



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

February 2, 2023

BOARD OF EDUCATION

Donald L. Bridge

Andrew Cruz

Jonathan Monroe

James Na

Sonja Shaw

Maya King, Student Representative

SUPERINTENDENT

Norm Enfield, Ed.D.

5130 Riverside Drive, Chino, California 91710
www.chino.k12.ca.us

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
District Board Room – 5130 Riverside Drive, Chino, CA 91710
5:00 p.m. – Closed Session • 6:00 p.m. – Regular Meeting
February 2, 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 – 5:00 P.M.

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

Discussion and possible action (times are approximate):

- a. Student Readmission Matter (Education Code 35146, 48916 (c)): Readmission Case 21/22-47. (5 minutes)
- b. Student Discipline Matters (Education Code 35146, 48918 (c) & (j)): Expulsion cases 22/23-31 and 22/23-32. (20 minutes)
- c. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Isabel Brenes, Sandra Chen, Eric Dahlstrom, and Richard Rideout. (15 minutes)
- d. Public Employee Appointment (Government Code 54957): Coordinator, Secondary Curriculum and Instruction; Elementary School Assistant Principal; and Chief Technology Officer. (5 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (15 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. PRESENTATION

1. Boundary Timeline and Process for Cal Aero Preserve Academy and Louis W. Moreno School

Proceedings of this meeting are recorded.

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

II. ACTION

II.A. ADMINISTRATION

II.A.1. Opposing of Moratorium on New Single-District SELPAs by Two Years from June 30, 2024, to June 30, 2026

Page 8

Board President Sonja Shaw recommends the Board of Education direct the Superintendent to send a letter to Governor Gavin Newsom, and other associated decision-making bodies, opposing the extension of the moratorium on new single-district SELPAs by two years from June 30, 2024, to June 30, 2026.

Motion ____ Second ____
Preferential Vote: ____
Vote: Yes ____ No ____

III. CONSENT

Motion ____ Second ____
Preferential Vote: ____
Vote: Yes ____ No ____

III.A. ADMINISTRATION

III.A.1. Minutes of the January 14, 2023 Special Meeting and January 19, 2023 Regular Meeting

Page 9

Recommend the Board of Education approve the minutes of the January 14, 2023 special meeting and January 19, 2023 regular meeting.

III.A.2. Revision of Bylaws of the Board 9220—Governing Board Elections

Page 18

Recommend the Board of Education approve the revision of Bylaws of the Board 9220—Governing Board Elections.

III.A.3. Revision of Bylaws of the Board 9223—Filling Vacancies

Page 25

Recommend the Board of Education approve the revision of Bylaws of the Board 9223—Filling Vacancies.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Page 32 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 33 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 35 Recommend the Board of Education approve/ratify the fundraising activities.

III.B.4. Donations

Page 38 Recommend the Board of Education accept the donations.

III.B.5. Legal Services

Page 40 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.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT

III.C.1. Student Readmission Case 21/22-47

Page 41 Recommend the Board of Education approve student readmission case 21/22-47.

III.C.2. Student Expulsion Cases 22/23-31 and 22/23-32

Page 42 Recommend the Board of Education approve student expulsion cases 22/23-32 and 22/23-32.

III.C.3. School Sponsored Trips

Page 43 Recommend the Board of Education approve/ratify the school-sponsored trips for Marshall ES; Rhodes ES; Canyon Hills JHS; Ayala HS; Chino Hills HS; and Don Lugo HS.

III.C.4. Continued Funding Application for Child Development Services CSPP and Adoption of Resolution 2022/2023-30

Page 45 Recommend the Board of Education approve the Continued Funding Application for Child Development Services CSPP and adopt Resolution 2022/2023-30.

III.C.5. Continued Funding Application for Child Development Services CCTR and Adoption of Resolution 2022/2023-31

Page 47

Recommend the Board of Education approve the Continued Funding Application for Child Development Services CCTR and adopt Resolution 2022/2023-31.

III.C.6. Articulation Agreement Between Mt. San Antonio College and Chino Valley Unified School District

Page 49

Recommend the Board of Education approve the Articulation Agreement between Mt. San Antonio College and Chino Valley Unified School District.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Page 68

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

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

Page 69

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

III.D.3. Resolution 2022/2023-27 and 2022/2023-29, Authorization to Utilize Piggyback Contracts

Page 72

Recommend the Board of Education adopt Resolution 2022/2023-27 and 2022/2023-29, Authorization to Utilize Piggyback Contracts.

III.D.4. Change Order and Notice of Completion for Bid No. 22-23-04F, Allegiance Steam Academy Portable Project

Page 78

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 22-23-04F, Allegiance Steam Academy Portable Project.

III.D.5. Change Order for Bid No. 22-23-03F, Classroom Preparation for ViewSonics—Group 5

Page 83

Recommend the Board of Education approve the Change Order for Bid No. 22-23-03F, Classroom Preparation for ViewSonics—Group 5.

III.D.6. Change Order for Bid No. 21-22-19I, Warehouse Refrigerator and Freezer Replacement Project

Page 86

Recommend the Board of Education approve the Change Order for Bid No. 21-22-19I, Warehouse Refrigerator and Freezer Replacement Project.

III.D.7. Rejection of Bid No. 22-23-25F, New District Office Test Kitchen and Break Room Equipment and Authorization to Re-Bid

Page 89

Recommend the Board of Education reject bid(s) received for Bid No. 22-23-25F, New District Office Test Kitchen and Break Room Equipment and authorize staff to re-bid the project.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Page 90

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

III.E.2. Revision to the Job Description for Director, Technology

Page 93

Recommend the Board of Education approve the revision to the job description for Director, Technology.

III.E.3. Revisions to the Certificated and Classified Management Salary Schedules

Page 98

Recommend the Board of Education approve the revisions to the Certificated and Classified Management Salary Schedules.

III.E.4. Internship Agreement with Los Angeles County Office of Education

Page 101

Recommend the Board of Education approve the Internship Agreement with Los Angeles County Office of Education.

IV. INFORMATION

IV.A. ADMINISTRATION

IV.A.1. Revision of Bylaws of the Board 9323—Meeting Conduct

Page 108

Recommend the Board of Education receive for information the revision of Bylaws of the Board 9323—Meeting Conduct.

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

IV.B.1. New Course: Cybersecurity Honors

Page 115

Recommend the Board of Education receive for information the new course Cybersecurity Honors.

IV.B.2. New Course: Professional Theatre

Page 123

Recommend the Board of Education receive for information the new course Professional Theatre.

IV.B.3. New Course: Advanced Professional Theatre

Page 131 Recommend the Board of Education receive for information the new course Advanced Professional Theatre.

IV.C. HUMAN RESOURCES

IV.C.1. Revision of Administrative Regulation 1312.3 Community Relations—Uniform Complaint Procedures

Page 137 Recommend the Board of Education receive for information the revision of Administrative Regulation 1312.3 Community Relations—Uniform Complaint Procedures.

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: February 2, 2023

TO: Members, Board of Education

FROM: Sonja Shaw, President, Board of Education

**SUBJECT: OPPOSING OF MORATORIUM ON NEW SINGLE-DISTRICT SELPAS
BY TWO YEARS FROM JUNE 30, 2024, TO JUNE 30, 2026**

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BACKGROUND

Special Education Local Plan Areas (SELPAs) are the regional structure created in California state law for the assurance of the provision of special education and related services to students with disabilities in California. California is one of only a few states in the nation that utilizes intermediary agencies in the provision of special education, and is the only state in the nation that legally requires the formation and maintenance of SELPAs.

A SELPA may be a group of smaller districts or a large district. In a multi-district SELPA, decisions about resources, policies, procedures and training provided must be agreed upon and shared by the members. When conflicting needs arise, the members must reach a compromise. In a single district SELPA, the district has direct control of the special education resources, policies, procedures and training provided to meet identified needs.

The Chino Valley Unified School District believes it should be able to determine if remaining with the SELPA or leaving and creating a single SELPA is in the best interest of its students. Extending the moratorium on forming single-district SELPAs eliminates Chino Valley Unified School District's ability to determine which program best serves the needs of our students.

Board President Shaw submitted this agenda item in accordance with Board 9322-Agenda/Meeting Materials.

RECOMMENDATION

Board President Sonja Shaw recommends the Board of Education direct the Superintendent to send a letter to Governor Gavin Newsom, and other associated decision-making bodies, opposing the extension of the moratorium on new single-district SELPAs by two years from June 30, 2024, to June 30, 2026.

FISCAL IMPACT

None.

CHINO VALLEY UNIFIED SCHOOL DISTRICT
SPECIAL MEETING OF THE BOARD OF EDUCATION
Board Study Session
January 14, 2023 • 8:00 a.m.

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 8:00 A.M.

1. Call to Order

President Shaw called to order the study session of the Board of Education, Saturday, January 14, 2023, at 8:00 a.m. with Bridge, Cruz, Monroe, Na, and Shaw present. Mr. Na left the meeting at 9:30 a.m.

2. Pledge of Allegiance

Led by President Shaw.

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

None.

I.C. BOARD DEVELOPMENT

1. Governance Workshop

The Board of Education met with Joel Shapiro, who facilitated a discussion on governance. Topics included Board adopted governance standards; examining roles and responsibilities of Board members and superintendent; reviewing and evaluating Board meeting format; considering existing Board protocols; and reviewing Board self-evaluation instrument.

II. ADJOURNMENT

President Shaw adjourned the study session of the Board of Education at 11:41 a.m.

Sonja Shaw, President

Andrew Cruz, Clerk

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
January 19, 2023

MINUTES

OPENING BUSINESS

I.A. CALL TO ORDER – 4:25 P.M.

1. Roll Call

President Shaw called to order the regular meeting of the Board of Education, Thursday, January 19, 2023, at 4:25 p.m. with Bridge, Cruz, Monroe, Na, and Shaw present.

Administrative Personnel

Norm Enfield, Ed.D., Superintendent

Sandra H. Chen, Associate Superintendent, Business Services

Grace Park, Ed.D., Associate Superintendent, CIIS

Lea Fellows, Assistant Superintendent, CIIS

Richard Rideout, Assistant Superintendent, Human Resources

Gregory J. Stachura, Assistant Supt., Facilities, Planning, and Operations

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Shaw adjourned to closed session at 4:25 p.m. regarding conference litigation-one matter; conference with legal counsel anticipated litigation-one possible case; student discipline matters; conference with labor negotiators: A.C.T. and CSEA; public employee appointment: Director of Purchasing; elementary school assistant principal; and public employee discipline/dismissal/release.

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

1. Report Closed Session Action

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

The Board met in closed session from 4:25 p.m. to 5:49 p.m. regarding conference with legal counsel litigation-one matter; conference with legal counsel anticipated litigation-one possible case; student discipline matters; conference with labor negotiators: A.C.T. and CSEA; public employee appointment: Director of Purchasing; elementary school assistant principal; and public employee discipline/dismissal/release. By a unanimous vote (5-0) with Bridge, Cruz, Monroe, Na, and Shaw voting yes, the Board appointed Kathy Casino as Director of Purchasing effective January 20, 2023; and voted unanimously (5-0) to ratify initiation of litigation of the matter Chino Valley Unified School District against Chino Development Corporation, Chino Preserve Development Corporation, and Chino Holding Company, LLC. No further action was taken that required public disclosure.

2. Pledge of Allegiance

Led by Jonathan Gabrielson, CSEA.

I.C. COMMENTS FROM STUDENT REPRESENTATIVE

Maya King holidays and reported on high school winter sport activities; said high schools are getting ready for Sadie Hawkins dances; said student advisory council have been working on mental health throughout schools; and said the community honored the passing of much-loved coach Ganor.

I.D. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Danny Hernandez, CSEA President, acknowledged retirees service years.

Barbara Bearden, CHAMP, congratulated Kathy Casino on her promotion to Director of Purchasing; thanked Martin Silvera and his team for working hard over the months during the storms; thanked Dr. Stacy Ayers and Dr. Park for the support they give to principals; and encouraged parents to complete the site surveys; and announced that Ayala HS is hosting the next Parent Information Forum on Tuesday night.

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

The following individuals addressed the Board: Aiden Flores and Tony Flores regarding Boy Scouts of America; Max Ibarra regarding student safety; Caity Martinez regarding special needs issues; Virginia Renteria regarding the new Board; Jim Gallagher regarding school safety/active shooting scenarios; and Lisa Greathouse regarding campaign finance caps.

I.F. CHANGES AND DELETIONS

The following deletion was read into the record: Item IV.A.3., Revision of Bylaws of the Board 9323—Meeting was pulled from the agenda.

II. ACTION**II.A. ADMINISTRATION****II.A.1. Character Education and Development**

Juan Villalba, Naomi Minogue, and Caity Martinez addressed the Board in opposing the item. Moved (Na) seconded (Cruz) to discuss the item; moved (Bridge) seconded (Monroe) motion carried (3-2, Cruz and Na voted no) to pull the item. Student representative voted yes.

II.B. FACILITIES, PLANNING, AND OPERATIONS**II.B.1. Naming of Preserve School #2**

Phil DuBois, Mike Garcia, Yolanda Holguin, and James Holguin addressed the Board in favor of naming the school after Louis W. Moreno. Moved (Cruz) seconded (Bridge) to discuss. Moved (Cruz) seconded (Na) motion failed (2-3, Bridge, Monroe, Shaw voted no) to name the school Louis W. Moreno Academy. Moved (Bridge) seconded (Na) motion carried (3-2, Monroe and Shaw voted no) to approve naming the Preserve School #2 *Louis W. Moreno School*.

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**

President Shaw opened the public hearing regarding the District's initial bargaining proposal to the Associated Chino Teachers for a reopener Collective Bargaining Agreement effective July 1, 2023, at 7:12 p.m. There were no speakers, and President Shaw closed the public hearing at 7:12 p.m.

III. CONSENT

Moved (Na) seconded (Bridge) carried unanimously (5-0) to approve the consent items, as amended. Student representative voted yes.

III.A. ADMINISTRATION

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

Approved the minutes of the December 15, 2022 organizational meeting.

III.A.2. Revision of Bylaws of the Board 9100—Organization

Approved the revision of Bylaws of the Board 9100—Organization.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Approved/ratified the warrant register.

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

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

III.B.3. Fundraising Activities

Approved/ratified the fundraising activities.

III.B.4. Donations

Accepted the donations.

III.B.5. Legal Services

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

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

Approved the signature authorizations for Chino Valley Unified School District.

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

III.C.1. Student Expulsion Cases 22/23-20, 22/23-28, and 22/23-30

Approved student expulsion cases 22/23-20, 22/23-28, and 22/23-30.

III.C.2. School Sponsored Trips

Approved/ratified 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

Approved 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

Approved 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

Adopted 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

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

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

Approved the revision of Board Policy 6143 Instruction—Courses of Study.

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

Approved the revision of Board Policy 6146.1 Instruction—High School Graduation Requirements.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

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

Adopted Resolution 2022/2023-26, Authorization to Utilize a Piggyback Contract.

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

Approved 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

Approved 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

Approved 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)

Approved 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

Approved 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

Awarded 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

Approved the revision of Board Policy 3430 Business and Noninstructional Operations—District Investments.

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

Approved/ratified the certificated/classified personnel items.

III.E.2. Affiliation Agreement with IEC Corporation

Approved the affiliation agreement with IEC Corporation.

IV. INFORMATION

Scott Bradach, Eidie Bailly, LLP., provided audit reports for Item IV.B.1., 2021/2022 Independent Auditor's Annual Financial Audit Report; and Item IV.D.1., Measure G Financial/Performance Audit Report.

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

Received 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

Received for information the revision of Bylaws of the Board 9223—Filling Vacancies.

IV.A.3. Revision of Bylaws of the Board 9323—Meeting Conduct

This item was pulled from the agenda.

IV.B. BUSINESS SERVICES**IV.B.1. 2021/2022 Independent Auditors Annual Financial Audit Report**

Received 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**

Received 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**

Received for information the Measure G Financial/Performance Audit Report.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

Don Bridge said he is happy to see the naming of the Preserve School #2, and pleased to see that Louis Moreno was nominated; welcomed all the second semester, and that graduations are around the corner; attended the January 3 varsity basketball game between Chino HS and Don Lugo HS at the new Chino HS gymnasium; said he met with ROP Superintendent Adams and was able to tour the facility in South Ontario and encouraged students to check out the programs offered; attended the Chino Hills Parks and Recreation Commission meeting ex officio member of that group representing the Board; and extended condolences to the family of former CVUSD teacher and principal Sharyn McCharles.

James Na asked Dr. Enfield to follow-up on special education/SELPA concerns raised by a speaker, and said he thinks adjustments need to be; thanked Chino HS Principal John Miller for stepping in as coach for a game so that the game wasn't forfeited; spoke about letters he received from students at Canyon Hills JHS's government classes including thoughts on the dangers of social media and school safety; acknowledged

Chino Hills councilmember for his attendance; and congratulated Maya King on being accepted at two colleges.

Andrew Cruz spoke about the selection of Board officers returning to the rotation method; read a letter from a student at Canyon Hills JHS; and read some pages from the book *As You Grow*; and spoke about the spike protein associated with the vaccinated and unvaccinated and one's health.

Jonathan Monroe thanked everyone who attended the meeting and made comments, and extended an invitation to anyone who would like to meet with him to discuss topics; said the rematch between Chino HS and Don Lugo HS is tomorrow facing off against each other in basketball; and announced the February 4 *Russ Miller 5K* run.

Superintendent Enfield recognized the naming of the Preserve School #2 as Louis W. Moreno School, which is currently being built and said the District is looking for Cal Aero community parent/volunteers at the school site to be a part of the District Boundary Committee as the Cal Aero school boundary will need to be divided; and said that at the next Board meeting there will be a presentation regarding the boundary process so that it is understood.

President Shaw commented on the naming of the Preserve School #2; said she was impressed the Canyon Hills JHS teacher who taught kids how to write letters and advocate for things needed, wanted, or changed; and spoke about a student writing to the Board regarding student safety; spoke about Special Education SELPA concerns and advocacy efforts; said she would like a resolution on the next agenda for a letter to be sent to Sacramento opposing the new SELPA extension; spoke about the Board governance study session that took place last weekend; asked Dr. Enfield for briefings on litigation on Special Education cases that the Board can start receiving; said she attended her first ROP meeting; and thanked everyone for their participation and attendance.

VI. ADJOURNMENT

President Shaw adjourned the regular meeting of the Board of Education 7:42 p.m. in memory of Riverside County Sheriff Deputy Darnell Calhoun.

Sonja Shaw, President

Andrew Cruz, Clerk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

SUBJECT: REVISION OF BYLAWS OF THE BOARD 9220 —GOVERNING BOARD ELECTIONS

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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. This item was presented to the Board as information on January 19, 2023.

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 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: February 2, 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. This item was presented to the Board as information on January 19, 2023.

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 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: February 2, 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

\$5,123,833.95 to all District funding sources.

NE:SHC:LP:lf

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: February 2, 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:lf

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 2, 2023

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

School

Ayala HS

Organization

Youth Summer Camps

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: February 2, 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
February 2, 2023

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Borba ES</u>		
PFA	Pacific Fundraisers	2/21/23 - 3/7/23
<u>Eagle Canyon ES</u>		
PTA	Garden Stones	2/21/23 - 3/10/23
<u>Rhodes ES</u>		
PEP Club	Someone Special Dance	2/10/23
PEP Club	Movie Night	3/3/23
PEP Club	St. Patrick's Day RINGO	3/17/23
PEP Club	McTeacher Night	4/26/23
PEP Club	Cinco De Mayo RINGO	5/5/23
PEP Club	Family Skate Express Night	5/16/23
<u>Rolling Ridge ES</u>		
PTA	Mother Son Movie Night	3/3/23
<u>Preserves K-8</u>		
Flight Crew	Rocky Mountain	2/9/23
ASB - Athletics	March Madness JH Basketball Tournament	3/6/23 - 3/23/23
<u>Canyon Hills JHS</u>		
ASB - General	Pieology	2/22/23
<u>Ayala HS</u>		
ASB - Avid	Community Discount Cards	2/6/23 - 3/23/23
ASB - Dance Production	Krispy Kreme Doughnuts	2/14/23
ASB - Positive School Culture	7 Leaves Café	2/17/23
ASB - FCCLA	Cookie Sales	2/23/23 - 4/19/23
ASB - AVID	Chipotle Dine Out	3/1/23
ASB - Dance Production	Think n Local	3/1/23 - 4/7/23
ASB - Dance Production	Dance Festival Concert Tickets	3/10/23
ASB - Dance Production	Dance Festival Concessions	3/10/23
ASB - Dance Production	Jr. Dance Day Camp	3/11/23
Band & Color Guard Boosters	Paint N' Jazz Night	3/12/23

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 2, 2023

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Ayala HS (cont.)</u>		
ASB - Find Kind Club	Chipotle Dine Out	3/15/23
Band & Color Guard Boosters	2023 Drumline Show	4/12/23
ASB - Dance Production	Spring Dance Concert	4/27/23 - 4/28/23
ASB - Dance Production	Spring Dance Concert Concessions	4/27/23 - 4/28/23
<u>Chino HS</u>		
Sports Boosters	Chipotle Dine Out	2/4/23
CHAPSS Boosters	Think n Local	2/6/23 - 2/17/23
ASB - Key Club	Valentine Grams	2/9/23 - 2/13/23
Pep Squad Boosters	Clothing Drive	2/19/23
Pep Squad Boosters	Raising Cane's	2/21/23
Pep Squad Boosters	Pancake Breakfast	3/5/23
Sports Boosters	1st Annual Cornhole Tournament	3/11/23
<u>Chino Hills HS</u>		
General Boosters - Grad Night	Think n Local	2/3/23 - 3/1/23
ASB - Boys' Tennis	Donations	2/3/23 - 4/28/23
Music Boosters	Drum Line Parent Preview	2/9/23
ASB - AVID	7 Leaves Café	2/10/23
Music Boosters	Color Guard Parent Preview	2/11/23
ASB - Boys' Volleyball	Snap! Raise	2/15/23 - 3/15/23
ASB - Badminton	Snap! Raise	2/17/23 - 3/17/23
General Boosters	Applebee's Flapjack Breakfast	2/19/23
ASB - Boys' Tennis	Snap! Raise	2/22/23 - 3/22/23
<u>Don Lugo HS</u>		
ASB - ASL Club	Spring Performance Merchandise	4/14/23
ASB - ASL Club	Spring Performance Concessions	4/14/23

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: February 2, 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:lf

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 2, 2023

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Office of Assessment & Instructional Technology</u>		
Schools First Credit Union	Cash	\$700.00
<u>Dickson ES</u>		
Stater Bros. Market	Gift Card	\$25.00
<u>Canyon Hills JHS</u>		
Amanda & Robert Carr	Cash	\$220.00
Frances Ventura	Cash	\$220.00
Hongmei You	Cash	\$220.00
Mark & Viara Agars	Cash	\$220.00
Melanie & Justin Rash	Cash	\$220.00
Shirley Chia-Wen Hsu & Jerry Mao	Cash	\$220.00
Glenda Chavez	Cash	\$400.00
Yi-Wei Liu	Cash	\$440.00
<u>Chino HS</u>		
Chino Pumas Youth Track Club	Cash	\$500.00
<u>Don Lugo HS</u>		
Regal Packaging, Inc.	Cash	\$400.00
Don Lugo Sports Boosters	Cash	\$4,354.00

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

DATE: February 2, 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	December	\$ 8,293.69	\$ 121,966.85
Margaret A. Chidester & Associates	December	\$ 1,698.50	\$ 74,180.13
Tao Rossini, APC	December	\$ 8,420.36	\$ 36,777.85
*Tao Rossini, APC	*October	\$ 1,425.00	-
Fagen, Friedman & Fulfroft	-	-	-
* Year-to-date includes October Invoice	Total	\$19,837.55	\$232,924.83

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

\$19,837.55 to the General Fund.

NE:SHC:LP:lf

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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 READMISSION CASE 21/22-47

=====

BACKGROUND

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

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

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

RECOMMENDATION

It is recommended the Board of Education approve student readmission case 21/22-47.

FISCAL IMPACT

None.

NF:LF:SJ:jg

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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 22/23-31 AND 22/23-32

=====

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 22/23-31 and 22/23-32.

FISCAL IMPACT

None.

NE:LF:SJ:jg

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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: Marshall ES Event: Outdoor Science Camp Place: Angeles Oaks, CA Chaperone: 57 students/7 chaperones	March 7-10, 2023	Cost: \$285.00 per student Funding Source: Parents and fundraising
Site: Rhodes ES Event: Sacramento Field Trip Place: Sacramento, CA Chaperone: 48 students/28 chaperones	May 12, 2023	Cost: \$509.00 per student Funding Source: Parents
Site: Canyon Hills JHS Event: East Coast 8 th Grade Trip Place: Arlington, VA; Washington, D.C.; and New York, NY Chaperone: 87 students/21 chaperones	March 25-30, 2023	Cost: \$2,824.00 per student Funding Source: Parents

Site: Ayala HS Event: Choir Performance at California State Music Educators Conference Place: Fresno, CA Chaperone: 20 students/4 chaperones	February 16-19, 2023	Cost: \$250.00 per student Funding Source: Fundraising
Site: Chino Hills HS Event: Kops Tournament of Champions Place: Laughlin, NV Chaperone: 23 students/4 chaperones	March 8-12, 2023	Cost: \$300.00 per student Funding Source: Parents and fundraising
Site: Don Lugo HS Event: USA Nationals Place: Anaheim, CA Chaperone: 16 students/3 chaperones	March 17-18, 2023	Cost: \$143.00 per student Funding Source: Parents and fundraising

FISCAL IMPACT

None.

NE:LF:gks

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction,
Innovation, and Support
Katrina Gomez, DSW, Director, Health Services/Child Development

**SUBJECT: CONTINUED FUNDING APPLICATION FOR CHILD DEVELOPMENT
SERVICES CSPP AND ADOPTION OF RESOLUTION 2022/2023-30**

=====

BACKGROUND

The Local Agreement for Child Development Services represents the annual contract with the California Department of Education to provide state-subsidized preschool child care to low income families in the Chino Valley Unified School District. These services have been provided in the Chino Valley Unified School District since 1969.

The California Department of Education (CDE) is requiring the Continued Funding Application for the California State Preschool Program (CSPP) to receive Board approval for the 2023/2024 school year.

The program award CSPP will provide funding for the California State Preschool Program. This program is located at the Chino Children's Center.

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

RECOMMENDATION

It is recommended the Board of Education approve the Continued Funding Application for Child Development Services CSPP and adopt Resolution 2022/2023-30.

FISCAL IMPACT

The fiscal impact is unknown at present.

NE:LF:KG:gks

Chino Valley Unified School District
RESOLUTION 2022/2023-30

This resolution must be adopted in order to certify the approval of the Board of Education of the Chino Valley Unified School District to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the personnel designated herein to sign contract documents for fiscal year 2023/2024, the Continued Funding Application, and all related contract documents.

RESOLUTION

BE IT RESOLVED that the Board of Education of Chino Valley Unified School District authorizes approval of the Continued Funding Application for CSPP for fiscal year 2023/2024 and that the person(s) who are listed below are authorized to sign the transaction for the Board of Education.

NAME	TITLE	SIGNATURE
<u>Norm Enfield, Ed.D.</u>	<u>Superintendent</u>	<u></u>
<u>Lea Fellows</u>	<u>Assistant Superintendent</u>	<u></u>

PASSED AND ADOPTED this 2nd day of February 2023 by the Board of Education of Chino Valley Unified School District of San Bernardino County, in the State of California.

I, Andrew Cruz, Clerk of the Board of Education of Chino Valley Unified School District, of San Bernardino County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

Andrew Cruz, Clerk

Date

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

DATE: February 2, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Katrina Gomez, DSW, Director, Health Services/Child Development

SUBJECT: CONTINUED FUNDING APPLICATION FOR CHILD DEVELOPMENT SERVICES CCTR AND THE ADOPTION OF RESOLUTION 2022/2023-31

=====

BACKGROUND

The Local Agreement for Child Development Services represents the annual contract with the California Department of Social Services to provide state-subsidized general child care to low income families in the Chino Valley Unified School District. These services have been provided in the Chino Valley Unified School District since 1969.

California Department of Social Services is requiring for the Continued Funding Application General Child Care and Development (CCTR) to receive Board approval for the 2023/2024 school year.

The program award CCTR will provide general child care and development services. These programs are located at the Buena Vista Infant/Toddler Center, Liberty Fun Club, and Newman Fun Club.

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

RECOMMENDATION

It is recommended the Board of Education approve the Continued Funding Application for Child Development Services CCTR and adopt Resolution 2022/2023-31.

FISCAL IMPACT

The fiscal impact is unknown at present.

NE:LF:KG:gks

Chino Valley Unified School District
RESOLUTION 2022/2023-31

This resolution must be adopted in order to certify the approval of the Board of Education of the Chino Valley Unified School District to enter into this transaction with the California Department of Social Services for the purpose of providing child care and development services and to authorize the personnel designated herein to sign contract documents for fiscal year 2023/2024.

RESOLUTION

BE IT RESOLVED that the Board of Education of Chino Valley Unified School District authorizes entering into the local agreement with the State of California for fiscal year 2023/2024 and that the person(s) who are listed below are authorized to sign the transaction for the Board of Education.

NAME	TITLE	SIGNATURE
<u>Norm Enfield, Ed.D.</u>	<u>Superintendent</u>	<u></u>
<u>Lea Fellows</u>	<u>Assistant Superintendent</u>	<u></u>

PASSED AND ADOPTED this 2nd day of February 2023 by the Board of Education of Chino Valley Unified School District of San Bernardino County, California.

I, Andrew Cruz, Clerk of the Board of Education of Chino Valley Unified School District, of San Bernardino County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

Andrew Cruz, Clerk

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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: ARTICULATION AGREEMENT BETWEEN MT. SAN ANTONIO COLLEGE AND CHINO VALLEY UNIFIED SCHOOL DISTRICT

=====

BACKGROUND

This Articulation Agreement sets forth the terms for a systematic process by which the Chino Valley Unified School District and Mt. San Antonio College will enable students to move from one program or course to the next educational level, minimizing duplication of efforts and reducing educational costs.

Course articulation is based upon achievement of competencies through a course, or courses, as defined in the agreement, which specifies the conditions that allow the college to award articulated college credit at the completion of the student's high school articulated course. Students enrolled in the following Chino Valley Unified School District courses may qualify for articulation credit during the 2022/2023 academic year (Course ID – Course name): 5716 – American Sign Language 1; 5798 – American Sign Language 2; 5799 – American Sign Language 3 Honors; 5789 – American Sign Language 4 Honors; 5U06 – Agriculture and Soil Chemistry; 5404 – Agriculture Biology; 5840 – Intro to Agriculture; 5845 – Nursery/Greenhouse Management; 5612 – PE Agriculture Horsemanship; 5407 – Veterinary Science A & P.

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

RECOMMENDATION

It is recommended the Board of Education approve the Articulation Agreement between Mt. San Antonio College and Chino Valley Unified School District.

FISCAL IMPACT

None.

NE:GP:JAR:wrg



career pathways Articulation

2 + 2 Articulation Agreement

ARTICULATION AGREEMENT

School Year Subject ☐ Summer ☐ Fall ☐ Winter ☒ Spring

2022-2023

ASCI

Articulation Agreement Number

2223ASCI001

Sequence

School Year - Short

1

2223

SCHOOL

District

High School

Chino Valley USD

Don A Lugo High School

Authorized Instructor

Authorized Instructor

Authorized Instructor

Cureton, Ashley

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

ashley_cureton@chino.k12.ca.us

Authorized Instructor

Authorized Instructor

Authorized Instructor

N/A

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

Course Information

HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
AG PE Horsemanship	10	Horse Production and Man	ASCI 16	4
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	

Additional Requirements or Notes:

With instructor's recommendation and a final grade of 70% (C) or better in all semesters of the secondary course, students may request articulation credit. The secondary course exams will meet the articulation exam requirement. The final grade assigned by the secondary program will be used as the college grade.

Mt. SAC Approval**Mt. SAC Professor****Email Address**

Jennifer Loreda

jloreda1@mtsac.edu

Mt. SAC Department Chair**Email Address**

Brian Scott

bscott@mtsac.edu

Mt. SAC Division Dean**Email Address**

Denise Bailey

dbailey@mtsac.edu

High School Approval

It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for articulation must be submitted at the completion of all courses identified on this document.

High School Instructor**Type your name to sign**

Cureton, Ashley

Ashley Cureton

High School Administrator**Email Address**

Julian Rodriguez

julian_rodriguez@chino.k12.ca.us

Type your name to sign**Mt. SAC Articulation Officer**

High School Administrator

Tyra, Marie

Any curriculum changes at either institution involving the courses named in this document shall require this agreement to be renegotiated.

Hidden Fields

Mt SAC Term	District ID	HS ID	Next Dist ID	Next HS ID	INS ID	Next ID
	1	56				

Course Count



career pathways Articulation

2 + 2 Articulation Agreement

ARTICULATION AGREEMENT

School Year Subject ☐ Summer ☐ Fall ☐ Winter ☒ Spring

2022-2023

SIGN

Articulation Agreement Number

2223SIGN004

Sequence

School Year - Short

4

2223

SCHOOL

District

High School

Chino Valley USD

Ayala High School

Authorized Instructor

Authorized Instructor

Authorized Instructor

Cooney, Natalie

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

natalie_cooney@chino.k12.ca.us

Authorized Instructor

Authorized Instructor

Authorized Instructor

N/A

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

Course Information

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

ASL 1

10

American Sign Language 1

SIGN 101

4

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

ASL 2

10

American Sign Language

SIGN 102

4

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

Honors ASL 3

10

American Sign Language

SIGN 103

4

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

N/A

N/A

N/A

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

N/A

N/A

N/A

Additional Requirements or Notes:

With instructor's recommendation and a final grade of 70% (C) or better in all semesters of the secondary courses, students may request articulation credit. The articulation exam will be demonstration of proficiency to the highest level allowed by the agreement. The exam will be administered by Mt. SAC faculty at Mt. SAC, the high school or via Zoom as determined by faculty. Student must score 70% or higher at each level to earn Mt. SAC credit. Successful students will be awarded credit in three SIGN courses. The Mt. SAC grade will be the score for the highest level of demonstrated proficiency. Partial units will not be awarded.

Mt. SAC Approval**Mt. SAC Professor****Email Address**

Irene Robles

IRobles12@mtsac.edu

Mt. SAC Department Chair**Email Address**

Ann Walker

awalker58@mtsac.edu

Mt. SAC Division Dean**Email Address**

Karelyn Hoover

khover@mtsac.edu

High School Approval

It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for articulation must be submitted at the completion of all courses identified on this document.

High School Instructor**Type your name to sign**

Cooney, Natalie

Natalie Cooney

High School Administrator**Email Address**

Julian Rodriguez

Julian_rodriguez@chino.k12.ca.us

Type your name to sign**Mt. SAC Articulation Officer**

High School Administrator

Tyra, Marie

Any curriculum changes at either institution involving the courses named in this document shall require this agreement to be renegotiated.

Hidden Fields

Mt SAC Term	District ID	HS ID	Next Dist ID	Next HS ID	INS ID	Next ID
	1	1				

Course Count



career pathways Articulation

2 + 2 Articulation Agreement

ARTICULATION AGREEMENT

School Year Subject ☐ Summer ☐ Fall ☐ Winter ☒ Spring

2022-2023

SIGN

Articulation Agreement Number

2223SIGN005

Sequence

School Year - Short

5

2223

SCHOOL

District

High School

Chino Valley USD

Ayala High School

Authorized Instructor

Authorized Instructor

Authorized Instructor

Cooney, Natalie

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

natalie_cooney@chino.k12.ca.us

Authorized Instructor

Authorized Instructor

Authorized Instructor

N/A

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

Course Information

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

ASL 1

10

American Sign Language 1

SIGN 101

4

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

ASL 2

10

American Sign Language

SIGN 102

4

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

Honors 3

10

American Sign Language

SIGN 103

4

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

Honors ASL 4

10

American Sign Language

SIGN 104

4

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

N/A

N/A

N/A

Additional Requirements or Notes:

With instructor's recommendation and a final grade of 70% (C) or better in all semesters of the secondary courses, students may request articulation credit. The articulation exam will be demonstration of proficiency to the highest level allowed by the agreement. The exam will be administered by Mt. SAC faculty at Mt. SAC, the high school or via Zoom as determined by faculty. Student must score 70% or higher at each level to earn Mt. SAC credit. Successful students will be awarded credit in four SIGN courses. The Mt. SAC grade will be the score for the highest level of demonstrated proficiency. Partial units will not be awarded.

Mt. SAC Approval**Mt. SAC Professor****Email Address**

Irene Robles

IRobles12@mtsac.edu

Mt. SAC Department Chair**Email Address**

Ann Walker

awalker58@mtsac.edu

Mt. SAC Division Dean**Email Address**

Karelyn Hoover

khoover@mtsac.edu

High School Approval

It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for articulation must be submitted at the completion of all courses identified on this document.

High School Instructor**Type your name to sign**

Cooney, Natalie

Natalie Cooney

High School Administrator**Email Address**

Julian Rodriguez

Julian_rodriguez@chino.k12.ca.us

Type your name to sign**Mt. SAC Articulation Officer**

High School Administrator

Tyra, Marie

Any curriculum changes at either institution involving the courses named in this document shall require this agreement to be renegotiated.

Hidden Fields

Mt SAC Term	District ID	HS ID	Next Dist ID	Next HS ID	INS ID	Next ID
	1	1				

Course Count



career pathways Articulation

2 + 2 Articulation Agreement

ARTICULATION AGREEMENT

School Year Subject ☐ Summer ☐ Fall ☐ Winter ☒ Spring

2022-2023

SIGN

Articulation Agreement Number

2223SIGN006

Sequence

School Year - Short

6

2223

SCHOOL

District

High School

Chino Valley USD

Don A Lugo High School

Authorized Instructor

Authorized Instructor

Authorized Instructor

Cienik, Margo

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

margaret_cienik@chino.k12.ca.us

Authorized Instructor

Authorized Instructor

Authorized Instructor

N/A

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

Course Information

HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
ASL 1	10	American Sign Language 1	SIGN 101	4
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
ASL 2	10	American Sign Language	SIGN 102	4
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	

Additional Requirements or Notes:

With instructor's recommendation and a final grade of 70% (C) or better in all semesters of the secondary courses, students may request articulation credit. The articulation exam will be demonstration of proficiency to the highest level allowed by the agreement. The exam will be administered by Mt. SAC faculty at Mt. SAC, the high school or via Zoom as determined by faculty. Student must score 70% or higher at each level to earn Mt. SAC credit. Successful students will be awarded credit in two SIGN courses. The Mt. SAC grade will be the score for the highest level of demonstrated proficiency. Partial units will not be awarded.

Mt. SAC Approval**Mt. SAC Professor****Email Address**

Irene Robles

IRobles12@mtsac.edu

Mt. SAC Department Chair**Email Address**

Ann Walker

awalker58@mtsac.edu

Mt. SAC Division Dean**Email Address**

Karelyn Hoover

khoover@mtsac.edu

High School Approval

It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for articulation must be submitted at the completion of all courses identified on this document.

High School Instructor**Type your name to sign**

Cienik, Margo

Margo Cienik

High School Administrator**Email Address**

Julian Rodriguez

julian_rodriguez@chino.k12.ca.us

Type your name to sign**Mt. SAC Articulation Officer**

High School Administrator

Tyra, Marie

Any curriculum changes at either institution involving the courses named in this document shall require this agreement to be renegotiated.

Hidden Fields

Mt SAC Term	District ID	HS ID	Next Dist ID	Next HS ID	INS ID	Next ID
-------------	-------------	-------	--------------	------------	--------	---------

1

56

Course Count



career pathways Articulation

2 + 2 Articulation Agreement

ARTICULATION AGREEMENT

School Year Subject ☐ Summer ☐ Fall ☐ Winter ☒ Spring

2022-2023

SIGN

Articulation Agreement Number

2223SIGN007

Sequence

School Year - Short

7

2223

SCHOOL

District

High School

Chino Valley USD

Don A Lugo High School

Authorized Instructor

Authorized Instructor

Authorized Instructor

Cienik, Margo

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

margaret_cienik@chino.k12.ca.us

Authorized Instructor

Authorized Instructor

Authorized Instructor

N/A

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

Course Information

HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
ASL 1	10	American Sign Language 1	SIGN 101	4
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
ASL 2	10	American Sign Language	SIGN 102	4
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
ASL 3	10	American Sign Language	SIGN 103	4
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	

Additional Requirements or Notes:

With instructor's recommendation and a final grade of 70% (C) or better in all semesters of the secondary courses, students may request articulation credit. The articulation exam will be demonstration of proficiency to the highest level allowed by the agreement. The exam will be administered by Mt. SAC faculty at Mt. SAC, the high school or via Zoom as determined by faculty. Student must score 70% or higher at each level to earn Mt. SAC credit. Successful students will be awarded credit in three SIGN courses. The Mt. SAC grade will be the score for the highest level of demonstrated proficiency. Partial units will not be awarded.

Mt. SAC Approval**Mt. SAC Professor****Email Address**

Irene Robles

IRobles12@mtsac.edu

Mt. SAC Department Chair**Email Address**

Ann Walker

awalker58@mtsac.edu

Mt. SAC Division Dean**Email Address**

Karelyn Hoover

khoover@mtsac.edu

High School Approval

It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for articulation must be submitted at the completion of all courses identified on this document.

High School Instructor**Type your name to sign**

Cienik, Margo

Margo Cienik

High School Administrator**Email Address**

Julian Rodriguez

julian_rodriguez@chino.k12.ca.us

Type your name to sign**Mt. SAC Articulation Officer**

High School Administrator

Tyra, Marie

Any curriculum changes at either institution involving the courses named in this document shall require this agreement to be renegotiated.

Hidden Fields

Mt SAC Term	District ID	HS ID	Next Dist ID	Next HS ID	INS ID	Next ID
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1

56

Course Count



career pathways Articulation

2 + 2 Articulation Agreement

ARTICULATION AGREEMENT

School Year Subject ☐ Summer ☐ Fall ☐ Winter ☒ Spring

2022-2023

SIGN

Articulation Agreement Number

2223SIGN008

Sequence

School Year - Short

8

2223

SCHOOL

District

High School

Chino Valley USD

Don A Lugo High School

Authorized Instructor

Authorized Instructor

Authorized Instructor

Cienik, Margo

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

margaret_cienik@chino.k12.ca.us

Authorized Instructor

Authorized Instructor

Authorized Instructor

N/A

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

Course Information

HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
ASL 1	10	American Sign Language 1	SIGN 101	4
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
ASL 2	10	American Sign Language	SIGN 102	4
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
ASL 3	10	American Sign Language	SIGN 103	4
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
ASL 4	10	American Sign Language	SIGN 104	4
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	

Additional Requirements or Notes:

With instructor's recommendation and a final grade of 70% (C) or better in all semesters of the secondary courses, students may request articulation credit. The articulation exam will be demonstration of proficiency to the highest level allowed by the agreement. The exam will be administered by Mt. SAC faculty at Mt. SAC, the high school or via Zoom as determined by faculty. Student must score 70% or higher at each level to earn Mt. SAC credit. Successful students will be awarded credit in four SIGN courses. The Mt. SAC grade will be the score for the highest level of demonstrated proficiency. Partial units will not be awarded.

Mt. SAC Approval**Mt. SAC Professor****Email Address**

Irene Robles

IRobles12@mtsac.edu

Mt. SAC Department Chair**Email Address**

Ann Walker

awalker58@mtsac.edu

Mt. SAC Division Dean**Email Address**

Karelyn Hoover

khoover@mtsac.edu

High School Approval

It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for articulation must be submitted at the completion of all courses identified on this document.

High School Instructor**Type your name to sign**

Cienik, Margo

Margo Cienik

High School Administrator**Email Address**

Julian Rodriguez

julian_rodriguez@chino.k12.ca.us

Type your name to sign**Mt. SAC Articulation Officer**

High School Administrator

Tyra, Marie

Any curriculum changes at either institution involving the courses named in this document shall require this agreement to be renegotiated.

Hidden Fields

Mt SAC Term	District ID	HS ID	Next Dist ID	Next HS ID	INS ID	Next ID
	1	56				
Course Count						



career pathways Articulation

2 + 2 Articulation Agreement

ARTICULATION AGREEMENT

School Year Subject ☐ Summer ☐ Fall ☐ Winter ☒ Spring

2022-2023

AGOR

Articulation Agreement Number

2223AGOR008

Sequence

School Year - Short

8

2223

SCHOOL

District

High School

Chino Valley USD

Don A Lugo High School

Authorized Instructor

Authorized Instructor

Authorized Instructor

Tuyen, Barbara

Ashley, Mary Jane

Hasson, Gena

Instructor Email

Instructor Email

Instructor Email

barbara_tuyen@chino.k12.ca.us

maryjane_ashley@chino.k12.ca.us

gena_hasson@chino.k12.ca.us

Authorized Instructor

Authorized Instructor

Authorized Instructor

N/A

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

Course Information

HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
Nursery/Greenhouse Management	10	Horticultural Science	AGOR 1	3
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
Agriculture Biology	10	N/A	N/A	
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	

Additional Requirements or Notes:

With instructor's recommendation and a final grade of 70% (C) or better in all semesters of the secondary course, students may request articulation credit. The secondary course exams will meet the articulation exam requirement. The final grade assigned by the secondary program will be used as the college grade.

Mt. SAC Approval**Mt. SAC Professor****Email Address**

Jennifer Hinostroza

jhinostroza@mtsac.edu

Mt. SAC Department Chair**Email Address**

Brian Scott

bscott@mtsac.edu

Mt. SAC Division Dean**Email Address**

Denise Bailey

dbailey@mtsac.edu

High School Approval

It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for articulation must be submitted at the completion of all courses identified on this document.

High School Instructor**Type your name to sign**

Tuyen, Barbara

Barbara Tuyen

High School Administrator**Email Address**

Julian Rodriguez

julian_rodriguez@chino.k12.ca.us

Type your name to sign**Mt. SAC Articulation Officer**

High School Administrator

Tyra, Marie

Any curriculum changes at either institution involving the courses named in this document shall require this agreement to be renegotiated.

Hidden Fields

Mt SAC Term	District ID	HS ID	Next Dist ID	Next HS ID	INS ID	Next ID
	1	56				
Course Count						



career pathways Articulation

2 + 2 Articulation Agreement

ARTICULATION AGREEMENT

School Year ☐ Summer ☐ Fall ☐ Winter ☒ Spring

2022-2023

ASCI

Articulation Agreement Number

2223ASCI009

Sequence

School Year - Short

9

2223

SCHOOL

District

High School

Chino Valley USD

Don A Lugo High School

Authorized Instructor

Authorized Instructor

Authorized Instructor

Ashley, Mary Jane

Hasson, Gena

Cureton, Ashley

Instructor Email

Instructor Email

Instructor Email

maryjane_ashley@chino.k12.ca.us

gena_hasson@chino.k12.ca.us

ashley_cureton@chino.k12.ca.us

Authorized Instructor

Authorized Instructor

Authorized Instructor

N/A

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

Course Information

HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
Intro to Agriculture	10	Animal Science	ASCI 1	3
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
Veterinary Science	10	N/A	N/A	
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	
HS Course Name	Credit	Mt. SAC Course Name	Course Code	Units
N/A		N/A	N/A	

Additional Requirements or Notes:

With instructor's recommendation and a grade of 80% (B) or better in all semesters of the secondary course(s), students may request articulation credit. The articulation exam will be the Mt. SAC course final. Student must earn a score of 70% (C) or higher on the exam to earn Mt. SAC credit. Students may only take the exam one time. The articulation exam may be conducted at Mt. SAC, the high school or through Canvas as determined by faculty.

Mt. SAC Approval**Mt. SAC Professor****Email Address**

Jamie Phillips

jphillips27@mtsac.edu

Mt. SAC Department Chair**Email Address**

Brian Scott

bscott@mtsac.edu

Mt. SAC Division Dean**Email Address**

Denise Bailey

dbailey@mtsac.edu

High School Approval

It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for articulation must be submitted at the completion of all courses identified on this document.

High School Instructor**Type your name to sign**

Ashley, Mary Jane

Mary Jane Ashley

High School Administrator**Email Address**

Julian Rodriguez

julian_rodriguez@chino.k12.ca.us

Type your name to sign**Mt. SAC Articulation Officer**

High School Administrator

Tyra, Marie

Any curriculum changes at either institution involving the courses named in this document shall require this agreement to be renegotiated.

Hidden Fields

Mt SAC Term	District ID	HS ID	Next Dist ID	Next HS ID	INS ID	Next ID
	1	56				
Course Count						



career pathways Articulation

2 + 2 Articulation Agreement

ARTICULATION AGREEMENT

School Year Subject ☐ Summer ☐ Fall ☐ Winter ☒ Spring

2022-2023

AGOR

Articulation Agreement Number

2223AGOR010

Sequence

School Year - Short

10

2223

SCHOOL

District

High School

Chino Valley USD

Don A Lugo High School

Authorized Instructor

Authorized Instructor

Authorized Instructor

Hasson, Gena

Ashley, Mary Jane

N/A

Instructor Email

Instructor Email

Instructor Email

gena_hasson@chino.k12.ca.us

maryjane_ashley@chino.k12.ca.us

Authorized Instructor

Authorized Instructor

Authorized Instructor

N/A

N/A

N/A

Instructor Email

Instructor Email

Instructor Email

Course Information

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

Agriculture Biology

10

Horticultural Science

AGOR 1

3

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

Agriculture Soil Chemistry

10

N/A

N/A

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

N/A

N/A

N/A

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

N/A

N/A

N/A

HS Course Name

Credit

Mt. SAC Course Name

Course Code

Units

N/A

N/A

N/A

Additional Requirements or Notes:

With instructor's recommendation and a final grade of 70% (C) or better in all semesters of the secondary course, students may request articulation credit. The secondary course exams will meet the articulation exam requirement. The final grade assigned by the secondary program will be used as the college grade.

Mt. SAC Approval**Mt. SAC Professor****Email Address**

Jennifer Hinostroza

jhinostroza@mtsac.edu

Mt. SAC Department Chair**Email Address**

Brian Scott

bscott@mtsac.edu

Mt. SAC Division Dean**Email Address**

Denise Bailey

dbailey@mtsac.edu

High School Approval

It is the responsibility of the Instructor(s) named to inform students of this Articulation process and all student requests for articulation must be submitted at the completion of all courses identified on this document.

High School Instructor**Type your name to sign**

Hasson, Gena

Gena Hasson

High School Administrator**Email Address**

Julian Rodriguez

julian_rodriguez@chino.k12.ca.us

Type your name to sign**Mt. SAC Articulation Officer**

Julian A. Rodriguez

Tyra, Marie

Any curriculum changes at either institution involving the courses named in this document shall require this agreement to be renegotiated.

Hidden Fields

Mt SAC Term	District ID	HS ID	Next Dist ID	Next HS ID	INS ID	Next ID
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1

56

Course Count

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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

\$8,772,845.38 to all District funding sources.

NE:GJS

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-2223-132 Learning Ally, Inc. To provide multi-sensory literacy resource to help students with reading deficits reach their academic potential. Submitted by: Special Education Duration of Agreement: January 1, 2023 - June 30, 2026	Contract amount: \$185,454.46 Funding source: Special Education
CIIS-2223-133 Stanford Learning Academy, LLC. To provide enrichment for non-English speaking students. Submitted by: Litel ES Duration of Agreement: February 21, 2023 - May 25, 2023	Contract amount: \$45,000.00 Funding source: ELOP
CIIS-2223-134 Sarah Boxx LLC. To provide media project creation including impact videos for CDE. Submitted by: Health Services/Homeless Innovative Program Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: \$44,181.85 Funding source: CDE Grant
CIIS-2223-135 NCS Pearson, Inc.. To provide licenses to administer the NNAT-3 test to students for GATE identification. Submitted by: Elementary Curriculum Duration of Agreement: July 1, 2022 - June 30, 2023	Contract amount: \$36,000.00 Funding source: GATE

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-2223-049 Transfinder Corporation. To provide annual support, cloud hosting, bus routing, and billing. Submitted by: Transportation Duration of Agreement: February 28, 2023 - February 27, 2024	Contract amount: \$13,450.00 Funding source: General Fund

MASTER CONTRACTS	FISCAL IMPACT
MC-2223-091 EBK & Company LLC dba US Engineering League. To provide engineering/robotics immersion program. Submitted by: Walnut ES Duration of Agreement: January 30, 2023 - June 30, 2026	Contract amount: Per Invoice Funding source: Various
MC-2223-092 Kathleen Klemczak (Gallery on the Go with Katie). To provide art enrichment. Submitted by: Walnut ES Duration of Agreement: February 8, 2023 - June 30, 2026	Contract amount: Per Rate Sheet Funding source: Various
MC-2223-094 San Geronio Outdoor Science School. To provide outdoor science camp. Submitted by: Marshall ES Duration of Agreement: July 1, 2022 - June 30, 2025	Contract amount: Per Rate Sheet Funding source: ASB/USB/PEP/PFA/PTA/Boosters

MASTER CONTRACTS	FISCAL IMPACT
MC-2223-095 Theatrical Rights Worldwide. To provide license rights to performance materials, piano scores, and artwork for various theatre productions. Submitted by: Don Lugo HS Duration of Agreement: January 3, 2023 - June 30, 2026	Contract amount: Per Rate Sheet Funding source: Various
MC-2223-096 MTI Enterprises Inc. dba Music Theatre International. To provide license rights for various theatre productions. Submitted by: Borba ES Duration of Agreement: January 1, 2023 - June 30, 2026	Contract amount: Per Rate Sheet Funding source: Various
MC-2223-097 Melissa Jean Hanson dba LH Connected. To provide an online mileage tracking system to monitor student walk/run miles. Submitted by: Briggs K-8 Duration of Agreement: January 3, 2023 - June 30, 2026	Contract amount: Per Rate Sheet Funding source: Various
MC-2223-098 Manuel Joel Zavala dba Student Hires LLC. To provide afterschool educational activity services. Submitted by: Dickson ES Duration of Agreement: February 14, 2023 - June 30, 2026	Contract amount: Per Rate Sheet Funding source: Various
MC-2223-099 Gabriel Sirlopu dba Code Ninjas Chino Hills. To provide robotics and coding. Submitted by: Eagle Canyon ES Duration of Agreement: February 6, 2023 - June 30, 2026	Contract amount: Per Rate Sheet Funding source: Various
MC-2223-100 Alfredo R. Esparza dba Party Memories. To provide DJ, photo booth, lighting, and fog machine. Submitted by: Glenmeade ES Duration of Agreement: February 3, 2023 - June 30, 2026	Contract amount: Per Quote Funding source: ASB/USB/PEP/PFA/PTA/Boosters

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
CIIS-2223-110 International Institute for Restorative Practices. To provide continued schoolwide strategies to create a sense of community, build healthy relationships, develop conflict resolution skills, and training for CVUSD staff. Submitted by: Health Services Duration of Agreement: October 6, 2022 - June 30, 2024 Original Agreement Board Approved: October 6, 2022	Contract amount: \$354,734.00 Increase contract amount from \$265,074.00 to \$354,734.00 for additional Restorative Practices training for CVUSD staff. Funding source: ESSER
F-2021-043 KU Champions LLC. To provide before and/or after school, and summer enrichment program for District students. Submitted by: Facilities, Planning & Operations Duration of Agreement: July 1, 2022 - June 30, 2023 Original Agreement Board Approved: August 20, 2020	Contract amount: Approximately \$16,500.00 annual income to the District. Extend contract through June 30, 2023. Funding source: N/A

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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 2022/2023-27 AND 2022/2023-29, AUTHORIZATION TO UTILIZE PIGGYBACK CONTRACTS

BACKGROUND

Public Contract Code (PCC) 20111 requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than \$109,300.00 to the lowest responsible bidder.

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

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

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

Resolution	Contract	Contractor	Description	Term
2022/2023-27	California Multiple Award Schedule (CMAS) 3-19-70-2486-Q	ConvergeOne Corp.	Information Technology Goods and Services	7/26/2019-5/03/2026
2022/2023-29	Irvine Unified School District Bid No. 19/20-01 IT	CDW Government	Technology Equipment and Peripherals	12/31/2021-12/31/2023

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2022/2023-27 and 2022/2023-29, Authorization to Utilize Piggyback Contracts.

FISCAL IMPACT

Unknown.

NE:GJS

**Chino Valley Unified School District
Resolution 2022/2023-27
Authorization to Utilize the California Multiple Award Schedule (CMAS)
3-19-70-2486-Q With ConvergeOne Corp.
to Purchase Information Technology Goods and Services
Through the Piggyback Contract**

WHEREAS, the governing board of a school district under Public Contract Code section 10290 *et seq.* may, without competitive bidding, contract with suppliers that have been awarded contracts, master agreements, multiple award schedules, cooperative agreements or other types of agreements, including agreements with entities outside the state or other agreements that leverage the state's buying power, for acquisitions authorized under Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code;

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 school district to take advantage of this competitive bidding exception;

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, the District's 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 contract 3-19-70-2486-Q in accordance with Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code, without competitive bidding through the State of California Department of General Services Procurement Division under California Multiple Award Schedules (collectively, "CMAS");

WHEREAS, CMAS currently has a piggyback contract, 3-19-70-2486-Q, in accordance with Public Contract Code 20118 with ConvergeOne Corp., that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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 CMAS. Pursuant to Public Contract Code section 10290 *et seq.* and Public Contract Code section 12100 *et seq.*,

that authorizing the purchase of information technology goods and services through CMAS contract 3-19-70-2486-Q 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 CMAS contract 3-19-70-2486-Q.

Section 4. Other Actions. The District desires by a majority of the vote of the Board and pursuant to Education Code section 17604 and similar statutes, to delegate authority to the Superintendent or his designee, who are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 26, 2019, for the term ending May 3, 2026.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 2nd day of February 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
Resolution 2022/2023-29
Authorization to Utilize the Irvine Unified School District Bid No. 19/20-01 IT
Technology Equipment and Peripherals
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 technology equipment and peripherals for the District;

WHEREAS, Irvine Unified School District currently has a piggyback contract, Bid No. 19/20-01 IT, in accordance with Public Contract Code 20118 with CDW Government Corp., 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 competitive bidding exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of technology equipment and peripherals through the piggyback contract procured by the Irvine Unified School District, Bid No. 19/20-01 IT.

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 technology equipment and peripherals through the piggyback contract originally procured by the Irvine Unified School District, Bid No. 19/20-01 IT 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 technology equipment and peripherals in accordance with Public Contract Code 20118

through the piggyback contract originally procured by the Irvine Unified School District, Bid No. 19/20-01 IT.

Section 4. Other Actions. The District desires by a majority of the vote of the Board and pursuant to Education Code section 17604 and similar statutes, to delegate authority to the Superintendent or his designee, who 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 December 31, 2021, for the term ending December 31, 2023.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 2nd day of February 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: February 2, 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. 22-23-04F, ALLEGIANCE STEAM ACADEMY PORTABLE
PROJECT**

=====

BACKGROUND

On June 16, 2022, the Board of Education awarded Bid No. 22-23-04F, Allegiance Steam Academy Portable Project to Wakeco, 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	Wakeco, Inc.	\$29,393.18
Bid Amount:		\$540,000.00
Revised Total Project Amount:		\$569,393.18
Retention Amount:		\$28,469.66

The change order results in a net increase of \$29,393.18 to the construction cost and an additional 78 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 16, 2022.

Documentation indicating satisfactory completion and compliance with the specifications and plans has been obtained from the following individuals: Susanto Agustadi, PBK Architects; 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. 22-23-04F, Allegiance Steam Academy Portable Project.

FISCAL IMPACT

\$29,393.18 to Fund 25 (with 100% reimbursement by Allegiance Steam Academy).

NE:GJS



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

CHANGE ORDER

Date: January 10, 2023 BID/ CUPCAA #: 22-23-04F Change Order #: 01
Project Title: Allegiance STEAM Academy Portable Project
Owner: Chino Valley Unified School District DSA Application #: 04-120966 DSA File #: 36-11
Architect: PBK Architects Contractor: WakeCo Inc

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

- | | | |
|----------------|-------------------------|---|
| ITEM
NO. 1: | Description:
Reason: | Additional Irrigation Work (PCO #001)
Install one (1) owner furnished remote control valve, one (1) owner
furnished valve box, and additional lateral line |
| | Document Ref: | PCCO #001 |
| | Requested by: | Chino Valley USD |
| | Change in Contract Sum: | \$1,972.84 |
| | Time Extension: | |
| | | |
| ITEM
NO. 2: | Description:
Reason: | Extend Asphalt at Portable 1 (PCO #003)
Extend the asphalt at (N) Portable 1 to match existing walkway at (E)
portable 16. Cost includes the cost to load and haul off clean soil offsite. |
| | Document Ref: | PCCO #001 |
| | Requested by: | Chino Valley USD |
| | Change in Contract Sum: | \$5,713.18 |
| | Time Extension: | |
| | | |
| ITEM
NO. 3: | Description:
Reason: | Concrete Sidewalk ADA Improvement at Front Entrance Walkway
(PCO #004: RFI 002 & 005)
Demo and remove existing ADA concrete sidewalk at front entrance of the
school. Pour new ADA concrete sidewalk to meet ADA compliance. |
| | Document Ref: | PCCO #001 |
| | Requested by: | Chino Valley USD |
| | Change in Contract Sum: | \$13,926.84 |
| | Time Extension: | |
| | | |
| ITEM
NO. 4: | Description:
Reason: | Increased Cost of Concrete Due to Change in Vendor (PCO #005)
Change in concrete vendor to meet project's deadlines for start of school. |
| | Document Ref: | PCCO #001 |
| | Requested by: | Chino Valley USD & WakeCo Inc. |
| | Change in Contract Sum: | \$7,494.23 |
| | Time Extension: | |

ITEM NO. 5:	Description: Reason:	Demo and Pour Back at ADA Ramp (PCO #6 RFI 3, 6, 8) Demo and remove existing ADA concrete ramp. Pour new ADA concrete ramp meet ADA compliance.
	Document Ref:	PCCO #001
	Requested by:	Chino Valley USD
	Change in Contract Sum:	\$11,397.66
	Time Extension:	
ITEM NO. 6:	Description: Reason:	Credit for Fire Alarm Re-Routing per RFI 012 (PCO #008) Deletion of a portion of the fire alarm pathways and trenching due to the re-routing of the Fire Alarm.
	Document Ref:	PCCO #001
	Requested by:	Chino Valley USD & WakeCo Inc.
	Change in Contract Sum:	(\$16,725.97)
	Time Extension:	
ITEM NO. 7:	Description: Reason:	Exterior Modular Paint Credit – Extended General Conditions (PCO #009: CCD 001, CCD 002, RFI 7) Provide and install hand railings. Provide and install additional low voltage pathways between portables. Credit used for fire alarm alternative. Credit used for not painting exterior modular buildings.
	Document Ref:	PCCO #002
	Requested by:	Chino Valley USD & WakeCo Inc.
	Change in Contract Sum:	\$5,614.40
	Time Extension:	
ITEM NO. 8:	Description: Reason:	Time Extension Additional time required to fulfill additional DSA Requirements
	Document Ref:	
	Requested by:	Chino Valley USD & WakeCo Inc.
	Change in Contract Sum:	\$0.00
	Time Extension:	78 days
ITEM NO. 9:	Description: Reason:	
	Document Ref:	
	Requested by:	
	Change in Contract Sum:	
	Time Extension:	

CONTRACT SUMMARY

The original contract amount was:	\$540,000.00
Previously approved change order amount(s):	\$0.00
The contract amount will be increased/decreased by this Change Order:	\$29,393.18
The new contract amount including this change order will be:	\$569,393.18

The original contract completion date was:	9/30/2022
Previously approved Change Order for contract time:	00 days
The contract time will be increased by this Change Order:	78 days
The date of completion as a result of this Change Order is:	12/16/2022

APPROVED BY:

Gravin Wakefield

Contractor – WakeCo Inc

Signature

1/11/2023
Date

John Buck

DSA Inspector of Record (if applicable)

Signature

1/12/23
Date

ROBERT LAVEY, AIA

Architect / Engineer (if applicable)

Signature

1.13.23
Date

NA

Construction / Project Manager

Signature

Date

NA

Authorized Department Head (if applicable)

Signature

Date

NA

Director, Technology (if applicable)

Signature

Date

Carlos Camarena

CVUSD Project Manager

Signature

1/17/2023
Date

Martin Silveira

Director, Maintenance & Operations (if applicable)

Signature

1/13/23
Date

Greg Stachura

Director, Planning (if applicable)

Signature

1/17/23
Date

Owner (Authorized Agent)

Signature

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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. 22-23-03F, CLASSROOM PREPARATION FOR VIEWSONICS - GROUP 5

BACKGROUND

On July 21, 2022, the Board of Education awarded Bid No. 22-23-03F, Classroom Preparation for ViewSonics – Group 5 to OCS Construction Services. 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	OCS Construction Services.	\$30,426.87
	Bid Amount:	\$323,738.00
	Revised Total Project Amount:	\$354,164.87

The change order results in a net increase of \$30,426.87 to the construction cost and 107 days of additional 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. 22-23-03F, Classroom Preparation for ViewSonics – Group 5.

FISCAL IMPACT

\$30,426.87 to Expanded Learning Opportunities Fund 01.

NE:GJS



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

CHANGE ORDER

Date: January 10, 2023 BID/ CUPCAA #: 22-23-03F Change Order #: 01
Project Title: Classroom Preparation for ViewSonics – Group 5
Owner: Chino Valley Unified School District DSA Application #: NA DSA File #: NA
Architect: NA Contractor: OCS Construction Service Inc

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

ITEM
NO. 1: Description: Additional low voltage/cabling/conduit
Reason: Unforeseen issues were found once installation started.
Document Ref: PCCO #005
Requested by: Chino Valley USD
Change in Contract Sum: \$30,426.87
Time Extension: 107 days

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

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

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

CONTRACT SUMMARY

The original contract amount was:	\$323,738.00
Previously approved change order amount(s):	\$0.00
The contract amount will be increased/decreased by this Change Order:	\$30,426.87
The new contract amount including this change order will be:	\$354,164.87
The original contract completion date was:	11/13/2022
Previously approved Change Order for contract time:	00 days
The contract time will be increased by this Change Order:	107 days
The date of completion as a result of this Change Order is:	2/28/2023

APPROVED BY:

<u>DANIEL RODRIGUEZ</u>	<u>[Signature]</u>	<u>1/12/23</u>
Contractor – OCS Construction Service Inc	Signature	Date
<u>NA</u>		
DSA Inspector of Record (if applicable)	Signature	Date
<u>NA</u>		
Architect / Engineer (if applicable)	Signature	Date
<u>NA</u>		
Construction / Project Manager	Signature	Date
<u>NA</u>		
Authorized Department Head (if applicable)	Signature	Date
<u>NA</u>		
Director, Technology (if applicable)	Signature	Date
<u>Carlos Camarena</u>	<u>[Signature]</u>	<u>1/13/2023</u>
CVUSD Project Manager	Signature	Date
<u>Martin Silveira</u>	<u>[Signature]</u>	<u>1/13/23</u>
Director, Maintenance & Operations (if applicable)	Signature	Date
<u>Director, Planning (if applicable)</u>	<u>[Signature]</u>	<u>1/17/23</u>
Greg Stachura	Signature	Date
Owner (Authorized Agent)		

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: February 2, 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. 21-22-19I, WAREHOUSE REFRIGERATOR AND FREEZER REPLACEMENT PROJECT

BACKGROUND

On July 21, 2022, the Board of Education awarded Bid No. 21-22-19I, Warehouse Refrigerator and Freezer Replacement Project to Wakeco, 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 PBK Architects and District staff.

Change Order	Contractor	Amount
1	Wakeco, Inc.	\$6,962.18
	Bid Amount:	\$248,000.00
	Revised Total Project Amount:	\$254,962.18

The change order results in a net increase of \$6,962.18 to the construction cost and 274 days of additional 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. 21-22-19I, Warehouse Refrigerator and Freezer Replacement Project.

FISCAL IMPACT

\$6,962.18 to Capital Facilities Fund 25 and Cafeteria Fund 93.

NE:GJS



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

CHANGE ORDER

Date: January 10, 2013 BID/ CUPCAA #: 21-22-191 Change Order #: 01
Project Title: Warehouse Refrigerator & Freezer Replacement Project
Owner: Chino Valley Unified School District DSA Application #: NA DSA File #: NA
Architect: PBK Architects Contractor: WakeCo Inc

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

ITEM NO. 1:	Description:	Demo Existing Concrete Pad and Pour Back New Concrete Slab at Freezer Pad
	Reason:	New freezer pad required to accommodate the new freezer
	Document Ref:	PCO #001
	Requested by:	Chino Valley USD
	Change in Contract Sum:	\$6,962.18
	Time Extension:	
ITEM NO. 2:	Description:	Time Extension
	Reason:	Additional time required due to manufacturing delays, DSA requirements, and Health Department Requirements.
	Document Ref:	
	Requested by:	Chino Valley USD
	Change in Contract Sum:	\$0.00
	Time Extension:	274 days
ITEM NO. 3:	Description:	
	Reason:	
	Document Ref:	
	Requested by:	
	Change in Contract Sum:	
	Time Extension:	
ITEM NO. 4:	Description:	
	Reason:	
	Document Ref:	
	Requested by:	
	Change in Contract Sum:	
	Time Extension:	

CONTRACT SUMMARY

The original contract amount was: \$248,000.00
Previously approved change order amount(s): \$0.00
The contract amount will be increased/decreased by this Change Order: \$6,962.18
The new contract amount including this change order will be: \$254,962.18

The original contract completion date was: 9/30/2022
Previously approved Change Order for contract time: 00 days
The contract time will be increased by this Change Order: 274 days
The date of completion as a result of this Change Order is: 6/30/2023

APPROVED BY:

Gravin Wakefield
Contractor – WakeCo Inc

[Signature]
Signature

1-11-23
Date

NA
DSA Inspector of Record (if applicable)

[Signature]
Signature

[Signature]
Date

ROBERT LAVEY, AIA
Architect / Engineer (if applicable)

[Signature]
Signature

1-19-23
Date

NA
Construction / Project Manager

[Signature]
Signature

[Signature]
Date

Authorized Department Head (if applicable)

[Signature]
Signature

[Signature]
Date

NA
Director, Technology (if applicable)

[Signature]
Signature

[Signature]
Date

Alex Rivera
CVUSD Project Manager

[Signature]
Signature

1-13-2023
Date

Martin Silveira
Director, Maintenance & Operations (if applicable)

[Signature]
Signature

1/13/23
Date

Director, Planning (if applicable)

[Signature]
Signature

[Signature]
Date

Greg Stachura
Owner (Authorized Agent)

[Signature]
Signature

1/17/23
Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: REJECTION OF BID NO. 22-23-25F, NEW DISTRICT OFFICE TEST KITCHEN AND BREAK ROOM EQUIPMENT AND AUTHORIZATION TO RE-BID

=====

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. 22-23-25F, New District Office Test Kitchen and Break Room Equipment was published in the Inland Valley Daily Bulletin on December 13, 2022, and December 20, 2022. Bids were submitted at 10:00 a.m. on January 10, 2023. The results are as follows:

CONTRACTOR	BID
Arrow Restaurant Equipment & Supplies	\$79,370.50
Douglas Equipment	\$109,272.56

Upon receipt of the bids, staff reviewed all documents and determined that the bid forms were improperly totaled and were therefore inconclusive. Staff requests rejection of all bids and authorization to re-bid.

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

RECOMMENDATION

It is recommended the Board of Education reject bid(s) received for Bid No. 22-23-25F, New District Office Test Kitchen and Break Room Equipment and authorize staff to re-bid the project.

FISCAL IMPACT

None.

NE:GJS

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: February 2, 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:jw

CERTIFICATED PERSONNEL

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

HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2022/2023 SCHOOL YEAR

BUSTOS, Velouria	Biology Teacher	Chino Hills HS	01/19/2023
INGRASSIA, Isabella	Child Development Teacher	Health Services	01/17/2023

APPOINTMENT - EXTRA DUTY

CARAZO, Carlos (NBM)	Swim (B)	Ayala HS	01/13/2023
RAMIREZ, Daniel (NBM)	Baseball (B)	Ayala HS	01/11/2023
WOODEN, Ariel (NBM)	Swim (B)	Ayala HS	01/13/2023
MORENO, Dylan (NBM)	Wrestling (B)	Chino HS	01/13/2023
VASQUEZ, Jerry (NBM)	Softball (B)	Don Lugo HS	01/11/2023
HOOTON, Christopher (NBM)	7 th Grade Boys Basketball (GF)	Canyon Hills JHS	01/24/2023
HOOTON, Christopher (NBM)	8 th Grade Boys Basketball (GF)	Canyon Hills JHS	01/24/2023

TOTAL:	\$3,822.00
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DELETE - EXTRA DUTY

BERRUECOS, George	7 th Grade Boys Basketball (GF)	Canyon Hills JHS	01/24/2023
BERRUECOS, George	8 th Grade Boys Basketball (GF)	Canyon Hills JHS	01/24/2023

TOTAL:	\$3,822.00
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DELETE - EXTRA DUTY - DEPARTMENT CHAIR

BELL, Andrea	Grade Level Chair	Walnut ES	1/4/2023
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TOTAL:	-\$501.46
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APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2022, THROUGH JUNE 30, 2023

ALVARADO, Joe	ANDREWS, Erica	BRYANT, Liam
SANCHEZ OLEA, Dulce	GONZALEZ, Jessica	GORMLEY, Brendan
LEIB, Maria	MARISCAL, Cristina	SCHROEDER, Lori
SILVA, Sheyla	SPRATLEY, Charles	WOODWARD, Steven
AGUILAR, Jasmine		

CLASSIFIED PERSONNEL

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

CLASSIFIED PERSONNEL FOR THE 2022/2023 SCHOOL YEAR

PROMOTION

NIXON, Damon	FROM: Bus Driver (GF) 6 hrs./208 work days TO: Driver Trainer (GF) 8 hrs./261 contract days	Transportation Transportation	01/23/2023
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PLACED ON 39 MONTH RE-EMPLOYMENT LIST

BENAVIDEZ, Luz	Playground Supervisor (GF)	Cal Aero K-8	01/24/2023
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RESIGNATION

ORTIZ, Elizabeth	Playground Supervisor (GF)	Cal Aero K-8	01/10/2023
ETTER, Jenny	Paraprofessional I (GF)	Canyon Hills JHS	01/24/2023
SANCHEZ, Audrey	Child Care Specialist (CDF)	Child Development	01/18/2023

RETIREMENT

ESPIRITU, Mercedes (16 Years of Service)	Accountant II/Facilities & Planning (GF)	Facilities & Planning	01/16/2023
SANCHEZ, Martha (16 Years of Service)	Bus Driver (GF)	Transportation	01/31/2023

(504)	= Federal Law for Individuals with Handicaps
(ABG)	= Adult Education Block Grant
(ASB)	= Associated Student Body
(ASF)	= Adult School Funded
(ATE)	= Alternative to Expulsion
(B)	= Booster Club
(BTSA)	= Beginning Teacher Support & Assessment
(C)	= Categorically Funded
(CDF)	= Child Development Fund
(CVLA)	= Chino Valley Learning Academy
(CWY)	= Cal Works Youth
(E-rate)	= Discount Reimbursements for Telecom.
(G)	= Grant Funded
(GF)	= General Fund
(HBE)	= Home Base Education
(MAA)	= Medi-Cal Administrative Activities
(MG)	= Measure G – Fund 21

(MH)	= Mental Health – Special Ed.
(NBM)	= Non-Bargaining Member
(ND)	= Neglected and Delinquent
(NS)	= Nutrition Services Budget
(OPPR)	= Opportunity Program
(PFA)	= Parent Faculty Association
(R)	= Restricted
(ROP)	= Regional Occupation Program
(SAT)	= Saturday School
(SB813)	= Medi-Cal Admin. Activities Entity Fund
(SELPA)	= Special Education Local Plan Area
(SOAR)	= Students on a Rise
(SPEC)	= Spectrum Schools
(SS)	= Summer School
(SWAS)	= School within a School
(VA)	= Virtual Academy
(WIA)	= Workforce Investment Act

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

DATE: February 2, 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: REVISION TO THE JOB DESCRIPTION FOR
DIRECTOR, TECHNOLOGY**

=====

BACKGROUND

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

The Director of Technology is being revised to update current job title and provide the opportunity for the position to bring salary commensurate to industry standards.

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 to the job description for Director, Technology.

FISCAL IMPACT

An additional \$44,121.00 to the General Fund.

NE:RR:IB:ED:jw

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: CHIEF TECHNOLOGY OFFICER
~~Director Technology~~

REPORTS: ASSOCIATE ~~Assistant~~
Superintendent, Curriculum, Instruction,
Innovation, and Support

DEPARTMENT: Curriculum, Instruction,
Innovation and Support

CLASSIFICATION: Management

FLSA: Exempt

WORK YEAR: 226 (Certificated), 261 (Classified)

ISSUED: August 15, 2013

SALARY: Range 12 45

BASIC FUNCTION:

Under the direction of the ASSOCIATE ~~Assistant~~ Superintendent, Curriculum, Instruction, Innovation, and Support provides technical assistance to all District personnel in the use of technology and student information systems; provides and supervises staff development regarding technology and student information systems; assists in the coordination, implementation and supervision of the district's technology master plan; supervises staff; coordinates with district human resources in support of District technology; demonstrates understanding of development of networking, i.e. local area networks and wide area networks; and is the District's manager for all projects associated with technology. Develops and coordinates District's applications for state and federal discounts;

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities, associated with this classification but is intended to accurately reflect the principle job elements.

E = ESSENTIAL FUNCTIONS

DEVELOPES, EVALUATES, AND MAKES RECOMMENDATIONS TO THE SUPERINTENDENT, REGARDING DISTRICT POLICIES AS THEY PERTAIN TO TECHNOLOGY AND PROVIDES INTERPRETATION OF DISTRICT POLICIES AND PROCEDURES, ENSURING COMPLIANCE WITH ALL FEDERAL AND STATE LAWS, REGULATIONS AND POLICIES. (E)

Responsible for screening, interviewing, selecting, assigning and evaluating employees to the department. (E)

Exercises leadership in achieving District goals and objectives related to technology and assessing the student education program and overall program effectiveness. (E)

Development and implementation of staff development in-service programs for staff, which emphasize and encourage the use of technology. (E)

Directs the review and selection of technology hardware and software; consults with staff on future educational hardware selections to ensure maximum compatibility of new hardware with existing District technology resources and maintenance coordination. (E)

WORKS COLLABORATIVELY WITH THE ASSISTANT SUPERINTENDENT, CIIS, THE DIRECTOR OF SECONDARY CURRICULUM, DIRECTOR OF ELEMENTARY CURRICULUM, DIRECTOR OF ASSESSMENT, DIRECTOR OF ACCESS AND EQUITY, DIRECTOR OF ALTERNATIVE

EDUCATION AND OTHER ADMINISTRATORS TO ENSURE THE COORDINATION, ALIGNMENT, AND ARTICULATION OF COMPREHENSIVE CURRICULUM AND INSTRUCTIONAL PROGRAM PRE-K-12 THAT MEETS THE NEEDS OF THE DIVERSE STUDENT POPULATION OF THE DISTRICT. (E)

Collaborates with other instructional leaders to determine appropriate use of technology for instruction in various subject areas.

Coordinates and supervises the implementation of a District-wide technology master plan, to include installation and maintenance of infrastructure and needed equipment. (E)

Supervises and directs the audio/video production of the District including school Board meetings, graduations, and other District functions. (E)

Prepares and coordinates the District's application for federal and state programs that support telecommunications and infrastructure development. (E)

Directs and supervises the District network and assures that it is safe and efficient. (E)

Recommends the purchase of hardware and software needed to carry out the District's technology plan; develops appropriate bid and quotation specifications; consolidates record keeping for asset management and software licensing. (E)

Manages the District's student information systems. (E)

Consults with and provides technical assistance to schools and central office administrators regarding student information analysis, activities and reports. (E)

Manages, plans, and coordinates district compliance with mandated electronic state, federal and other reporting systems, including the California Longitudinal Pupil Achievement Data System (CALPADS) and other data collections as assigned. (E)

Monitors relevant District information systems for changing and emerging data requirements, and coordinates all enhancements of these information systems to ensure quality control of data items for all assigned data collections. (E)

Assists in the management/operation of student management/grading District applications.

Assists in enduring District-wide compliance with various licensing and copyright requirements; ensures that all software licenses are up to date and are adequate to cover the software usage in the district. (E)

Initiates liaison with business sources; solicits donations of hardware, courseware, and expert time to further enhance the District's use of technology. (E)

Meets with staff and architects regarding the design for and implementation of technology in the classrooms, libraries, and offices; develops technology specifications for facilities. (E)

Represents the District at technology councils, committees, boards, and technology/media support groups, and keeps current on trends and developments in the use of technology to improve student achievement. (E)

Works effectively with the District's technology advisory group in planning for and implementing Board approved actions related to the use of technology; and performs related duties as assigned. (E)

Directs the District's digital communication systems (i.e. web, telephone, intercom, bells, fire alarm systems, electronic security and monitoring devices) by developing and supervising new projects and directing the

support and maintenance of these systems. (E)

SERVES AS A MEMBER ON THE SUPERINTENDENT'S CABINET. (E)

ATTENDES ALL BOARD OF EDUCATION MEETINGS. (E)

Performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Bachelor's degree required in mathematics, technology or related field. Master's degree in related field preferred.

A minimum of three (3) years of increasingly responsible experience supporting instructional programs through technology or information systems, experience providing staff development in technology utilization, successful experience in the supervision of personnel, and K-12 classroom teaching preferred.

Possession of a valid California administrative credential authorizing service as an administrator if evaluating certificated staff.

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearance. Must have valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Various forms of technology, including state-of-the-art technology.
- Laws, rules, and regulations affecting the selection, purchase, computers, and other technology.
- Computer hardware and software, major operating systems, and hardware platforms, including methods of integrating instructional technology within Board-adopted curriculum.
- Computer networking and telecommunications trends and practices, including methods to effectively analyze and interpret data; apply and communicate applicable federal, state, and local policies, procedures, laws and regulation.
- Prepare and present oral and written reports and findings to a diverse audience, and effectively represent the District in the community.
- Successful strategies to supervise certificated and technical staff.
- Integration of telephone and data over a wide area network to produce savings.
- Elementary, secondary, and adult school curriculum applicable to educational technology.
- District organization, operations, policies, and procedures.
- Principles of organization, operation, and supervision.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties.
- Budget preparation and control.
- Student information systems.
- California longitudinal pupil achievement data system.

ABILITY TO:

- Plan, present, and direct high quality professional development.
- Plan and implement the effective use of educational and administrative technology.
- Train staff in a variety of technology skills.

- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Operate a computer terminal and audio-visual equipment.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.
- Analyze situations carefully and adopt an effective course of action.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive, narrative, and statistical reports.
- Establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS: ENVIRONMENT:

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Director, Technology and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide

reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board approved: August 15, 2013
Revised: October 5, 2017
REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources

**SUBJECT: REVISIONS TO THE CERTIFICATED AND CLASSIFIED
MANAGEMENT SALARY SCHEDULES**

=====

BACKGROUND

Board Policy 4151, personnel, employee compensation, states in part, “the board shall adopt separate salary schedules for certificated, classified, confidential and supervisory and administrative personnel” further, “salary schedules for staff who are not part of a bargaining unit shall be determined by the board at the recommendation of the superintendent or designee.”

As such, the Certificated and Classified Management Salary Schedules are being revised to include the classification of Chief Technology Officer. The proposed revisions are provided in UPPER CASE, while the 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 revisions to the Certificated and Classified Management Salary Schedules.

FISCAL IMPACT

None.

NE:RR:jw

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Classified Management Salary Schedule
2022/2023 Effective July 1, 2022
Includes 8.75% Increase

RANGE	POSITION	DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
12	CHIEF TECHNOLOGY OFFICER	261		176,091	183,133	190,459	198,076
15	Director Fiscal Services Human Resources Maintenance, Operations, and Construction Nutrition Services Risk Management and Human Resources Planning Purchasing Technology Transportation Communications	261		149,962	155,959	160,902	165,897
26B	Coordinator Compliance Database Administrator Information Services Innovation and Creative Services Payroll and Benefits Technology	261	105,846	109,015	112,289	115,655	119,125
27	Accounting Manager	261	105,846	109,015	112,289	115,655	119,125
28	Occupational Therapist	221	100,084	103,504	106,913	110,314	113,729
29	Behavioral Health Clinical Program Supervisor	248	102,347	105,846	109,333	112,700	116,303
29A	Behavior Intervention Specialist McKinney-Vento Grant Program Manager	220	90,791	93,895	96,988	100,072	103,169
29B	Behavior Intervention Program Supervisor	255	105,237	108,833	112,419	115,994	119,584
31	Assistant Director, Nutrition Services	261	97,599	100,919	104,243	107,590	110,910
31A	Coordinator Construction Sustainability Procurement	261	97,599	100,919	104,243	107,590	110,910
31B	Coordinator Child Development	261	97,599	100,919	104,243	107,590	110,910
36	Transportation Supervisor Maintenance and Operations Supervisor Payroll Supervisor Nutrition Supervisor	261	84,785	87,662	90,558	93,443	96,349
38	Duplicating Manager	261	78,975	81,655	84,341	87,071	89,756
40	After School Grant Funded Manager	230	70,652	73,055	75,484	77,890	80,293
40A	Behavior Intervention Associate	220	58,364	60,350	62,356	64,344	66,330
41	Operations Manager, Nutrition	261	82,268	85,112	88,007	90,739	93,539
<div style="border: 1px solid black; padding: 5px;"> Longevity Classified Management 10 Years of Service 2% 15 Years of Service 4% 20 Years of Service 6% 25 Years of Service 8% 30 Years of Service 10% EXPERIENCE OUTSIDE CVUSD IS NEGOTIABLE. </div>							

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Certificated Management Salary Schedule
2022/2023 Effective July 1, 2022
Includes 8.75% Increase

RANGE	POSITION	DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
12	CHIEF TECHNOLOGY OFFICER	226		176,091	183,133	190,459	198,076
14	Principal, High School	225			153,653	158,524	163,444
15	Director Access and Equity Alternative Education Assessment and Instructional Technology Elementary Curriculum Health Services Human Resources Professional Development Secondary Curriculum Special Education Student Support Services Technology	226		149,962	155,959	160,902	165,897
16	Principal, Jr. High	215	128,676	133,048	137,446	141,812	147,625
17	Principal, Elementary	215	127,582	131,932	136,274	140,643	144,989
18	Principal, Adult School/Boys Republic	225	132,977	137,496	142,044	146,562	151,111
19	Principal, Buena Vista Continuation	215	126,551	130,799	135,121	139,415	143,739
21	Asst. Principal, High School	210	119,104	123,139	127,227	131,284	135,345
21	Program Specialist	210	119,104	123,139	127,227	131,284	135,345
22	Asst. Principal, Jr. High Asst. Principal, Buena Vista/CVLA	205	111,673	115,462	119,300	123,091	126,906
23	Coordinator Assessment Behavior Intervention Charter Schools Child Development Child Welfare and Attendance Elementary Curriculum Equity, Diversity, and Student Support Systems Linked Learning MTSS-B Parent and Family Engagement Secondary Curriculum Special Education Special Projects Teacher Support	226	121,614	125,768	129,898	134,056	138,214
24	Asst. Principal, Elementary	205	110,294	114,084	117,820	121,585	125,356
Longevity Certificated Management 10 Years of Service 2% 15 Years of Service 4% 20 Years of Service 6% 25 Years of Service 8% 30 Years of Service 10% EXPERIENCE OUTSIDE CVUSD IS NEGOTIABLE.							

BOARD APPROVED:

February 2, 2023
Page 100

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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: INTERNSHIP AGREEMENT WITH LOS ANGELES COUNTY
OFFICE OF EDUCATION**

=====

BACKGROUND

Internship programs 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 internship agreement with Los Angeles County Office 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 the Internship Agreement with Los Angeles County Office of Education.

FISCAL IMPACT

None.

NE:RR:IB:ED:jw

**Memorandum of Understanding
Partnership in the Learning to Teach Continuum
District Intern Program Agreement**

The purpose of this Memorandum of Understanding (hereinafter "MOU"), is to describe how the Los Angeles County Office of Education (hereinafter, "LACOE") and **CHINO VALLEY UNIFIED SCHOOL DISTRICT** (hereinafter, "District/School") will collaborate with respect to the ever increasing need for highly qualified educators in California by developing and delivering a quality teacher preparation program through the DISTRICT INTERN PROGRAM: a District/School internship program for Multiple Subject, Single Subject and Education Specialist teacher candidates.

A. Background

The DISTRICT INTERN PROGRAM is supported by a consortium of local school districts and schools, and coordinated by the Los Angeles County Office of Education. LACOE sponsors the DISTRICT INTERN PROGRAM. The DISTRICT INTERN PROGRAM represents a collaborative effort between school districts/schools, employee organizations representing teachers, and institutes of higher education.

District intern programs are similar to traditional university internships in that the intern is both a full-time teacher and part-time student. In a district intern program, the district/school employs the intern and delivers the teacher preparation program. The DISTRICT INTERN PROGRAM applies this concept to a consortium model with the Los Angeles County Office of Education providing the coordinated development and delivery of a comprehensive teacher- training program. Upon completion of the program, DISTRICT INTERN PROGRAM interns will be eligible for a preliminary teaching credential. Funding to operate the program is from intern fees.

As a result of legislation (Senate Bill 2042), DISTRICT INTERN PROGRAM interns take and pass a Teaching Performance Assessment during the program. Upon successful completion of all program requirements, interns are awarded a California Preliminary Teaching Credential. At this point, the intern moves into the induction phase of the program, culminating in a California Professional Clear Credential.

The LACOE DISTRICT INTERN PROGRAM is designed to:

- (1) Reduce the number of non-Every Student Succeeds Act (ESSA) compliant teachers employed in California.
- (2) Improve the educational performance of pupils through improved training, information, and assistance in the local context for developing teachers.
- (3) Enhance the developing teachers' learning by interweaving theory with the contextual experience of teaching in developmentally, culturally and linguistically appropriate bias-free practices. Ensure professional success and retention of new teachers.
- (4) Ensure intensive individualized coaching from a Practicum Supervisor.

- (5) Improve the rigor and consistency of individual teacher performance and the usefulness of assessment results for teachers.
- (6) Utilize an effective, coherent system of performance assessments that are based on the Teacher Performance Expectations.
- (7) Provide an alternate path to a California Preliminary Credential.
- (8) Recruit candidates into the teaching profession.

LACOE, through the Division of Human Resource Services, has initiated an Internship Program (hereinafter, "LACOE DISTRICT INTERN PROGRAM"). The program is part of a statewide Learning to Teach Continuum. The program serves eligible teachers for two years with an intern credential.

The intent of this MOU is to document that District intends to work with **LACOE DISTRICT INTERN PROGRAM** toward the mutual goal of developing and delivering a quality teacher education program. To this end, LACOE and the District/School agree to provide a supportive network for the developing teachers. District/School agrees to provide resources necessary to conduct relevant activities as outlined in Section B. District/School has agreed to participate in the LACOE DISTRICT INTERN PROGRAM, as detailed herein, and to comply with the California Commission on Teacher Credentials procedures and relevant regulations.

B. Agency Responsibilities in the Learning to Teach Continuum LACOE District Intern Program

1. During the period beginning the effective date of this MOU, the District/School will:

- a. Assign a designated policy level administrator (usually an Asst. Supt. or Director of Personnel) to act as the primary contact person and attend consortium meetings for the purpose of decision making, coordinating, and communicating program requirements at the district level.
- b. Involve District/School Credential Analyst(s) in recruitment and selection of participating intern eligible candidates according to CCTC eligibility. The hired District/School intern will not displace a certificated employee.
- c. Assign a district/site-based mentor to provide support to each District/School intern within 30 days of a participating teacher's start of program and agree that this site-based mentor will participate in training provided by LACOE.
- d. To meet the 144 hours of required support and supervision, District/School site-based mentor will provide a minimum of 2 hours of support and supervision each week (60 hours annually). District/School will ensure that the intern receives at least 84 hours of support from their mentor per year to meet the remaining required hours.

For those interns who do not already have English Language Authorization from a California credential or a passing score on an exam such as the CTEL, District/School will ensure that they receive an additional 45 hours of supervision per year related to working with English Language Learners.

- e. Ensure that site administrators and policy boards are informed and understand the requirements and their responsibilities in the LACOE DISTRICT INTERN PROGRAM and attend a site administrator training.
 - i) Meet once per year with the candidate's Practicum Supervisor
 - ii) Support the intern candidate in acquiring the necessary permissions for completing the Teacher Performance Assessment cycles
- f. Release time for all DISTRICT INTERN PROGRAM teachers to participate in observation and experience that reflects the diversity of age and grade levels.

For Education Specialist Credentials: to help meet the requirement of 600 hours of clinical practice including at least 200 hours of supervised early field work within general education and special education settings, provide release time for observation and experience that also reflects the range of federal disability categories, and the continuum of special education services, including the following in year one:

- i) five full days of observations in a general education setting
 - ii) five full days of teaching/co-teaching
 - iii) collaboration with general education teachers at a minimum of 10 hours
- g. Ensure Practicum Supervisor training and orientation.

2. During the period beginning the effective date of this MOU, LACOE will:

- a. Provide administration, management and coordination of the LACOE DISTRICT INTERN PROGRAM.
- b. Provide DISTRICT INTERN PROGRAM training and materials to each participating teacher.
- c. Provide training to administrators to acquaint them with the DISTRICT INTERN PROGRAM goals, requirements for participants, and administrator responsibilities.
- d. Coordinate and provide developing teacher Practicum Supervision (19 visits in year one, and 19 visits in year two).
- e. Coordinate Administrative Committee meetings to provide an ongoing system of program development and evaluation that leads to substantive program improvements in teacher development.
- f. Maintain records of the LACOE teachers; provide advisement and feedback to the Participant as to their progress.

3. Insurance - Both Parties shall obtain and maintain insurance policies as follows:

- a. Commercial General Liability Coverage, "occurrence" form only, to include bodily injury and property damage for premises and operations, contractual liability, independent contractors, personal and advertising injury, and wrongful termination with a combined single limit not less than \$1,000,000 per occurrence and an annual general aggregate limit not less than \$2,000,000. The policy shall be endorsed to name LACOE, its governing boards and commissions and the individuals thereof, and all its officers, agents, employees, representatives and volunteers, as additional insureds.
- b. Automobile Liability (owned and non-owned) Automobile Physical Damage Coverage - \$1,000,000 combined single limit bodily injury and property damage.
- c. Workers' Compensation insurance with limits as required by the Labor Code of the State of California and Employers Liability insurance limits of \$1,000,000 per accident.
- d. Sexual Molestation and Abuse coverage with minimum limits of \$5,000,000 per occurrence and/or claim and \$5,000,000 general aggregate. Coverage may be held as a separate policy or included by endorsement in the Commercial General Liability or the Errors and Omissions Policy. The policy shall be endorsed to name LACOE, its governing boards and commissions and the individuals thereof, and all its officers, agents, employees, representatives and volunteers, as additional insureds.

Endorsements – Each party shall furnish the other party with certificates of insurance evidencing insurance coverage for commercial general liability, automobile liability, workers' compensation, and sexual molestation and abuse coverage, with an additional insured endorsement showing that the other party is named as an additional insured on a primary and non-contributory basis as to commercial general liability, automobile liability, and sexual molestation and abuse coverage. The certificates and endorsements are to be signed by a person employed and authorized by the insurer to bind coverage on its behalf and shall specifically reference this Contract. The certificates of insurance and endorsements are to be received by LACOE within thirty (30) calendar days of full execution of this Contract. LACOE reserves the right to require complete, certified copies of all required insurance policies at any time.

Certificates of insurance and endorsements shall be sent as follows:

For LACOE by either of the following: Email
to: LACOE@ebix.com
Upload to <https://www.ebixcerts.com>

For District/School:
CHINO VALLEY UNIFIED SCHOOL DISTRICT
5130 Riverside Drive
Chino, CA 91710
ATTN: Dana Molina

4. Additional Requirements Both Parties shall adhere to the following:

- a. Fingerprinting/Background Clearance - Pursuant to Education Code Section 45125.1, both Parties and any subcontractors working independently with students shall, at own cost, ensure that all employees working with the either Party submit fingerprints to the California Department of Justice to screen for background clearance and provide confirmation of clearance and any subsequent arrest activity being directed to the other Party. Both Parties will ensure that subcontractors will not place any person at a school whom has a conviction of a serious or violent felony as defined in Education Code Section 44830.1(c)(1), or sex offense as defined in Education Code Section 44010 or controlled substance offense as defined by Education Code Section 44011. 24. This Section shall apply regardless of whether such above-referenced statutes are applicable to these circumstances.
- b. Tuberculosis Examination: Both Parties shall ensure that if there is to be contact with employees, a proper tuberculosis (TB) certificate of clearance will be provided to other Party for each applicable person or employee prior to commencing initial employment. Both Parties will ensure that subcontractors will not place any person at a school without a valid TB certificate on file showing the employee was examined and found to be free from active tuberculosis, as defined in Education Code Section 49406.1 (a).

C. Term

This Memorandum of Understanding is effective August 3, 2021, through June 30, 2025, unless early termination occurs in accordance with the terms of this MOU.

D. Modification

Any modification of this MOU shall be valid and binding only if in writing and agreed upon by the parties.

E. Termination

This MOU may be terminated by either party at the conclusion of the school year with (30) days written notice. This MOU is subject to immediate termination by LACOE in the event that the CCTC rescinds its funding commitment for the services to be provided pursuant to this MOU.

In the event of non-compliance constituting a material breach by District/School, this MOU is subject to immediate termination by LACOE. In the event of District/School non-compliance that does not, in LACOE's judgment, constitute a material breach, LACOE may suspend operations pursuant to this MOU, giving District/School notice of a reasonable deadline for remedying the noncompliance. Failure to remedy the non-compliance on or before the deadline shall constitute grounds for immediate termination of the MOU. Upon termination, the District/School shall, within twenty (20) working days, submit documentation of services provided pursuant to this MOU, to ensure accurate and complete reporting to CCTC. Such documentation shall be in a form satisfactory to LACOE.

F. Dispute Resolution and Legal Fees

In the event that any dispute arises between the parties relating to this MOU, the parties hereby agree to initially attempt to resolve such dispute by meeting and conferring. Should either party be required to file any legal action or claim to enforce any provision of this MOU, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

G. Notices

Official communication pursuant to this MOU shall be addressed as follows:

LACOE:

Los Angeles County Office of
Education Beginning Teacher
Programs
ATTN: Rami Christophi
9300 Imperial Hwy, ECW 254
Downey, CA 90242

DISTRICT/SCHOOL:

CHINO VALLEY UNIFIED SCHOOL DISTRICT
ATTN: Dana Molina
5130 Riverside Drive
Chino, CA 91710

Contact information for general communication is as follows:

LACOE:

Amy O'Neal, Coordinator of District Intern
Beginning Teacher Programs
(562) 803-8469 PH, (562) 803-8510 FAX
oneal_amy@laoe.edu

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Name: _____
Title: _____
Phone: _____
E-Mail: _____

IN WITNESS WHEREOF, the parties hereto have entered into this Memorandum of Understanding as evidenced by the signatures of their respective authorized representatives below.

CHINO VALLEY UNIFIED SCHOOL DISTRICT:

By: _____ Date: _____
Signature

Name: _____

Title: _____

LOS ANGELES COUNTY OFFICE OF EDUCATION:

By: _____ Date: _____
Lilibeth Morelos, Procurement Services Coordinator
Report – 1/9/23

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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)

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

MEETING CONDUCT (cont.)

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)

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)

MEETING CONDUCT (cont.)

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);
 - 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)

MEETING CONDUCT (cont.)

7. The Board president shall not permit ~~any ACTUAL disturbance~~ ~~RUPTION 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)

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)

MEETING CONDUCT (cont.)

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: February 2, 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: NEW COURSE: CYBERSECURITY HONORS

=====

BACKGROUND

The Chino Valley Unified School District routinely revises curriculum guides and develops new courses in accordance with State Content Standards, State Frameworks, and student need. Accordingly, the revision and development of curriculum guides are the results of a collaborative effort of teachers in the related academic areas.

The Cybersecurity Honors course offers an in-depth survey of the field of Computer Networking and Internet Security and will prepare students for industry entry-level positions and certification exams. This is a year-long course in the Biomedical Science and Technology (BST) program at Chino HS.

This course will demonstrate to students the need to maintain interconnectivity and security of computer networks. Cybersecurity Honors is aligned with the California K-12 Computer Science Standards and meets the UC/CSU “g” general elective requirement

This course was presented to the Curriculum Council and A.C.T. has been consulted.

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

RECOMMENDATION

It is recommended the Board of Education receive for information the new course Cybersecurity Honors.

FISCAL IMPACT

None.

NE:GP:JAR::wrg

Chino Valley Unified School District

High School Course Description

A. CONTACTS	
1. School/District Information:	School/District: Chino Valley Unified School District Street Address: 5130 Riverside Drive Phone: (909) 628-1201 Website: chino.k12.ca.us
2. Course Contact:	Teacher Contact: Office of Secondary Curriculum Position/Title: Director of Secondary Curriculum Site: District Office Phone: (909) 628-1201 X1630
B. COVER PAGE - COURSE ID	
1. Course Title:	Cybersecurity Honors
2. Transcript Title/Abbreviation:	Cybersec H
3. Transcript Course Code/Number:	
4. Seeking Honors Distinction:	Yes
5. Subject Area/Category:	Meets UC/CSU "G" Elective: Mathematics - Computer Science
6. Grade Level(s):	10-12
7. Unit Value:	5 units per semester/10 credits
8. Course Previously Approved by UC:	No
9. Classified as a Career Technical Education Course:	No
10. Modeled after an UC-approved course:	Yes
11. Repeatable for Credit:	No
12. Date of Board Approval:	
13. Brief Course Description: This cybersecurity course offers an in-depth survey of the field of Computer Networking and Internet Security, preparing students for the CompTIA Network+, A+, and Security+ Certification exams and entry-level industry positions. The course also prepares students for the Cisco CCNA Unified Certification exam. Cybersecurity Honors is a year-long course in the Biomedical Science and Technology (BST) program at Chino High School.	
14. Prerequisites:	None
15. Context for Course: Aligned with the California K-12 Computer Science Standards, this course empowers students to delve into the fields of networking, computer components/configurations and cybersecurity to prepare students for entry-level industry positions. In Network+ students will acquire knowledge, using online software, of basic computer hardware and operating systems, covering such skills as installation, upgrading, configuring, troubleshooting, optimizing, diagnosing and preventative maintenance. Students will also gain knowledge of additional elements such as networking and server issues, security, safety, environmental issues, communication, and professionalism. In Security+ students will take in-depth and comprehensive view of security by examining the attacks that are launched against networks and computer systems, and the necessary defense mechanisms to counter attackers. In A+ students seeking career-oriented, entry-level computer hardware, software, and networking skills will gain fundamental computer and mobile device hardware, software configuration and troubleshooting skills. Students will prepare for the CompTIA A+ certification exams.	
16. History of Course Development: As the world becomes more technologically advanced, current trends indicate an increased need for individuals who can maintain the interconnectivity of a computer network and ensure that the network is secure from intrusion. Aligned with the California K-12 Computer Science Standards, this course empowers students to delve into the fields	

Chino Valley Unified School District

High School Course Description

of networking, computer components/configurations and cybersecurity to prepare students for entry-level industry positions.

17. Textbooks:

Suggested Text

CompTIA Security+, Guide to Network Security Fundamentals, Mark Ciampa, Cengage, 7th Edition, 2022
Network+ Guide to Networks, Jill West, Jean Andrews, Tamara Dean, Cengage, 8th Edition, 2019

18. Supplemental Instructional Materials:

Supplemental online materials

C. COURSE CONTENT

1. Course Purpose:

This cybersecurity course offers an in-depth survey of the field of Computer Networking and Internet Security, preparing students for the CompTIA Network+, A+, and Security+ Certification exams and entry-level industry positions. This course also prepares students for the Cisco CCNA Unified Certification exam.

2. Course Outline:

Unit 1 - Introduction to Networking

This unit begins by exploring the question “What is a network?” Students will learn the fundamental types of networks and will be able to describe the devices and topologies that create a network. Students will also learn the OSI model and best practices for safety when working with networks, specifically focusing on the seven-step troubleshooting model. The unit next considers the question “How Computers Find Each Other on Networks” where students investigate standards used by devices on a network and explain how hostnames and domain names work. Students will also learn about ports and sockets at the Transport layer and IP addresses at the Network layer. This section of the unit concludes with an introduction to commands used in troubleshooting networks. Finally, in this unit, students will examine “How Data is Transported Over Networks” focusing on the functions of the core TCP/IP protocols, as well as common IPv4 and IPv6 routing protocols. Students will learn about multiple TCP/IP utilities used for network discovery and troubleshooting. Throughout this unit, students will be engaged in close reading and annotation of complex text, will collaborate with peers to assist with learning concepts and to cooperatively accomplish tasks, and will write both informally and formally as a means to demonstrate understanding and mastery of the concepts.

Unit 2 - Networking, Cloud Computing and Risk Management

In this unit students begin by looking at Structured Cabling and Networking Elements which introduces best practices for managing network and cabling equipment, and explains issues related to managing power and the environment in which networking equipment operates. Students will also learn characteristics of NIC and Ethernet interfaces and explain how to create a network map that can be used in network troubleshooting.

The next section of the unit, Network Cabling has students exploring basic data transmission concepts, including signaling, data modulation, multiplexing, bandwidth, baseband, and broadband. Students will also be able to describe several Ethernet standards and compare the benefits and limitations of different networking media. Students will additionally explore connectors, converters, and couplers for each cabling type, and will conclude with an examination of common cable problems and the tools used for troubleshooting those problems.

The third section of this unit, Wireless Networking, examines how nodes exchange wireless signals and identifies potential obstacles to successful wireless transmission. It describes WLAN (wireless LAN) architecture and specifies the characteristics of popular WLAN transmission methods. In this section students will learn how to install and configure wireless access points and clients, manage wireless security concerns, and evaluate common problems experienced with wireless networks.

The section on Cloud Computing and Remote Access will introduce students to the growing fields of cloud computing and remote access, IT innovations that touch nearly every industry. Students will also investigate the protocols, standards, and techniques for securing data in transit and for authenticating those clients are who they say they are. Finally, the section on Network Risk Management focuses on how networks have become more geographically distributed and heterogeneous, increasing the risk of their misuse. Students will consider the largest, most

Chino Valley Unified School District

High School Course Description

heterogeneous network in existence: the Internet. Students will explore and discuss the millions of points of entry, millions of servers, and millions of miles of transmission paths, exacerbating the vulnerability to millions of break-ins. Students will research the threat of an outsider accessing an organization's network via the Internet, and then stealing or destroying data using case studies and current examples. In this section, students will learn how to assess a network's risks, how to manage those risks, and, perhaps most important, how to convey the importance of network security to the rest of the organization through an effective security policy.

Unit 3 - IT Essentials

Students develop a working knowledge of how computers operate, how to assemble computers, and how to troubleshoot hardware and software issues. Students will expand learning onto mobile device hardware and software configuration, plus diagnostics and common security threats and vulnerabilities. There will be an emphasis on the practical application of skills and procedures needed for hardware and software installations, upgrades, and troubleshooting. The Cisco Packet Tracer simulation-based learning activities promote the exploration of networking and network security concepts while allowing students to experiment with network behavior. Online assessments provide immediate feedback to support the evaluation of knowledge and acquired skills. This unit helps students develop the career skills needed to successfully communicate within an ICT business environment and interact with customers.

Unit 4 - Network Performance and Enterprise Networking

This unit begins with the topic of Unified Communications and Network Performance Management. In this section students will learn how to optimize networks for today's high-bandwidth needs, and to protect your network's performance from faults and failures.

Following this, students will learn about Network segmentation and Virtualization which takes the divide-and-conquer approach to network management. Students will learn that when done well it increases both performance and security on a network. Students will also learn about two ways to logically segment a network, subnets, and virtual LANs, which are both used when dividing a large LAN (broadcast domain) into multiple LANs. Fundamentally, a subnet is a group of IP addresses, and a VLAN is a group of ports on a switch. These two forms of network segmentation are used in conjunction with each other, but students will learn about them separately first. Additionally, students will learn about other virtual network components, such as switches, routers, and firewalls. This section also includes an explanation of the benefits of network segmentation and then discusses how subnet masks are used.

This unit addresses Wide Area Networks, describing them as a network that connects two or more geographically distinct LANs. One might assume that WANs are the same as LANs, only bigger. Students will learn that although a WAN is based on the same principles as a LAN, including reliance on the OSI model, its distance requirements affect its entire infrastructure. As a result, WANs differ from LANs in nearly every respect.

This unit discusses the technical differences between LANs and WANs and describes WAN transmission media and methods in detail. It also notes the potential pitfalls in establishing and maintaining WANs. In addition, it introduces various wireless WAN technologies, including WiMAX, HSPA+, LTE, and satellite communications.

Finally, students will investigate Industrial and Enterprise Networking. Students will learn about a special kind of network, an industrial network, which involves specialized equipment and needs. This chapter also covers the special needs of enterprise networks in large organizations. These organizations often require that network administrators follow a formal change management process when making changes to the network and its computers. Such a system often includes extra documentation and detailed approval and deployment processes. The unit also discusses some physical security controls that are most often found in larger, enterprise-scale networks, and concludes with information on disaster recovery and forensics.

Unit 5 - Introduction to Security

Introduction to Security introduces students to the network security fundamentals that form the basis of the Security+ certification. It begins by examining the current challenges in computer security and why security is so difficult to

Chino Valley Unified School District

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achieve. The unit then defines information security in detail and explores why it is important. Finally, the unit looks at the fundamental attacks, including who is responsible for them, and defenses.

Malware and Social Engineering Attacks are also studied in this unit. This section examines attacks that use different types of malwares, such as viruses, worms, Trojans, and botnets. It also looks at the different type of social engineering attacks.

Application and Networking-Based Attacks continues the discussion of threats and vulnerabilities from the previous unit's coverage of malware and social engineering. First this section looks at attacks that target server-side and client-side web applications; then it explores some of the common attacks that are launched against networks today. Finally, in Host, Application, and Data Security students will look at security for host systems achieved through both physical means and technology. They will also examine devices beyond common general-purpose computers, followed by an exploration of application security. Finally, students will look at how securing the data itself can provide necessary protections.

Unit 6 - Cryptography and Network Security

Basic Cryptography explores how encryption can be used to protect data. This unit covers what cryptography is and how it can be used for protection, and then examines how to protect data using three common types of encryption algorithms: hashing, symmetric encryption, and asymmetric encryption. It also covers how to use cryptography on files and disks to keep data secure.

Advanced Cryptography examines digital certificates and how they can be used. Students will look at public key infrastructure and key management. This section covers different transport cryptographic algorithms to see how cryptography is used on data that is being transported.

Network Security Fundamentals explores how to secure a network through standard network devices, through network technologies and by network design elements.

And finally, administering a Secure Network looks at the techniques for administering a network. This includes understanding common network protocols and employing network design principles. It also looks at securing three popular types of network applications: IP telephony, virtualization, and cloud computing.

Unit 7 - Mobile Security, Access Control, and Identity Management

This unit begins by looking at Wireless Network Security by having students investigate the attacks on wireless devices that are common today and explores different wireless security mechanisms that have proven to be vulnerable. It also covers several secure wireless protections.

The unit then moves into Mobile Device Security where students look at the different types of mobile devices and the risks associated with these devices. It also explores how to secure these devices and the applications running on them. Finally, it examines how users can bring their own personal mobile devices to work and connect them to the secure corporate network without compromising that network.

The next section of this unit explores Access Control Fundamentals which introduces the principles and practices of access control by examining access control terminology, the standard control models, and their best practices. Students learn about authentication services, which are used to verify approved users.

Finally, the section on Authentication and Account Management looks at authentication and the secure management of user accounts that enforces authentication. It covers the different types of authentication credentials that can be used to verify a user's identity and how a single sign-on might be used. It also examines the techniques and technology used to manage user accounts in a secure fashion.

Unit 8 - Compliance and Operational Security

The last unit of the course begins by looking at Business Continuity which covers the importance of keeping business processes and communications operating normally in the face of threats and disruptions. It explores disaster recovery, environmental controls, incident response procedures, and forensics.

Chino Valley Unified School District

High School Course Description

An important part of this unit focuses on Risk Mitigation where students investigate how organizations can establish and maintain security in the face of risk. This section defines risk and the steps to control it. This section also covers security policies and the different types of policies that are used to reduce risk. Finally, students will explore how training and awareness can help provide the user with the tools to maintain a secure environment within the organization.

Vulnerability Assessment examines what vulnerability assessment is and examines the tools and techniques associated with it. Students will explore the differences between vulnerability scanning and penetration testing, as well as the risks associated with third-party integration into a system that they are examining as well as controls to mitigate and deter attacks.

3. Key Assignments:

Unit 1 - Introduction to Networking

Given a sample business scenario, students will create a "Map of Network Topology" that displays connected network devices in various rooms and buildings of the company. Working in teams, students will research and determine which IP address schemes will allow computer-to-computer communication based on provided information. Student teams will create a written report detailing how "subnet classes" can affect or improve network communications. Two teams will be assigned the same scenario so that they can present their plans to each other for comparison and feedback. As a final task for this unit, students will individually submit a written narrative of what a "Map of Network Topology" is, provide a sample map, and discuss how this type of analysis and plan would benefit a company.

Unit 2 - Networking, Cloud Computing and Risk Management

Students will develop and present a written business proposal to upgrade an existing computer system specific to meeting clients expanding needs based on scope, task, purpose, and security. The plan will specifically address wireless networking and will include techniques for securing data in transit and for authenticating users. In order to complete this assignment students will need to conduct research, collaborate with team members, synthesize relevant information, and create a concise and cohesive written proposal.

Unit 3 - IT Essentials

Given a sample troubleshooting scenario, students will perform a troubleshooting diagnostic on a personal computer and select the appropriate computer components to build, repair, or upgrade the computer. Students will write a detailed report on the issues found and develop an action plan and estimate to resolve the problem.

Unit 4 - Network Performance and Enterprise Networking

Students will be placed into teams of three to develop a computer network that includes segmentation with virtual local area networks (VLANs) in order to create a collection of isolated subsystems within the data center. Each network must be a separate broadcast domain. Students will create a power point presentation that identifies how they have configured their network specifically highlighting how the VLAN segmentation severely hinders access to system attacks, how it reduces packet-sniffing capabilities, and how it increases threat agent effort. Each group will present their findings to the rest of the class who will use a rubric to evaluate effectiveness.

Unit 5 - Introduction to Security

Students will be placed into a group of four. Each student will analyze a recent cyber security incident including the financial risk, response and business control of social media, and relational impacts. Each student will also synthesize multiple sources of information to reveal incident response times and identify the response plan defined in their specific case. Students will share their analysis with their group of four, and as a group will identify sound security practices and appropriate responses. Each group will then be given a new business scenario in which they must develop a written security/response plan based on what they have learned. The final phase of the assignment is for each group to present to the class their list of sound practices and responses and their specific business plan.

Chino Valley Unified School District

High School Course Description

Unit 6 - Cryptography and Network Security

Students will complete this assignment in pairs after learning about Caesar ciphers. Students will use Python to write programs to decode a Caesar cipher by brute force (testing all combinations) and then using frequency analysis of the letters to narrow in on the cipher key more quickly. Modern encryption strategies are more complicated than a Caesar key, but by completing this assignment, students will explore a concrete problem that can be tested with scripts that they write independently. By exploring how difficult (or not) it is to crack Caesar cipher encryption with a computer program, students get a hands-on look at an important area of cybersecurity as well as practice writing their own code. After completing the exploration phase of the assignment students will write a short summary of what encryption is, why it is a crucial component of system security, and measures that companies can take to ensure that their encryption methods are adequate to protect their company or agency against intrusion.

Unit 7 - Mobile Security, Access Control, and Identity Management

Students will work in teams of two to create a “mobile device security plan” and infographic for a simulated company. This plan must include steps to follow in order to create a secure practice using the company’s mobile devices (minimum of 5 steps) as well as the reason why to follow each step. The final plan will be graphically illustrated on a visually pleasing infographic that could be distributed to employees and displayed throughout the company.

Unit 8 - Compliance and Operational Security

Students will practice the formal procedure of system/network security analysis and planning, to examine the vulnerability and security need of a university campus network, and to devise strategies to overcome system vulnerability.

To complete this assignment, the target network that students will examine is a simple Internet deployed on the campus of a small university. Students will be given written descriptions of the sub-networks involved as well as a system topology of the overall network. The Internet is divided into four sub-networks, each of which has its own internet address range.

This assignment contains the following three consecutive parts:

1. Vulnerability Assessment — In this part, students are asked to identify potential weakness (vulnerability) of this campus Internet, and of its individual sub-networks.
2. Security Service Selection — In this part, students are asked to propose prioritized set of services to amend the vulnerability of individual sub-networks and hence the overall campus Internet. Note that the proposed services must be prioritized so that they can be implemented in proper order under existing financial constraints.
3. Network Architecture Recommendation — In the process of vulnerability analysis and security service selection, students may discover weak points in the current network architecture. They may also discover the need to implement selected security services at some crucial sites in the network. Students will work in teams to create a written report of their finding of network architecture weakness and security deployment sites.

This assignment was developed by John K. Zao and can be found in its entirety at:

[https://people.cs.nctu.edu.tw/~jkzao/Lecture/InetSec%2094S/Assign%201%20-%20Security%20Analysis%20+%20Planning%20\(Zao%200510\).pdf](https://people.cs.nctu.edu.tw/~jkzao/Lecture/InetSec%2094S/Assign%201%20-%20Security%20Analysis%20+%20Planning%20(Zao%200510).pdf)

4. Instructional Methods and/or Strategies:

To assist with learning and demonstrating mastery of content, students will, throughout this course, be engaging in close reading and annotation of complex text, collaborating with peers to complete research and tasks, and completing

Chino Valley Unified School District

High School Course Description

informal and formal writing assignments. Speaking and writing scaffolds and templates will be used to support English Language Learners and students with disabilities.

5. Assessment Including Methods and/or Tools:

The evaluation of student progress and evaluation will be based on the following criteria outlined in Board Policy:

- Assessments: 60-75% of the final grade
- Assignments and class discussions: 25-40% of the final grade

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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: NEW COURSE: PROFESSIONAL THEATRE

=====

BACKGROUND

The Chino Valley Unified School District routinely revises curriculum guides and develops new courses in accordance with State Content Standards, State Frameworks, and student need. Accordingly, the revision and development of curriculum guides are the results of a collaborative effort of teachers in the related academic areas.

Professional Theatre is a high school course which builds on foundational skills in a variety of technical and performance disciplines, to create project-based live performances in theatre and musical theatre. This course is classified as a Concentrator Career Technical Education Course in the Arts, Media, and Entertainment Industry Sector as defined by the California Department of Education.

This course will prepare students for business and managerial careers associated with live theatrical performance, as well as exploring portfolio preparation for live and film/video performance. This yearlong course subject area meets the UC/CSU "F" Visual and Performing Arts criteria.

This course was presented to the Curriculum Council and A.C.T. has been consulted.

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

RECOMMENDATION

It is recommended the Board of Education receive for information the new course Professional Theatre.

FISCAL IMPACT

None.

Chino Valley Unified School District

High School Course Description

A. CONTACTS	
1. School/District Information:	School/District: Chino Valley Unified School District Street Address: 5130 Riverside Drive Phone: (909) 628-1201 Web Site: chino.k12.ca.us
2. Course Contact:	Teacher Contact: Office of Secondary Curriculum Position/Title: Director of Secondary Curriculum Site: District Office Phone: (909) 628-1201 X1630
B. COVER PAGE - COURSE ID	
1. Course Title:	Professional Theatre
2. Transcript Title/Abbreviation:	Pro Theatre
3. Transcript Course Code/Number:	
4. Seeking Honors Distinction:	No
5. Subject Area/Category:	Meets UC/CSU "F" Visual and Performing Arts
6. Grade Level(s):	9-12
7. Unit Value:	5 units per semester/10 credits
8. Course Previously Approved by UC:	No
9. Classified as a Career Technical Education Course:	Yes
10. Modeled after an UC-approved course:	Yes
11. Repeatable for Credit:	No
12. Date of Board Approval:	
13. Brief Course Description: This course will build on the foundational skills in a variety of technical and performance disciplines to create project-based live performances in theatre and musical theatre. Students will explore portfolio preparation for live and film/video performance. Students will also be introduced to the business/managerial careers associated with live theatrical performance.	
14. Prerequisites:	None
15. Context for Course: Professional Theatre progresses through theatre history in a performance-driven, collaborative manner. Students explore a vast breadth of theatrical styles, ranging from the foundation of theatre in storytelling and Shakespeare to contemporary theatre, musical theatre, and film. Based on personal interest, students may delve deeper into the exploration of either musical theatre or standard theatre. Foundational principles of actor training are combined with advanced techniques such vocal training, character development, and heightened language text analysis.	
16. History of Course Development: This Concentrator level course is part of a defined sequence and a pathway of courses in the Arts, Media and Entertainment Industry Sector as defined by the California Department of Education. This course will build on the foundational skills in a variety of technical and performance disciplines to create project-based live performances in theatre and musical theatre. Students will explore portfolio preparation for live and film/video performance. Students will also be introduced to the business/managerial careers associated with live theatrical performance.	
17. Textbooks:	None
18. Supplemental Instructional Materials:	None
C. COURSE CONTENT	
1. Course Purpose: This course is part of a defined sequence and a pathway of courses in the Arts, Media and Entertainment Industry Sector as defined by the California Department of Education. This course is aligned to the California career and technical	

Chino Valley Unified School District

High School Course Description

education standards: Performing Arts pathway under the Professional Theatre sub pathway and is designed to be a Concentrator level course. This course is also aligned with the State of California Visual and Performing Arts framework.

2. Course Outline:

Unit 1- Employability Skills

1.0 Career Preparation

- Define professionalism, including punctual attendance, positive attitude, responsibility, initiative, honesty, and respect for others
- Identify appropriate characteristics, attitude, and appearance
- Describe the importance of prioritizing tasks and meeting deadlines
- Display determination, enthusiasm, and commitment

1.1 Understand principles of effective interpersonal skills, including group dynamics, conflict resolution, and negotiation.

- Describes teamwork
- Explain laws dealing with sexual harassment in the workplace

1.2 Understand the importance of good academic skills

- Recognize the importance of good reading, writing, and math skills
- Apply estimation, measurement, and calculation skills on the job
- Read, write, give, and follow instructions
- Apply critical thinking and problem-solving skills in workplace situations
- Identify math skills and demonstrate skill accuracy in measurements

1.3 Understand principles of effective communication

- Communicate effectively orally and in writing
- Identify non-verbal communication techniques

1.4 Understand occupational safety issues and observe safety rules

- Identify job site hazards
- Describe a safe work environment
- Demonstrate safe use of tools and equipment

1.5 Understand career paths and strategies of obtaining employment

- Identify career paths and further training
- Apply effective job search skills, including locating employment information. Fill out application forms completely and correctly
- Prepare a resume and identify effective interviewing techniques by participating in a mock interview

1.6 Understand and adapt to changing technology

- Uses and maintains equipment appropriately
- Explain the importance of lifelong learning in adapting to changing technology

Unit 2 – Vocal Warmups - from Learner to Teacher

2.1 Demonstrate breathing exercises to improve diction, articulation, breath support, projection, and confidence when speaking in front of others:

- Exhale On a Hiss
- Straw Technique
- Lay On Your Back

2.2 Demonstrate vocal warm up games to improve diction, articulation, breath support, projection, and confidence when speaking in front of others:

- Humming
- Lip Trills
- Sirens

Chino Valley Unified School District

High School Course Description

- Vowels

2.3 Students lead their classmates in vocal warm-ups which prepare them for professional work where vocal warmups are either lead by actors or expected to be executed by the actor before arriving to rehearsal or performance.

Unit 3 – Theatre Games Warm Up - From Student to Teacher

3.1 Demonstrate vocal warm up games to free the student of tension and apprehension, increase a sense of ensemble, and engage the students' imagination:

- Humming
- Lip Trills
- Sirens
- Vowels

3.2 Demonstrate physical warm up games to free the student of tension and apprehension, increase a sense of ensemble, and engage the students' imagination:

- Stretches
- Exercises

3.3 Demonstrate energy warm up games to free the student of tension and apprehension, increase a sense of ensemble, and engage the students' imagination:

- Receive and Pass
- Lines: Speed Runs
- Lines: Circle Work

3.4 Students lead classmates in theater warm-ups, which prepare them for professional work where vocal warmups are either lead by actors or expected to be executed by the actor before rehearsal or performance.

3.5 Students lead their classmates in a theatre game. This will challenge the students' ability give detailed instructions to a large group and adjust.

Unit 4 – The Root of Storytelling

4.1 Learn the foundation of storytelling as it is traced back to primitive civilizations

4.2 Discuss the foundation of storytelling as it is traced back to primitive civilizations

4.3 Learn the nuances of using tableaux in theatrical presentations

4.4 Learn how to perform a monologue but only using gibberish, rather than English

4.5 Perform role of a director by placing classmates into multiple tableaux, which coincides with the performance of their monologue told in gibberish

Unit 5 – Greek Theatre

5.1 Compare and contrast Greek Theater architecture and design with contemporary theaters

5.2 Summarize lives of three Greek playwrights, including types of plays and influences on Greek Theater and Greek Society

5.3 Explain Greek plays by Type, Structure, and Elements.

5.4 Learn and perform a choral ode and monologue using:

- Articulation
- Projection
- Diction
- Volume (breath and diaphragm)

5.5 Review written and oral feedback on choral ode and monologue performances

5.6 Explain impact Greek Theatre had on contemporary theatre

Chino Valley Unified School District

High School Course Description

Unit 6 – Medieval Theatre

- 6.1 Explain the three types of Drama used in Medieval Theater and their usage:
 - Mystery Play
 - Morality Play
 - Miracle Play
- 6.2 Discuss the influence of government and religious authorities on Medieval Theatre
- 6.3 Draw connections between Medieval Theater and contemporary media
- 6.4 Read and discuss the Morality Play called "Everyman"
- 6.5 Choose Moral to be basis of writing a 5-minute scene designed to teach the moral
- 6.6 Collaborate on writing and performing an original Morality Play based on a moral of their choosing
- 6.7 Explain playwriting structure:
 - Shape
 - Characters
 - Length
 - Monologues
 - Style
 - Time
- 6.8 Explain types of narrative structure:
 - Linear/Chronological
 - Nonlinear/Fractured
 - Circular
 - Parallel
 - Interactive
 - Resolution

Unit 7 – Commedia Dell'Arte

Commedia dell'arte is a theatre history unit mixed with improvisation, physicalizing, and exploring specific characters. In this unit, students focus on three main aspects:

- 7.1 Causes and Effects of the Commedia Dell'Arte performance style
- 7.2 The use of stock characters and drawing connections to contemporary performers
- 7.3 Commedia Dell'Arte performance practice which enhances the students' ability to physicalize and improvise on stage

Unit 8 – Elizabethan Theatre

- 8.1 Analyze Elizabethan Theatre
- 8.2 Compare and contrast Elizabethan Theater architecture and design with contemporary theaters
- 8.3 Explain role of theater in the society of the time
- 8.4 Explain influence of theater on the society of the time. Influence of society of the time on theater
- 8.5 Explain effect of theater on politics and economics of the time. Effect of politics and economics on theater
- 8.6 Describe and discuss the early life of Shakespeare
- 8.7 Describe and discuss the political, economic, and cultural environments of Shakespeare's time, and how that influenced his work
- 8.8 Describe and discuss what influences, if any, Shakespeare's works had on the political, economic, and cultural environments of Shakespeare's time
- 8.9 Describe and discuss the Theater World before Shakespeare, and what changes were influenced by Shakespeare
- 8.10 Describe and discuss the influence of Shakespeare's work on contemporary theatre

Chino Valley Unified School District

High School Course Description

- 8.11 Perform a Shakespearean monologue
- 8.12 Learn advanced textural analysis and iambic pentameter
- 8.13 Demonstrate conveying stories through vocal and physical choices

Unit 9 – Music Theatre Performance

The Musical Theatre unit gives students an opportunity to add song and dance to their performance technique. Building upon the vocal instruction which runs continuously throughout Intermediate Professional Theatre, students will learn three main lessons in this unit:

9.1 Acting the Song - “Musical Tactics”:

- Objective: Students will understand how they can identify and create their own musical tactics and interpretation of a song by breaking down its music and lyrics.
- Students will build upon and review their understanding of basic music terminology and apply it to performance.

9.2 Acting the Song - “Textual Analysis”:

- Objective: Students will understand how to analyze a song to find meaning, objective, and tactics through textual analysis.

9.3 Introduction to Dance:

- Students will understand the importance of endurance, emotion, and commitment in movement when performing. They will also gain an understanding of how-to pick-up choreography by learning important terminology and rehearsal etiquette. Ultimately, the unit concludes with the performance of a musical theatre song which is chosen by the students. Students are assessed based on a rubric and post-rehearsal discussions will allow the class to analyze the performance techniques and work with one another to determine improvements.

3. Key Assignments:

Unit 1 – Employability Skills Unit Assignment(s):

- Students will participate in mock interviews that represent current industry practices (e.g., skills demonstrations, resumes, applications, portfolios, personal websites, etc.).

Unit 2 – Vocal Warmups - from Learner to Teacher Unit Assignment(s):

- Students will demonstrate their ability to control their breath support by participating in a series of exercises, culminating with an attempt to say all fifty states of the union in one breath. Being able to control how much air comes out during speech allows the performer to speak loudly without damaging their voice. It also teaches the actor where to pause when delivering extensive text. This lesson teaches students the basics of breath support and exercises to practice controlling the breath.

Unit 3 – Theatre Games Warm Up - From Student to Teacher Unit Assignment(s):

- Students will conduct research to find Theatre Games that have not already been taught by the instructor. They will write detailed instructions for the game, thereby challenging their ability to convey instructions in text. In small groups, the students will practice teaching their game to classmates, then reflecting on the games effectiveness and adjusting when necessary. The lesson culminates in the presentation of the game for the entire class.

Unit 4 – The Root of Storytelling Unit Assignment(s):

- Students will learn and practice aspects of the tableaux form through exercises and apply the tableaux form on their own in groups.

Chino Valley Unified School District

High School Course Description

- Students will then apply the tableau form to communicate an emotion, to visualize a word, and to illuminate an issue. The group discussions that arise from the presentations illuminate the interplay between performer's intention and audience interpretation. Ultimately, students will learn, demonstrate, and appreciate the use of positive and negative space, depth and various onstage heights, and the expressiveness of form as they work towards constructing their own tableaux.

Unit 5 – Greek Theatre Unit Assignment(s):

- Students study the architecture of Greek Theater and compare it to contemporary stages. Students will then replicate the performance style of Greek Theatre by performing a monologue. Because Greek actors were unable to use microphones, the students will focus on projection and articulation in their monologue performance. To accomplish this, the students will receive lessons in diction, projection, articulation, and the use of breath and their diaphragm to create volume.
- Students will perform their monologue to an audience seated as far away as possible, then receive written and oral feedback on the effectiveness of their voice.

Unit 6 – Medieval Theatre Unit Assignment(s):

- Students will collaborate on picking a moral that serve as the thematic root of their Morality Play. Based on the chosen moral, the students will collaborate on writing a 5-minute scene designed to teach the moral. The assignment reinforces lessons on playwriting and narrative structure, while also teaching students to consider the implications and difficulties of giving their theatrical work a dynamic theme and morality for the audience to consider.

Unit 7 – Commedia Dell'Arte Unit Assignment(s):

- Students will read and respond to a "History of Commedia Dell'Arte" handout, then imagine and discuss what it would be like to have been a Commedia actor in 16th, 17th, and 18th-Century Italy.
- Students will then consider the similarities and differences between Commedia and modern acting and recognize the use of Commedia Dell'Arte in contemporary comedies and dramas.

Unit 8 – Elizabethan Theatre Unit Assignment(s):

- The objective of the lesson is for students to appreciate the impact of iambic pentameter in poetry and performance. Students will first learn to identify iambic pentameter (breaking down the syllables with stressed/unstressed sounds), and then have the opportunity to practice creating their own iambic pentameter sentences, both individually and as a group, using provided worksheets to help them along.
- Groups will present their finished pieces to the class
- Having learned to create and identify iambic pentameter, students will apply their learning to the monologue they've chosen to perform

Unit 9 – Music Theatre Performance Unit Assignment(s):

- Students will dissect the musical interpretation of a song using key music terminology and actor interpretation to understand musical tactics and how a musical theatre song can be used to communicate character, story, and emotion.
- Students will then apply these same tools to use musical tactics as they sing the "Happy Birthday" song to achieve an objective.
- Students will then apply this concept to their own musical theatre piece.

Chino Valley Unified School District

High School Course Description

4. Instructional Methods and/or Strategies:

Active Participation: Teacher will incorporate the principles of active participation and specific strategies to ensure consistent, simultaneous involvement of the minds of all learners in the classroom. Teachers should include both covert and overt active participation strategies, incorporating cooperative learning structures. Some of the possible active participation strategies include:

- Strategy for personal, social, and physical development
- Team building activities
- Collaboration
- Small group activities
- Personal reflections on individual progression

5. Assessment Including Methods and/or Tools:

The evaluation of student progress and evaluation will be based on the following criteria outlined in Board Policy:

- Assessments: 60-75% of the final grade
- Assignments and class discussions: 25-40% of the final grade

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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: NEW COURSE: ADVANCED PROFESSIONAL THEATRE

=====

BACKGROUND

The Chino Valley Unified School District routinely revises curriculum guides and develops new courses in accordance with State Content Standards, State Frameworks, and student need. Accordingly, the revision and development of curriculum guides are the results of a collaborative effort of teachers in the related academic areas.

Advanced Professional Theatre is a high school course that builds on the foundational skills learned in the Professional Theatre course. Students will deepen their knowledge in a variety of technical and performance disciplines to create project-based live performances in theatre and musical theatre. Foundational principles of actor training are combined with advanced techniques such as vocal training, character development, and heightened language text analysis.

This course is classified as a Capstone Career Technical Education course in the Arts, Media and Entertainment Industry Sector as defined by the California Department of Education. This yearlong course subject area meets the UC/CSU "F" Visual and Performing Arts criteria.

This course was presented to the Curriculum Council and A.C.T. has been consulted.

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

RECOMMENDATION

It is recommended the Board of Education receive for information the new course Advanced Professional Theatre.

FISCAL IMPACT

None.

Chino Valley Unified School District

High School Course Description

A. CONTACTS	
1. School/District Information:	School/District: Chino Valley Unified School District Street Address: 5130 Riverside Drive Phone: (909) 628-1201 Website: chino.k12.ca.us
2. Course Contact:	Teacher Contact: Office of Secondary Curriculum Position/Title: Director of Secondary Curriculum Site: District Office Phone: (909) 628-1201 X1630
B. COVER PAGE - COURSE ID	
1. Course Title:	Advanced Professional Theatre
2. Transcript Title/Abbreviation:	Pro Theatre Adv
3. Transcript Course Code/Number:	
4. Seeking Honors Distinction:	No
5. Subject Area/Category:	Meets UC/CSU "F" Visual and Performing Arts
6. Grade Level(s):	10-12
7. Unit Value:	5 units per semester/10 credits
8. Course Previously Approved by UC:	No
9. Classified as a Career Technical Education Course:	Yes
10. Modeled after an UC-approved course:	Yes
11. Repeatable for Credit:	Yes
12. Date of Board Approval:	
13. Brief Course Description: This course will apply skills of theatrical performance to create project-based performances in theatre, musical theatre, film, and video production. Students will prepare audition or direction portfolios. Students will also learn business/managerial skills and develop a professional career plan.	
14. Prerequisites:	Successful completion of Professional Theatre or Teacher Recommendation
15. Context for Course: Advanced Professional Theater progresses through theatre history in a performance-driven, collaborative manner. Students explore a vast breadth of theatrical styles, ranging from the foundation of theatre in storytelling and Shakespeare to contemporary theatre, musical theatre, and film. Based on personal interest, students may delve deeper into the exploration of either musical theatre or standard theatre. Foundational principles of actor training are combined with advanced techniques such as vocal training, character development, and heightened language text analysis.	
16. History of Course Development: This Capstone course is part of a defined sequence and a pathway of courses in the Arts, Media and Entertainment Industry Sector as defined by the California Department of Education. This course will build on the foundational skills learned in the Professional Theatre course and deepen knowledge in a variety of technical and performance disciplines to create project-based live performances in theatre and musical theatre. Students will explore portfolio preparation for live and film/video performance. Students will also be introduced to the business/managerial careers associated with live theatrical performance.	
17. Textbooks:	None
18. Supplemental Instructional Materials:	None

Chino Valley Unified School District

High School Course Description

C. COURSE CONTENT

1. Course Purpose:

This course is part of a defined sequence and a pathway of courses in the Arts, Media and Entertainment Industry Sector as defined by the California Department of Education. This course is aligned to the California career and technical education standards: Performing Arts pathway under the Professional Theatre sub pathway and is designed to be a Capstone level course. This course is also aligned with the State of California Visual and Performing Arts framework.

2. Course Outline:

Unit 1- Employability Skills

1.0 Career Preparation

- Define professionalism, including punctual attendance, positive attitude, responsibility, initiative, honesty, and respect for others
- Identify appropriate characteristics, attitude, and appearance
- Describe the importance of prioritizing tasks and meeting deadlines
- Display determination, enthusiasm, and commitment

1.1 Understanding principles of effective interpersonal skills, including group dynamics, conflict resolution, and negotiation

- Describes teamwork
- Explain laws dealing with sexual harassment in the workplace

1.2 Understand the importance of good academic skills

- Recognize the importance of good reading, writing, and math skills
- Apply estimation, measurement, and calculation skills on the job
- Read, write, give, and follow instructions
- Apply critical thinking and problem-solving skills in workplace situations
- Identify math skills and demonstrate skill accuracy in measurements

1.3 Understand principles of effective communication

- Communicate effectively orally and in writing
- Identify non-verbal communication techniques

1.4 Understand occupational safety issues and observe safety rules

- Identify job site hazards
- Describe a safe work environment
- Demonstrate safe use of tools and equipment

1.5 Understand career paths and strategies of obtaining employment

- Identify career paths and further training
- Apply effective job search skills, including locating employment information. Fill out application forms completely and correctly
- Prepare a resume and identify effective interviewing techniques by participating in a mock interview

1.6 Understand and adapt to changing technology

- Uses and maintains equipment appropriately
- Explain the importance of lifelong learning in adapting to changing technology

Unit 2 – Monologue Assessment/Keeping the Instrument Ready

2.1 Students will develop an appropriate warm-up for their specific needs: vocal, physical, and mental, to be ready for the intense demands that the industry makes.

2.2 Students shall draw on Linkletter, Lessac, and specific breathing techniques to accomplish warm-ups.

2.3 Students will discuss the importance of keeping the body healthy and strong to meet and exceed industry demands.

2.4 Students will research, analyze, and perform two contrasting monologues for peer and instructor assessment.

Chino Valley Unified School District

High School Course Description

Unit 3 – Classical Theatre Immersion (Shakespeare)

- 3.1 Students will research, analyze, and perform two contrasting monologues for peer and instructor assessment, focusing now on classical texts.
- 3.2 Students will select from the works of Shakespeare, with their focus on identifying at least two contrasting pieces.

Unit 4 – Contemporary Scene

- 4.1 Students will work in partnerships and collaborate with their partner on a contemporary scene.
- 4.2 Students will analyze and make critical creative decisions based on the text and their inference of key points, including characterization, environment, subtext, and inner life.
- 4.3 Students will learn the importance of a detailed and consistent analytic process in producing powerful creative work.

Unit 5 – Greek Theatre Scene

- 5.1 Students will be placed in groups of 4-6 and be assigned a Greek playwright (Euripides, Sophocles, or Aeschylus).
- 5.2 Students will explore the playwright and the time period and along with their project, present an oral report/ collaborative discussion on the playwright.
- 5.3 Students will consider the life of the playwright and cultural norms of the Hellenic Age while preparing and presenting their scenes. Expectations will include accurate portrayal of women, the view of Nature and the gods, the themes of destiny, honor, and chastity.

Unit 6 – Theatre of the Oppressed

- 6.1 Theatre of the Oppressed, a type of theatre from Brazil created by Augusto Boal in the 1960's is an extremely physical form of theatre where the actor's bodies represent thoughts and ideas.
- 6.2 Students will consider the power of theatre to incite social and political change using nonverbal expression and physical image. There is a huge separation in Boal's work between objective and subjective analysis.
- 6.3 Students will be asked to describe precisely what they see, and what assumptions they make on what they see. Inference is interrupted and students will experience the theory of multiple realities existing in one image, and the universal nature of physical expression.

Unit 7 – Directing

- 7.1 Students will read and analyze excerpts from Peter Brook's The Empty Space and Threads of Time.
- 7.2 Students will apply Brook's theories to a scene that they will be directing.
- 7.3 Students will direct one scene and perform in one scene, directed by another student.
- 7.4 Students will gain empathy and understanding as to the director's perspective and how important the director/ actor relationship is.

Unit 8 – Auditions

- 8.1 Students will experience the process of auditioning both in front of and behind the casting table.
- 8.2 Students will take the monologues from earlier in the year and pick two to audition with for a general season at an imaginary theatre repertory company.
- 8.3 Industry specialists will be on hand with advice and examples for the students, as well as peer and instructor feedback.

Chino Valley Unified School District

High School Course Description

Unit 9 – Portfolio Review

- 9.1 Students will identify, research, and contact a repertory theatre, company, project, or agent of their choice to schedule an audition. Students will build upon and review their understanding of basic music terminology and apply it to performance.
- 9.2 Students will prepare a resume, headshot and two contrasting monologues.
- 9.3 Students will partner with digital photography to create headshots, and with digital media to create resumes.
- 9.4 Finals will be mock interviews and auditions, based on the company of their choosing.

3. Key Assignments:

Unit 1- Employability Skills Unit Assignment(s):

- Students will participate in mock interviews that represent current industry practices (e.g., skills demonstrations, resumes, applications, portfolios, personal websites, etc.).

Unit 2 – Monologue Assessment/Keeping the Instrument Ready Unit Assignment(s):

- Students will read plays, monologue books and collected monologue binders to select two contrasting contemporary pieces. Students will then closely read the text, analyze it for information and clues for character development using techniques learned in Theatrics I. Then, students will memorize and perform both pieces in a simulated audition environment, in front of the class, instructor and a member of the industry. Students will take feedback, learn how to use both positive and constructive comments to their advantage, and perform pieces for a second, and final time. Through this process, the student learns how to prepare and perform an effective monologue. Monologues will be kept in a binder for the duration of the course.

Unit 3 – Classical Theatre Immersion (Shakespeare) Unit Assignment(s):

- Students will read plays, monologue books and collected monologue binders to select two contrasting classical pieces. Students will then closely read the text, analyze it for information and clues for character development using techniques learned in Theatrics I. Students will employ the technique of scansion in the Shakespearean text, of which everyone will have two. Then, students will memorize and perform two contrasting classical pieces in a simulated audition environment, in front of the class, instructor and a member of the industry. Students will take feedback, learn how to use both positive and constructive comments to their advantage, and perform pieces for a second, and final time. Through this process, the student learns how to prepare and perform an effective monologue. Monologues will be kept in a binder for the duration of the course.

Unit 4 – Contemporary Scene Unit Assignment(s):

- Students will produce a two-person scene from a contemporary playwright several times, revising and clarifying the work with peer and instructor feedback each time. Students will keep a daily log of the work attempted and the work completed along with reflections of their understanding. Rubrics will be completed after each showing of the work, and the student will write a summative assessment of the process at the end. Students will also reflect on the success of their collaboration with their partner.

Unit 5 – Greek Theatre Scene Unit Assignment(s):

- Students will decide on a play, once assigned a playwright, read, and analyze it, pick a scene, and decide on group roles. Students will keep a rehearsal journal used for summative assessment. Students will decide on a theme and overarching message of the play and attempt to highlight those portions of the text to convey that information to the audience. Students will perform twice before their peers and instructor, and one final time for a performance grade. Each rehearsal performance will be graded by rubric, and the students will integrate their assessments into their next performance. Once performed, students will reflect in their groups and on their own about what went well, what opportunities still exist and how to go forward from this project better equipped as an actor.

Chino Valley Unified School District

High School Course Description

Unit 6 – Theatre of the Oppressed Unit Assignment(s):

- Students will study a current socio-political issue in the news and create a theatre piece from it. They will use the principle of devised theatre and the Theatre of the Oppressed. Students will perform for each other, critique and assess each other's work, and discuss the possibility of theatre to change events.

Unit 7 – Directing Unit Assignment(s):

- Students will create a director's concept for their scene, highlighting their text-based choices and physical environment they hope to create. They will include detailed character assessments and analysis and assess the progress of each rehearsal. The concept must include theme and universal statement and be clear and concise. Directors will receive a portion of their grade from how well the actual performance matches their concept. Actors will be responsible to clearly take down blocking (the physical pattern of movement on stage), and perform the scene as directed. The group will have a formal summative assessment roundtable following the performance.

Unit 8 – Auditions Unit Assignment(s):

- Students will be prepared to audition competitively, professional, and up to industry standard. This will be determined by their work in front of the table as well as their preparation journal. They will do two contrasting pieces, and be prepared to do four, if asked.

Unit 9 – Portfolio Review Unit Assignment(s):

- Students will be required to take and produce a digital headshot with a digital photography student, as well as produce a resume with a graphic design student. This, along with their drama journal, will constitute their final project for this class. Students at this point will be ready to enter the industry and produce work.

4. Instructional Methods and/or Strategies:

Active Participation: Teacher will incorporate the principles of active participation and specific strategies to ensure consistent, simultaneous involvement of the minds of all learners in the classroom. Teachers should include both covert and overt active participation strategies, incorporating cooperative learning structures. Some of the possible active participation strategies include:

- Strategy for personal, social, and physical development
- Team building activities
- Collaboration
- Small group activities
- Personal reflections on individual progression

5. Assessment Including Methods and/or Tools:

The evaluation of student progress and evaluation will be based on the following criteria outlined in Board Policy:

- Assessments: 60-75% of the final grade
- Assignments and class discussions: 25-40% of the final grade

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 2, 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: REVISION OF ADMINISTRATIVE REGULATION 1312.3
COMMUNITY RELATIONS – UNIFORM COMPLAINT
PROCEDURES**

=====

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. Administrative Regulation 1312.3 Community Relations – Uniform Complaint Procedures is being revised to clarify the timeline for the investigation report to be provided to the complainant.

New language is provided in UPPER CASE, and 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 Administrative Regulation 1312.3 Community Relations – Uniform Complaint Procedures.

FISCAL IMPACT

None.

NE:RR:IB:ED:jw

UNIFORM COMPLAINT PROCEDURES

Except as the Board of Education may otherwise specifically provide in other District policies, the Uniform Complaint Procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The District designates the individual(s) identified below as the employee(s) responsible for coordinating and investigating the District's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s) or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as unlawful discrimination harassment, intimidation, or bullying) and in AR 5145.7 – sexual harassment for handling complaints regarding sexual harassment.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.71 - Title IX Sexual Harassment Complaints Procedures)

Coordinator, Equity, Diversity, & Support Systems
(909) 628-1201 ext. 6781

Assistant Superintendent of Human Resources
5130 Riverside Drive, Chino, CA 91710
(909) 628-1201 ext. 1110

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias may be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

UNIFORM COMPLAINT PROCEDURES

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias may be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

At the direction of the compliance officer additional District administrators will assist in investigations within their area of expertise as follows:

- a. Associate Superintendent of Curriculum, Instruction, Innovation, and Support or designee;
- b. Associate Superintendent of Business Services, or designee;
- c. Assistant Superintendent of Curriculum, Instruction, Innovation, and Support or designee;
- d. Assistant Superintendent of Facilities, Planning and Operations, or designee.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints including those involving alleged unlawful discrimination, harassment, intimidation, or bullying, applicable standards for reaching decisions on complaints, and appropriate corrective measures. designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the District issues its final written decision, whichever occurs first.

UNIFORM COMPLAINT PROCEDURES (cont.)**Notifications**

The District's UCP policy and administrative regulation shall be posted in all District schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Director of Student Support Services shall annually provide written notification of the District's UCP, to students, employees, parents/guardians of District students District advisory committee members, school advisory committees members, (5 CCR 4622) through its annual distribution of the parent information handbook.

(cf. 0420 - School Plans/Site Councils)
 (cf. 1220 - Citizen Advisory Committees)
 (cf. 4112.9/4212.9/4312.9 - Employee Notifications)
 (cf. 5145.6 - Parental Notifications)

The notice shall include:

1. A statement that the District is primarily responsible for compliance with state and federal laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaint Subject to UCP" in the accompanying Board policy.
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate.
3. A statement that a UCP complaint except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred.
4. A statement that a UCP complaint alleging, unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct, or the date the complainant first obtained knowledge of the facts of the alleged conduct.
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities.

UNIFORM COMPLAINT PROCEDURES (cont.)

6. A statement that a complaint regarding student fees, or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence, or information leading to evidence to support the complaint.
7. A statement that the District will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the District, as specified in education code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.
8. A statement that complaints will be investigated in accordance with the District's UCP and a written decision will be sent to the complainant within 60 calendar days from the receipt of the complaint unless this time period is extended by written agreement of the complainant.
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the District's investigation report, including, if applicable, the complainant's right to take a complaint directly to the California department of education (CDE) by filing a written appeal, including a copy of the original complaint and the District's decision, within 30 calendar days of receiving the District's decision.
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable.
11. Copies of the District's UCP are available free of charge.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the District website and may be provided through District-supported social media, if available.

(cf. 1113 - District and School Websites)

(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the District's policy, regulation, forms, and notices concerning the UCP.

UNIFORM COMPLAINT PROCEDURES (cont.)

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the District's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the District shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, District staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

All complaints shall be filed in accordance with the following rules, as applicable:

1. A complaint alleging District violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the county superintendent of schools approves the LCAP that was adopted by the governing board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying.

UNIFORM COMPLAINT PROCEDURES (cont.)

5. The complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When the complainant of unlawful discrimination, harassment, intimidation, or bullying or alleged victim when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the District's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the District shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of a sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the District shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the District shall then continue with subsequent steps specified in this administrative regulation.

UNIFORM COMPLAINT PROCEDURES (cont.)**Investigation of Complaint**

Within (10) business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance office and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer may inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of lack of evidence to support the allegation. (5 CCR 4631) refusal by the District to provide the investigator with access to records and/or information related to the allegation in the complaint, failure or refusal to cooperate in the investigation or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

UNIFORM COMPLAINT PROCEDURES (cont.)**Timeline For Investigation Report**

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the District's receipt of the complaint. (5 CCR 4631)

~~Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "investigation report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.~~

~~The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.~~

~~If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the District's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)~~

For any complaint alleging unlawful discrimination harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, and in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Investigation Report

For all complaints, the District's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered.
2. The conclusion(s) providing a clear determination for each allegation as to whether the District is in compliance with the relevant law.
3. Corrective action(s) whenever the District finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600.
4. Notice of the complainant's right to appeal the District's investigation report to CDE, except when the District has used the UCP to address a complaint not specified in 5 CCR 4610.

UNIFORM COMPLAINT PROCEDURES (cont.)**5. Procedures to be followed for initiating an appeal to CDE.**

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with District legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the investigation report or affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, and bullying, notice of the investigation report to the alleged victim may include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the District's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, and bullying, based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the District's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or District environment may include, but are not limited to, actions to reinforce District policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

UNIFORM COMPLAINT PROCEDURES (cont.)

For complaints involving retaliation, or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying, involving or appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

UNIFORM COMPLAINT PROCEDURES (cont.)

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the District shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The District may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination harassment, intimidation, or bullying, that the District does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content or any requirement related to the LCAP is found to have merit, the District shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the law regarding student fees, the District, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the District's investigation report on a complaint regarding any specified federal or state educational program subject to the UCP may file an appeal in writing with the CDE within 30 calendar days of receiving the District's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE accompanied by a copy of the locally filed complaint and a copy of the District's investigation report for that complaint. the complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632) (5 CCR 4632)

1. The District failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the District's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the District's investigation report are not supported by substantial evidence.

UNIFORM COMPLAINT PROCEDURES (cont.)

4. The legal conclusion in the District's investigation report is inconsistent with the law.
5. In a case in which the District found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by the CDE that the District's investigation report has been appealed, the superintendent or designee shall forward the following documents to the CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the District's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the District's Uniform Complaint procedures
6. Other relevant information requested by the CDE

If notified by CDE that the District's investigation report failed to address allegation(s) raised by the complaint, the District shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Health And Safety Complaints in License-Exempt Preschool Programs

Any complaint regarding health or safety issues in a license-exempt California state preschool program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to health and safety code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the District notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the superintendent or designee may download and post a notice available from the CDE website. (Education Code 8212; 5 CCR 4691)

UNIFORM COMPLAINT PROCEDURES (cont.)

The District's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the code of regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the District's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the District's decision to the superintendent of public instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

UNIFORM COMPLAINT PROCEDURES (cont.)

On a quarterly basis, the superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the county superintendent. (5 CCR 4693)

Chino Valley Unified School District

Regulation approved: October 19, 1995

Revised: November 20, 1997

Revised: May 9, 2002

Revised: December 9, 2004

Revised: October 1, 2009

Revised: July 19, 2012

Revised: May 23, 2013

Revised: August 15, 2013

Revised: September 18, 2014

Revised: July 16, 2015

Revised: October 15, 2015

Revised: September 1, 2016

Revised: July 20, 2017

Revised: February 7, 2019

Revised: September 15, 2022

REVISED: