



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

January 19, 2023

BOARD OF EDUCATION

Donald L. Bridge

Andrew Cruz

Jonathan Monroe

James Na

Sonja Shaw

Maya King, Student Representative

SUPERINTENDENT

Norm Enfield, Ed.D.

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
District Board Room – 5130 Riverside Drive, Chino, CA 91710
4:25 p.m. – Closed Session • 6:00 p.m. – Regular Meeting
January 19, 2023

AGENDA

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

The meeting is live streamed on the District's YouTube channel at https://www.youtube.com/channel/UCWKinB4PTb_uskobmwBF8pw.

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:25 P.M.

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

Discussion and possible action (times are approximate):

- a. Conference With Legal Counsel—Litigation (Gov. Code section 54956.9(d)(4).): One matter. (Tao Rossini, APC) (30 minutes)
- b. Conference With Legal Counsel Anticipated Litigation (Government Code 54954.5 (c) and 54956.9(d)(2) and (e)(1): One possible case. (Chidester, Margaret A. & Associates) (30 minutes)
- c. Student Discipline Matters (Education Code 35146, 48918 (c) & (j):): Expulsion cases 22/23-20, 22/23-28, and 22/23-30. (15 minutes)
- d. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Isabel Brenes, Sandra Chen, Eric Dahlstrom, and Richard Rideout. (10 minutes)
- e. Public Employee Appointment (Government Code 54957): Director of Purchasing; Elementary School Assistant Principal. (5 minutes)
- f. Public Employee Discipline/Dismissal/Release (Government Code 54957): (5 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. COMMENTS FROM STUDENT REPRESENTATIVE

Proceedings of this meeting are recorded.

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

II. ACTION

Motion ___ Second ___
 Preferential Vote: ___
 Vote: Yes ___ No ___

II.A. ADMINISTRATION

II.A.1. Character Education and Development

Page 8

Board member James Na recommends the Board of Education approve providing copies of Kirk Cameron’s *As You Grow*, and John Wooden’s *Pyramid of Success* to school libraries.

II.B. FACILITIES, PLANNING, AND OPERATIONS

II.B.1. Naming of Preserve School #2

Page 9

Recommend the Board of Education approve naming the Preserve School #2 _____.

II.C. HUMAN RESOURCES

II.C.1. Public Notice and Hearing Regarding the District’s Initial Bargaining Proposal to the Associated Chino Teachers for a Reopener Collective Bargaining Agreement Effective July 1, 2023

Page 11

Recommend the Board of Education give public notice and conduct a public hearing regarding the District’s initial bargaining proposal to the Associated Chino Teachers for a reopener Collective Bargaining Agreement effective July 1, 2023.

III. CONSENT

III.A. ADMINISTRATION

III.A.1. Minutes of the December 15, 2022 Organizational Meeting

Page 13

Recommend the Board of Education approve the minutes of the December 15, 2022 organizational meeting.

III.A.2. Revision of Bylaws of the Board 9100—Organization
Page 23 Recommend the Board of Education approve the revision of Bylaws of the Board 9100—Organization.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register
Page 26 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

III.B.2. 2022/2023 Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students
Page 27 Recommend the Board of Education approve/ratify the 2022/2023 applications to operate fundraising activities and other activities for the benefit of students.

III.B.3. Fundraising Activities
Page 29 Recommend the Board of Education approve/ratify the fundraising activities.

III.B.4. Donations
Page 32 Recommend the Board of Education accept the donations.

III.B.5. Legal Services
Page 35 Recommend the Board of Education approve payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; Margaret A. Chidester & Associates; and Tao Rossini, APC.

III.B.6. Signature Authorizations for Chino Valley Unified School District
Page 36 Recommend the Board of Education approve the signature authorizations for Chino Valley Unified School District.

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

III.C.1. Student Expulsion Cases 22/23-20, 22/23-28, and 22/23-30
Page 41 Recommend the Board of Education approve student expulsion cases 22/23-20, 22/23-28, and 22/23-30.

III.C.2. School Sponsored Trips
Page 42 Recommend the Board of Education approve/ratify the school-sponsored trip for Newman ES; Ayala HS; Chino HS; Chino Hills HS; and Don Lugo HS.

III.C.3. Chino Valley Unified School District 2022/2023 School Accountability Report Cards
Page 44 Recommend the Board of Education approve the Chino Valley Unified School District 2022/2023 School Accountability Report Cards.

III.C.4. 2023 Supplemental Summer Instruction Program and Special Education Extended School Year

Page 46

Recommend the Board of Education approve the 2023 Supplemental Summer Instruction Program and Special Education Extended School Year.

III.C.5. Proclamation for National School Counseling Week, February 6-10, 2023

Page 48

Recommend the Board of Education adopt the proclamation for National School Counseling Week, February 6-10, 2023.

III.C.6. Resolution 2022/2023-28, Recognizing February as Career and Technical Education Month

Page 50

Recommend the Board of Education adopt Resolution 2022/2023-28, Recognizing February as Career and Technical Education Month.

III.C.7. Revision of Board Policy 6143 Instruction—Courses of Study

Page 53

Recommend the Board of Education approve the revision of Board Policy 6143 Instruction—Courses of Study.

III.C.8. Revision of Board Policy 6146.1 Instruction—High School Graduation Requirements

Page 59

Recommend the Board of Education approve the revision of Board Policy 6146.1 Instruction—High School Graduation Requirements.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Page 67

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

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

Page 68

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

III.D.3. Resolution 2022/2023-26, Authorization to Utilize a Piggyback Contract

Page 71

Recommend the Board of Education adopt Resolution 2022/2023-26, Authorization to Utilize a Piggyback Contract.

III.D.4. Change Order and Notice of Completion for CUPCCAA Projects

Page 75

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

III.D.5. Change Order and Notice of Completion for Bid No. 21-22-11F, Ayala HS and Chino Hills HS Gym Roofing Project

Page 77

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-11F, Ayala HS and Chino Hills HS Gym Roofing Project.

III.D.6. Change Order and Notice of Completion for Bid No. 22-23-02F, Classroom Preparation for Viewsonics-Group 4

Page 79

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 22-23-02F, Classroom Preparation for ViewSonics-Group 4.

III.D.7. Change Order for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 11-01)

Page 81

Recommend the Board of Education approve the Change Order for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 11-01).

III.D.8. Change Order for Bid No. 22-23-05F, Ayala HS and Chino HS Track Resurfacing Project

Page 82

Recommend the Board of Education approve the Change Order for Bid No. 22-23-05F, Ayala HS and Chino HS Track Resurfacing Project.

III.D.9. Award of Bid No. 22-23-24, Transportation Department Vehicles-Rebid

Page 83

Recommend the Board of Education award Bid No. 22-23-24, Transportation Department Vehicles-Rebid to A-Z Bus Sales, Inc.

III.D.10. Revision of Board Policy 3430 Business and Noninstructional Operations—District Investments

Page 84

Recommend the Board of Education approve the revision of Board Policy 3430 Business and Noninstructional Operations—District Investments.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Page 99

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

III.E.2. Affiliation Agreement with IEC Corporation

Page 104

Recommend the Board of Education approve the affiliation agreement with IEC Corporation.

IV. INFORMATION

IV.A. ADMINISTRATION

IV.A.1. Revision of Bylaws of the Board 9220—Governing Board Elections

Page 112

Recommend the Board of Education receive for information the revision of Bylaws of the Board 9220—Governing Board Elections.

IV.A.2. Revision of Bylaws of the Board 9223—Filling Vacancies
Page 119 Recommend the Board of Education receive for information the revision of Bylaws of the Board 9223—Filling Vacancies.

IV.A.3. Revision of Bylaws of the Board 9323—Meeting Conduct
Page 126 Recommend the Board of Education receive for information the revision of Bylaws of the Board 9323—Meeting Conduct.

IV.B. BUSINESS SERVICES

IV.B.1. 2021/2022 Independent Auditors Annual Financial Audit Report
Page 133 Recommend the Board of Education receive for information the 2021/2022 Independent Auditor’s Annual Financial Audit Report.

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

IV.C.1. Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October Through December 2022
Page 134 Recommend the Board of Education receive for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October through December 2022.

IV.D. FACILITIES, PLANNING, AND OPERATIONS

IV.D.1. Measure G Financial/Performance Audit Report
Page 136 Recommend the Board of Education receive for information the Measure G Financial/Performance Audit Report.

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: January 19, 2023
TO: Members, Board of Education
FROM: James Na, Member, Board of Education
SUBJECT: CHARACTER EDUCATION AND DEVELOPMENT

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BACKGROUND

In order to support the District’s mission statement and core values, Board member James Na is recommending that our school libraries make available the following two books with an emphasis on youth character development and teaching important life skills that focus on what is needed to achieve personal bests in life.

- 1) *As You Grow* by Kirk Cameron
- 2) *Pyramid of Success* by John Wooden

Board member Na submitted this agenda item in accordance with Board Bylaw 9322—Agenda/Meeting Materials.

RECOMMENDATION

Board member James Na recommends the Board of Education approve providing copies of Kirk Cameron’s *As You Grow*, and John Wooden’s *Pyramid of Success* to school libraries.

FISCAL IMPACT

Unknown at this time.

JN:pk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: January 19, 2023
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
SUBJECT: NAMING OF PRESERVE SCHOOL #2

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BACKGROUND

On November 3, 2022, the Board of Education, in accordance with Board Policy 7310, Naming of Facilities, approved the naming process of Preserve School #2 and opened a 30-day window to the public to submit names, comments and recommendations on this request. The District received suggestions via email through the District website during the 30-day window.

On December 15, 2022, the Board held a public hearing on the proposed names received and entertained additional public comments. There were no speakers or comments at the public hearing.

The following suggestions were submitted and received for the Board’s consideration:

Louis W. Elementary	Wayne M. Joseph K-8
Lou Moreno	Wayne Joseph Elementary
Louis W. Moreno Elementary School	Abott Thyme Elementary
Louis W. Moreno School	Preserve Academy
Louis W. Moreno	Alta Dena Elementary
Vander Pol Elementary	Dairy Land
Horus	Dairy Land Preserve
Thoth	Hillside High
Wisdom Thoth	Rincon Elementary
El Prado Preserve Academy	The Preserve
King Tut (Tutankhamun)	Schoolie McSchoolFace
Hope	Catamounts
Preserve Hope Academy	Rancho Santa Ana Academy
Yorba Slaughter Elementary	El Prado Academy
Randall Lewis STEM Academy	Martin A. Silveira Elementary
Kemet	

The item is before the Board for further public comment and final action to select a name for Preserve School #2.

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

RECOMMENDATION

It is recommended the Board of Education approve naming the Preserve School #2

FISCAL IMPACT

None.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: January 19, 2023
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: PUBLIC NOTICE AND HEARING REGARDING THE DISTRICT’S
INITIAL BARGAINING PROPOSAL TO THE ASSOCIATED CHINO
TEACHERS FOR A REOPENER COLLECTIVE BARGAINING
AGREEMENT EFFECTIVE JULY 1, 2023**

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BACKGROUND

The present Collective Bargaining Agreement between the Chino Valley Unified School District and the Associated Chino Teachers (A.C.T.), expires on June 30, 2022. Pursuant to Government Code Section 3547, A.C.T. gave notice to the District regarding its initial proposal for a reopener Collective Bargaining Agreement on December 2, 2022, and a public hearing was conducted on December 15, 2022.

In accordance with Article 2.1 of the Collective Bargaining Agreement between the Chino Valley Unified School District and A.C.T., the Board is required to conduct a public hearing on the District’s initial proposal to the A.C.T. for the purpose of negotiating a reopener Agreement.

Pursuant to Government Code section 3547 and Administrative Regulation 4143.1, Public Notice – Personnel Negotiations, the Governing Board of the Chino Valley Unified School District (“District”) hereby submits the following initial proposals for public hearing and adoption regarding successor negotiations with the Associated Chino Teachers (“ACT”). The District proposes to open negotiations on the following articles and subject areas:

Article 8— Evaluations:

The District will propose changes to the certificated evaluation form.

Appendix C — Elementary Grade Level and Secondary Department Chairpersons:

The District will propose language to address the selection of elementary grade level and secondary department chairpersons.

Psychologist, Behavioral Health Counselors and Behavioral Intervention Counselors

The District will propose to continue negotiations to integrate these groups into the collective bargaining agreement in all applicable articles.

Additional subjects of meeting and negotiating arising after the presentation of this initial proposal shall be made public within 24 hours pursuant to Government Code 3547(d).

RECOMMENDATION

It is recommended the Board of Education give public notice and conduct a public hearing regarding the District's initial bargaining proposal to the Associated Chino Teachers for a reopener Collective Bargaining Agreement effective July 1, 2023.

FISCAL IMPACT

To be determined through the bargaining process and disclosed prior to any Board action being taken pursuant to Board Policy 4143.1 and Government Code 3547.5.

NE:RR:IB:ED:mcm

CHINO VALLEY UNIFIED SCHOOL DISTRICT
ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION
December 15, 2022

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:00 P.M.

1. Roll Call

Vice President Cruz called to order the organizational meeting of the Board of Education, Thursday, December 15, 2022, at 4:00 p.m. with Bridge, Monroe, Na, Shaw, and Cruz present.

Superintendent Enfield administered the oath of office to Sonja Shaw and Jonathan Monroe prior to adjourning to 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

Vice President Cruz adjourned to closed session at 4:06 p.m. regarding conference with real property negotiators; conference with legal counsel anticipated litigation-one possible case; student readmission matters; student discipline matters; public employee appointment: junior high school principal; and public employee performance evaluation: Superintendent. It was noted for the record that student readmission case 21/22-02 was corrected to read 22/23-02.

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

1. Report Closed Session Action

Vice President Cruz reconvened the organizational meeting of the Board of Education at 6:00 p.m. with Bridge, Monroe, Na, Shaw, and Cruz present.

The Board met in closed session from 4:06 p.m. to 5:41 p.m. regarding conference with real property negotiators; conference with legal counsel anticipated litigation-one possible case; student readmission matters; student discipline matters; public employee appointment: junior high school principal; and public employee performance evaluation: Superintendent. By a unanimous vote of 5-0 with Bridge, Cruz, Monroe, Na, and Shaw voting yes, the Board appointed Joseph Duarte as principal of Magnolia Junior High School effective January 4, 2023. Additionally, under anticipated litigation, the Board provided counsel with direction. No further action was taken that required public disclosure.

2. Pledge of Allegiance

Led by Maddison and Brooke Shaw.

I.C. OATH OF OFFICE FOR BOARD MEMBERS

Superior Court Judge Mark Petersen administered the oath of office to Sonja Shaw and Jonathan Monroe.

I.D. PRESENTATION

1. Boys Republic: Della Robbia Wreath

Presented by Principal Carl Hampton and Boys Republic students.

I.E. ORGANIZATION OF BOARD

Election of Officers/Representatives

1. President

Andrew Cruz nominated Sonja Shaw as president. There were no other nominations, and Sonja Shaw was elected president.

2. Vice President

President Shaw nominated James Na – Mr. Na declined and nominated Jonathan Monroe as vice president. There were no other nominations, and Jonathan Monroe was elected as vice president.

3. Clerk

James Na nominated Andrew Cruz as clerk. There were no other nominations, and Andrew Cruz was elected as clerk.

Appointment of Superintendent as Secretary to the Board

Moved (Na) seconded (Monroe) carried unanimously (5-0) to appoint Superintendent Enfield as Secretary to the Board.

4. Liaison–City of Chino
Sonja Shaw volunteered to serve as Board liaison to the city of Chino. There were no other volunteers or nominations, and Sonja Shaw was elected.
5. Liaison–City of Chino Hills
Jonathan Monroe volunteered to serve as Board liaison to the city of Chino Hills. There were no other volunteers or nominations, and Jonathan Monroe was elected.
6. Liaison–City of Ontario
Andrew Cruz volunteered to serve as Board liaison to the city of Ontario. There were no other volunteers or nominations, and Andrew Cruz was elected.
7. Liaison–Chino Valley Independent Fire District
Jonathan Monroe volunteered to serve as Board liaison to the Chino Valley Independent Fire District. There were no other volunteers or nominations, and Jonathan Monroe was elected.
8. Representative–County Committee on School District Organization
Andrew Cruz volunteered to serve as Board representative to the County Committee on School District Organization. There were no other volunteers or nominations, and Andrew Cruz was elected.
9. Representative–Chino Hills Parks and Recreation Commission
Don Bridge volunteered to serve as Board representative to the Chino Hills Park and Recreation Commission. There were no other volunteers or nominations, and Don Bridge was elected.
10. Two Representatives–Joint Meeting with the City of Chino
James Na and Andrew Cruz volunteered to serve as Board representatives to the Joint Meeting with the city of Chino. There were no other volunteers or nominations, and James Na and Andrew Cruz were elected.
11. Two Representatives–Joint Meeting with the City of Chino Hills
James Na and Andrew Cruz volunteered to serve as Board representatives to the Joint Meeting with the city of Chino Hills. There were no other volunteers or nominations, and James Na and Andrew Cruz were elected.
12. Representative-Chino Valley Chamber of Commerce
Don Bridge volunteered to serve as Board representative to the Chino Valley Chamber of Commerce. There were no other volunteers or nominations, and Don Bridge was elected.

13. Representative and Alternate-Baldy View Regional Occupational Program Commission for a Term to Expire in December 2023

James Na nominated Sonja Shaw and Don Bridge to serve as Board representative and alternate to the Baldy View Regional Occupational Program. There were no other volunteers or nominations, and Sonja Shaw was elected as representative, and Don Bridge as alternate.

I.F. BREAK FOR RECEPTION

The Board recessed at 6:30 p.m. for a reception, and reconvened at 7:00 p.m.

I.G. COMMENTS FROM STUDENT REPRESENTATIVE

Student representative Maya King was absent.

I.H. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Jonathan Gabriel, CSEA, thanked all Board members for stepping up and serving.

Molly Large, CHAMP, welcomed new Board members Shaw and Monroe; congratulated Josh Reger assistant principal at EJ Marshall ES for being recognized as co-administrator of the year by ACSA Region 12; recognized the Chino Valley Fire Foundation for sponsoring the annual Make a Child Smile program; thanked CHAMP membership for their support in the gift card drive to benefit the Hope Center; spoke about recent school activities; and closed by expressing gratitude to students, families, and community.

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

The following individuals addressed the Board: Leila Maleki to acknowledge and thank staff for helping students; Art Bennett to congratulate newly elected Board members Shaw and Monroe, announced the city of Chino Hills reorganization and Boat Parade; Curtis Burton to introduced himself at the liaison from the city of Chino and congratulate newly elected Board members Shaw and Monroe; Michael Apolinar, Oscar Avila, Misty, Chris Shaw, to congratulate newly elected Board members Shaw and Monroe; Jeff Morabito, principal of Sycamore Academy, to introduce himself; Rita Loof regarding special education concerns related to West End SELPA; Monica Thomas regarding school bus pickups being late daily adversely affecting her child's education; and Greg Abdouch to congratulate newly elected Board members Shaw and Monroe.

I.J. CHANGES AND DELETIONS

The following change was read into the record: Item III.D.2., Agreements for Contractor/Consultant Service, was yellow sheeted to include a new contract.

II. ACTION

II.A. ADMINISTRATION

II.A.1. 2023/2024 Board Meeting Calendar

Moved (Na) seconded (Cruz) carried unanimously (5-0) to approve the 2023/2024 Board meeting calendar.

II.A.2. Nominations for California School Boards Association Delegate Assembly

This item failed for lack of a motion.

II.B. BUSINESS SERVICES

II.B.1. 2022/2023 First Interim Financial Report

Moved (Na) seconded (Cruz) carried unanimously (5-0) to approve the 2022/2023 First Interim Financial Report, and authorize the President of the Board of Education and the Superintendent to sign the positive Certification of Financial Condition for the current and two subsequent fiscal years.

II.C. FACILITIES, PLANNING, AND OPERATIONS

II.C.1. Public Hearing to Receive Community Input on the Naming of Preserve School #2

President Shaw opened the public hearing at 7:34 p.m. regarding community input on the naming of Preserve School #2. There were no speakers, and the hearing was closed at 7:34 p.m.

II.D. HUMAN RESOURCES

II.D.1. Public Notice and Hearing Regarding the Associated Chino Teachers Initial Bargaining Proposal to the Chino Valley Unified School District for a Reopener Collective Bargaining Agreement Effective July 1, 2023

President Shaw opened the public hearing at 7:34 p.m. regarding the Associated Chino Teachers initial bargaining proposal to the Chino Valley Unified School District for a reopener Collective Bargaining Agreement effective July 1, 2023. There were no speakers, and the hearing was closed at 7:35 p.m.

III. CONSENT

Oscar Avila addressed the Board on Item III.B.2. Moved (Na) seconded (Cruz) carried unanimously (5-0) to approve the consent items, as amended.

III.A. ADMINISTRATION**III.A.1. Minutes of the Regular Meeting of November 17, 2022**

Approved the minutes of the regular meeting of November 17, 2022.

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.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**III.C.1. Student Readmission Cases 22/23-02, 21/22-04, 21/22-16, 21/22-20, 21/22-41, 21/22-49, and 21/22-53**

Approved student readmission cases 22/23-02, 21/22-04, 21/22-16, 21/22-20, 21/22-41, 21/22-49, and 21/22-53, as amended.

III.C.2. Student Expulsion Cases 22/23-17, 22/23-22, and 22/23-26

Approved student expulsion cases 22/23-17, 22/23-22, and 22/23-26.

III.C.3. School-Sponsored Trips

Approved/ratified the following school-sponsored trips for: Wickman ES, Ayala HS, Chino HS, and Chino Hills HS.

III.C.4. Adoption of the Master Plan for Multilingual Programs 2022/2023

Adopted the Master Plan for Multilingual Programs 2022/2023.

III.C.5. Memorandum of Understanding for a Joint Powers Authority or a County Office of Education for Participation in the Career Technical Education Incentive grant and K12 Strong Workforce Program Grant

Approved the Memorandum of Understanding for a Joint Powers Authority or a County Office of Education for participation in the Career Technical Education Incentive Grant and K12 Strong Workforce Program Grant.

III.C.6. Revision of Board Policy 5111 Students—Admission

Approved the revision of Board Policy 5111 Students—Admission.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services, as amended.

III.D.3. Resolution 2022/2023-23, 2022/2023-24, and 2022/2023-25, Authorization to Utilize Piggyback Contracts

Adopted Resolution 2022/2023-23, 2022/2023-24, and 2022/2023-25, Authorization to Utilize Piggyback Contracts.

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

Approved the Notice of Completion for CUPCCAA Projects.

III.D.5. Award of CUPCCAA Bid No. 22-23-17I, District-Wide NFPA 72 Fire Alarm Testing

Awarded CUPCCAA Bid No. 22-23-17I, District-Wide NFPA72 Fire Alarm Testing to Tim & Alarm Systems.

III.D.6. Award of Bid No. 22-23-12F, District-Wide Emergency Supply Replacement

Awarded Bid No. 22-23-12F, District-Wide Emergency Supply Replacement to More Prepared, LLC.

III.D.7. Award of Bid No. 22-23-18F, New District Office Generator Installation

Awarded Bid No. 22-23-18F, New District Office Generator Installation to Mel Smith Electric.

III.D.8. Award of Bid No. 22-23-19F, Ayala HS, Chino Hills HS, and Don Lugo HS Baseball Scoreboard Replacement Project

Awarded Bid No. 22-23-19F, Ayala HS, Chino Hills HS, and Don Lugo HS Baseball Scoreboard Replacement Project to Tricore Enterprises, Inc.

III.D.9. Award of Bid No. 22-23-20F, Ayala HS, Chino HS, Chino Hills HS, and Don Lugo HS Football Scoreboard Replacement Project

Awarded Bid No. 22-23-20F, Ayala HS, Chino HS, Chino Hills HS, and Don Lugo HS Football Scoreboard Replacement Project to Tricore Enterprises, Inc.

III.D.10. Rejection of Bid No. 22-23-21, Transportation Department Vehicles

Rejected the bid received for Bid No. 22-23-21, Transportation Department Vehicles and authorize staff to re-bid the project.

III.D.11. Request for Proposals No. 22-23-15, New District Office Furniture and Equipment

Awarded RFP No. 22-23-15, New District Office Furniture and Equipment to Culver Newlin.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Approved/ratified the certificated/classified personnel items.

III.E.2. Student Teaching Agreements with Kansas State University and Western Governors University

Approved the student teaching agreements with Kansas State University and Western Governors University.

III.E.3. Student Fieldwork Agreement with Loma Linda University

Approved the student fieldwork agreement with Loma Linda University.

III.E.4. Student Internship Agreement with Loyola Marymount University

Approved the student internship agreement with Loyola Marymount University.

IV. INFORMATION

IV.A. ADMINISTRATION

IV.A.1. Revision of Bylaws of the Board 9100—Organization

Received for information the revision of Bylaws of the Board 9100—Organization.

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

IV.B.1. San Bernardino County Superintendent of Schools Williams Settlement Fiscal Year 2021/2022 Annual Report

Received for information the San Bernardino County Superintendent of Schools Williams Settlement Fiscal Year 2021/2022 Annual Report.

IV.B.2. Revision of Board Policy 6143 Instruction—Courses of Study

Received for information the revision of Board Policy 6143 Instruction—Courses of Study.

IV.B.3. Revision of Board Policy 6146.1 Instruction—High school Graduation Requirements

Received for information the revision of Board Policy 6146.1 Instruction—High School Graduation Requirements.

IV.C. FACILITIES, PLANNING, AND OPERATIONS

IV.C.1. Revision of Board Policy 3430 Business and Noninstructional Operations—District Investments

Received for information the revision of Board Policy 3430 Business and Noninstructional Operations—District Investments.

<p>V. COMMUNICATIONS</p>

BOARD MEMBERS AND SUPERINTENDENT

James Na thanked family members and friends for attending the evening’s Board meeting; said all their hard work and involvement resulted in a victory; thanked parents for standing up for children; spoke about the passing of Don Lugo HS football coach Greg Gano; said that an attendee requested that breaks be at the end of meetings so that the public has an opportunity to address the Board earlier; and wished everyone a merry Christmas.

Don Bridge welcomed new Board members Mrs. Shaw and Mr. Monroe and congratulated them on their election as well as their election as president and vice president; said he attended the CSBA Annual Education Conference where Ayala HS teacher Michael Collins received the Golden Bell Award; congratulated Townsend JHS teacher Jodie Noblett for her recognition as a California League of Educators Educator of the Year finalist; said school bands have been busy in competition; said he attended the Don Lugo HS versus Ayala HS boys basketball game; attended the Make a Child Smile Program; spoke about the passing of former football coach Greg Gano; gave a reminder that second semester begins after the winter break; and wished everyone a wonderful holiday season.

Andrew Cruz congratulated Mrs. Shaw and Mr. Monroe on their election; and spoke about Coach Gano’s kindness.

Jonathan Monroe spoke about the person Coach Gano was; said Chino Hills HS band took first place and swept every category and they were performing collegiate level material; and thanked his wife for her support in his run for the school Board.

Superintendent Enfield congratulated Mrs. Shaw and Mr. Monroe for being elected to the Board and elected as president and vice president, respectively; announced a January 14 Board governance session; and wished everyone a merry Christmas and happy holiday and new year.

President Shaw thanked the community for sticking together through everything; thanked her family, kids, and husband for supporting her; said the Board stood united at the CSBA conference; said she was grateful to Boys Republic for what they do; said the Make a Child Smile event was heartwarming; said she attended a Chamber of Commerce luncheon where Chino Valley students took part in the Pitch competition; and acknowledged the contributions made by Coach Gano.

VI. ADJOURNMENT

President Shaw adjourned the organizational meeting of the Board of Education in memory of Don Lugo HS coach Greg Gano at 8:01 p.m.

Sonja Shaw, President

Andrew Cruz, 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: January 19, 2023
TO: Members, Board of Education
FROM: Andrew Cruz, Member, Board of Education
SUBJECT: REVISION OF BYLAWS OF THE BOARD 9100 —ORGANIZATION

=====

BACKGROUND

At the Board of Education’s November 17, 2022 meeting, Vice President Andrew Cruz requested an agenda item to revise Bylaws of the Board 9100—Organization so that the election of officers is by rotation.

Additionally, Bylaw 9100 is updated to reflect new law (AB 486, 2021) which changes the date requirements for Districts to hold their annual organizational meeting. This item was presented as information on December 15, 2022.

RECOMMENDATION

Board member Andrew Cruz recommends the Board of Education approve the revision of Bylaws of the Board 9100—Organization.

FISCAL IMPACT

None.

AC:pk

ORGANIZATION**Annual Organizational Meeting**

Each year, the Board of Education shall hold an annual organizational meeting. In any year in which a regular election of District Board members is conducted, the organizational meeting shall be held within a ~~15 dayS~~ FOLLOWING THE SECOND FRIDAY IN DECEMBER AFTER THE REGULAR ELECTION. ~~period beginning from the date upon which a Board member elected at that election takes office.~~ During ALL OTHER ~~non-election~~ years, the meeting MAY ~~shall~~ be held ON ANY DATE IN DECEMBER, BUT NO LATER THAN DECEMBER 20 ~~within the same 15-day period on the calendar.~~ (Education Code 35143)

DURING ANY YEAR IN WHICH A REGULAR ELECTION IS CONDUCTED, THE BOARD, AT THE REGULAR MEETING HELD IMMEDIATELY PRIOR TO THE SECOND FRIDAY IN DECEMBER, SHALL SELECT THE DAY AND TIME OF THE ORGANIZATIONAL MEETING. FOR ANY OTHER YEAR, THE DAY AND TIME OF THE ORGANIZATIONAL MEETING SHALL BE SELECTED AT THE LAST REGULAR MEETING HELD IMMEDIATELY BEFORE THE ANNUAL MEETING. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Government Code 35143)

At this meeting the Board shall:

1. Elect a president, vice president, and a clerk from its members.
2. Appoint the Superintendent as the secretary to the Board.
3. Authorize signatures.
4. Approve a schedule of regular meetings for the year.
5. Designate Board representatives to serve on committees or commissions of the District, other public agencies, or organizations with which the District partners or collaborates.
6. REVIEW AND/OR CONSIDER RESOURCES THAT DEFINE AND CLARIFY THE BOARD'S GOVERNANCE AND LEADERSHIP ROLES AND RESPONSIBILITIES INCLUDING, BUT NOT LIMITED TO, GOVERNANCE STANDARDS, MEETING PROTOCOLS, BOARD RULES AND BYLAWS, AND OTHER BOARD DEVELOPMENT MATERIALS.

Annual Organizational Meeting (cont.)

(cf. 9140 -- Board Representatives)

Election of Officers

THE BOARD SHALL EACH YEAR IDENTIFY ITS ENTIRE SLATE OF OFFICERS ON A ROTATING BASIS, AND A BOARD TRUSTEE SHALL TAKE THE POSITION OF BOARD MEMBER AFTER SERVING ONE TERM AS PRESIDENT.

IN A NON-ELECTION YEAR, EACH BOARD MEMBER WILL ROTATE INTO THE NEXT HIGHEST POSITION ON THE SLATE.

IN AN ELECTION YEAR, MEMBERS WHO ARE REELECTED WILL FOLLOW THEIR PREVIOUSLY ESTABLISHED ROTATION ORDER. NEWLY ELECTED BOARD MEMBERS WILL ENTER INTO THE REMAINING OPEN POSITIONS AND THE NEWLY ELECTED BOARD MEMBER WITH THE HIGHEST NUMBER OF POPULAR VOTES WILL ASSUME THE REMAINING HIGHEST POSITION AND SO ON UNTIL A COMPLETE ROTATION ORDER IS ESTABLISHED. THE OUTGOING PRESIDENT WILL ALWAYS ASSUME THE LOWEST POSITION IN THE ROTATION ORDER.

~~The Board shall each year elect its entire slate of officers.~~

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

Legal Reference:

EDUCATION CODE

35143 Annual organizational meeting date, and notice

35145 Public meetings

5017 Term of Office

GOVERNMENT CODE

54953 Meetings to be open and public; attendance

ATTORNEY GENERAL OPINIONS

68 OPS. CAL. ATTY. GEN. 65 (1985)

59 OPS. CAL. ATTY. GEN. 619, 621-622 (1976)

Chino Valley Unified School District

Bylaw adopted: August 17, 1995

Revised: May 20, 1999

Revised: March 16, 2006

Revised: November 6, 2008

Revised: November 21, 2019

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023
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

\$10,778,407.42 to all District funding sources.

NE:SHC:LP:if

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: January 19, 2023
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Liz Pensick, Director, Fiscal Services
**SUBJECT: 2022/2023 APPLICATIONS TO OPERATE FUNDRAISING
ACTIVITIES AND OTHER ACTIVITIES FOR THE BENEFIT OF
STUDENTS**

=====

BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education approve/ratify the 2022/2023 applications to operate fundraising activities and other activities for the benefit of students.

FISCAL IMPACT

None.

NE:SHC:LP:if

CHINO VALLEY UNIFIED SCHOOL DISTRICT
January 19, 2023

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

School

Ayala HS

Organization

Track & Field Boosters

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: January 19, 2023
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
January 19, 2023

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Cattle ES</u>		
ASB - Leadership	Valentine Grams	2/6/23 - 2/10/23
<u>Dickson ES</u>		
ASB - 6th Grade	Recycle Drive	2/3/23 - 4/14/23
<u>Glenmeade ES</u>		
PTA	Crumb Cookies	1/25/23
PTA	Father Daughter Sweetheart Dance	2/10/23
PTA	Chick-fil-A Dine Out	2/28/23
PTA	Mother Son 80's Glow Dance	4/14/23
<u>Rhodes ES</u>		
PEP Club	Island's Family Fun Night	3/21/23
PEP Club	McDonald's Family Fun Night	4/26/23
<u>Rolling Ridge ES</u>		
PTA	Father Daughter Dance	2/3/23
<u>Walnut ES</u>		
PFA	Shakey's Pizza Night	1/25/23
PFA	Valentine Grams	2/6/23 - 2/14/23
PFA	Chuck E. Cheese Night	2/24/23
PFA	Popcornopolis	2/27/23 - 3/10/23
PFA	Color Run	3/14/23
PFA	Someone Special Dance	3/15/23
<u>Canyon Hills JHS</u>		
ASB - Yearbook	Donation Drive (RATIFY)	11/1/22 - 12/15/22
<u>Magnolia JHS</u>		
ASB - General	Chipotle Dine Out	3/8/23
ASB - General	Raising Cane's Chicken Fingers	4/12/23

CHINO VALLEY UNIFIED SCHOOL DISTRICT
January 19, 2023

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Ayala HS</u>		
ASB - General	7 Leaves Café	1/20/23
Football Boosters	Youth Weight Lifting Camp	2/2/23 - 3/14/23
ASB - Find Kind Club	Ding Tea	2/24/23
<u>Chino HS</u>		
ASB - Link Crew	Snap! Raise	2/1/23 - 2/28/23
ASB - Link Crew	Valentine Grams	2/9/23 - 2/13/23
ASB - Link Crew	Movie Night Ticket Sales	3/3/23
ASB - Link Crew	Movie Night Concessions	3/3/23
Basketball Boosters	Basketball Concessions	1/20/23 - 2/17/23
<u>Chino Hills HS</u>		
ASB - ACR	Lemongrass Bistro Dine Out	1/25/23 - 1/29/23
ASB - General	Think n Local	2/1/23 - 3/1/23
ASB - Crafting Kindness Club	Think n Local	2/17/23 - 3/10/23
<u>Don Lugo HS</u>		
ASB - Baseball	Angel Ticket Vouchers	1/23/23 - 3/6/23
ASB - Baseball	Mountain Mike's Pizza	3/14/23
ASB - Baseball	Concessions	3/17/23 - 4/28/23

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: January 19, 2023
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Liz Pensick, Director, Fiscal Services
SUBJECT: DONATIONS

=====

BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education accept the donations.

FISCAL IMPACT

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

NE:SHC:LP:if

CHINO VALLEY UNIFIED SCHOOL DISTRICT
January 19, 2023

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>HOPE Program/Care Closet</u>		
Beverly Hatch	Gift Cards	\$20.00
Brandon David	Gift Cards	\$25.00
Michelle Seward	Gift Cards	\$50.00
Christ Lutheran Church	Gift Cards	\$100.00
Laura Jones-Kelly	Gift Cards	\$100.00
Rosa Isela Mercado	Gift Cards	\$100.00
Special Education Department	Gift Cards	\$100.00
Sherry Hall	Gift Cards	\$150.00
Deborah Cassettari	Gift Cards	\$155.00
Delta Kappa Gama/Chapter Kappa Beta	Gift Cards	\$200.00
Meza Family	Gift Cards	\$200.00
Steve Moody	Gift Cards	\$250.00
Veterans of Foreign Wars, Post 11546	Gift Cards	\$400.00
Martin Silveira	Gift Cards	\$500.00
Richard & Rhonda Fellows	Gift Cards	\$500.00
Susan Stack	Gift Cards	\$600.00
FedEx	Gift Cards	\$650.00
Litel Elementary	Gift Cards	\$665.00
Maintenance & Operations Department	Gift Cards	\$800.00
Miracle on 3rd Street	Gift Cards	\$1,750.00
<u>Canyon Hills JHS</u>		
Elizabeth Bartolotto	Cash	\$100.00
Maria A. Cruz-Agustin, DDS	Cash	\$100.00
Michael Mora	Cash	\$200.00
Peiwen Chen Liu	Cash	\$200.00
Yuhong Du	Cash	\$200.00
Anna & Jong Lee	Cash	\$220.00
Bei Zhang	Cash	\$220.00
Billy & Mary Yim	Cash	\$220.00
Clifton Hsu & Chia-Hui Lee	Cash	\$220.00
Dorian & Nicole Grimes	Cash	\$220.00
Frances Ventura	Cash	\$220.00
Keng Chung Cheng & Hsuan-Hua Liu	Cash	\$220.00
Melanie & Justin Rash	Cash	\$220.00
Rodrigo & Sylvia Rivas	Cash	\$220.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT
January 19, 2023

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Canyon Hills JHS (cont.)</u>		
Shirley Chia-Wen Hsu & Jerry Mao	Cash	\$220.00
Yu-Ying Chao & Yu-Min Lin	Cash	\$220.00
Mod Design Build, Inc.	Cash	\$400.00
Surg Hotels LLC, DBA; Coast Inn Hotel	Cash	\$400.00
Cecilia Lam Tran	Cash	\$440.00
May Jocson Evangelista	Cash	\$440.00
Peter Casaba & Maria Csabane	Cash	\$440.00
Jenna Moon & Steve Lim	Cash	\$500.00
Jing Fan & Bin Xie	Cash	\$600.00
Jeffrey & Lala Lee	Cash	\$700.00
<u>Don Lugo HS</u>		
UCHOOZ Positive Youth	Cash	\$640.00
Lisa & Richard Montijo		
John & Lucia Chavez	Cash	\$1,000.00

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

DATE: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: LEGAL SERVICES

=====

BACKGROUND

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

FIRM	MONTHS	INVOICE AMOUNTS	2022/2023 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	November	\$18,735.63	\$ 113,673.16
Margaret A. Chidester & Associates	November	\$15,333.00	\$ 72,481.63
Tao Rossini, APC	November	\$21,028.74	\$ 26,932.49
Fagen, Friedman & Fulfroft	-	-	-
	Total	\$55,097.37	\$213,087.28

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

\$55,097.37 to the General Fund.

NE:SHC:LP:lf

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: January 19, 2023
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
SUBJECT: SIGNATURE AUTHORIZATIONS FOR CHINO VALLEY UNIFIED SCHOOL DISTRICT

=====

BACKGROUND

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

This updated signature list removes signature authorization for Christina Gagnier, President, Board of Education; Donald L. Bridge, Clerk, Board of Education; and adds signature authorization for Sonja Shaw, President, Board of Education; and Andrew Cruz, Clerk, Board of Education.

Additionally, this updated signature list removes signature authorization for Anna G. Hamilton, Director, Purchasing and adds signature authorization for Kathy Casino, Director, Purchasing.

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

RECOMMENDATION

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

FISCAL IMPACT

None.

NE:SHC:if

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
 AUTHORIZED SIGNATURE LIST
 January 19, 2023**

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

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

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

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

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

DOCUMENTS	NAMES
Woodcrest JHS Associated Student Body*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Lisandra Maldonado
Elementary Student Bodies*	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Liz Pensick Lisandra Maldonado
Travel Advances	Norm Enfield Sandra H. Chen
Housing Construction Impact Reports	Norm Enfield Sandra H. Chen Greg Stachura Beverly Beemer
District Orders, Contracts and in Lieu of Transportation Payments**	Norm Enfield Sandra H. Chen Lea Fellows Grace Park Richard Rideout Greg Stachura Anna G. Hamilton Kathy Casino *** Liz Pensick
Approval of the Release of Commercial Warrants as Payments to Vendors**	Norm Enfield Sandra H. Chen Greg Stachura Beverly Beemer Liz Pensick Lisandra Maldonado
Bank Documents	Sandra H. Chen Liz Pensick
Electronic Signature Key Authorization	Sandra H. Chen Anna G. Hamilton Kathy Casino *** Liz Pensick Lisandra Maldonado
Budget and Expenditure Transfers or Adjustments**	Norm Enfield Sandra H. Chen Greg Stachura Beverly Beemer Liz Pensick
Necessary School Facilities Program Documents (State Allocation Board)	Norm Enfield Sandra H. Chen Greg Stachura Beverly Beemer
Certification of Board of Education Minutes	Norm Enfield Christina Gagnier (President) Sonja Shaw (President) *** James Na (Clerk) Andrew Cruz (Clerk)***

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: STUDENT EXPULSION CASES 22/23-20, 22/23-28, AND 22/23-30

=====

BACKGROUND

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

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

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

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

RECOMMENDATION

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve student expulsion cases 22/23-20, 22/23-28, and 22/23-30.

FISCAL IMPACT

None.

NE:LF:SJ:jg

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: January 19, 2023
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: SCHOOL-SPONSORED TRIPS

=====

BACKGROUND

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

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

RECOMMENDATION

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

School-Sponsored Trips	Date	Fiscal Impact
Site: Newman ES Event: 6 th Grade Science Camp Place: Crestline, CA Chaperone: 46 students/5 chaperones	January 10-13, 2023	Cost: \$350.00 per student Funding Source: Title I
Site: Ayala HS Event: Wrestling Tournament Place: Yucaipa, CA Chaperone: 14 students/3 chaperones	February 10-11, 2023	Cost: \$100.00 per student Funding Source: Parents and fundraising
Site: Ayala HS Event: Wrestling Tournament Place: Palm Springs, CA Chaperone: 7 students/4 chaperones	February 17-18, 2023	Cost: \$100.00 per student Funding Source: Parents and fundraising

Site: Ayala HS Event: Wrestling Tournament Place: Bakersfield, CA Chaperone: 2 students/4 chaperones	February 22-26, 2023	Cost: \$100.00 per student Funding Source: Parents and fundraising
Site: Ayala HS Event: Wind Ensemble 2023 New York Sounds of Spring Festival Place: New York, NY Chaperone: 46 students/8 chaperones	March 17-22, 2023	Cost: \$2,366.00 per student Funding Source: Parents
Site: Chino HS Event: Family, Career, and Community Leaders of America State Leadership Conference Place: Riverside, CA Chaperone: 20 students/3 chaperones	April 22-25, 2023	Cost: \$550.00 per student Funding Source: Parents and Carl Perkins Grant
Site: Chino Hills HS Event: Bay Area University Tour Place: Daly City, CA Chaperone: 45 students/7 chaperones	February 16-18, 2023	Cost: \$150.00 per student Funding Source: Fundraising
Site: Chino Hills HS Event: Contest of Champions – Dance Nationals Place: Lake Buena Vista, FL Chaperone: 34 students/5 chaperones	March 2-7, 2023	Cost: \$1,500.00 per student Funding Source: Parents and fundraising
Site: Don Lugo HS Event: Senior Retreat Place: Idyllwild, CA Chaperone: 130 students/20 chaperones	February 10-12, 2023	Cost: \$180.00 per student Funding Source: Parents

FISCAL IMPACT

None.

NE:LF:gks

Chino Valley Unified School
District Our Motto:
Student Achievement • Safe Schools • Positive School
Climate Humility • Civility • Service

DATE: January 19, 2023
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: CHINO VALLEY UNIFIED SCHOOL DISTRICT 2022/2023 SCHOOL ACCOUNTABILITY REPORT CARDS

=====

BACKGROUND

Every school in California is required by state law to publish a School Accountability Report Card (SARC), by February 1 of each year. The SARC contains information about the condition and performance of each California public school. Additionally, data reported in the Local Control and Accountability Plan is to be consistent with data reported in the SARC.

The SARC generally begins with a profile that provides background information about the school and its students. The profile summarizes the school's mission, goals, and accomplishments. State law requires that the SARC contains all of the following:

- Demographics
- School safety and climate for learning information
- Facilities inspection results
- Academic data
- Class size
- Teacher and staff information
- Curriculum and instruction descriptions
- Postsecondary preparation information
- Fiscal and expenditure data
- Types of services

State law encourages schools to make a concerted effort to notify parents of the purpose of the SARC. Specifically, schools are required to notify all parents about the availability of the SARC and instructions about how the SARC can be obtained both through the internet and on paper. It is also required that if a sufficient number of the school's enrolled students speak a single primary language other than English, state law requires that the SARC be made available to parents in the appropriate language. The SARC for each school site is provided under separate cover.

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

RECOMMENDATION

It is recommended the Board of Education approve the Chino Valley Unified School District 2022/2023 School Accountability Report Cards.

FISCAL IMPACT

None.

NE:LF:gks

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Grace Park, Ed.D., Associate Superintendent, Curriculum, Instruction, Innovation, and Support
Preston R. Carr, Ed.D., Director, Alternative Education
Cheli McReynolds, Director, Special Education

SUBJECT: 2023 SUPPLEMENTAL SUMMER INSTRUCTION PROGRAM AND SPECIAL EDUCATION EXTENDED SCHOOL YEAR

=====

BACKGROUND

The Board of Education recognizes that summer school provides valuable opportunities for students to improve their skills and make academic progress. The District’s summer school program may be used to provide supplemental instruction for students failing to meet academic requirements in accordance with the law, board policy, and administrative regulation.

Supplemental Summer Instruction Program

High School <i>*Priority to seniors</i>	June 5 – June 20, 2023 June 22 – July 11, 2023	Monday – Friday	8:30 a.m. – 12:45 p.m.
Continuation High School	June 5 – June 20, 2023 June 22 – July 11, 2023	Monday – Friday	8:30 a.m. – 12:45 p.m.

Special Education Extended School Year

Elementary	June 1 – June 28, 2023	Monday – Friday	8:00 a.m. – 12:15 p.m.
Junior High	June 1 – June 28, 2023	Monday – Friday	Period 1, 8:30 a.m. – 10:30 a.m. Period 2, 10:45 a.m. – 12:45 p.m.
High School	June 5 – July 11, 2023	Monday – Friday	Period 1, 8:30 a.m. – 10:30 a.m. Period 2, 10:45 a.m. – 12:45 p.m.

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

RECOMMENDATION

It is recommended the Board of Education approve the 2023 Supplemental Summer Instruction Program and Special Education Extended School Year.

FISCAL IMPACT

An estimated amount of \$805,000.00 from General and Restricted Funds.

NE:GP:PRC:Al:eb

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: PROCLAMATION FOR NATIONAL SCHOOL COUNSELING WEEK, FEBRUARY 6-10, 2023

=====

BACKGROUND

National School Counseling Week, sponsored by the American School Counselor Association, will be celebrated from February 6-10, 2023, to focus public attention on the unique contribution professional school counselors provide within U.S. school systems. National School Counseling Week highlights the tremendous impact school counselors have in helping students achieve school success and plan for a career.

This special week provides recognition for school counselors who implement comprehensive school counseling programs.

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 National School Counseling Week, February 6-10, 2023.

FISCAL IMPACT

None.

NE:GP:JAR:wrg

**Chino Valley Unified School District
Proclamation
National School Counseling Week
February 6-10, 2023**

WHEREAS, school counselors are employed in public and private schools to help students reach their full potential;

WHEREAS, school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development;

WHEREAS, school counselors help parents focus on ways to further the educational, personal, and social growth of their children;

WHEREAS, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves;

WHEREAS, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

WHEREAS, comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school.

NOW, THEREFORE, BE IT RESOLVED the Board of Education of the Chino Valley Unified School District does hereby proclaim February 6-10, 2023, as National School Counseling Week.

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: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: RESOLUTION 2022/2023-28, RECOGNIZING FEBRUARY AS CAREER AND TECHNICAL EDUCATION MONTH

=====

BACKGROUND

Career and Technical Education (CTE) is a program of study that involves a multiyear sequence of courses that integrates core academic with technical and occupational knowledge. Skills attained from this program will empower students to choose a meaningful and sustainable career by providing a pathway to postsecondary education and careers.

Career and Technical Education Month is a public awareness campaign that takes place each February to celebrate the value of CTE and the achievements and accomplishments of CTE programs across the country.

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2022/2023-28, Recognizing February as Career and Technical Education Month.

FISCAL IMPACT

None.

NE:GP:JAR:wrg

**Chino Valley Unified School District
Resolution 2022/2023-28
Recognizing February as
Career and Technical Education Month**

WHEREAS, the month of February has been designated Career and Technical Education Month by the Association for Career and Technical Education; and

WHEREAS, career and technical education helps students form career goals and provides them with pathways, and opportunities to gain the academic, technical and employability skills necessary for true “Career Readiness”; and

WHEREAS, leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing and information technology; and

WHEREAS, career and technical education students experience meaningful, real-world problem solving and applications, emerging technologies, and opportunities to interface with experts through business and industry partnerships; and

WHEREAS, career and technical education is part of the backbone of workforce and economic development, fostering productivity in business and industry and contributes to America’s leadership in the globally competitive marketplace; and

WHEREAS, career and technical education prepares students for fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

WHEREAS, career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and advancement opportunities; and

WHEREAS, cooperative efforts between career and technical educators, business, and industry stimulate growth and vitality in the local economy; and

WHEREAS, CTE programs of Chino Valley Unified School District offers rigor, relevance, and relationships that engage students in career path preparation and options for employment, industry recognized credentials and post-secondary education;

NOW, THEREFORE, BE IT RESOLVED the Board hereby finds, determines, and declares February 2023 as Career and Technical Education Month and urges residents to become familiar with the services and benefits offered by career and technical education programs.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 19th day of January 2023 by the following vote:

Bridge: _____
Cruz: _____
Na: _____
Monroe: _____
Shaw: _____

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: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: REVISION OF BOARD POLICY 6143 INSTRUCTION – COURSES OF STUDY

=====

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current District practice. Board Policy 6143 Instruction – Courses of Study is being updated to include that the District’s course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares students for high school graduation and career entry. The update also adds a new section “Financial Aid Requirements for Students in Grade 12” that reflects Assembly Bill 132 which (1) starting in the 2022/2023 school year, requires districts to confirm that each student in grade 12 completes and submits a Free Application for Federal Student Aid (FAFSA) to the U.S. Department of Education and/or if a student is exempt from paying nonresident tuition, a California Dream Act Application (CADAA) to the Student Aid Commission, unless the student’s parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the District, or in specified circumstances, the District shall exempt the student or the student’s parent/guardian from completing the FAFSA, CADAA, or opt-out form and completes and submits an opt-out form on the student’s behalf, (2) requires districts to ensure that each high school student in grade 12 and, if applicable, the student’s parent/guardian be directed to any support and assistance necessary to complete the FAFSA and/or CADAA, and (3) that information shared by students and parents/guardians in completing and submitting the FAFSA and CADAA is handled in compliance with the federal Family Rights and Privacy Act and applicable state law, regardless of any person’s immigration status or other personal information. This item was presented to the Board on December 15, 2022, as information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 6143 Instruction – Courses of Study.

FISCAL IMPACT

None.

NE:GP:LH:JR:rtr

COURSES OF STUDY

The Board of Education recognizes that a well-aligned sequence of courses fosters academic ~~progress~~ GROWTH and provides for the best possible use of instructional time. The District's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful ~~in school~~ ACADEMICALLY, ~~college~~ PROFESSIONALLY, and ~~the workplace~~ PERSONALLY.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development Implementation and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the District. As necessary, ~~he/she~~ THE SUPERINTENDENT OR DESIGNEE ~~also~~ shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, ONLY UTILIZES PREREQUISITES THAT ARE ESSENTIAL TO SUCCESS IN A GIVEN PROGRAM OR COURSE, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

~~The Board of Education shall determine the instructional content, how the content is covered, and at which grade level(s). The State Board of Education and the Board of Education shall not adopt instructional materials or follow the procedures adopted pursuant to education code Sections 60200 and 60200.1 until the 2015-16 school year. (Education Code 60200.7)~~

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

(cf. 6146.5 - Elementary/Junior High School Promotion Requirements)

Secondary Grades

The District shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. THE DISTRICT'S COURSE OF STUDY MAY PROVIDE FOR A RIGOROUS ACADEMIC CURRICULUM THAT INTEGRATES ACADEMIC AND CAREER SKILLS, INCLUDES APPLIED LEARNING ACROSS ALL DISCIPLINES, AND PREPARES ALL STUDENTS FOR HIGH SCHOOL GRADUATION AND CAREER ENTRY. (Education Code 51228)

COURSES OF STUDY (cont.)

(cf. 5121 - Grades/Evaluation of Student Achievement)
 (cf. 6146.1 - High School Graduation Requirements)
 (cf. 6162.52 - High School Exit Examination)
 (cf. 6178 - Vocational Education)

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities ~~before~~ PRIOR TO graduation. (Education Code 51224, 51228)

The Superintendent or designee shall develop a process by which courses that meet CALIFORNIA college admission criteria (referred to as "a-g" course requirements) are submitted to the University of California for review and certification. ~~He/she~~ THE SUPERINTENDENT OR DESIGNEE shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to ~~each~~ ALL studentS in grades 9-12 AND THEIR PARENTS/GUARDIANS, and shall make updated lists readily available. (Education Code 51229, 66204)

FINANCIAL AID REQUIREMENTS FOR STUDENTS IN GRADE 12

THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE INFORMATION TO STUDENTS AND PARENTS/GUARDIANS REGARDING THE COMPLETION AND SUBMISSION OF THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) AND/OR THE CALIFORNIA DREAM ACT APPLICATION (CADAA) AT LEAST ONCE BEFORE GRADE 12. (Education Code 51225.8)

COMMENCING IN THE 2022-23 SCHOOL YEAR, THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT EACH STUDENT IN GRADE 12 COMPLETES AND SUBMITS A FAFSA TO THE U.S. DEPARTMENT OF EDUCATION OR, IF A STUDENT IS EXEMPT FROM PAYING NONRESIDENT TUITION A CADAA TO THE STUDENT AID COMMISSION (CSAC), UNLESS EITHER: (Education Code 51225.7)

1. THE STUDENT'S PARENT/GUARDIAN, EMANCIPATED MINOR, OR STUDENT AGE 18 YEARS OR OLDER SUBMITS AN OPT-OUT FORM TO THE DISTRICT
2. IF THE DISTRICT DETERMINES THAT A STUDENT IS UNABLE TO COMPLETE A REQUIREMENT OF EDUCATION CODE 51225.7, THE DISTRICT SHALL EXEMPT THE STUDENT OR THE STUDENT'S PARENT/GUARDIAN FROM COMPLETING THE FAFSA, CADAA, OR OPT-OUT FORM AND SHALL COMPLETE AND SUBMIT AN OPT-OUT FORM ON THE STUDENT'S BEHALF

COURSES OF STUDY (cont.)

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT EACH HIGH SCHOOL STUDENT IN GRADE 12, AND IF APPLICABLE, THE STUDENT'S PARENT/GUARDIAN, BE DIRECTED TO ANY SUPPORT AND ASSISTANCE NECESSARY TO COMPLETE THE FAFSA AND/OR CADAA THAT MAY BE AVAILABLE THROUGH OUTREACH PROGRAMS, INCLUDING, BUT NOT LIMITED TO, PROGRAMS OPERATED BY CSAC, POSTSECONDARY IMMIGRATION RESOURCE CENTERS, COLLEGE READINESS ORGANIZATIONS, COMMUNITY-BASED ORGANIZATIONS, AND/OR LEGAL RESOURCE ORGANIZATIONS. (Education Code 51225.7)

INFORMATION SHARED BY STUDENTS AND PARENTS/GUARDIANS IN COMPLETING AND SUBMITTING THE FAFSA AND/OR CADAA SHALL BE HANDLED IN COMPLIANCE WITH THE FEDERAL FAMILY RIGHTS AND PRIVACY ACT AND APPLICABLE STATE LAW, REGARDLESS OF ANY PERSON'S IMMIGRATION STATUS OR OTHER PERSONAL INFORMATION. (Education Code 51225.7)

Legal Reference:**EDUCATION CODE**

200 Equal rights and opportunities in state educational institutions
 220 Prohibition of discrimination
 234.1 Student protections relating to discrimination, harassment, intimidation, and bullying
 234.7 Student protections relating to immigration and citizenship status
 33319.3 Driver education; CDE materials on road rage
 33540 Standards for government and civics instruction
 48980 Parent/Guardian notifications
 49060-49079 Student records
 51202 Instruction in personal and public health and safety
 51203 Instruction on alcohol, narcotics and dangerous drugs
 51204 Course of study designed for student's needs
 51204.5 History of California; contributions of men, women, and ethnic groups
 51210-51212 Course of study for grades 1-6
 51220-51230 Course of study for grades 7-12
 51241 Temporary, two-year or permanent exemption from physical education
 51911-51921 Comprehensive health education
 51930-51939 California Healthy Youth Act
 51940 Curriculum for brain and spinal cord injury prevention
 60040-60052 Requirements for instructional materials
 66204 Certification of high school courses as meeting university admission criteria

HEALTH AND SAFETY CODE

11032 Definition of dangerous drugs

PENAL CODE

422.55 Definition of hate crime

CODE OF REGULATIONS, TITLE 5

10020-10049 Automobile driver education and training 10060 Physical education program
 10060 Criteria for high school physical education programs
 430-438 Individual student records
 4940 Nondiscrimination; course access

COURSES OF STUDY (cont.)

CODE OF REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

GOVERNMENT CODE

11135 Nondiscrimination; accessibility to state web sites

7282-7282.5 Standards for responding to U.S. Immigration and Customs enforcement holds

7283-7283.2 Standards for participation in U.S. Immigration and Customs enforcement programs

7284-7284.12 Cooperation with immigration authorities

UNITED STATES CODE, TITLE 20

6101-6251 School-to-Work Opportunities Act of 1994

Management Resources:

WEBSITES

California School Boards Association: www.csba.org

Federal Student Aid: www.studentaid.gov

American Red Cross, Hands-Only CPR: www.redcross.org/take-a-class

American Heart Association: www.heart.org

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

California Career Resource Network: www.californiacareers.info

University of California, a-g Course Submissions: <https://hs-articulation.ucop.edu/guide/update-your-a-g-list/submitting-courses>

University of California, List of Approved a-g Courses:

<https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements>

California State University, Admission Requirements: www.csumentor.edu/planning/high_school

California Colleges Edu: www.californiacolleges.edu

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

Chino Valley Unified School District

Policy adopted: August 21, 1997

Revised: March 5, 2009

Revised: April 5, 2012

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Grace Park, Ed.D., Associate Superintendent, Curriculum,
Instruction, Innovation, and Support
Julian Rodriguez, Ed.D., Secondary Curriculum and Instruction
**SUBJECT: REVISION OF BOARD POLICY 6146.1 INSTRUCTION – HIGH
SCHOOL GRADUATION REQUIREMENTS**

=====

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current District practice. Board Policy 6146.1 Instruction – High School Graduation Requirements is being updated to reflect Assembly Bill 185 which restores the option to authorize the completion of a course in career technical education in lieu of the visual or performing arts or world language course requirement for high school, which was deleted by Assembly Bill 101. This item was presented to the Board on December 15, 2022, as information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 6146.1 Instruction – High School Graduation Requirements.

FISCAL IMPACT

None.

NE:GP:JR:rtr

HIGH SCHOOL GRADUATION REQUIREMENTS

The Board of Education desires to prepare all students to successfully complete the high school course of study and obtain a diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code 5122.3)
2. Three courses in mathematics (Education Code 51225.3)

Students shall complete at least one mathematics course that meets the state academic content standards for Algebra I or Integrated Mathematics I. Students may complete such coursework prior to grade 9 shall satisfy the Algebra I (Integrated Mathematics I) requirement provided that they also complete two mathematics courses in grades 9-12. (Education Code 51224.5)

3. Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the University of California (UC) and California State University (CSU) "a-g" course requirements for college admission. (Education Code 5122.3, 51225.35)

(cf. 6011 - Academic Standards)

4. Two courses in science, including biological and physical sciences (Education Code 51225.3)
5. Three courses in social studies, including United States (U.S.) history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

HIGH SCHOOL GRADUATION REQUIREMENTS (cont.)

6. One course in visual or performing arts, or world language, OR CAREER TECHNICAL EDUCATION (CTE). For purposes of this requirement, a course in American Sign Language shall be deemed a course in world language (Education Code 51225.3)

~~If a student completed a career technical education course prior to July 1, 2022, that TO BE COUNTED TOWARDS MEETING graduation requirements, of Education Code 51225.3, such a CTE course will fulfill~~ SHALL BE ALIGNED TO the visual or performing arts or world language requirement CTE MODEL CURRICULUM STANDARDS AND FRAMEWORK ADOPTED BY THE STATE BOARD EDUCATION. (Education Code 51225.3)

(cf. 6142.2 - World/Foreign Language Instruction)
 (cf. 6142.6 - Visual and Performing Arts Education)
 (cf. 6178 - Career Technical Education)

7. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 - Physical Education and Activity)
 (cf. 6142.1 - Family Life/Sexual Education Sexual Health and HIV/AIDS Prevention Instruction)
 (cf. 6142.8 - Comprehensive Health Education)

Effective with the Graduating Class of 2019 and each class thereafter.

All students receiving a high school diploma from the District shall:

1. Achieve a cumulative G.P.A. of 2.0., and
2. Complete the course requirements as follows:

Subject	Units per Subject	Total Units per Subject
English/Reading		40 units
Mathematics:		30 units
Algebra I/Integrated Math I (if taken at the high school level)	10 units	
Other higher level math	20 units	
Physical Education		20 units
Visual and Performing Arts (VAPA)/World Language		20 units*

*One VAPA course may be replaced with Career Technical Education prior to July 1, 2022 only

HIGH SCHOOL GRADUATION REQUIREMENTS (cont.)

Science:		20 units
Biological Science/Biology and The Living Earth	10 units	
Earth/Physical Science/Other Higher Level Science	10 units	
Social Science:		30 units
World History, Culture and Geography European History Advanced Placement-Or Human Geography Advanced Placement	10 units	
U.S. History and Geography	10 units	
Principles of American Democracy	5 units	
Economics or Consumer Economics	5 units	
Health Education		5 units
Electives		60 units
Total Units of Credit		225 units

Students who complete Algebra 1/Integrated Math I, with a grade of “C” or better in junior high school, shall be required to successfully complete only two years of mathematics (20 units) at the high school level in order to qualify for a diploma. Students who take Algebra I/Integrated Math I in junior high school will not receive high school graduation credit and shall be required to complete 225 total units of credit in grades 9-12.

To be counted towards meeting graduation requirements, a course in career technical education shall be aligned to the career technical model curriculum standards and framework adopted by the State Board of Education.

(cf. 6142.2 - World/Foreign Language Instruction)
 (cf. 6142.6 - Visual and Performing Arts Education)
 (cf. 6178 - Career Technical Education)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless students, and children of military families in accordance with Education Code 51225.1 and 49701.

(cf. 6173 - Education for Homeless Children)
 (cf. 6173.1 - Education for Foster Youth)
 (cf. 6173.2 - Education for Children of Military Families)

HIGH SCHOOL GRADUATION REQUIREMENTS (cont.)

Exemptions From District-Adopted Graduation Requirements

Prior to the beginning of grade 10, the Individualized Education Program (IEP) team for each student with disabilities shall determine whether the student is eligible for exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, and if so, shall notify the student's parent/guardian of the exemption. A student with disabilities shall be eligible for the exemption, if the student's IEP provides for both of the following requirements: (Education Code 51225.31)

1. That the student take the alternate assessment aligned to alternate achievement standards in grade 11 as described in Education Code 60640
2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

In addition, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the District or between District schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program, shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school.

Within 30 days of the transfer into a school by a foster youth, homeless student, former juvenile court school student, child of a military family, migrant student, or a newly arrived immigrant student, or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student, and others as required by law, of the availability of the exemption from local graduation requirements and whether the student qualifies for it. (Education Code 51225.1)

Retroactive Diplomas

Any student who completed grade 12 in the 2003/2004 THROUGH 2014/2015 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the District may retroactively grant high school diplomas to former students who: (Education Code 48204.4, 51430, 51440)

HIGH SCHOOL GRADUATION REQUIREMENTS (cont.)

1. Were interned by order of the federal government during World War II or are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a District high school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin. (Education Code 51430)

2. Are veterans who entered the military service of the U.S. while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a District school
3. Were in their senior year of high school during the 2019/2020 school year, were in good academic standing and on track to graduate at the end of the 2019/2020 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis

Honorary Diplomas

The Board may grant an honorary high school diploma to a student who is terminally ill. (Education Code 51225.5)

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the District. (Education Code 51225.5)

Appeal Process

In order to qualify for a regular high school diploma from the District, each student shall meet all requirements as set forth by the California State Board of Education and the Chino Valley Unified School District Board of Education. When awarding a diploma, the Board certifies that the student has met all state and local requirements. Seniors who are deemed ineligible to graduate on the basis of their failure to maintain a 2.0 grade point average or to satisfactorily complete the three (3) year mathematics requirement and their parents/guardians shall be afforded due process to appeal based on special circumstances. The procedures for appeal are as follows:

1. Formal appeals shall be presented to the school principal in writing and shall set forth a statement of the facts and the specific remedy sought.
2. If the appeal is not resolved at the school site level, the parties may appeal to the Superintendent.

HIGH SCHOOL GRADUATION REQUIREMENTS (cont.)

The Superintendent shall hold a hearing with the senior and parents/guardians as soon as such meeting can be convened, but in no case later than five (5) business days following receipt of the written appeal. The Superintendent shall notify the senior and parents/guardians of his/her decision whether to deny or authorize the senior's graduation as soon as such decision is firm, but in no case later than 24 hours after the hearing. The Superintendent may expeditiously provide initial notification in person or via phone.

Written notification shall be provided.

3. If the decision is to deny the senior's graduation, the notification shall inform the senior and parents/guardians that they may appeal to the Board of Education. If the senior and/or parents/guardians decide to appeal to the Board of Education, they shall inform the Superintendent. The Superintendent shall notify Governing Board members.
4. The Board of Education appeals panel, which shall consist of two Board members and the Superintendent, will hear the appeal as soon as possible, but in no case later than 48 hours from notification by the Superintendent. The decision of that panel is final.
5. If the student and/or parents/guardians fail to meet any of the guidelines set forth above, the student waives his/her right to further appeal.

Legal Reference:**EDUCATION CODE**

47612 Enrollment in charter school
 48200 Compulsory attendance
 48204.4 Parents/guardians departing California against their will
 48412 Certificate of proficiency
 48430 Continuation education schools and classes
 48645.5 Former juvenile court school students, enrollment
 48980 Parent/Guardian notifications
 49701 Provisions of the interstate compact on educational opportunities for military children
 51224 Skills and knowledge required for adult life
 51224.5 Algebra in course of study for grades 7-12
 51225 2020-21 exemption from graduation requirements
 51225.1 Exemption from district graduation requirements
 51225.2 Course credits
 51225.3 High school graduation
 51225.35 Mathematics course requirements; computer science
 51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
 51225.5 Honorary diplomas; foreign exchange students
 51225.6 Instruction in cardiopulmonary resuscitation
 51228 Graduation requirements
 51230 Credit for community emergency response training

HIGH SCHOOL GRADUATION REQUIREMENTS (cont.)

51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51413 Diplomas
51430 Retroactive high school diplomas
51440 Retroactive high school diplomas
51450-51455 Golden State Seal Merit Diploma
51745 Independent study
56390-56392 Recognition for educational achievement, special education
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard
CODE OF REGULATIONS, TITLE 5
1600-1651 Graduation of students from grade 12 and credit toward graduation
4600-4670 Uniform complaint procedures
COURT DECISIONS
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEBSITES

California School Boards Association: www.csba.org
California Department of Education, High School: www.cde.ca.gov/ci/gs/hs
University of California, List of Approved a-g Courses:
www.universityofcalifornia.edu/admissions/freshman/requirements

Chino Valley Unified School District

Policy adopted: August 21, 1997

Revised: August 10, 2000

Revised: February 1, 2001

Revised: June 5, 2003

Revised: June 2, 2005

Revised: February 2, 2006

Revised: January 24, 2008

Revised: May 1, 2008

Revised: July 16, 2009

Revised: May 6, 2010

Revised: February 16, 2012

Revised: March 17, 2016

Revised: September 6, 2018

Revised: October 20, 2022

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

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

\$10,462,244.44 to all District funding sources.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

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:pw

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-2223-131 Marisol Escalante dba Difference Maker Academy. To provide one 90-minute virtual instructional session per week for a total of eight weeks on the 15 Leyes del Crecimiento (15 Laws of Growth) for parents. Submitted by: Don Lugo HS Duration of Agreement: July 1, 2022 – June 30, 2023	Contract amount: \$3,000.00 Funding source: Title I

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-2223-048 MGT EH&A Investor, LLC. To provide professional services for Preserve School # 2 Boundary Committee. Submitted by: Facilities, Planning, and Operations Duration of Agreement: January 20, 2023 – June 30, 2024	Contract amount: \$40,000.00 Funding source: Capital Facilities

HUMAN RESOURCES	FISCAL IMPACT
HR-2223-025 Raptor Technologies, LLC. To provide districtwide annual access fee for school site visitor management system. Submitted by: Risk Management Duration of Agreement: February 1, 2023 – January 31, 2024	Contract amount: \$21,250.00 Funding source: General Fund
HR-2223-026 Tulare County Office of Education. To provide clear administrative services credential program for new administrators service credentials. Submitted by: Human Resources Duration of Agreement: October 1, 2022 – June 1, 2023	Contract amount: \$108,000.00 Funding source: Various

MASTER CONTRACTS	FISCAL IMPACT
MC-2223-084 LumColor. To provide event venue. Submitted by: Chino HS Duration of Agreement: January 23, 2023 – June 30, 2026	Contract amount: Per rate sheet Funding source: Various
MC-2223-085 Ocean Institute. To provide an immersive-based STEAM field trip venue. Submitted by: Rhodes ES Duration of Agreement: January 20, 2023 – June 30, 2026	Contract amount: Per rate sheet Funding source: Various
MC-2223-086 Paint the Town, LLC. To provide step-by-step guided paint lessons for visual arts enrichment. Submitted by: Borba ES Duration of Agreement: January 1, 2023 – June 30, 2026	Contract amount: Per rate sheet Funding source: Various
MC-2223-087 Old Fashion Candy Co., Inc. To provide fundraising. Submitted by: Dickson ES Duration of Agreement: January 20, 2023 – June 30, 2026	Contract amount: Per rate sheet Funding source: ASB/USB/PEP/PFA/PTA/Boosters
MC-2223-089 Vu 4 Learning Corporation dba Bricks 4 Kidz. To provide STEM workshops. Submitted by: Borba ES Duration of Agreement: May 1, 2023 – June 30, 2026	Contract amount: Per quote Funding source: Various

MASTER CONTRACTS	FISCAL IMPACT
<p>MC-2223-090 Worldwide Performance Group, LLC dba Harmony Tours. To provide student travel coordination/tour services. Submitted by: Chino Hills HS Duration of Agreement: January 20, 2023 - June 30, 2026</p>	<p>Contract amount: Per rate sheet</p> <p>Funding source: ASB/USB/PEP/PFA/PTA/Boosters</p>

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<p>CIIS-2223-091 Erin Leigh Payseur Oeth dba Erin Oeth, LLC. To provide Module Creation for CDE Homeless Innovation Program (HIP); McKinney-Vento homeless ED grant. Submitted by: Health Services/McKinney-Vento HIP Program Duration of Agreement: July 1, 2022 - June 30, 2023 Original Agreement Board Approved: August 18, 2022</p>	<p>Contract amount: Increase contract amount from \$62,500.00 to \$86,500.00 and change the resource code to various</p> <p>Funding source: Various</p>
<p>HR-2021-024 Swing Education, Inc. To provide contracted certificated and classified substitutes for vacancies. Submitted by: Human Resources Duration of Agreement: July 1, 2022 - July 30, 2023 Original Agreement Board Approved: September 5, 2019</p>	<p>Contract amount: Increase contract amount to \$900,000.00 for additional services.</p> <p>Funding source: General Fund</p>
<p>HR-2223-007 San Bernardino County Public Health. To provide COVID-19 testing site at the Adult school. Submitted by: Purchasing Duration of Agreement: January 31, 2023 - June 30, 2023 Original Agreement Board Approved: September 16, 2021</p>	<p>Contract amount: None</p> <p>Extend COVID-19 testing site dates at the Adult School through June 30, 2023.</p> <p>Funding source: None</p>

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
SUBJECT: RESOLUTION 2022/2023-26, 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:

Resolution	Contract	Contractor	Description	Term
2022/2023-26	California Multiple Award Schedule (CMAS) 3-22-06-1045	Dell Marketing L.P.	Information Technology Goods and Services	6/22/2022-1/19/2027

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2022/2023-26, Authorization to Utilize a Piggyback Contract.

FISCAL IMPACT

Unknown.

NE:GJS:pw

**Chino Valley Unified School District
Resolution 2022/2023-26
Authorization to Utilize the California Multiple Award Schedule (CMAS)
3-22-06-1045 With Dell Marketing L.P.
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, 3-22-06-1045, in accordance with Public Contract Code 20118 with Dell Marketing L.P., 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 3-22-06-1045.

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 3-22-06-1045 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 3-22-06-1045.

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

Section 5. Effective Date. This resolution shall be effective as of June 22, 2022, for the term ending January 19, 2027.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 19th day of January 2023 by the following vote:

Bridge	_____
Cruz	_____
Monroe	_____
Na	_____
Shaw	_____

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: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR CUPCCAA PROJECTS

=====

BACKGROUND

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

CUPCCAA Project	Project Description	Contractor	Original Quotation	Change Order	Total	Funding Source
CC2022-65	Don Lugo HS Gym Interior Painting	Omega Construction Co., Inc.	\$55,080.00	N/A	\$55,080.00	01
CC2023-07	Woodcrest JHS Floor Replacements	Custom Craft Flooring	\$19,873.74	\$1,854.30	\$21,728.04	01
CC2023-19	Don Lugo HS Dance Studio Wood Floor Replacement	Geary Floors, Inc.	\$59,590.00	N/A	\$59,590.00	01
CC2023-22	Magnolia JHS HVAC Replacement (Server Room)	Clima-Tech, LLC	\$16,589.04	N/A	\$16,589.04	01
CC2023-34	Don Lugo HS Wood Shop Plywood Floor Installation	Angelo Construction	\$33,496.00	N/A	\$33,496.00	01
CC2023-04	Hidden Trails ES Synthetic Turf Installation	Nextgen Construction, Inc.	\$24,900.00	N/A	\$24,900.00	01

CC2023-10	Hidden Trails ES Playground Asphalt Repairs	Premier Paving, Inc.	\$59,885.00	N/A	\$59,885.00	01
CC2023-30	Butterfield Ranch ES Turf Removal and Soil Grading	Larry Allen	\$18,600.00	N/A	\$18,600.00	01
CC2023-31	Ramona JHS Fence Replacement	Valley Cities Gonzales Fence	\$32,924.00	N/A	\$32,924.00	01
CC2023-43	Health Services Interior Wall Repair	Bizal-Hoff Company, Inc.	\$22,206.00	N/A	\$22,206.00	01
CC2023-15	Transportation Office Remodel	Bizal-Hoff Company, Inc.	\$21,549.00	N/A	\$21,549.00	01

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

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 Change Order and Notice of Completion for CUPCCAA Projects.

FISCAL IMPACT

\$366,547.08 to General Fund 01.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID NO. 21-22-11F, AYALA HS AND CHINO HILLS HS GYM ROOFING PROJECT

=====

BACKGROUND

On December 16, 2021, the Board of Education awarded Bid No. 21-22-11F, Ayala HS and Chino Hills HS Gym Roofing Project to AME Builders, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1-Ayala HS	AME Builders, Inc.	\$14,017.91
	Bid Amount:	\$393,140.00
	Revised Total Project Amount:	\$407,157.91
	Retention Amount:	\$20,357.90

Change Order	Contractor	Amount
1-Chino Hills HS	AME Builders, Inc.	(\$12,500.00)
	Bid Amount:	\$211,740.00
	Revised Total Project Amount:	\$199,240.00
	Retention Amount:	\$9,962.00

The change order results in a net increase of \$1,517.91 to the construction cost and an additional 93 days added to the contract time. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on October 31, 2022.

Documentation indicating satisfactory completion and compliance with specification has been obtained from the following individuals: Alex Rivera, Supervisor; and Martin Silveira, Director, Maintenance and Operations.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-11F, Ayala HS and Chino Hills HS Gym Roofing Project.

FISCAL IMPACT

\$1,517.91 to Deferred Maintenance Fund 14.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID NO. 22-23-02F, CLASSROOM PREPARATION FOR VIEWSONICS-GROUP 4

=====

BACKGROUND

On July 21, 2022, the Board of Education awarded Bid No. 22-23-02F, Classroom Preparation for ViewSonics-Group 4 to TDV Innovations, INC. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	TDV Innovations, INC.	\$33,250.00
	Bid Amount:	\$335,500.00
	Revised Total Project Amount:	\$368,750.00
	Retention Amount:	\$18,437.50

The change order results in a net increase of \$33,250.00 to the construction cost and an additional 34 days added to the contract time. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on December 2, 2022.

Documentation indicating satisfactory completion and compliance with specification has been obtained from the following individuals: Carlos Camarena, Supervisor; and Martin Silveira, Director, Maintenance and Operations.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 22-23-02F, Classroom Preparation for ViewSonics-Group 4.

FISCAL IMPACT

\$33,250.00 to Expanded Learning Opportunities Fund 01.

NE:GJS:pw

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

DATE: January 19, 2023

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 NO. 21-22-03F, BUTTERFIELD RANCH ES AND HIDDEN TRAILS ES ALTERATIONS (BP 11-01)

=====

BACKGROUND

On October 7, 2021, the Board of Education awarded Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 11-01) to Kitcor, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1-Butterfield Ranch ES	Kitcor, Inc.	(\$10,841.00)
	Bid Amount:	\$101,216.00
	Revised Total Project Amount:	\$90,375.00

Change Order	Contractor	Amount
1-Hidden Trails ES	Kitcor, Inc.	(\$16,951.00)
	Bid Amount:	\$101,210.00
	Revised Total Project Amount:	\$84,259.00

The change order results in a net decrease of \$27,792.00 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 No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 11-01).

FISCAL IMPACT

(\$27,792.00) to Building Fund 21.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: January 19, 2023

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 NO. 22-23-05F, AYALA HS AND CHINO HS TRACK RESURFACING PROJECT

=====

BACKGROUND

On July 21, 2022, the Board of Education awarded Bid No. 22-23-05F, Ayala HS and Chino HS Track Resurfacing Project to Beynon Sports Surfaces, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1-Ayala HS	Beynon Sports Surfaces, Inc.	\$0.00
	Bid Amount:	\$414,403.00
	Revised Total Project Amount:	\$414,403.00

Change Order	Contractor	Amount
1-Chino HS	Beynon Sports Surfaces, Inc.	\$17,280.00
	Bid Amount:	\$431,824.00
	Revised Total Project Amount:	\$449,104.00

The change order results in a net increase of \$17,280.00 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 No. 22-23-05F, Ayala HS and Chino HS Track Resurfacing Project.

FISCAL IMPACT

\$17,280.00 to Deferred Maintenance Fund 14.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: AWARD OF BID NO. 22-23-24, TRANSPORTATION DEPARTMENT VEHICLES-REBID

=====

BACKGROUND

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

A Notice to Contractors Calling for Bids for Bid No. 22-23-24, Transportation Department Vehicles-Rebid was published in the Chino Champion on November 26, 2022, and December 3, 2022. Bids were submitted at 10:00 a.m. on December 12, 2022. The results are as follows:

Contractor	Bid Amount
A-Z Bus Sales, Inc	\$89,874.28

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

RECOMMENDATION

It is recommended the Board of Education award Bid No. 22-23-24, Transportation Department Vehicles-Rebid to A-Z Bus Sales, Inc.

FISCAL IMPACT

\$89,874.28 to General Fund 01.

NE:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
SUBJECT: REVISION OF BOARD POLICY 3430 BUSINESS AND NONINSTRUCTIONAL OPERATIONS – DISTRICT INVESTMENTS

=====

BACKGROUND

Board policies, administrative regulations, and bylaws are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 3430 is being revised to reflect recommendations from the District’s investment firm, Crawford Investment Counsel, Inc.

Revision of Board Policy 3430 Business and Noninstructional Operations – District Investments is being updated to reflect changes to the interest rate environment and the future positioning of the investment pools to be able to benefit from higher current yields available in the market for a longer period of time than currently allowed in the policy while maintaining the liquidity and access to funds in the event of a capital need. This item was presented to the Board of Education on November 17, 2022, as information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 3430 Business and Noninstructional Operations – District Investments.

FISCAL IMPACT

None.

NE:GJS:pw

DISTRICT INVESTMENTS

General Information

The following shall be the investment policy for the Chino Valley Unified School District.

Scope of Investment Policy

This policy shall apply to all district investments outside of the San Bernardino County Treasury, except for investments insured by the Federal Depository Insurance Corporation (FDIC).

All or part of the special reserve fund of the District, or any surplus monies not required for the immediate necessities of the District, may be invested as allowed by law for public funds. (Education Code 41015; Government Code 16430, 53601-53609, 53635)

Purpose of the Investment Policy Statement

This statement of investment policy is set forth by the Board of Education of the Chino Valley Unified School District for the following purposes:

1. Define and assign the responsibilities of all involved parties.
2. Establish investment goals.
3. Provide guidance and limitations to the district's investment managers/brokers.
4. Establish THE basis for evaluating investment results.
5. Ensure plan assets are managed in accordance with the Education Code and Government Code
6. Establish a time horizon for which plan assets will be managed.

Cash Flow Expectations

The Board of Education anticipates annual deposits into the District's Investment Program (The Plan) may vary from year to year, depending on the amount of funds declared surplus by the Board of Education pursuant to Board Policy 3410.

The Board of Education anticipates distributions out of the District's Investment Program may vary from year to year, depending on District debt service and capital project expenditures requirements. Spending priorities for the Cash Management Program shall be made in compliance with Administrative Regulation 7310.3.

DISTRICT INVESTMENTS (cont.)**Delegation of Authority**

The Board of Education of the Chino Valley Unified School District is responsible to the citizens and students of the District and is responsible for directing and monitoring the investment management of the District's assets. As such the Board of Education is authorized to delegate certain responsibilities to professional experts in various fields. With respect to the District's investment program, these include but are not limited to:

1. Investment Manager/Broker

The Investment Manager/Broker has THE discretion to pursue, sell or hold the specific securities that will be used to meet the Plan's investment objectives. The Investment Manager/Broker may be requested to prepare and submit certain reports regarding the District's investment portfolio and investment performance. The Investment Manager/Broker may also perform the regular accounting of all assets owned, purchased, or sold, as well as THE movement of assets into and out of the District's investment accounts.

2. Custodian

The Custodian will physically maintain possession of the securities owned by the District, collect all dividend and interest payments, redeem all maturing securities, and coordinate receipt and delivery following investment purchases and sales.

3. Co-Trustee

The Board of Education may appoint an outside individual or entity, such as a bank trust department, to be Co-Trustee. If appointed, the Co-Trustee will assume fiduciary responsibility of the administration of Plan assets.

4. Additional specialists, such as attorneys, auditors, and others, may be employed by the Board of Education to assist in meeting the Board's responsibilities to administer the District's investments prudently.

The Board of Education does not reserve any control over any investment decisions except for the specific limitations described in this policy. Managers/Brokers will be held responsible and accountable to achieve the objectives stated within this policy. While the Board does not believe that the limitations within this policy will hamper Investment Managers/Brokers, each Investment Manager/Brokers may request modifications to this policy which they deem appropriate.

The District's investments will operate under the direction of the Associate Superintendent of Business/Operations.

DISTRICT INVESTMENTS (cont.)**Definitions**

1. "Plan" shall mean the Chino Valley Unified School District Cash Management Program.
2. "Board of Education" shall mean the Governing Board of the Chino Valley Unified School District.
3. "Fiduciary" shall mean any individual or group of individuals that exercise discretionary authority or control over fund management or any authority or control over management, disposition, or administration of the Plan assets.
4. "Investment Manager/Broker" shall mean any individual or organization employed by the District to manage the investments of all or part of the Plan assets.
5. "Securities" shall refer to the marketable investment securities which are defined as acceptable in this statement.
6. "Investment Horizon" shall be the time period over which the investment objectives as set forth in this policy are expected to be met. The Investment Horizon for this Plan is 30 years.

Assignment of Responsibility**1. Responsibility of the Board of Education, Superintendent, or Designee**

The Board of Education is charged with the overall responsibility for the management of the assets of the Plan. The Board of Education, Superintendent, or designee shall discharge their duties, with respect to the Plan, solely in the interest of the Plan, with skill, prudence, and diligence under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of a like character with similar aims. The specific responsibilities of the Board of Education and the Superintendent or designee relating to the investment of distich assets include:

- a. Adhering to the legal requirements of the Education Code and Government Code and all other applicable policies and regulations.
- b. Projecting the Plan's financial needs and communicating these needs to the Investment Manager/Broker, and other appropriate parties, on a timely basis.
- c. Determining the Plan's Risk Tolerance and Investment Horizon and communicating these to the appropriate parties.

DISTRICT INVESTMENTS (continued)

- d. Establishing reasonable and consistent investment objectives, policies, and guidelines ~~which~~ THAT will direct the investment of Plan assets.
- e. Prudently and diligently selecting qualified investment professionals, including Investment Manager(s)/Broker(s), and Custodian(s).
- f. Regularly evaluating the performance of the Investment Manager(s)/Broker(s) to assure adherence to policy guidelines and monitor the achievement of investment objectives.
- g. Developing and enacting appropriate control procedures: for example, replacing an Investment Manager/Broker due to a fundamental change in the Investments Management/Broker process, or failure to comply with established guidelines.

2. Responsibility of Investment Manager/Broker

Each Investment Manager/Broker shall acknowledge, in writing, its acceptance of responsibility as a fiduciary. Each Investment Manager/Broker is charged with full discretion to make all investment decisions for the assets placed under its care while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this statement. Specific responsibilities of the Investment Manager/Broker include:

- a. Discretionary investment management, including decisions to buy, sell or hold individual securities and to alter asset allocation within the guidelines established in this statement.
- b. Reporting, on a timely basis, quarterly investment performance results. At least once per year these results will be reported to the Board of Education.
- c. Communicating any major changes to THE economic outlook investment strategy or any other factors which affect THE implementation of THE investment process or the investment objective progress of the Plan's investment management.
- d. Informing the Board of Education regarding any qualitative change to THE Investment Management organization: examples include changes in portfolio management personnel, ownership structure, investment philosophy, etc.

DISTRICT INVESTMENTS (cont.)**General Investment Principles**

1. Investments shall be made solely in the interest of the Plan.
2. The Plan shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like goals.
3. Investment of the Plan shall be so diversified as to minimize the risk of large losses unless it is clearly prudent not to do so.
4. The Board of Education may employ one or more Investment Managers/Brokers of varying styles and philosophies to attain the Plan's objectives.
5. Cash is to be employed productively at all times, by investment in short-term cash equivalents to provide safety, liquidity, and return.

Investment Management Policy**1. Preservation of Capital**

Consistent with their respective investment styles and philosophies, Investment Managers/Brokers should make reasonable efforts to preserve capital, understanding that losses may occur in individual securities.

2. Risk Aversion

Understanding that risk is present in all types of securities and investment styles, the Board of Education recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet the Plan's objectives. However, the Investment Managers/Brokers are to make reasonable efforts to control risk and will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objectives.

3. Adherence to Investment Discipline

Investment Managers/Brokers are expected to adhere to the investment management styles for which they were hired. Managers/Brokers will be evaluated regularly for adherence to investment discipline.

DISTRICT INVESTMENTS (cont.)**Goals of the Cash Management Program**

The Board of Education feels that obligations to be paid in the future are as important as expenditures made today. This is consistent with the philosophy that the plan is to exist in perpetuity, and therefore, should provide resources for debt service payments or district capital facilities needs, in perpetuity. In order to meet its needs, the primary objective of the plan is to maintain purchasing power while providing current income to meet the district's cash flow needs. That is, net of spending, the objective is to grow the aggregate portfolio value at least at the rate of inflation over the Plan's Investment Horizon. The Plan's specific investment objectives will be established later in this document.

Attitude towards Additional Investments

Future additional investments into this Plan from funds ~~which~~ THAT have been declared surplus by the Board of Education, pursuant to Board Policy 3410, are expected to be relatively consistent, and therefore, predictable. However, the Board of Education has set an investment strategy with the objective of maintaining THE purchasing power of the Plan's assets before consideration of additional deposits of surplus funds. Accordingly, future deposits will serve to increase purchasing power.

Spending Policy

The Board of Education, pursuant to Board Policy Chino Valley Unified School District file 7310.3 and administrative regulation 7310.3 places the highest emphasis ~~for~~ ON Plan spending on meeting its debt service obligations. As such, the Board of Education regards spending in dollar terms for year to year as inflexible. While spending is inflexible, and therefore relatively consistent and predictable, expected investment returns from "riskier" portfolios are not consistent and predictable. Therefore, in order to reduce the likelihood of underperformance and excessive deterioration of real principal during such periods, this Plan must tend toward a more "conservative" investment strategy than might be the case if debt service obligations from year to year were more flexible.

Investment Objectives (Strategy)

In order to meet its needs, the primary investment strategy of the Chino Valley Unified School District's Cash Management Program is to emphasize current income; that is, to generate a predetermined level of investment income to meet the district's cash flow needs on a periodic basis for various financial requirements.

The specific objectives in the Investment Management Program for Plan assets, which are necessary to achieve the primary goal shall be:

DISTRICT INVESTMENTS (cont.)

1. Outperform the consumer price index.
2. Outperform the Bloomberg Barclay's 1–3-year Treasury BOND index by 0.3%.
3. Outperform the state "local agency investment fund" by one percent.

The secondary objectives in the investment management of Plan assets shall be:

1. Liquidity - to ensure the ability to meet all expected or unexpected cash flow needs by investing in securities ~~which~~ THAT can be sold readily and efficiently.
2. Preservation of Capital - to minimize the probability of loss of principal over the Investment Horizon. Emphasis is placed on minimizing return volatility rather than maximizing total return. Risk control is an important element in the investment of Plan assets.
3. Preservation of Purchasing Power - to achieve returns in excess of the rate of inflation over the Investment Horizon in order to preserve THE purchasing power of Plan assets.

After the previous goals have been met, the final objective in the Investment Management of Plan assets shall be:

Long-term Growth of Capital - to emphasize long-term growth of principal while avoiding excessive risk. Short-term volatility will be tolerated in as much as it is consistent with the volatility of a comparable market index.

Capital Markets Expectations

The specified investment goals below are based on the following expectations of return from the capital markets:

Asset Class	Expected Return
Bloomberg Barclay's 1-3 year Treasury Note Index	.50-3.50%
CPI	2.00-3.00%

Specific Investment Goals

Over the Investment Horizon established in this statement, it is the goal of the aggregate Plan assets to exceed:

DISTRICT INVESTMENTS (cont.)

1. The rate of inflation (as measured by the Consumer Price Index)
2. The return of the Bloomberg Barclay's 1–3-year Treasury Note index by 0.3%
3. The return of the state "local agency investment fund" by one percent.

The investment goals above are the objectives of the aggregate Plan and are not meant to be imposed on each investment account (if more than one account is used). The goal of each Investment Manager/Broker, over the Investment Horizons, shall be to:

1. Meet or exceed the market index, selected, and agreed upon by the Board of Education that most closely corresponds to the style of investment management.
2. Display an overall level of risk in the portfolio which is consistent with the risk associated with the benchmark specified above. Risk will be measured by the standard deviation of quarterly returns.

Specific investment goals and constraints for each Investment Manager/Broker, if any, shall be incorporated as part of this statement of investment policy. Each Manager/Broker shall receive a written statement outlining his/her specific goals and constraints as they differ from those objectives of the entire Plan.

Definition of Risk

The Board of Education realizes that there are many ways to define risk. It believes that any person or organization involved in the process of managing the Cash Management Program assets understands how it defines risk so that the assets are managed in a manner consistent with the Plan's objectives and investment strategy as designed in this statement of investment policy. The Board of Education defines risk as:

1. The probability of losing money over the Plan's Investment Time Horizon.
2. The probability of not maintaining purchasing power over the Plan's Investment Time Horizon.
3. The probability of not meeting the Plan's objectives.
4. The probability of not meeting the Plan's liabilities or cash flow requirements.
5. The probability that the investment returns of the Plan's assets fail to meet or exceed the return of the Bloomberg Barclay's 1–3-year Treasury Bond index.
6. High volatility (fluctuation) of investment returns.

DISTRICT INVESTMENTS (cont.)**Volatility of Returns**

The Board of Education understands that in order to achieve its objectives for Plan assets, the Plan will experience volatility of returns and fluctuations of market value. It states that the Plan could tolerate a maximum loss of 2.5% (total return including interest income and price changes) over any one year prior, and a maximum loss of 0.0% over the Investment Horizon. Therefore, the Board of Education supports an investment strategy that minimizes the probability of losses greater than stated above. However, the Board realizes that the Plan's return objective is its primary concern. There is, of course, no guarantee that the Plan will not sustain losses greater than those stated herein.

Liquidity

To minimize the possibility of a loss occasioned by the sale of a security forced by the need to meet a required payment, the Board of Education will periodically provide the Investment Manager with an estimate of expected net cash flow requirements.

The Board of Education will notify the Investment Manager in a timely manner, to allow sufficient time to build up necessary liquid reserves.

To maintain the ability to deal with unplanned cash requirements that might arise, the Board of Education requires that a minimum of 5% of Plan assets shall be maintained in short-term investments, including money market funds or short-term U.S. Treasury bills.

Marketability of Assets

The Board of Education requires that all of THE Plan assets be invested in liquid securities, defined as securities that can be transacted quickly and efficiently for the Plan, with minimal impact on market price.

Investment Guidelines

The Plan shall be invested in compliance with Government Code 53601.

1. Allowable Assets**a. Permitted Short-Term Investments**

"Short-Term" investments are all securities with an average maturity of one year or less from the date of purchase. The portfolio will consist of a minimum of 5% of principal invested in short-term securities.

- ~~U.S. Treasury Bills~~
- U.S. GOVERNMENT AND AGENCY SECURITIES

DISTRICT INVESTMENTS (cont.)

- Money Market Funds
- Commercial Paper*
- Banker's Acceptances*
- Certificates of Deposit
- Guaranteed Investment Contracts
- Repurchase Agreements**

* Note that a maximum principal amount of ~~\$1,000,000~~ 5% may be invested in any single corporate issuer.

** Repurchase agreements are collateralized by U.S. Government and/or agency securities (as defined in Government Code 53601(e)).

2. Permitted Mid-Term Investments

"Mid-term" investments are all securities with an average maturity of one to five years from the date of purchase. The portfolio will consist of a maximum of 95% of THE principal invested in mid-term securities.

- U.S. Government and Agency Securities
- Corporate Notes and Bonds
- ~~Collateralized Mortgage Obligations*~~
- TAXABLE MUNICIPAL BONDS
- ASSET-BACKED SECURITIES (PRIME COLLATERAL)
- Guaranteed Investment Contracts**
- ~~Corporate Bonds~~

* ~~Collateralized mortgage obligation is collateralized by the U.S. Government and/or Agency Securities.~~

** Note that a maximum principal amount of ~~\$1,000,000~~ 5% may be invested in any single issuer.

3. Permitted Long-Term Investments

"Long-term" investments are all securities with an average maturity of five to a maximum of 15 years from the date of purchase. The portfolio will consist of a maximum of 30% of THE principal invested in long-term securities.

- U.S. GOVERNMENT AND AGENCY SECURITIES
- ~~U.S. Treasury Notes and Bonds~~
- ~~U.S. Agencies~~

DISTRICT INVESTMENTS (cont.)

- ~~Collateralized Mortgage Obligations*~~
- CORPORATE NOTES AND BONDS
- TAXABLE MUNICIPAL BONDS
- ASSET-BACKED SECURITIES (PRIME COLLATERAL)
- Guaranteed Investment Contracts*

* Note that a maximum principal amount of ~~\$1,000,000~~ 5% may be invested in any single issuer.

4. Derivative Investments

Derivative securities are defined as synthetic securities whose price and cash flow characteristics are based on the ~~cash flow characteristics are based on the~~ cash flows and price movements of other underlying securities. Most derivative securities are derived from equity or fixed income securities and are packaged in the form of options, futures, CMOS (PAC bonds, IOS, POS, residual bonds, etc.), and interest rate swaps, among others. The Board of Education feels that many derivative securities are relatively new and therefore have not been observed over multiple economic cycles. Due to this uncertainty, the Board of Education will take a conservative posture on derivative securities in order to maintain its risk-averse nature. Since it is anticipated that new derivative products will be created each year, it is not the intention of this document to list specific derivatives that are prohibited from investment, rather it will form a general policy on derivatives. Unless a specific type of derivative security is allowed in this document, the Investment Manager(s)/Broker(s) must seek permission from the Board of Education to include derivative investments in the Plan's portfolio. The Investment Manager(s)/Broker(s) must present detailed information as to the expected return and risk characteristics of such investment vehicles.

a. Prohibited Assets

Prohibited investments include, but are not limited to the following:

- (1) Equities
- (2) Commodities and Futures Contracts
- (3) Private Placements
- (4) Options
- (5) Limited Partnerships
- (6) Venture-Capital Investments
- (7) Real Estate Properties
- (8) Interest Only (IO), Principal Only (PO), and Residual Tranche CMOS

DISTRICT INVESTMENTS (cont.)

b. Prohibited Transactions

Prohibited transactions include, but are not limited to the following:

- (1) Short Selling
- (2) Margin Transactions

5. Asset Allocation Guidelines

Investment Management of the assets of the Cash Management Program must be in accordance with the following Asset Allocation Guidelines:

a. Aggregate Plan Asset Allocation Guidelines (at Market Value)

Asset Class	Minimum	Maximum	Preferred
Short-Term	5%	100%	5-10%
Mid-Term	0%	95%	50-60%
Long-Term	0%	30% 50%	25-30% 30-45%

b. The Board of Education may employ Investment Managers/Brokers whose investment disciplines require investment outside established Asset Allocation Guidelines. However, taken as a component of the Aggregate Plan, such disciplines must fit within the overall Asset Allocation Guidelines established in this statement. Such Investment Managers/Brokers will receive written direction from the Board of Education regarding specific objectives and guidelines.

c. In the event that the above Aggregate Asset Allocation Guidelines are violated, for reasons including but not limited to market price fluctuations, the Board of Education will instruct the Investment Manager(s)/Broker(s) to bring the portfolio(s) into compliance with these guidelines as promptly and prudently as possible. In the event that any individual Investment Manager's/Broker's portfolio is in violation with its specific guidelines, for reasons including but not limited to market price fluctuations, the Board of Education expects that the Investment Manager/Broker will bring the portfolio into compliance with these guidelines as promptly and prudently as possible without instruction from the Board of Education.

DISTRICT INVESTMENTS (cont.)**6. Guidelines for Fixed Income Investments and Cash Equivalents**

- a. Plan assets may be invested only in investment grade bonds rated A (BAA3/BBB (MOODY'S/S&P) or equivalent) or better.
- b. Plan assets may be invested only in commercial paper rated A1 (or equivalent) or better.
- c. Long-term maturity restrictions are as follows:
 - Maximum maturity for any single security is 15 years.
 - No more than 30% of the portfolio may be invested in securities with maturities greater than five years.
 - Weighted average portfolio maturity may not exceed seven years.
- d. Money market funds selected shall contain securities whose credit rating at the absolute minimum would be rated investment grade by Standard and Poors, and/or Moody's.

Selection of Investment Managers/Brokers

The Board of Education's selection of Investment Manager(s)/Broker(s) must be based on prudent due diligence procedures. A qualifying Investment Manager/Broker must be a registered Investment Advisor under the Investment Advisors Act of 1940, or a bank or insurance company. The Board of Education requires that each Investment Manager/Broker provide in writing, acknowledgment of fiduciary responsibility to the Chino Valley Unified School District Cash Management Program.

Investment Manager/Broker Performance Review and Evaluation

Summary transaction reports shall be compiled monthly. Performance reports shall be compiled at least annually and communicated to the Board of Education for review. The investment performance of the total portfolio, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement. The Board of Education intends to evaluate the portfolio(s) over at least a three-year period, but reserves the right to terminate a Manager/Broker for any reason, including the following:

DISTRICT INVESTMENTS (cont.)

1. Investment performance ~~which~~ THAT is significantly less than anticipated given the discipline employed and the risk parameters established, or unacceptable justification of poor results.
2. Failure to adhere to any aspect of this statement of investment policy, including communication and report requirements.
3. Significant qualitative changes to the Investment Management/Broker organization

Investment Managers/Brokers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organization and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results.

Investment Policy Review

To assure THE continued relevance of the guidelines, objectives, financial status, and capital markets expectations as established in this statement of investment policy, the Board of Education plans to review investment policy at least annually.

Legal Reference:

EDUCATION CODE

41001 Deposit of money

41002 General fund deposits and exceptions

41015 Authorization of investment of special reserve or surplus funds

GOVERNMENT CODE

53601 Circumstances authorizing investments, authorized investments.

Chino Valley Unified School District

Policy adopted: November 16, 1995.

Revised: June 3, 1999

Revised: November 2, 2006

Revised: December 16, 2021

REVISED:

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

DATE: January 19, 2023

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

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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CERTIFICATED MANAGEMENT PERSONNEL FOR THE 2022/2023 SCHOOL YEAR**RESIGNATION**

MCCAIN, Matthew	Principal - JHS	Magnolia JHS	01/04/2023
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HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2022/2023 SCHOOL YEAR

REYNOZO, Tania	DLI Teacher	Borba ES	01/04/2023
AUSTIN, Erica	60% Intervention Teacher	Butterfield Ranch ES	01/04/2023
PORRAS, Michael	ESL Teacher	Adult School	01/04/2023
SALGADO, Makenna	RSP Teacher	Chino Hills HS	01/04/2023
KELLY, Karissa	Foster Youth Counselor	Student Support Services	01/09/2023

RETIREMENT

BETEINBER, Jacques (25 years of service)	Elementary Teacher	Chaparral ES	12/10/2022
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RESIGNATION

KLASSEN, Kurt	Special Education Teacher	Rolling Ridge ES	01/03/2023
MONJE, Karen	Elementary Teacher	Cortez ES	12/09/2022
ORIZAGA, Michael	Special Education Teacher	Chino Hills HS	12/30/2022

TEACHING OUT OF CREDENTIAL AREA PER EDUCATION CODE §44258.7(b) EFFECTIVE JULY 1, 2022, THROUGH JUNE 30, 2023

REAMS, Randall	Athletic PE	Ayala HS	2022/2023
DONOHO, James	Athletic PE	Don Lugo HS	2022/2023

APPOINTMENT - EXTRA DUTY

HIDALGO, Ashley (NBM)	Women's Soccer (B)	Chino HS	01/06/2023
LANDEROS, Daniel	Baseball (B)	Chino HS	12/09/2022

CLASSIFIED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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PLACEMENT ON THE CLASSIFIED MANAGEMENT SALARY SCHEDULE**APPOINTMENT**

VALDEZ, Jacqueline	Behavior Intervention Specialist (SELPA/GF)	Special Education	01/23/2023
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RESIGNATION

BARRAGAN, Rafael	Behavior Intervention Specialist (SELPA/GF)	Special Education	01/03/2023
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HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE**APPOINTMENT**

LOPEZ, Ashley	Bilingual Typist Clerk I Spanish (C)	Borba ES	01/17/2023
LOPEZ, Ashley	School Community Liaison/Bilingual-Spanish (C)	Borba ES	01/17/2023
DE LA TORRE, Roxana	IA/Elementary Grade Level (GF)	Chaparral ES	01/17/2023
GONZALES, Alyson	Playground Supervisor (GF)	Cortez ES	01/17/2023
LO, Wai Yin	Nutrition Services Assistant I (NS)	Hidden Trails ES	01/17/2023
CHAVEZ, Iletha	Playground Supervisor (GF)	Liberty ES	01/20/2023
SALAZAR, Candice	Playground Supervisor (GF)	Rolling Ridge ES	01/17/2023
ZACARIAS, Cecilia	Paraprofessional II (SELPA/GF)	Walnut ES	01/17/2023
NUNEZ, Aaron	IA/Secondary Grade Level (GF)	CVLA	01/13/2023
RODRIGUEZ, Matthew	Custodian I (GF)	CVLA	01/17/2023
SCHEMEL, Kathleen	Licensed Vocational Nurse (GF)	Health Services	01/17/2023
GALLARDO, Francisco	Electronics Display Systems Technician (GF)	Maintenance	01/17/2023
HAWKINS, Daniel	Groundsworker I (GF)	Maintenance	01/17/2023
JONES, Angel	Groundsworker I (GF)	Maintenance	01/12/2023
GARCIA, Jasmine	Behavior Intervention Aide (SELPA/GF)	Special Education	01/09/2023
AMEZCUA, Norma	District Student Records Specialist (GF)	Student Support	01/17/2023
GROVES, Kristal	Bus Driver (GF)	Transportation	01/20/2023

PROMOTION

MCMILLEN, Linda	FROM: Attendance Clerk (GF) 8 hrs./195 work days TO: Administrative Secretary I/Confidential (GF) 8 hrs./261 contract days	Canyon Hills JHS Human Resources	01/20/2023
FELIZ, Gina	FROM: Central Kitchen Assistant I (NS) 3.5 hrs./181 work days TO: Nutrition Services Manager I (NS) 6 hrs./183 work days	Townsend JHS Walnut ES	01/09/2023

CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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PROMOTION (cont.)

ORTIZ, Sonya	FROM: Central Kitchen Assistant I (NS) 3.5 hrs./181 work days	Townsend JHS	01/17/2023
	TO: Paraprofessional I (SELPA/GF) 3.5 hrs./181 work days	Woodcrest JHS	

CAMACHO, Yahaira	FROM: Bilingual Typist Clerk I Spanish (C) 3.0 hrs./166 work days	Adult School	01/12/2023
	TO: Paraprofessional II (SELPA/GF) 6.0 hrs./181 work days	Walnut ES	

CHANGE OF ASSIGNMENT

AHOLA, Kimberly	FROM: Playground Supervisor (GF) 1.5 hrs./180 work days	Litel ES	01/17/2023
	TO: Paraprofessional II (SELPA/GF) 6 hrs./181 work days	Litel ES	

VELASQUEZ, Celeste	FROM: School Secretary I (GF) 8 hrs./215 work days	Rolling Ridge ES	02/01/2023
	TO: Personnel Clerk III (GF) 8 hrs./261 contract days	Human Resources	

BOYER, Deanna	FROM: Paraprofessional I (SELPA/GF) 3.5 hrs./181 work days and	Woodcrest JHS	01/09/2023
	Playground Supervisor (GF) 1.75 hrs./180 work days	Woodcrest JHS	
	TO: Paraprofessional I (SELPA/GF) 5 hrs./181 work days	Woodcrest JHS	

LEAVE OF ABSENCE

LICON, Judy	Nutrition Services Assistant II (NS)	Chino Hills HS	12/16/2022 through 01/17/2023
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RESCISSION OF RESIGNATION

BOGDON, George	Bus Driver (GF)	Transportation
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CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>RESIGNATION</u>			
KIRKPATRICK, Meredith	Playground Supervisor (GF)	Cortez ES	12/29/2022
GUERRA, Christine	Playground Supervisor (GF)	Wickman ES	12/02/2022
VELASCO LANDEROS, Rosalva	Playground Supervisor (GF)	Briggs K-8	01/05/2023

RETIREMENT

DROZD, Melinda (11 Years of Service)	Health Technician (GF)	Country Springs ES	01/09/2023
NICOLES, Randy (33 Years of Service)	Custodian I (GF)	Rolling Ridge ES	02/11/2023
SEBESTYEN, Nancy (7 Years of Service)	Nutrition Services Assistant II (NS)	Don Lugo HS	12/31/2022
SALAZAR, Raul (18 Years of Service)	Maintenance III – Crafts Specialist (GF)	Maintenance	12/31/2022
GONZALEZ, Cosme (5 Years of Service)	Bus Driver (GF)	Transportation	01/30/2023

APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2022, THROUGH JUNE 30, 2023

ADAMJEE, Shaheen
LEE, Poh

CHAVEZ MEJIA, Oscar
MILAM, Divine

LARIOS, Edgar

(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

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CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023
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: AFFILIATION AGREEMENT WITH IEC CORPORATION

=====

BACKGROUND

Student teaching, internship, and practicum experience 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 an affiliation agreement with IEC Corporation. IEC Corporation and its subsidiaries operate under the names UEI Colleges, United Education Institute, Florida Career Colleges, US Colleges, Universal Schools and Colleges of Health and Human Services, Anthem Education and Anthem College-Bryman School

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

RECOMMENDATION

It is recommended the Board of Education approve the affiliation agreement with IEC Corporation.

FISCAL IMPACT

None.

NE:RR:IB:ED:mcm

AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT (“Agreement”) is made and entered into as of [12/5/2022] the “Effective Date”), by and between [Chino Valley Unified School District-Health Center] (“Affiliate”), located at [12970 Third St. Chino, CA 91710], and IEC Corporation and its subsidiaries which operate under the names UEI Colleges, United Education Institute, Florida Career Colleges, US Colleges, Universal Schools and Colleges of Health and Human Services, Anthem Education and Anthem College-Bryman School (“School”), having its corporate offices located at 16485 Laguna Canyon Road, Suite 300, Irvine, CA 92618.

A. School provides educational program(s) for its students as described in **Exhibit A** (the “Program” or “Programs”).

B. Affiliate operates a facility or facilities in [Chino] (“Affiliate Location(s)”) and is willing to make such facility or facilities available to School’s students in such Programs.

C. It is agreed by the parties to be of mutual interest and advantage that students enrolled at School (“Students”) be given the benefit of practical experience through an externship/internship program at Affiliate’s Location(s).

D. It is further agreed by the parties that Students from any of the School’s following campuses be included in this Agreement: All US Colleges |.

Now, therefore, in consideration of the preamble and recitals above which are hereby incorporated, and the mutual covenants and agreements set forth below, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. GENERAL RESPONSIBILITIES.

1.1 Affiliate shall provide externship/internship experience to Students in the Programs at the Affiliate Location(s) for the dates and times mutually agreed upon by the parties.

1.2 Neither party to this Agreement shall be obligated to pay monetary compensation to the other or to any Student.

1.3 Students shall be regularly enrolled students of UEI Colleges, United Education Institute, Florida Career Colleges, US Colleges, Universal Schools and Colleges of Health and Human Services, Anthem Education and/or Anthem College-Bryman School and meet the educational requirements of School before participating in the externship/internship with Affiliate. Students shall be held accountable to both Affiliate and the School to comply with all rules and regulations of the Affiliate’s facilities.

2. SCHOOL RESPONSIBILITIES.

2.1 School shall be responsible for the following with respect to the Program: the delineation of the academic curriculum; the provision of instructors; awarding any certification or diploma in the Program; and compliance with applicable laws and rules with respect to operation of the Program.

2.2 School shall be responsible for the selection, placement, and/or removal, and final grading of Students placed with Affiliate on externship/internship.

2.3 Prior to placing any Student with Affiliate, School shall transmit to Affiliate the name(s) of the Students and any other reasonably requested information required by Affiliate.

2.4 To the extent requested or required by Affiliate, School shall instruct Students that they are required to provide proof to Affiliate that they meet Affiliate’s basic infectious disease requirements,

which may include a health status report, proof of immunization against common communicable diseases, and/or a tuberculosis screening. Affiliate retains the right to remove any Student who does not meet these basic infectious disease standards.

2.5 School shall provide orientation as appropriate for the Students prior to assignment with Affiliate.

2.6 School shall be responsible for maintaining all records of Student performance in the externship/internship.

2.7 School shall submit in writing to Affiliate the name of the person(s) designated as the School's externship/internship coordinator (who shall be named in **Exhibit A**), or designee, whose responsibility it shall be to act as liaison between School and Affiliate in the development and execution of the externship/internship, the evaluation of Student performance, if applicable, and to engage in such other activities of mutual concern in the provision of student training.

2.8 School shall, upon the written request of Affiliate, withdraw from the externship/internship any Student who: (1) fails to properly perform as a student of the Program or whose conduct otherwise interferes with staff relationships or primary mission of Affiliate; and/or (2) violates any Affiliate policy or procedure and/or the professional ethics of Affiliate as they relate to patients, clients, visitors, or Affiliate personnel. School may also discontinue the externship/internship of any Student at Affiliate at any time during the term of this Agreement in accordance with established School rules and regulations.

3. AFFILIATE RESPONSIBILITIES.

3.1 Affiliate shall be responsible for the externship/internship experience of the Students assigned to Affiliate Location(s). Such Students shall be subject to the supervision, direction and control of Affiliate while performing their assignments.

3.2 Affiliate shall inform School of the number of Students that Affiliate can accept and shall accept Students selected by the School for externships/internships in accordance with mutually agreed upon schedules.

3.3 Affiliate shall provide experience for Students in accordance with the educational objectives, learning experiences and performance expectations established and mutually agreed to by School and Affiliate. Affiliate shall assign proper supervisors to train student(s) in agreed upon aspects of Students' educational program. The parties shall collaborate on designing training that meets the objectives outlined in **Exhibit A**.

3.4 Affiliate shall provide orientation, as appropriate, to assigned Students.

3.5 Affiliate shall designate an individual (who shall be named in **Exhibit A**) with sufficient training, whose responsibility it shall be to act as liaison between the Affiliate and School in the development and execution of the externship, the evaluation of Student performance, if applicable, and to engage in such other activities of mutual concern in the provision of student training, if applicable.

3.6 Students shall perform services for patients and/or clients only when under the supervision of an Affiliate employee. Students shall work, perform assignments, and provide services at the discretion of their supervisors designated by Affiliate. Students are trainees, not employees, and shall in no event replace Affiliate staff.

3.7 Affiliate shall maintain sufficient administrative and professional control over the supervision of Students to ensure that the continuity and quality of care to patients and/or other Affiliate clients is maintained. Affiliate shall not decrease the normal number of staff as a result of this Agreement.

3.8 Affiliate shall participate in concurrent and final evaluation of Student's externship/internship. Evaluations are to be collected by the School's externship/internship coordinator or sent or faxed to the School upon request.

3.9 Affiliate shall, at all times, remain fully responsible for patient care and/or client management and related services.

4. TERM AND TERMINATION.

4.1 The term of this Agreement shall become effective on the date written above and shall continue in effect unless terminated by the Parties per the provisions below.

4.2 Notwithstanding any other provision to the contrary, this Agreement may be terminated without cause at any time by either party upon thirty (30) days' prior written notice to the other party or upon completion of the Students' externship/internship, whichever is greater.

4.3 In the event of a material breach of this Agreement, the aggrieved party may terminate this Agreement by giving thirty (30) days' prior written notice of termination to the breaching party. If the breach is not cured, the Agreement shall terminate at the end of the thirty day period.

5. INSURANCE. School shall procure and maintain for the duration of the externship/internship(s) with Affiliate, commercial general liability insurance against claims for injuries to persons or damages to property caused by School including the performance of its obligations hereunder by School employees and Students with limits no less than \$1,000,000 per occurrence /\$2,000,000 aggregate. Affiliate shall procure and maintain for the duration of the externship/internship(s) with School, commercial general liability insurance against claims for injuries to persons or damages to property caused by Affiliate with limits no less than \$1,000,000 per occurrence /\$2,000,000 aggregate. Each of the parties shall maintain workers' compensation insurance for its employees as required by State law or statute, with statutory limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease. School shall also procure and maintain Student Professional Liability to cover wrongful acts for "Professional Services" for medical, dental and pharmaceutical vocational training with limits no less than \$1,000,000 per occurrence or claim, \$3,000,000 aggregate. School does not provide or maintain general medical insurance coverage, accident coverage, or workers' compensation insurance for Students.

6. STATUS OF STUDENTS.

6.1 During the period in which a Student is assigned to Affiliate, the Student and the School Instructor, if applicable, shall be subject to the direction and control of Affiliate supervisors.

6.2 The parties acknowledge that the participating Students are not employees. Workers' compensation coverage for School instructors will be provided by School. Students are not covered by Affiliate's or School's workers' compensation programs and except if covered under Paragraph 5 above, are not covered by Affiliate's insurance programs. Students will not be entitled to any fringe benefits, disability benefits or other rights normally afforded to employees of School or Affiliate.

6.3 Affiliate will cooperate with School in its endeavor to provide training opportunities to all students regardless of gender, age, religion, ethnicity, or disability.

7. RELATIONSHIP. School and Affiliate are independent contractors, and nothing contained in this Agreement will create the relationship of partnership, joint venture agency or employment between School and Affiliate or any of their employees, faculty, officers, agents or contractors.

8. PATIENT AND/OR CLIENT RECORDS. Any and all of Affiliate's medical records and charts and/or client records and documents created at Affiliate's Location(s) as a result of performance under this Agreement shall be and shall remain the property of Affiliate. School will advise all of its Students at

Affiliate Location(s) to maintain the confidentiality of patient medical records and charts and/or client records and documents in accordance with Affiliate's policies and procedures and all applicable state and federal laws and regulations, including the Health Insurance Portability and Accountability Act ("HIPAA"). School agrees to have Students participate in any Affiliate training or education required to comply with HIPAA or other applicable laws.

9. NO THIRD PARTY BENEFICIARY. This Agreement is strictly between Affiliate and School and no other person shall have any rights, interest or claims hereunder or be entitled to any benefits under or on account of this Agreement as a third-party beneficiary or otherwise.

10. INTERRUPTION IN SERVICE. Either party shall be excused from any delay or failure in performance hereunder caused by reason of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, fire, insurrection, regulatory or legal changes affecting either party, labor disputes, riots, earthquakes, or other acts beyond the reasonable control of such party.

11. INDEMNIFICATION.

11.1 School hereby agrees to defend, indemnify and hold harmless Affiliate, its directors, officers, agents, and employees, from and against all claims, losses, damages, liabilities, or injuries to persons or property, and all costs, expenses, and attorneys' fees incurred in connection therewith caused by the negligent or intentional acts of School, its directors, officers, agents, Students or employees in connection with or arising out of the acts or omissions in services performed under this Agreement or by any breach or default in performance of any of the School's obligations hereunder.

11.2 Affiliate hereby agrees to defend, indemnify and hold harmless School, its directors, officers, agents, students and employees, from and against all claims, losses, damages, liabilities, or injuries to persons or property, and all costs, expenses, and attorneys' fees incurred in connection therewith caused by the negligent or intentional acts of Affiliate, its directors, officers, agents or employees in connection with or arising out of the acts or omissions in services performed under this Agreement or by any breach or default in performance of any of Affiliate's obligations hereunder.

12. DISPUTE RESOLUTION; ARBITRATION.

12.1 If a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation under the Commercial Mediation Rules of the American Arbitration Association.

12.2 If the dispute cannot be resolved by mediation within 30 days, the dispute will be settled by binding arbitration. Specifically, any dispute, no matter how pleaded or styled, shall be resolved by binding arbitration pursuant to the Federal Arbitration Act, conducted by the American Arbitration Association (the "AAA") under its Commercial Rules, and decided by a single arbitrator. If any party commences any action against the other party hereto with respect to the enforcement, breach or non-performance of any of the terms and conditions of this Agreement or otherwise arising out of this Agreement, the prevailing party in such action shall be entitled to collect its reasonable attorneys' fees and costs from the non-prevailing party. The arbitration will be conducted within 20 miles of the School in controversy.

13. NO ASSIGNMENT. Neither party shall assign their rights, duties, or obligations under this Agreement, either in whole or in part, without the prior written consent of the other party.

14. NOTICES. Except for delivery of this Agreement, all notices required under this Agreement shall be deemed to have been fully given when made in writing and delivered by: (i) deposit in the United States mail, postage prepaid, certified mail, return receipt requested; (ii) overnight courier service, or (iii) delivered by facsimile (with confirmation receipt), and addressed as follows:

AFFILIATE:

Chino Valley Unified School District-Health

Name: [Center]

Address: [2970 Third St. Chino, CA 91710]

Phone: [909-628-1202] Fax: []

Attention: [Zahira Orioli]

SCHOOL:

Name: IEC Corporation

Address: 16485 Laguna Canyon Road, Suite 300, Irvine, CA 92618

Phone: (949) 272-7200 Fax: (949) 341-6277

Attention: Legal Department

15. SEVERABILITY. If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws effective during the term hereof, such provision shall be fully severable. This Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been a part of the Agreement, and the remaining provisions shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this Agreement.

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

17. MODIFICATIONS AND AMENDMENTS. This Agreement may be amended or modified only by mutual written consent of the authorized representatives of both parties. School and Affiliate agree to amend this Agreement to the extent amendment is required by an applicable regulatory authority and the amendment does not materially affect the provisions of this Agreement.

18. GOVERNING LAW. This Agreement shall be governed in all respects by the laws of the State of California.

19. ENTIRE AGREEMENT. This Agreement and the Exhibits contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersedes any prior agreements, oral or written, and all other communications between the parties relating to such subject matter.

20. CAPTIONS. The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

21. COUNTERPARTS. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties hereto on the dates indicated below.

IEC CORPORATION
("School")

Chino Valley Unified School District-Health
Center
("Affiliate")

Signature
Name:
Title: Director of Career Services
Date:

Signature
Name: Zahira Orioli
Title:
Date:



EXHIBIT A

1. Type of Program(s) offered by School covered under this Agreement:

Clinical Medical Assistant

2. School’s externship/internship coordinator:

Affiliate’s liaison:

Name: Chino Valley Unified School District-Health Center

Address: 12970 Third St. Chino, CA 91710

Phone: 909-628-1202

Affiliation liaison Name/Supervisor Zahira Orioli

Federal Tax ID Number/ITIN/EIN* _____

*We will need this information to generate the Insurance Liability Certificate

*Can also be substituted by MD's license number or CLIA number

3. Training Objectives:

- 80 –hours of practical training
- Basic MA duties such as: vital signs, measurements, immunizations, patient history, EKG’s, rooming patients.
- Other duties as assigned by Affiliate, Affiliate’s representative or Supervisor/Instructor

4. Evaluations of Students by Affiliate staff:

Yes No

5. List any additional testing that Students need to undergo/agree to perform required by Affiliate, if any. School shall endeavor that Students abide all requirements but Affiliate shall confirm with Students that such requirements are met:

School Representative:

Affiliate Representative:

 Signature
 Name: Bonni Cutler
 Title: Director of Career Services
 Date: _____

 Signature
 Name: Zahira Orioli
 Title: _____
 Date: _____



EXHIBIT A

1. Type of Program(s) offered by School covered under this Agreement:
- **Certified Phlebotomy Technician**

2. School’s externship/internship coordinator:

Affiliate’s liaison:

Name: Chino Valley Unified School District-Health Center

Address: 12970 Third St. Chino, CA 91710

Phone: 909-628-1202

Affiliation liaison Name/Supervisor Zahira Orioli

Affiliate CLIA Number: _____

3. Training Objectives: CPT

- Minimum of 40 hours of practical training
- Document a minimum of 50 successful venipuncture’s
- Document a minimum of 10 successful skin punctures
- Other laboratory duties as assigned by Affiliate, Affiliate’s representative or Supervisor/Instructor

1. Evaluations of Students by Affiliate staff:

___ Yes ___ No

2. List any additional testing that Students need to undergo/agree to perform required by Affiliate, if any. School shall endeavor that Students abide all requirements but Affiliate shall confirm with Students that such requirements are met:

School Representative:

Affiliate Representative:

Signature

Signature

Name: Bonni Cutler

Name: Zahira Orioli

Title: Director of Career Services

Title: _____

Date: _____

Date: _____

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION OF BYLAWS OF THE BOARD 9220 —GOVERNING BOARD ELECTIONS

=====

BACKGROUND

Board policies, administrative regulations, and Bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Bylaws of the Board 9220—Governing Board Elections is being updated to reflect new law (AB 2584, 2022) by adding a new section – *Recalling a Board Member*. The updated Bylaw also revises *Election Process and Procedure* section to reflect new law (SB 1061, 2022) regarding the requirement that any petition for a special election to fill a Board vacancy include the county election official's estimate of the cost of conducting the special election.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Bylaws of the Board 9220—Governing Board Elections.

FISCAL IMPACT

None.

NE:pk

BOARD OF EDUCATION ELECTIONS

Any person is eligible to be a member of the Board of Education, without further qualifications, if ~~he/she~~ THE PERSON is 18 years of age or older, a citizen of California, a resident of the school District OR, IF APPLICABLE, THE TRUSTEE AREA, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a Board member except when ~~he/she~~ THE PERSON has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A District employee elected to the Board shall resign ~~his/her~~ FROM DISTRICT employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

(cf. 9224 - Oath of Affirmation)

(cf. 9270 - Conflict of Interest)

THE BOARD ENCOURAGES ALL CANDIDATES TO BECOME KNOWLEDGEABLE ABOUT THE ROLE OF BOARD MEMBERS. THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE ALL CANDIDATES WITH INFORMATION THAT WILL ENABLE THEM TO UNDERSTAND THE RESPONSIBILITIES AND EXPECTATIONS OF BEING A BOARD MEMBER, INCLUDING INFORMATION REGARDING AVAILABLE WORKSHOPS, SEMINARS, AND/OR TRAINING. THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE ALL CANDIDATES WITH THE COUNTY ELECTION OFFICIAL'S CONTACT INFORMATION AND GENERAL INFORMATION ABOUT SCHOOL PROGRAMS, DISTRICT OPERATIONS, AND BOARD RESPONSIBILITIES.

RECALLING A BOARD MEMBER

A BOARD MEMBER MAY BE RECALLED AS PERMITTED BY ELECTIONS CODE 11000. PROPONENTS OF A RECALL ARE REQUIRED TO SERVE, FILE, AND PUBLISH OR POST A NOTICE OF INTENTION TO CIRCULATE THE RECALL PETITION AND TO COMPLY WITH OTHER APPLICABLE LAW AND FORMALITIES AND COUNTY ELECTIONS OFFICIAL DIRECTIVES. THE PETITION, PURSUANT TO ELECTIONS CODE 11041, IS REQUIRED TO BE IN THE FORMAT PROVIDED BY THE SECRETARY OF STATE AND TO INCLUDE AN ESTIMATE OF THE COST OF CONDUCTING THE SPECIAL ELECTION, AS DETERMINED BY THE COUNTY ELECTIONS OFFICIAL, IN CONSULTATION WITH THE DISTRICT.

BOARD OF EDUCATION ELECTIONS (cont.)

WITHIN 14 DAYS AFTER THE MEETING AT WHICH THE BOARD RECEIVES A CERTIFICATE OF SUFFICIENCY OF SIGNATURES ON A RECALL PETITION FROM THE COUNTY ELECTIONS OFFICIAL, THE BOARD SHALL ORDER AN ELECTION TO BE HELD TO DETERMINE WHETHER THE BOARD MEMBER NAMED IN THE PETITION SHALL BE RECALLED. THE ELECTION SHALL BE HELD NOT LESS THAN 88, NOR MORE THAN 125, DAYS AFTER THE DATE THAT THE BOARD ORDERS THE ELECTION. HOWEVER, THE ELECTION MAY BE CONDUCTED WITHIN 180 DAYS AFTER THE ISSUANCE OF THE BOARD'S ORDER TO CONSOLIDATE THE ELECTION WITH A REGULARLY SCHEDULED ELECTION.

RECALL ELECTIONS SHALL BE CONDUCTED IN ACCORDANCE WITH ELECTIONS CODE 11381-11386.

CONSOLIDATION OF ELECTIONS

TO REDUCE COSTS ASSOCIATED WITH CONDUCTING ELECTIONS, THE BOARD MAY CONSOLIDATE BOARD ELECTIONS WITH THE LOCAL MUNICIPAL OR STATEWIDE PRIMARY OR GENERAL ELECTION. BOARD ELECTION PROCEDURES SHALL BE CONDUCTED IN ACCORDANCE WITH STATE AND FEDERAL LAW.

IN ADDITION, IF A REGULARLY SCHEDULED BOARD ELECTION HELD OTHER THAN ON A STATEWIDE ELECTION DATE RESULTS IN A DECREASE IN LOCAL VOTER TURNOUT OF 25 PERCENT OR MORE COMPARED TO THE AVERAGE LOCAL TURNOUT FOR THE PREVIOUS FOUR STATEWIDE GENERAL ELECTIONS, THE BOARD SHALL TAKE ACTION TO CONSOLIDATE BOARD ELECTIONS WITH STATEWIDE ELECTIONS. (Elections Code 14051, 14052)

IN ORDER TO CONSOLIDATE ELECTIONS BASED ON EITHER CIRCUMSTANCE DESCRIBED ABOVE, THE BOARD SHALL ADOPT A RESOLUTION AND SUBMIT IT TO THE COUNTY BOARD OF SUPERVISORS FOR APPROVAL NOT LATER THAN 240 DAYS PRIOR TO THE DATE OF THE CURRENTLY SCHEDULED DISTRICT ELECTION. (Elections Code 10404.5)

WHENEVER A REGULARLY SCHEDULED BOARD ELECTION IS CHANGED DUE TO CONSOLIDATION OF ELECTIONS, THE TERMS OF OFFICE OF INCUMBENT BOARD MEMBERS SHALL BE EXTENDED TO ALIGN WITH THE NEXT APPLICABLE ELECTION. (Elections Code 10404.5)

(cf. 9110 - Terms of Office)

BOARD OF EDUCATION ELECTIONS (cont.)

~~Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the District.~~

THE DISTRICT IS DIVIDED INTO TRUSTEE AREAS AND EACH TRUSTEE AREA SHALL BE REPRESENTED BY A BOARD MEMBER WHO RESIDES IN AND IS ELECTED BY VOTERS RESIDING WITHIN THAT TRUSTEE AREA. TRUSTEE AREAS SHALL BE BALANCED BY POPULATION AS REQUIRED BY STATE AND FEDERAL LAW.

PRIOR TO MARCH 1 FOLLOWING THE YEAR IN WHICH THE RESULTS OF EACH DECENNIAL FEDERAL CENSUS ARE RELEASED, THE BOARD SHALL ADJUST THE BOUNDARIES OF THE DISTRICT'S TRUSTEE AREAS BASED ON POPULATION FIGURES AS VALIDATED BY THE POPULATION RESEARCH UNIT OF THE DEPARTMENT OF FINANCE. (Education Code 5019.5)

TO ENSURE ONGOING COMPLIANCE WITH THE CALIFORNIA AND FEDERAL VOTING RIGHTS ACTS, THE BOARD MAY REVIEW THE DISTRICT'S BOARD ELECTION METHOD TO DETERMINE WHETHER ANY MODIFICATION IS NECESSARY DUE TO CHANGES IN THE DISTRICT'S POPULATION OR ANY OF ITS RACIAL, COLOR, OR LANGUAGE MINORITY GROUP COMPOSITION. THE REVIEW SHALL BE BASED ON THE SUPERINTENDENT OR DESIGNEE'S REPORT TO THE BOARD AFTER THE RELEASE OF EACH DECENNIAL FEDERAL CENSUS.

WHEN THE DISTRICT'S ELECTION METHOD IS TO BE CHANGED, THE BOARD SHALL HOLD PUBLIC HEARINGS IN ACCORDANCE WITH ELECTIONS CODE 10100 BEFORE ADOPTING A RESOLUTION AT AN OPEN MEETING SPECIFYING THE CHANGE(S), AND SHALL, IN ACCORDANCE WITH EDUCATION CODE 5019, OBTAIN APPROVAL FROM THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION HAVING JURISDICTION OVER THE DISTRICT.

THE ELECTION METHOD OR TRUSTEE-AREA BOUNDARIES IN EFFECT AT THE BEGINNING OF A BOARD MEMBER'S TERM SHALL BE USED WHEN ANY VACANCY THAT OCCURS DURING THAT TERM IS TO BE FILLED, EVEN IF, DURING THE TERM, THE DISTRICT HAS ADOPTED "BY-TRUSTEE AREA" ELECTION METHOD OR TRUSTEE AREA BOUNDARIES HAVE BEEN ADJUSTED.

ANY PETITION FOR A SPECIAL ELECTION ORDERED PURSUANT TO EDUCATION CODE 5091 SHALL CONTAIN THE COUNTY ELECTION OFFICIAL'S ESTIMATE OF THE COST OF CONDUCTING THE SPECIAL ELECTION, EXPRESSED ON A PER-STUDENT BASIS. (Education Code 5091)

BOARD OF EDUCATION ELECTIONS (cont.)**Campaign Conduct**

ALL CANDIDATES, INCLUDING CURRENT BOARD MEMBERS RUNNING AS INCUMBENTS, SHALL ABIDE BY LOCAL, COUNTY, STATE, AND FEDERAL REQUIREMENTS REGARDING CAMPAIGN DONATIONS, FUNDING, AND EXPENDITURES.

A BOARD MEMBER SHALL NOT EXPEND, AND A CANDIDATE SHALL NOT ACCEPT, ANY PUBLIC MONEY FOR THE PURPOSE OF SEEKING ELECTIVE OFFICE. HOWEVER, THE DISTRICT MAY ESTABLISH A DEDICATED FUND FOR THOSE SEEKING ELECTION TO THE BOARD, PROVIDED THAT THE FUNDS ARE AVAILABLE TO ALL CANDIDATES WHO ARE QUALIFIED PURSUANT TO EDUCATION CODE 35107 WITHOUT REGARD TO INCUMBENCY OR POLITICAL PREFERENCE. (Government Code 85300)

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and District, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 9050 - Governance Standards)

Statement of Qualifications

The District shall assume no part of the cost of printing, handling, translating or mailing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the District may require candidates to pay their estimated pro rata share of these costs to the District in advance pursuant to Elections Code 13307.

On the 125th day prior to the day fixed for the general District election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and District seal to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the District to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the District or the candidate is to pay for the publication of a statement of qualifications pursuant to elections code 13307

(cf. 9223 – Filling Vacancies)

BOARD OF EDUCATION ELECTIONS (cont.)

Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the board. The Board at that time shall determine the winner by lot. (Education Code 5016)

Legal Reference:**EDUCATION CODE**

1000 Composition, and trustee area, county board of education
 1006 Qualifications for holding office, county board of education
 5000-5033 Elections
 5220-5231 Elections
 5300-5304 General provisions (conduct of elections)
 5320-5329 Order and call of elections
 5340-5345 Consolidation of elections
 5360-5363 Election notice
 5380 Compensation (of election officer)
 5390 Qualifications of voters
 5420-5426 Cost of elections
 5440-5442 Miscellaneous provisions
 7054 Use of district property
 35107 Eligibility; school district employees
 35177 Campaign expenditures or contributions
 35239 Compensation of governing board member of districts with less than 70 ADA

ELECTIONS CODE

20 Public office eligibility
 1302 Local elections, school district election
 2201 Grounds for cancellation
 4000-4004 Elections conducted wholly by mail
 10400-10418 Consolidation of elections
 10509 Notice of election by secretary
 10600-10604 School district elections
 13307 Candidate's statement
 13309 Candidate's statement, indigence
 14025-14032 California Voting Rights Act
 20440 Code of Fair Campaign Practices

GOVERNMENT CODE

1021 Conviction of crime
 1097 Illegal participation in public contract
 12940 Nondiscrimination, Fair Employment and Housing Act
 81000-91014 Political Reform Act

BOARD OF EDUCATION ELECTIONS (cont.)

PENAL CODE

68 Bribes

74 Acceptance of gratuity

424 Embezzlement and falsification of accounts by public officers

661 Removal for neglect or violation of official duty

CALIFORNIA CONSTITUTION

Article 2, Section 2 Voters, qualifications

Article 7, Section 7 Conflicting offices

Article 7, Section 8 Disqualification from office

UNITED STATES CODE, TITLE 42

1973-1973aa-6 Voting Rights Act

COURT DECISIONS

Rey v. Madera Unified School District, (2012) 138 Cal. Rptr. 3d 192

Randall v. Sorrell, (2006) 126 S.Ct. 2479

Sanchez v. City of Modesto, (2006) 51 Cal.Rptr.3d 821

Dusch v. Davis, (1967) 387 U.S. 112

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 49 (2002)

83 Ops.Cal.Atty.Gen. 181 (2000)

81 Ops.Cal.Atty.Gen. 98 (1998)

69 Ops.Cal.Atty.Gen. 290 (1986)

Management Resources:

WEBSITES

California School Boards Association: www.csba.org

California Secretary of State's Office: www.ss.ca.gov

Fair Political Practices Commission: www.fppc.ca.gov

Institute for Local Self Government: www.ca-ilg.org

Chino Valley Unified School District

Bylaw approved: October 9, 1997

Revised: May 5, 2011

Revised: June 27, 2013

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION OF BYLAWS OF THE BOARD 9223—FILLING VACANCIES

=====

BACKGROUND

Board policies, administrative regulations, and Bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Bylaws of the Board 9223—Filling Vacancies is being updated to reflect new law (1061, 2022) by adding a new note and body paragraph at the end of the *Provisional Appointments* section. The update also reflects new Attorney-General Opinion on how a vacancy is to be filled when a district’s trustee areas have been revised or election method has changed from “at-large” to “by-trustee,” since the Board member whose term is to be completed was last elected. The Bylaw also updated to rearrange the items in “*Timelines for Filling a Vacancy*” and to revise as necessary for clarity.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Bylaws of the Board 9223—Filling Vacancies.

FISCAL IMPACT

None.

NE:pk

FILLING VACANCIES

Events Causing a Vacancy

A vacancy on the Board of Education may occur for any of the following events:

1. The death of an incumbent. (Government Code 1770)
2. The adjudication pursuant to a quo warrant to proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of ~~his/her~~ THE office for the remainder of ~~his/her~~ THE term. (Government Code 1770)
3. A Board member's resignation. (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the District, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the AN effective date of ~~his/her~~ resignation for more than 60 days after ~~he/she files~~ the DATE THE resignation IS FILED with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including recall. (Elections Code 11384. Government Code 1770)
5. A Board member's ceasing to be a resident of the District. (Government Code 1770)
6. A BOARD MEMBER CEASES TO INHABIT THE TRUSTEE AREA REPRESENTED ON THE BOARD (58 Ops.Cal.Atty.Gen. 888(1975))
- 6 7. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon DISTRICT business of the school District with the approval of the Board.
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days.

FILLING VACANCIES (cont.)

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- c. For federal military deployment not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard.

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

- 78. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law. (Government Code 1770)
- 89. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office. (Government Code 1770, 3000-3003)
- 910. A Board member's refusal or neglect to file his/her required oath within the time prescribed. (Government Code 1770)

(cf: 9224 - Oath or Affirmation)

- ~~4011. The decision of a competent tribunal declaring void a Board member's election or appointment. (Government Code 1770)~~
- ~~11. The making of an order vacating a Board member's office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond. (Government Code 1770)~~

FILLING VACANCIES (cont.)

4212. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final. (Government Code 1770)
13. A failure to elect when either no candidate or an insufficient number of candidates have filed to run for a Board seat(s). (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs less than four months before the end of a Board member's term, the board shall take no action. (Education Code 5093)
2. ~~When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item # 3 below. (Education Code 5091, 5093)~~
32. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)
3. WHEN A VACANCY OCCURS OUTSIDE OF THE STATUTORY TIME WINDOWS IDENTIFIED IN ITEMS #1 AND #2 ABOVE, THE BOARD SHALL, WITHIN 60 DAYS OF THE DATE OF THE VACANCY OR THE FILING OF THE MEMBER'S DEFERRED RESIGNATION, EITHER ORDER AN ELECTION OR MAKE A PROVISIONAL APPOINTMENT. (Education Code 5091, 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirement specified in Education Code 35107.

(cf: 9220 - Governing Board Elections)

FILLING VACANCIES (cont.)

Provisional Appointments

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A COMMITTEE CONSISTING OF LESS THAN A QUORUM OF THE BOARD SHALL ENSURE THAT APPLICANTS ARE ELIGIBLE FOR BOARD MEMBERSHIP AND ANNOUNCE THE NAMES OF ELIGIBLE CANDIDATES. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)
(cf. 9323.2 - Actions by the Board)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the District. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation.
2. The full name of the appointee.
3. The date of appointment.

A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the county superintendent within 30 days of the provisional appointment, it shall become an effective appointment.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

IF WITHIN 30 DAYS OF THE BOARD'S APPOINTMENT, REGISTERED VOTERS OF THE DISTRICT OR, WHERE ELECTIONS ARE BY TRUSTEE AREAS, OF THE TRUSTEE AREA SUBMIT A PETITION FOR SPECIAL ELECTION WHICH THE COUNTY SUPERINTENDENT DETERMINES TO BE LEGALLY SUFFICIENT, THE PROVISIONAL APPOINTMENT IS TERMINATED, AND A SPECIAL ELECTION SHALL BE HELD IN ACCORDANCE WITH EDUCATION CODE 5091 TO FILL THE VACANCY.

FILLING VACANCIES (cont.)**Appointment Due to Failure to Elect**

When a vacancy occurs because no ~~person~~ CANDIDATE or an insufficient number of candidates have been nominated (i.e., a failure to elect), and a District election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the District election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the District shall publish a notice once in a newspaper of general circulation published in the District, or if no such newspaper exists, in a newspaper having general circulation within the District. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "provisional appointments," as specified above.

Legal Reference:EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility of board members

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections 11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3000-3003 Forfeiture of Office

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

FILLING VACANCIES (cont.)

ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEBSITES

California School Boards Association: www.csba.org

California State Attorney General's Office, Quo Warranto Applications:
ag.ca.gov/opinions/quo_warranto.php

Chino Valley Unified School District

Bylaw adopted: August 17, 1995

Revised: May 7, 2009

Revised: April 5, 2012

Revised: October 16, 2014

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION OF BYLAWS OF THE BOARD 9323 —MEETING CONDUCT

=====

BACKGROUND

Board policies, administrative regulations, and Bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Bylaws of the Board 9323—Meeting Conduct is being updated to reflect new law (SB 1100, 2022), which authorizes the Board President to remove an individual for disrupting a Board meeting, and establishes a procedure for warning the individual prior to their removal, and defines, “*disrupting*” and “*true threat of force.*”

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Bylaws of the Board 9323—Meeting Conduct.

FISCAL IMPACT

None.

NE:pk

MEETING CONDUCT

Meeting Procedures

All Board of Education meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

(cf. 9322 - Agenda/Meeting Materials)

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 - President)

The Board believes that late night meetings deter public participation, can affect the board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 9:00 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and, IF NECESSARY, MAY subsequently ~~may~~ be adjourned to a later date.

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

(cf. 9323.2 - Actions by the Board)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf. 9270 - Conflict of Interest)

PROVIDED THE BOARD TYPICALLY HAS SEVEN MEMBERS AND THERE ARE NO MORE THAN TWO VACANCIES ON THE BOARD, THE VACANT POSITION(S) SHALL NOT BE COUNTED FOR PURPOSES OF DETERMINING HOW MANY MEMBERS OF THE BOARD CONSTITUTE A MAJORITY. IN ADDITION, WHENEVER ANY PROVISIONS OF THE EDUCATION CODE REQUIRE UNANIMOUS ACTION OF ALL OR A SPECIFIC NUMBER OF THE MEMBERS, THE VACANT POSITION(S) SHALL NOT BE COUNTED FOR PURPOSES OF DETERMINING THE TOTAL MEMBERSHIP CONSTITUTING THE BOARD. (Education Code 35165)

MEETING CONDUCT (cont.)**Public Participation**

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. ~~Persons addressing the Board are encouraged to complete an information card.~~ So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting , EXCEPT THAT IF THE MEETING IS CONDUCTED USING REMOTE PUBLIC PARTICIPATION OR WITH A BOARD MEMBER ATTENDING REMOTELY PURSUANT TO GOVERNMENT CODE 54953, A MEMBER OF THE PUBLIC DESIRING TO PROVIDE COMMENT THROUGH THE USE OF A THIRD PARTY INTERNET WEBSITE OR ONLINE PLATFORM MAY BE REQUIRED TO REGISTER AS REQUIRED BY THE THIRD PARTY PROVIDER.

In order to conduct District business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5, Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)
3. Without taking action, Board members or District staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

MEETING CONDUCT (cont.)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf. 9130 - Board Committees)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

IN GENERAL, individual speakers will be allowed three minutes to address the Board ~~regarding ON EACH AGENDA OR non-agenda items, as well as three additional minutes regarding items that are on the agenda,~~ and the Board will limit the total time for public input on each item to 30 minutes. A speaker may not use the podium for purposes other than addressing the Board directly. If there are no further comments, a speaker will be considered to have relinquished his or her allotted three minutes.

However, in exceptional circumstances when necessary to ensure full opportunity for public input, the Board president may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The President may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic, subject to the following conditions:
 - a) If the topic would be more suitably addressed at a later time, the Board president may indicate the time and place when it should be presented;
 - b) The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions (Government Code 54954.3);

MEETING CONDUCT (cont.)

- c) The Board shall not prohibit public criticism of District employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

7. The Board president shall not permit any ACTUAL disturbanceRUPTION or willful interruption of Board meetings. Persistent ACTUAL disruption by an individual or group or any conduct or statements that threaten the safety of any persons(s) at the meeting shall be grounds for the President to terminate the privilege of addressing the Board AND REMOVE THE INDIVIDUAL FROM THE MEETING.

The Board PRESIDENT OR DESIGNEE may remove disruptive AN individuals and order the room cleared if necessary FOR ACTUALLY DISRUPTING THE MEETING. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. PRIOR TO REMOVAL, THE INDIVIDUAL SHALL BE WARNED THAT THEIR BEHAVIOR IS DISRUPTING THE MEETING AND THAT FAILURE TO CEASE THE DISRUPTIVE BEHAVIOR MAY RESULT IN REMOVAL. IF, AFTER BEING WARNED, THE INDIVIDUAL DOES NOT PROMPTLY CEASE THE DISRUPTIVE BEHAVIOR, THE BOARD PRESIDENT, OR DESIGNEE, MAY THEN REMOVE THE INDIVIDUAL FROM THE MEETING. (Government Code 54957.9)

When AN INDIVIDUAL'S BEHAVIOR CONSTITUTES THE USE OF FORCE OR A TRUE THREAT OF FORCE, THE INDIVIDUAL SHALL BE REMOVED FROM A BOARD MEETING WITHOUT A WARNING. such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary. (Government Code 54957.95)

DISRUPTING MEANS ENGAGING IN BEHAVIOR DURING A BOARD MEETING THAT ACTUALLY DISRUPTS, DISTURBS, IMPEDES, OR RENDERS INFEASIBLE THE ORDERLY CONDUCT OF THE MEETING AND INCLUDES, BUT IS NOT LIMITED TO, A FAILURE TO COMPLY WITH REASONABLE AND LAWFUL REGULATIONS ADOPTED BY A LEGISLATIVE BODY PURSUANT TO SECTION 54954.3 OR ANY OTHER LAW, OR ENGAGING IN BEHAVIOR THAT CONSTITUTES USE OF FORCE OR A TRUE THREAT OF FORCE. (Government Code 54957.95)

MEETING CONDUCT (cont.)

TRUE THREAT OF FORCE MEANS A THREAT THAT HAS SUFFICIENT INDICIA OF INTENT AND SERIOUSNESS, THAT A REASONABLE OBSERVER WOULD PERCEIVE IT TO BE AN ACTUAL THREAT TO USE FORCE BY THE PERSON MAKING THE THREAT. (Government Code 54957.95)

ADDITIONALLY, THE BOARD MAY ORDER THE ROOM CLEARED IF NECESSARY. IN THIS CASE, MEMBERS OF THE MEDIA NOT PARTICIPATING IN THE DISTURBANCE SHALL BE ALLOWED TO REMAIN, AND INDIVIDUALS NOT PARTICIPATING IN SUCH DISTURBANCES MAY BE ALLOWED TO REMAIN AT THE DISCRETION OF THE BOARD. WHEN THE ROOM IS ORDERED CLEARED DUE TO

A DISTURBANCE, FURTHER BOARD PROCEEDINGS SHALL CONCERN ONLY MATTERS APPEARING ON THE AGENDA. (Government Code 54957.9)

WHEN DISRUPTIVE CONDUCT OCCURS, THE BOARD MAY DECIDE TO RECESS THE MEETING TO HELP RESTORE ORDER, OR IF REMOVING THE DISRUPTIVE INDIVIDUAL(S) OR CLEARING THE ROOM IS INFEASIBLE, MOVE THE MEETING TO ANOTHER LOCATION. THE BOARD MAY DIRECT THE SUPERINTENDENT OR DESIGNEE TO CONTACT LOCAL LAW ENFORCEMENT AS NECESSARY.

Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

(cf. 9324 - Board Minutes and Recordings)

If the Board finds that noise, illumination or obstruction of view related to these activities would persistently disrupt the proceedings; these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference:EDUCATION CODE

5095 Powers of remaining board members and new appointees
 32210 Willful disturbance of public school or meeting a misdemeanor
 35010 Prescription and enforcement of rules
 35145.5 Agenda; public participation; regulations
 35163 Official actions, minutes and journal
 35164 Vote requirements
 35165 Effect of vacancies upon majority and unanimous votes by seven member board

CODE OF CIVIL PROCEDURE

527.8 Workplace Violence Safety Act

MEETING CONDUCT (cont.)

GOVERNMENT CODE

54953.3 Prohibition against conditions for attending a board meeting
54953.5 Audio or video recording of proceedings
54953.6 Broadcasting of proceedings
54954.2 Agenda; posting; action on other matters
54954.3 Opportunity for public to address legislative body; regulations
54957 Closed sessions
54957.9 Disorderly conduct of general public during meeting; clearing of room

PENAL CODE

403 Disruption of assembly or meeting

COURT DECISIONS

City of San Jose v. Garbett (2010) 190 Cal.App.4th 526
Norse v. City of Santa Cruz (9th Cir. 2010) 629 F3d 966
McMahon v. Albany Unified School District (2002) 104 Cal.App.4th 1275
Rubin v. City of Burbank (2002) 101 Cal.App.4th 1194
Baca v. Moreno Valley Unified School District (1996) 936 F.Supp. 719

ATTORNEY GENERAL OPINIONS

90 Ops.Cal.Atty.Gen. 47 (2007)
76 Ops.Cal.Atty.Gen. 281 (1993)
66 Ops.Cal.Atty.Gen. 336 (1983)
63 Ops.Cal.Atty.Gen. 215 (1980)
61 Ops.Cal.Atty.Gen. 243, 253 (1978)
59 Ops.Cal.Atty.Gen. 532 (1976)
55 Ops.Cal.Atty.Gen. 26 (1972)

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015
The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

WEBSITES

California School Boards Association: www.csba.org
California Attorney General's Office: <http://oag.ca.gov>

Chino Valley Unified School District

Bylaw adopted: February 1, 1996

Revised: January 20, 2000

Revised: April 17, 2003

Revised: March 1, 2012

Revised: May 4, 2017

Revised: November 21, 2019

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2023
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 INDEPENDENT AUDITOR’S ANNUAL FINANCIAL AUDIT REPORT

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BACKGROUND

Education Code 41020 states the Governing Board of each school district must provide an annual audit of all funds under the jurisdiction and control of the District.

Education Code 41020 further requires that not later than December 15 of each year, a copy of the annual audit report for the prior year be filed with the County Superintendent of Schools, the State Department of Education, and the State Controller’s Office.

By January 31 of each year, the Board of Education must review the annual audit for the prior year at a public meeting. The Annual Audit Report has been provided under separate cover.

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 2021/2022 Independent Auditor’s Annual Financial Audit Report.

FISCAL IMPACT

None.

NE:SHC:LP:lf

Chino Valley Unified School District

Our Motto:

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

DATE: January 19, 2023
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 OCTOBER THROUGH DECEMBER 2022**

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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 October through December 2022.

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: October 2022 – December 2022

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

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

Submitted by: Lea Fellows

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: January 19, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: MEASURE G FINANCIAL/PERFORMANCE AUDIT REPORT

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BACKGROUND

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, community college districts, or county offices of education, "for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of rental property for school facilities", upon approval by 55 percent of the electorate. In addition to reducing the approval threshold from two-thirds to 55 percent, Proposition 39 and the enacting legislation (AB 1908 and AB 2659) requires the following accountability measures as codified in Education Code sections 15278-15282:

1. Requires that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3)(C) of the California Constitution, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.
2. The school district must list the specific school facilities projects to be funded in the ballot measure, and must certify that the governing board has evaluated safety, class size reduction and information technology needs in developing the project list.
3. Requires the school district to appoint a Citizens' Oversight Committee.
4. Requires the school district to conduct an annual independent financial audit and performance audit in accordance with the Government Auditing Standards issued by the comptroller general of the United States of the bond proceeds until all of the proceeds have been expended.

5. Requires the school district to conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

The objectives of the financial/performance audit are twofold:

1. Determine whether expenditures charged to the building fund have been made in accordance with the bond project list approved by the voters through the approval of Measure G.
2. Determine whether salary transactions charged to the building fund were in support of Measure G and not for District general administration or operations.

The Board of Education must review the annual audit for the prior year at a public meeting. The Annual Audit Report has been provided under separate cover.

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 Measure G Financial/Performance Audit Report.

FISCAL IMPACT

None.

NE:GJS:pw