE AND EFFECTIVE WORKING RELATIONSHIPS WITH DISTRICT PERSONNEL, COMMUNITY MEMBERS, AND EXTERNAL COMPANIES AND AGENCIES IN THE COURSE OF PERFORMING ASSIGNED DUTIES; AND
- SUPERVISE AND EVALUATE THE PERFORMANCE OF STAFF.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- DISTRICT OFFICE ENVIRONMENT AND SCHOOL SITES;
- DEMANDING TIMELINES;
- SUBJECT TO DRIVING TO A VARIETY OF LOCATIONS TO CONDUCT WORK DURING DAY AND EVENING HOURS;
- SUBJECT TO FREQUENT INTERRUPTIONS AND EXTENSIVE CONTACT WITH STUDENTS, STAFF, PARENTS, AND THE PUBLIC; AND
- INDOOR AND OUTDOOR ENVIRONMENT.

**PHYSICAL DEMANDS:**

- BENDING AT THE WAIST, KNEELING OR CROUCHING, AND REACHING TO RETRIEVE AND MAINTAIN FILES AND RECORDS;
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY;
- DEXTERITY OF HANDS AND FINGERS TO OPERATE STANDARD OFFICE EQUIPMENT, COMPUTER KEYBOARD, AND OTHER EQUIPMENT NECESSARY TO COMPLETE REQUIRED DUTIES;
- HEARING AND SPEAKING TO EXCHANGE INFORMATION IN PERSON AND ON THE TELEPHONE;
- VISUAL ABILITY TO READ, AND TO PREPARE/PROCESS DOCUMENTS AND TO MONITOR VARIOUS SERVICES AND PERSONNEL;
- SITTING FOR EXTENDED PERIODS;
- STANDING FOR EXTENDED PERIODS;
- WALKING OVER ROUGH OR UNEVEN SURFACES;
- CLIMBING, OCCASIONAL USE OF STEPLADDERS; AND
- PHYSICAL ACTIVITY MAY BE REQUIRED, WHICH COULD INCLUDE MODERATE LIFTING.

**HAZARDS:**

- EXTENDED VIEWING OF COMPUTER MONITOR; 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, SPECIAL PROJECTS 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:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 7, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: STUDENT TEACHING AGREEMENT WITH CALIFORNIA STATE UNIVERSITY, EAST BAY; HUMBOLDT STATE UNIVERSITY; AND PACIFIC OAKS COLLEGE**

=====

**BACKGROUND**

Student teachers provide a high quality of learning, support, and practical classroom experience for professionals in training. The Chino Valley Unified School District has an opportunity to establish student teaching agreements with California State University, East Bay; Humboldt State University; and Pacific Oaks College.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the student teaching agreement California State University, East Bay; Humboldt State University; and Pacific Oaks College.

**FISCAL IMPACT**

None.

NE:RR:IB:ED:mcm



Agreement No. \_\_\_\_\_

## CALIFORNIA STATE UNIVERSITY, EAST BAY STUDENT TEACHING EXPERIENCE AGREEMENT

THIS AGREEMENT entered into by and between the State of California through the Trustees of The California State University on behalf of California State University, East Bay, hereinafter called University, and-  
\_\_\_\_\_, noted below, hereinafter called the District.

### WITNESSETH

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

NOW, THEREFORE, it is mutually agreed between the University and the District as follows:

### SPECIAL PROVISIONS

The TERM of the Agreement is for a period of five fiscal years: \_\_\_\_\_ through **June 30, 2026**.

### GENERAL TERMS

The District shall provide to University students teaching experience through practice teaching in schools and classes of the District not to exceed the units of practice teaching set forth in the Special Provisions, such practice teaching shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representatives may agree upon.

It is understood and agreed by the parties that all students shall be considered learners and are not covered by Workers Compensation of either party. They shall not replace District staff except as may be necessary as a part of their educational training and subject to any and all applicable laws.

The District may, for good cause, refuse to accept for practice teaching any student of the University assigned to practice teaching in the District, and upon request of the District, made for good cause, the University shall terminate the assignment of any student of the University to practice teaching in the District.

"Practice teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District holding valid life diplomas or credentials issued by the State Board of Education, other than emergency or provision credentials, authorizing them to serve as classroom teachers in the schools or classes in which the practice teaching is provided.

A semester unit of practice teaching for elementary and secondary schools is approximately twenty (20) minutes of practice teaching daily for five (5) days a week for eighteen (18) weeks. A quarter unit of practice is two-thirds (2/3) of a semester unit. For community colleges and/or adult schools, a semester unit is approximately 20 minutes of practice teaching daily three (3) days a week for eighteen (18) weeks during regular session.

University students assigned to practice teaching in schools or classes of the District shall be, at the discretion of the University, either for approximately nine (9) weeks or for approximately eighteen (18) weeks, but a

student may be given more than one assignment by the University to practice teaching in such schools or classes.

University students assigned to practice teaching in the District shall be effective for this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given the student by the University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

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

The UNIVERSITY will assure that the student shall have completed the necessary educational prerequisites, to be eligible for supervised fieldwork including proof of negative TB test current within one year of supervised fieldwork and issuance of finger print clearance.

UNIVERSITY shall be responsible for damages caused by the negligence of its officers, employees and agents. FACILITY shall be responsible for damages caused by the negligence of its officers, employees and agents.

The District is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". The District is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state and local governmental directives regarding COVID-19. The District, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, the District will take steps to comply with the modified, changed or updated guidelines or directives. If at any time the District becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify the University of that fact.

Execution of this contract is hereby requested.

CALIFORNIA STATE UNIVERSITY, EAST BAY

 SCHOOL DISTRICT

By Robert Williams

By \_\_\_\_\_

Dean, College of Education & Allied Studies

Superintendent/Designee/Printed

By Eric Engdahl

Chair, Teacher Education Department

=====

CERTIFICATION

I, the duly appointed and acting clerk or Secretary of the Governing board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on: \_\_\_\_\_, 20\_\_\_\_\_.

Month/Day



"It was moved, seconded and carried that the attached contract with the Trustees of The California State University, whereby the University may assign students to the schools in the School District for practice teaching, be approved; and the \_\_\_\_\_ is hereby authorized to execute the same."

\_\_\_\_\_  
School District County

By \_\_\_\_\_  
Clerk, Secretary (strike one) of the Governing Board of the School District

**HUMBOLDT STATE UNIVERSITY  
MEMORANDUM OF UNDERSTANDING FOR  
STUDENT TEACHING, OBSERVATION OR FIELD WORK**

THIS AGREEMENT, made and entered into as of this 1st day of September, 2021, by and between the State of California through THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, all of which are hereinafter called the "State" or "State University", and the Chino Valley Unified School District of San Bernadino County, herein after called the "District":

WITNESSETH:

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

WHEREAS, any such agreement will provide no payment for the Practice Teaching services rendered by the District;

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

SPECIAL PROVISIONS

The TERM of the Agreement is from September 1, 2021 to June 30, 2024. The State shall provide no payment to the District for services required for any Practice Teaching placements.

GENERAL TERMS

1. The District shall provide to State University students experience through practice teaching, observations or other field work in schools and classes of the District. The experience provided by said student placements shall be provided in such schools or classes of the District and under the direct supervision and instruction of such employees of the District, as the District and the State through their duly authorized representatives may agree upon.

The District may, for good cause, refuse to accept for such observational, practice teaching or other field work placement any student of the State University assigned in the District, and upon request of the District, made for good cause, the State shall terminate the assignment of any student of the State University in the District.

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

2. An assignment of a student of the State University to schools or classes of the District shall be, at the discretion of the State, for (1) Practice Teaching or for (2) Field Work. A student may be given more than one assignment by the State University in such schools or classes.

The assignment of a student of the State University to the District shall be deemed to be effective for purposes of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given the student by the State University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

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

3. Except as otherwise provided herein, the State University shall provide workers' compensation insurance during the period for which the students are assigned to the District by the State University. All premiums or any other costs therefore shall be paid by the State University.
4. Except as otherwise provided herein, the State University shall inform each student regarding the availability of professional liability insurance. Students enrolled in Education credential programs are covered by the State University Student Professional Liability Insurance Program. Evidence of Coverage is provided with this agreement as Exhibit A.

5. All the terms and conditions of this agreement apply to the placement of students of the State University for observational experience, with the exception that those students will not be covered by workers' compensation insurance as provided in Paragraph 3 hereof. In addition, all the terms and conditions of this agreement apply to the placement of students of the State University for assigned field work other than practice teaching.
6. The District agrees to accept students without regard to race, ethnic origin, sex, sexual orientation, gender, gender identity, gender expression, age, religion, disability, handicap, or political belief.
7. District is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". District is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state and local governmental directives regarding COVID-19. District, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, District will take steps to comply with the modified, changed or updated guidelines or directives. If at any time District becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify the State of that fact.

TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY  
Humboldt State University

School District: Chino Valley Unified

**Addie Dunaway**  
Digitally signed by Addie Dunaway  
 Date: 2021.05.11 16:27:05 -07'00'

Signature \_\_\_\_\_  
 Addie Dunaway  
 Procurement Specialist  
 Contracts and Procurement

Signature \_\_\_\_\_  
 By: \_\_\_\_\_  
 Printed Name \_\_\_\_\_  
 Title \_\_\_\_\_

**CERTIFICATION**

I, the duly appointed and acting Clerk or Secretary or Governing Board of the Board of School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meetings of said Board held on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

"It was moved, seconded and carried that the attached contract with the Trustees of the California State University, whereby the University may assign students to the schools in the School District for practice teaching be approved; and the \_\_\_\_\_ is hereby authorized to execute the same."

School District: Chino Valley Unified  
 County: San Bernardino

By: \_\_\_\_\_  
 Clerk, Secretary (strike one) of the Governing Board of the School District

**MEMORANDUM OF AGREEMENT  
BETWEEN**

**Pacific Oaks College**

**AND**

**Chino Valley Unified School District**

This Memorandum of Agreement (the "Agreement") is entered into by and between Pacific Oaks College, a non-profit institution of higher education located at 45 Eureka Street, Pasadena, California (the "College"), and Chino Valley Unified School District located at 5130 Riverside Drive, Chino, CA 91710 (the "District").

**I. RECITALS**

WHEREAS, the College is a California non-profit institution of higher education offering to its students degree programs in education; and

WHEREAS, directed teaching experience is a required and integral component of the College's education curriculum; and

WHEREAS, the College desires the cooperation of School District in the development and implementation of the directed teaching experience phase of its Education curriculum;

WHEREAS, the School District recognizes its professional opportunity and responsibility to participate in the training of Education students; and

WHEREAS, the School District wishes to join the College in the development and implementation of a directed teaching training program at School District for College's Education students.

NOW, THEREFORE, in consideration of the mutual agreements set forth herein, the College and the School District enter into this Agreement on the terms and conditions set forth below.

**II. The College and the School District mutually agree:**

1. To collaborate to establish the educational objectives for the directed teaching program, devise methods for their implementation, and continually evaluate to determine the effectiveness of the directed teaching program.
2. The College agrees to select and assign students to School District for purposes of directed teaching. Any assignment of a Student Teaching Student to the School District shall be at the discretion of the College. However, School District reserves the right to interview any student selected by the College prior to accepting that student for training in the directed teaching program. Subject to the foregoing, students selected for assignment shall be assigned to School District for a period of time mutually determined in advance by the parties, which may be altered by 30 days written notice, with consideration given to the clinical staff and space availability.

3. The School District may, for good cause, refuse to accept or terminate a Directed Teaching Student assigned for placement at the School District.
4. For purposes of this Agreement, Student Teaching means active participation by a Student Teaching Student in the duties and function of classroom teaching under the direct supervision and instruction of employees of the School District holding valid credentials issued by the California Commission on Teacher Credentialing, other than emergency or provisional credentials, authorizing the employees to serve as classroom teachers in the schools/classrooms in which the directed teaching program is provided.
5. Student Teaching Students shall be students enrolled in College's teaching credential program who have completed the prerequisites (including, but not limited to, Certificate of Clearance, TB test, CBEST, CSET, and coursework), and are eligible for directed teaching placement with the School District.
6. The parties acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act (FERPA) and that the permission of students must be obtained before student data can be released to anyone.
7. Student Teaching Students will be bound by all applicable Federal, State, and local laws and ordinances concerning the student privacy and the confidentiality of student records.

**III. The College agrees:**

1. To designate a liaison or coordinator, hereinafter referred to as "Credential Analyst" to administer the College's responsibilities related to the program. At minimum, the College's Fieldwork Supervisor will visit each Student Teaching Student's school site to observe the Student Teacher and provide support to the Student Teacher and Master Teacher as necessary.
2. To assume responsibility for assuring the directed teaching program's compliance with the educational standards established by the California State Board of Education or any other relevant authority.
3. To provide prerequisite coursework, academic instruction and support for Student Teacher enrolled in the program.
4. To establish and maintain, as necessary for the implementation and performance of this Agreement, ongoing communication between the Credential Analyst, Fieldwork Supervisor, the School District's Supervising Principal and the School Site Mentor assigned by the School District on items pertinent to teacher education and supervision.
5. To direct the assigned Student Teacher to comply with the existing pertinent rules and regulations of the School District and all reasonable directions given by qualified School District personnel.

program. It will then be the mutual responsibilities of the assigned Student Teacher, the Master Teacher, and the College's Credential Analyst to devise a plan by which the Student Teacher may be assisted to achieve the stated objectives.

#### V. GENERAL TERMS AND CONDITIONS

1. The Agreement between the College and the School District shall be the governing legal document between the parties.
2. **Non-Discrimination.** Both parties shall comply with all federal, state, and local laws, rules, and regulations, and executive orders concerning non-discrimination in employment, education, and services on the actual or perceived basis of race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender or sexual orientation.
3. **Indemnification.** Each party shall defend, indemnify, and hold harmless the other its agents, affiliates, subsidiaries, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of the indemnifying party, its agents, employees, or any tier of that party's subcontractors in the performance of this Agreement. The insurance requirements of this Agreement will not be construed as limiting the scope of this indemnification.
4. **Insurance.** Without limiting the indemnification obligations stated above, each party to this Agreement shall provide and maintain at its own expense a program of insurance covering its activities and operations hereunder. Such program of insurance shall include, but not be limited to, general liability and professional liability coverage. The School District's general liability insurance shall have minimum coverage of \$1,000,000 per occurrence and \$3,000,000 in the aggregate. The College's professional liability insurance shall carry a single limit of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate.
5. **Independent Contractor.** College faculty, staff, and students are not officers, agents, or employees of the School District. Each party shall be solely liable for its own debt, obligations, acts, and omissions, including the payment of all liability, withholding, social security, worker's compensation, or other taxes or benefits on behalf of its employees.
6. **Worker's Compensation Insurance.** It is understood and agreed that College's students are not to be considered employees of the College and therefore students are not eligible for workers compensation insurance and the College does not maintain workers compensation insurance for student coverage. Rather, student interns are fulfilling specific requirements for pre-clinical or clinical experiences as part of a degree program. Student interns, in consideration of this service are paying for service under their tuition arrangements with the Institution.

7. **Term.** This Agreement shall be effective for a period of three years from the date of signature when executed by both parties. This Agreement will automatically renew unless otherwise indicated in writing by one of the parties at least thirty (30) days prior to the end of the term.
8. **Effective Date.** The effective date of this Agreement is the date on which the agreement was duly executed.
9. **Termination.** The expectation of all parties is that the Student Teacher will complete the term of this agreement. Termination of this agreement with cause shall be in accordance with the academic policies of the qualifying degree program or the employment or volunteer policies of the School District. Any party may terminate this agreement without cause by giving the other party 30 days' notice of the intention to terminate. Termination of this agreement on the part of the College or School District is separate from termination of the Student Teacher's, Master Teacher's, or either Credential Analyst's employment. It is assumed that if there is an early termination of this agreement on the part of the Student Teacher, the School District or Master Teacher, that such a decision must include consultation with the qualifying degree program.
10. **Notices.** All notices required to be given under this Agreement shall be sufficient if sent by electronic mail, facsimile, or U.S. Mail as follows:  
  
For College: Pacific Oaks College  
Attn: Dr. Jerell Hill  
45 Eureka Avenue  
Pasadena, CA 91103  
Tel: 626.529.8420  
Email: credentials@pacificoaks.edu  
  
For District: Chino Valley Unified School District  
Attn: Teresa Shockley  
5130 Riverside Drive  
Chino, CA 91710  
Email: teresa\_shockley@chino.k12.ca.us
11. **Modification.** This Agreement may be revised or modified only by mutual agreement and written amendment signed by both parties.
12. **Severability.** Each paragraph of this Agreement is severable from all other paragraphs. In the event any court of competent jurisdiction determines that any paragraph or subparagraph of the Agreement is invalid or unenforceable for any reason if same should occur by operation of law, all remaining paragraphs and subparagraphs will remain in full force and effect.
13. **Waiver.** The failure or delay of either party to exercise any right, power, or privilege under this shall not operate as a waiver of any such right, power, or privilege.

6. To supply the Credential Analyst at the School District with the appropriate forms to be used in evaluating the performance of the assigned Student Teacher.
7. To require the Student Teacher to provide, prior to the commencement of the Student Teaching assignment, such confidential on-boarding information as may be required by the School District or deemed necessary for the training and guidance of the Student Teacher.
8. To issue a stipend of \$250.00 to each Student Teacher's Master Teacher after completion of the close of the College's semester. In the event that a Student Teacher's placement is terminated, the Master Teacher shall receive payment from the College as though there had been no termination, except that if the Student Teacher is terminated before one half of the semester is completed, the Master Teacher shall be paid only one half of the stipend.

**IV. The School District agrees:**

1. To designate a Credential Analyst who will be responsible for organizing and coordinating the planning and implementation of the intern teaching program, and administering School District's responsibilities under this Agreement.
2. To provide student teaching experience for College's Student Teaching Students.
3. To provide the physical facilities and equipment necessary to conduct the directed teaching program.
4. To designate a Master Teacher, mutually agreed upon by the School District and the College, to supervise the practical aspect of the Student Teacher's participation in the directed teaching program and provide support to the Student Teacher as necessary. The Master Teacher must be a professional who is validly credentialed (clear teaching credential with three or more years of teaching experience) by the California Commission on Teacher Credentialing, other than emergency or provisional credential, complete the mentor teacher training approved by the College or show proof of previous training, and must be authorized to serve as a classroom teacher in a school or classroom where directed teaching placement is provided.
5. To advise the College of any changes in personnel, operation or policies that may affect the directed teaching program.
6. To inform the Student Teacher of the School District's requirements (i.e., health status, criminal background) for acceptance into the School District's directed teaching program.
7. To provide the assigned Student Teacher with a copy of the School District's existing pertinent rules and regulations with which the Student Teacher is expected to comply.
8. To advise the College of any serious deficiency noted in the ability of an assigned Student Teacher to progress toward achievement of the stated objectives of the student teaching



14. **Assignment.** Nothing in this Agreement shall be construed to permit the assignment by either party of any rights or obligations hereunder, and such assignment is prohibited unless evidenced by the written consent of each of the parties. In addition, this Agreement contains all of the terms and conditions between the parties and may be amended only in a writing signed by each of the parties.
  
15. **Governing Laws and Jurisdiction.** This Agreement shall be governed by and construed pursuant to the laws of the State of California. In the event that a dispute arises in relation to this Agreement, all parties agree to submit to the jurisdiction of the courts of Los Angeles County, California.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Understanding to be effective as of the day specified below.

	Jerell Hill	Dean	09/13/2021
College Representative Signature	Printed Name	Title	Date
District Representative Signature	Printed Name	Title	Date

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** October 7, 2021

**TO:** Members, Board of Education

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

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

**SUBJECT: FIELDWORK PLACEMENT AGREEMENT WITH CALIFORNIA  
STATE UNIVERSITY, FULLERTON; AND CONCORDIA  
UNIVERSITY**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the fieldwork placement agreement with California State University, Fullerton, and Concordia University.

**FISCAL IMPACT**

None.

NE:RR:IB:ED:mcm

**California State University, Fullerton**  
**Learning Activity Placement Agreement**

This Learning Activity Placement Agreement (“Agreement”) is between the Trustees of the California State University on behalf of **California State University, Fullerton (“University”)** and **Chino Valley Unified School District (“Learning Site”)**. In consideration of the mutual promises set forth below, University and Learning Site (“parties”) agree as follows:

**I. Learning Site’s Responsibilities**

- A. Identify the student’s supervisor. The supervisor agrees to meet with the student regularly to facilitate the student’s learning experience, provide support, review progress on assigned tasks, verify service hours and give feedback.
- B. Provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with Learning Site’s operations, services and/or clients; a discussion concerning safety policies and emergency procedures; and information detailing where students check-in and how they log their time.
- C. Enter offered positions into University’s Titan Connection system. Provide University and student with an accurate written description of the student’s tasks and responsibilities as well as your expectations of the student. University will review all entries for academic credibility and risk management compliance before final approval by University.
- D. Provide appropriate training, equipment, materials and work area for students prior to students performing assigned tasks or working with Learning Site’s clients.
- E. If applicable, inform student of any background check, fingerprinting and/or tuberculosis test requirements you may have; obtain and maintain the confidentiality of any results as required by federal and state law.
- F. Evaluate the student if requested by University and contact University if the student fails to perform assigned tasks or engages in misconduct.
- G. Notify University as soon as is reasonably possible of any injury or illness to a student participating in a learning activity at Learning Site.
- H. Notify University if learning activities are to occur in a personal residence or home; such arrangements must comply with the following and may not occur without prior written approval from University:
  - 1. All meetings between Learning Site representatives and the student must take place in a public setting (such as a coffee shop) or using teleconferencing, e.g. Skype.
  - 2. The student may work at a public site such as an event location.
  - 3. The student may conduct interviews or client visits provided that the student is accompanied by an appropriate Learning Site representative.
  - 4. The student will not enter your personal residence at any point during the internship period.
- I. Ensure that University students do not enter a personal residence or place of business of any client or other entity served by or otherwise associated with Learning Site without being accompanied by an appropriate Learning Site representative.
- J. Ensure that adequate automobile liability insurance is in place before permitting a student to drive as part of his/her duties under Agreement.
- K. Ensure that students are not left alone for any amount of time with minors, elderly individuals or any other vulnerable population and that supervision by an appropriate Learning Site representative of the students will be provided at all times.

**II. University’s Responsibilities**

- A. University will advise the student(s) of their responsibility to:
  - 1. Participate in all training required by Learning Site.
  - 2. Exhibit professional, ethical and appropriate behavior when at Learning Site.
  - 3. Complete all assigned tasks and responsibilities in a timely and efficient manner.
  - 4. Abide by Learning Site’s rules and standards of conduct.
  - 5. Maintain the confidentiality of Learning Site’s proprietary information, records and information concerning its clients.
- B. University will advise student that neither University nor Learning Site assumes any financial responsibility in the event he/she is injured or becomes ill as a result of his/her participation in a learning activity at Learning Site.
- C. Provide the student with general and professional liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate. This insurance only applies if both parties have signed Agreement.

**III. General Provisions**

- A. Agreement will become effective as of the date last written below and continue for a period of 5 years unless terminated by either party after giving the other party 30 days written notice of the intent to terminate. If Learning Site terminates Agreement, it will permit any student working at Learning Site at the time of termination to complete his/her work. At the 5 year termination date Agreement can be renewed once it has been reviewed, updated as applicable and executed by the appropriate parties.
- B. Learning Site and University agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of Agreement. This paragraph will survive expiration or termination of Agreement.
- C. Each party agrees to maintain general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII.
- D. Learning Site and University will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved.
- E. Learning Site may dismiss a student if the student violates its standards, mission or goals. Learning Site will document its rationale for terminating a student and provide University with a copy of the rationale upon request.
- F. Students participating in a learning activity at Learning Site are not officers, employees, agents or volunteers of University or Learning Site.
- G. Nothing contained in Agreement confers on either party the right to use the other party's name without prior written permission, or constitutes an endorsement of any commercial product or service by University.
- H. This Agreement contains the entire agreement between the Parties and shall not be modified, amended or supplemented, or any rights herein waived, unless such modification, amendment or supplement to this Agreement is in writing and executed by an authorized representative of each party. This Agreement supersedes any and all previous Learning Activity Placement Agreements, whether written or oral, between the Parties.
- I. The parties agree to follow all applicable federal, state and local laws and regulations, including but not limited to laws prohibiting discrimination, harassment and retaliation.
- J. Learning Site is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". Learning Site is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state and local governmental directives regarding COVID-19. Learning Site, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, Learning Site will take steps to comply with the modified, changed or updated guidelines or directives. If at any time Learning Site becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify University of that fact.
- K. Any notices required by Agreement will be deemed to have been duly given if communicated to the following individuals:

UNIVERSITY:

California State University Fullerton  
Contracts & Procurement  
657-278-5230

LEARNING SITE:

Chino Valley Unified School District  
Richard Rideout  
Assistant Superintendent, Human Resources  
(909) 628-1202  
richard\_rideout@chino.k12.ca.us

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

**CALIFORNIA STATE UNIVERSITY,  
FULLERTON**

**CHINO VALLEY UNIFIED SCHOOL  
DISTRICT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signature                      Date

Authorized Signature                      Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title



## MEMORANDUM OF UNDERSTANDING

This Agreement is made and entered into as of the execution of the Agreement by both parties by and between Chino Valley Unified School District ("District") located in Chino, California, and Concordia University Irvine ("University") a non-profit religious corporation located in Irvine, California.

### WITNESSETH

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

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

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

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

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

### GENERAL TERMS AND CONDITIONS

- 1. Term.** The term of this agreement shall commence on 10/08/2021 and terminate on 10/08/2024. **(Three year agreement – May be renewed with consent of both parties)**
- 2. Termination.** Notwithstanding anything herein contained to the contrary, either party may terminate this agreement with thirty (30) days written notice to the undersigned. In the event of early termination of this agreement, students who have not yet completed their K-12 Educational field experience assignment in the District may complete their assignment at the discretion of the University. Nothing in this agreement shall limit the right of the University, acting in its sole discretion, to remove a student from the K-12 setting at any time.

**3. Insurance.**

a. University shall maintain professional liability insurance coverage at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, University agrees to maintain comprehensive general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. University shall ensure that such policies provide for notification to District at least thirty (30) days in advance of any material modification or cancellation of such coverage. University also agrees to maintain statutory Workers' Compensation coverage on any individuals characterized as employees of University working at District pursuant to this Agreement at all times during the course of this Agreement. University shall provide certificates evidencing all coverage referred to in this section upon request of District.

b. District shall maintain professional liability insurance coverage at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, District agrees to maintain comprehensive general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. District shall ensure that such policies provide for notification to University at least thirty (30) days in advance of any material modification or cancellation of such coverage. District also agrees to maintain statutory Workers' Compensation coverage on any individuals characterized as employees of District working at District at all times during the course of this Agreement. District shall provide certificates evidencing all coverage referred to in this section upon request of University.

**4. Employment Status of Students.** Except in the specific situations described below, University students shall not be considered to be employees of the District.

a. Students Participating in Unpaid K-12 Educational Field Experience not at Student's Place of Employment: If the students are participating in an unpaid K-12 educational field experience not at the student's place of employment, it is understood that the University's students are fulfilling specific requirements for field experiences as part of a degree or credential program requirement, and therefore, the University's students do not thereby become employees of the District by virtue of their field experience.

b. Students Participating in Unpaid K-12 Educational Field Experience at Student's Place of Employment: If the students are participating in an unpaid internship or field experience at the student's place of employment, it is understood by the University and the District that the field experience and work duties of the students shall be kept strictly separate.

c. Students Participating in Paid K-12 Educational Field Experience: If the students are provided with a nominal payment from the District intended to reimburse them for estimated expenses related to their field experience, the students do not thereby become employees of the

District. If, however, the students are paid wages by the District for their service, then they become employees of the District, and the District is responsible for all employee obligations.

**5. Confidentiality.**

a. All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District shall remain strictly confidential and shall not be disclosed without consent of the District. The University agrees to notify students that they are responsible for respecting and maintaining the confidentiality of all information with respect to all students of the District.

b. The University and the District agree to comply with the Family Educational Rights and Privacy Act (FERPA) of 1974, and all requirements imposed by or pursuant to regulation of the Department of Education to the end that the rights and privacy of the students enrolled in the District and of their parents are not violated or invaded. This assurance is given to obtain access to individual student data for the purpose of using said data to fulfill assignments or contractual obligations with the District. The provisions of the Family Educational Rights and Privacy Act of 1974 include, but are not limited to ensuring that (a) no identification of students or their parent(s)/guardian(s) by persons other than representatives of the University and required persons performing activities mandated by the California Department of Education, California Commission on Teacher Credentialing (i.e. auditors) is permitted; (b) the individual student data will be destroyed when no longer needed for the purpose(s) for which they were obtained; (c) no access to individual student data shall be granted by the University to any other persons, agency, or organization without the written consent of the pupil's parent/guardian, except for sharing with other persons within the District or representatives of the University, so long as those persons have a legitimate interest in the information; (d) the District will not disclose the student records of the University's students except to University and District officials who have a legitimate need for the information consistent with their official responsibilities.

6. **Non-Discrimination.** Neither party shall unlawfully discriminate against any student on the basis of disability, age, race, color, gender, gender identity, sexual orientation, national and ethnic origin, or any other protected class in administration of the programs subject to this agreement.

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

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

University within the prescribed framework.

**9. Indemnification.** Except as otherwise may be provided in this Agreement, each party shall indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its agents, employees, servants, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its agents, employees, servants, students, or subcontractors.

## **10. Scope of Work.**

### **SCHOOL COUNSELING PRACTICUM**

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

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

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

The University will ensure students who participate in practicum have met the requirements of a valid CTC document, which includes a fingerprint and background check. Students will be informed that a District has the authorization to require additional documentation before beginning their practicum assignment.

The District recognizes the importance of facilitating Practicum placements that will enhance the students' confidence as a professional counselor. Settings for School Counselors should build basic counseling skills which include body language, listening, and development of trust with clients.

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



communication with the District.

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

### **SCHOOL COUNSELING FIELDWORK**

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

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

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

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

The District shall (a) support continuing education and professional growth and development of those staff members of the District responsible for supervision of assigned students; (b) provide the physical facilities and equipment necessary to conduct the fieldwork; (c) provide assigned students, whenever possible, with the use of library facilities, reasonable study and storage space; (d) make efforts to assist student in meeting course objectives; (e) advise the University of any changes in its personnel, operations or policies which may affect the fieldwork; (f) permit inspection by the University of the facilities, services available for learning experiences, student records, and other items pertaining to the fieldwork; (g) determine the number of students which the District can accommodate during a given period of time and accept only the number of students which the District can accommodate; and (h) provide access to the University and its students the applicable District rules and regulations with which they are expected to comply.

The University will provide a valid and reliable assessment that the District will use to assess the student's competence, a minimum of twice, at the mid-point and at the conclusion of fieldwork.

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

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

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

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

The University agrees to advise assigned students regarding appropriate health and professional liability insurance. All students will be covered by the University's group professional liability insurance as required by the terms of this agreement. The University agrees to require assigned students to comply with existing pertinent rules and regulations of the District and all reasonable directions given by qualified District personnel during periods of fieldwork assignment and while on District premises.

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

### **SCHOOL COUNSELING INTERN**

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

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

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

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

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

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

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

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

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

**11. General Provisions.**

a. Entire Agreement; Amendment. This Agreement including the attachments and exhibits hereto contains the complete and full agreement between the parties with respect to the subject matter hereof and shall supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement.

b. Assignment. University shall not subcontract, assign its rights or delegate its duties under this Agreement without the prior written consent of District. This Agreement shall be binding on and inure to the benefit of successors and permitted assigns of each party.

c. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement shall be instituted and prosecuted only in a court of proper jurisdiction in Orange County, California.

d. Severability. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.

e. Waiver. Any waiver of any terms, covenants and/or conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms, covenants and/or conditions hereof shall not be construed as a waiver of any other terms, covenants and/or conditions hereof nor shall any waiver constitute a continuing waiver.

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

The following signatures hereby indicate approval of this agreement:

Concordia University Irvine

DISTRICT

By: \_\_\_\_\_

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

Name: Rev. Dr. Scott Ashmon

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

Title: Senior Vice President and Provost

Title: \_\_\_\_\_

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

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

Concordia University Irvine  
Attn: Dr. Charlie Rodrigues  
1530 Concordia West  
Irvine, CA 92612  
Copy to:

Address: \_\_\_\_\_

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** October 7, 2021  
**TO:** Members, Board of Education  
**FROM:** Norm Enfield, Ed.D., Superintendent  
**PREPARED BY:** Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
**SUBJECT: WILLIAMS SETTLEMENT LEGISLATION QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY FOR JULY THROUGH SEPTEMBER 2021**

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**BACKGROUND**

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

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for July through September 2021.

**FISCAL IMPACT**

None.

NE:LF:gks

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

District Name: Chino Valley Unified School District

Quarter covered by this report: July 2021 – September 2021

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

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

Submitted by: Lea Fellows

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