



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

February 16, 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
4:45 p.m. – Closed Session • 6:00 p.m. – Regular Meeting
February 16, 2023

AGENDA

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

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

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:45 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 22/23-32. (5 minutes)
- b. Parent Request for Expungement of Expulsion Proceeding (Education Code 48917 (e)): Case 22/23-32. (40 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. (20 minutes)
- d. Public Employee Appointment (Government Code 54957): Coordinator, Secondary Curriculum and Instruction. (5 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (5 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. PRESENTATION

1. Golden Bell Award Recipient

I.D. STAFF REPORT

1. Comprehensive School Safety Plans

Proceedings of this meeting are recorded.

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

II. ACTION

II.A. HUMAN RESOURCES

II.A.1. Resolution 2022/2023-32, Release of Temporary Certificated Employees

Page 10

Recommend the Board of Education adopt Resolution 2022/2023-32, Release of Temporary Certificated Employees and authorize the Superintendent or his designee to send Notice of Release to employees affected with an effective date of June 30, 2023.

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 February 2, 2023 Regular Meeting

Page 12

Recommend the Board of Education approve the minutes of the February 2, 2023 regular meeting.

III.A.2. Revision of Bylaws of the Board 9323—Meeting Conduct

Page 20

Recommend the Board of Education approve the revision of Bylaws of the Board 9323—Meeting Conduct.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Page 27

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

III.B.2. Fundraising Activities

Page 28 Recommend the Board of Education approve/ratify the fundraising activities.

III.B.3. Donations

Page 31 Recommend the Board of Education accept the donations.

III.B.4. Request for Allowance of Attendance Due to Emergency Conditions at Ayala HS

Page 34

Recommend the Board of Education approve the request for allowance of attendance due to emergency conditions at Ayala HS.

III.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**III.C.1. Student Readmission Case 22/23-32**

Page 35 Recommend the Board of Education approve student readmission case 22/23-32.

III.C.2. Request from Parent to Expunge Expulsion Proceeding Related to Student Case 22/23-32

Page 35a

Recommend the Board of Education deny the parent request to expunge expulsion proceeding related to student case 22/23-32.

III.C.3. School Sponsored Trips

Page 36 Recommend the Board of Education approve/ratify the school-sponsored trips for Hidden Trails ES, Magnolia JHS, Chino HS, and Don Lugo HS.

III.C.4. Career Technical Education/Carl D. Perkins Advisory Committee

Page 38 Recommend the Board of Education approve the Career Technical Education/

Carl D. Perkins Advisory Committee as follows:

Jennell Acker, CTE Teacher, Chino Hills HS (Hospitality, Tourism, & Recreation);

Rose Bomentre, Assistant Superintendent, Baldy View Regional Occupational Program;

Yvette Bookout, Computer Operations Support Technician, CVUSD;

Michael Collins, Parent, CTE Teacher, Ruben S. Ayala HS (Engineering & Architecture);

Scott Eckersall, Engineer, Eckersall LLC (Engineering & Architecture);

Anthony Indolino, Sr. Light & Sign Mechanic (Energy, Environment, & Utilities);

Magdalena Joya, Parent, Registered Nurse (Health Science & Medical Technology);

Craig Lindemulder, Parent, CTE Teacher, Chino Hills HS (Arts, Media, & Entertainment);

Alexandria Casillas, EDD Student

Evan Chang, IED Student

Ting Xiao, EDD Student

Jeremiah Park, EDD Student

Julian Rodriguez, Ed.D., District Administration, CVUSD;

Mike Rolland, CTE Teacher, Chino Hills HS (Arts, Media, & Entertainment);

Dorinda Sullivan, CTE Teacher/District Librarian (Business & Finance; Marketing, Sales & Service; Arts, Media, & Entertainment);

Zeb Welborn, President of Chino Valley Chamber of Commerce (Business &

Finance; Arts, Media, & Entertainment); and

Elizabeth Williams, CTE Teacher, Chino HS (Hospitality, Tourism, & Recreation).

III.C.5. Universal Prekindergarten Program Grant Plan

Page 40 Recommend the Board of Education approve the Universal Prekindergarten Program Grant plan.

III.C.6. New Course: Cybersecurity Honors

Page 41 Recommend the Board of Education approve the new course Cybersecurity Honors.

III.C.7. New Course: Professional Theatre

Page 49 Recommend the Board of Education approve the new course Professional Theatre.

III.C.8. New Course: Advanced Professional Theatre

Page 57 Recommend the Board of Education approve the new course Advanced Professional Theatre.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Page 63 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

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

Page 64 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

III.D.3. Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP1)

Recommend the Board of Education approve the Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP1).

III.D.4. Change Order and Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP4)

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP4).

III.D.5. Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP10)

Recommend the Board of Education approve the Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP10).

III.D.6. Change Order and Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP11)

Page 76

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No.19-20-17F, Chino HS Reconstruction Phase 1 (BP11).

III.D.7. Change Order and Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP12)

Page 81

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP12).

III.D.8. Change Order and Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP13)

Page 86

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No.19-20-17F, Chino HS Reconstruction Phase 1 (BP13).

III.D.9. Change Order and Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP14)

Page 91

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No.19-20-17F, Chino HS Reconstruction Phase 1 (BP14).

III.D.10. Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP15)

Page 96

Recommend the Board of Education approve the Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP15).

III.D.11. Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP18)

Page 98

Recommend the Board of Education approve the Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP18).

III.D.12. Change Order and Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP22)

Page 100

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP22).

III.D.13. Change Order and Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP24)

Page 105

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No.19-20-17F, Chino HS Reconstruction Phase 1 (BP24).

III.D.14. Change Order and Notice of Completion for Bid No. 19-20-32F, Chino HS Reconstruction Phase 2 (BP11)

Page 110

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 19-20-32F, Chino HS Reconstruction Phase 2 (BP11).

III.D.15. Change Order and Notice of Completion for Bid No. 19-20-32F, Chino HS Reconstruction Phase 2 (BP16)

Page 115

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No.19-20-32F, Chino HS Reconstruction Phase 2 (BP16).

III.D.16. Change Order and Notice of Completion for Bid No. 19-20-32F, Chino HS Reconstruction Phase 2 (BP25)

Page 120

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 19-20-32F, Chino HS Reconstruction Phase 2 (BP25).

III.D.17. Approval of Fund 35 Sub-Funds to Receive State Funds for Modernization Projects at Butterfield Ranch ES, Cattle ES, Country Springs ES, Eagle Canyon ES, Hidden Trails ES, Litel ES, Oak Ridge ES, Rolling Ridge ES, Canyon Hills JHS, Townsend JHS, and Ayala HS

Page 125

Recommend the Board of Education approve the Fund 35 Sub-Funds to Receive State Funds for Modernization Projects at Butterfield Ranch ES, Cattle ES, Country Springs ES, Eagle Canyon ES, Hidden Trails ES, Litel ES, Oak Ridge ES, Rolling Ridge ES, Canyon Hills JHS, Townsend JHS, and Ayala HS.

III.D.18. Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 06-01)

Page 127

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 06-01).

III.D.19. Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 06-02)

Page 134

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 06-02).

III.D.20. Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 07-01)

Page 139

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 07-01).

III.D.21. Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 09-02)

Page 145

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 09-02).

III.D.22. Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 09-03)

Page 150

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 09-03).

III.D.23. Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 09-05)

Page 155

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 09-05).

III.D.24. Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP11-01)

Page 160

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

III.D.25. Request to Proceed with the Process to Name or Dedicate a Facility at Chino HS

Page 163

Recommend the Board of Education approve the request to proceed with the process to name or dedicate a facility at Chino HS.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Page 164

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

III.E.2. Rejection of Claims

Page 168

Recommend the Board of Education reject the claims and refer them to the District's insurance adjuster.

III.E.3. New Job Description for Medical Assistant

Page 169

Recommend the Board of Education approve the new job description for Medical Assistant.

III.E.4. Comprehensive School Safety Plan for Each School

Page 176

Recommend the Board of Education approve the Comprehensive School Safety Plan for each school.

III.E.5. Student Teaching and Student Observation Agreement with Hope International University

Page 177

Recommend the Board of Education approve the student teaching and student observation agreement with Hope International University.

III.E.6. Student Fieldwork Agreement with University of Massachusetts Global

Page 183

Recommend the Board of Education approve the student fieldwork agreement with University of Massachusetts Global.

IV. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

V. ADJOURNMENT

Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education
Date posted: February 10, 2023

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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: RESOLUTION 2022/2023-32, RELEASE OF TEMPORARY
CERTIFICATED EMPLOYEES**

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BACKGROUND

Pursuant to Education Code 44954(b), the Board of Education is required to notify temporary employees in a position requiring certificated qualifications of the Board's decision to release the employees from a position for the succeeding school year.

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2022/2023-32, Release of Temporary Certificated Employees and authorize the Superintendent or his designee to send Notice of Release to employees affected with an effective date of June 30, 2023.

FISCAL IMPACT

None.

NE:RR:ED:IB:jw

**Chino Valley Unified School District
Resolution 2022/2023-32
Release of Temporary Certificated Employees**

WHEREAS, Education Code 44954(b) requires that the Board of Education shall notify temporary employees, in positions required certification qualifications of the Board's decision to release the employees from such positions if they will not have preferential rights to vacancies for the next succeeding school year;

WHEREAS, the District currently employs numerous temporary employees in positions requiring certification qualifications; and

WHEREAS, the Board of Education has determined to release all temporary certificated employees for the 2023/2024 school year, at this time.

NOW, THEREFORE, BE IT RESOLVED the Board of Education hereby directs that a notice of non-reelect be sent pursuant to Education Code 44954(b) by the District to all temporary certificated employees with an effective date of June 30, 2023.

BE IT FURTHER RESOLVED that to the extent that any teacher presently contracted as temporary asserts a claim to probationary employment, said teacher is also hereby non-reelected from all probationary employment in the District pursuant to Education Code 44929.21.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 16th day of February 2023 by the following votes:

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

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

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
February 2, 2023

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 5:00 P.M.

1. Roll Call

President Shaw called to order the regular meeting of the Board of Education, Thursday, February 2, 2023, at 5:00 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 5:00 p.m. regarding a student readmission matter; student discipline matters; conference with labor negotiators: A.C.T. and CSEA; public employee appointment: coordinator, secondary curriculum and instruction; elementary school assistant principal; and chief technology officer; 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 5:38 p.m. regarding a student readmission matter; student discipline matters; conference with labor negotiators: A.C.T. and CSEA; public employee appointment: coordinator, secondary curriculum and instruction; elementary school assistant principal; and chief technology officer; and public employee discipline/dismissal/release. The Board took the following action: appointed Lisa Thompson as assistant principal of Wickman ES effective date to be determined, and Andrew Black as chief technology officer effective February 3, 2023, by a unanimous vote of 5-0 with Bridge, Cruz, Monroe, Na, and Shaw voting yes. No further action was taken that required public disclosure.

2. Pledge of Allegiance
Led by Misty.

I.C. PRESENTATION

1. Boundary Timeline and Process for Cal Aero Preserve Academy and Louis W. Moreno School
Greg Stachura, Assistant Superintendent, Facilities, Planning, and Operations provided an overview of the following: Current boundary map; timeline; Boundary Committee members and representative areas; District staff and consultants; key objectives to consider; and meeting/approval schedule.

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

Absent.

I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Danny Hernandez, CSEA President, announced the CSEA contract survey is currently live for members to provide input; announced that from April 4 through 6 CSEA is having a para-educator conference; said that CSEA will soon be having a job shadowing day for Board members to shadow a classified member during their day.

Barbara Bearden, CHAMP President, congratulated Lisa Thompson on her appointment; congratulated Hidden Trails ES for their recognition as a California Distinguished School; and thanked the health services department for their work to implement ELO plans at school sites.

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

The following individuals addressed the Board: Clara, Ellie, and Jane Loudon regarding the Mandarin Dual Language Immersion program; Daphne Lezo Duran to introduce herself as the new field representative for Assemblymember Freddie Rodriguez; Waverly Pho, Jennifer Zhao, and Kenneth Zhao regarding retaliation and freedom of speech concerns; Steve A. regarding an incident at Townsend JHS; Barbara Hale regarding Sycamore Academy over allocation fees; Misty, and Caitlyn Martinez regarding special education issues; Carla VandeSteege regarding school naming concerns; Candida Echeverria regarding naming buildings at the new Chino HS in honor of past staff members; and Leslie Fehr to thank the Board for the Mandarin Dual Language Immersion program and suggestions for its future.

I.G. CHANGES AND DELETIONS

The following changes were read into the record: Item II.A.1., correction to SELPA acronym; and Item II.D.2., Contractor/Consultant Services, under *Approved Contracts to be Amended*, under amendment for the portion that reads *extend contract through June 30, 2023*, amended it to read *extend contract through May 31, 2023*. There were no further changes or deletions.

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

Moved (Na) seconded (Cruz) motion carried (4-1, Bridge voted no) to 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 SELPs by two years from June 30, 2024, to June 30, 2026.

III. CONSENT

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

III.A. ADMINISTRATION

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

Approved 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

Approved the revision of Bylaws of the Board 9220—Governing Board Elections.

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

Approved the revision of Bylaws of the Board 9223—Filling Vacancies.

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.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT

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

Approved student readmission case 21/22-47.

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

Approved student expulsion cases 22/23-31 and 22/23-32.

III.C.3. School Sponsored Trips

Approved/ratified 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

Approved 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

Approved 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

Approved 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

Approved/ratified the purchase order register.

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

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

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

Adopted 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

Approved 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

Approved 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

Approved 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

Rejected 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

Approved/ratified the certificated/classified personnel items.

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

Approved the revision to the job description for Director, Technology.

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

Approved the revisions to the Certificated and Classified Management Salary Schedules.

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

Approved 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

Received 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

Received for information the new course Cybersecurity Honors.

IV.B.2. New Course: Professional Theatre

Received for information the new course Professional Theatre.

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

Received 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**

Received for information the revision of Administrative Regulation 1312.3 Community Relations—Uniform Complaint Procedures.

V. COMMUNICATIONS**BOARD MEMBERS AND SUPERINTENDENT**

Don Bridge congratulated Hidden Trails ES for their Distinguished School award; said winter sports season is in full swing and recently attended two basketball games; asked Dr. Enfield to look into getting a better lit area from the gym to the parking lot at Don Lugo HS; said yesterday was the Signing Day for college letters of intent for our high school graduating athletes and that names appear in the day's Daily Bulletin sports section; attended the District Science Fair award program at Woodcrest JHS, congratulated award winners, and wished them good luck with the county competition; and attended the Alternative Education Center 2023 graduation celebration, thanked Dr. Preston Carr, Director of the Alternative Education Center, and teachers and staff for the program.

James Na thanked Pastor Zhou for coming to the Board meeting and said he is always welcome; thanked Richard Wales for inviting Board members to a school safety presentation held at Ayala HS; suggested having those types of events televised or on You Tube so that they reach a larger audience; spoke about student interest in AP classes; and spoke about partnering with parents.

Andrew Cruz spoke about the safety program presentation; spoke about the technology device dangers; spoke about a science project that intrigued him at the science fair; said he attended the Alternative Education Center graduation; shared a short passage from a child's book; and spoke about the spike protein associated with COVID-19.

Jon Monroe made no comments.

Superintendent Enfield thanked parents and community members who volunteered to be on the boundary committee for Cal Aero Preserve Academy's new boundaries.

President Shaw thanked everyone for coming out and voicing their concerns; thanked the three little girls who addressed the Board regarding the Mandarin program at Hidden Trails ES; asked Dr. Enfield for the process to initiate action on naming the new court at Chino HS after coaches Frank Elder and Joe Murillo; thanked Cal Aero Preserve Academy, Butterfield Ranch ES, and Chino Hills HS for welcoming her and Dr. Enfield for a site visit; attended a career fair for students with special needs; attended the

San Bernardino County Superintendent of Schools award program honoring Golden Bell award recipients from Ayala HS; congratulated all young scientists who participated in the science fair; congratulated Alternative Education Center graduates; and congratulated Hidden Trails ES on their recognition.

VI. ADJOURNMENT

President Shaw adjourned the regular meeting of the Board of Education 7:50 p.m.

Sonja Shaw, President

Andrew Cruz, Clerk

Recorded by: Patricia Kaylor, Administrative Secretary, Board of Education

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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*.” This item was presented to the Board as information at its February 2, 2023 meeting.

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 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 16, 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

\$21,538.72 to all District funding sources.

NE:SHC:LP:lf

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 16, 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 16, 2023

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Dickey ES</u>		
PTO	World's Finest Chocolate	3/6/23 - 3/20/23
<u>Eagle Canyon ES</u>		
PTA	Mrs. Fields Cookies	3/3/23 - 4/5/23
<u>Hidden Trails ES</u>		
PTA	See's Candies	3/1/23 - 3/24/23
PTA	Kona Ice	3/1/23 - 5/17/23
PTA	Crumbly Cookies	4/11/23
<u>Lite ES</u>		
PTA	Father Daughter Dance	3/10/23
<u>Marshall ES</u>		
ASB - 5th Grade	Smencils	3/13/23 - 3/24/23
<u>Oak Ridge ES</u>		
PTA	Read-a-thon	2/27/23 - 3/3/23
PTA	Think n Local	4/1/23 - 4/30/23
<u>Rhodes ES</u>		
PEP Club	Free Wheelchair Mission (RATIFY)	1/23/23 - 1/27/23
<u>Rolling Ridge ES</u>		
ASB - 6th Grade	Angels Baseball Family Nights Out	4/10/23 - 6/29/23
<u>Briggs K-8</u>		
PFA	Crumbly Cookies	3/1/23
<u>Cal Aero K-8</u>		
Flight Crew	Scholastic Book Fair	3/20/23 - 3/24/23

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 16, 2023

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Canyon Hills JHS</u>		
ASB - National Jr. Honor Society	Donation Drive	2/14/23 - 4/14/23
<u>Ayala HS</u>		
Track & Field Boosters	Chino Hills Pizza Company	2/17/23
Track & Field Boosters	Track Invitational	2/18/23
Band & Color Guard Boosters	Cookies & Canvas	2/19/23
ASB - Bulldog Times	7 Leaves Café	2/24/23
Track & Field Boosters	Chipotle Dine Out	5/9/23
<u>Chino HS</u>		
ASB - Class of 2024	Friar Tux Rentals	2/24/23 - 4/8/23
<u>Chino Hills HS</u>		
ASB - Asian Cultural Club	7 Leaves Café	2/17/23
General Boosters - Football	Youth Strength Program	2/17/23 - 4/5/23
ASB - General	Senior Class Banners	2/17/23 - 5/1/23
ASB - Club Ed	Think n Local	3/17/23 - 3/31/23
General Boosters - Football	7 on 7 Passing Tournament	6/10/23
<u>Don Lugo HS</u>		
Grad Night Boosters	Crumbl Cookies	2/22/23
ASB - Class of 2025	Lolabird Sheets	3/1/23 - 3/24/23
Grad Night Boosters	Yogurtland	3/22/23
ASB - ASL Club	Spring Production Ticket Sales	4/1/23 - 4/14/23
ASB - Theatre	Spring Production Ticket Sales	4/20/23 - 4/22/23
ASB - Dance	Spring Production Ticket Sales	5/3/23 - 5/5/23

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 16, 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 16, 2023

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Office of Assessment & Instructional Technology</u>		
NewEgg Business	Gift Card	\$200.00
Quizizz	7 Quizizz Accounts	\$336.00
Office Depot	10 Notebook Backpacks	\$530.00
	20 Wireless Mouses	
	10 USB Headsets	
Ditch That Textbook	Multiple Course Subscriptions	\$656.00
CDW-G	2 Laptops	\$1,200.00
<u>Cattle ES</u>		
Marcia Roth	Cash	\$100.00
<u>Rolling Ridge ES</u>		
Sam's Club	Gift Card	\$50.00
<u>Canyon Hills JHS</u>		
Eddie Cheung & Lingling Lu	Cash	\$200.00
Liang Yun & Na Li	Cash	\$200.00
Michael Mora	Cash	\$200.00
Ann & Jong Lee	Cash	\$220.00
Bei Zhang	Cash	\$220.00
Billy & Mary Yim	Cash	\$220.00
Clifton Hsu & Chia-Hui Lee	Cash	\$220.00
Keng Chung Cheng & Hsuan-Hua Liu	Cash	\$220.00
Mark & Viara Agars	Cash	\$220.00
Melanie & Justin Rash	Cash	\$220.00
Peter Csaba & Maria Csabane	Cash	\$220.00
Rodrigo & Sylvia Rivas	Cash	\$220.00
Yu-Ying Chao & Yu-Min Lin	Cash	\$220.00
Jeffrey & Lala Lee	Cash	\$350.00
Corona Valley Optometry, Inc.	Cash	\$600.00
Ricardo & Diana Lopez	Cash	\$600.00
Thao Nguyen	Cash	\$800.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT
February 16, 2023

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Chino HS</u>		
Chino High Sports Boosters	Cash	\$8,950.00
<u>Don Lugo HS</u>		
Patricia Veliz Gilbert	Cash	\$50.00
Derwin Chu & Zoe Williams	Cash	\$100.00
Encornacion Family Trust	Cash	\$100.00
Forever 21	72 Jackets	\$360.00
Gary Lawson	Cash	\$100.00
Jose & Marisol Medina	Cash	\$100.00
Patricia V. Gilbert & Eugene J. Beaucag	Cash	\$100.00
Ronald & Carmen Sinsabough	Cash	\$100.00
Nancy A. Veliz	Cash	\$150.00
John & Yolanda Beasley	Cash	\$200.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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: REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO
EMERGENCY CONDITIONS AT AYALA HS**

=====

BACKGROUND

When one or more schools were kept open but experienced a material decrease in attendance pursuant to Education Code 46392, a local educational agency (LEA) may obtain approval of attendance and instructional time credit through the filing of Form J-13A, the Request for Allowance of Attendance Due to Emergency Conditions.

On October 27, 2022, the Ayala HS administration and community were made aware of a possible threat to Ayala HS. As a result, more than 20% of the student population was absent from Ayala HS on October 28, 2022, causing a material decrease to its average daily attendance (ADA). Local law enforcement investigated the incident and later found the threat as not credible.

The California Department of Education's (CDE) approval of the J-13A, combined with other attendance records, serve to document the LEA's compliance with instructional time laws and provide authority to maintain school for less than the required instructional days and minutes without incurring a fiscal penalty to the LEA's Local Control Funding Formula (LCFF) funding.

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

RECOMMENDATION

It is recommended the Board of Education approve the request for allowance of attendance due to emergency conditions at Ayala HS.

FISCAL IMPACT

Negate loss of ADA.

NE:SHC:LP:lf

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 16, 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 22/23-32

=====

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 22/23-32.

FISCAL IMPACT

None.

NF:LF:SJ:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 16, 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: REQUEST FROM PARENT TO EXPUNGE EXPULSION
PROCEEDING RELATED TO STUDENT CASE 22/23-32**

=====

BACKGROUND

On January 31, 2023, the District received a request from a parent to expunge the expulsion record associated with expulsion case 22/23-32 as authorized by Education Code 48917 (e), which states in part, "Upon satisfactory completion of the rehabilitation assignment of a pupil, the governing board shall reinstate the pupil in a school of the district and may also order the expungement of any or all records of the expulsion proceedings."

Further, Board Bylaw 9321, Closed Session, under *Matters Related to Students*, states in part, "Final action on a student matter deliberated in closed session shall be taken in open session and shall be a matter of public record. (Education Code 35146, 48918)."

RECOMMENDATION

It is recommended the Board of Education deny the parent request to expunge expulsion proceeding related to student case 22/23-32.

FISCAL IMPACT

None.

NF:LF:SJ:pk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: February 16, 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: Hidden Trails ES Event: Sacramento Trip Place: Sacramento, CA Chaperone: 36 students/15 chaperones	March 24, 2023	Cost: \$559.00 per student Funding Source: Parents
Site: Magnolia JHS Event: New York and Washington D.C. 8 th Grade Trip Place: Arlington, VA; Washington, D.C.; and New York, NY Chaperone: 31 students/7 chaperones	March 25-30, 2023	Cost: \$3,038.02 per student Funding Source: Parents and fundraising

Site: Chino HS Event: Winter Guard International Phoenix Regional Place: Gilbert, AZ Chaperone: 17 students/4 chaperones	March 10-13, 2023	Cost: \$646.00 per student Funding Source: Parents
Site: Chino HS Event: Anaheim World Strides Heritage Music Festival Place: Anaheim, CA Chaperone: 28 students/7 chaperones	April 20-23, 2023	Cost: \$900.00 per student Funding Source: Parents
Site: Don Lugo HS Event: University of California, Davis Field Day Place: Davis, CA Chaperone: 18 students/3 chaperones	March 3-5, 2023	Cost: \$100.00 per student Funding Source: Perkins and fundraising

FISCAL IMPACT

None.

NE:LF:gks

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: February 16, 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: CAREER TECHNICAL EDUCATION/CARL D. PERKINS ADVISORY COMMITTEE

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BACKGROUND

The Carl D. Perkins application for funding requires the existence of a District Career Technical Education/Carl D. Perkins Advisory Committee, as outlined in California Education Code section 8070 which states in part, “the governing board of each school district participating in a Career Technical Education (CTE) program shall appoint a CTE Advisory Committee to develop recommendations on the program and to provide liaison between the district and potential employers.” The Career Technical Education/Carl D. Perkins Advisory Committee shall be Board approved annually.

Members of this committee shall be comprised of students, parents, teachers, members of special populations, business and industry representatives, school administration, and the field office of the Department of Employment Development.

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

RECOMMENDATION

It is recommended the Board of Education approve the Career Technical Education/Carl D. Perkins Advisory Committee as follows:

Jennell Acker, CTE Teacher, Chino Hills HS (Hospitality, Tourism, & Recreation);
Rose Bomentre, Assistant Superintendent, Baldy View Regional Occupational Program;
Yvette Bookout, Computer Operations Support Technician, CVUSD;

Michael Collins, Parent, CTE Teacher, Ruben S. Ayala HS (Engineering & Architecture);
Scott Eckersall, Engineer, Eckersall LLC (Engineering & Architecture);
Anthony Indolino, Sr. Light & Sign Mechanic (Energy, Environment, & Utilities);
Magdalena Joya, Parent, Registered Nurse (Health Science & Medical Technology);
Craig Lindemulder, Parent, CTE Teacher, Chino Hills HS (Arts, Media, & Entertainment);
Alexandria Casillas, Engineering Design Development Student
Evan Chang, Industrial Technology Education Student
Ting Xiao, Engineering Design Development Student
Jeremiah Park, Engineering Design Development Student
Julian Rodriguez, Ed.D., District Administration, CVUSD;
Mike Rolland, CTE Teacher, Chino Hills HS (Arts, Media, & Entertainment);
Dorinda Sullivan, CTE Teacher/District Librarian (Business & Finance; Marketing, Sales & Service; Arts, Media, & Entertainment);
Zeb Welborn, President of Chino Valley Chamber of Commerce (Business & Finance; Arts, Media, & Entertainment); and
Elizabeth Williams, CTE Teacher, Chino HS (Hospitality, Tourism, & Recreation).

FISCAL IMPACT

None.

NE:GP:JAR:wrg

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: UNIVERSAL PREKINDERGARTEN PROGRAM GRANT PLAN

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BACKGROUND

The Universal Prekindergarten (UPK) Program Grant was established by Assembly Bill 130 and Senate Bill 22 to provide additional support to Local Education Agencies (LEA) to create or expand classroom-based prekindergarten programs. Each LEA is eligible to receive funding for this purpose.

The funding allocation will be based on the 2019/2020 kindergarten enrollment and the 2019/2020 kindergarten enrollment multiplied by the LEA's unduplicated percentage as reported by in the California Longitudinal Pupil Achievement Data System for 2019/2020 fiscal year. These funds are available for expenditure through the 2024/2025 school year.

The UPK Grant shall be used to support the expansion of prekindergarten programs. Eligible activities can include:

- Provide before/after school activities for students
- Provide classroom materials and supplies
- Offer transitional kindergarten at more schools
- Offer staff training

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

RECOMMENDATION

It is recommended the Board of Education approve the Universal Prekindergarten Program Grant plan.

FISCAL IMPACT

None.

NE:GP:LH:rr

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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 item was presented to the Board on February 2, 2023, as information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the new course 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

High School Course Description

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

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Humility • Civility • Service

DATE: February 16, 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 item was presented to the Board on February 2, 2023, as information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the new course 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 16, 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 item was presented to the Board on February 2, 2023, as information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the new course 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 16, 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

\$1,415,490.23.00 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 16, 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

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-2223-050 U.S CAD Holdings LLC dba U.S. CAD. To provide software for editing, managing, blue prints and project documents. Submitted by: Maintenance & Operations Duration of Agreement: February 17, 2023 – June 30, 2024	Contract amount: Per Rate Sheet Funding source: General Fund
F-2223-051 Civiltec Engineering Inc. To provide professional land surveying services. Submitted by: Maintenance & Operations Duration of Agreement: February 17, 2023 – June 30, 2024	Contract amount: Per Rate Sheet Funding source: General Fund

MASTER CONTRACTS	FISCAL IMPACT
MC-2223-101 Christopher T Drescher dba Finished Results LLC. To provide timing and results for track meets. Submitted by: Chino HS Duration of Agreement: February 16, 2023 - June 30, 2026	Contract amount: Per Rate Sheet Funding source: Various
MC-2223-102 Shelby Noelle Bassett. To provide choreography services. Submitted by: Ayala HS Duration of Agreement: July 1, 2022 - June 30, 2025	Contract amount: Per Rate Sheet Funding source: Various
MC-2223-103 Sektor Enterprises dba Sektor Jiu-Jitsu. To provide Jiu Jitsu after school enrichment program. Submitted by: Walnut ES Duration of Agreement: February 1, 2023 - June 30, 2026	Contract amount: Per Rate Sheet Funding source: Various
MC-2223-105 Advantage Public Institute. To provide counseling, seminars, education, family engagement, and advocacy. Submitted by: Rhodes ES Duration of Agreement: November 22, 2022 - June 30, 2025	Contract amount: Per Rate Sheet Funding source: Various
MC-2223-093 Stephanie Y. Gatica. To provide music/voice lesson enrichment. Submitted by: Walnut ES Duration of Agreement: January 4, 2023 - June 30, 2026	Contract amount: Per Rate Sheet Funding source: Various

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
MC-2122-103 Herff Jones. To provide year book production. Submitted by: Purchasing Duration of Agreement: May 17, 2022 - June 30, 2023 Original Board Approval: April 19, 2018	Contract amount: Per Rate Sheet Change usage to include ALL Junior High School and funding source to various. Funding source: Various
MC-2223-089 Vu 4 Learning Corporation dba Bricks 4 Kidz. To provide STEM workshops. Submitted by: Purchasing Duration of Agreement: July 1, 2022 - June 30, 2025 Original Board Approval: January 19, 2023	Contract amount: Per Quote Change start date from May 30, 2023 to July 1, 2022 and end date from June 30, 2026 to June 30, 2025. Funding source: Various

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
CIIS-2223-098 Rajhans Sidhu dba Codecampus LLC. To provide in-school computer science coding enrichment for grades K-6. Submitted by: Wickman ES Duration of Agreement: September 12, 2022 - May 5, 2023 Original Board Approval: August 18, 2022	Contract amount: \$31,500.00 Increase contract amount from \$29,400.00 to \$31,500.00 for additional classes. Funding source: Donation
F-1819-015 TYR, Inc. To provide DSA inspector of record services. Submitted by: Facilities, Planning, and Operations Duration of Agreement: August 1, 2022 - June 30, 2023 Original Board Approval: October 4, 2018	Contract amount: Per Rate Sheet Rate change and extend contract through June 30, 2023. Funding source: Various
HR-2223-013 Soraya Sutherlin dba Emergency Management Safety Partners, LLC. To provide consulting to include district wide emergency preparedness, CSSP-Comprehensive Schools Safety Plans, emergency management, and training. Submitted by: Risk Management Duration of Agreement: July 1, 2022 - June 30, 2023 Original Board Approval: August 18, 2022	Contract amount: \$70,152.00 Increase contract amount from \$50,000.00 to \$70,152.00 for additional CSSP training. Funding source: General Fund

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR BID NO. 19-20-17F, CHINO HS RECONSTRUCTION PHASE 1 (BP 1)

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BACKGROUND

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 1) to James McMinn, Inc. All contracted work was completed on August 5, 2022. The contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$2,025,009.00	(\$11,201.00)	\$2,013,808.00	\$100,690.40

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD, Director of Planning.

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 Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 1).

FISCAL IMPACT

None.

NE:GJS



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 202969 - 231021

BID/RFP # 19-20-17F

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 2,025,009.00	✓
Change Order(s):	(\$ 11,201.00)	✓
Total:	\$ 2,013,808.00	✓

PROJECT DESCRIPTION Chino High School Reconstruction Phase 1

This is to verify that work has been completed at: Chino High School

by James McMinn, Inc. (BP#1) . ✓ on August 5, 2022
Contractor Date

and the Notice of Completion can now be submitted to the **Board of Education** for approval.

Kamal Israil

DSA Inspector of Record (if applicable)

Kamal Israil

Signature

01/17/2023

Date

Robert Lavey

Architect / Engineer (if applicable)

Robert Lavey

Signature

01/17/2023

Date

Robert Stewart

Construction / Project Manager

Robert Stewart

Signature

01/17/2023

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

CVUSD Construction Coordinator / Project Manager

Samuel Sousa

Signature

01/18/23

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Director, Planning (if applicable)

Beverly Beemer

Signature

1/19/2023

Date

Greg Stachura

Owner (Authorized Agent)

Greg Stachura

Signature

1/26/23

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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. 19-20-17F, CHINO HS RECONSTRUCTION PHASE 1 (BP 4)**

=====

BACKGROUND

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 4) to Winegardner Masonry, 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
2	Winegardner Masonry, Inc.	(\$116,874.59)
	Previously Approved Change Orders:	(\$27,680.00)
	Bid Amount:	\$9,851,000.00
	Revised Total Project Amount:	\$9,706,445.41
	Retention Amount:	\$485,322.27

The change order results in a net decrease of \$116,874.59 to the construction cost and no 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 August 5, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

Staff recommends the approval of the Change Order and 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. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 4).

FISCAL IMPACT

(\$116,874.59) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 01/24/2023 BID/ CUPCCAA #: 19-20-17F ✓ Change Order #: 002 ✓
Project Title: Chino High School Reconstruction Phase 1
Owner: Chino Valley Unified School District DSA Application #: 04-117507 DSA File #: 36-H3
Architect: PBK Contractor: Winegardner Masonry, Inc. (BP#4) ✓
P.O. 231003

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: Deductive Change Order For Unused Contract Allowance
Reason: Contract Complete
Document Ref:
Requested by: District
Change in Contract Sum: \$-116,874.59 ✓
Time Extension: None

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

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

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

CONTRACT SUMMARY

The original contract amount was:	\$9,851,000.00	✓
Previously approved change order amount(s):	\$-27,680.00	✓
The contract amount will be increased/decreased by this Change Order:	\$-116,874.59	✓
The new contract amount including this change order will be:	\$9,706,445.41	✓

The original contract completion date was:	08/05/2022
Previously approved Change Order for contract time:	0 days
The contract time will be increased by this Change Order:	0 days
The date of completion as a result of this Change Order is:	08/05/2022

APPROVED BY:

Tammy Bender Contractor	 Signature	01/25/2023 Date
Kamal Israil DSA Inspector of Record (if applicable)	 Signature	01/26/2023 Date
Robert Lavey Architect / Engineer (if applicable)	 Signature	01/27/2023 Date
Robert Stewart Construction / Project Manager	 Signature	01/25/2023 Date
Authorized Department Head (if applicable)	Signature	Date
Director, Technology (if applicable)	Signature	Date
Samuel Sousa CVUSD Project Manager	 Signature	1/30/23 Date
Director, Maintenance & Operations (if applicable)	Signature	Date
Beverly Beemer Director, Planning (if applicable)	 Signature	1/30/2023 Date
Greg Stachura Owner (Authorized Agent)	 Signature	2/1/23 Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 203043 - 220453 ²³¹⁰⁰³

BID/RFP # 19-20-17F ✓

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 9,851,000.00	✓
Change Order(s):	(\$ 144,554.59)	✓
Total:	\$ 9,706,445.41	✓

PROJECT DESCRIPTION Chino High School Reconstruction Phase 1

This is to verify that work has been completed at: Chino High School
by Winegardner Masonry, Inc. (BP#4) ✓ on August 5, 2022
Contractor Date

and the Notice of Completion can now be submitted to the **Board of Education** for approval.

Kamal Israil

DSA Inspector of Record (if applicable)

Signature

01/26/2023

Date

Robert Lavey

Architect / Engineer (if applicable)

Signature

01/27/2023

Date

Robert Stewart

Construction / Project Manager

Signature

01/25/2023

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

CVUSD Construction Coordinator / Project Manager

Signature

1/30/23

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Director, Planning (if applicable)

Signature

1/30/2023

Date

Greg Stachura

Owner (Authorized Agent)

Signature

2/1/23

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR BID NO. 19-20-17F, CHINO HS RECONSTRUCTION PHASE 1 (BP 10)

=====

BACKGROUND

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 10) to Velocity Glazing, Inc. All contracted work was completed on August 5, 2022. The contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$4,088,000.00	\$100,014.00	\$4,188,014.00	\$209,400.70

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

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 Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 10).

FISCAL IMPACT

None.

NE:GJS



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 204760 - 231010

BID/RFP # 19-20-17F ✓

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 4,088,000.00	✓
Change Order(s):	\$ 100,014.00	✓
Total:	\$ 4,188,014.00	✓

PROJECT DESCRIPTION Chino High School Reconstruction Phase 1

This is to verify that work has been completed at: Chino High School

by Velocity Glazing, Inc. (BP#10) on August 5, 2022
Contractor Date

and the Notice of Completion can now be submitted to the **Board of Education** for approval.

<u>Kamal Israil</u>		<u>01/17/2023</u>
DSA Inspector of Record (if applicable)	Signature	Date
<u>Robert Lavey</u>		<u>01/17/2023</u>
Architect / Engineer (if applicable)	Signature	Date
<u>Robert Stewart</u>		<u>01/17/2023</u>
Construction / Project Manager	Signature	Date
<u>Authorized Department Head (if applicable)</u>	Signature	Date
<u>Director, Technology (if applicable)</u>	Signature	Date
<u>Samuel Sousa</u>		<u>01/18/23</u>
CVUSD Construction Coordinator / Project Manager	Signature	Date
<u>Director, Maintenance & Operations (if applicable)</u>	Signature	Date
<u>Beverly Beemer</u>		<u>1/19/2023</u>
Director, Planning (if applicable)	Signature	Date
<u>Greg Stachura</u>		<u>1/26/23</u>
Owner (Authorized Agent)	Signature	Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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. 19-20-17F, CHINO HS RECONSTRUCTION PHASE 1 (BP 11)**

=====

BACKGROUND

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 11) to Inland Pacific Tile, 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	Inland Pacific Tile, Inc.	(\$45,241.00)
	Bid Amount:	\$367,500.00
	Revised Total Project Amount:	\$322,259.00
	Retention Amount:	\$16,112.95

The change order results in a net decrease of \$45,241.00 to the construction cost and no 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 August 5, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

Staff recommends the approval of the Change Order and 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. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 11).

FISCAL IMPACT

(\$45,241.00) to Measure G Fund 21.

NE:GJS



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 204759 - 231013

BID/RFP # 19-20-17F

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 367,500.00	✓
Change Order(s):	(\$ 45,241.00)	✓
Total:	\$ 322,259.00	✓

PROJECT DESCRIPTION Chino High School Reconstruction Phase 1

This is to verify that work has been completed at: Chino High School
Site(s)
by Inland Pacific Tile, Inc. (BP#11) on August 5, 2022
Contractor Date

and the Notice of Completion can now be submitted to the **Board of Education** for approval.

Kamal Israil

DSA Inspector of Record (if applicable)

Signature

01/17/2023

Date

Robert Lavey

Architect / Engineer (if applicable)

Signature

01/17/2023

Date

Robert Stewart

Construction / Project Manager

Signature

01/17/2023

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

CVUSD Construction Coordinator / Project Manager

Signature

01/18/23

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Director, Planning (if applicable)

Signature

1/19/2023

Date

Greg Stachura

Owner (Authorized Agent)

Signature

1/26/23

Date



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

CHANGE ORDER

Date: 12/19/2022 BID/ CUPCAA #: 19-20-17F ✓ Change Order #: 001 ✓
Project Title: Chino High School Reconstruction Phase 1
Owner: Chino Valley Unified School District DSA Application #: 04-117507 DSA File #: 36-H3
Architect: PBK Contractor: Inland Pacific Tile BP 11 ✓
P.O. 231013

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: Deductive Change Order For Unused Contract Allowance
Reason: Contract Complete
Document Ref:
Requested by: District
Change in Contract Sum: \$-45,241.00
Time Extension: None

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

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

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

CONTRACT SUMMARY

The original contract amount was:	\$367,500.00	✓
Previously approved change order amount(s):	\$0.00	
The contract amount will be increased/decreased by this Change Order:	\$-45,241.00	✓
The new contract amount including this change order will be:	\$322,259.00	✓

The original contract completion date was:	08/05/2020
Previously approved Change Order for contract time:	0 days
The contract time will be increased by this Change Order:	0 days
The date of completion as a result of this Change Order is:	08/05/2020

APPROVED BY:

Richard Jacobs

Richard Jacobs

12/22/2022

Contractor – Rich Jacobs
KAMAL ISRAIL

Signature

Kamal Israil

Date

12/22/2022

DSA Inspector of Record (if applicable) – Kamal Israil
Robert Lavey

Signature

Robert Lavey

Date

01/03/2023

Architect / Engineer (if applicable) – Bob Lavey
Robert Stewart

Signature

Robert Stewart

Date

12/22/2022

Construction / Project Manager – Robert Stewart

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Sam Sousa

Signature

Sam Sousa

Date

01/18/23

CVUSD Project Manager – Sam Sousa

Signature

Date

Director, Maintenance & Operations (if applicable)

Beverly Beemer

Signature

Beverly Beemer

Date

1/19/2023

Director, Planning (if applicable) – Beverly Beemer

Greg Stachura

Signature

Greg Stachura

Date

1/20/23

Owner (Authorized Agent) – Greg Stachura

Signature

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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. 19-20-17F, CHINO HS RECONSTRUCTION PHASE 1 (BP 12)**

=====

BACKGROUND

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 12) to CG Acoustics, 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
2	CG Acoustics, Inc.	\$58,924.52
Previously Approved Change Orders:		\$3,386.00
Bid Amount:		\$787,426.00
Revised Total Project Amount:		\$731,887.48
Retention Amount:		\$36,594.37

The change order results in a net decrease of \$58,924.52 to the construction cost and no 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 August 5, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

Staff recommends the approval of the Change Order and 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. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 12).

FISCAL IMPACT

(\$58,924.52) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 12/20/2022 BID/ CUPCAA #: 19-20-17F ✓ Change Order #: 002 ✓
Project Title: Chino High School Reconstruction Phase 1
Owner: Chino Valley Unified School District DSA Application #: 04-117507 DSA File #: 36-H3
Architect: PBK Contractor: CG Acoustics, Inc. SP 12 ✓
P.O. 231014

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: Deductive Change Order For Unused Contract Allowance
Reason: Contract Complete
Document Ref:
Requested by: District
Change in Contract Sum: \$-58,924.52
Time Extension: None

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

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

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

CONTRACT SUMMARY

The original contract amount was: \$787,426.00 ✓

Previously approved change order amount(s): \$3,386.00 ✓

The contract amount will be increased/decreased by this Change Order: \$-58,924.52 ✓

The new contract amount including this change order will be: \$731,887.48 ✓

The original contract completion date was: 08/05/2020

Previously approved Change Order for contract time: 0 days

The contract time will be increased by this Change Order: 0 days

The date of completion as a result of this Change Order is: 08/05/2020

APPROVED BY:

CG Acoustics, Inc.

Christopher Ginter

01/03/2023

Contractor – Chris Ginter
TYR IOR service

Signature

Kamal Israil

Date

01/03/2023

DSA Inspector of Record (if applicable) – Kamal Israil
Robert Lavey, AIA

Signature

Robert Lavey

Date

01/03/2023

Architect / Engineer (if applicable) – Bob Lavey
Robert Stewart

Signature

Robert Stewart

Date

01/03/2023

Construction / Project Manager – Robert Stewart

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)
Sam Sousa

Signature

Sam Sousa

Date

01/10/23

CVUSD Project Manager – Sam Sousa

Signature

Date

Director, Maintenance & Operations (if applicable)
Beverly Beemer

Signature

Beverly Beemer

Date

1/19/2023

Director, Planning (if applicable) – Beverly Beemer
Greg Stachura

Signature

Greg Stachura

Date

1/26/23

Owner (Authorized Agent) – Greg Stachura

Signature

Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 204228 - 231014

BID/RFP # 19-20-17F

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 787,426.00	✓
Change Order(s):	(\$ 55,538.52)	✓
Total:	\$ 731,887.48	✓

PROJECT DESCRIPTION Chino High School Reconstruction Phase 1

This is to verify that work has been completed at: Chino High School

Site(s)

by CG Acoustics, Inc. (BP#12) on August 5, 2022

Contractor

Date

and the Notice of Completion can now be submitted to the **Board of Education** for approval.

Kamal Israil

01/17/2023

DSA Inspector of Record (if applicable)

Signature

Date

Robert Lavey

01/17/2023

Architect / Engineer (if applicable)

Signature

Date

Robert Stewart

01/17/2023

Construction / Project Manager

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

01/18/23

CVUSD Construction Coordinator / Project Manager

Signature

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

1/19/2023

Director, Planning (if applicable)

Signature

Date

Greg Stachura

1/26/23

Owner (Authorized Agent)

Signature

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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. 19-20-17F, CHINO HS RECONSTRUCTION PHASE 1 (BP 13)**

=====

BACKGROUND

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 13) to Continental Flooring, 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	Continental Flooring, Inc.	(\$2,100.00)
	Bid Amount:	\$359,103.00
	Revised Total Project Amount:	\$357,003.00
	Retention Amount:	\$17,850.15

The change order results in a net decrease of \$2,100.00 to the construction cost and no 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 August 5, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

Staff recommends the approval of the Change Order and 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. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 13).

FISCAL IMPACT

(\$2,100.00) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 12/20/2022 BID/ CUPCCAA #: 19-20-17F ✓ Change Order #: 001 ✓
Project Title: Chino High School Reconstruction Phase 1
Owner: Chino Valley Unified School District DSA Application #: 04-117507 DSA File #: 36-H3
Architect: PBK Contractor: Continental Flooring, Inc. BP 1.3 ✓
P.O. 231011

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: Deductive Change Order For Unused Contract Allowance
Reason: Contract Complete
Document Ref:
Requested by: District
Change in Contract Sum: \$-2,100.00 ✓
Time Extension: None

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

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

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

CONTRACT SUMMARY

The original contract amount was: \$359,103.00 ✓

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

The contract amount will be increased/decreased by this Change Order: \$-2100.00 ✓

The new contract amount including this change order will be: \$357,003.00 ✓

The original contract completion date was: 08/05/2020

Previously approved Change Order for contract time: 0 days

The contract time will be increased by this Change Order: 0 days

The date of completion as a result of this Change Order is: 08/05/2020

APPROVED BY:

Todd Distelrath

Todd Distelrath

12/20/2022

Contractor – Todd Distelrath
Kamal Israil

Signature

Kamal Israil

Date

12/22/2022

DSA Inspector of Record (if applicable) – Kamal Israil
Robert Lavey, AIA

Signature

Robert Lavey

Date

01/03/2023

Architect / Engineer (if applicable) – Bob Lavey
Robert Stewart

Signature

Robert Stewart

Date

12/22/2022

Construction / Project Manager – Robert Stewart

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Sam Sousa

Sam Sousa

01/18/23

CVUSD Project Manager – Sam Sousa

Signature

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Beverly Beemer

1/19/2023

Director, Planning (if applicable) – Beverly Beemer

Signature

Date

Greg Stachura

Greg Stachura

1/26/23

Owner (Authorized Agent) – Greg Stachura

Signature

Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 204758 - 231011

BID/RFP # 19-20-17F ✓

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 359,103.00	✓
Change Order(s):	(\$ 2,100.00)	✓
Total:	\$ 357,003.00	✓

PROJECT DESCRIPTION Chino High School Reconstruction Phase 1

This is to verify that work has been completed at: Chino High School

Site(s)

by Continental Flooring, Inc. (BP#13) on August 5, 2022
Contractor Date

and the Notice of Completion can now be submitted to the **Board of Education** for approval.

Kamal Israil

DSA Inspector of Record (if applicable)

Signature

01/17/2023

Date

Robert Lavey

Architect / Engineer (if applicable)

Signature

01/17/2023

Date

Robert Stewart

Construction / Project Manager

Signature

01/17/2023

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

CVUSD Construction Coordinator / Project Manager

Signature

01/18/23

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Director, Planning (if applicable)

Signature

1/19/2023

Date

Greg Stachura

Owner (Authorized Agent)

Signature

Date

1/26/23

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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. 19-20-17F, CHINO HS RECONSTRUCTION PHASE 1 (BP 14)**

=====

BACKGROUND

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 14) to D&M Painting, 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
2	D&M Painting, Inc.	\$44,109.73
Previously Approved Change Orders:		\$4,791.00
Bid Amount:		\$948,800.00
Revised Total Project Amount:		\$909,481.27
Retention Amount:		\$45,474.06

The change order results in a net decrease of \$44,109.73 to the construction cost and no 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 August 5, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

Staff recommends the approval of the Change Order and 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. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 14).

FISCAL IMPACT

(\$44,109.73) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 12/20/2022 BID/ CUPCCAA #: 19-20-17F ✓ Change Order #: 002 ✓
Project Title: Chino High School Reconstruction Phase 1
Owner: Chino Valley Unified School District DSA Application #: 04-117507 DSA File #: _____
Architect: PBK Contractor: D&M Painting BP14 ✓
P.O. 231015

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: Deductive Change Order For Unused Contract Allowance
Reason: Contract Complete
Document Ref:
Requested by: District
Change in Contract Sum: \$-44,109.73 ✓
Time Extension: None

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

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

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

CONTRACT SUMMARY

The original contract amount was:	\$948,800.00	✓
Previously approved change order amount(s):	\$4,791.00	✓
The contract amount will be increased/decreased by this Change Order:	\$-44,109.73	✓
The new contract amount including this change order will be:	\$909,481.27	✓

The original contract completion date was:	08/05/2020
Previously approved Change Order for contract time:	0 days
The contract time will be increased by this Change Order:	0 days
The date of completion as a result of this Change Order is:	08/05/2020

APPROVED BY:

Kelly Grant

Kelly Grant

12/20/2022

Contractor – Kelly Grant
KAMAL ISRAIL

Signature

Kamal Israil

Date

12/22/2022

DSA Inspector of Record (if applicable) – Kamal Israil
Robert Lavey, AIA

Signature

Robert Lavey

Date

12/28/2022

Architect / Engineer (if applicable) – Bob Lavey
Robert Stewart

Signature

Robert Stewart

Date

12/22/2022

Construction / Project Manager – Robert Stewart

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Sam Sousa

Sam Sousa

01/18/23

CVUSD Project Manager – Sam Sousa

Signature

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Beverly Beemer

1/19/2023

Director, Planning (if applicable) – Beverly Beemer

Signature

Date

Greg Stachura

Greg Stachura

1/26/23

Owner (Authorized Agent) – Greg Stachura

Signature

Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 204222 - 231015

BID/RFP # 19-20-17F ✓

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 948,800.00 ✓
Change Order(s):	(\$ 39,318.73) ✓
Total:	\$ 909,481.27 ✓

PROJECT DESCRIPTION Chino High School Reconstruction Phase 1

This is to verify that work has been completed at: Chino High School

by D&M Painting, Inc. (BP#14) on August 5, 2022
Contractor Date

and the Notice of Completion can now be submitted to the Board of Education for approval.

Kamal Israil

01/17/2023

DSA Inspector of Record (if applicable)

Signature

Date

Robert Lavey

01/17/2023

Architect / Engineer (if applicable)

Signature

Date

Robert Stewart

01/17/2023

Construction / Project Manager

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

01/18/23

CVUSD Construction Coordinator / Project Manager

Signature

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

1/19/2023

Director, Planning (if applicable)

Signature

Date

Greg Stachura

1/26/23

Owner (Authorized Agent)

Signature

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR BID NO. 19-20-17F, CHINO HS RECONSTRUCTION PHASE 1 (BP 15)

=====

BACKGROUND

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 15) to Bogh Engineering, Inc. All contracted work was completed on August 5, 2022. The contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$1,999,000.00	N/A	\$1,999,000.00	\$99,950.00

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

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 Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 15).

FISCAL IMPACT

None.

NE:GJS



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 203065 - 231019

BID/RFP # 19-20-17F ✓

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 1,999,000.00 ✓
Change Order(s):	\$ 0.00 ✓
Total:	\$ 1,999,000.00 ✓

PROJECT DESCRIPTION Chino High School Reconstruction Phase 1

This is to verify that work has been completed at: Chino High School
by Bogh Engineering, Inc. (BP#15) ✓ on August 5, 2022
Contractor Date

and the Notice of Completion can now be submitted to the Board of Education for approval.

Kamal Israil

DSA Inspector of Record (if applicable)

Signature

01/17/2023

Date

Robert Lavey

Signature

01/17/2023

Date

Architect / Engineer (if applicable)

Robert Stewart

Signature

01/17/2023

Date

Construction / Project Manager

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

Signature

01/18/23

Date

CVUSD Construction Coordinator / Project Manager

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Signature

1/19/2023

Date

Director, Planning (if applicable)

Greg Stachura

Signature

1/26/23

Date

Owner (Authorized Agent)

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR BID NO. 19-20-17F, CHINO HS RECONSTRUCTION PHASE 1 (BP 18)

=====

BACKGROUND

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 18) to JPI Development Group, Inc. All contracted work was completed on August 5, 2022. The contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$3,563,000.00	\$353,488.00	\$3,916,488.00	\$195,824.40

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

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 Notice of Completion for Bid 19-20-17F, Chino HS Reconstruction Phase 1 (BP 18).

FISCAL IMPACT

None.

NE:GJS



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 231022

BID/RFP # 19-20-17F ✓

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 3,563,000.00	✓
Change Order(s):	\$ 353,488.00	✓
Total:	\$ 3,916,488.00	✓

PROJECT DESCRIPTION Chino High School Reconstruction Phase 1

This is to verify that work has been completed at: Chino High School

by JPI Development Group, Inc. (BP#18) on August 5, 2022
Contractor Date

and the Notice of Completion can now be submitted to the **Board of Education** for approval.

Kamal Israil

DSA Inspector of Record (if applicable)

Signature

01/17/2023

Date

Robert Lavey

Architect / Engineer (if applicable)

Signature

01/17/2023

Date

Robert Stewart

Construction / Project Manager

Signature

01/17/2023

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

CVUSD Construction Coordinator / Project Manager

Signature

01/18/23

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Director, Planning (if applicable)

Signature

1/19/2023

Date

Greg Stachura

Owner (Authorized Agent)

Signature

1/26/23

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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. 19-20-17F, CHINO HS RECONSTRUCTION PHASE 1 (BP
22)**

=====

BACKGROUND

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 22) to Kamran and Company, 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	Kamran and Company, Inc.	(\$46,235.60)
	Bid Amount:	\$450,000.00
	Revised Total Project Amount:	\$403,764.40
	Retention Amount:	\$20,188.22

The change order results in a net decrease of \$46,235.60 to the construction cost and no 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 August 5, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

Staff recommends the approval of the Change Order and 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. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 22).

FISCAL IMPACT

(\$46,235.60) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 12/20/2022 BID/ CUPCCAA #: 19-20-17F ✓ Change Order #: 001 ✓
Project Title: Chino High School Reconstruction Phase 1
Owner: Chino Valley Unified School District DSA Application #: 04-117507 DSA File #: 36-H3
Architect: PBK Contractor: Kamran and Company, Inc. BP 22 ✓
P.O. 231009

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: Deductive Change Order For Unused Contract Allowance
Reason: Contract Complete
Document Ref:
Requested by: District
Change in Contract Sum: \$-46,235.60 ✓
Time Extension: None

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

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

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

CONTRACT SUMMARY

The original contract amount was: \$450,000.00 ✓

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

The contract amount will be increased/decreased by this Change Order: \$-46,235.60 ✓

The new contract amount including this change order will be: \$403,764.40 ✓

The original contract completion date was: 08/05/2020

Previously approved Change Order for contract time: 0 days

The contract time will be increased by this Change Order: 0 days

The date of completion as a result of this Change Order is: 08/05/2020

APPROVED BY:

Zinnia Pasillas

Zinnia Pasillas

12/22/2022

Contractor – Zinnia Pasillas
Kamal Israil

Signature

Kamal Israil

Date
12/22/2022

DSA Inspector of Record (if applicable) – Kamal Israil
Robert Lavey, AIA

Signature

Robert Lavey

Date
01/03/2023

Architect / Engineer (if applicable) – Bob Lavey
Robert Stewart

Signature

Robert Stewart

Date
12/22/2022

Construction / Project Manager – Robert Stewart

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)
Sam Sousa

Signature

Sam Sousa

Date
01/10/23

CVUSD Project Manager – Sam Sousa

Signature

Date

Director, Maintenance & Operations (if applicable)
Beverly Beemer

Signature

Beverly Beemer

Date
1/19/2023

Director, Planning (if applicable) – Beverly Beemer
Greg Stachura

Signature

Date

1/26/23

Owner (Authorized Agent) – Greg Stachura

Signature

Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 204756 - 220459

BID/RFP # 19-20-17F

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 450,000.00
Change Order(s):	(\$ 46,235.60)
Total:	\$ 403,764.40

PROJECT DESCRIPTION Chino High School Reconstruction Phase 1

This is to verify that work has been completed at: Chino High School

Site(s)

by Kamran and Company, Inc. (BP#22) on August 5, 2022
Contractor Date

and the Notice of Completion can now be submitted to the **Board of Education** for approval.

Kamal Israil

01/17/2023

DSA Inspector of Record (if applicable)

Signature

Date

Robert Lavey

01/17/2023

Architect / Engineer (if applicable)

Signature

Date

Robert Stewart

01/17/2023

Construction / Project Manager

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

01/10/23

CVUSD Construction Coordinator / Project Manager

Signature

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

1/19/2023

Director, Planning (if applicable)

Signature

Date

Greg Stachura

1/26/23

Owner (Authorized Agent)

Signature

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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. 19-20-17F, CHINO HS RECONSTRUCTION PHASE 1 (BP 24)**

=====

BACKGROUND

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 24) to Econo Fence, 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
2	Econo Fence, Inc.	(\$11,022.00)
Previously Approved Change Orders:		\$51,399.00
Bid Amount:		\$555,570.00
Revised Total Project Amount:		\$595,947.00
Retention Amount:		\$29,798.70

The change order results in a net decrease of \$11,022.00 to the construction cost and no 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 August 5, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

Staff recommends the approval of the Change Order and 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. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 24).

FISCAL IMPACT

(\$11,022.00) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 01/23/2022 BID/ CUPCCAA #: 19-20-17F ✓ Change Order #: 002 ✓
Project Title: Chino High School Reconstruction Phase 1
Owner: Chino Valley Unified School District DSA Application #: 04-117507 DSA File #: 36-H3
Architect: PBK Contractor: Econo Fence, Inc. -- BP#24 ✓
P.O. 231020

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: Deductive Change Order
Reason: Contract Complete
Document Ref:
Requested by: District
Change in Contract Sum: \$-11,022.00 ✓
Time Extension: None

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

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

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

CONTRACT SUMMARY

The original contract amount was: \$555,570.00 ✓

Previously approved change order amount(s): \$51,399.00 ✓

The contract amount will be increased/decreased by this Change Order: \$-11,022.00 ✓

The new contract amount including this change order will be: \$595,947.00 ✓

The original contract completion date was: 08/05/2022

Previously approved Change Order for contract time: 0 days

The contract time will be increased by this Change Order: 0 days

The date of completion as a result of this Change Order is: 08/05/2022

APPROVED BY:

Amanda Johnson

Contractor

Amanda Johnson - President

Signature

01/23/2023

Date

Kamal Israil

DSA Inspector of Record (if applicable)

Kamal Israil

Signature

01/23/2023

Date

Robert Lavey

Architect / Engineer (if applicable)

Robert Lavey

Signature

01/23/2023

Date

Robert Stewart

Construction / Project Manager

Robert Stewart

Signature

01/23/2023

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Sam Sousa

CVUSD Project Manager

Sam Sousa

Signature

1/30/23

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Director, Planning (if applicable)

Beverly Beemer

Signature

1/30/2023

Date

Greg Stachura

Owner (Authorized Agent)

Greg Stachura

Signature

2/1/23

Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 203536 - 231020 ✓

BID/RFP # 19-20-17F ✓

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 555,570.00	✓
Change Order(s):	\$ 40,377.00	✓
Total:	\$ 595,947.00	✓

PROJECT DESCRIPTION Chino High School Reconstruction Phase 1 ✓

This is to verify that work has been completed at: Chino High School

Site(s)

by Econo Fence, Inc. (BP#24) ✓

on

August 5, 2022

Contractor

Date

and the Notice of Completion can now be submitted to the **Board of Education** for approval.

Kamal Israil

01/23/2023

DSA Inspector of Record (if applicable)

Signature

Date

Robert Lavey

01/23/2023

Architect / Engineer (if applicable)

Signature

Date

Robert Stewart

01/23/2023

Construction / Project Manager

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

1/30/23

CVUSD Construction Coordinator / Project Manager

Signature

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

1/30/2023

Director, Planning (if applicable)

Signature

Date

Greg Stachura

2/1/23

Owner (Authorized Agent)

Signature

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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. 19-20-32F, CHINO HS RECONSTRUCTION PHASE 2 (BP 11)**

=====

BACKGROUND

On June 18, 2020, the Board of Education awarded Bid No. 19-20-32F, Chino HS Reconstruction Phase 2 (BP 11) to Continental Marble and Tile, 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	Continental Marble and Tile, Inc.	(\$22,470.83)
	Bid Amount:	\$628,719.00
	Revised Total Project Amount:	\$606,248.17
	Retention Amount:	\$30,312.41

The change order results in a net decrease of \$22,470.83 to the construction cost and no 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 August 5, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

Staff recommends the approval of the Change Order and 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. 19-20-32F, Chino HS Reconstruction Phase 2 (BP 11).

FISCAL IMPACT

(\$22,470.83) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 01/03/2023 BID/ CUPCCAA #: 19-20-32F ✓ Change Order #: 001 ✓

Project Title: Chino High School Reconstruction Phase 2

Owner: Chino Valley Unified School District DSA Application #: 04-117507 DSA File #: 36-H3

Architect: PBK Contractor: Continental Marble & Tile Company BP II ✓

P.O. 231024

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: Deductive Change Order For Unused Contract Allowance
Reason: Contract Complete
Document Ref:
Requested by: District
Change in Contract Sum: \$-22,470.83
Time Extension: None

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

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

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

CONTRACT SUMMARY

The original contract amount was:	\$628,719.00	✓
Previously approved change order amount(s):	\$0.00	
The contract amount will be increased/decreased by this Change Order:	\$-22,470.83	• ✓
The new contract amount including this change order will be:	\$606,248.17	• ✓

The original contract completion date was:	08/05/2020
Previously approved Change Order for contract time:	0 days
The contract time will be increased by this Change Order:	0 days
The date of completion as a result of this Change Order is:	08/05/2020

APPROVED BY:


Meghn Guzman



01/04/2023

Contractor – Meghan Guzman
Kamal Israil

Signature

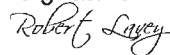


Date

01/05/2023

DSA Inspector of Record (if applicable) – Kamal Israil
Robert Lavey, AIA

Signature

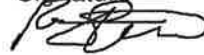


Date

01/05/2023

Architect / Engineer (if applicable) – Bob Lavey
Robert Stewart

Signature



Date

01/05/2023

Construction / Project Manager – Robert Stewart

Signature

Date

Authorized Department Head (if applicable)

Signature


Date

Director, Technology (if applicable)

Signature

Date

Sam Sousa



1/18/23

CVUSD Project Manager – Sam Sousa

Signature

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer



1/19/2023

Director, Planning (if applicable) – Beverly Beemer

Signature

Date

Greg Stachura



1/26/23

Owner (Authorized Agent) – Greg Stachura

Signature

Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 231024

BID/RFP # 19-20-32F

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 628,719.00
Change Order(s):	\$-22,470.83
Total:	\$ 606,248.17

PROJECT DESCRIPTION Chino High School Reconstruction Phase 2

This is to verify that work has been completed at: Chino High School

Site(s)

by Continental Marble and Tile Co. (BP#11) on August 5, 2022

Contractor

Date

and the Notice of Completion can now be submitted to the Board of Education for approval.

Kamal Israil

DSA Inspector of Record (if applicable)

Kamal Israil

Signature

01/17/2023

Date

Robert Lavey

Architect / Engineer (if applicable)

Robert Lavey

Signature

01/17/2023

Date

Robert Stewart

Construction / Project Manager

Robert Stewart

Signature

01/17/2023

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

CVUSD Construction Coordinator / Project Manager

Samuel Sousa

Signature

1/18/23

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Director, Planning (if applicable)

Beverly Beemer

Signature

1/19/2023

Date

Greg Stachura

Owner (Authorized Agent)

Greg Stachura

Signature

1/26/23

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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. 19-20-32F, CHINO HS RECONSTRUCTION PHASE 2 (BP 16)**

=====

BACKGROUND

On June 18, 2020, the Board of Education awarded Bid No. 19-20-32F, Chino HS Reconstruction Phase 2 (BP 16) to K&Z Cabinet Co., 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	K&Z Cabinet Co., Inc.	(\$31,571.72)
	Bid Amount:	\$618,190.00
	Revised Total Project Amount:	\$586,618.28
	Retention Amount:	\$29,330.91

The change order results in a net decrease of \$31,571.72 to the construction cost and no 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 August 5, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

Staff recommends the approval of the Change Order and 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. 19-20-32F, Chino HS Reconstruction Phase 2 (BP 16).

FISCAL IMPACT

(\$31,571.72) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 1/10/2023 BID/ CUPCCAA #: 19-20-32F ✓ Change Order #: 001 ✓
Project Title: Chino High School Reconstruction Phase 2
Owner: Chino Valley Unified School District DSA Application #: 04-117507 DSA File #: _____
Architect: PBK Contractor: K&Z Cabinet Co., Inc. SP 16 ✓
P.O. 231030

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: Deductive Change Order For Unused Contract Allowance
Reason: Contract Complete
Document Ref:
Requested by: District
Change in Contract Sum: \$-31,571.72
Time Extension: None

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

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

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

CONTRACT SUMMARY

The original contract amount was: \$618,190.00 ✓

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

The contract amount will be increased/decreased by this Change Order: \$-31,571.72 ✓

The new contract amount including this change order will be: \$586,618.28 ✓

The original contract completion date was: 08/05/2020

Previously approved Change Order for contract time: 0 days

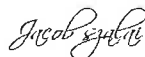
The contract time will be increased by this Change Order: 0 days

The date of completion as a result of this Change Order is: 08/05/2020

APPROVED BY:

Jacob Szalai

Contractor




Signature

01/10/2023

Date

Kamal Israil

DSA Inspector of Record (if applicable)



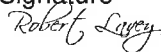
Signature

01/10/2023

Date

Robert Lavey

Architect / Engineer (if applicable)



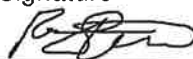
Signature

01/10/2023

Date

Robert Stewart

Construction / Project Manager



Signature

01/10/2023

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Sam Sousa

CVUSD Project Manager



Signature

01/10/23

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Director, Planning (if applicable)



Signature

1/19/2023

Date

Greg Stachura

Owner (Authorized Agent)



Signature

1/26/23

Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 300741 - 231030

BID/RFP # 19-20-32F

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 618,190.00	✓
Change Order(s):	(\$ 31,571.72)	✓
Total:	\$ 586,618.28	✓

PROJECT DESCRIPTION Chino High School Reconstruction Phase 2

This is to verify that work has been completed at: Chino High School

by K&Z Cabinet Co. Inc., (BP#16) on August 5, 2022
Contractor Date

and the Notice of Completion can now be submitted to the **Board of Education** for approval.

<u>Kamal Israil</u>		<u>01/17/2023</u>
DSA Inspector of Record (if applicable)	Signature	Date
<u>Robert Lavey</u>		<u>01/17/2023</u>
Architect / Engineer (if applicable)	Signature	Date
<u>Robert Stewart</u>		<u>01/17/2023</u>
Construction / Project Manager	Signature	Date
<u>Authorized Department Head (if applicable)</u>	Signature	Date
<u>Director, Technology (if applicable)</u>	Signature	Date
<u>Samuel Sousa</u>		<u>01/18/23</u>
CVUSD Construction Coordinator / Project Manager	Signature	Date
<u>Director, Maintenance & Operations (if applicable)</u>	Signature	Date
<u>Beverly Beemer</u>		<u>1/19/2023</u>
Director, Planning (if applicable)	Signature	Date
<u>Greg Stachura</u>		<u>1/26/23</u>
Owner (Authorized Agent)	Signature	Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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. 19-20-32F, CHINO HS RECONSTRUCTION PHASE 2 (BP 25)**

=====

BACKGROUND

On June 18, 2020, the Board of Education awarded Bid No. 19-20-32F, Chino HS Reconstruction Phase 2 (BP 25) to RVH Constructors, 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	RVH Constructors, Inc.	(\$49,809.00)
	Bid Amount:	\$1,291,000.00
	Revised Total Project Amount:	\$1,241,191.00
	Retention Amount:	\$62,059.55

The change order results in a net decrease of \$49,809.00 to the construction cost and no 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 August 5, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kamal Israil, DSA Inspector of Record; Robert Lavey, PBK Architects; Robert Stewart, Balfour Beatty Construction Management; Samuel Sousa, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

Staff recommends the approval of the Change Order and 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. 19-20-32F, Chino HS Reconstruction Phase 2 (BP 25).

FISCAL IMPACT

(\$49,809.00) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 01/06/2023 BID/ CUPCCAA #: 19-20-32F ✓ Change Order #: 001 ✓
Project Title: Chino High School Reconstruction Phase 2
Owner: Chino Valley Unified School District DSA Application #: 04-117507 DSA File #: _____
Architect: PBK Contractor: RVH Constructors, Inc. BP 25 ✓
P.O. 231025

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: Deductive Change Order For Unused Contract Allowance
Reason: Contract Complete
Document Ref:
Requested by: District
Change in Contract Sum: \$-49,809.00
Time Extension: None

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

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

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

CONTRACT SUMMARY

The original contract amount was: \$1,291,000.00 ✓

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

The contract amount will be increased/decreased by this Change Order: \$-49,809.00 ✓

The new contract amount including this change order will be: \$1,241,191.00 ✓

The original contract completion date was: 08/05/2020

Previously approved Change Order for contract time: 0 days

The contract time will be increased by this Change Order: 0 days

The date of completion as a result of this Change Order is: 08/05/2020

APPROVED BY:

Blake Van Hensbergen

Contractor

Blake Van Hensbergen

01/09/2023

Signature

Date

Kamal Israil

Kamal Israil

01/10/2023

DSA Inspector of Record (if applicable)

Signature

Date

Robert Lavey

Robert Lavey

01/10/2023

Architect / Engineer (if applicable)

Signature

Date

Robert Stewart

Robert Stewart

01/10/2023

Construction / Project Manager

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Sam Sousa

Sam Sousa

01/18/23

CVUSD Project Manager

Signature

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Beverly Beemer

1/19/2023

Director, Planning (if applicable)

Signature

Date

Greg Stachura

Greg Stachura

1/26/23

Owner (Authorized Agent)

Signature

Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 300425 - 231025

BID/RFP # 19-20-32F

CUPCCAA # _____

CUPCCAA BID # _____

AMOUNT

Bid Amount:	\$ 1,291,000.00	✓
Change Order(s):	(\$ 49,809.00)	✓
Total:	\$ 1,241,191.00	✓

PROJECT DESCRIPTION Chino High School Reconstruction Phase 2

This is to verify that work has been completed at: Chino High School

Site(s)

by RVH Constructors, Inc. (BP#25) ✓ on August 5, 2022

Contractor

Date

and the Notice of Completion can now be submitted to the **Board of Education** for approval.

Kamal Israil

01/17/2023

DSA Inspector of Record (if applicable)

Signature

Date

Robert Lavey

01/17/2023

Architect / Engineer (if applicable)

Signature

Date

Robert Stewart

01/17/2023

Construction / Project Manager

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

01/18/23

CVUSD Construction Coordinator / Project Manager

Signature

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

1/19/2023

Director, Planning (if applicable)

Signature

Date

Greg Stachura

1/26/23

Owner (Authorized Agent)

Signature

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations

SUBJECT: **APPROVAL OF FUND 35 SUB-FUNDS TO RECEIVE STATE FUNDS FOR MODERNIZATION PROJECTS AT BUTTERFIELD RANCH ES, CATTLE ES, COUNTRY SPRINGS ES, EAGLE CANYON ES, HIDDEN TRAILS ES, LITEL ES, OAK RIDGE ES, ROLLING RIDGE ES, CANYON HILLS JHS, TOWNSEND JHS, AND AYALA HS**

BACKGROUND

Funds received from the State of California for new school construction and/or modernization applications must be deposited in separate funds with the San Bernardino County Treasurer. Subsequent to the passage of Proposition 1A in 1999, the District established Fund 35, County School Facilities Fund, for the purpose of receiving matching state facilities funds.

The county treasurer requires that the Board of Education approve distinct sub-funds to account for specific project transactions of each application. The sub-funds for the Butterfield Ranch ES, Cattle ES, Country Springs ES, Eagle Canyon ES, Hidden Trails ES, Litel ES, Oak Ridge ES, Rolling Ridge ES, Canyon Hills JHS, Townsend JHS, and Ayala HS modernization applications are established as follows to receive state funds from the passage of Proposition 51:

Fund	Sub-Fund	School Site	Application Number
35	35-9747	Butterfield Ranch ES Modernization	57/67678-00-035
35	35-9738	Cattle ES Modernization	57/67678-00-026
35	35-9741	Country Springs ES Modernization	57/67678-00-029
35	35-9748	Eagle Canyon ES Modernization	57/67678-00-036
35	35-9746	Hidden Trails ES Modernization	57/67678-00-034
35	35-9737	Litel ES Modernization	57/67678-00-025
35	35-9736	Oak Ridge ES Modernization	57/67678-00-024
35	35-9740	Rolling Ridge ES Modernization	57/67678-00-028
35	35-9744	Canyon Hills JHS Modernization	57/67678-00-032
35	35-9743	Townsend JHS Modernization	57/67678-00-031
35	35-9739	Ayala HS Modernization / Science Building	57/67678-00-027
35	35-9742	Ayala HS Modernization Phase 2	57/67678-00-030
35	35-9745	Ayala HS Modernization Phase 3	57/67678-00-033

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

RECOMMENDATION

It is recommended the Board of Education approve the Fund 35 Sub-Funds to receive State funds for the Modernization Projects at Butterfield Ranch ES, Cattle ES, Country Springs ES, Eagle Canyon ES, Hidden Trails ES, Litel ES, Oak Ridge ES, Rolling Ridge ES, Canyon Hills JJS, Townsend JHS, and Ayala HS.

FISCAL IMPACT

None.

NE:GJS

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR
BID NO. 21-22-03F, BUTTERFIELD RANCH ES AND HIDDEN TRAILS
ES ALTERATIONS (BP 06-01)**

=====

BACKGROUND

On October 7, 2021, the Board of Education awarded Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 06-01) to Core Contracting, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Core Contracting, Inc.	(\$13,228.00)
	Bid Amount:	\$1,443,990.00
	Revised Total Project Amount:	\$1,457,218.00
	Retention Amount:	\$72,860.90

The change order results in a net decrease of \$13,228.00 to the construction cost and no 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 23, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kirk Jesse, DSA Inspector of Record; Susanto Agustiadi, PBK Architects; Hung Truong, C.W. Driver; Cesar Portugal, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 06-01).

FISCAL IMPACT

(\$13,228.00) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 01/17/2023 BID/ CUPCAA #: 21-22-03F ✓ Change Order #: 001 ✓
 Project Title: Butterfield Ranch ES and Hidden Trails ES Alterations
 Owner: Chino Valley Unified School District DSA Application #: #A04-119901 / #A04-119900 DSA File #: #36-11 ✓
 Architect: PBK Architects Contractor: Core Contracting Inc. (BP 06-01) ✓
P.O. 231127

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:	Butterfield Ranch ES – RFI#033 Building C & D Glu-Lam Beam Modifications
		At time of glu-lam beam installation, it was discovered that existing roof framing conditions would conflict with the installation. As such RFI #033 was submitted and reviewed by Structural Engineer with recommended solutions that were utilized accordingly on time and material basis to provide the modifications where needed.
	Reason:	
	Document Ref:	Change Order Request #B-007 (PCO #B-022)
	Requested by:	District
	Change in Contract Sum:	\$5,922.00 / ADD
	Time Extension:	0
ITEM NO. 2:	Description:	Butterfield Ranch ES – CCD #11 Added Nurse Office Window
		At District's request, Construction Change Directive #11 was created to illustrate the modifications required to add a new window at the Nurse's Office to allow for sight into the room. As a result, framing revisions and additional casework backing was performed on time and material to accommodate this new window installation. .
	Reason:	
	Document Ref:	Change Order Request #B-006 (PCO #B-189)
	Requested by:	District
	Change in Contract Sum:	\$2,553.00 / ADD
	Time Extension:	0
ITEM NO. 3:	Description:	Butterfield Ranch ES – Reconcile Unused Unforeseen Conditions Allowance
		Reconcile the unused portion of the Unforeseen Conditions Allowance included in the base bid.
	Reason:	
	Document Ref:	Change Order Request #B-009 (PCO #B-196)
	Requested by:	District
	Change in Contract Sum:	(\$714.00) / DEDUCT
	Time Extension:	0

ITEM NO. 4:	Description:	Hidden Trails ES – CCD #09 Added Nurse Office Window At District's request, Construction Change Directive #11 was created to illustrate the modifications required to add a new window at the Nurse's Office to allow for sight into the room. As a result, framing revisions and additional casework backing was performed on time and material to accommodate this new window installation.
	Reason:	
	Document Ref:	Change Order Request #H-005 (PCO #H-166)
	Requested by:	District
	Change in Contract Sum:	\$3,092.00 / ADD
	Time Extension:	0
ITEM NO. 5:	Description:	Hidden Trails ES – RFI#183 MPR Back Curtain Support Soffit Architectural plans indicated the MPR back curtains to remain as installed. The existing installation however was not properly supported with the use of 2x4 and chains attached to wall. As such, this is the cost to provide a wood framed soffit to properly support the curtain and track installation performed on time and material per Request for Information #183 response.
	Reason:	
	Document Ref:	Change Order Request #H-006 (PCO #H-123)
	Requested by:	District
	Change in Contract Sum:	\$2,082.00 / ADD
	Time Extension:	0
ITEM NO. 6:	Description:	Hidden Trails ES – Sarnafil Clad Metal Substitution Electrical plans indicated new panel HA to be installed on the east wall of Hallway A114. The existing wall was found to be a 2x4 framed wall which would not accommodate the 6" thickness of the panel. As such, this is the cost to provide a furr wall to provide a flush finish performed on time and material per Request for Information #174 response.
	Reason:	
	Document Ref:	Change Order Request #H-002 (PCO #H-014)
	Requested by:	District
	Change in Contract Sum:	\$643.00 / ADD
	Time Extension:	0
ITEM NO. 7:	Description:	Hidden Trails ES – Reconcile Unused Unforeseen Conditions Allowance Reconcile the unused portion of the Unforeseen Conditions Allowance included in the base bid.
	Reason:	
	Document Ref:	Change Order Request #H-003 (PCO #H-170)
	Requested by:	District
	Change in Contract Sum:	(\$350.00) / DEDUCT
	Time Extension:	0

PROJECT SUMMARY

Location	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Butterfield Ranch ES	\$718,200.00 ✓	\$0.00	\$7,761.00 ✓	\$725,961.00 ✓
Hidden Trails ES	\$725,790.00 ✓	\$0.00	\$5,467.00 ✓	\$731,257.00 ✓
Totals:	\$1,443,990.00 ✓	\$0.00	\$13,228.00 ✓	\$1,457,218.00 ✓

CONTRACT SUMMARY

The original contract amount was:	\$1,443,990.00 ✓
Previously approved change order amount(s):	\$0.00
The contract amount will be increased by this Change Order:	\$13,228.00 ✓
The new contract amount including this change order will be:	\$1,457,218.00 ✓
The original contract completion date was:	12/23/2022
Previously approved Change Order for contract time:	0 days
The contract time will be increased by this Change Order:	0 days
The date of completion as a result of this Change Order is:	12/23/2022

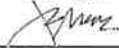
APPROVED BY:

James Moore

Contractor – Core Contracting Inc.

Signature

DocuSigned by:



EEFBB1B43A5F41D...

01/17/2023 | 18:36 PST

Date

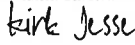
Kirk Jesse

Knowland Construction Services

DSA Inspector of Record (if applicable)

Signature

DocuSigned by:



F32A6F0311EA4FE...

01/17/2023 | 20:20 PST

Date

Bob Lavey

PBK Architects

Architect / Engineer (if applicable)

Signature

DocuSigned by:



8953B2CA4BF6419...

01/17/2023 | 22:16 PST

Date

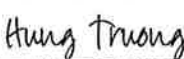
Hung Truong

CW Driver

Construction / Project Manager

Signature

DocuSigned by:



DB919CAC3A0446B...

01/17/2023 | 22:31 PST

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Cesar Portugal

CVUSD Project Manager

Signature

Date

Director, Maintenance & Operations (if
applicable)

Signature

Date

Beverly Beemer

Director, Planning (if applicable)

Signature

Date

Greg Stachura

Owner (Authorized Agent)

Signature

Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 222277 - 231127

BID/RFP # 21-22-03F

CUPCCAA # N/A

CUPCCAA BID # N/A

AMOUNT

Bid Amount:	\$ 1,443,990.00
Change Order(s):	\$ 13,228.00
Total:	\$ 1,457,218.00

PROJECT DESCRIPTION Butterfield Ranch ES & Hidden Trails ES Alterations

This is to verify that work has been completed at: Butterfield Ranch ES, 6350 Mystic Canyon Dr, Chino Hills, CA
Hidden Trails ES, 2250 Ridgeview Dr, Chino Hills, CA
Site(s)

by Core Contracting Inc. (BP 06-01) on 12/23/22
Contractor Date

and the Notice of Completion can now be submitted to the Board of Education for approval.

Kirk Jesse, Knowland Construction Services

DSA Inspector of Record (if applicable)

Susanto Agustiadi, PBK

Architect / Engineer (if applicable)

Hung Truong, C.W. Driver

Construction / Project Manager

Authorized Department Head (if applicable)

Director, Technology (if applicable)

Cesar Portugal

CVUSD Construction Coordinator / Project Manager

Director, Maintenance & Operations (if applicable)

Beverly Beemer

Director, Planning (if applicable)

Greg Stachura

Owner (Authorized Agent)

DocuSigned by: <u>Kirk Jesse</u> F32ABF0311EA4FE	01/23/2023 16:24 PST
Signature	Date
<u>Agustiadi</u>	01.27.23
Signature	Date
DocuSigned by: <u>Hung Truong</u> DB919CAC3A0446B	01/23/2023 14:07 PST
Signature	Date
Signature	Date
Signature	Date
<u>C Portugal</u>	1/27/23
Signature	Date
Signature	Date
<u>BB</u>	1/27/2023
Signature	Date
<u>Stachura</u>	1/30/23
Signature	Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR
BID NO. 21-22-03F, BUTTERFIELD RANCH ES AND HIDDEN TRAILS
ES ALTERATIONS (BP 06-02)**

=====

BACKGROUND

On October 7, 2021, the Board of Education awarded Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 06-02) to K&Z Cabinets, 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	K&Z Cabinets, Inc.	(\$21,370.00)
Bid Amount:		\$1,004,180.00
Revised Total Project Amount:		\$982,810.00
Retention Amount:		\$49,140.50

The change order results in a net decrease of \$21,370.00 to the construction cost and no 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 23, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kirk Jesse, DSA Inspector of Record; Susanto Agustiadi, PBK Architects; Hung Truong, C.W. Driver; Cesar Portugal, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 06-02).

FISCAL IMPACT

(\$21,370.00) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 01/17/2023 BID/ CUPCAA #: 21-22-03F ✓ Change Order #: 001 ✓
 Project Title: Butterfield Ranch ES and Hidden Trails ES Alterations
 Owner: Chino Valley Unified School District DSA Application #: #A04-119901 / #A04-119900 DSA File #: #36-11
 Architect: PBK Architects Contractor: K&Z Cabinets Co. Inc. (BP 06-02) ✓
P.O. 231120

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: Butterfield Ranch ES – Reconcile Unused Unforeseen Conditions Allowance
 Reason: Reconcile unused portion of the Unforeseen Conditions Allowance included in the base bid.
 Document Ref: Change Order Request #B-017 (PCO #B-189)
 Requested by: District
 Change in Contract Sum: (\$11,009.00) / DEDUCT
 Time Extension: 0

ITEM NO. 2: Description: Hidden Trails ES – Reconcile Unused Unforeseen Conditions Allowance
 Reason: Reconcile unused portion of the Unforeseen Conditions Allowance included in the base bid.
 Document Ref: Change Order Request #H-009 (PCO #H-179)
 Requested by: District
 Change in Contract Sum: (\$10,361.00) / DEDUCT
 Time Extension: 0

PROJECT SUMMARY

Location	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Butterfield Ranch ES	\$500,650.00	\$0.00	(\$11,009.00) ✓	\$489,641.00 ✓
Hidden Trails ES	\$503,530.00	\$0.00	(\$10,361.00) ✓	\$493,169.00 ✓
Totals:	\$1,004,180.00	\$0.00	(\$21,370.00) ✓	\$982,810.00 ✓

CONTRACT SUMMARY

The original contract amount was: \$1,004,180.00 ✓
 Previously approved change order amount(s): \$0.00
 The contract amount will be decreased by this Change Order: (\$21,370.00) ✓
 The new contract amount including this change order will be: \$982,810.00 ✓

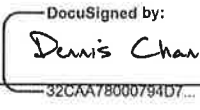
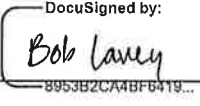
The original contract completion date was: 12/23/2022

Previously approved Change Order for contract time: 0 days

The contract time will be increased by this Change Order: 0 days

The date of completion as a result of this Change Order is: 12/23/2022

APPROVED BY:

Dennis Chan Contractor – K&Z Cabinets Co. Inc.	Signature 	01/18/2023 08:36 PST Date
Kirk Jesse Knowland Construction Services DSA Inspector of Record (if applicable)	Signature 	01/18/2023 10:43 PST Date
Bob Lavey PBK Architects Architect / Engineer (if applicable)	Signature 	01/18/2023 11:56 PST Date
Hung Truong CW Driver Construction / Project Manager	Signature 	01/18/2023 09:23 PST Date
Authorized Department Head (if applicable)	Signature	Date
Director, Technology (if applicable)	Signature	Date
Cesar Portugal CVUSD Project Manager	Signature 	1/19/23 Date
Director, Maintenance & Operations (if applicable)	Signature	Date
Beverly Beemer Director, Planning (if applicable)	Signature 	1/23/2023 Date
Greg Stachura Owner (Authorized Agent)	Signature 	1/30/23 Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 222270 - 23 1120

BID/RFP # 21-22-03F

CUPCCAA # N/A

CUPCCAA BID # N/A

AMOUNT

Bid Amount:	\$ 1,004,180.00
Change Order(s):	(\$ 21,370.00)
Total:	\$ 982,810.00

PROJECT DESCRIPTION Butterfield Ranch ES & Hidden Trails ES Alterations

This is to verify that work has been completed at: Butterfield Ranch ES, 6350 Mystic Canyon Dr, Chino Hills, CA
Hidden Trails ES, 2250 Ridgeview Dr, Chino Hills, CA

Site(s)

by K & Z Cabinets Co Inc. (BP 06-02) on 12/23/22
Contractor Date

and the Notice of Completion can now be submitted to the Board of Education for approval.

Kirk Jesse, Knowland Construction Services

DSA Inspector of Record (if applicable)

Susanto Agustiadi, PBK

Architect / Engineer (if applicable)

Hung Truong, C.W. Driver

Construction / Project Manager

Authorized Department Head (if applicable)

Director, Technology (if applicable)

Cesar Portugal

CVUSD Construction Coordinator / Project Manager

Director, Maintenance & Operations (if applicable)

Beverly Beemer

Director, Planning (if applicable)

Greg Stachura

Owner (Authorized Agent)

DocuSigned by: <i>Kirk Jesse</i> F32A6F0311EA4FE	01/23/2023 16:24 PST
Signature	Date
<i>Agustiadi</i>	01.27.23
Signature	Date
DocuSigned by: <i>Hung Truong</i> DB919CAC3A0448B	01/23/2023 14:07 PST
Signature	Date
Signature	Date
Signature	Date
<i>C Portugal</i>	1/27/23
Signature	Date
Signature	Date
<i>BB</i>	1/27/2023
Signature	Date
<i>Stachura</i>	1/30/23
Signature	Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR
BID NO. 21-22-03F, BUTTERFIELD RANCH ES AND HIDDEN TRAILS
ES ALTERATIONS (BP 07-01)**

=====

BACKGROUND

On October 7, 2021, the Board of Education awarded Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 07-01) to San Marino Roof Co., 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	San Marino Roof Co., Inc.	(\$104,292.00)
	Bid Amount:	\$1,313,064.00
	Revised Total Project Amount:	\$1,208,772.00
	Retention Amount:	\$60,438.60

The change order results in a net decrease of \$104,292.00 to the construction cost and no 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 23, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kirk Jesse, DSA Inspector of Record; Susanto Agustiadi, PBK Architects; Hung Truong, C.W. Driver; Cesar Portugal, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 07-01).

FISCAL IMPACT

(\$104,292.00) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 11/15/2022 BID/ CUPCAA #: 21-22-03F ✓ Change Order #: 001 ✓
 Project Title: Butterfield Ranch ES and Hidden Trails ES Alterations
 Owner: Chino Valley Unified School District DSA Application #: #A04-119901 / #A04-119900 DSA File #: #36-11
 Architect: PBK Architects Contractor: San Marino Roof Co. Inc. (BP 07-01) ✓
P.O. 231129

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: Document Ref: Requested by: Change in Contract Sum: Time Extension:	Butterfield Ranch ES – Sarnafil Clad Metal Substitution At bid time, specifications noted to include a product similar to Metal Era Perma Tite or System 200 for the roof parapet clad edge metal. Sarnafil utilizes their own Sarna Clad Metal System to maintain the warranty. As a result, this is the material credit to for the difference between the Metal Era Perma Tite and the Sarnaclad Metal System. Change Order Request #B-005 (PCO #B-016) District (27,000.00) / DEDUCT ^{DS} <u>at</u> 0
ITEM NO. 2:	Description: Reason: Document Ref: Requested by: Change in Contract Sum: Time Extension:	Butterfield Ranch ES – Reconcile Unused Unforeseen Conditions Allowance Reconcile the unused portion of the Unforeseen Conditions Allowance included in the base bid. Change Order Request #B-006 (PCO #B-189) District (\$25,034.00) / DEDUCT ^{DS} <u>at</u> 0
ITEM NO. 3:	Description: Reason: Document Ref: Requested by: Change in Contract Sum: Time Extension:	Hidden Trails ES – Sarnafil Clad Metal Substitution At bid time, specifications noted to include a product similar to Metal Era Perma Tite or System 200 for the roof parapet clad edge metal. Sarnafil utilizes their own Sarna Clad Metal System to maintain the warranty. As a result, this is the material credit to for the difference between the Metal Era Perma Tite and the Sarnaclad Metal System. Change Order Request #H-002 (PCO #H-014) District (27,000.00) / DEDUCT ^{DS} <u>at</u> 0

ITEM NO. 4: Description: Hidden Trails ES – Reconcile Unused Unforeseen Conditions Allowance
Reason: Reconcile the unused portion of the Unforeseen Conditions Allowance included in the base bid.
Document Ref: Change Order Request #H-003 (PCO #H-170)
Requested by: District
Change in Contract Sum: (\$25,258.00) / DEDUCT ^{DS} at
Time Extension: 0

PROJECT SUMMARY

Location	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Butterfield Ranch ES	\$656,532.00	\$0.00	(\$52,034.00) ✓	\$604,498.00 ✓
Hidden Trails ES	\$656,532.00	\$0.00	(\$52,258.00) ✓	\$604,274.00 ✓
Totals:	\$1,313,064.00	\$0.00	(\$104,292.00) ✓	\$1,208,772.00 ✓

CONTRACT SUMMARY

The original contract amount was: \$1,313,064.00 ✓
Previously approved change order amount(s): \$0.00
The contract amount will be decreased by this Change Order: (\$104,292.00) ✓
The new contract amount including this change order will be: \$1,208,772.00 ✓
The original contract completion date was: 12/23/2022
Previously approved Change Order for contract time: 0 days
The contract time will be increased by this Change Order: 0 days
The date of completion as a result of this Change Order is: 12/23/2022

APPROVED BY:

Andy Tovey

Contractor – San Marino Roof Co, Inc.

DocuSigned by:

Andy Tovey
6C2C2FB70C9F45D...

Signature

11/15/2022 | 14

Date

Kirk Jesse

Knowland Construction Services

DSA Inspector of Record (if applicable)

DocuSigned by:

Kirk Jesse
F32A8F0311EA4FE...

Signature

11/15/2022 | 17

Date

Bob Lavey

PBK Architects

Architect / Engineer (if applicable)

DocuSigned by:

Bob Lavey
8953B2CA4BF0419...

Signature

11/16/2022 | 16

Date

Hung Truong
CW Driver
Construction / Project Manager

DocuSigned by:
Hung Truong
DB919CAC3A0446B
Signature

11/15/2022 | 15
Date

Authorized Department Head (if applicable)

Signature

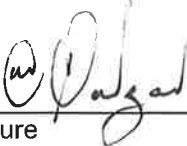
Date

Director, Technology (if applicable)

Signature

Date

Cesar Portugal
CVUSD Project Manager


Signature

1/19/23
Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer
Director, Planning (if applicable)


Signature

1/23/2023
Date

Greg Stachura
Owner (Authorized Agent)


Signature

1/30/23
Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 222517 - 231129

BID/RFP # 21-22-03F

CUPCAA # N/A

CUPCAA BID # N/A

AMOUNT

Bid Amount:	\$ 1,313,064.00
Change Order(s):	(\$ 104,292.00)
Total:	\$ 1,208,772.00

PROJECT DESCRIPTION Butterfield Ranch ES & Hidden Trails ES Alterations

This is to verify that work has been completed at: Butterfield Ranch ES, 6350 Mystic Canyon Dr, Chino Hills, CA
Hidden Trails ES, 2250 Ridgeview Dr, Chino Hills, CA

by San Marino Roof Co Inc. (BP ⁰⁷11-01) on 12/23/22
Contractor Date

and the Notice of Completion can now be submitted to the Board of Education for approval.

Kirk Jesse, Knowland Construction Services

DSA Inspector of Record (if applicable)

Susanto Agustiadi, PBK

Architect / Engineer (if applicable)

Hung Truong, C.W. Driver

Construction / Project Manager

DocuSigned by:
Kirk Jesse
Signature [Signature] Date 01/23/2023 | 16:24 PST

Signature [Signature] Date 01.27.23

DocuSigned by:
Hung Truong
Signature [Signature] Date 01/23/2023 | 14:07 PST

Signature [Signature] Date [Signature]

Authorized Department Head (if applicable)

Director, Technology (if applicable)

Cesar Portugal

CVUSD Construction Coordinator / Project Manager

Signature [Signature] Date 1/27/23

Director, Maintenance & Operations (if applicable)

Beverly Beemer

Director, Planning (if applicable)

Greg Stachura

Owner (Authorized Agent)

Signature [Signature] Date 1/27/2023

Signature [Signature] Date 1/30/23

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR
BID NO. 21-22-03F, BUTTERFIELD RANCH ES AND HIDDEN TRAILS
ES ALTERATIONS (BP 09-02)**

=====

BACKGROUND

On October 7, 2021, the Board of Education awarded Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 09-02) to Floored Tile & Stone. 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	Floored Tile & Stone.	(\$4,746.00)
Bid Amount:		\$360,000.00
Revised Total Project Amount:		\$355,254.00
Retention Amount:		\$17,762.70

The change order results in a net decrease of \$4,746.00 to the construction cost and no 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 23, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kirk Jesse, DSA Inspector of Record; Susanto Agustiadi, PBK Architects; Hung Truong, C.W. Driver; Cesar Portugal, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 09-02).

FISCAL IMPACT

(\$4,746.00) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 01/13/2023 BID/ CUPCAA #: 21-22-03F ✓ Change Order #: 001 ✓
 Project Title: Butterfield Ranch ES and Hidden Trails ES Alterations
 Owner: Chino Valley Unified School District DSA Application #: #A04-119901 / #A04-119900 DSA File #: #36-11
 Architect: PBK Architects Contractor: Floored Tile & Stone Inc. (BP 09-02) ✓
P.O. 231117

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: Butterfield Ranch ES – Reconcile Unused Unforeseen Conditions Allowance
 Reason: Reconcile unused portion of the Unforeseen Conditions Allowance included in the base bid.
 Document Ref: Change Order Request #B-015 (PCO #B-206)
 Requested by: District
 Change in Contract Sum: (\$2,247.00) / DEDUCT GE
 Time Extension: 0

ITEM NO. 2: Description: Hidden Trails ES – Reconcile Unused Unforeseen Conditions Allowance
 Reason: Reconcile unused portion of the Unforeseen Conditions Allowance included in the base bid.
 Document Ref: Change Order Request #H-014 (PCO #H-192)
 Requested by: District
 Change in Contract Sum: (\$2,499.00) / DEDUCT GE
 Time Extension: 0

PROJECT SUMMARY

Location	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Butterfield Ranch ES	\$180,000.00	\$0.00	(\$2,247.00)	\$177,753.00 ✓
Hidden Trails ES	\$180,000.00	\$0.00	(\$2,499.00)	\$177,501.00 ✓
Totals:	\$360,000.00	\$0.00	(\$4,746.00)	\$355,254.00 ✓

CONTRACT SUMMARY

The original contract amount was: \$360,000.00 ✓
 Previously approved change order amount(s): \$0.00
 The contract amount will be decreased by this Change Order: (\$4,746.00) ✓
 The new contract amount including this change order will be: \$355,254.00 ✓

The original contract completion date was: 12/23/2022

Previously approved Change Order for contract time: 0 days

The contract time will be increased by this Change Order: 0 days

The date of completion as a result of this Change Order is: 12/23/2022

APPROVED BY:

Greg Zwerner

Contractor – Floored Tile & Stone Inc.

DocuSigned by:



380C6423513D4FF...

Signature

01/16/2023 | 10:21 PST

Date

Kirk Jesse
Knowland Construction Services
DSA Inspector of Record (if applicable)

DocuSigned by:



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Signature

01/16/2023 | 11:17 PST

Date

Bob Lavey
PBK Architects
Architect / Engineer (if applicable)

DocuSigned by:



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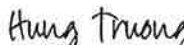
Signature

01/17/2023 | 09:28 PST

Date

Hung Truong
CW Driver
Construction / Project Manager

DocuSigned by:



DB919CAC3A0448B...

Signature

01/16/2023 | 11:16 PST

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Cesar Portugal
CVUSD Project Manager

Signature

Date

1/19/23

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer
Director, Planning (if applicable)

Signature

Date

1/23/2023

Greg Stachura
Owner (Authorized Agent)

Signature

Date

1/30/23



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 222259 - 231117

BID/RFP # 21-22-03F

CUPCCAA # N/A

CUPCCAA BID # N/A

AMOUNT

Bid Amount:	\$ 360,000.00
Change Order(s):	(\$ 4,746.00)
Total:	\$ 355,254.00

PROJECT DESCRIPTION Butterfield Ranch ES & Hidden Trails ES Alterations

This is to verify that work has been completed at: Butterfield Ranch ES, 6350 Mystic Canyon Dr, Chino Hills, CA
Hidden Trails ES, 2250 Ridgeview Dr, Chino Hills, CA

Site(s)

by Floored Tile & Stone (BP 09-02) on 12/23/22
Contractor Date

and the Notice of Completion can now be submitted to the Board of Education for approval.

Kirk Jesse, Knowland Construction Services

DSA Inspector of Record (if applicable)

Susanto Agustiadi, PBK

Architect / Engineer (if applicable)

Hung Truong, C.W. Driver

Construction / Project Manager

DocuSigned by:

Kirk Jesse

01/23/2023 | 16:24 PST

Signature

Date

Signature

Date

DocuSigned by:

Hung Truong

01/23/2023 | 14:07 PST

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Cesar Portugal

CVUSD Construction Coordinator / Project Manager

Signature

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Director, Planning (if applicable)

Signature

Date

Greg Stachura

Owner (Authorized Agent)

Signature

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR
BID NO. 21-22-03F, BUTTERFIELD RANCH ES AND HIDDEN TRAILS
ES ALTERATIONS (BP 09-03)**

=====

BACKGROUND

On October 7, 2021, the Board of Education awarded Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 09-03) to Elljay Acoustics, 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	Elljay Acoustics, Inc.	(\$35,910.00)
Bid Amount:		\$451,420.00
Revised Total Project Amount:		\$415,510.00
Retention Amount:		\$20,775.50

The change order results in a net decrease of \$35,910.00 to the construction cost and no 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 23, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kirk Jesse, DSA Inspector of Record; Susanto Agustiadi, PBK Architects; Hung Truong, C.W. Driver; Cesar Portugal, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 09-03).

FISCAL IMPACT

(\$35,910.00) to Measure G Fund 21.

NE:GJS



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

CHANGE ORDER

Date: 01/19/2023 BID/ CUPCAA #: 21-22-03F ✓ Change Order #: 001 ✓
 Project Title: Butterfield Ranch ES and Hidden Trails ES Alteration
 Owner: Chino Valley Unified School District DSA Application #: #A04-119901 / #A04-119900 DSA File #: #36-11
 Architect: PBK Architects Contractor: Elljay Acoustics Inc. (BP 09-03) ✓
P.O. 231116

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: Butterfield Ranch ES – Reconcile Unused Unforeseen Conditions Allowance
 Reason: Reconcile unused portion of the Unforeseen Conditions Allowance included in the base bid.
 Document Ref: Change Order Request #B-018 (PCO #B-209)
 Requested by: District
 Change in Contract Sum: (\$16,411.00) / DEDUCT ^{DS} MP
 Time Extension: 0

ITEM NO. 2: Description: Hidden Trails ES – Reconcile Unused Unforeseen Conditions Allowance
 Reason: Reconcile unused portion of the Unforeseen Conditions Allowance included in the base bid.
 Document Ref: Change Order Request #H-016 (PCO #H-195)
 Requested by: District
 Change in Contract Sum: (\$19,499.00) / DEDUCT ^{DS} MP
 Time Extension: 0

PROJECT SUMMARY

Location	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Butterfield Ranch ES	\$224,950.00 ✓	\$0.00	(\$16,411.00) ✓	\$208,539.00 ✓
Hidden Trails ES	\$226,470.00 ✓	\$0.00	(\$19,499.00) ✓	\$206,971.00 ✓
Totals:	\$451,420.00 ✓	\$0.00	(\$35,910.00) ✓	\$415,510.00 ✓

CONTRACT SUMMARY

The original contract amount was: \$451,420.00 ✓
 Previously approved change order amount(s): \$0.00
 The contract amount will be decreased by this Change Order: (\$35,910.00) ✓
 The new contract amount including this change order will be: \$415,510.00 ✓

The original contract completion date was: 12/23/2022

Previously approved Change Order for contract time: 0 days

The contract time will be increased by this Change Order: 0 days

The date of completion as a result of this Change Order is: 12/23/2022

APPROVED BY:

Matt Paul Contractor – Elljay Acoustics Inc.	<div>DocuSigned by: <i>Matt Paul</i> F7A1F1720F804C1...</div> <div>Signature</div>	<div>01/19/2023 10:04 PST</div> <div>Date</div>
Kirk Jesse Knowland Construction Services DSA Inspector of Record (if applicable)	<div>DocuSigned by: <i>Kirk Jesse</i> F32A6F0311EA4FE...</div> <div>Signature</div>	<div>01/19/2023 10:06 PST</div> <div>Date</div>
Bob Lavey PBK Architects Architect / Engineer (if applicable)	<div>DocuSigned by: <i>Bob Lavey</i> 8953B2CA4BF0419...</div> <div>Signature</div>	<div>01/19/2023 14:29 PST</div> <div>Date</div>
Hung Truong CW Driver Construction / Project Manager	<div>DocuSigned by: <i>Hung Truong</i> DB919CAC3A0440B...</div> <div>Signature</div>	<div>01/19/2023 10:26 PST</div> <div>Date</div>
Authorized Department Head (if applicable)	Signature	Date
Director, Technology (if applicable)	Signature	Date
Cesar Portugal CVUSD Project Manager	<div><i>Cesar Portugal</i></div> <div>Signature</div>	<div>1/23/23</div> <div>Date</div>
Director, Maintenance & Operations (if applicable)	Signature	Date
Beverly Beemer Director, Planning (if applicable)	<div><i>BB</i></div> <div>Signature</div>	<div>1/27/2023</div> <div>Date</div>
Greg Stachura Owner (Authorized Agent)	<div><i>GS</i></div> <div>Signature</div>	<div>2/8/23</div> <div>Date</div>



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 222258 - 23 III6

BID/RFP # 21-22-03F

CUPCCAA # N/A

CUPCCAA BID # N/A

AMOUNT

Bid Amount:	\$ 451,420.00
Change Order(s):	(\$ 35,910.00)
Total:	\$ 415,510.00

PROJECT DESCRIPTION Butterfield Ranch ES & Hidden Trails ES Alterations

This is to verify that work has been completed at: Butterfield Ranch ES, 6350 Mystic Canyon Dr, Chino Hills, CA
Hidden Trails ES, 2250 Ridgeview Dr, Chino Hills, CA

Site(s)

by Elljay Acoustics Inc. (BP 09-03) on 12/23/22
Contractor Date

and the Notice of Completion can now be submitted to the Board of Education for approval.

Kirk Jesse, Knowland Construction Services

DSA Inspector of Record (if applicable)

Susanto Agustiadi, PBK

Architect / Engineer (if applicable)

Hung Truong, C.W. Driver

Construction / Project Manager

DocuSigned by:

Kirk Jesse

01/23/2023 | 16:24 PST

Signature

Date

Signature

01.27.23

Date

DocuSigned by:

Hung Truong

01/23/2023 | 14:07 PST

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Cesar Portugal

CVUSD Construction Coordinator / Project Manager

Signature

Date

Signature

1/27/23

Date

Director, Maintenance & Operations (if applicable)

Beverly Beemer

Director, Planning (if applicable)

Greg Stachura

Owner (Authorized Agent)

Signature

Date

Signature

1/27/2023

Date

Signature

2/8/23

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR
BID NO. 21-22-03F, BUTTERFIELD RANCH ES AND HIDDEN TRAILS
ES ALTERATIONS (BP 09-05)**

=====

BACKGROUND

On October 7, 2021, the Board of Education awarded Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 09-05) to D&M Painting, 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	D&M Painting, Inc.	(\$40,000.00)
Bid Amount:		\$457,400.00
Revised Total Project Amount:		\$417,400.00
Retention Amount:		\$20,870.00

The change order results in a net decrease of \$40,000.00 to the construction cost and no 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 23, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kirk Jesse, DSA Inspector of Record; Susanto Agustiadi, PBK Architects; Hung Truong, C.W. Driver; Cesar Portugal, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 09-05).

FISCAL IMPACT

(\$40,000.00) to Measure G Fund 21.

NE:GJS





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

CHANGE ORDER

Date: 01/20/2023 BID/ CUPCAA #: 21-22-03F Change Order #: 001
 Project Title: Butterfield Ranch ES and Hidden Trails ES Alteration
 Owner: Chino Valley Unified School District DSA Application #: #A04-119901 / #A04-119900 DSA File #: #36-11
 Architect: PBK Architects Contractor: D&M Painting Inc. (BP 09-05)

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: Butterfield Ranch ES – Reconcile Unused Unforeseen Conditions Allowance
 Reason: Reconcile unused portion of the Unforeseen Conditions Allowance included in the base bid.
 Document Ref: Change Order Request #B-020 (PCO #B-214)
 Requested by: District
 Change in Contract Sum: (\$20,000.00) / DEDUCT 
 Time Extension: 0

ITEM NO. 2: Description: Hidden Trails ES – Reconcile Unused Unforeseen Conditions Allowance
 Reason: Reconcile unused portion of the Unforeseen Conditions Allowance included in the base bid.
 Document Ref: Change Order Request #H-019 (PCO #H-200)
 Requested by: District
 Change in Contract Sum: (\$20,000.00) / DEDUCT 
 Time Extension: 0

PROJECT SUMMARY

Location	Original Contract Amount	Previous Change Orders	This Change Order	Revised Amount
Butterfield Ranch ES	\$219,200.00 ✓	\$0.00	(\$20,000.00) ✓	\$199,200.00 ✓
Hidden Trails ES	\$238,200.00 ✓	\$0.00	(\$20,000.00) ✓	\$218,200.00 ✓
Totals:	\$457,400.00 ✓	\$0.00	(\$40,000.00) ✓	\$417,400.00 ✓

CONTRACT SUMMARY

The original contract amount was: \$457,400.00 ✓
 Previously approved change order amount(s): \$0.00
 The contract amount will be decreased by this Change Order: (\$40,000.00) ✓
 The new contract amount including this change order will be: \$417,400.00 ✓


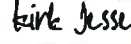





The original contract completion date was: 12/23/2022

Previously approved Change Order for contract time: 0 days

The contract time will be increased by this Change Order: 0 days

The date of completion as a result of this Change Order is: 12/23/2022

APPROVED BY:

<u>Kelly Grant</u> Contractor – D & M Painting Inc.	DocuSigned by:  Signature <small>A506C8E495014CE...</small>	<u>01/20/2023 16:40 PST</u> Date
<u>Kirk Jesse</u> <u>Knowland Construction Services</u> DSA Inspector of Record (if applicable)	DocuSigned by:  Signature <small>F32A6F0311EA4FE...</small>	<u>01/20/2023 19:22 PST</u> Date
<u>Bob Lavey</u> <u>PBK Architects</u> Architect / Engineer (if applicable)	DocuSigned by:  Signature <small>895382CA4670418...</small>	<u>01/23/2023 09:33 PST</u> Date
<u>Hung Truong</u> <u>CW Driver</u> Construction / Project Manager	DocuSigned by:  Signature <small>DB910CAG3A0446B...</small>	<u>01/20/2023 23:30 PST</u> Date
<u>Authorized Department Head (if applicable)</u>	Signature	Date
<u>Director, Technology (if applicable)</u>	Signature	Date
<u>Cesar Portugal</u> <u>CVUSD Project Manager</u>	 Signature	<u>1/27/23</u> Date
<u>Director, Maintenance & Operations (if applicable)</u>	Signature	Date
<u>Beverly Beemer</u> <u>Director, Planning (if applicable)</u>	 Signature	<u>1/27/2023</u> Date
<u>GREGORY STACHURA</u> <u>Owner (Authorized Agent)</u>	 Signature	<u>2/8/23</u> Date



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 222275 - 231125 ✓

BID/RFP # 21-22-03F ✓

CUPCCAA # N/A

CUPCCAA BID # N/A

AMOUNT

Bid Amount:	\$ 457,400.00	✓
Change Order(s):	(\$ 40,000.00)	✓
Total:	\$ 417,400.00	✓

PROJECT DESCRIPTION Butterfield Ranch ES & Hidden Trails ES Alterations

This is to verify that work has been completed at: Butterfield Ranch ES, 6350 Mystic Canyon Dr, Chino Hills, CA
Hidden Trails ES, 2250 Ridgeview Dr, Chino Hills, CA

Site(s)

by D & M Painting Inc. (BP 09-05) ✓ on 12/23/22
Contractor Date

and the Notice of Completion can now be submitted to the Board of Education for approval.

Kirk Jesse, Knowland Construction Services

DSA Inspector of Record (if applicable)

Susanto Agustiadi, PBK

Architect / Engineer (if applicable)

Hung Truong, C.W. Driver

Construction / Project Manager

DocuSigned by:

Kirk Jesse

01/23/2023 | 16:24 PST

Signature

Date

Signature

Date

DocuSigned by:

Hung Truong

01/23/2023 | 14:07 PST

Signature

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Cesar Portugal

CVUSD Construction Coordinator / Project Manager

Signature

Date

Signature

Date

Director, Maintenance & Operations (if applicable)

Beverly Beemer

Director, Planning (if applicable)

Greg Stachura

Owner (Authorized Agent)

Signature

Date

Signature

Date

Signature

Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR BID NO. 21-22-03F, BUTTERFIELD RANCH ES AND HIDDEN TRAILS ES ALTERATIONS (BP 11-01)

=====

BACKGROUND

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

Change Order	Contractor	Amount
1	Kitcor, Inc.	(\$27,792.00)
	Bid Amount:	\$202,426.00
	Revised Total Project Amount:	\$174,634.00
	Retention Amount:	\$8,731.00

The change order results in a net decrease of \$27,792.00 to the construction cost and no 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 23, 2022.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Kirk Jesse, DSA Inspector of Record; Susanto Agustiadi, PBK Architects; Hung Truong, C.W. Driver; Cesar Portugal, CVUSD Construction Coordinator; and Beverly Beemer, CVUSD Director of Planning.

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

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

RECOMMENDATION

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

FISCAL IMPACT

(\$27,792.00) to Measure G Fund 21.

NE:GJS



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

NOTIFICATION OF PROJECT COMPLETION

Purchase Order # 222256 - 231114

BID/RFP # 21-22-03F

CUPCAA # N/A

CUPCAA BID # N/A

AMOUNT

Bid Amount:	\$ 202,426.00
Change Order(s):	(\$ 27,792.00)
Total:	\$ 174,634.00

PROJECT DESCRIPTION Butterfield Ranch ES & Hidden Trails ES Alterations

This is to verify that work has been completed at: Butterfield Ranch ES, 6350 Mystic Canyon Dr, Chino Hills, CA
Hidden Trails ES, 2250 Ridgeview Dr, Chino Hills, CA

Site(s)

by Kitcor Inc. (BP 11-01) on 12/23/22
Contractor Date

and the Notice of Completion can now be submitted to the Board of Education for approval.

Kirk Jesse, Knowland Construction Services

DSA Inspector of Record (if applicable)

Bob Lavey, PBK Architects

Architect / Engineer (if applicable)

Hung Truong, C.W. Driver

Construction / Project Manager

Authorized Department Head (if applicable)

Director, Technology (if applicable)

Cesar Portugal

CVUSD Construction Coordinator / Project Manager

Director, Maintenance & Operations (if applicable)

Beverly Beemer

Director, Planning (if applicable)

Greg Stachura

Owner (Authorized Agent)

DocuSigned by: <u>Kirk Jesse</u> F32A8F0311EA4FE...	01/23/2023 16:23 PST
Signature	Date
DocuSigned by: <u>Bob Lavey</u> 895382CA40F641B...	01/23/2023 15:06 PST
Signature	Date
DocuSigned by: <u>Hung Truong</u> D8018C4C3A0448B...	01/23/2023 14:08 PST
Signature	Date
Signature	Date
Signature <u>[Signature]</u>	Date <u>1/27/23</u>
Signature	Date
Signature	Date
Signature <u>[Signature]</u>	Date <u>1/27/2023</u>
Signature	Date
Signature <u>[Signature]</u>	Date <u>2/8/23</u>
Signature	Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations

SUBJECT: REQUEST TO PROCEED WITH THE PROCESS TO NAME OR DEDICATE A FACILITY AT CHINO HS

=====

BACKGROUND

At the February 2, 2023 Board meeting, Board President Sonja Shaw, requested consideration to name the new basketball court in the Mark Hargrove Memorial gymnasium at Chino High School, after Frank Elder and Joe Murillo.

Mr. Elder coached basketball at Chino HS for more than 26 years. Mr. Murillo coached basketball at Chino HS for 27 years.

In accordance with Board Policy 7310, Naming of Facilities:

1. Beginning February 17, 2023, the public will be notified through the local news media, the District's social media accounts and the District website of a 30-day window to submit comments and recommendations on this request.
2. Upon the conclusion of the 30-day window, at the next regularly scheduled board meeting, the Board shall hold a public hearing on the proposed name or facility dedication and entertain public comments.
3. At the following regularly scheduled Board meeting, the item shall come before the Board; the Board will again entertain public comments and take action on the item.

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

RECOMMENDATION

It is recommended the Board of Education approve the request to proceed with the process to name or dedicate a facility at Chino HS.

FISCAL IMPACT

None.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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>
<u>HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2022/2023 SCHOOL YEAR</u>			
HERNANDEZ, Merced	Elementary Teacher	Anna Borba ES	02/01/2023
MONGE, Thuy	Elementary Teacher	Anna Borba ES	02/01/2023
MAHIDA, Yasmine	RSP Teacher	Cortez ES	02/03/2023
LEE, Soyoung	ESL Teacher	Adult School	01/30/2023
ROSALES, Steve	ESL Teacher	Adult School	01/30/2023
HOWELL-SMALL, Renese	Child Development Teacher	Health Services	02/01/2023

RETIREMENT

PITTS, Melinda (22 years of service)	Elementary Teacher	Dickson ES	05/27/2023
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RESIGNATION

SAITO, Steven	Special Education Floater	Special Education	02/17/2023
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APPOINTMENT - EXTRA DUTY

CANCHOLA, Courtney (NBM)	Men's Soccer (B)	Ayala HS	01/30/2023
CARLOS, Michael (NBM)	Baseball (B)	Ayala HS	02/03/2023
HO, Hieu (NBM)	Men's Tennis (B)	Chino HS	01/30/2023
BURD, Christopher (NBM)	Baseball (B)	Chino Hills HS	01/30/2023
RIVERA, Jose	Women's Soccer (B)	Chino Hills HS	08/03/2022
KNIGHT, Joshua (NBM)	Football (B)	Don Lugo HS	01/30/2023

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

SAXTON, Dustin

CLASSIFIED PERSONNEL

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

HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE**APPOINTMENT**

CHUN, Traci	Playground Supervisor (GF)	Rhodes ES	02/15/2023
KAUR, Harjinder	Nutrition Services Assistant II (NS)	Chino Hills HS	02/14/2023
MENDOZA, Aaliyah	IA/Childhood Education (CDF)	Child Development	02/21/2023

PROMOTION

LIZARRAGA VALDEZ, Manuela	FROM: Nutrition Services Manager I (NS) 6 hrs./183 work days TO: Nutrition Services Manager II (NS) 8 hrs./184 work days	Litel ES Chino HS	2/6/2023
INGULSRUD, Kevin	FROM: Security Person (GF) 8 hrs./ 261 contract days TO: Senior Security Officer (GF) 8 hrs./261 contract days	Risk Management Risk Management	01/30/2023
REYNOSO, Gregorio	FROM: Bus Driver (GF) 6 hrs./208 work days TO: Maintenance II-Equipment Repair (GF) 8 hrs./261 contract days	Transportation Maintenance	02/17/2023

CHANGE OF ASSIGNMENT

MALDONADO, Georgina	FROM: IA/Elementary Grade Level (GF) 4 hrs./180 work days and Health Technician (GF) 2 hrs./185 work days TO: Paraprofessional I (SELPA/GF) 5 hrs./181 work days	Dickson ES Rhodes ES Rhodes ES	02/14/2023
MERCAU, Maria	FROM: Playground Supervisor (GF) 1.5 hrs./180 work days TO: Bilingual Typist Clerk I Spanish (C) 3.5 hrs./200 work days	Newman ES Newman ES	2/14/2023
MCCOOL, Mary	FROM: WIA Employment Placement Specialist (WIA/GF) 8 hrs./261 contract days TO: Typist Clerk II (GF) 8 hrs./201 work days	Alternative Education Hidden Trails ES	02/14/2023

CLASSIFIED PERSONNEL (cont.)

ADDITIONAL ASSIGNMENT

RIVERA, Kim	Nutrition Services Assistant I (NS)	Butterfield Ranch ES	02/17/2023
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LEAVE OF ABSENCE

SEGURA, Rodrigo	Custodian I (GF)	Hidden Trails ES	02/07/2023 through 02/20/2023
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PLACED ON 39-MONTH RE-EMPLOYMENT LIST

CORTEZ, Blanca	Custodian I (GF)	Canyon Hills JHS	02/01/2023
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RESIGNATION

KEMP, Nicole	School Secretary I (GF)	Briggs K-8	01/31/2023
BAEZA, Marilyn	Paraprofessional II (SELPA/GF)	Ayala HS	02/21/2023
GILLESPIE, Stacy	Assistant Principal's Secretary (GF)	Ayala HS	02/10/2023

RETIREMENT

RODINO, Valerie (11 Years of Service)	Child Care Specialist (CDF)	Child Development	03/04/2023
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APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2022, THROUGH JUNE 30, 2023

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

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Whitney Fields, Director, Risk Management and Human Resources

SUBJECT: REJECTION OF CLAIMS

=====

BACKGROUND

Claim 23-01-01 was submitted on January 25, 2023, from Mercury Insurance Services on behalf of Nathan Castleberry, a parent at Marshall ES. Claimant alleges that a tree fell on top of his vehicle due to high winds while parked in the school parking lot. Claimant seeks reimbursement for vehicle damages in the amount of \$10,000.00.

Claim 23-02-02 was submitted on February 1, 2023, from Nicole Sanez on behalf of her son a student at Levi Dickey ES. Claimant alleges injury after another student bumped into him causing him to fall during school hours. Claimant seeks reimbursement for medical expenses in the amount of \$5,000.00.

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

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

RECOMMENDATION

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

FISCAL IMPACT

Unknown at present.

NE:RR:WF:lag

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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Humility • Civility • Service

DATE: February 16, 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: NEW JOB DESCRIPTION FOR MEDICAL ASSISTANT

=====

BACKGROUND

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

New language is provided in UPPER CASE.

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

RECOMMENDATION

It is recommended the Board of Education approve the new job description for Medical Assistant.

FISCAL IMPACT

Salary and benefits of \$42,321. – 49,864. to the General Fund.

NE:RR:IB:ED:jw

MEDICAL ASSISTANT**DEFINITION**

UNDER THE GENERAL SUPERVISION OF THE DIRECTOR OF HEALTH SERVICES AND NURSING SUPERVISION OF A SCHOOL NURSE PRACTITIONER (NP), THE MEDICAL ASSISTANT (MA) PROVIDES A SUPPORTIVE ROLE TO THE NP, WITHIN THE SCOPE OF CERTIFICATION FOR THE STATE OF CALIFORNIA, IN ADMINISTERING PATIENT CARE. THE MA DUTIES INCLUDE BOTH CLINICAL AND OFFICE MANAGEMENT TASKS. THE MA ASSISTS THE HEALTHCARE TEAM BY TAKING PATIENT'S VITAL SIGNS, MEASURING PATIENT HEIGHT, WEIGHT, AND BMI, ASSISTING THE NP THROUGHOUT EXAMINATIONS BY RECORDING A PATIENT'S HEALTH INFORMATION, ADMINISTERING VACCINATIONS, AND TAKING BLOOD SAMPLES. THE MA ADMINISTERS MEDICATION AND PERFORMS OTHER SPECIALIZED PHYSICAL HEALTH CARE PROCEDURES IN ACCORDANCE WITH NP ORDERS; COMMUNICATES WITH PARENTS, SCHOOL SITE, AND DISTRICT PERSONNEL ON HEALTH-RELATED MATTERS; PROVIDES EMERGENCY MEDICAL CARE AND RELATED MEDICAL DUTIES AS REQUIRED.

DISTINGUISHING CHARACTERISTICS

THIS IS A POSITION CHARACTERIZED BY THE RESPONSIBILITY OF PROVIDING SUPPORT TO LICENSED MEDICAL PROVIDERS IN ALL ASPECTS OF CLINICAL PRACTICE BY PERFORMING ADMINISTRATIVE, CLINICAL, AND LABORATORY DUTIES IN A CLINIC SETTING.

POSITIONS ARE DISTINGUISHED FROM OTHER POSITIONS IN A TECHNICAL CLASSIFICATION IN THAT THE MA CAN PREPARE AND ADMINISTER VACCINATIONS AND A VARIETY OF INJECTABLE MEDICATIONS AS WELL AS PERFORM SPECIMEN COLLECTION AND POINT OF CARE TESTING AND INTERPRETATION. IN ADDITION, THE MA CAN PERFORM COMPREHENSIVE VITAL SIGN ASSESSMENT AS WELL AS VISION AND HEARING SCREENING. UNDER THE DIRECTION OF THE SCHOOL NP, THE MA CAN CALL IN PRESCRIPTION ORDERS AND REFILLS AS WELL AS FOLLOW-UP ON PATIENT LAB RESULTS.

OCCUPATIONAL GROUP

CLASSIFIED - TECHNICAL

EXAMPLES OF DUTIES

(E) = ESSENTIAL FUNCTIONS

BELOW IS A LIST OF DUTIES FOR THIS CLASSIFICATION:

1. PREPARES EXAM AND TREATMENT ROOMS WITH NECESSARY SUPPLIES AND EQUIPMENT. **(E)**
2. PERFORMS INTAKE, INCLUDING VITALS AND PATIENT MEASUREMENTS, SUCH AS BLOOD PRESSURE, TEMPERATURE, RESPIRATIONS, PULSE, OXYGEN SATURATION, HEAD CIRCUMFERENCE, HEIGHT AND WEIGHT AND RECORDS MEASUREMENTS IN PAPER AND ELECTRONIC MEDICAL RECORD. **(E)**
3. PERFORMS PRE-EXAM PROCEDURES SUCH AS VISION AND AUDIOMETRY SCREENINGS. **(E)**
4. ASSISTS NP WITH MEDICAL TREATMENTS, PROCEDURES, AND EXAMS. **(E)**
5. UNDER THE SUPERVISION AND DIRECTION OF THE PHYSICIAN OR NP THE MEDICAL ASSISTANT WILL ADMINISTER IMMUNIZATIONS AND MEDICATIONS.
6. MAINTAINS IMMUNIZATION AND MEDICATION RECORDS. **(E)**
7. PERFORMS ROUTINE SPECIMEN COLLECTION AND TESTS UNDER THE PHYSICIAN OR NP DIRECTION AND SUPERVISION. **(E)**
8. SCREENS AND FOLLOWS-UP ON PATIENTS LAB RESULTS. **(E)**
9. CALLS IN PRESCRIPTIONS AND REFILLS AS DIRECTED BY NP.
10. ASSISTS IN ADMINISTERING FIRST AID, PERFORMS CARDIOPULMONARY RESUSCITATION IN A CARDIAC EMERGENCY, AS NECESSARY. **(E)**
11. COORDINATES PATIENT HEALTH CARE WITH OTHER DISTRICT AND COMMUNITY HEALTH CARE PROVIDERS AND AGENCIES. **(E)**
12. ANSWERS PHONES AT CLINICS, SCHEDULES APPOINTMENTS, AND SCREENS CALLS FOR TRIAGE. **(E)**
13. CHECKS PATIENTS IN AND OUT AND OBTAINS CONSENT SIGNATURES FROM PARENTS AND GUARDIANS. **(E)**
14. OBTAINS FINANCIAL INFORMATION AND VERIFIES INSURANCE ELIGIBILITY. **(E)**
15. MAINTAINS PAPER AND ELECTRONIC HEALTH AND MEDICAL RECORDS. **(E)**

16. MAINTAINS CLINIC RECORD LOGS SUCH AS EMERGENCY EQUIPMENT AVAILABLE, EMERGENCY DRILLS HELD, PATIENT FOLLOW-UPS, AND STAFF DEVELOPMENT TRAININGS. **(E)**
17. ASSISTS PARENTS AND STUDENTS IN COMPLETING CLINIC FORMS. **(E)**
18. REQUESTS MEDICAL RECORDS FROM OTHER HEALTH CARE PROVIDERS. **(E)**
19. UPLOADS PAPERWORK AND FORMS TO AN ELECTRONIC HEALTH RECORD SYSTEM. **(E)**
20. PREPARES REQUISITIONS FOR SUPPLIES AND EQUIPMENT AND ARRANGES FOR MAINTENANCE OF EQUIPMENT AND FACILITIES. **(E)**
21. MANAGES INVENTORY OF CLINIC MEDICAL SUPPLIES AND ORDERS SUPPLIES, AS NEEDED. **(E)**
22. MAINTAINS PAPER AND ELECTRONIC HEALTH AND MEDICAL RECORDS. **(E)**
23. SAFEGUARDS PATIENT'S HEALTH AND SAFETY MAINTAINING PATIENT CONFIDENTIALITY AND MAINTAINING CURRENT SKILL AND KNOWLEDGE OF SAFE AND COMPETENT PATIENT CARE. **(E)**
24. MAINTAINS PROFESSIONAL COMPETENCE THROUGH CONTINUING EDUCATION COURSE WORK OR EXPERIENCE. **(E)**
25. ATTENDS VARIOUS MEETINGS AND TRAINING SESSIONS AS REQUIRED. **(E)**
26. MANAGES PROGRAM OUTREACH THROUGHOUT SCHOOL DISTRICT AND SURROUNDING COMMUNITY. **(E)**

MINIMUM REQUIREMENTS

KNOWLEDGE OF:

- BASIC ELECTRONIC MEDICAL RECORD FUNCTIONS;
- MEDICAL PRACTICES, ADMINISTRATIVE PROCESSES, AND ORGANIZATIONAL POLICIES;
- LAWS AND REGULATIONS APPLICABLE TO THE ROLE AND SCOPE OF THE MA;
- CONFIDENTIALITY LAWS RELATING TO HIPAA, INCLUDING PATIENT RECORDS;

- EMERGENCY CARE INCLUDING CARDIOPULMONARY RESUSCITATION, USE OF AED, FIRST AID, USE OF EMERGENCY MEDICATIONS (I.E., EPINEPHRINE);
- PROPER USE OF MEDICAL EQUIPMENT SUCH AS THERMOMETERS AND BLOOD PRESSURE INSTRUMENTS;
- PROPER OPERATION OF TECHNICAL MEDICAL DEVICES SUCH AS EQUIPMENT USED FOR LAB TESTS AND CLINICAL PROCEDURES;
- LABORATORY AND CLINICAL PROCEDURES REGARDING IMMUNIZATION AND ROUTINE LABORATORY TESTS SUCH AS URINE, PREGNANCY, HEMOGLOBIN, AND HEMATOCRIT TESTS;
- SAFETY REQUIREMENTS WHEN HANDLING BIOHAZARD SPECIMENS OR CONTAMINATED INSTRUMENTS;
- MEDICAL TERMINOLOGY;
- CARDIOPULMONARY RESUSCITATION AND FIRST AID TECHNIQUES;
- COMPUTER APPLICATIONS SUCH AS PRACTICE FUSION EMR, WORD PROCESSING, DATABASE, EXCEL, AND EMAIL;
- STRUCTURE AND PURPOSE OF ICD 10, CPT CODING, HEALTH CARE LICENSING, AND CERTIFICATION REQUIREMENTS;
- MEDICAL TRANSCRIPTION PRACTICES;
- BASIC RECORD KEEPING PRINCIPLES;
- LAWS AND CODES RELATED TO THE ADMINISTRATION OF HEALTH SERVICES IN SCHOOLS;
- ADMINISTRATIVE PRACTICES AND PROCEDURES, INCLUDING RECORD KEEPING AND FILING; AND
- COMMUNITY HEALTH RESOURCES.

ABILITY TO:

- TAKE VITALS, PERFORM VENIPUNCTURE, ADMINISTER INJECTIONS, AND ASSIST IN MEDICAL EMERGENCIES;
- EXERCISE SOUND JUDGMENT AND MAINTAIN CONFIDENTIALITY REGARDING SENSITIVE INFORMATION;
- HANDLE MULTIPLE TASKS AND PRIORITIZE TASKS WITH STRONG ORGANIZATIONAL SKILLS;
- INTERPRET AND TRANSCRIBE MEDICAL TERMINOLOGIES, POLICIES, AND BULLETINS;
- WORK AND COMPLETE TASKS INDEPENDENTLY WHILE MEETING DEADLINES WITH BROAD GUIDANCE AND SUPERVISION;
- DEMONSTRATE PROFESSIONAL AND TECHNICAL EXPERTISE IN FRONT AND BACK OFFICE CLINICAL FUNCTIONS IN A PEDIATRIC OR ADOLESCENT ENVIRONMENT;
- EFFECTIVELY TRIAGE A PATIENT'S MEDICAL NEEDS AND COMMUNICATE PROFESSIONALLY WHILE BUILDING RELATIONSHIPS WITH PARENTS, STUDENTS, AND SCHOOL STAFF;
- WORK IN A TEAM AND TAKE DIRECTION FROM PHYSICIANS AND NURSE PRACTITIONERS FOR CLINICAL FUNCTIONS;

- COMMUNICATE CLEARLY AND EFFECTIVELY WITH PATIENTS AND OTHER EXTERNAL PARTIES IN A COURTEOUS AND FRIENDLY MANNER;
- USE A COMPUTERIZED ELECTRONIC HEALTH RECORDS SYSTEM; AND
- PROVIDE EMERGENCY CARE INCLUDING CPR, USE OF AED, FIRST AID, USE OF EMERGENCY MEDICATIONS (I.E., EPINEPHRINE).

EXPERIENCE

TWO YEARS' EXPERIENCE PERFORMING CLINICAL DUTIES IN A MEDICAL FACILITY THAT OFFERS PEDIATRIC OR ADOLESCENT SERVICES.

EDUCATION

GRADUATION FROM HIGH SCHOOL OR EVIDENCE OF EQUIVALENT EDUCATIONAL PROFICIENCY. COMPLETION OF A RECOGNIZED GENERAL MEDICAL ASSISTANT PROGRAM WHERE A DIPLOMA IS GRANTED. CERTIFICATION AS A CERTIFIED MEDICAL ASSISTANT (CMA) IS HIGHLY DESIRABLE.

WORKING CONDITIONS

- SCHOOL-BASED CLINIC ENVIRONMENT;
- CONSIDERABLE DISTRACTION AND CONSTANT INTERRUPTIONS DUE TO CLINIC ACTIVITIES.
- EXTENSIVE CONTACT WITH PATIENTS AND THEIR FAMILIES;
- SUBJECT TO INTERRUPTIONS FROM THE OFFICE STAFF AND EMERGENCY AND/OR DISASTER SITUATIONS; AND
- TRANSPORT OF STUDENTS IN PRESCRIBED MEDICAL EQUIPMENT, I.E., WHEELCHAIR, GURNEY, OR STRETCHER.

PHYSICAL ABILITIES

- BENDING AT THE WAIST AND REACHING TO RETRIEVE AND MAINTAIN FILES AND RECORDS;
- CARRYING, PUSHING, OR PULLING;
- CLIMBING LADDERS/STEP STOOLS;
- DEXTERITY OF HANDS AND FINGERS TO OPERATE A COMPUTER KEYBOARD AND OTHER JOB-RELATED EQUIPMENT;
- LIFTING UP TO 50 POUNDS USING PROPER LIFTING METHODS;
- KNEELING, CROUCHING, REACHING ABOVE THE SHOULDERS AND HORIZONTALLY TO RETRIEVE AND SHELVES SUPPLIES; AND
- VISUAL AND HEARING ABILITIES TO PERFORM JOB RESPONSIBILITIES.

HAZARDS

- CONTACT WITH CLEANING AGENTS, CHEMICALS, AND BIOLOGICALS/ NEEDLES;
- EXPOSURE OR CONTACT WITH BLOOD OR BODY FLUID;
- EXPOSURE TO A VARIETY OF INFESTATIONS;
- EXPOSURE TO INDIVIDUALS WITH EXCESSIVE BODY ODOR;
- EXTENDED VIEWING OF A COMPUTER MONITOR;
- NOISE AND FUMES FROM EQUIPMENT OPERATION; AND
- WORKING AROUND AND WITH MACHINERY HAVING MOVING PARTS.

SPECIAL REQUIREMENTS

MUST POSSESS AND MAINTAIN A VALID AND CURRENT FIRST AID CERTIFICATION, CARDIOPULMONARY RESUSCITATION (CPR) AND AUTOMATED EXTERNAL DEFIBRILLATOR (AED) CERTIFICATION.

MUST POSSESS OR OBTAIN PRIOR TO APPOINTMENT, A VALID CALIFORNIA DRIVER'S LICENSE.

MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY.

BOARD APPROVED:

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

DATE: February 16, 2023

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources
Whitney Fields, Director, Risk Management and Human Resources

SUBJECT: COMPREHENSIVE SCHOOL SAFETY PLAN FOR EACH SCHOOL

=====

BACKGROUND

The Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The school site council at each school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

Pursuant to Education Code 32288, the comprehensive safety plans shall be forwarded to the Board, which is provided under separate cover.

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

RECOMMENDATION

It is recommended the Board of Education approve the Comprehensive School Safety Plan for each school.

FISCAL IMPACT

None.

NE:RR:WF:jw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: February 16, 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: STUDENT TEACHING AND STUDENT OBSERVATION
AGREEMENT WITH HOPE INTERNATIONAL UNIVERSITY**

=====

BACKGROUND

Student teaching, internship, and practicum experience provides a high quality of learning, support, and practical classroom experience for professionals in training. The Chino Valley Unified School District has an opportunity to establish a student teaching and student observation agreement with Hope International University.

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

RECOMMENDATION

It is recommended the Board of Education approve the student teaching and student observation agreement with Hope International University.

FISCAL IMPACT

None.

NE:RR:IB:ED:jw

**Hope International University
of Fullerton, California**

AGREEMENT

THIS AGREEMENT entered into this ____ day _____, by and between Hope International University of Fullerton, California, hereinafter called the University, and hereinafter called the district:

Chino Valley Unified School District

WITNESSETH

WHEREAS, pursuant to the provisions of Section 11006 of the Education Code, the governing board of any school district is authorized to enter into agreements with a state college, the University of California, or any other university or college accredited by the State Board of Education as a teacher education institution, to provide teaching experience through practice teaching to students enrolled in teacher training curricula of such institutions; and

Chino Valley Unified School District

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

WHEREAS, it has been determined between parties hereto that the payments to be made to the District under this agreement do not exceed the actual cost to the District of the services rendered by the District;

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

I.

The district shall provide teaching experience through practice teaching in schools and classes of the District in terms of a defined unit of time for students of the university possessing valid preliminary certificates and assigned by the University to practice teaching in schools or classes of the District, and under the direct supervision and instruction of such employees of the District, as the University through their duly authorized representative may agree upon.

If either the District or the University concludes that a particular assignment is not beneficial to the elementary or secondary school class(es) involved, and/or the cooperating teaching, and/or the student teacher, that assignment may be terminated. If the District and the University mutually agree, another assignment within the District may be pursued.

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

Employees supervising practice teaching (a) shall have completed a minimum of three (3) years of satisfactory teaching in the subject(s) of the classes in which the practice teaching is to occur, and in teaching the age groups(s) represented in the class(es) in which practice teaching is to occur; and (b) shall have been recommended by the District for supervising practice teachers by virtue of exemplary teaching performance, knowledge of current trends in teaching of the subject(s) taught in classes in which practice teaching is to occur, and knowledge of the student population represented in the class(es) in which practice teaching is to occur; the master teacher will document the completion of 10 hours of training in areas required by CTC. The placement will actively use the CA Standards and be a technology rich learning environment.

Each placement will have the access to focus students in the classroom for the student teacher to complete their Teaching Performance Assessments: an IEP, 504 or GATE student; an EL learner; a student from an underserved education group or group that needs to be served differently.

This contract also covers the pre-service observation hours that may be completed in your district within classrooms settings meeting the requirements listed above by the Commission for Teacher Credentialing.

II.

The University will pay the District according to the following schedule:

- A. For each candidate who spends a semester at a school, the school will receive \$100 for working with the candidate (For each half semester the school will receive \$50.)
- B. For each candidate who student teaches for four (4) for five (5) weeks, the supervising master teacher will receive \$100.
- C. For each candidate who student teaches for eight (8) to ten (10) weeks, the supervising master teacher will receive \$150.
- D. For each candidate who student teaches for up to (12) weeks, the supervising master teacher will receive \$200.

“Unit of practice teaching” as used herein and elsewhere in this agreement shall mean the specified period of time assigned in the District to qualify for the practice teaching requirement by the University. It is understood that in each instance a unit must fall within the semester or school year calendar adopted by the District.

The number of units of practice teaching to be provided for each student of the University assigned to practice teaching under this agreement shall be determined by the University.

III.

An assignment of a student of the University to practice teaching in schools or classes of the District ordinarily shall be for approximately four (4), five (5), eight (8), ten (10) or twelve (12) weeks.

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

A student of the University will provide verification and proof of a Certificate of Clearance issued by the State, a TB test and a current CPR/First Aid card.

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

IV.

Within a reasonable time following the close of each quarter of the University, the District shall submit an invoice, to the University for payment at the rate provided herein, for practice teaching provided by the District under and in accordance with this agreement during said quarter. The District shall attach to the invoice a certificate, executed by a duly authorized representative of the District certifying that the District expended or became obligated to expend in providing such practice teaching an amount not less than the amount on the invoice. The University will pay the amount of such invoice from monies made available for such purpose by or pursuant to the laws of the State.

V.

The term of this agreement shall commence on the 1st day of January, 2023 and shall be ongoing until June 30, 2026.

VI.

The University or District may terminate the agreement date by giving at least thirty (30) days prior written notice.

VII.

Notwithstanding any other provisions of this agreement, details such as maximum number of students, the defined unit of time, or the distribution of assignments of said students to training levels, shall be arranged for by and between the University and the District; it being understood that the District shall not be obligated to accept assignments of training students beyond the ability of the District, within their established training programs, to effectively provide services pursuant to this agreement; and further, that the University shall not be obligated to pay the District for services in any amount in excess of that provided for under the terms of this agreement.

VIII.

Each of the parties to this agreement agrees to indemnify, defend, and save harmless the officers, agents, and employees of the other from any and all claims and losses accruing or resulting in connection with the performance of this agreement, and from any and all claims and losses accruing and resulting to any person, firm or corporation who may be injured or damaged by the actions arising directly out of the work to be performed pursuant to this agreement.

If any legal action is necessary to enforce the terms of this agreement or to settle a dispute concerning this agreement, the prevailing party shall be entitled to reasonable attorney's fees and court costs in addition to any other relief to which the party may be entitled to the extent awarded by the court.

I. General Liability:

- A. Commercial General Liability with a \$1,000,000, and \$1,000,000 Aggregate per occurrence for Bodily Injury, Personal and Advertising Injury and Property Damage.
- B. University's insurance to be primary and non-contributory.
- C. 30-day notice of intent to cancel, non-renew, or make material change in coverage.
- D. Chino Valley Unified School District and CSRM JPA to be named as "Additional Insured."
- E. Executed Indemnity and Hold Harmless Agreement or substantial similar provisions should be included in the contract.

II. Professional Liability:

- A. \$1,000,000 Errors & Omissions Insurance or Professional Liability.
- B. 30-day notice of intent to cancel, non-renew or make material change in coverage.
- C. Executed Indemnity and Hold Harmless Agreement or substantial similar provisions should be included in the contract.
- D. "Additional Insured" is not required.

III. Workers' Compensation/Employer's Liability:

- A. Certificate of Insurance indicating "statutory" limits.
- B. 30-day notice of intent to cancel, non-renew, or make material change in coverage.
- C. Employer's Liability, \$1,000,000.

IV. Sexual Abuse or Molestation:

A. \$3,000,000 Sexual Abuse Injury Limit of Insurance.

B. All other requirements as provided under "General Liability (b through e)" above.

IX.

All workers' compensation insurance shall be at the cost of the University, and all premiums will be paid by the University.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by there duly authorized offices the day and year first herein before written.

Chino Valley Unified School District

By: _____

Title: _____

HOPE INTERNATIONAL UNIVERSITY

By: _____

Dr. Doug Domene
Dean, College of Education

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: February 16, 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: STUDENT FIELDWORK AGREEMENT WITH UNIVERSITY OF MASSACHUSETTS GLOBAL

=====

BACKGROUND

Student teaching, internship, and practicum experience provides a high quality of learning, support, and practical classroom experience for professionals in training. The Chino Valley Unified School District has an opportunity to establish a student fieldwork agreement with University of Massachusetts Global

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

RECOMMENDATION

It is recommended the Board of Education approve the student fieldwork agreement with University of Massachusetts Global.

FISCAL IMPACT

None.

NE:RR:IB:ED:jw

TRADITIONAL CLINICAL PRACTICE AGREEMENT

Please check below all the applicable supervised practicum and/or fieldwork in which in your District will be participating with University of Massachusetts Global Irvine Campus.

TEACHER EDUCATION	<input checked="" type="checkbox"/>	SCHOOL PSYCHOLOGY	<input checked="" type="checkbox"/>
SCHOOL COUNSELING	<input checked="" type="checkbox"/>	EDUCATION ADMINISTRATION	<input type="checkbox"/>
EARLY CHILDHOOD EDUCATION			<input type="checkbox"/>

THIS AGREEMENT is made and entered into by and between University of Massachusetts Global hereinafter called the "UNIVERSITY," and the Chino Valley Unified School District, hereinafter called "FIELDWORK SITE."

I. RESPONSIBILITIES OF THE UNIVERSITY

- A. The UNIVERSITY will assure that the student shall have completed the necessary educational prerequisites, to be eligible for supervised fieldwork including proof of negative TB test current within one year of supervised fieldwork and issuance of certificate of clearance.
- B. The UNIVERSITY shall designate a faculty or staff member to coordinate, consult, and collaborate with the classroom teacher or district designee of the FIELDWORK SITE, the activities of each student assigned to FIELDWORK SITE and student fieldwork experience.
- C. The UNIVERSITY may provide monetary compensation for services rendered by the FIELDWORK SITE in an amount not to exceed the actual cost of the services rendered by the FIELDWORK SITE per Appendix A.

II. RESPONSIBILITIES OF THE FIELDWORK SITE

- A. The FIELDWORK SITE shall provide students with experiences with a student population that is diverse in terms of ethnicity, culture, language, socio-economics and/or special needs.
- B. The FIELDWORK SITE staff will promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, take prompt and effective remedial action when discrimination or harassment is found to have occurred, and promptly notify the UNIVERSITY of the existence and outcome of any complaint of harassment by, against, or involving any participating student.
- C. The FIELDWORK SITE staff will provide, upon request by any participating student, such reasonable accommodations at the FIELDWORK SITE as required by law in order to allow qualified disabled students to participate in the program.

- D. To provide for emergency health care of the student in case of accident at the expense of the student.
- E. To provide all participating students with a copy of the FIELDWORK SITE'S rules, regulations, policies, and procedures with which the students are expected to comply and notify the UNIVERSITY of any change in its personnel, operation, or policies which may affect the field education experience.
- F. Comply with all federal, state and local statutes and regulations applicable to the operation of the program, including without limitation, laws relating to the confidentiality of student records.
- G. The FIELDWORK SITE staff shall comply with APPENDIX B regarding the FIELDWORK SITE'S supervision of UNIVERSITY students.

III. THE PARTIES MUTUALLY AGREE

- A. The FIELDWORK SITE shall provide field experiences in such schools or classes of the FIELDWORK SITE and under the direct supervision and instruction of such employees of the FIELDWORK SITE, as specified by the duly authorized representatives of the FIELDWORK SITE and the UNIVERSITY.
- B. The FIELDWORK SITE may, for good cause, refuse to accept for field experiences, or terminate the field experience assignment of any student of the UNIVERSITY assigned to the FIELDWORK SITE in writing. Prior to removal of a student, the FIELDWORK SITE shall consult with the UNIVERSITY about its concerns and proposed course of action. The UNIVERSITY may terminate the field experience assignment or student teaching assignment of any student of the UNIVERSITY at the FIELDWORK SITE at any time, and may do so if the FIELDWORK SITE so requests in writing with a statement of reasons why the FIELDWORK SITE desires to have the student withdrawn.
- C. Neither party shall discriminate in the assignment of students on the basis of race, color, disability, sex, religion, national origin, ancestry, sexual orientation, or any other basis prohibited by law.
- D. The UNIVERSITY agrees to indemnify, hold harmless, and defend the FIELDWORK SITE, its agents, and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the FIELDWORK SITE because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents, employees, or students.
- E. The FIELDWORK SITE agrees to indemnify, hold harmless, and at the UNIVERSITY'S request, defend the UNIVERSITY, its agencies and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the UNIVERSITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement, and due or claimed to be due to the negligence of the FIELDWORK SITE, its agents, or employees.
- F. The parties agree that the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement. Therefore, regardless of the nature or extent of the acts performed by them, students are not to be considered employees or agents of either the UNIVERSITY or the FIELDWORK SITE for any purpose including Workers' Compensation or any other employee benefit programs. The students shall not be entitled to any monetary remuneration for services performed by them in the course of their training.
- G. The parties mutually agree each shall provide and maintain commercial general liability

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

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

FIELDWORK SITE CONTACT INFORMATION:

Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710
Attn: Teresa Shockley
Phone: 909-628-1202 ext. 1673

UNIVERSITY CONTACT INFORMATION:

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

- K. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- L. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- M. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- N. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

IV. TERM AND TERMINATION OF AGREEMENT

- A. THE TERM of this Agreement shall be effective 03/01/2023 and shall continue in full force and effect through 03/01/2026. This Agreement may be renewed for one (1) additional term of the contract by mutual written consent of the parties.

- B. THIS AGREEMENT may be terminated by either the UNIVERSITY or the FIELDWORK SITE with or without cause upon thirty (30) days written notice provided that (subject to the other terms of this Agreement) all students performing fieldwork at the time of notice of termination are given the opportunity to complete their fieldwork at the Fieldwork Site.

SIGNATURES:

FIELDWORK SITE: Signature: _____
Name: _____
Title: _____
Date: _____

UNIVERSITY: Signature: _____
Name: Phillip L. Doolittle
Title: Executive Vice Chancellor of Finance and
Administration and Chief Financial Officer
Date: _____

Appendix A
Payment for Cooperating Teachers for Teacher Education Fieldwork Only

I. SPECIAL PROVISIONS – RATES and PAYMENTS

- (a) \$ 200 Cooperating Teacher stipend per eight (8) week session of full-time student teaching consisting of three to six (3-6) units for Multiple and Single Subject Credential candidates.
- (b) \$ 200 Cooperating Teacher stipend per eight (8) week session of full-time student teaching consisting of three to six (3-6) units for Education Specialist Instruction Credential (Special Education) candidates.

METHOD OF PAYMENT: Stipend is to be paid directly to the Cooperating Teacher.

In the event the assignment of a UNIVERSITY student is terminated by the UNIVERSITY and/or the FIELDWORK SITE for any reason after the student has been in student teaching and has been at the assignment for a minimum of two weeks, COOPERATING TEACHER shall receive payment for one assignment on account of each student as though there had been no termination of the assignment. Said payment is to exceed no more than six (6) units per session of terminated assignment. In the event the field experience of a UNIVERSITY student is terminated by the UNIVERSITY and/or the COOPERATING TEACHER for any reason after the student has been in the field experience for a minimum of two weeks, COOPERATING TEACHER shall receive payment for one assignment on account of each student as though there had been no termination of the assignment.

Within thirty (30) days following the close of each session or academic session of the UNIVERSITY, the COOPERATING TEACHER shall submit an invoice and I-9 form as provided and signed to them by the UNIVERSITY, to the UNIVERSITY for payment at the rate provided therein for all field experiences provided by the FIELDWORK SITE under and in accordance with this agreement during said session. This process may be altered according to individual districts procedures as to the manner in which the invoicing will proceed so long as the parties mutually agree to such alteration in advance.

Payment for Supervisors at Fieldwork Site for Early Childhood Education
Fieldwork Only

I. SPECIAL PROVISIONS – RATES and PAYMENTS

- (a) \$ for the supervising professional stipend per eight (8) week session of observation. Requires a total of 60 supervised contact hours for the student

METHOD OF PAYMENT: Stipend is to be paid directly to the supervisor professional at Fieldwork Site.

In the event the assignment of a UNIVERSITY student is terminated by the UNIVERSITY and/or the FIELDWORK SITE for any reason after the student has been at the assignment for a minimum of two weeks, Supervisor at the FIELDWORK SITE shall receive payment for one assignment on account of each student as though there had been no termination of the assignment.

At the end of the practicum session of the UNIVERSITY, the supervisor professional at the FIELDWORK SITE shall submit an invoice, by email, to the UNIVERSITY for payment at the rate provided therein for all field experiences provided by the FIELDWORK SITE under and in accordance with this agreement during said session.

Appendix B

Specific Supervision Requirements for Each Program

Teacher Education Fieldwork:

- A. "Field Experience" as used herein and elsewhere in this agreement means active participation in the duties and function of classroom under the direct supervision and instruction of employees of the FIELDWORK SITE who hold valid clear teaching credentials issued by the California Commission on Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the field experience is provided, and have completed a minimum of three years successful teaching experience. "Student Teaching" is used herein and elsewhere in this agreement means participation in the duties and function of classroom teaching under the direct supervision and instruction of employees of the FIELDWORK SITE who hold valid, teaching credentials issued by the California Commission on Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the student teaching experience is provided, and have completed a minimum of three years successful teaching experience.
- B. The UNIVERSITY'S Teacher Education Policy provides that student teachers without emergency or substitute permits may not be asked by the school districts to serve and be paid for substitute teaching as, under California law, student teachers are not certificated personnel and as they require full-time supervision. Those holding substitute or emergency permits may substitute for their Cooperating Teacher only (a maximum of four (4) days only): when s/he is ill; when it is determined by the principal that this is in the best interest of the students in the classroom as well as the candidate; after the first four weeks of the first assignment; and/or when the candidate is paid.
- C. "Session of Student Teaching," for Multiple Subject and Single Subject Credential candidates as used herein and elsewhere in this agreement is considered to be a full day of student teaching daily for five (5) days a week for a minimum of eight (8) weeks for elementary credential candidates (for this, the elementary credential candidate receives three to six (3-6) session units of practice teaching credit), and three periods a day for five (5) days a week for a minimum of eight (8) weeks for secondary credential candidates (for this, the secondary credential candidate receives three to six (3-6) session units of practice teaching credit).
- D. "Session of Student Teaching," for Education Specialist Instruction Credential (Special Education) candidates as used herein and elsewhere in this agreement is considered to be a full day of student teaching daily for five (5) days a week for a minimum of eight (8) weeks for elementary credential candidates (for this, the elementary credential candidate receives three to six (3-6) session units of practice teaching credit), and three periods a day for five (5) days a week for a minimum of eight (8) weeks for secondary credential candidates (for this, the secondary credential candidate receives three to six (3-6) session units of practice teaching credit).
- E. An assignment of a Multiple Subject and Single Subject Credential candidate of the UNIVERSITY to student teaching in classes of schools of the FIELDWORK SITE shall be for a two eight (8) week session as mutually agreed between the UNIVERSITY and FIELDWORK SITE.
- F. An assignment of an Education Specialist Instruction Credential (Special Education) candidate of the UNIVERSITY to student teaching in classes of schools of the FIELDWORK SITE shall be for a single eight (8) week session as mutually agreed between the UNIVERSITY and FIELDWORK SITE.
- G. The assignment of a UNIVERSITY student to field experiences and student teaching at FIELDWORK SITE shall be deemed to be effective for the purposes of this agreement as of the date the student presents to the proper FIELDWORK SITE officials the assignment papers or

other documents provided by the UNIVERSITY effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

- H. School Site-employed supervisors for multiple and single subject candidates must complete an orientation to the program's expectations to be knowledgeable regarding program curriculum and assessments, including the TPEs and the California Teaching Performance Assessment (CAL TPA). School Site employed supervisors are required to complete a minimum of 10 hours of initial orientation provided through University of Massachusetts Global on the program curriculum, effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, program curriculum and assessments, including the TPEs and the CAL TPA. The program ensures that district employed supervisors remain current in the knowledge and skills for candidate supervision and program expectations. Eight hours of the ten-hour orientation may be met via experience and professional development pertaining to cognitive coaching, adult learning theory, instructional practices, and inclusion. Two hours of the ten-hour orientation are specific to University of Massachusetts Global and take place via the shared candidate supervision process.
- I. School Site with Student Teachers must have a fully qualified administrator.
- J. University may request use of video capture (GoReact) for candidate reflection and CAL TPA completion to reflect to the extent possible Student Teacher's knowledge, skills, and abilities to instruct TK-12 students while meeting state-adopted academic standards for their program. School Site shall inform Credential Student Teachers of video recording policies in place for the CAL TPA video capture requirement. If the site does not have a video request form or permission slip a generic form is available to the candidate via the CTC webpage.
- K. The UNIVERSITY shall complete formal observations and/or evaluations of the student approximately every 3 weeks regarding his/her performance at the FIELDWORK SITE. This may be conducted in person or via secure video (GoReact).

School Counseling Fieldwork:

- A. Provide an average of one (1) hour of individual or one-and-one-half (1.5) hours of small group supervision per week from an experienced school counselor with at least two years of professional experience.
- B. The program assigns qualified supervisors and provides training based on the program's design.

Qualifications for supervisors must include, but are not limited to:

- a. Possession of a PPS School Counselor credential and a minimum of two years PPS experience as appropriate to the candidate's fieldwork setting.
- b. The University will provide materials for supervisors on training in models of supervision, the SCPEs, and program fieldwork requirements share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.

Candidates are required to:

- c. Complete a minimum of eight hundred (800) clock hours in two of three school levels such as elementary, middle, high school with a minimum of two hundred (200) clock hours within each level. Two hundred (200) hours of the eight hundred (800) clock hours may be completed in other areas related to schools and/or counseling, such as field work hours needed for a Child Welfare and Attendance (CWA) authorization.
 - d. Meet with their supervisor for one (1) hour of individual or one-and-one-half (1.5) hours of small group (limit 8 candidates per group) supervision per week. 600 clock hours are required in a public Pre-K-12 school, must be supervised by a professional who holds a valid PPS credential and is always also accessible to the candidate while the candidate is accruing fieldwork hours.
- C. University Supervision Requirements include:
- e. One-and-one-half (1.5) hours per week of group supervision provided on a regular schedule throughout the field experience, usually performed by a program faculty member.
 - f. The program provides preparation and continuing education for field experience supervisors on program requirements, models of supervision, and the SCPEs, in collaboration with site supervisors. Site Supervisors share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.
- D. Provide opportunities for students to gain a broad range of experiences, including experiences in:
- a. Personal and career assessments
 - b. Personal counseling experience in either an individual or group context
 - c. Experience in School-based programs serving parents and family members
 - d. Observing classroom instruction
 - e. Attending district and school-based meetings
 - f. Mapping school-based community resources
 - g. The candidate is to perform, under supervision, the functions of school counselors in school counseling domains.
 - h. Participating in professional development activities.
 - i. Participating in individual or group supervision.
 - j. Learning about and using technology and information systems.
 - k. Learning about Individual differences and student diversity.
- E. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including, (a) elementary, middle school or junior high, and (b) high school.
- F. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school counselor who has at least two years' experience in school counseling to serve as the primary supervisor. The candidate may also work with other experienced school counselors for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two candidates.
- G. The FIELDWORK SITE shall ensure that the candidate receives an average of one hour of individual or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- H. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.
- I. The FIELDWORK SITE shall ensure that the candidate will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the candidate is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to

attend professional development experiences or professional association meetings.

Specific Supervision Requirements School Psychology Fieldwork:

There are two required levels of field based activities. The first level, practicum, consists of a series of supervised experiences that occur prior to the culminating field experience or internship, and is conducted in field-based settings. The practicum provides for the application of pedagogical knowledge, skills and abilities as identified in the SPPEs.

A minimum of 450 clock hours of practicum is required according to the following standards and guidelines:

1. A minimum of three hundred (300) clock hours in a preschool to grade 12 school setting providing direct and indirect pupil services.
 2. Up to 150 hours of experience may be offered through on-campus agencies (for example, child study center, psychology clinic, relevant educational research or evaluation activities), or community agencies (for example, private schools, community mental health centers).
-
- J. Provide an average of two (2) hours of individual or small group supervision per week from an experienced school psychologist.
 - K. Assigned practicum supervisors must meet the following qualifications for practicum/fieldwork supervisors must include but are not limited to:
 - Minimum of 3 years of experience as professional in the field
 - Possession of a PPS School Psychology Credential
 - Knowledge of context and content appropriate to the practicum experience. A field-based professional holding a current and valid credential authorizing service as a school psychologist provides direct culminating fieldwork or internship supervision.
 - L. Provide experiences with a diverse student population.
 - M. Provide experiences with a variety of educational programs.
 - N. A minimum of twelve hundred (1,200) clock hours of field experience is required as part of the culminating fieldwork or internship according to the following guidelines:
 - i. The culminating field experience or internship is typically completed within one (1) academic year but shall be completed within no more than two (2) consecutive academic years.
 - ii. The culminating field experience or internship must include a minimum of one thousand (1000) clock hours in a preschool –grade 12 school setting providing direct and indirect services to pupils.
 - iii. Up to two hundred (200) hours of field experience may be acquired in other settings such as (a) private, state-approved educational programs; (b) other appropriate mental health-related program settings involved in the education of pupils; (c) relevant educational research or evaluation activities. Supervision and principal responsibility for the field experience in other settings is the responsibility of the off-campus agency.
 - iv. A written plan for the culminating field (or intern) experience is prepared and agreed upon by representatives of the local educational agency, the field (or intern) supervisor(s), and program supervisory staff. The field experience plan is completed early in the field experience and is periodically reviewed and revised by the University Supervisor along with input from the site supervisor. The plan identifies the field experience objectives, describes appropriate experiences for the achievement of the objectives across settings, and outlines the evaluation plan for determining the achievement of each objective. The plan also delineates the responsibilities of both the university and the local supervisory personnel.

- O. Provide opportunities for candidates to gain a broad range of experiences, including experiences in:
 - a. Data based decision making: Assessing and reevaluating individual pupils and their programs.
 - b. Collaboration and consultation with school personnel and participation on interdisciplinary teams.
 - c. Developing, implementing and evaluating academic and behavioral interventions.
 - d. Providing counseling and other mental health interventions.
 - e. Home, school, community collaboration: working with parents and community members.
 - f. Learning about, helping develop, or evaluating policy, practices and programs.
 - g. Participating in professional development activities.
 - h. Participating in individual or group supervision.
 - i. Learning about and using technology and information systems.
- P. Learning about Individual differences and student diversity.
- Q. The University will provide materials for supervisors on training in models of supervision, the SPPEs, and program fieldwork requirements share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.
- R. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including (a) preschool, (b) elementary, (c) middle school or junior high, and (d) high school.
- S. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school psychologist who has at least three years' experience in School Psychology to serve as the primary supervisor. The student may also work with other experienced school psychologists for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students.
- T. The FIELDWORK SITE shall ensure that the student receives an average of two hour of individual or two hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- U. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluations of the student's performance near the end of each university session.
- V. The FIELDWORK SITE shall ensure that the candidate will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the candidate is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

School Administration:

- A. The FIELDWORK SITE shall provide student with individual and/or small group supervision from an experienced school administrator.
- B. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual and/or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- C. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at

least one written evaluation of the student's performance near the end of each university session.

- D. The FIELDWORK Site shall support the Administration of the California Administrator Performance Assessment (CalAPA) Video.
 - a. For purposes of implementing any video requirement, candidates must be able to record interactions with faculty, staff, and PK-12 students.
 - b. The program assures that each school or district where the candidate is completing fieldwork has a media release for all who are videotaped on file.
 - c. The program requires candidates to affirm that the candidate has followed all applicable video policies for any CalAPA task requiring a video, and maintains records of this affirmation for a full Accreditation cycle
- E. The FIELDWORK Site shall provide a range of activities in educational settings. The settings must:
 - a. support the candidate's ability to complete the CalAPA;
 - b. demonstrate commitment to collaborative student-centered practices and continuous program improvement.
 - c. have partnerships with appropriate other educational, social, and community entities that support teaching and learning for all students;
 - d. create a learning culture that supports all students;
 - e. understand and reflect socioeconomic and cultural diversity;
 - f. support the candidate to access data, work with other educators, and observe teaching practice; and
 - g. permit video capture, where designated, for candidate reflection and CalAPA task completion.

Early Childhood Education Fieldwork:

- A. During the initial meeting with the school site employed supervisor, the candidate and the University Supervisor will collaborate to complete the Orientation Checklist and Fieldwork Plan. The Orientation Checklist will review fieldwork requirements and expectations. The Plan addresses the dates and times when the candidate will visit the practicum classroom, the candidate's goals for practicum, and the plan for increased responsibility.
- B. A minimum number of 60 hours of fieldwork is required for this course. At each visit, the candidate will spend no fewer than three (3) hours in the classroom. To document the hours spent engaged in fieldwork, the candidate must use a Fieldwork Log. The Fieldwork Log documents the dates and times spent engaged in specific activities. The school site employed supervisor will initial and sign the log to verify the candidate is in the classroom.
- C. Candidates must teach and reflect upon a minimum of three (3) lessons that will be observed by the University Supervisor. The exact number of lessons a candidate teaches is left to the school site employed supervisor's discretion. The practicum is based on gradual release of responsibility and needs to be individualized for each candidate while meeting course requirements. The candidate will plan foundations-based lessons that are developmentally, culturally and linguistically appropriate. Candidates are required to submit these plans to the school site employed supervisor prior to implementation.
- D. The candidate will adhere to the following professional standards:
 - a. Except in cases of serious illness and approved excused absence the candidate will attend as per the schedule established at the initial meeting with the Supervising Professional.
 - b. The candidate will personally contact the Supervising Professional and the University Supervisor in advance to obtain permission for absences.
 - c. In cases of a one-day illness, the candidate must provide immediate notice to the site, Supervising Professional, and University Supervisor.
 - d. The candidate will be punctual for all professional obligations including arrival at the site and other extra-curricular functions.

- e. The candidate will always dress professionally. This may include following any additional requirements set by the Supervising Professional or site.