

**CHINO VALLEY**  
UNIFIED SCHOOL DISTRICT

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

# BOARD OF EDUCATION

## AGENDA

April 20, 2023

### BOARD OF EDUCATION

Donald L. Bridge

Andrew Cruz

Jonathan Monroe

James Na

Sonja Shaw

Maya King, Student Representative

### SUPERINTENDENT

Norm Enfield, Ed.D.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**District Board Room – 5130 Riverside Drive, Chino, CA 91710**  
**4:55 p.m. – Closed Session • 6:00 p.m. – Regular Meeting**  
**April 20, 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](https://www.youtube.com/channel/UCWKinB4PTb_uskobmwBF8pw).

**I. OPENING BUSINESS**

**I.A. CALL TO ORDER – 4:55 P.M.**

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

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

- a. Student Discipline Matter (Education Code 35146, 48918 (c) & (j)): Expulsion case 22/23-53. (20 minutes)
- b. 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)
- c. Public Employee Appointment (Government Code 54957): Junior High School Principal and Assistant Principal. (10 minutes)
- d. Public Employee Performance Evaluation (Government Code 54957): Superintendent. (15 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

**I.C. RECOGNITION**

1. California Distinguished School: Hidden Trails ES

**I.D. STAFF REPORT**

1. Local Control and Accountability Plan Annual Update: Part 2

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. FACILITIES, PLANNING, AND OPERATIONS

II.A.1. Resolution 2022/2023-44, Declaration to Open and Operate Preserve School #2 on a Multi-Track Year-Round Schedule

Page 7

Recommend the Board of Education adopt Resolution 2022-2023-44, Declaration to Open and Operate Preserve School #2 on a Multi-Track Year-Round Schedule.

Motion \_\_\_\_ Second \_\_\_\_  
Preferential Vote: \_\_\_\_  
Vote: Yes \_\_\_\_ No \_\_\_\_

II.A.2. Naming or Dedication of a Facility at Chino HS after Frank Elder and Joe Murillo

Page 10

Recommend the Board of Education name or dedicate a facility at Chino HS after Frank Elder and Joe Murillo.

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 April 6, 2023 Regular Meeting

Page 11

Recommend the Board of Education approve the minutes of the April 6, 2023 regular meeting.

### III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Page 18

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

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

Page 19 Recommend the Board of Education approve/ratify the fundraising activities.

**III.B.3. Donations**

Page 21 Recommend the Board of Education accept the donations.

**III.B.4. Resolution 2022/2023-46, Temporary Borrowing Between Funds of the School District**

Page 23 Recommend the Board of Education adopt Resolution 2022/2023-46, Temporary Borrowing Between Funds of the School District.

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

**III.C.1. Student Expulsion Case 22/23-53**

Page 25 Recommend the Board of Education approve student expulsion case 22/23-53.

**III.C.2. School Sponsored Trips**

Page 26 Recommend the Board of Education approve/ratify the school-sponsored trip for Ayala HS and Don Lugo HS.

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

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

Page 27 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

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

Page 28 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

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

Page 33 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

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

Page 37 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Projects.

**III.D.5. Change Order for Bid No. 22-23-08F, Preserve School #2—New Construction (BP 33-01)**

Page 38 Recommend the Board of Education approve the Change Order for Bid No. 22-23-08F, Preserve School #2—New Construction (BP 33-01).

**III.D.6. Change Order and Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP 8)**

Page 41

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid No. 19-20-17F, Chino HS Reconstruction Phase I (BP 8).

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

Page 45

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

**III.D.8. Resolution 2022/2023-45, Authorization to Utilize a Piggyback Contract**

Page 49

Recommend the Board of Education adopt Resolution 2022/2023-45, Authorization to Utilize a Piggyback Contract.

**III.E. HUMAN RESOURCES**

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

Page 53

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

**III.E.2. New Job Description for Assistive Technology Assistant; Nutrition Services Professional; Nutrition Services Professional/Rover; Nutrition Services Manager Rover; and Revisions to the Job Descriptions for Nutrition Services Manager I; and Nutrition Services Manager II**

Page 58

Recommend the Board of Education approve the new job descriptions for the Assistive Technology Assistant; Nutrition Services Professional; Nutrition Services Professional/Rover; Nutrition Services Manager Rover; and Revisions to the Job Descriptions for Nutrition Services Manager I; and Nutrition Services Manager II.

**III.E.3. Agency Affiliation for Agreement with University of Denver Morgridge College of Education**

Page 83

Recommend the Board of Education approve the Agency Affiliation Agreement with the University of Denver Morgridge College of Education.

<b>IV. INFORMATION</b>
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**IV.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**

**IV.A.1. New Course: BST Student Ambassadors**

Page 86

Recommend the Board of Education receive for information the new course BST Student Ambassadors.

**V. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**VI. ADJOURNMENT**

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 20, 2023

**TO:** Members, Board of Education

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

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

**SUBJECT:** **RESOLUTION 2022/2023-44, DECLARATION TO OPEN AND  
OPERATE PRESERVE SCHOOL #2 ON A MULTI-TRACK YEAR-  
ROUND SCHEDULE**

=====

**BACKGROUND**

Preserve School #2 was designed and intended to operate as a multi-track, year-round school serving approximately 1,200 students when it opens in the 2024/2025 school year. By operating on a multi-track year-round schedule, the school will be able to absorb the continuous projected residential and student enrollment growth in the Preserve community

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2022/2023-44, Declaration to Open and Operate Preserve School #2 on a Multi-Track Year-Round Schedule.

**FISCAL IMPACT**

Unknown Impact to the General Fund.

NE:GJS:

**Chino Valley Unified School District  
Resolution 2022/2023-44  
Declaration to Open and Operate  
Preserve School #2 on a Multi-Track Year-Round Schedule**

**WHEREAS**, the Chino Valley Unified School District (the "District") is currently building Preserve School #2, located at 16450 East Preserve Loop, in the City of Chino, State of California (the "School"); and

**WHEREAS**, the School is being constructed to operate on a multi-track, year-round schedule; and

**WHEREAS**, the School is scheduled to open in the 2024/2025 school year for approximately 1,200 students from transitional kindergarten through 8th grade; and

**WHEREAS**, the governing board of the District (the "Board") desires to operate the School on a continuous school program for students in transitional kindergarten through 6<sup>th</sup> grade, effective the 2024/2025 school year, to accommodate the continuous growth in the Preserve area.

**NOW THEREFORE, BE IT RESOLVED** the Board of Education of the Chino Valley Unified School District does hereby resolve, determine, find and order as follows:

1. The School shall begin operations on a multi-track, year school schedule effective the 2024/2025 school year for TK-6<sup>th</sup> grade students.
2. Consistent with Education Code section 37610, the Superintendent or his designee is hereby authorized and directed to notify the California Superintendent of Public Instruction of its intent to establish and operate the School on a year-round, multi-track schedule for students from transitional kindergarten through 6th grade beginning with the 2024/2025 school year, as authorized by Part 21, Chapter 5 of the Education Code entitled, "Continuous School Programs," commencing with section 37600.
3. The Superintendent or his designee is hereby further authorized and directed to publish, once a week for three successive weeks not later than November 1, 2023, notice of the Board's intention to operate the School on a multi-track continuous school program in such a manner as to require any eligible student to enroll in the School's continuous school program. Notice shall be published in the Inland Valley Daily Bulletin and Chino Valley Champion newspapers.

**APPROVED, PASSED, AND ADOPTED** this 20th day of April 2023 by the following vote:

Bridge: \_\_\_\_\_  
Cruz: \_\_\_\_\_  
Monroe: \_\_\_\_\_  
Na: \_\_\_\_\_  
Shaw: \_\_\_\_\_



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

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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**DATE:** April 20, 2023

**TO:** Members, Board of Education

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

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

**SUBJECT: NAMING OR DEDICATION OF A FACILITY AT CHINO HS AFTER  
FRANK ELDER AND JOE MURILLO**

=====

**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 HS, after Frank Elder and Joe Murillo.

In accordance with Board Policy 7310, Naming of Facilities:

1. Beginning February 17, 2023, the public was 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. At the April 6, 2023 board meeting, the Board held a public hearing on the proposed name or facility dedication and entertained public comments.

This item is before the Board for further public comment and final action on the naming or dedication of a facility at Chino HS after Frank Elder and Joe Murillo.

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

**RECOMMENDATION**

It is recommended the Board of Education name or dedicate a facility at Chino HS after Frank Elder and Joe Murillo.

**FISCAL IMPACT**

Unknown.

NE:GJS

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**April 6, 2023**

**MINUTES**

<b>I.        OPENING BUSINESS</b>
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**I.A.        CALL TO ORDER – 4:00 P.M.**

1. Roll Call

President Shaw called to order the regular meeting of the Board of Education, Thursday, April 6, 2023, at 4:00 p.m. with Bridge, Cruz, Monroe, Na, and Shaw present.

Administrative Personnel

Norm Enfield, Ed.D., Superintendent

Sandra H. Chen, Associate Superintendent, Business Services (absent)

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

Lea Fellows, Assistant Superintendent, CIIS

Richard Rideout, Assistant Superintendent, Human Resources

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

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Shaw adjourned to closed session at 4:00 p.m. regarding student discipline matters; and public employee performance evaluation: Superintendent.

**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 4:00 p.m. to 5:43 p.m. regarding student discipline matters; and public employee performance evaluation: Superintendent. No action was taken that required public disclosure.

2. Pledge of Allegiance

Frank R. led the Pledge of Allegiance.

**I.C. RECOGNITIONS**

1. FFA State Officer: Sydney Marich, Don Lugo HS  
President Shaw presented a certificate of recognition to Sydney Marich.
2. California Distinguished School: Hidden Trails ES  
This item was pulled from the agenda.

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

Maya King, thanked all those in opposition to the resolution; spoke about construction at Chino HS affecting the surrounding streets, and construction safety concerns; spoke about a fundraising event for a former teammate, which raised over \$1,000.00; announced another fundraising effort scheduled for April 25 from 10:00 a.m. to 6:00 p.m. at Chino HS; spoke about students entering college; and extended Easter wishes for those who celebrate the holiday.

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

Brenda Walker, A.C.T. President, announced A.C.T. scholarship opportunities for member graduating seniors; and thanked all District employees who have stepped up to keep students and staff safe; and said the Association is interested in the Board's perspective and discussion regarding AB 1314.

Barbara Bearden, CHAMP President, said schools celebrated National Librarian Day earlier in the week; announced that testing for elementary and junior high school students is approaching, and encouraged students to prepare accordingly; announced that CHAMP is meeting next Thursday at 4:45 p.m.; thanked President Shaw and Dr. Enfield for visiting her school site last week; and extended Easter wishes.

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

The following individuals addressed the Board: Jim Gallagher regarding gun safety; Oscar Avila regarding gun violence, mental health, and suicide; Adrian F. regarding violence at Chino Hills HS; Virginia Renteria regarding parent rights; Charlene King to thank the Board for supporting the *Stepping Up* program; and Steven Paez regarding children dying through abortions.

**I.G. CHANGES AND DELETIONS**

None.

**II. ACTION****II.A. ADMINISTRATION****II.A.1. Resolution 2022/2023-43, In Support of Assembly Bill 1314, Parental Notification**

Frank Rodriguez, Bridget, Caity Martinez, Greg Abdouch, Oscar Avila, Steven Paez, Misty, Bill Essayli, Kristal, and Eric Dahlen addressed the Board in support; and Christine Vicuna, Daniel Mora, Brandon Zuniga, Leila Maleki, Max Ibarra, July, Glory Ciccarella, Jim Gallagher, Darlene Berg, Diego Fernandez, and Alexis Tarros in opposition. Moved (Na) seconded (Cruz) motion carried (4-1, Bridge voted no) to adopt Resolution 2022/2023-43, In Support of Assembly Bill 1314, Parental Notification. Student representative voted no.

President Shaw called for a recess at 7:56 p.m. until 8:09 p.m.

**II.B. FACILITIES, PLANNING, AND OPERATIONS****II.B.1. Public Hearing to Receive Community Input on the Request to Name or Dedicate a Facility at Chino HS After Frank Elder and Joe Murillo**

President Shaw opened the public hearing at 8:10 p.m. There were no speakers, and the public hearing was closed at 8:10 p.m.

**II.B.2. Public Hearing on the Request to the California Department of Education for a Waiver of Certain Procedural Requirements of the Education Code Related to the Potential Sale of Surplus Real Property and Adoption of Resolution 2022/2023-36, Authorization to Seek a California Department of Education Waiver of Certain Procedures for the Sale of Surplus Real Property**

President Shaw opened the public hearing at 8:11 p.m. There were no speakers, and the public hearing was closed at 8:11 p.m. Moved (Na) seconded (Cruz) motion carried (4-1, Bridge voted no) to adopt Resolution 2022/2023-36, Authorization to Seek a California Department of Education Waiver of Certain Procedures for the Sale of Surplus Real Property. Student representative voted no.

**III. CONSENT**

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

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the March 16, 2023 Regular Meeting**

Approved the minutes of the March 16, 2023 regular meeting.

**III.B. BUSINESS SERVICES**

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

Approved/ratified the warrant register.

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

Approved/ratified the fundraising activities.

**III.B.3. Donations**

Accepted the donations.

**III.B.4. Legal Services**

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

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

**III.C.1. Student Expulsion Cases 22/23-45 and 22/23-48**

Approved student expulsion cases 22/23-45 and 22/23-48.

**III.C.2. School Sponsored Trip**

Approved/ratified the school-sponsored trip for Ayala HS.

**III.C.3. Arts, Music, and Instructional Materials Discretionary Block Grant**

Approved the Arts, Music, and Instructional Materials Discretionary Block Grant.

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

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

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

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

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

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

Approved the Notice of Completion for CUPCCAA Projects.

**III.D.5. Notice of Completion for Bid No. 22-23-03F, Classroom Preparation for Viewsonics—Group 5**

Approved the Notice of Completion for Bid No. 22-23-03F, Classroom Preparation for ViewSonics—Group 5.

**III.D.6. Notice of Completion for Bid No. 22-23-05F, Ayala HS and Chino HS Track Resurfacing Project**

Approved the Notice of Completion for Bid No. 22-23-05F, Ayala HS and Chino HS Track Resurfacing Project.

**III.D.7. Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 02-01)**

Approved the Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 02-01).

**III.D.8. Change Order and Notice of Completion for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 22-01)**

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

**III.D.9. Change Order for Bid No. 22-23-08F, Preserve II School—New Construction (BP 26-01)**

Approved the Change Order for Bid No. 22-23-08F, Preserve II School—New Construction (BP 26-01).

**III.D.10. Process on the Naming of Preserve School #2**

Approved the process on the naming of Preserve School #2.

**III.D.11. Resolutions 2022/2023-37, 2022/2023-38, 2022/2023-39, 2022/2023-40, 2022/2023-41, and 2022/2023-42, Authorization to Utilize Piggyback Contracts**

Adopted Resolutions 2022/2023-37, 2022/2023-38, 2022/2023-39, 2022/2023-40, 2022/2023-41, and 2022/2023-42, Authorization to Utilize Piggyback Contracts.

**III.E. HUMAN RESOURCES**

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

Approved/ratified the certificated/classified personnel items.

**III.E.2. Education Affiliation Agreement with Pacific College of Nursing**

Approved the Education Affiliation Agreement with Pacific College of Nursing.

**IV. INFORMATION****IV.A. ADMINISTRATION****IV.A.1. First Amended Reimbursement Agreement Between the Chino Valley Unified School District and the Ronald Reagan Charter School Alliance for Overallocated Space**

Received for information the First Amended Reimbursement Agreement Between the Chino Valley Unified School District and the Ronald Reagan Charter School Alliance for Overallocated Space.

**IV.B. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****IV.B.1. 2022/2023 First Semester Student Expulsion Report**

Received for information the 2022/2023 First Semester Student Expulsion Report.

**IV.B.2. Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for January Through March 2023**

Received for information the Williams Settlement Legislation Quarterly Uniform Report Summary for January through March 2023.

**V. COMMUNICATIONS****BOARD MEMBERS AND SUPERINTENDENT**

Don Bridge thanked the Chamber of Commerce, the city of Chino Hills, and city of Chino for the public safety luncheon that took place earlier in the week.

James Na spoke about a movement in Sacramento to *water down the value of high school diplomas*; spoke about tuition concerns; and spoke about the possibility of more college credit courses.

Andrew Cruz spoke about the County Fish and Game Department of San Bernardino Regional Park 2023 Fish and Wildlife Festival scheduled for Saturday, June 10, 2023; spoke about funding needs for music and arts; spoke about autism awareness; and said the 2<sup>nd</sup> Amendment is a given right; and read a portion of the book *Poems of a High School Loser* and donated the book to Chino HS.



Jon Monroe thanked the Chamber of Commerce for the Salute to Public Safety event; spoke about Prado Park's educational event scheduled for June 10, 2023; extended Easter wishes; and said April is National Donate Life month and encouraged people to consider listing themselves as an organ donor.

Superintendent Enfield announced that the CVUSD senior scholarship application period is open until April 27; and said the Military Salute application honoring graduating seniors entering the armed forces after graduation are being accepted through May 5 so that they may be recognized at the May 18 Board meeting at Woodcrest JHS.

Sonja Shaw said she may be attending the Prado Park Fish and Wildlife Festival; thanked the Chamber of Commerce for the Salute to Public Safety event; and thanked District security staff for the work that they do; thanked schools for welcoming her and Dr. Enfield during site visits; spoke about the choral event at Chino Hills HS; and thanked all the speakers for expressing their views and encouraged working together on issues.

<b>VI. ADJOURNMENT</b>
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President Shaw adjourned the regular meeting of the Board of Education at 8:26 p.m.

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Sonja Shaw, President

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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:** April 20, 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**

\$6,141,767.15 to all District funding sources.

NE:SHC:LP:lf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** April 20, 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**  
**April 20, 2023**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Rhodes ES</u></b>		
PEP Club	Think n Local	4/21/23 - 5/17/23
PEP Club	Open House Food Trucks	5/9/23
<b><u>Chino Hills HS</u></b>		
Music Boosters	Krispy Kreme	4/24/23 - 5/31/23
ASB - General	International Cultural Club Night Market	4/28/23
<b><u>Don Lugo HS</u></b>		
Band Boosters	Applebee's Flapjack Breakfast	5/7/23
Sports Boosters	Avocado House Dine Out	5/20/23
ASB - Baseball	Youth Baseball Clinic	6/10/23

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** April 20, 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**  
**April 20, 2023**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Don Lugo HS</u></b>		
Patricia Sturchio	Cash	\$50.00
Shear Blitz, Inc.	Cash	\$350.00
T-Ry & Associates	Cash	\$350.00
Legacy Builders So Cal, Inc.	Cash	\$500.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 20, 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: RESOLUTION 2022/2023-46, TEMPORARY BORROWING  
BETWEEN FUNDS OF THE SCHOOL DISTRICT**

=====

**BACKGROUND**

The cash flow of revenues for certain funds in the District does not always match the cash flow of expenditures during that year. When a mismatch between receipt of projected revenues and ongoing expenditures occur, it could cause a shortage of cash.

Interfund borrowing is a form of borrowing on a temporary basis between other available funds of the District. Education Code 42603 specifies that the governing board of any school district may direct funds to be temporarily transferred to another fund or account of the District. Interfund borrowing must be repaid in the same fiscal year, or the following year, if borrowing takes place within 120 days of fiscal year end.

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2022/2023-46, Temporary Borrowing Between Funds of the School District.

**FISCAL IMPACT**

None.

NE:SHC:LP:lf

**Chino Valley Unified School District  
Resolution 2022/2023-46,  
Resolution to Authorize Temporary Borrowing  
Between Funds of the School District**

**WHEREAS**, the San Bernardino County Treasurer does not have authority to honor warrants drawn on school district funds with insufficient cash balances in the absence of an approved borrowing arrangement with the District;

**WHEREAS**, the Board of Education of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the District for payment of obligations as authorized by Education Code 42603;

**WHEREAS**, actual interfund transfers shall be accounted for as temporary loans between funds and shall not be available for appropriation or be considered income to the borrowing fund or account; and

**WHEREAS**, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Board of Education of the Chino Valley Unified School District hereby authorizes, for fiscal year 2023/2024, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive: All funds.

2. The Board of Education of the Chino Valley Unified School District hereby authorizes the Superintendent or his designee to approve any actual interfund transfers processed between the above-mentioned funds and requires that any actual transfer of funds pursuant to this resolution be ratified by the Board as soon as practicable.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 20<sup>th</sup> day of April 2023.

Bridge: \_\_\_\_\_  
Cruz: \_\_\_\_\_  
Monroe: \_\_\_\_\_  
Na: \_\_\_\_\_  
Shaw: \_\_\_\_\_

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

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



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 20, 2023

**TO:** Members, Board of Education

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

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

**SUBJECT: STUDENT EXPULSION CASE 22/23-53**

=====

**BACKGROUND**

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

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

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

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

**RECOMMENDATION**

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve student expulsion case 22/23-53.

**FISCAL IMPACT**

None.

NE:LF:SJ:jg

# CHINO VALLEY UNIFIED SCHOOL DISTRICT

## Our Motto:

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

**DATE:** April 20, 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:

<b>School-Sponsored Trips</b>	<b>Date</b>	<b>Fiscal Impact</b>
Site: Ayala HS Event: California Future Business Leaders of America Leadership Conference Place: Sacramento, CA Chaperone: 23 students/3 chaperones	April 27-30, 2023	Cost: \$500.00 per student Funding Source: Perkins
Site: Don Lugo HS Event: Fresno State Field Day Place: Fresno, CA Chaperone: 17 students/2 chaperones	April 21-22, 2023	Cost: \$50.00 per student Funding Source: Fundraising

### **FISCAL IMPACT**

None.

NE:LF:gks

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** April 20, 2023

**TO:** Members, Board of Education

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

**PREPARED BY:** Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and  
Operations  
Kathy Casino, Director, Purchasing

**SUBJECT: PURCHASE ORDER REGISTER**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$2,853,725.42 to all District funding sources.

NE:GJS:kc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** April 20, 2023

**TO:** Members, Board of Education

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

**PREPARED BY:** Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and  
Operations  
Kathy Casino, Director, Purchasing

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

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

As indicated.

NE:GJS:kc

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-2223-154 Stephen Edward Brock.</b> To provide Emotionally Disturbed (ED) eligibility training for Psychologists. Submitted by: Special Education Duration of Agreement: June 1, 2023 - June 30, 2023	Contract amount: \$4,000.00  Funding source: Special Education
<b>CIIS-2223-155 NKS, LLC dba Little Sponges.</b> To provide online dual-language supports for Immigrant students. Submitted by: Access & Equity Duration of Agreement: April 21, 2023 - April 21, 2024	Contract amount: \$3,200.00  Funding source: Title III Immigrant
<b>CIIS-2223-156 Rosetta Stone, LLC.</b> To provide online language supports for Immigrant students. Submitted by: Access & Equity Duration of Agreement: April 21, 2023 - June 30, 2024	Contract amount: \$35,995.00  Funding source: Title III Immigrant
<b>CIIS-2324-007 Silicon Valley Mathematics Initiative LLC.</b> To provide professional development membership. Submitted by: Elementary Curriculum & Instruction Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$6,750.00  Funding source: LCAP
<b>CIIS-2324-008 Lexia Learning Systems LLC.</b> To provide online student reading subscription renewal. Submitted by: Elementary Curriculum & Instruction Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$153,780.00  Funding source: LCAP
<b>CIIS-2324-009 Digital Scepter Corporation.</b> To provide GlobalProtect subscription, Palo Alto networks, threat prevention, WildFire subscription, Cortex XDR prevent, premium support renewal. Submitted by: Technology Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$206,639.40  Funding source: General Fund
<b>CIIS-2324-010 Enome, Inc. (Goalbook).</b> To provide online toolkit to develop higher quality IEP and implementation. Submitted by: Special Education Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$303,450.00  Funding source: Special Education
<b>CIIS-2324-011 SHI International Corp.</b> To provide renewal ADAudit Plus professional edition- 6 domain controllers, 2 file savers, 1 domain, and 12 help desk technicians. Submitted by: Technology Duration of Agreement: August 2, 2023 - August 1, 2024	Contract amount: \$8,871.95  Funding source: General Fund
<b>CIIS-2324-012 SHI International Corp.</b> To provide renewal - Aruba Submitted by: Technology Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$21,972.30  Funding source: General Fund

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
<b>CIIS-2324-013 ClassLink, Inc.</b> To provide renewal - LaunchPad license, Annual Roster server hosting license. Submitted by: Technology Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$67,995.00  Funding source: General Fund
<b>CIIS-2324-014 FSS Software Topco LP dba Follet School Solutions, LLC.</b> To provide renewal - Follett hosted service renewal for Destiny district wide. Submitted by: Technology Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$53,593.27  Funding source: General Fund
<b>CIIS-2324-015 CSM Consulting, Inc.</b> To provide renewal - category one & two applications of the Federal Communications Commission E-rate filings and E-rate compliance. Submitted by: Technology Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$20,000.00  Funding source: General Fund
<b>CIIS-2324-016 Sidepath, Inc.</b> To provide renewal - A10 network support. Submitted by: Technology Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$22,565.80  Funding source: General Fund
<b>CIIS-2324-017 MGT of America, LLC dba Davis Demographics MGT, LLC.</b> To provide renewal - SchoolSite Locator (SSL). Submitted by: Technology Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$2,995.00  Funding source: General Fund
<b>CIIS-2324-018 Turnitin Holdings LLC dba Turnitin LLC.</b> To provide license for Feedback Studio Enterprise, originality checking and feedback. Submitted by: Technology Duration of Agreement: August 8, 2023 - August 7, 2024	Contract amount: \$43,798.64  Funding source: General Fund
<b>CIIS-2324-019 Aeries Software Inc dba Eagle Software.</b> To provide license for Aeries online enrollment and software support subscription. Submitted by: Technology Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$122,844.76  Funding source: General Fund
<b>CIIS-2324-020 Aeries Software Inc dba Eagle Software.</b> To provide Aeries analytics. Submitted by: Technology Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$48,011.38  Funding source: General Fund

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-2324-021 Aeries Software Inc dba Eagle Software.</b> To provide Aeries communications. Submitted by: Technology Duration of Agreement: July 1, 2023 - June 30, 2024	Contract amount: \$147,521.00  Funding source: General Fund

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<b>F-2223-053 Ware Malcomb</b> To provide architectural due diligence services. Submitted by: Facilities, Planning, and Operations Duration of Agreement: April 21, 2023 - June 30, 2024	Contract amount: \$3,000.00  Funding source: Capital Facilities

<b>MASTER CONTRACTS</b>	<b>FISCAL IMPACT</b>
<b>MC-2223-135 Festival Fun Parks, LLC dba Castle Park.</b> To provide field trip venue. Submitted by: Marshall ES Duration of Agreement: April 21, 2023 - June 30, 2026	Contract amount: Per Rate Sheet  Funding source: Various
<b>MC-2223-136 AH Illusions, Inc.</b> To provide magic and illusion shows. Submitted by: Dickey ES Duration of Agreement: April 21, 2023 - June 30, 2026	Contract amount: Per Rate Sheet  Funding source: Various
<b>MC-2223-137 Liminex, Inc. dba GoGuardian.</b> To provide student device monitoring, video conferencing, and training. Submitted by: CVLA Duration of Agreement: February 28, 2023 - June 30, 2026	Contract amount: Per Rate Sheet  Funding source: Various
<b>MC-2223-138 Canva Pty., Ltd.</b> To provide site license for Canva software. Submitted by: Purchasing Duration of Agreement: February 16, 2023 - June 30, 2026	Contract amount: Per Rate Sheet  Funding source: Various
<b>MC-2223-139 John P Minko dba Lizard Wizard.</b> To provide educational animal assembly. Submitted by: Borba ES Duration of Agreement: April 21, 2023 - June 30, 2026	Contract amount: Per Rate Sheet  Funding source: Various

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<b>CIIS-2223-137 Canva Pty., Ltd.</b> To provide site license for Canva software. Submitted by: Health Services Duration of Agreement: February 16, 2023 - June 30, 2026 Original Board Approval: March 2, 2023	Contract amount: Per Rate Sheet  Change contract number from CIIS-2223-137 to MC-2223-138 and extend expiration date.  Funding source: Various
<b>HR-2223-020 All City Management Services.</b> To provide crossing guard services - Chino Consortium Submitted by: Risk Management Duration of Agreement: July 1, 2022 - June 30, 2023 Original Board Approval: August 18, 2022	Contract amount: \$490,853.34  Increase contract amount from \$486,108.00 to \$490,853.34 for additional crossing guards.  Funding source: General Fund
<b>HR-2223-021 All City Management Services.</b> To provide crossing guard services - District Submitted by: Risk Management Duration of Agreement: July 1, 2022 - June 30, 2023 Original Board Approval: August 18, 2022	Contract amount: \$79,916.76  Increase contract amount from \$62,272.80 to \$79,916.76 for additional crossing guards.  Funding source: General Fund
<b>F-1819-018 Knowland Construction Services, Inc.</b> To provide master contract for DSA Inspector of Record services. Submitted by: Purchasing Duration of Agreement: July 1, 2023 - June 30, 2024 Original Board Approval: October 4, 2018	Contract amount: Per Rate Sheet  Rate sheet increase and extend contract through June 30, 2024.  Funding source: Various
<b>RFP 20-21-03 Charter Bus Services (Carreras Tours LLC)</b> To provide charter bus services Submitted by: Purchasing Duration of Agreement: November 6, 2020 - June 30, 2023 Original Board Approval: November 5, 2020	Contract amount: Per Rate Sheet  Pricing amendment.  Funding source: Various



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** April 20, 2023

**TO:** Members, Board of Education

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

**PREPARED BY:** Gregory J. Stachura, Assistant Superintendent, Facilities, Planning,  
and Operations  
Kathy Casino, Director, Purchasing

**SUBJECT: SURPLUS/OBSOLETE PROPERTY**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

Increase to the General Fund from proceeds of sale.

NE:GJS:kc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
SURPLUS / OBSOLETE PROPERTY  
April 20, 2023**

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Computer Equipment	Dell	DO-HLTH-FJNBOW2	Health Services
Computer Equipment	Speaker		Health Services
Computer Equipment	Dell	DO-HLTH-TYKES02	Health Services
Computer Equipment	Dell	DO-TYKE-9MNRHQ2	Health Services
Computer Equipment	Dell	DO-HLTH-B118MR2	Health Services
Computer Equipment	Dell	310-FRC-4HL5V12	Health Services
Computer Equipment	Dell	DO-TYKE-9MNQHQ2	Health Services
Computer Equipment	Dell	DO-TYKE-9MNTHQ2	Health Services
Computer Equipment	Monitor		Health Services
Computer Equipment	Monitor		Health Services
Computer Equipment	Monitor		Health Services
Computer Equipment	Mouse		Health Services
Computer Equipment	Mis.Cords		Health Services
Computer Equipment	Microsoft Surface		Health Services
Computer Equipment	Keyboard		Health Services
Computer Equipment	Dell	DO-HLTH-TYKES01	Health Services
Computer Equipment	Chromebook 3189	DN12SN2 / 66355	Rhodes ES
Computer Equipment	Chromebook 3189	88W52M2 / 62898	Rhodes ES
Computer Equipment	Chromebook 3189	J9C2YM2 / 62923	Rhodes ES
Computer Equipment	Chromebook 3189	1926ZM2 / 63064	Rhodes ES
Computer Equipment	Chromebook 3189	49Z6ZM2 / 62918	Rhodes ES
Computer Equipment	Chromebook 3189	GS58ZM2 / 62999	Rhodes ES
Computer Equipment	Chromebook 3189	D2XVJM2 / 63158	Rhodes ES
Computer Equipment	Chromebook 3189	J1W1ZM2 / 62977	Rhodes ES
Computer Equipment	Chromebook 3189	HV47ZM2 / 62900	Rhodes ES
Computer Equipment	Chromebook 3189	5M5FMQ2 / 72566	Rhodes ES
Computer Equipment	Chromebook 3189	6KC8ZM2 / 63066	Rhodes ES
Computer Equipment	Chromebook 3189	2LX82M2 / 63053	Rhodes ES
Computer Equipment	Chromebook 3189	646B2M2 / 63043	Rhodes ES
Computer Equipment	Chromebook 3189	66QBZM2 / 63063	Rhodes ES
Computer Equipment	Chromebook 3189	B0QBZM2 / 63036	Rhodes ES
Computer Equipment	Chromebook 3189	3MCF5N2 / 66378	Rhodes ES
Computer Equipment	Chromebook 3189	8SFTHM2 / 61058	Rhodes ES
Computer Equipment	Chromebook 3189	B7Y4SN2 / 66364	Rhodes ES
Computer Equipment	Chromebook 3189	5ZNWMQ2 / 72563	Rhodes ES
Computer Equipment	Chromebook 3189	ATT6MQ2 / 72242	Rhodes ES
Computer Equipment	Chromebook 3100	DP7X6Y2 / 81011	Rhodes ES
Computer Equipment	Chromebook 3100	2QG9ZME / 63043	Rhodes ES
Computer Equipment	Chromebook 3189	7K72SN2 / 66366	Rhodes ES

Computer Equipment	Chromebook	3189	2JGTJM2 / 63073	Rhodes ES
Computer Equipment	Chromebook	3189	8SB7ZM2 / 62947	Rhodes ES
Computer Equipment	Chromebook	3189	5XN2ZM2 / 62952	Rhodes ES
Computer Equipment	Chromebook	3189	GN4PJM2 / 63109	Rhodes ES
Computer Equipment	Chromebook	3189	7KHSJM2 / 63092	Rhodes ES
Computer Equipment	Chromebook	3189	F1F62M2 / 63068	Rhodes ES
Computer Equipment	Chromebook	3189	7SN92M2 / 62997	Rhodes ES
Computer Equipment	Chromebook	3189	JCVSJM2 / 63076	Rhodes ES
Computer Equipment	Chromebook	3189	DP01JN2 / 61051	Rhodes ES
Computer Equipment	Chromebook	3189	7DWBNF2 / 75184	Rhodes ES
Computer Equipment	Chromebook	3189	HV12SN2 / 66385	Rhodes ES
Computer Equipment	Chromebook	3189	7GLGMQ2 / 72268	Rhodes ES
Computer Equipment	Chromebook	3189	HDFZTT2 / 74928	Rhodes ES
Computer Equipment	Chromebook	3189	7B6SJM2 / 63144	Rhodes ES
Computer Equipment	Chromebook	3189	1N76ZM2 / 62986	Rhodes ES
Computer Equipment	Chromebook	3189	8XG6MQ2 / 72246	Rhodes ES
Computer Equipment	Chromebook	3189	F4769Y2 / 82667	Rhodes ES
Computer Equipment	Chromebook	3189	4KPHM02 / 72051	Rhodes ES
Computer Equipment	Chromebook	3189	47YFNF2 / 74059	Rhodes ES
Computer Equipment	Chromebook	3189	GHBPTT2 / 74930	Rhodes ES
Computer Equipment	Chromebook	3189	DFG5MQ2 / 72026	Rhodes ES
Computer Equipment	Chromebook	3189	8VG6MQ2 / 72066	Rhodes ES
Computer Equipment	Chromebook	3189	FM91ZM2 / 62936	Rhodes ES
Computer Equipment	Chromebook	3189	5057M2 / 63069	Rhodes ES
Computer Equipment	Chromebook	3189	HT5ZM2 / 62280	Rhodes ES
Computer Equipment	Chromebook	3189	6PXV1M2 / 63071	Rhodes ES
Computer Equipment	Chromebook	3189	CKWVJM2 / 63057	Rhodes ES
Computer Equipment	Chromebook	3189	DXH9ZM2 / 62894	Rhodes ES
Computer Equipment	Chromebook	3189	856GM02 / 72279	Rhodes ES
Computer Equipment	Chromebook	3189	B1CZYM2 / 63001	Rhodes ES
Computer Equipment	Chromebook	3189	HSJZHM2 / 61044	Rhodes ES
Computer Equipment	Chromebook	3189	1WQGMQ2 / 72269	Rhodes ES
Computer Equipment	Chromebook	3189	F1BSJM2 / 62887	Rhodes ES
Computer Equipment	Chromebook	3189	4557ZM2 / 62959	Rhodes ES
Computer Equipment	Chromebook	3189	2TQGMQ2 / 72271	Rhodes ES
Computer Equipment	Chromebook	3189	8QL3JM2 / 61049	Rhodes ES
Computer Equipment	Chromebook	3189	5977ZM2 / 63103	Rhodes ES
Computer Equipment	Chromebook	3189	7MQZYM2 / 62932	Rhodes ES
Computer Equipment	Chromebook	3189	1FL2772 / 74974	Rhodes ES
Computer Equipment	Chromebook	3189	824RHM2 / 61054	Rhodes ES
Computer Equipment	Chromebook	3189	H2572M2 / 63084	Rhodes ES
Computer Equipment	Chromebook	3189	H826ZM2 / 62896	Rhodes ES
Computer Equipment	Chromebook	3189	J1NOJM2 / 61052	Rhodes ES
Computer Equipment	Chromebook	3189	J38CN12 / 75188	Rhodes ES

Computer Equipment	Chromebook	3189	BDK1JM2 / 61050	Rhodes ES
Computer Equipment	Chromebook	3189	GR412ZM2 / 62963	Rhodes ES
Computer Equipment	Chromebook	3189	FKF22M2 / 63039	Rhodes ES
Computer Equipment	Chromebook	3189	49H12M2 / 68614	Rhodes ES
Computer Equipment	Chromebook	3189	5677ZM2 / 63046	Rhodes ES
Computer Equipment	Chromebook	3189	14R8ZM2 / 63042	Rhodes ES
Computer Equipment	Chromebook	3189	FQ91ZM2 / 63037	Rhodes ES
Computer Equipment	Chromebook	3189	JLS0ZM2 / 62985	Rhodes ES
Computer Equipment	Chromebook	3189	JRH12M2 / 63015	Rhodes ES
Computer Equipment	Chromebook	3189	4RL0ZM2 / 62949	Rhodes ES
Computer Equipment	Chromebook	3189	B247ZM2 / 62985	Rhodes ES
Computer Equipment	Chromebook	3189	7QDHN2 / 74867	Rhodes ES
Computer Equipment	Chromebook	3189	CCY15M2 / 61042	Rhodes ES
Computer Equipment	Chromebook	3189	13G33ZM2 / 63045	Rhodes ES
Computer Equipment	Chromebook	3189	CLJHJM2 / 62893	Rhodes ES
Computer Equipment	Chromebook	3189	JR41ZM2 / 63041	Rhodes ES
Computer Equipment	Chromebook	3189	2NQ7MQ2 / 72247	Rhodes ES
Computer Equipment	Chromebook	3189	8KLDMQ2 / 72276	Rhodes ES
Computer Equipment	Chromebook	3189	CNG6MQ2 / 72270	Rhodes ES
Computer Equipment	Chromebook	3189	FSB7ZM2 / 62934	Rhodes ES
Computer Equipment	Chromebook	3189	60WZYM2 / 62962	Rhodes ES
Computer Equipment	Chromebook	3189	FS91ZM2 / 63002	Rhodes ES
Computer Equipment	Chromebook	3189	2PMMQ2 / 72257	Rhodes ES
Computer Equipment	Chromebook	3189	G342JM2 / 61046	Rhodes ES
Computer Equipment	Chromebook	3189	9GT72M2 / 62956	Rhodes ES
Computer Equipment	Chromebook	3189	7KS27ZM2 / 62981	Rhodes ES
Computer Equipment	Chromebook	3189	FDSNJM2 / 63126	Rhodes ES
Computer Equipment	Chromebook	3189	FT41ZM2 / 62935	Rhodes ES
Computer Equipment	Chromebook	3189	7FQZYM2 / 62917	Rhodes ES
Computer Equipment	Chromebook	3189	8457ZM2 / 63056	Rhodes ES
Computer Equipment	Chromebook	3189	4PH1ZM2 / 63060	Rhodes ES
Computer Equipment	Chromebook	3189	5JJ7ZM2 / 62973	Rhodes ES
Computer Equipment	Chromebook	3189	21B1ZM2 / 62974	Rhodes ES
Computer Equipment	Chromebook	3189	849ZYM2 / 62910	Rhodes ES
Computer Equipment	Chromebook	3189	8RV1ZM2 / 62909	Rhodes ES
Computer Equipment	Chromebook	3189	7JP5ZM2 / 62913	Rhodes ES
Computer Equipment	Chromebook	3189	4W5PMQ2 / 72077	Rhodes ES
Computer Equipment	Chromebook	3189	GHXMQ2 / 72559	Rhodes ES
Computer Equipment	Chromebook	3189	1NTDMQ2 / 72570	Rhodes ES
Computer Equipment	Chromebook	3189	56QDNF2 / 63935	Rhodes ES
Computer Equipment	Chromebook	3189	7TL2ZM2 / 62916	Rhodes ES

# CHINO VALLEY UNIFIED SCHOOL DISTRICT

## Our Motto:

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

**DATE:** April 20, 2023

**TO:** Members, Board of Education

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

**PREPARED BY:** Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations  
Martin Silveira, Director, Maintenance and Operations

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

=====

## **BACKGROUND**

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

<b>CUPCCAA Project</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Original Quotation</b>	<b>Change Order</b>	<b>Total</b>	<b>Completion Date</b>
CC2023-41	Country Springs ES Security Fencing Project	J2 Builders	\$23,760.00	N/A	\$23,760.00	March 17, 2023
CC2023-47	Adult School HVAC replacement (Room 18)	Leading Edge Air Conditioning	\$19,950.00	N/A	\$19,950.00	March 17, 2023

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

Staff recommends approval of the Notice of Completion for these projects.  
Approval of this item supports the goals identified within the District's Strategic Plan.

## **RECOMMENDATION**

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

## **FISCAL IMPACT**

\$43,710.00 to General Fund 01.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 2, 2023

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDER FOR BID NO. 22-23-08F, PRESERVE SCHOOL #2 – NEW CONSTRUCTION (BP 33-01)**

=====

**BACKGROUND**

On October 20, 2022, the Board of Education awarded Bid No. 22-23-08F, Preserve School #2 – New Construction (BP 33-01) to JPI Development Group, 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	JPI Development Group, Inc.	\$119,888.00
Bid Amount:		\$2,158,000.00
Revised Total Project Amount:		\$2,277,888.00

The change order results in a net increase of \$119,888.00 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.

Staff recommends the approval of the Change Order for this bid.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Change Order for Bid No. 22-23-08F, Preserve School #2 – New Construction (BP 33-01).

**FISCAL IMPACT**

\$119,888.00 to Building Fund 21.

NE:GJS

11/20/2023



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

## CHANGE ORDER

Date: 03/01/2023 BID/ CUPCAA #: 22-23-08F Change Order #: 001  
 Project Title: Preserve II School – New Construction  
 Owner: Chino Valley Unified School District DSA Application #: 04-120512 DSA File #: 36-11  
 Architect: PBK Contractor: JPI Development Group Inc. (BP 33-01)

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

ITEM NO. 1:	Description:	ASI#003 Extend Infrastructure for Future Portables
	Reason:	Provides for the extension of the sewer and water lines to the portable areas for future connection pursuant to ASI #003 dated January 23, 2023.
	Document Ref:	Change Order Request P-001 (PCO #P-018)
	Requested by:	District
	Change in Contract Sum:	\$4,764.00 / ADD
	Time Extension:	0
ITEM NO. 2:	Description:	ASI#002 Corrosivity Soils – Underground Plumbing Utilities & Structures Remediation
	Reason:	Provide remediation to the underground plumbing utilities & concrete structures due to the corrosivity of existing soils on site per ASI #002 dated November 22, 2022. In alignment with the corrosivity report, the vent material changed from PVDF piping and fittings to Charlotte Chemdrain system per RFI #0004 response and the under slab vent, sanitary waste, sewer and storm system is changed from cast iron to Schedule 40 PVC with PVC-DWW fittings per RFI #003 response.
	Document Ref:	Change Order Request P-002 (PCO #P-009)
	Requested by:	District
	Change in Contract Sum:	\$115,124.00 / ADD
	Time Extension:	0

### CONTRACT SUMMARY

The original contract amount was:	\$2,158,000.00
Previously approved change order amount(s):	\$0.00
The contract amount will be <b>increased</b> by this Change Order:	\$119,888.00
The new contract amount including this change order will be:	\$2,277,888.00

The original contract completion date: 05/30/2024

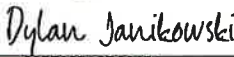
The contract time will be increased/decreased by days: 0 days

The date of completion as a result of this Change Order is: 05/30/2024

**APPROVED BY:**

Dylan Janikowski

Contractor – JPI Development Group Inc.


DocuSigned by:  
  
 Signature 837E3851C7C34B1...

03/15/2023 | 08:16 PDT

Date

Kamal Israil  
TYR Inc.

DSA Inspector of Record (if applicable)


DocuSigned by:  
  
 Signature A05D347C199F461...

03/15/2023 | 10:48 PDT

Date

Bob Lavey  
PBK

Architect / Engineer (if applicable)

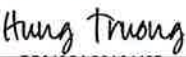
DocuSigned by:  
  
 Signature 8953B2CA4BF6419...

03/15/2023 | 08:37 PDT

Date

Hung Truong  
CW Driver

Construction/Project Manager

DocuSigned by:  
  
 Signature DB918CAC3A0446B...

03/15/2023 | 13:30 PDT

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Cesar Portugal

CVUSD Project Manager

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:** April 20, 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 8)**

=====

**BACKGROUND**

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 8) to Challenger Sheet Metal, 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	Challenger Sheet Metal, Inc.	(\$19,257.07)
	Bid Amount:	\$7,272,000.00
	Revised Total Project Amount:	\$7,252,742.93
	Retention Amount:	\$362,637.15

The change order results in a net decrease of \$19,257.07 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 November 30, 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 8).

### **FISCAL IMPACT**

(\$19,257.00) to Measure G Fund 21.

NE:GJS



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

4/20/23  
CO/NOE

## CHANGE ORDER

Date: 03/10/2023 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: Challenger Sheet Metal, Inc. (BP#8) ✓

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: \$-19,257.07  
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: \$7,272,000.00 ✓

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

The contract amount will be increased/decreased by this Change Order: \$-19,257.07 ✓

The new contract amount including this change order will be: \$7,252,742.93 ✓

The original contract completion date was: 11/30/2022

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: 11/30/2022

### APPROVED BY:

Joel Quinonez

Contractor

*Joel Quinonez*

Signature

03/15/2023

Date

Kamal Israil

DSA Inspector of Record (if applicable)

*Kamal Israil*

Signature

03/15/2023

Date

Robert Lavey

Architect / Engineer (if applicable)

*Robert Lavey*

Signature

03/29/2023

Date

Robert Stewart

Construction / Project Manager

*Robert Stewart*

Signature

03/15/2023

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Samuel Sousa

CVUSD Project Manager

Signature

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Director, Planning (if applicable)

*Beverly Beemer*

Signature

3/31/2023

Date

Greg Stachura

Owner (Authorized Agent)

*Greg Stachura*

Signature

4/4/23

Date

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 20, 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 19)**

=====

**BACKGROUND**

On November 7, 2019, the Board of Education awarded Bid No. 19-20-17F, Chino HS Reconstruction Phase 1 (BP 19) to Valley Pipeline Services, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
3	Valley Pipeline Services, Inc.	(\$17,164.30)
Previously Approved Change Orders:		\$153,018.00
Bid Amount:		\$2,396,000.00
Revised Total Project Amount:		\$2,531,853.70
Retention Amount:		\$126,592.69

The change order results in a net decrease of \$17,164.30 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 19).

**FISCAL IMPACT**

(\$17,164.30) to Measure G Fund 21.

NE:GJS



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

## CHANGE ORDER

4/20/23  
CO/1162

Date: 03/21/2023 BID/ CUPCCAA #: 19-20-17F ✓ Change Order #: 003 ✓  
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: Valley Pipeline Services, Inc. (BP#19) ✓

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: \$-17,164.30  
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:	\$2,396,000.00 ✓
Previously approved change order amount(s):	\$153,018.00 ✓
The contract amount will be increased/decreased by this Change Order:	\$-17,164.30 ✓
The new contract amount including this change order will be:	\$2,531,853.70 ✓

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:

Steve Vatter

Contractor

*Steve Vatter*

Signature

03/22/2023

Date

Kamal Israil

DSA Inspector of Record (if applicable)

*Kamal Israil*

Signature

03/28/2023

Date

Robert Lavey

Architect / Engineer (if applicable)

*Robert Lavey*

Signature

03/29/2023

Date

Robert Stewart

Construction / Project Manager

*Robert Stewart*

Signature

03/28/2023

Date

Authorized Department Head (if applicable)

Signature

Date

Director, Technology (if applicable)

Signature

Date

Sam Sousa

CVUSD Project Manager

Signature

Date

Director, Maintenance & Operations (if applicable)

Signature

Date

Beverly Beemer

Director, Planning (if applicable)

*BB*

Signature

3/31/2023

Date

Greg Stachura

Owner (Authorized Agent)

Signature

4/4/23

Date



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 20, 2023

**TO:** Members, Board of Education

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

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

**SUBJECT: RESOLUTION 2022/2023-45, AUTHORIZATION TO UTILIZE A PIGGYBACK CONTRACT**

=====

**BACKGROUND**

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

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

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

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

Resolution	Contract	Contractor	Description	Term
2022/2023-45	California Multiple Award Schedule (CMAS) 3-23-03-1024	Sidepath, Inc.	Information Technology Goods and Services	3/9/2023-12/31/2025

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2022/2023-45, Authorization to Utilize a Piggyback Contract.

**FISCAL IMPACT**

Unknown.

NE:GJS

**Chino Valley Unified School District  
Resolution 2022/2023-45  
Authorization to Utilize the California Multiple Award Schedule (CMAS)  
3-23-03-1024 Sidepath, Inc.  
to Purchase Information Technology Goods and Services  
Through the Piggyback Contract**

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

**WHEREAS**, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the school district to take advantage of this competitive bidding exception;

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

**WHEREAS**, the District's Board has determined that it is in the best interest of the District to authorize the purchase of information technology goods and services through the piggyback contract procured by contract 3-23-03-1024 in accordance with Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code, without competitive bidding through the State of California Department of General Services Procurement Division under California Multiple Award Schedules (collectively, "CMAS");

**WHEREAS**, CMAS currently has a piggyback contract, 3-23-03-1024, in accordance with Public Contract Code 20118 with ConvergeOne Corp., that contains the materials, supplies, equipment and/or other personal property the District currently requires;

**NOW, THEREFORE, BE IT RESOLVED** the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through CMAS. Pursuant to Public Contract Code section 10290 *et seq.* and Public Contract Code section 12100 *et seq.*, that authorizing the purchase of information technology goods and services through CMAS contract 3-23-03-1024 is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of information technology goods and services in accordance with Public Contract Code 20118 through the piggyback contract originally procured by CMAS contract 3-23-03-1024.

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

Section 5. Effective Date. This resolution shall be effective as of March 9, 2023, for the term ending December 31, 2025.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 20th day of April 2023 by the following vote:

Bridge	_____
Cruz	_____
Monroe	_____
Na	_____
Shaw	_____

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

---

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 20, 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**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2022/2023 SCHOOL YEAR**

BAI, Yun	Dual Immersion Elementary Teacher	Hidden Trails ES	04/03/2023
MORA-GUZMAN, Barbara	Child Development Teacher	Health Services	04/10/2023

**RETIREMENT**

MARTINEZ, Esperanza (41 years of service)	Elementary Teacher	Borba ES	05/27/2023
SCHLERF, Laura (28 years of service)	Elementary Teacher	Butterfield ES	06/01/2023
GRAF, Roseann (33 years of service)	Elementary Teacher	Wickman ES	05/31/2023
CARPENTIER, Mary (37 years of service)	Social Science Teacher	Don Lugo HS	05/30/2023

**APPOINTMENT - EXTRA DUTY**

CANDELO, Johann (NBM)	Women's Water Polo (B)	Chino Hills HS	04/03/2023
GLADDEN, Chantz (NBM)	Men's Water Polo (B)	Chino Hills HS	04/05/2023
TUMANG, Rheana (NBM)	Dance (B)	Chino Hills HS	03/31/2023

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

ADAMS, Tracy	SAI Kindergarten	Newman ES	05/31/2023
BANUELOS, Marisela	M/S 4 <sup>th</sup> – 6 <sup>th</sup> Grade	Newman ES	05/31/2023
CASSEL, Katherine	M/S 4 <sup>th</sup> – 6 <sup>th</sup>	Newman ES	05/31/2023
DE LA ROSA, Maria	SAI 3 <sup>rd</sup> Grade	Newman ES	05/31/2023
DEMING, Abigail	Autism Kindergarten	Newman ES	05/31/2023
GREGORY, Nikki	SAI 4 <sup>th</sup> – 5 <sup>th</sup> Grade	Newman ES	05/31/2023
HAYS, Kristi	SAI 1 <sup>st</sup> – 2 <sup>nd</sup> Grade	Newman ES	05/31/2023
HERNANDEZ, Melissa	Autism Pre-K	Newman ES	05/31/2023
IRVINE, Tiffany	MS/Autism 1 <sup>st</sup> Grade	Newman ES	05/31/2023
JIMENEZ, Brenda	Autism 3 <sup>rd</sup> Grade	Newman ES	05/31/2023
LAIRD, Shae	Autism 2 <sup>nd</sup> Grade	Newman ES	05/31/2023
MARTINEZ, Erik	Autism Pre-K	Newman ES	05/31/2023
MONTOYA, Allison	SAI 6 <sup>th</sup> Grade	Newman ES	05/31/2023
ROSALES, Perla	SAI Pre-K – Kindergarten	Newman ES	05/31/2023
DONAGHY, Tana	M/S 4 <sup>th</sup> – 6 <sup>th</sup>	Walnut ES	05/31/2023
REYES, Brianda	M/S Kinder – 3 <sup>rd</sup> Grade	Walnut ES	05/31/2023
CARLOS, Clarita	M/S Transition	Ayala HS	05/31/2023
COLOCHO, Mercedes	SAI 7 <sup>th</sup> Grade	Ayala HS	05/31/2023
FLORES, Bryan	SAI ELA/MATH 9 <sup>th</sup> – 12 <sup>th</sup> Grade	Ayala HS	05/31/2023
KNIGHT, Kristen	SAI 7 <sup>th</sup> – 8 <sup>th</sup> Grade	Ayala HS	05/31/2023
KRANAWETTER, Timothy	M/S 9 <sup>th</sup> – 12 <sup>th</sup> Grade	Ayala HS	05/31/2023

**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**APPOINTMENT – SUMMER SCHOOL TEACHERS – EXTENDED SCHOOL YEAR** (cont.)

LEE, Jennifer	M/S 9 <sup>th</sup> – 12 <sup>th</sup> Grade	Ayala HS	05/31/2023
LOPEZ, Monica	M/S 7 <sup>th</sup> – 8 <sup>th</sup> Grade	Ayala HS	05/31/2023
RODRIGUEZ, Dania	M/S Transition	Ayala HS	05/31/2023
DEVASIA, Deepa	High School SLP	Special Education	05/31/2023
McENTIRE, Modell	Psychologist	Special Education	05/31/2023
TIERNEY, Brooke	Elementary SLP	Special Education	05/31/2023

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

BRENES, James

**CLASSIFIED PERSONNEL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE****APPOINTMENT**

HUSSAINIAN, Sarah	Behavior Intervention Aide (MH)	Special Education	04/24/2023
PANLILIO, Daniel	Bus Driver (GF)	Transportation	04/24/2023

**CHANGE OF ASSIGNMENT**

WENDLING, Kathlyn	FROM: Nutrition Services Assistant I (NS) 2 hrs./181 work days TO: Nutrition Services Assistant I (NS) 3 hrs./181 work days	Liberty ES Wickman ES	04/10/2023
AGUAYO, Nicole	FROM: Playground Supervisor (GF) 1.5 hrs./180 work days TO: Paraprofessional II (SELPA/GF) 6 hrs./181 work days	Newman ES Newman ES	04/17/2023
CONRARDY, Victoria	FROM: Paraprofessional II (SELPA/GF) 6 hrs./181 work days TO: Child Care Specialist (C) 6 hrs./180 work days	Don Lugo HS Child Development	04/17/2023

**LEAVE OF ABSENCE**

SUN, Jinjing	Bilingual Typist Clerk I - Mandarin (C)	Litel ES	05/30/2023 through 06/09/2023
SUN, Jinjing	Bilingual Typist Clerk I - Mandarin (C)	Litel ES	07/24/2023 through 07/31/2023

**RESIGNATION**

DE MARTINO, Kristen	Playground Supervisor (GF)	Oak Ridge ES	04/20/2023
MILLS, Austin	Custodian I (GF)	Don Lugo HS	04/07/2023

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

FLORES-HIDALGO, Monica	GALICIA, Javier	HUIZAR LUNA, Gloria
LIZZARAGO, Krystel	MABRIE, Leilani	RUEDA, Larry



(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:** April 20, 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 ASSISTIVE TECHNOLOGY ASSISTANT;  
NUTRITION SERVICES PROFESSIONAL; NUTRITION SERVICES  
PROFESSIONAL/ROVER; NUTRITION SERVICES MANAGER ROVER;  
AND REVISIONS TO THE JOB DESCRIPTIONS FOR NUTRITION  
SERVICES MANAGER I; AND NUTRITION SERVICES MANAGER II**

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**BACKGROUND**

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

On March 10, 2023, CSEA and the District consulted and finalized the job description for the Assistive Technology Assistant. On March 29, 2023, CSEA and the District consulted and finalized the revisions of the job descriptions for the Nutrition Services positions. 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 new job descriptions for the Assistive Technology Assistant; Nutrition Services Professional; Nutrition Services Professional/Rover; Nutrition Services Manager Rover; and revisions to the job descriptions for Nutrition Services Manager I; and Nutrition Services Manager II.

**FISCAL IMPACT**

Salary and benefits of \$4,024.00 to the Special Education Fund for the Assistive Technology Assistant position. Salary and benefits of \$377,582.00 to the Cafeteria Fund 13 for the Nutrition Services positions.

**ASSISTIVE TECHNOLOGY ASSISTANT**

**DEFINITION**

UNDER GENERAL SUPERVISION OF SPECIAL EDUCATION DIRECTOR/COORDINATOR AT THE DISTRICT OFFICE. COMPLETES A VARIETY OF DATA ENTRY WORK RELATED TO STUDENTS ASSIGNED ASSISTIVE TECHNOLOGY (AT) EQUIPMENT. UPDATES AND MAINTAINS ACCESS OF (AT) DEVICES. PERFORMS ROUTINE CLERICAL TASKS IN SUPPORT OF THE (AT) PROGRAM AND PERFORMS RELATED DUTIES AS REQUIRED.

**DISTINGUISHING CHARACTERISTICS**

POSITIONS IN THIS CLASS ARE CHARACTERIZED BY THEIR RESPONSIBILITY TO HELP STUDENTS, PARENTS/GUARDIANS, AND STAFF ACCESS STUDENTS' (AT) DEVICE AND APPLICATIONS ON DEVICES.

**OCCUPATIONAL GROUP**

CLASSIFIED (INSTRUCTIONAL)

**EXAMPLES OF DUTIES**

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

1. MONITORS (AT) DEVICES ASSIGNED THROUGH AN INDIVIDUAL EDUCATION PROGRAM (IEP) AND PROVIDES INDIVIDUAL INSTRUCTIONS TO MEET THE NEEDS OF EACH STUDENT TO ACCESS THE DEVICE OR APPLICATION. **(E)**
2. TROUBLESHOOTS ISSUES WITH (AT) DEVICES AND APPLICATIONS IF NOT WORKING. WORKS COLLABORATIVELY WITH DISTRICT TECHNOLOGY DEPARTMENT. **(E)**
3. COMMUNICATES REGULARLY WITH CLASSROOM TEACHERS, RELATED SERVICE PROVIDER, OR CASE MANAGER TO ASSURE (AT) DEVICE CAN BE ACCESSED BY THE STUDENT AND TEACHER. APPLICATIONS ARE UPDATED AND CURRENT. **(E)**
4. CREATES WRITTEN INSTRUCTION AND PROVIDES VISUAL SUPPORT FOR STUDENTS/PARENTS/GUARDIANS /TEACHERS AS NEEDED TO ACCESS (AT) DEVICES (I.E CHROMEBOOKS, IPADS, IGAZE, ETC) OR APPLICATIONS NECESSARY TO USE THE (AT) DEVICES. **(E)**

## **ASSISTIVE TECHNOLOGY ASSISTANT**

5. MAINTAINS DATA SPREADSHEET OF (AT) DEVICES ASSIGNED TO STUDENTS, APPLICATIONS USED, AND CALENDAR OF MAINTENANCE. **(E)**
6. TRAVELS FROM SITE TO SITE DAILY TO PROVIDE ROUTINE OPERATIONAL MAINTENANCE AND SERVICE SUPPORT AS REQUIRED BY A STUDENT'S INDIVIDUAL EDUCATION PROGRAM. **(E)**
7. PERFORMS OTHER DUTIES AS REQUIRED.

### **MINIMUM REQUIREMENTS**

#### **KNOWLEDGE OF:**

- PRACTICAL METHODS USED IN TUTORING AND MOTIVATING STUDENTS;
- SIMPLE RECORDKEEPING WITH EXCEL AND FILING;
- OPERATION OF (AT) EQUIPMENT;
- OPERATION OF INSTALLING APPLICATIONS AND ACCESSING APPLICATIONS;
- ACCESSING VARIOUS TECHNOLOGICAL DEVICES AND APPLICATIONS; AND
- ELEMENTS OF GOOD ENGLISH USAGE, SPELLING, GRAMMAR AND PUNCTUATION.

#### **ABILITY TO:**

- LEARN AND APPLY THE PROPER METHODS AND PROCEDURES TO BE FOLLOWED IN A VARIETY OF INSTRUCTIONAL SITUATIONS;
- RUN REPORTS (I.E. SEIS) THAT CORRESPOND TO (AT) SERVICES;
- COMMUNICATE EFFECTIVELY TO STUDENTS, PARENTS/GUARDIANS, AND STAFF VERBALLY AND IN WRITING;
- COMMUNICATE EFFECTIVELY USING CORRECT GRAMMAR;
- ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH STUDENTS, PARENTS/GUARDIANS AND CO-WORKERS OF DIVERSE BACKGROUND AND EXPERIENCES;
- UNDERSTAND AND CARRY OUT ORAL AND WRITTEN INSTRUCTION;
- MAINTAIN CONFIDENTIALITY OF PUPIL RECORDS AND SCHOOL REPORTS;
- DEMONSTRATE AN UNDERSTANDING, PATIENT AND RECEPTIVE ATTITUDE TOWARD STUDENTS;
- PERFORM SIMPLE CLERICAL TASKS AND OPERATE STANDARD OFFICE MACHINES;
- TROUBLESHOOT SIMPLE (AT) ISSUES.
- WORK EFFICIENTLY ON MULTIPLE TASKS AND PROJECTS SIMULTANEOUSLY;

## **ASSISTIVE TECHNOLOGY ASSISTANT**

- WORK INDEPENDENTLY;
- MAINTAIN ACCURATE RECORDS; AND
- MEET ESTABLISHED TIME FRAMES AND SCHEDULES.

### **EXPERIENCE**

ONE YEAR OF PAID OR VOLUNTEER EXPERIENCE WORKING WITH CHILDREN AGES 4 THROUGH 22 IN AN EDUCATIONAL OR CHILDCARE SETTING PREFERRED.

### **EDUCATION**

EQUIVALENT TO THE COMPLETION OF THE TWELFTH GRADE.

### **WORKING CONDITIONS**

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

### **PHYSICAL ABILITIES**

- BENDING AT THE WAIST, AND REACHING TO RETRIEVE AND MAINTAIN FILES AND RECORDS;
- REACHING OVERHEAD, ABOVE THE SHOULDERS, AND HORIZONTALLY;
- DEXTERITY OF HANDS AND FINGERS TO OPERATE STANDARD OFFICE EQUIPMENT, COMPUTER KEYBOARD, AND OTHER EQUIPMENT NECESSARY TO COMPLETE THE REQUIRED DUTIES;
- HEARING AND SPEAKING TO EXCHANGE INFORMATION IN PERSON AND ON THE TELEPHONE;
- VISUAL ABILITY TO READ, AND TO PREPARE/PROCESS DOCUMENTS; AND
- SITTING AND/OR STANDING FOR EXTENDED PERIODS.

### **HAZARDS**

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

## **ASSISTIVE TECHNOLOGY ASSISTANT**

### **SPECIAL REQUIREMENTS**

MUST POSSESS, OR OBTAIN PRIOR TO APPOINTMENT, A VALID CALIFORNIA VEHICLE OPERATOR'S LICENSE. MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY.

APPROVED:

**NUTRITION SERVICES PROFESSIONAL**

**DEFINITION**

UNDER THE DIRECTION OF AN ASSIGNED SUPERVISOR/KITCHEN MANAGER, PARTICIPATES AND ASSISTS IN THE PREPARATION, SET UP, AND SERVICE OF FOOD ITEMS AND MEALS. THIS INCLUDES, BUT IS NOT LIMITED TO, MEALS AND SNACKS FOR REGULAR SERVICE. PERFORMS ROUTINE DUTIES INCLUDING HANDLING INVENTORY, CLEANING KITCHEN EQUIPMENT, UTENSILS, WORK AND SERVING AREAS.

**DISTINGUISHING CHARACTERISTICS**

DUTIES TYPICALLY INCLUDE ASSISTING WITH FOOD PREPARATION, SET UP, AND SERVICE AS DIRECTED BY THE KITCHEN MANAGER.

**OCCUPATIONAL GROUP**

CLASSIFIED (NUTRITION SERVICES)

**EXAMPLES OF DUTIES/RESPONSIBILITIES**

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

1. ASSISTS IN THE PORTIONING, ASSEMBLING, BAKING, HEATING OR COOKING OF HOT AND COLD FOODS, SERVES BEVERAGES AND NECESSARY DAILY MENU ITEMS WHICH MAY INCLUDE A LA CARTE ITEMS. (E)
2. WASHES AND PREPARES FRUITS AND VEGETABLES FOR DISTRIBUTION; MIX, SLICE, CHOP FOOD ITEMS AS ASSIGNED; OPEN CANS; REPLENISH FOOD CONTAINERS AS NECESSARY. (E)
3. SERVES FOOD TO STUDENTS ACCORDING TO ESTABLISHED PROCEDURES. (E)
4. ASSISTS WITH THE RECEIVING AND STOCKING OF FOOD ITEMS, PAPER GOODS, AND PLASTIC WARE; STORE FOOD USING THE FIRST IN FIRST OUT (FIFO) METHOD; ASSISTS WITH INVENTORY CONTROL AS NEEDED. (E)
5. ASSISTS WITH THE PULLING, ASSEMBLING, AND ORGANIZATION OF A VARIETY OF STOCK ITEMS AND PREPARES FOR TRANSPORTING TO ASSIGNED SATELLITE SITES.

## **NUTRITION SERVICES PROFESSIONAL**

6. MAINTAINS ALL FOOD SERVICE EQUIPMENT AND UTENSILS IN COMPLIANCE WITH SANITATION AND SAFETY STANDARDS AND ADHERES TO ALL APPLICABLE HEALTH AND SANITATION REQUIREMENTS. **(E)**
7. CLEANS PREPARATION AREA, EQUIPMENT, POTS, PANS AND UTENSILS; ASSISTS IN DISHWASHING AREA. **(E)**
8. ACCOUNTS FOR MONEY COLLECTED FROM THE SALE OF FOOD ITEMS AND MEALS. **(E)**
9. MAY USE POINT OF SALE COMPUTER SYSTEM TO PROCESS MEALS SERVED AS NEEDED.
10. MAY COMPLETE DAILY SALES REPORTS UNDER THE DIRECTION OF THE MANAGER.
11. MONITORS AND RECORDS TEMPERATURE OF FOOD AND TEMPERATURE CONTROLLED EQUIPMENT. **(E)**
13. FOLLOWS STATE AND FEDERAL REGULATIONS. **(E)**
14. MAY ANSWER PHONES WHEN APPLICABLE.
15. ADHERE TO THE ANNUAL MINIMUM REQUIRED TRAINING HOURS UNDER THE USDA GUIDELINES TO PROFESSIONAL STANDARDS FOR SCHOOL NUTRITION PROGRAMS. **(E)**
16. PERFORMS OTHER RELATED DUTIES AS ASSIGNED.

PERFORMS OTHER RELATED DUTIES AS ASSIGNED.

**(E)** = ESSENTIAL FUNCTIONS

### **MINIMUM REQUIREMENTS**

MAINTAIN A VALID FOOD HANDLER CERTIFICATION AS REQUIRED BY SAN BERNARDINO COUNTY DEPARTMENT OF PUBLIC HEALTH, DIVISION OF ENVIRONMENTAL HEALTH SERVICES.

### **KNOWLEDGE OF:**

- PRINCIPLES AND METHODS OF QUANTITY FOOD PREPARATION, SERVINGS AND STORAGE;
- METHODS OF COMPUTING FOOD QUANTITIES REQUIRED BY MENUS;
- CARE AND USE OF STANDARD CAFETERIA APPLIANCES, BASIC FOOD SERVING UTENSILS, APPLIANCES AND EQUIPMENT;



## **NUTRITION SERVICES PROFESSIONAL**

- SANITATION AND SAFETY PRINCIPLES AND PRECAUTIONS RELATED TO FOOD SERVING AND KITCHEN EQUIPMENT MAINTENANCE;
- BASIC COMPUTER SKILLS AND BASIC MATH;
- STATE AND FEDERAL REGULATIONS AS THEY PERTAIN TO ALL MANDATED SCHOOL MEAL PROGRAMS AND THE DEPARTMENT OF PUBLIC HEALTH, DIVISION OF ENVIRONMENTAL SERVICES;
- METHODS OF HANDLING MONEY, MAKING CHANGE, AND COMPLETING PRODUCTION REPORTS;
- PRINCIPLES APPLICABLE TO KITCHEN MAINTENANCE; AND
- PROPER METHODS OF PREPARING AND SERVING FOOD IN A SCHOOL KITCHEN.

### **ABILITY TO:**

- FOLLOW ORAL AND WRITTEN INSTRUCTIONS AND COMMUNICATE EFFECTIVELY;
- LEARN TO OPERATE COMMON KITCHEN APPLIANCES;
- MAINTAIN ACCURATE RECORDS;
- ESTABLISH AND MAINTAIN COOPERATIVE AND EFFECTIVE RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF THE WORKDAY;
- PROVIDE POSITIVE CUSTOMER SERVICE;
- UNDERSTAND PORTION CONTROL;
- ASSIST WITH FOOD PREPARATION AND SERVING FOODS;
- WORK EFFECTIVELY UNDER RUSHED CONDITIONS;
- OPERATE COMPUTERIZED POINT OF SALE SYSTEM;
- MEET WORK SCHEDULES AND TIMELINES; AND
- COMMUNICATE WITH PERSONNEL, STUDENTS AND OUTSIDE AGENCIES TO EXCHANGE INFORMATION AND RESOLVE ISSUES OR CONCERNS.

### **EXPERIENCE**

BASIC KITCHEN SKILLS. EXPERIENCE IN KITCHEN WORK AND SERVING.

### **EDUCATION**

EQUIVALENT TO THE COMPLETION OF THE 12<sup>TH</sup> GRADE, PREFERABLY SUPPLEMENTED BY COURSES IN CAFETERIA MANAGEMENT, SAFETY AND SANITATION, AND RELATED SUBJECTS.

### **WORKING CONDITIONS**

- CONSTANT INTERRUPTIONS;
- CONTACT WITH CLEANING AGENTS AND CHEMICALS;

## **NUTRITION SERVICES PROFESSIONAL**

- DEMANDING TIME LINES;
- HEAT FROM EQUIPMENT SUCH AS OVENS AND COLD FROM WALK-IN REFRIGERATORS AND FREEZERS;
- INDOOR/OUTDOOR ENVIRONMENT; AND
- WORK SITE INSPECTIONS.

### **PHYSICAL ABILITIES**

- CARRYING, PUSHING, OR PULLING EQUIPMENT (I.E. MOBILE FOOD CARTS, RACKS AND UTILITY CARTS);
- DEXTERITY OF HANDS AND FINGERS TO OPERATE STANDARD JOB RELATED EQUIPMENT INCLUDING COMPUTERIZED POINT OF SALE SYSTEM;
- KNEELING OR CROUCHING;
- LIFTING UP TO 50 POUNDS;
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY;
- STANDING FOR EXTENDED PERIODS OF TIME;
- BENDING AND STOOPING (TURNING, TWISTING, AND WALKING ON UNEVEN SURFACES);
- VISUAL AND HEARING ABILITY TO PERFORM JOB RESPONSIBILITIES; AND
- REPETITIVE HAND MOVEMENTS.

### **HAZARDS**

- ADVERSE WEATHER CONDITIONS INCLUDING EXTREME TEMPERATURES (BELOW 32 DEGREES AND ABOVE 100 DEGREES), HIGH WINDS AND OCCASIONAL RAIN;
- EXPOSURE TO VERY HOT FOODS, EQUIPMENT, AND METAL OBJECTS USED IN COOKING AND BAKING;
- EXPOSURE TO SHARP KNIVES AND SLICERS;
- MAY BE EXPOSED TO CONTACT WITH UNCOOPERATIVE OR ABUSIVE INDIVIDUALS;
- NOISE AND FUMES (FROM EQUIPMENT OPERATION);
- TEMPERATURE EXTREMES AND POTENTIAL CONTACT WITH CLEANING AGENTS;
- WORKING IN A CRAMPED OR RESTRICTIVE WORK AREA;
- WORKING AROUND AND WITH MACHINERY HAVING MOVING PARTS; AND
- VIEWING OF COMPUTERIZED POINT OF SALE MONITOR FOR LONG PERIODS OF TIME.

BOARD APPROVED:

NUTRITION SERVICES PROFESSIONAL

Page 4 of 4

CHINO VALLEY UNIFIED SCHOOL DISTRICT  
**NUTRITION SERVICES PROFESSIONAL/ROVER**

**RANGE 25**

**DEFINITION**

UNDER THE DIRECTION OF AN ASSIGNED SUPERVISOR/KITCHEN MANAGER, PARTICIPATES AND ASSISTS IN THE PREPARATION, SET UP, AND SERVICE OF FOOD ITEMS AND MEALS. THIS INCLUDES, BUT IS NOT LIMITED TO, MEALS AND SNACKS FOR REGULAR SERVICE. PERFORMS ROUTINE DUTIES INCLUDING HANDLING INVENTORY, CLEANING KITCHEN EQUIPMENT, UTENSILS, WORK AND SERVING AREAS.

**DISTINGUISHING CHARACTERISTICS**

DUTIES TYPICALLY INCLUDE ASSISTING WITH FOOD PREPARATION, SET UP, AND SERVICE AS DIRECTED BY THE KITCHEN MANAGER.

**OCCUPATIONAL GROUP**

CLASSIFIED (NUTRITION SERVICES)

**EXAMPLES OF DUTIES/RESPONSIBILITIES**

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

1. ASSISTS IN THE PORTIONING, ASSEMBLING, BAKING, HEATING OR COOKING OF HOT AND COLD FOODS, SERVES BEVERAGES AND NECESSARY DAILY MENU ITEMS WHICH MAY INCLUDE A LA CARTE ITEMS.  
**(E)**
2. WASHES AND PREPARES FRUITS AND VEGETABLES FOR DISTRIBUTION; MIX, SLICE, CHOP FOOD ITEMS AS ASSIGNED; OPEN CANS; REPLENISH FOOD CONTAINERS AS NECESSARY. **(E)**
3. SERVES FOOD TO STUDENTS ACCORDING TO ESTABLISHED PROCEDURES. **(E)**
4. MAY REPORT TO MULTIPLE SITES PER DAY AS ASSIGNED. **(E)**
5. ASSISTS WITH THE RECEIVING AND STOCKING OF FOOD ITEMS, PAPER GOODS, AND PLASTIC WARE; STORE FOOD USING THE FIRST IN FIRST OUT (FIFO) METHOD; ASSISTS WITH INVENTORY CONTROL AS NEEDED.  
**(E)**
6. ASSISTS WITH THE PULLING, ASSEMBLING, AND ORGANIZATION OF A VARIETY OF STOCK ITEMS AND PREPARES FOR TRANSPORTING TO ASSIGNED SATELLITE SITES.

## **NUTRITION SERVICES PROFESSIONAL/ROVER**

7. MAINTAINS ALL FOOD SERVICE EQUIPMENT AND UTENSILS IN COMPLIANCE WITH SANITATION AND SAFETY STANDARDS AND ADHERES TO ALL APPLICABLE HEALTH AND SANITATION REQUIREMENTS. **(E)**
8. CLEANS PREPARATION AREA, EQUIPMENT, POTS, PANS AND UTENSILS; ASSISTS IN DISHWASHING AREA. **(E)**
9. ACCOUNTS FOR MONEY COLLECTED FROM THE SALE OF FOOD ITEMS. **(E)**
10. MAY USE POINT OF SALE COMPUTER SYSTEM TO PROCESS MEALS SERVED AS NEEDED.
11. MAY COMPLETE DAILY SALES REPORTS UNDER THE SUPERVISION OF THE MANAGER.
12. MONITORS AND RECORDS TEMPERATURE OF FOOD AND TEMPERATURE CONTROLLED EQUIPMENT. **(E)**
13. FOLLOWS STATE AND FEDERAL REGULATIONS. **(E)**
14. MAY ANSWER PHONES WHEN APPLICABLE.
15. ADHERE TO THE ANNUAL MINIMUM REQUIRED TRAINING HOURS UNDER THE USDA GUIDELINES TO PROFESSIONAL STANDARDS FOR SCHOOL NUTRITION PROGRAMS. **(E)**
16. PERFORMS OTHER RELATED DUTIES AS ASSIGNED.

**(E)** = ESSENTIAL FUNCTIONS

### **MINIMUM REQUIREMENTS**

MAINTAIN A VALID FOOD HANDLER CERTIFICATION AS REQUIRED BY SAN BERNARDINO COUNTY DEPARTMENT OF PUBLIC HEALTH, DIVISION OF ENVIRONMENTAL HEALTH SERVICES.

### **KNOWLEDGE OF:**

- PRINCIPLES AND METHODS OF QUANTITY FOOD PREPARATION, SERVINGS AND STORAGE;
- METHODS OF COMPUTING FOOD QUANTITIES REQUIRED BY MENUS;
- CARE AND USE OF STANDARD CAFETERIA APPLIANCES, BASIC FOOD SERVING UTENSILS, APPLIANCES AND EQUIPMENT;

## **NUTRITION SERVICES PROFESSIONAL/ROVER**

- SANITATION AND SAFETY PRINCIPLES AND PRECAUTIONS RELATED TO FOOD SERVING AND KITCHEN EQUIPMENT MAINTENANCE;
- BASIC COMPUTER SKILLS AND BASIC MATH;
- STATE AND FEDERAL REGULATIONS AS THEY PERTAIN TO ALL MANDATED SCHOOL MEAL PROGRAMS AND THE DEPARTMENT OF PUBLIC HEALTH, DIVISION OF ENVIRONMENTAL SERVICES;
- METHODS OF HANDLING MONEY, MAKING CHANGE, AND COMPLETING PRODUCTION REPORTS;
- PRINCIPLES APPLICABLE TO KITCHEN MAINTENANCE; AND
- PROPER METHODS OF PREPARING AND SERVING FOOD IN A SCHOOL KITCHEN.

### **ABILITY TO:**

- FOLLOW ORAL AND WRITTEN INSTRUCTIONS AND COMMUNICATE EFFECTIVELY;
- LEARN TO OPERATE COMMON KITCHEN APPLIANCES;
- MAINTAIN ACCURATE RECORDS;
- ESTABLISH AND MAINTAIN COOPERATIVE AND EFFECTIVE RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF THE WORKDAY;
- PROVIDE POSITIVE CUSTOMER SERVICE;
- UNDERSTAND PORTION CONTROL;
- ASSIST WITH FOOD PREPARATION AND SERVING FOODS;
- WORK EFFECTIVELY UNDER RUSHED CONDITIONS;
- OPERATE COMPUTERIZED POINT OF SALE SYSTEM;
- MEET WORK SCHEDULES AND TIMELINES; AND
- COMMUNICATE WITH PERSONNEL, STUDENTS AND OUTSIDE AGENCIES TO EXCHANGE INFORMATION AND RESOLVE ISSUES OR CONCERNS.

### **EXPERIENCE**

BASIC KITCHEN SKILLS. EXPERIENCE IN KITCHEN WORK AND SERVING.

### **EDUCATION**

EQUIVALENT TO THE COMPLETION OF THE 12<sup>TH</sup> GRADE, PREFERABLY SUPPLEMENTED BY COURSES IN CAFETERIA MANAGEMENT, SAFETY AND SANITATION, AND RELATED SUBJECTS.

### **WORKING CONDITIONS**

- CONSTANT INTERRUPTIONS;
- CONTACT WITH CLEANING AGENTS AND CHEMICALS;

## **NUTRITION SERVICES PROFESSIONAL/ROVER**

- DEMANDING TIME LINES;
- HEAT FROM EQUIPMENT SUCH AS OVENS AND COLD FROM WALK-IN REFRIGERATORS AND FREEZERS;
- INDOOR/OUTDOOR ENVIRONMENT; AND
- WORK SITE INSPECTIONS.

### **PHYSICAL ABILITIES**

- CARRYING, PUSHING, OR PULLING EQUIPMENT (I.E. MOBILE FOOD CARTS, RACKS AND UTILITY CARTS);
- DEXTERITY OF HANDS AND FINGERS TO OPERATE STANDARD JOB RELATED EQUIPMENT INCLUDING COMPUTERIZED POINT OF SALE SYSTEM;
- KNEELING OR CROUCHING;
- LIFTING UP TO 50 POUNDS;
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY;
- STANDING FOR EXTENDED PERIODS OF TIME;
- BENDING AND STOOPING (TURNING, TWISTING, AND WALKING ON UNEVEN SURFACES);
- VISUAL AND HEARING ABILITY TO PERFORM JOB RESPONSIBILITIES; AND
- REPETITIVE HAND MOVEMENTS.

### **HAZARDS**

- ADVERSE WEATHER CONDITIONS INCLUDING EXTREME TEMPERATURES (BELOW 32 DEGREES AND ABOVE 100 DEGREES), HIGH WINDS AND OCCASIONAL RAIN;
- EXPOSURE TO VERY HOT FOODS, EQUIPMENT, AND METAL OBJECTS USED IN COOKING AND BAKING;
- EXPOSURE TO SHARP KNIVES AND SLICERS;
- MAY BE EXPOSED TO CONTACT WITH UNCOOPERATIVE OR ABUSIVE INDIVIDUALS;
- NOISE AND FUMES (FROM EQUIPMENT OPERATION);
- TEMPERATURE EXTREMES AND POTENTIAL CONTACT WITH CLEANING AGENTS;
- WORKING IN A CRAMPED OR RESTRICTIVE WORK AREA;
- WORKING AROUND AND WITH MACHINERY HAVING MOVING PARTS; AND
- VIEWING OF COMPUTERIZED POINT OF SALE MONITOR FOR LONG PERIODS OF TIME.

## **NUTRITION SERVICES PROFESSIONAL/ROVER**

### **SPECIAL REQUIREMENTS**

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:

**NUTRITION SERVICES MANAGER ROVER**

**DEFINITION**

UNDER THE GENERAL SUPERVISION OF THE DIRECTOR, NUTRITION SERVICES, PLANS, ORGANIZES, AND DIRECTS THE OPERATION OF AN INDIVIDUAL SCHOOL KITCHEN.

**DISTINGUISHING CHARACTERISTICS**

POSITIONS IN THIS CLASS ARE CHARACTERIZED BY THE RESPONSIBILITY TO ACT AS AN ON-SITE MANAGER AS DIRECTED BY THE SUPERVISOR/DIRECTOR FOR A KITCHEN, PREPARE AND DISTRIBUTE A LARGE VARIETY OF A LA CARTE ITEMS AS WELL AS REIMBURSABLE MEALS.

**OCCUPATIONAL GROUP**

CLASSIFIED (NUTRITION SERVICES)

**EXAMPLES OF DUTIES/RESPONSIBILITIES**

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

1. PREPARES AND HEATS FOOD, SERVES BEVERAGES AND NECESSARY DAILY MENU ITEMS, WHICH MAY INCLUDE A LA CARTE ITEMS. **(E)**
2. TABULATES AND REPORTS LUNCH COUNTS TO THE CENTRAL KITCHEN AND ASSURES PAYROLL AND SUPPORTING DOCUMENT REPORTS ARE COMPLETED ACCURATELY IN A TIMELY MANNER. **(E)**
3. ORDERS, RECEIVES, AND VERIFIES ALL FOOD AND SUPPLIES USED AT THE KITCHEN; MAINTAINS AND ROTATES STOCK. **(E)**
4. MAINTAINS ADEQUATE INVENTORY AND ORDERS FOOD AND SUPPLIES AS NEEDED FROM THE VENDORS OR CENTRAL KITCHEN.
5. ADHERES TO ALL STATE REGULATION AND ALL APPLICABLE HEALTH AND SANITATION REQUIREMENTS. **(E)**
6. TRAINS AND DIRECTS EMPLOYEES IN THE OPERATION OF KITCHEN EQUIPMENT AND FOOD PREPARATION AND RELATED RESPONSIBILITIES. **(E)**



## **NUTRITION SERVICES MANAGER ROVER**

7. MAINTAINS ALL FOOD SERVICE EQUIPMENT AND UTENSILS IN COMPLIANCE WITH SANITATION AND SAFETY STANDARDS. **(E)**
8. LOADS DISHWASHER; WASHES TRAYS, POTS, AND PANS BY HAND AS NEEDED.
9. COMPLETES AND FILES ALL DAILY REPORTES INCLUDING TRASPORT RECORDS, MENU PRODUCTION RECORDS. **(E)**
10. USES POINT OF SALE COMPUTER SYSTEM TO PROCESS MEALS. **(E)**
11. MAINTAINS, ACCOUNTS FOR MONEY RECIEVED AND PREPARES DAILY CASH RECEIPTS FOR TRANSPORT TO THE DISTRICT NUTRITION SERVICES OFFICE. **(E)**
12. PROVIDES INPUT FOR THE EVALUATION OF SUPPORT STAFF.
13. ATTEND TRAININGS AND MEETINGS AS NEEDED AND ADHERE TO THE ANNUAL MINIMUM REQUIRED TRAINING HOURS UNDER THE USDA GUIDELINES TO PROFESSIONAL STANDARDS FOR SCHOOL NUTRITION PROGRAMS. **(E)**
14. MAY REPORT TO MULITPLE SITES PER DAY AS ASSIGNED. **(E)**
15. PERFORMS OTHER RELATED DUTIES AS ASSIGNED.

**(E)** = ESSENTIAL FUNCTIONS

### **MINIMUM REQUIREMENTS**

MUST POSSESS AND MAINTAIN CURRENT FOOD PROTECTION/SAFETY MANAGER CERTIFICATION, SERVSAFE PREFERRED OR OTHER CERTIFICATION RECOGNIZED BY THE AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) CONFORMING TO THE CONFERENCE FOR FOOD PROTECTION (CFP).

### **KNOWLEDGE OF:**

- METHODS OF PREPARING A VARIETY OF FOOD ITEMS;
- SANITATION PRINCIPLES APPLICABLE TO FOOD SERVING AND KITCHEN MAINTENANCE;
- METHODS OF HANDLING MONEY, MAKING CHANGE, AND COMPLETING REPORTS;
- INVENTORY AND RECORD KEEPING
- ORDERING AND RECEIVING PROCEDURES;

## **NUTRITION SERVICES MANAGER ROVER**

- BASIC KITCHEN UTENSILS AND EQUIPMENT;
- BASIC COMPUTER SKILLS; AND
- STATE AND FEDERAL REGULATIONS AS THEY PERTAIN TO ALL MANDATED SCHOOL MEAL PROGRAMS.

### **ABILITY TO:**

- FOLLOW ORAL AND WRITTEN INSTRUCTIONS;
- LEARN TO OPERATE BASIC COMMON CAFETERIA APPLIANCES;
- MAINTAIN ACCURATE RECORDS;
- ESTABLISH AND MAINTAIN COOPERATIVE AND EFFECTIVE RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF THE WORKDAY; AND
- PROVIDE POSITIVE CUSTOMER SERVICE.

### **EXPERIENCE**

ONE YEAR EXPERIENCE IN FOOD SERVICE.

### **EDUCATION**

HIGH SCHOOL DIPLOMA OR ITS EQUIVALENT, PREFERABLY SUPPLEMENTED BY COURSES IN CAFETERIA MANAGEMENT, MENU PLANNING, DIETETICS, SAFETY AND SANITATION, AND RELATED SUBJECTS.

### **WORKING CONDITIONS**

- CONSTANT INTERRUPTIONS;
- CONTACT WITH CLEANING AGENTS AND CHEMICALS;
- DEMANDING TIME LINES;
- HEAT (FROM EQUIPMENT SUCH AS: OVENS, COLD FROM WALK-IN REFRIGERATORS AND FREEZERS);
- INDOOR/OUTDOOR ENVIRONMENT;
- NOISE (FROM EQUIPMENT);
- REGULAR EXPOSURE TO FUMES, DUST, ODORS, DIRT, (POLLEN);
- TEMPERATURE EXTREMES; AND
- WORK SITE INSPECTIONS.

### **PHYSICAL ABILITIES**

- CARRYING, PUSHING, OR PULLING EQUIPMENT (I.E. MOBILE FOOD CARTS, RACKS, AND UTILITY CARTS);
- DEXTERITY OF HANDS AND FINGERS TO OPERATE STANDARD JOB RELATED EQUIPMENT;

## **NUTRITION SERVICES MANAGER ROVER**

- REPETATIVE HAND MOVEMENTS;
- KNEELING OR CROUCHING;
- LIFTING UP TO 50 POUNDS;
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY;
- STANDING FOR EXTENDED PERIODS OF TIME;
- BENDING AND STOOPING (TURNING, TWISTING, AND WALKING ON UNEVEN SURFACES); AND
- VISUAL AND HEARING ABILITY TO PERFORM JOB RESPONSIBILITIES.

### **HAZARDS**

- ADVERSE WEATHER CONDITIONS INCLUDING EXTREME TEMPERATURES (BELOW 32 DEGREES AND ABOVE 100 DEGREES), HIGH WINDS AND OCCASIONAL RAIN;
- EXPOSURE TO VERY HOT FOODS, EQUIPMENT, AND METAL OBJECTS USED IN COOKING AND BAKING;
- EXPOSURE TO SHARP KNIVES AND SLICERS;
- MAY BE EXPOSED TO CONTACT WITH UNCOOPERATIVE OR ABUSIVE INDIVIDUALS;
- NOISE (NOISE AND FUMES FROM EQUIPMENT OPERATION);
- TEMPERATURE EXTREMES AND POTENTIAL CONTACT WITH CLEANING AGENTS;
- WORKING IN A CRAMPED OR RESTRICTIVE WORK AREA; AND
- WORKING AROUND AND WITH MACHINERY THAT HAVE MOVING PARTS.
- VIEWING OF COMPUTERIZED POINT OF SALE OR MONITOR FOR LONG PERIODS OF TIME.

### **SPECIAL REQUIREMENTS**

- 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:

**NUTRITION SERVICES MANAGER I**

**DEFINITION**

Under the general supervision of the Director, Nutrition Services, plans, organizes, and directs the operation of an individual school kitchen.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are characterized by the responsibility to act as an on-site manager AS DIRECTED BY THE SUPERVISOR/DIRECTOR. ~~for a satellite serving facility and participate in food preparation.~~

**OCCUPATIONAL GROUP**

Classified (Nutrition Services)

**EXAMPLES OF DUTIES/RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

1. Prepares and heats food, serves beverages and necessary daily menu items, which may include a la carte ~~sales~~ ITEMS. **(E)**
2. Tabulates and reports lunch counts to the central kitchen. **(E)**
3. Places orders to appropriate vendor(s) and ~~keeps~~ MAINTAINS accurate inventory. **(E)**
4. Maintains ~~stock of paper goods and plastic ware~~ ADEQUATE INVENTORY AND Orders FOOD AND supplies as needed from the central kitchen.
5. ADHERES TO ALL STATE REGULATION AND ALL APPLICABLE HEALTH AND SANITATION REQUIREMENTS. ~~Serves and stores food items per State Regulations.~~ **(E)**
6. Trains AND DIRECTS CAFETERIA PERSONNEL employees in the operation of kitchen equipment and food preparation and related responsibilities. **(E)**
7. Maintains all food service equipment and utensils in compliance with sanitation and safety standards. **(E)**
8. Loads dishwasher; washes trays, pots, and pans by hand as needed.

## **NUTRITION SERVICES MANAGER I**

9. Completes AND FILES all daily reports INCLUDING TRANSPORT RECORDS, MENU PRODUCTION RECORDS. **(E)**
10. REQUISITIONS FOOD AND PROCESSES MEALS BY USING POINT OF SALE COMPUTER SYSTEM. ~~USES point of sale computer system to process RECORD meals.~~ **(E)**
11. Maintains, ACCOUNTS FOR MONEY RECEIVED, and prepares daily cash receipts for transport to the District Nutrition Services Office. **(E)**
12. Provides input for the evaluation of support staff.
13. ATTEND TRAININGS AND MEETINGS AS NEEDED. **(E)**
14. Performs other related duties as assigned.

**(E)** = Essential Functions

### **MINIMUM REQUIREMENTS**

MUST POSSESS AND MAINTAIN CURRENT FOOD PROTECTION/SAFETY MANAGER CERTIFICATION, SERVSAFE PREFERRED OR OTHER CERTIFICATION RECOGNIZED BY THE AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) CONFORMING TO THE CONFERENCE FOR FOOD PROTECTION (CFP).

#### **Knowledge of:**

- Methods of preparing a variety of food items;
- Sanitation principles applicable to food serving and kitchen maintenance;
- Methods of handling money, making change, and completing reports;
- Basic kitchen utensils and equipment;
- Basic computer skills; AND
- State and Federal regulations as they pertain to all mandated school meal programs.
- INVENTORY AND RECORD KEEPING
- ORDERING AND RECEIVING PROCEDURES

#### **Ability to:**

- Follow oral and written ~~directions~~ INSTRUCTIONS;
- Learn to operate basic common cafeteria appliances;
- Maintain accurate records;

## **NUTRITION SERVICES MANAGER I**

- Establish and maintain cooperative and effective relationships with those contacted in the course of the workday;
- PROVIDE WORK DIRECTION AND GUIDANCE TO OTHER NUTRITION SERVICES EMPLOYEES AS NEEDED AND
- Provide positive customer service.

### **EXPERIENCE**

One year experience in food service.

### **EDUCATION**

High School diploma or its equivalent, preferably supplemented by courses in cafeteria management, menu planning, dietetics, safety and sanitation, and related subjects.

### **WORKING CONDITIONS**

- Constant interruptions;
- Contact with cleaning agents and chemicals;
- Demanding time lines;
- Heat (From equipment such as: ovens, cold from walk-in refrigerators and freezers);
- Indoor/outdoor environment;
- Noise (From equipment);
- Regular exposure to fumes, dust, odors, dirt, (Pollen);
- Temperature extremes; AND
- Work site inspections.

### **PHYSICAL ABILITIES**

- Carrying, pushing, or pulling equipment (I.E. MOBILE FOOD CARTS, RACKS, AND UTILITY CARTS);
- Dexterity of hands and fingers to operate standard job-related equipment;
- REPETATIVE HAND MOVEMENTS;
- Kneeling or crouching;
- Lifting up to 50 pounds;
- Reaching overhead, above the shoulders and horizontally;
- Standing for extended periods of time;
- BENDING AND Sstooping (turning, twisting, and walking on uneven surfaces); AND.
- Visual and hearing ability to perform job responsibilities.

## **NUTRITION SERVICES MANAGER I**

### **HAZARDS**

- Adverse weather conditions including extreme temperatures (below 32 degrees and above 100 degrees), high winds and occasional rain;
- Exposure to very hot foods, equipment, and metal objects used in cooking and baking;
- Exposure to sharp knives and slicers;
- May be exposed to contact with uncooperative or abusive individuals;
- Noise (Noise and fumes from equipment operation);
- Temperature extremes and potential contact with cleaning agents;
- Working in a cramped or restrictive work area; AND
- VIEWING OF COMPUTERIZED POINT OF SALE OR MONITOR FOR LONG PERIODS OF TIME.
- Working around and with machinery THAT have moving parts.

Revised: 06/25/85

Revised: 02/22/01

Revised: 09/15/05

REVISED:

**NUTRITION SERVICES MANAGER II****DEFINITION**

Under the general supervision of the Director, Nutrition Services, plans, organizes and directs the activities of AN INDIVIDUAL SCHOOL KITCHEN ~~snack-bar operations~~. Responsible for preparation of food items in accordance with all mandated school meal programs.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are characterized by the responsibility to act as an on-site manager AS DIRECTED BY THE SUPERVISOR/DIRECTOR. ~~for a snack-bar~~, preparing and distributing a large variety of a la carte items as well as REIMBURSABLE meals.

**OCCUPATIONAL GROUP**

Classified (Nutrition Services)

**EXAMPLES OF DUTIES/RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

1. Orders, receives, and verifies all food and supplies used IN THE KITCHEN ~~at the snack-bar~~; maintains and rotates stock; takes monthly inventory. **(E)**
2. Assures payroll and supporting document reports are completed accurately in a timely manner. **(E)**
3. Directs and assists in the preparation of a large variety of food items. **(E)**
4. Responsible for the preparation of reimbursable meals and prepares daily menu production records as required by the Federal Government indicating amounts of food used to prepare all reimbursable meals.
5. Responsible for daily PREPARATION ~~selection~~ of menu items. **(E)**
6. ~~TRAINS AND~~ directs cafeteria personnel ~~and student help~~; trains employees in the operation of kitchen equipment, food preparation, and related responsibilities. **(E)**
7. Responsible for accounting of monies received for reimbursable meals and a la carte items. **(E)**
8. Requisitions food and processes meals by using point of sale computer system. **(E)**



## **NUTRITION SERVICES MANAGER II**

9. ~~Organizes and coordinates~~ ASSISTS WITH special catering services AS NEEDED.
10. Gives input to the evaluation of support staff.
11. Performs other related duties as assigned.

**(E)** = Essential Functions

### **MINIMUM REQUIREMENTS**

MUST POSSESS AND MAINTAIN CURRENT FOOD PROTECTION/SAFETY MANAGER CERTIFICATION, SERVSAFE PREFERRED OR OTHER CERTIFICATION RECOGNIZED BY THE AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) CONFORMING TO THE CONFERENCE FOR FOOD PROTECTION (CFP).

#### **Knowledge of:**

- Methods of preparing a variety of food items;
- Care and use of standard cafeteria appliances;
- Sanitation and safety precautions related to school cafeterias;
- Techniques of training and directing the work of staff and computer operations;
- State and Federal Regulations as they pertain to all mandated school meal programs.

#### **Ability to:**

- Estimate food quantities, and requisition proper amounts for economical food service;
- Prepare and cook nutritionally balanced meals which comply with requirements of all mandated school meal programs;
- Operate food service equipment;
- Keep records and prepare reports;
- Follow oral and written directions;
- Establish and maintain cooperative and effective relationships with those contacted in the course of the workday;
- Provide positive customer service.

### **EXPERIENCE**

~~Two~~ ONE years of experience in institutional food preparation.

### **EDUCATION**

High School diploma or its equivalent, preferably supplemented by courses in cafeteria management, menu planning, dietetics, safety and sanitation, and related subjects.

## **NUTRITION SERVICES MANAGER II**

### **WORKING CONDITIONS**

- Constant interruptions;
- Contact with cleaning agents and chemicals;
- Demanding time lines;
- Heat from equipment such as ovens, and cold from walk-in refrigerators and freezers;
- Indoor/outdoor environment;
- Noise (From equipment);
- Regular exposure to fumes, dust, odors, dirt (Pollen);
- Temperature extremes;
- Work site inspections.

### **PHYSICAL ABILITIES**

- Carrying, pushing, or pulling equipment;
- Dexterity of hands and fingers to operate standard job related equipment;
- Kneeling or crouching;
- Lifting up to 50 pounds;
- Reaching overhead, above the shoulders and horizontally;
- Standing for extended periods of time;
- Stooping (Turning, twisting, and walking on uneven surfaces);
- Visual and hearing ability to perform job responsibilities.

### **HAZARDS:**

- Adverse weather conditions including extreme temperatures (below 32 degrees and above 100 degrees), high winds and occasional rain;
- Exposure to very hot foods, equipment, and metal objects used in cooking and baking;
- Exposure to sharp knives and slicers;
- May be exposed to contact with uncooperative or abusive individuals;
- Noise (Noise and fumes from equipment operation);
- Temperature extremes and potential contact with cleaning agents;
- Working in a cramped or restrictive work area;
- Working around and with machinery have moving parts.

Revised: 06/25/85

Revised: 02/22/01

Revised: 09/15/05

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 20, 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: AGENCY AFFILIATION AGREEMENT WITH UNIVERSITY OF  
DENVER MORGRIDGE COLLEGE OF EDUCATION**

=====

**BACKGROUND**

Student teaching, internship, and practicum experience provides a high quality of learning, support, and practical classroom experience for professionals in training. The Chino Valley Unified School District has an opportunity to establish an Agency Affiliation Agreement with the University of Denver Morgridge College of Education.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Agency Affiliation Agreement with the University of Denver Morgridge College of Education.

**FISCAL IMPACT**

None.

NE:RR:IB:ED:jw



**Morgridge College  
of Education**  
UNIVERSITY OF DENVER

**School Counseling@Denver Program**  
1999 E. Evans Ave.  
Denver, CO 80208  
<https://morgridge.du.edu/>  
Phone: (303) 871-2832  
Email: [Stacy.Pinto@du.edu](mailto:Stacy.Pinto@du.edu)

**University of Denver Morgridge College of Education  
School Counseling@Denver Program  
AGENCY AFFILIATION AGREEMENT**

The University of Denver Morgridge College of Education (“School”) and \_Chino Valley Unified School District \_\_\_\_\_ (“Agency”) enter into this Agency Agreement (“Agreement”) for Agency to provide field placements for educational and on-the-job training experiences that would be beneficial to graduate students of the Morgridge College of Education School Counseling@Denver Program. The parties hereby agree as follows:

1. This Agreement will become effective on the date last signed (“Effective Date”) and will remain in effect for a period of one year. This Agreement shall automatically renew for one-year periods upon each anniversary of the Effective Date, unless earlier terminated upon 60 days written notice by either party. Any termination by Agency shall not be effective, at the election of School, as to any student then participating in a field placement under this Agreement until said student has completed the field placement for that academic term.
2. Agency and School will mutually agree on student assignments and the accepted level of academic preparation required for each student.
3. Agency and School mutually agree to follow the standards and guidelines of field instruction as outlined in the prevailing School Counseling@Denver Program Internship Handbook (“Internship Handbook”), found at <https://morgridge.du.edu/handbooks-forms/> and incorporated into this Agreement by reference. Updates to the Internship Handbook will become effective upon publication to the above website. School will notify Agency by email of any material changes to the Internship Handbook impacting the Agency prior to the change being published and becoming effective. Agency’s acceptance of students for field placement constitutes Agency’s agreement to be bound by the Internship Handbook and any changes/updates thereto.
4. Each party agrees that no student in a field placement will be deemed to be an employee of School or Agency. Each party agrees that the primary purpose of the placement is for the students’ learning. It is further understood that the student shall not at any time replace or substitute for any Agency employee.
5. Agency shall keep confidential any student records obtained or created by Agency in accordance with the requirements of the Family Education Rights and Privacy Act (20 U.S.C. § 1232 g) (“FERPA”) and the rules and regulations promulgated thereunder and School’s FERPA policy, found at <https://www.du.edu/registrar/privacy/index.html>.
6. Each party agrees to comply, at its own expense, with the provisions of all state, local, federal and tribal laws, regulations, ordinances, requirements and codes which are applicable to this Agreement.
7. Nothing contained in this Agreement shall be construed to create a joint venture, partnership, agent or employment relationship as between School and Agency.

8. Neither party has the authority to act for the other party, or to bind the other party in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the other party.

9. The parties agree that in the performance of this Agreement there will be no discrimination against students, employees, or other persons related to race, color, sex, religion, creed, age, national origin, sexual orientation, disability, gender expression, gender identity, genetic background, veteran status or marital status.

10. The persons signing for the parties below represent that they have the proper signature authority to bind their respective party to the terms of this Agreement.

11. University of Denver will maintain in full force and effect, at its sole expense, the following minimum insurance coverage with a 30-day written notice of intent to cancel, non-renew, or material change in coverage:

- a. General Liability:
  - i. Commercial General Liability in the amount of \$1,000,000 per occurrence and \$1,000,000 general aggregate for bodily injury, personal an advertising injury, and property damage.
- b. Professional Liability:
  - i. \$1,00,00 Errors and Omission Insurance of Professional Liability.
- c. Worker's Compensation/Employer's Liability:
  - i. Employer's Liability, \$1,000,000
  - ii. Certificate of Insurance indicating "statutory" limits
- d. Sexual Abuse/Molestation
  - i. \$1,000,000 Sexual Abuse Injury

12.

**SCHOOL:**

University of Denver  
Morgridge College of Education  
School Counseling@Denver Program  
1999 E. Evans Ave.  
Denver, CO 80208

**AGENCY:**

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

Name: Michelle Knight-Manuel, Ph.D.  
Title: Dean, Morgridge College of Education

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

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

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

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** April 20, 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: BST STUDENT AMBASSADORS**

=====

### **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 BST Student Ambassadors course is designed to develop student ambassadors' skills in leadership and advocacy, enabling them to become effective representatives of the Biomedical Science and Technology (BST) Academy community.

This course will include opportunities for students to plan and organize events, work on community service projects, and collaborate with school administrators and local organizations. BST Student Ambassadors is a year-long course in the BST Academy at Chino HS and is aligned with California Common Core Anchor Standards (CCCSS) and the State of California Student Leadership Standards (CADA/CASL). BST Student Ambassadors meets the UC/CSU "G" elective credit.

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

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

### **RECOMMENDATION**

It is recommended the Board of Education receive for information the new course BST Student Ambassadors.

### **FISCAL IMPACT**

None.

# Chino Valley Unified School District

## High School Course Description

A. CONTACTS	
<b>1. School/District Information:</b>	School/District: Chino Valley Unified School District Street Address: 5130 Riverside Drive Phone: (909) 628-1201 Website: chino.k12.ca.us
<b>2. Course Contact:</b>	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	
<b>1. Course Title:</b>	BST Student Ambassadors
<b>2. Transcript Title/Abbreviation:</b>	BST Amb
<b>3. Transcript Course Code/Number:</b>	
<b>4. Seeking Honors Distinction:</b>	No
<b>5. Subject Area/Category:</b>	Meets UC/CSU "G" elective credit
<b>6. Grade Level(s):</b>	9 <sup>th</sup> ; 10 <sup>th</sup>
<b>7. Unit Value:</b>	5 credits per semester; 10 credits total
<b>8. Course Previously Approved by UC:</b>	No
<b>9. Classified as a Career Technical Education Course:</b>	No
<b>10. Modeled after an UC-approved course:</b>	No
<b>11. Repeatable for Credit:</b>	Yes
<b>12. Date of Board Approval:</b>	
<b>13. Brief Course Description:</b> This course is designed to develop student ambassadors' skills in leadership and advocacy, enabling them to become effective representatives of the Biomedical Science and Technology (BST) Academy and community. Through a combination of project-based curriculum, hands-on activities grounded in leadership and advocacy, and guest speakers, students will learn how to communicate effectively, build relationships, and advocate for topics and activities that embody the mission and vision of the BST Academy. Overall, this course will equip student ambassadors with the knowledge, skills, and confidence they need to become effective leaders and advocates for their school and community.	
<b>14. Prerequisites:</b>	None
<b>15. Context for Course:</b> Aligned with the California Common Core Anchor Standards (CCCSS) and the State of California Student Leadership Standards (CADA/CASL), this course is designed to develop student ambassadors' skills in leadership and advocacy, enabling them to become effective representatives of BST and community. Students will explore the key principles of leadership, such as goal setting, problem solving, and decision making. They will also examine the characteristics of effective advocacy, including the importance of building alliances, conducting research, and influence through a variety of communication strategies. The course will include opportunities for students to plan and organize events, work on community service projects, and collaborate with school administrators and local organizations. Students will learn how to promote the BST student culture, programs, and events to prospective students, families, and the broader community.	
<b>16. History of Course Development:</b> The BST Student Ambassador program develops critical leadership skills such as communication, collaboration, problem-solving, and decision-making, which are crucial for student and program success. The BST Student Ambassador program empowers BST Academy students to take ownership of the program and its development and provide them with opportunities to develop their leadership potential. Moreover, students learn how to become	

# Chino Valley Unified School District

## High School Course Description

effective advocates and make a positive impact on their program and community. With the rapid pace of technological advancements, students who are equipped with leadership skills can help bridge the gap between technology and society, making science and technology accessible and understandable to everyone. By participating in the BST Student Ambassador program, BST students gain valuable experience that will prepare them for leadership roles in college, career, their communities, and beyond.

**17. Textbooks:** N/A

**18. Supplemental Instructional Materials:** N/A

### C. COURSE CONTENT

#### **1. Course Purpose:**

This course is designed to develop student ambassadors' skills in leadership and advocacy, enabling them to become effective representatives of BST and the community.

#### **2. Course Outline:**

##### **Unit 1 – Introduction to BST Student Ambassadors**

Unit 1 provides students with an overview of the BST Student Ambassador program, along with the roles and responsibilities of serving the BST community as a BST Student Ambassador. Students are introduced to the topics of school culture and climate and how leadership concepts can be put into practice in a manner that positively affects the culture and climate of the BST program. This unit allows students to explore how school culture affects academic success, student involvement, campus appearance, and school spirit and how their role as a BST Student Ambassador is integral to positively affecting the BST community and culture. In addition, students are introduced to the characteristics of successful student ambassadors as well as the importance of professionalism and personal responsibility.

##### Unit 1 Learning Goals:

- Understand the purpose of the BST Student Ambassador Program and the roles and responsibilities of a student ambassador
- Identify the characteristics of successful student ambassadors and the importance of professionalism and personal responsibility
- Understand the difference between culture and climate and how they work together to represent and impact the BST community
- Explore the interconnectedness of school culture and climate, leadership, and the BST Student Ambassador program

##### **Unit 2 – BST Ambassador Communication and Public Speaking**

Students are taught effective communication strategies and provided opportunities to practice public speaking utilizing techniques of effective public speakers. Students learn and practice interpersonal communication skills and are taught the importance of nonverbal communication. This unit provides an opportunity for students to learn about communication frameworks and practice the giving and receiving of information and opinions using various platforms.

##### Unit 2 Learning Goals:

- Develop effective communication strategies to deliver messages to diverse audiences
- Demonstrate effective public speaking and presentation skills
- Develop strong interpersonal communication skills, including active listening and empathy
- Understand the impact of nonverbal communication and use it effectively
- Practice writing, speaking, and presenting varying types of messages in numerous settings while using multiple platforms



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### **Unit 3 – Leadership Development**

Students will define leadership and explore how leadership in action can be utilized as a means of maintaining and improving school culture and climate. Students will be introduced to 21st century leadership styles and models. Students engage in goal setting and develop action plans for reaching goals along with gathering data on effectiveness of action plans. Students will practice time management and organization. Decision making and problem-solving opportunities will be based on projects geared towards BST Academy recruitment and outreach.

#### Unit 3 Learning Goals:

- Define leadership and explore how leadership in action can be utilized as a means of maintaining and improving BST culture and climate
- Understand different leadership styles and models and their applications in various settings
- Develop goal setting and planning skills to effectively lead a team
- Develop time management and organizational skills to balance multiple responsibilities
- Develop decision-making and problem-solving skills to address challenges and opportunities as a leader

### **Unit 4 –BST Academy and Community Service And Volunteerism**

Students will begin to look at leadership less as a title or a resume builder and more of a contribution to their school and their community. Students will learn the commonalities that create a sense of community and will look at the service responsibilities needed within those communities. Students will investigate a particular need within the BST community and plan and implement a service project or event to address the need. At the end of the unit, students will reflect on the impact of their service on the community.

#### Unit 4 Learning Goals:

- Understand the value and importance of community service and volunteerism
- Identify opportunities to get involved in the community and make a positive impact
- Plan and execute a service project or event
- Reflect on personal growth and the impact of service on the community
- Create positive public relations campaigns for their school
- Explore advocacy and the most effective ways to raise awareness for a worthy cause

### **Unit 5 – Diversity and Inclusion**

This unit creates conversations around many social topics. Students will examine social and relational concepts such as diversity, inclusion, vulnerability, perspective, and empathy. Students will be introduced to advocacy and make action plans to increase BST school culture competency and inclusion.

#### Unit 5 Learning Goals:

- Understand the meaning and importance of diversity and inclusion
- Develop BST student culture and competency and awareness to work effectively with all populations
- Advocate for justice and work to create inclusive communities
- Create dialogue around empathy, respect, and humility for everyone
- Explore the necessary components of social dialogue – empathy and humility
- Identify strategies for giving voice to all populations on their school campus

### **Unit 6 – Social Media and Digital Communication**

This unit examines social media and digital communication as industries and as central sites for understanding the politics of everyday life. Students are introduced to social media best practices, including the meanings of sharing and privacy. Students will also explore new forms of journalism, the ethics and responsibility of digital communication, and what it means to be a digital citizen. Moreover, students will engage with questions of media technologies and texts, of platforms and users, and of how networked digital media are adopted and adapted in an environment built around the convergence of personal and public communication.

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### Unit 6 Learning Goals:

- Understand the importance of social media and digital communication in modern society
- Develop effective social media and digital communication skills
- Manage online reputation and understand the impact of online presence
- Understand and apply ethical principles and social responsibility in digital communication

### **Unit 7 – BST Event Planning and Organization**

This unit focuses on event planning and bringing events from ideation to implementation. Emphasis is placed on the skills and techniques required to organize an event, including budgeting and fundraising, marketing and promotion, and volunteer coordination and management. Students will learn how to manage all aspects of an event, including budgeting and allocation of funds, logistics, staffing, and scheduling.

### Unit 7 Learning Goals:

- Understand the event planning process and best practices for successful events
- Develop budgeting and fundraising skills to support event planning
- Develop marketing and promotion skills to attract attendees
- Develop volunteer coordination and management skills to ensure a smooth event
- Develop an event timeline and how to delegate responsibilities to team members
- Learn how to handle unexpected situations and troubleshoot problems that may arise during an event

### **Unit 8 – BST Ambassadors Culminating Project**

Students will use the needs assessment conducted in Unit 1 along with the leadership knowledge gained in Units 1-7 to plan and execute a student ambassador-led project. Students will also reflect on their personal growth and development throughout the program, focusing on their accomplishments and impact to the class and community.

### Unit 8 Learning Goals:

- Plan and execute a student ambassador-led project that aligns with personal goals and the program's mission
- Reflect on personal growth and development throughout the program
- Present accomplishments and impact to the class and community and receive feedback for future improvement

## **3. Key Assignments:**

### **Unit 1 – Introduction to BST Student Ambassadors**

- Students will conduct a needs assessment of the BST program's culture and climate. They will collect and analyze data obtained from several sources (e.g., CA dashboard, district and program surveys, interviews with BST students, faculty, and staff), participate in collaborative discussions around contributing factors, and determine a root cause(s). This needs assessment will guide further work in Units 2-7 and inform and serve as the foundation for the culminating project in Unit 8.
- Students will utilize digital media to create a visual of their choice (e.g., infographic, presentation, vlog, video) to present an explanation of what school culture and climate are, clarification on why each are important, and their needs assessment of the BST program's culture and climate.

### **Unit 2 – BST Ambassador Communication and Public Speaking**

- Students produce and deliver a communication performance task in which they are assigned speech and/or presentation tasks of various types (e.g., informal introduction of two people, a formal introduction of one person to a larger audience, graduation speech, sales pitch, eulogy). With this performance, they must employ all the communication best practice principles they have learned throughout this unit, utilizing the appropriate organization, substance, and style that are required for the purpose, audience, and assigned task.

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### **Unit 3 – Leadership Development**

- Students will work in groups to research leadership styles (e.g., autocratic, democratic, laissez-faire, transformational, service) and create a digital presentation which includes the following: detailed description of this type of leader, advantages of this leadership style, disadvantages of this leadership style, the best situations for this type of leader to thrive, suggestions for a leader with this style on how to adapt to situations in which this leadership style is not the best style to use, what personality type and skill level of subordinates are ideal for this type of leadership style to thrive, two real-world examples of leaders with this style of leadership and supporting evidence and reasoning to justify your categorization, at least one video/audio clip of this leadership style in action (could be factual and historical or a scene from a TV show or movie). As a group, students will present their research project to the class.
- Student teams will be presented with various leadership challenges related to programs and/or school climate and culture. Students will collaborate with their teams as they discuss the challenge, utilize the problem-solving and decision-making skills from the unit, determine an appropriate goal to address the challenge, and plan to reach the goal. Finally, students will present their challenge, goal to address the challenge, and plan to reach the goal to the class.

### **Unit 4 – BST Academy And Community Service and Volunteerism**

- Student teams will plan and implement a large-scale community service project that benefits the BST program and/or that addresses a particular need within the BST community. Students will investigate and gather data that identifies a particular need within the BST community. Students will then collaborate as a group to organize a spreadsheet to plan tasks, assign task owners, track task status, and plan other important information for their project. Finally, students will utilize digital media by creating a presentation of their plan to share with the rest of the class.

### **Unit 5 – Diversity and Inclusion**

- Students create a system that works for their school environment that provides student voice as well as a voice to the marginalized in a safe and respectful way. Students create a digital storyboard containing digital media (e.g., textual, graphical, audio, visual, and interactive elements) depicting various ways that they can implement inclusivity, and diversity on campus. Once completed, each group will present their storyboards to the rest of the class. If new protocols or systems should be developed, students will be encouraged to receive permission from the administration to implement their requests.

### **Unit 6 – Social Media and Digital Communication**

- Students will make strategic use of technology and digital media (e.g., textual, graphical, audio, visual, and interactive elements) to produce and publish a social media campaign that addresses one of the five R's (Respect, Recognize, Reward, Reinforce, Results). The campaign will utilize the appropriate organization, substance, and style that are required for the purpose, target audience, and assigned task.

### **Unit 7 – BST Event Planning and Organization**

- Students will utilize digital media and technology to create an event timeline, including an action plan and a process plan for executing a BST event. Students will present their timelines, action plans, and process plans to the class before implementation. This assignment allows students the opportunity to apply the skills and techniques they have learned in a practical setting.

### **Unit 8 – BST Ambassadors Culminating Project**

- Students will use the needs assessment conducted in Unit 1 along with the leadership knowledge gained in Units 1-7 to plan and execute a student ambassador-led project. Students will also reflect on their personal growth and development throughout the program, focusing on their accomplishments and impact to the class and community.

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### 4. Instructional Methods and/or Strategies:

Activity, Project, and Problem-based (APB) Instructional Design centers on hands-on, real-world activities, projects, and problems that help students understand how the knowledge and skills they develop in the classroom may be applied to everyday life. The instructional methods and strategies utilized provide students with unique opportunities to work collaboratively, identify problems, apply what they know, persevere through challenges, find unique solutions, and lead their own learning. The APB approach scaffolds student learning through structured activities and projects that empower students to become independent in the classroom and help them build skill sets to apply to real-world and open-ended design problems.

- Four Corners discussions (Agree, Strongly Agree, Disagree, Strongly Disagree)
- Data collection, interpretation, and predictions
- Jig Saw research projects (students or student groups research different aspects of a topic and report their learning back to the whole class)
- Computer based research projects: individual students or collaborative group research
- Evidence based data interpretation (Claim, Evidence and Reasoning writing research projects)
- Student centered and created activities

### 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

## UNITS WITH STANDARDS CORRELATIONS

### Unit 1 – Introduction to BST Student Ambassadors

#### CA Common Core Anchor Standards

- CCSS.ELA-LITERACY.CCRA.SL.1: Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9–10 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.
- CCSS.ELA-LITERACY.CCRA.SL.2: Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.
- CCSS.ELA-LITERACY.CCRA.SL.5: Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.

#### State of California Student Leadership Standards (CADA/CASL)

- GOVERNMENT – AUTHORITY AND GOVERNANCE 1.3: The student leader learns the chain of command that exists within their school and their student body organization.
- GOVERNMENT STANDARD – AUTHORITY AND GOVERNANCE 1.4: The student leader reviews and/or creates a constitution and bylaws for their student body.
- GOVERNMENT STANDARD – AUTHORITY AND GOVERNANCE 1.5: The student leader contributes to committees and/or councils and recognizes how the committees and/or councils benefit the student leadership team.

### Unit 2 – BST Ambassador Communication And Public Speaking

#### CA Common Core Anchor Standards

- CCSS.ELA-LITERACY.CCRA.SL.4: Present information, findings, and supporting evidence clearly, concisely, and logically (using appropriate eye contact, adequate volume, and clear pronunciation) such that listeners can follow the line of reasoning and the organization, development, substance, and style are appropriate to purpose (e.g., argument, narrative, informative, response to literature presentations), audience, and task.
- CCSS.ELA-LITERACY.CCRA.SL.5: Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.

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- CCSS.ELA-LITERACY.CCRA.SL.6: Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.
- CCSS.ELA-LITERACY.CCRA.W.4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

### State of California Student Leadership Standards (CADA/CASL)

- COMMUNICATION – WRITTEN COMMUNICATION 1.1: The student leader applies knowledge of proper tone, formatting, and the appropriate use of business or friendly letters.
- COMMUNICATION – WRITTEN COMMUNICATION 1.2: The student leader applies knowledge of proper tone, formatting, and the appropriate use of business or friendly email.
- COMMUNICATION – WRITTEN COMMUNICATION 1.6: The student leader organizes, writes, and publishes attention-grabbing messages suitable for the occasion and audience.
- COMMUNICATION – WRITTEN COMMUNICATION 1.10: The student leader creates eye-catching, effective posters and flyers.
- COMMUNICATION – PUBLIC SPEAKING 3.1: The student leader acknowledges the audience and purpose of the occasion and adapts speech and content accordingly.
- COMMUNICATION – PUBLIC SPEAKING 3.2: The student leader plans and executes accurate pace and timing.
- COMMUNICATION – PUBLIC SPEAKING 3.4: The student leader uses appropriate volume, tone, emphasis, and diction.
- COMMUNICATION – PUBLIC SPEAKING 3.5: The student leader utilizes effective body language and eye contact.
- COMMUNICATION – PUBLIC SPEAKING 3.6: The student leader demonstrates a variety of techniques to connect with the audience and to maintain the audience's attention.
- COMMUNICATION – PUBLIC SPEAKING 3.7: The student leader effectively incorporates a variety of media and/or realia into speech content when applicable.
- COMMUNICATION – INTERPERSONAL SKILLS 7.2: The student leader understands the difference between passive and active listening.
- COMMUNICATION – INTERPERSONAL SKILLS 7.3: The student leader practices active listening skills, including positive facial expression, eye contact, posture, summarizing, and eliminating distractions.
- COMMUNICATION – INTERPERSONAL SKILLS 7.4: The student leader articulates their own point of view and utilizes active listening to hear others' points of view to arrive at a mutual decision.
- COMMUNICATION – INTERPERSONAL SKILLS 7.5: The student leader treats others with compassion and empathy.

### **Unit 3 – Leadership Development**

#### CA Common Core Anchor Standards

- CCSS.ELA-LITERACY.CCRA.SL.1: Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.
- CCSS.ELA-LITERACY.CCRA.SL.4: Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
- CCSS.ELA-LITERACY.CCRA.SL.5: Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.
- CCSS.ELA-LITERACY.CCRA.SL.6: Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.
- CCSS.ELA-LITERACY.CCRA.W.8: Gather relevant information from multiple authoritative print and digital sources (primary and secondary), using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation.

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### State of California Student Leadership Standards (CADA/CASL)

- COMMUNICATION – INTERPERSONAL SKILLS 7.1: The student leader acknowledges the value of teamwork and consensus building in all aspects of student leadership.
- COMMUNICATION – INTERPERSONAL SKILLS 7.7: The student leader practices problem solving skills, including identifying the problem, soliciting possible solutions from members of the leadership team, and then implementing an agreed-upon solution.
- COMMUNICATION – INTERPERSONAL SKILLS 7.8: The student leader utilizes a combination of traditional, non-traditional, and other creative approaches to idea generation, activity planning, and problem solving.
- PERSONAL AND SOCIAL DEVELOPMENT – GROUP DYNAMICS 1.8: The student leader recognizes and utilizes various models of decision-making (e.g., authoritative, consensus, democratic, individual).
- PERSONAL AND SOCIAL DEVELOPMENT – GROUP DYNAMICS 1.9: The student leader considers diverse ideas, synthesizes viewpoints, and analyzes claims and evidence on all sides of an issue when considering possible solutions.
- PERSONAL AND SOCIAL DEVELOPMENT – GROUP DYNAMICS 1.10: Once made, the student leader supports decisions of the group.
- PERSONAL AND SOCIAL DEVELOPMENT – GOAL SETTING, FEEDBACK AND EVALUATION 2.1: The student leader sets short-term and long-term personal goals.
- PERSONAL AND SOCIAL DEVELOPMENT – GOAL SETTING, FEEDBACK AND EVALUATION 2.2: The student leadership team sets attainable goals to improve school culture and climate.
- PERSONAL AND SOCIAL DEVELOPMENT – GOAL SETTING, FEEDBACK AND EVALUATION 2.3: The student leader creates a plan of action for achieving goals.
- PERSONAL AND SOCIAL DEVELOPMENT – GOAL SETTING, FEEDBACK AND EVALUATION 2.4: The student leader creates timelines for meeting goals and monitors progress to ensure on-time completion.
- PERSONAL AND SOCIAL DEVELOPMENT – GOAL SETTING, FEEDBACK AND EVALUATION 2.5: The student leader self-evaluates, solicits peer and advisor feedback, and makes adjustments to goals, behavior, and processes as necessary.

### **Unit 4 – BST Academy and Community Service and Volunteerism**

#### CA Common Core Anchor Standards

- CCSS.ELA-LITERACY.CCRA.SL.5: Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.

### State of California Student Leadership Standards (CADA/CASL)

- CIVIC AND SERVICE LEARNING – CIVIC AND COMMUNITY ENGAGEMENT 1.1: The student leader develops partnerships with various student, school, parent, and community groups.
- CIVIC AND SERVICE LEARNING – CIVIC AND COMMUNITY ENGAGEMENT 1.2: The student leader identifies the financial restrictions and guidelines of other organizations.
- CIVIC AND SERVICE LEARNING – CIVIC AND COMMUNITY ENGAGEMENT 1.3: The student leader recognizes the value of membership in, and/or partnership with, associations-groups of people organized for a joint purpose.
- CIVIC AND SERVICE LEARNING – CIVIC AND COMMUNITY ENGAGEMENT 1.4: The student leader analyzes different forms of civic activism and ways in which citizens can effect change in society.
- CIVIC AND SERVICE LEARNING – SERVICE LEARNING STRATEGIES 2.1: The student leader recognizes the difference between service learning and community service.
- CIVIC AND SERVICE LEARNING – SERVICE LEARNING STRATEGIES 2.2: The student leader assesses the needs of the community by reaching out to community leaders and local government.
- CIVIC AND SERVICE LEARNING – SERVICE LEARNING STRATEGIES 2.3: Utilizing academic skills, the student leader researches various solutions to a local need and integrates academic research into a service learning study.



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- CIVIC AND SERVICE LEARNING – SERVICE LEARNING STRATEGIES 2.4: The student leader develops and implements a research-based plan of action to address a specific community need.
- CIVIC AND SERVICE LEARNING – SERVICE LEARNING STRATEGIES 2.5: The student leader seeks both school and community feedback to evaluate and reflect upon the impact of the project.
- CIVIC AND SERVICE LEARNING – COMMUNITY SERVICE 3.1: The student leader establishes relationships with community leaders and community groups to help address a community need.
- CIVIC AND SERVICE LEARNING – COMMUNITY SERVICE 3.2: The student leader participates in a service activity or project to serve a specific need of others.
- CIVIC AND SERVICE LEARNING – COMMUNITY SERVICE 3.3: The student leader experiences and recognizes the benefit of serving others.

### **Unit 5 – Diversity and Inclusion**

#### CA Common Core Anchor Standards

- CCSS.ELA-LITERACY.CCRA.SL.1: Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9–10 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.
- CCSS.ELA-LITERACY.CCRA.SL.5: Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.

#### State of California Student Leadership Standards (CADA/CASL)

- PERSONAL AND SOCIAL DEVELOPMENT – GROUP DYNAMICS 1.1: The student leader acknowledges different personality types and how to work together in an all-inclusive group setting.
- PERSONAL AND SOCIAL DEVELOPMENT – GROUP DYNAMICS 1.2: The student leader appreciates the diversity of others, and the value of representing a diverse student body.
- PERSONAL AND SOCIAL DEVELOPMENT – SOCIAL AND EMOTIONAL LEARNING 3.9: The student leader identifies differing social and cultural norms and then raises awareness of those norms to promote acceptance and inclusion.
- PERSONAL AND SOCIAL DEVELOPMENT – SOCIAL AND EMOTIONAL LEARNING 3.10: The student leader acknowledges differing backgrounds (cultural, religious, geographic, special needs, socio-economic, gender identity, sexual orientation) and includes diverse perspectives to promote an inclusive school culture.
- CIVIC AND SERVICE LEARNING – COMMUNITY SERVICE 3.4: The student leader demonstrates empathy for, and an awareness of social, cultural, and societal norms for diverse locations and populations.

### **Unit 6 – Social Media and Digital Communication**

#### CA Common Core Anchor Standards

- CCSS.ELA-LITERACY.CCRA.W.6: Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.
- CCSS.ELA-LITERACY.CCRA.SL. 2: Integrate multiple sources of information presented in diverse media or formats (e.g., visually, quantitatively, orally) evaluating the credibility and accuracy of each source.
- CCSS.ELA-LITERACY.CCRA.SL.5: Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.

#### State of California Student Leadership Standards (CADA/CASL)

- COMMUNICATION – WRITTEN COMMUNICATION 1.11: The student leader creates eye-catching, effective social media messages.
- BUSINESS AND FINANCE – ADVERTISING 4.1: The student leader identifies a target audience for each advertisement.

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- BUSINESS AND FINANCE – ADVERTISING 4.2: The student leader makes sure each advertisement contains all necessary information for the product or event.
- BUSINESS AND FINANCE – ADVERTISING 4.3: The student leader creates advertisements that are grammatically correct and visually appealing.
- BUSINESS AND FINANCE – ADVERTISING 4.4: The student leader utilizes a variety of techniques and media to deliver the message to the target audience.
- BUSINESS AND FINANCE – ADVERTISING 4.5: The student leader demonstrates creative ways to advertise.
- BUSINESS AND FINANCE – ADVERTISING 4.6: The student leader experiments with different displays/product placement to produce optimal interest and results.
- TECHNOLOGY AND DIGITAL CITIZENSHIP – DIGITAL WORKSPACE AND COLLABORATION 1.1: The student leader demonstrates a working knowledge of word processing, spreadsheets, presentations, online forms, and desktop publishing as it relates to their role on the leadership team.
- TECHNOLOGY AND DIGITAL CITIZENSHIP – DIGITAL WORKSPACE AND COLLABORATION 1.2: The student leader stores work in a shared cloud environment that is accessible by themselves, their leadership team peers, and leadership team educators.
- TECHNOLOGY AND DIGITAL CITIZENSHIP – DIGITAL WORKSPACE AND COLLABORATION 1.3: The student leader grants view, comment, and/or edit access to files as needed to allow for collaboration with the student leadership team.
- TECHNOLOGY AND DIGITAL CITIZENSHIP – DIGITAL CITIZENSHIP 2.1: The student leader cultivates and manages their digital identity and reputation and demonstrates awareness of the permanence of their actions in the digital world.
- TECHNOLOGY AND DIGITAL CITIZENSHIP – DIGITAL CITIZENSHIP 2.2: The student leader engages in positive, safe, legal, and ethical behavior when using technology, including social interactions online or when using networked devices.
- TECHNOLOGY AND DIGITAL CITIZENSHIP – DIGITAL CITIZENSHIP 2.3: The student leader demonstrates an understanding of and respect for the rights and obligations of using and sharing intellectual property.
- TECHNOLOGY AND DIGITAL CITIZENSHIP – DIGITAL CITIZENSHIP 2.4: The student leader manages personal data to maintain digital privacy and security for themselves and for others.
- TECHNOLOGY AND DIGITAL CITIZENSHIP – VIDEO AND PHOTOGRAPHY 4.1: The student leader recognizes the role of video and photography in the promotion of positive school culture.
- TECHNOLOGY AND DIGITAL CITIZENSHIP – VIDEO AND PHOTOGRAPHY 4.2: The student leader demonstrates a basic understanding of video and photography skills as they relate to their role on the student leadership team.
- TECHNOLOGY AND DIGITAL CITIZENSHIP – VIDEO AND PHOTOGRAPHY 4.3: The student leader includes a diverse cross-section of the student body when creating video or photo presentations to be shared school-wide.
- TECHNOLOGY AND DIGITAL CITIZENSHIP – VIDEO AND PHOTOGRAPHY 4.4: The student leader demonstrates an understanding of the law and school/district policy regarding the public sharing of images/video of minors on social media and in other public forums and works with school administration to protect student privacy.
- TECHNOLOGY AND DIGITAL CITIZENSHIP – VIDEO AND PHOTOGRAPHY 4.5: The student leader acknowledges that images/video of students and staff should never be presented in such a way that would embarrass or humiliate.

### **Unit 7 – BST Event Planning and Organization**

#### CA Common Core Anchor Standards

- CCSS.ELA-LITERACY.CCRA.W.6: Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.



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- CCSS.ELA-LITERACY.CCRA.SL.1: Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9–10 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.
- CCSS.ELA-LITERACY.CCRA.SL.4: Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
- CCSS.ELA-LITERACY.CCRA.SL.5: Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.

### State of California Student Leadership Standards (CADA/CASL)

- BUSINESS AND FINANCE – FINANCE/ACCOUNTING 1.1: The student leader adheres to relevant laws, school board policy, and fiscal accountability guidelines when managing the student body account.
- BUSINESS AND FINANCE – FINANCE/ACCOUNTING 1.2: The student leader evaluates past budgetary practices and collaborates on creating a working budget for the current term.
- BUSINESS AND FINANCE – FINANCE/ACCOUNTING 1.6: The student leader consults the student body on budgetary decisions through the representative process, public meeting, and open fiscal accountability, and spends student body funds for the betterment of the student body.
- BUSINESS AND FINANCE – FINANCE/ACCOUNTING 1.7: The student leader identifies the various sources of school and student funding, the laws and policies that dictate their allocation, and the structures/channels available for student input and advocacy.
- BUSINESS AND FINANCE – FUNDRAISING 2.1: The student leader adheres to relevant laws, school board policies, and fiscal accountability guidelines when selecting appropriate fundraising activities (i.e., state food guidelines, recommended list of allowable-risk activities, etc.).
- BUSINESS AND FINANCE – FUNDRAISING 2.2: The student leader performs market research and identifies trends in student purchasing preferences when selecting products and vendors for fundraising purposes.
- BUSINESS AND FINANCE – FUNDRAISING 2.3: The student leader projects income and expenses within a comprehensive pre-fundraiser evaluation.
- BUSINESS AND FINANCE – FUNDRAISING 2.5: The student leader serves as both a participant and leader in various fundraising activities and employs effective sales techniques.
- BUSINESS AND FINANCE – FUNDRAISING 2.6: The student leader evaluates each fundraising activity's effectiveness for profitability and efficient use of human and site resources.
- BUSINESS AND FINANCE – MARKETING 3.1: The student leader recognizes the difference between marketing and advertising.
- BUSINESS AND FINANCE – MARKETING 3.2: The student leader works collaboratively with the student leadership team to create a brand and/or marketing message for the student leadership team, the student body, the school, and/or school events.
- BUSINESS AND FINANCE – MARKETING 3.3: The student leader systematically develops and implements a marketing plan to deliver the brand and/or marketing message to the target audience.
- BUSINESS AND FINANCE – ADVERTISING 4.1: The student leader identifies a target audience for each advertisement.
- BUSINESS AND FINANCE – ADVERTISING 4.2: The student leader makes sure each advertisement contains all necessary information for the product or event.
- BUSINESS AND FINANCE – ADVERTISING 4.3: The student leader creates advertisements that are grammatically correct and visually appealing.
- BUSINESS AND FINANCE – ADVERTISING 4.4: The student leader utilizes a variety of techniques and media to deliver the message to the target audience.
- BUSINESS AND FINANCE – ADVERTISING 4.5: The student leader demonstrates creative ways to advertise.

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- BUSINESS AND FINANCE – ADVERTISING 4.6: The student leader experiments with different displays/product placement to produce optimal interest and results.

#### **Unit 8 – BST Ambassadors Culminating Project**

##### CA Common Core Anchor Standards

- CCSS.ELA-LITERACY.CCRA.W.1: Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.
- CCSS.ELA-LITERACY.CCRA.W.2: Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content. selection, organization, and analysis of content.
- CCSS.ELA-LITERACY.CCRA.W.4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.