

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

BOARD OF EDUCATION AGENDA

November 17, 2022

BOARD OF EDUCATION

Donald L. Bridge
Andrew Cruz
Christina Gagnier
James Na
Joe Schaffer

Maya King, Student Representative



Norm Enfield, Ed.D.

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

REGULAR MEETING OF THE BOARD OF EDUCATION

<u>District Board Room - 5130 Riverside Drive, Chino, CA 91710</u>

5:30 p.m. - Closed Session • 6:00 p.m. - Regular Meeting

November 17, 2022

AGENDA

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

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

I. OPENING BUSINESS

- I.A. CALL TO ORDER 5:30 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 Matters (Education Code 35146, 48918 (c) & (j):)): Expulsion cases 22/23-18 and 22/23-01A (30 minutes)

- I.B. RECONVENE TO REGULAR OPEN MEETING 6:00 P.M.
 - Report Closed Session Action
 - 2. Pledge of Allegiance
- I.C. COMMENTS FROM STUDENT REPRESENTATIVE
- I.D. COMMENTS FROM EMPLOYEE REPRESENTATIVES
- I.E. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA
- I.F. CHANGES AND DELETIONS

Proceedings of this meeting are recorded.

		MotionS	Secon
II.	CONSENT	Preferential '	Vote:
		Vote: Yes	No_

II.A. ADMINISTRATION

II.A.1. Minutes of the November 3, 2022 Regular Meeting

Page 7 Recommend the Board of Education approve the minutes of the November 3, 2022 regular meeting.

II.A.2. <u>Establishment of Date and Time for Annual Organizational Meeting</u>

Page 13 Recommend the Board of Education establish December 15, 2022, at 6:00 p.m. as the annual organizational meeting of the Chino Valley Unified School District Board of Education.

II.A.3. Resolution 2022/2023-22, Board Compensation for James Na for

Page 14 November 3, 2022 Missed Meeting

Recommend the Board of Education adopt Resolution 2022/2023-22, Board Compensation for James Na for November 3, 2022 Missed Meeting.

II.B. BUSINESS SERVICES

II.B.1. <u>Warrant Register</u>

Page 16 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

II.B.2. Fundraising Activities

Page 17 Recommend the Board of Education approve/ratify the fundraising activities.

II.B.3. Donations

Page 20 Recommend the Board of Education accept the donations.

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

II.C.1. Student Expulsion Cases 22/23-18 and 22/23-01A

Page 22 Recommend the Board of Education approve student expulsion cases 22/23-18 and 22/23-01A.

II.C.2. School Sponsored Trip

Page 23 Recommend the Board of Education approve/ratify the school-sponsored trip for Chaparral ES.

II.C.3. Revision of Board Policy 6161.1 Instruction—Selection and Evaluation of Instructional Materials

Recommend the Board of Education approve the revision of Board Policy 6161.1 Instruction—Selection and Evaluation of Instructional Materials.

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

II.D.1. **Purchase Order Register**

Page 31 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

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

Page 32 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

II.D.3. Resolution 2022/2023-21, Authorization to Utilize a Piggyback Contract

Page 35 Recommend the Board of Education adopt Resolution 2022/2023-21, Authorization to Utilize a Piggyback Contract.

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

Page 39 Recommend the Board of Education approve the Notice of Completion for **CUPCCAA** Projects.

II.D.5. Award of Bid No. 22-23-07F, Eagle Canyon ES Alterations—Bid Package Page 41 31-01

Recommend the Board of Education award Bid No. 22-23-078F, Eagle Canyon ES Alterations—Bid Package 31-01 to Keller North America. Inc.

II.D.6. Correction to Award of Bid No. 22-23-08F, Preserve II School—New Page 42 **Construction BP 03-01**

Recommended Board of Education approve the correction to award of Bid No. 22-23-08F, Preserve II School - New Construction to Bogh Engineering for BP 03-01 Concrete (Structural & Site), Reinforcing Steel & Masonry.

II.D.7. Award of Bid No. 22-23-13F, Chino Valley Adult School—Construction Page 43

Technology Building

Recommend the Board of Education award Bid No. 22-23-13F, Chino Valley Adult School—Construction Technology Building to W.D. Gott Construction Co.

Award of Bid No. 22-23-14, District White Fleet Vehicles II.D.8.

Page 44 Recommend the Board of Education award Bid No. 22-23-14. District White Fleet Vehicles—Chevrolet to M.K. Smith Chevrolet.

II.D.9. Change Order for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Page 45 Trails ES Alterations (BP 02-01)

Recommend the Board of Education approve the Change Order for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 02-01).

II.E. HUMAN RESOURCES

II.E.1. Certificated/Classified Personnel Items

Page 49 Recommend the Board of Education approve/ratify the certificated/classified personnel items.

II.E.2. Rejection of Claims

Page 54 Recommend the Board of Education reject the claims and refer them to the District's insurance adjuster.

III. INFORMATION

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

III.A.1. Revision of Board Policy and Administrative Regulation 5111

Page 55 Students—Admission

Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 5111 Students—Admission.

III.A.2. San Bernardino County Superintendent of Schools Williams Findings

Page 64 Decile 1-3 Schools First Quarterly Report 2022/2023

Recommend the Board of Education receive for information the San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools First Quarterly Report 2022/2023.

III.B. FACILITIES, PLANNING, AND OPERATIONS

III.B.1. Community Facilities District 4 (College Park) Special Tax

Page 71 Accountability Report for Fiscal Year 2021/2022

Recommend the Board of Education receive and file the Community Facilities District 4 (College Park) Special Tax Accountability Report for Fiscal Year 2021/2022.

III.B.2. Revision of Board Policy 3430 Business and Noninstructional Operations—District Investments

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

IV. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

V. ADJOURNMENT

Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education Date posted: November 10, 2022

CHINO VALLEY UNIFIED SCHOOL DISTRICT

REGULAR MEETING OF THE BOARD OF EDUCATION November 3, 2022

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 5:15 P.M.

1. Roll Call

President Gagnier called to order the regular meeting of the Board of Education, Thursday, November 3, 2022, at 5:15 p.m. with Bridge, Cruz, Schaffer, and Gagnier present. Mr. Na was absent from the meeting.

Administrative Personnel

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

2. Public Comment on Closed Session Items None.

3. Closed Session

President Gagnier adjourned to closed session at 5:15 p.m. regarding a student discipline matter; public employee discipline/dismissal/release; and conference with labor negotiators: A.C.T. and CSEA.

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

1. Report Closed Session Action

President Gagnier reconvened the regular meeting of the Board of Education at 6:00 p.m. with Bridge, Cruz, Schaffer, and Gagnier present. The Board met in closed session from 5:15 p.m. to 5:30 p.m. regarding a student discipline matter; public employee discipline/dismissal/release; and conference with labor negotiators: A.C.T. and CSEA. No action was taken that required public disclosure.

2. Pledge of Allegiance

Led by Vice President Andrew Cruz.

I.C. COMMENTS FROM STUDENT REPRESENTATIVE

Maya King said it was good to see the community turn out and participate in the annual Ayala Park Halloween festivities; congratulated high school sports teams throughout the District for advancing in CIF competition; wished all seniors looking into college applications luck; encouraged juniors and seniors to research scholarships as early as possible; and encouraged fellow students to speak up and be heard.

I.D. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Danny Hernandez, CSEA President, recognized the achievements District students made on the California Assessment Performance and Progress exam; encouraged the community to consider donating to local charities or volunteering as the holiday season approaches; and acknowledged men and women in the armed services in honor of Veterans Day.

Emily Lao, CHAMP President elect, echoed many of Mr. Hernandez' comments, and commended the academic gains students made and the support they received; said many school administrators and site team members are attending a PBIS showcase by the San Bernardino County of Education, and that almost every school in the District is receiving an award for the work that they're doing in PBIS.

Prior to comments from the audience, Mr. Cruz requested a special meeting regarding the process for fundraising approvals, thereafter, he left the meeting at 6:07 p.m.

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

The following individuals addressed the Board: Rey Alexander, Max Ibarra, Leila Maleki, Darlene Berg, Krista Landgraf, Kyle Penette regarding student rights and LGBTQ students; and Amanda Swager regarding student rights and parliamentary procedure.

I.F. CHANGES AND DELETIONS

The following deletion was read into the record: Item II.A.1., Resolution 2022/2023-19, Opposing President Biden's Executive Order to Make Changes to Title IX with Regard to Gender, was pulled from the agenda.

II. ACTION

II.A. ADMINISTRATION

II.A.1. Resolution 2022/2023-19, Opposing President Biden's Executive Order to Make Changes to Title IX with Regard to Gender

This item was pulled from the agenda.

II.B. FACILITIES, PLANNING, AND OPERATIONS

II.B.1. <u>Timeline on the Naming of Preserve School #2</u>

Moved (Bridge) seconded (Schaffer) motion carried (3-0, Cruz and Na absent) to approve the Timeline on the Naming of Preserve School #2. Student representative voted yes.

II.C. HUMAN RESOURCES

II.C.1. <u>Minimum Wage and Compensation Increase to the Classified Service</u> (Non-Bargaining Unit) and Classified Substitute Salary Schedules

Moved (Bridge) seconded (Schaffer) motion carried (3-0, Cruz and Na absent) to approve the minimum wage and compensation increase to the Classified Service (Non-Bargaining Unit) and Classified Substitute Salary Schedules. Student representative voted yes.

III. CONSENT

Moved (Bridge) seconded (Schaffer) motion carried (3-0, Cruz and Na absent) to approve the consent items.

III.A. ADMINISTRATION

III.A.1. Minutes of the October 20, 2022 Regular Meeting

Approved the minutes of the October 20, 2022 regular meeting.

III.A.2. Resolution 2022/2023-20, Board Compensation for James Na for October 20, 2022 Missed Meeting

Adopted Resolution 2022/2023-20, Board Compensation for James Na for October 20, 2022 Missed Meeting.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Approved/ratified the warrant register.

III.B.2. Fundraising Activities

Approved/ratified the fundraising activities.

III.B.3. Donations

Accepted the donations.

III.B.4. Legal Services

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

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

III.C.1. Student Expulsion Case 22/23-16

Approved student expulsion case 22/23-16.

III.C.2. School Sponsored Trips

Approved/ratified the school-sponsored trips for Chino Hills HS and Don Lugo HS.

III.C.3. Revision of Board Policy 6146.2 Instruction—Certificate of Proficiency/High School Equivalency

Approved the revision of Board Policy 6146.2 Instruction—Certificate of Proficiency/High School Equivalency.

III.C.4. Revision of Board Policy 6164.5 Instruction—Student Success Teams

Approved the revision of Board Policy 6164.5 Instruction—Student Success Teams.

III.C.5. Proclamation for The Great American Smokeout on November 17, 2022

Adopted the proclamation for The Great American Smokeout on November 17, 2022.

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. Notice of Completion for CUPCCAA Projects

Approved the Notice of Completion for CUPCCAA Projects.

III.D.4. Resolution 2022/2023-18, Annual and Five-Year Developer Fee Reports for Fiscal Year 2021/2022

Adopted Resolution 2022/2023-18, Annual and Five-Year Developer Fee Report for Fiscal Year 2021/2022.

III.D.5. Revision of Board Policy 7110 Facilities—Facilities Master Plan

Approved the revision of Board Policy 7110 Facilities—Facilities Master Plan.

III.D.6. Revision of Board Policy 7150 Facilities—Site Selection and Development

Approved the revision of Board Policy 7150 Facilities—Site Selection and Development.

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

Approved/ratified the certificated/classified personnel items.

III.E.2. Nursing Agreement with Grand Canyon University

Approved the nursing agreement with Grand Canyon University.

IV. INFORMATION

- IV.A. BUSINESS SERVICES
- IV.A.1. Adopted 2022/2023 Organized and Unorganized Student Body Budgets
 Received for information the adopted 2022/2023 organized and unorganized student body budgets.
- IV.B. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT
- IV.B.1. Revision of Board Policy and Administrative Regulation 6161.1 Instruction—Selection and Evaluation of Instructional Materials

 Received for information the revision of Board Policy and Administrative

Received for information the revision of Board Policy and Administrative Regulation 6161.1 Instruction—Selection and Evaluation of Instructional Materials.

- IV.C. FACILITIES, PLANNING, AND OPERATIONS
- IV.C.1. Cash Management Program

Received for information the report on the Cash Management Program.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

Joe Schaffer thanked students for attending the meeting and addressing the Board; and said comments made by some of the community and Board members do not represent the majority of the current Board.

Don Bridge spoke about supporting all kids; said Ayala HS and Chino HS start football playoffs tonight and tomorrow; said he attended the Chino Hills HS - Oaks Christian quarterfinal girls volleyball game at Chino Hills HS; congratulated Don Lugo HS's girls volleyball team for winning league championship; said he attended the 2022 Fall Joint Meeting at Riverside County Office of Education sponsored by the Riverside County and San Bernardino County school boards; and acknowledged the upcoming Veterans Day holiday.

Superintendent Enfield made no comment.

President Gagnier spoke about the community dynamics; spoke about students feeling safe and welcome in the community and at schools; spoke about the job of elected officials; spoke about school board elections; announced the Chamber of Commerce is hosting events for students in the community; and acknowledged veteran and active members of the armed services as Veterans Day approaches.

VI. ADJOURNMENT

President Gagnie	er adjourned th	e regular	meeting of the	Board of	Education a	t 6:44 p.m.
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Christina Gagnier, President	James Na, Clerk

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

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

SUBJECT: ESTABLISHMENT OF DATE AND TIME FOR ANNUAL

ORGANIZATIONAL MEETING

BACKGROUND

Education Codes 5017, 35143 and 72000(c)(2)(a) require that governing boards hold an annual organizational meeting and that each member of the board be notified in writing of the date and time selected. The 2022 organizational meeting must be held at the first meeting within fifteen days commencing with and including the second Friday in December between December 9 and December 23. The organizational meeting must be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period.

The annual organizational meeting will be held on December 15, 2022, at 6:00 p.m. At that time, a president, vice president, clerk, and representatives to various organizations will be selected.

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

RECOMMENDATION

It is recommended the Board of Education establish December 15, 2022, at 6:00 p.m. as the annual organizational meeting of the Chino Valley Unified School District Board of Education.

FISCAL IMPACT

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NE:pk

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D, Superintendent

SUBJECT: RESOLUTION 2022/2023-22, BOARD COMPENSATION FOR JAMES NA

FOR NOVEMBER 3, 2022 MISSED MEETING

BACKGROUND

Board Bylaw 9250, Remuneration, Reimbursement, Board Development and Other Benefits, authorizes a Board member to receive the monthly compensation as provided for in law. Additionally, Bylaws of the Board Exhibit 9250, Resolution on Board Compensation for Missed Meetings authorizes that a member is entitled to be paid for missed meetings if he/she was absent due to limited circumstances.

This resolution recognizes that James Na was absent from the November 3, 2022 regular meeting of the Board of Education due to a hardship deemed acceptable by the Board.

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2022/2023-22, Board Compensation for James Na for November 3, 2022 Missed Meeting.

FISCAL IMPACT

N	\cap	ne	

NE:pk

RESOLUTION 2022/2023-22 BOARD COMPENSATION FOR JAMES NA NOVEMBER 3, 2022 MISSED MEETING

WHEREAS, the Board of Education of the Chino Valley Unified School District appreciates the services provided by members of the Board and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250; and

WHEREAS, Education Code 35120 provides that the monthly compensation provided to Board members shall be commensurate with the percentage of meetings attended during the month unless otherwise authorized by Board resolution; and

WHEREAS, Education Code 35120 specifies limited circumstances under which the Board is authorized to compensate a Board member for meetings he/she missed; and

WHEREAS, the Board finds that James Na did not attend the November 3, 2022 Board meeting for the following reason(s):

Board mooning for	t the fellowing reason(e).	
meetin [x] Illness o	ng	es for the District during the time of the oard
-	-	that the Board of the Chino Valley Unified oard member for the November 3, 2022
	ED, PASSED, AND ADOPTED by the following vote:	this 17 th day of November 2022 at a
Bridge Cruz Na Schaffer Gagnier		
 Christina Gagnier	r, President	James Na, Clerk

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

DATE: November 17, 2022

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

\$6,188,859.85 to all District funding sources.

NE:SHC:LP:If

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

DATE: November 17, 2022

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:If

CHINO VALLEY UNIFIED SCHOOL DISTRICT November 17, 2022

SITE/DEPARTMENT	ACTIVITY/DESCRIPTION	<u>DATE</u>
Butterfield Ranch ES		
PTA PTA PTA PTA	Think n Local Handprints World's Finest Chocolate Open House Concessions	11/18/22 - 12/11/22 2/21/23 - 3/3/23 4/17/23 - 5/11/23 5/11/23
Cattle ES		
ASB - Leadership	Hot Cocoa Grams	12/5/22 - 12/9/22
Eagle Canyon ES		
PTA PTA	Winter Holiday Pack Valentine Grams	11/28/22 - 12/14/22 2/1/23 - 2/10/23
Hidden Trails ES		
PTA	Scholastic Book Fair	12/5/22 - 12/9/22
Rhodes ES		
PEP Club	Ringo	12/8/22
Rolling Ridge ES		
ASB - General ASB - 6th Grade ASB - 6th Grade ASB - General ASB - 6th Grade ASB - 6th Grade ASB - 6th Grade ASB - 6th Grade	Camp Sweatshirt Sales (RATIFY) Holiday Boutique Crumbl Cookies Pennies for Patients Chipotle Family Night Out Chick-fil-A Family Night Out Spring Program Concessions Tastee Flavors	10/17/22 - 10/26/22 12/12/22 - 12/14/22 1/17/23 1/23/23 - 2/3/23 2/14/23 3/7/23 5/17/23
Magnolia JHS		
PFA	Ice Cream Concessions	11/18/22
Ayala HS		
ASB - STEM Robotics	7 Leaves Coffee	11/18/22

CHINO VALLEY UNIFIED SCHOOL DISTRICT November 17, 2022

SITE/DEPARTMENT	ACTIVITY/DESCRIPTION	<u>DATE</u>
Chino HS		
Sports Boosters	RaiseRight	12/1/22 - 5/25/23
Sports Boosters	Mountain Mike's Dine Out	12/5/22
Sports Boosters	Bubba's Tacos	12/6/22
Sports Boosters	Cowboy's Pancake Breakfast	12/10/22
Sports Boosters	Shakey's Family Dine Out	12/12/22
Sports Boosters	Rocky Mountain Chocolate Factory	12/12/22 - 12/30/22
Sports Boosters	BJ's	12/14/22
Sports Boosters	Chipotle Dine Out	1/4/23
Sports Boosters	Chipotle Dine Out	1/10/23
Sports Boosters	Raising Cane's Chicken Fingers	1/11/23
Sports Boosters	Hot Dog on a Stick	1/20/23
Sports Boosters	Mountain Mike's Pizza	1/26/23
Sports Boosters	Hot Dog on a Stick	1/27/23
Sports Boosters	Raising Cane's Chicken Fingers	2/16/23
Sports Boosters	Cannataro's Dine Out	2/23/23
Sports Boosters	Chipotle Dine Out	3/16/23
Sports Boosters	Chipotle Dine Out	3/24/23
Sports Boosters	Los Portales Mexican Grill	4/13/23
Sports Boosters	Mountain Mike's Pizza	4/18/23
Chino Hills HS		
ASB - Chinese Culture	Painting & Calligraphy	11/28/22 - 12/9/22
Music Boosters	Think n Local	12/1/22 - 12/30/22
ASB - Link Crew	7 Leaves	12/9/22
Don Lugo HS		
ASB - Boys' Basketball	Home Game Concessions	1/6/23 - 2/3/23

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services

Liz Pensick, Director, Fiscal Services

SUBJECT: DONATIONS

BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education accept the donations.

FISCAL IMPACT

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

NE:SHC:LP:If

CHINO VALLEY UNIFIED SCHOOL DISTRICT November 17, 2022

DEPARTMENT/SITE DONOR	ITEM DONATED	APPROXIMATE VALUE
Don Lugo HS		
AAA Anime, Inc. Blast Athletics	Cash Cash	\$50.00 \$205.00

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction,

Innovation, and Support

Stephanie Johnson, Director, Student Support Services

SUBJECT: STUDENT EXPULSION CASES 22/23-18 AND 22/23-01A

BACKGROUND

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

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

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

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

RECOMMENDATION

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve student expulsion cases 22/23-18 and 22/23-01A.

FISCAL IMPACT

None.

NE:LF:SJ:jg

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

DATE: November 17, 2022

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 TRIP

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 trip for:

School-Sponsored Trip	Date	Fiscal Impact
Site: Chaparral ES Event: Outdoor Science Camp Place: Crestline, CA Chaperone: 75 students/8 chaperones	January 23-27, 2023	Cost: \$395.00 per student Funding Source: Parents and fundraising

FISCAL IMPACT

None.

NE:LF:gks

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Grace Park, Ed.D., Associate Superintendent, Curriculum,

Instruction, Innovation, and Support

Luke Hackney, Director, Elementary Curriculum and Instruction Julian Rodriguez, Ed.D., Director, Secondary Curriculum and

Instruction

SUBJECT: REVISION OF BOARD POLICY 6161.1 INSTRUCTION -

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current District practice. Board Policy 6161.1 Instruction – Selection and Evaluation of Instructional Materials is being updated to reflect Senate Bill 820 which revises the definition of "technology-based materials" to include the electronic equipment required to make use of those materials, making such equipment subject to the determination of sufficiency. Policy also deletes unnecessary legal citations related to the State Board of Education's (SBE) adoption of academic standards, deletes section on "Review Process' which was moved to the Administrative Regulation, and adds references to sample Board Policy and Administrative regulations for complaints concerning instructional materials. This item was presented to the Board of Education on November 3, 2022, as information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 6161.1 Instruction – Selection and Evaluation of Instructional Materials.

FISCAL IMPACT

None.

NE:GP:LH:JR:rtr

Instruction BP 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Board of Education desires that District instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are effective learning resources to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the District's curriculum to ensure that they effectively support the District's adopted courses of study.

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(cf. 0440 - District Technology Plan)
(cf.6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development Implementation and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6163.1 - Library Media Centers)
```

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or THAT have, otherwise DURING THE DISTRICT'S REVIEW PROCESS, been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8 BY SBE. (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)

The Board's priority in the selection of instructional materials is to ensure that all students are provided with standards-aligned instructional materials in the core curriculum areas of English/language arts, mathematics, science, and history-social science.

REVIEW PROCESS

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.

(cf. 1220 - Citizen Advisory Committees)

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002).

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

If the District chooses to use instructional materials for grades K-8 that have not been adopted by the (SBE), the Superintendent or designee shall ensure that a majority of the participants in the District's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulations, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

All recommended instructional materials shall be available for public inspection at the District Samuel R. Burton Professional development and Media Center.

(cf. 5020 - Parent Rights and Responsibilities)

The District may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the District's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the District's INSTRUCTIONAL MATERIALS, INCLUDING textbooks, and other instructional materials TECHNOLOGY-BASED MATERIALS.

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the District containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school including English learners, has sufficient textbooks or instructional materials which THAT are aligned to the state-content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8 BY SBE and which are consistent with the content and cycles of the state's curriculum frameworks ADOPTED BY SBE. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History/Social Science

(cf. 6142.94 - History/Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 - Reading/Language Arts Instruction) (cf. 6174 - Education for English Language Learners)

5. Foreign WORLD language

(cf. 6142.2 - World Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, tThis does not require that each student have two sets of materials. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

IF The materials may be ARE in a digital format, THEY SHALL BE CONSIDERED SUFFICIENT as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the District, and has the ability to use and access them at home. (Education Code 60119)

The Board shall also make a determination that all students within the District who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, AND 60119. (Education Code 1240.3, 42605)

However, the District may purchase the newest adopted instructional materials for students in District schools ranked in deciles 1-3 of the base Academic Performance Index in any one of the past three school years without necessarily purchasing these materials for use in other District schools. (Education Code 1240.3)

If the Board determines that there are insufficient textbooks and/or OTHER instructional materials, the Board DISTRICT shall provide information to classroom teachers and to the public, setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks and/or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

THE DEGREE TO WHICH EVERY STUDENT HAS SUFFICIENT ACCESS TO STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS SHALL BE INCLUDED IN THE DISTRICT'S LOCAL CONTROL AND ACCOUNTABILITY PLAN. (Education Code 52060)

Complaints

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation BP/AR 1312.2 – COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS OR AR 1312.4 – WILLIAMS UNIFORM COMPLAINT PROCEDURES, AS APPLICABLE.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

220 Prohibition against discrimination

1240 County superintendent, general duties

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

44805 Enforcement of course of studies; use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 Nondiscriminatory subject matter

52060-52077 Local control and accountability plan

60000-60005 Instructional materials, legislative intent

60010 Instructional materials, definition

60040-60052 Requirements for instructional materials

60060-60063.5 Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60350-60352 Core Reading Program Instructional Materials

60400-60411 Instructional materials, high schools

60510-60511 Donation or Sale of Obsolete Instructional Materials

60605 State-adopted content and performance standards in core curricular areas

60605.8 Common Core Standards

60605.86-60605.88 Supplemental instructional materials aligned with Common Core Standards

CODE OF REGULATIONS, TITLE 5

9505-9530 Instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Instructional Materials FAQ

01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015 Standards for Evaluating Instructional Materials for Social Content, 2013

WEBSITES

California School Boards Association: www.csba.org Association of American Publishers: www.publishers.org

California Academic Content Standards Commission, Common Core Standards: www.scoe.net/castandards
California Department of Education: www.cde.ca.gov

Chino Valley Unified School District

Policy adopted: August 21, 1997

Revised: June 18, 2009 Revised: May 20, 2010 Revised: February 16, 2012 Revised: March 21, 2013

REVISED:

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

Operations

Anna G. Hamilton, Director, Purchasing

SUBJECT: PURCHASE ORDER REGISTER

BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$15,788,094.39 to all District funding sources.

NE:GJS:AGH:pw

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

Operations

Anna G. Hamilton, Director, Purchasing

SUBJECT: AGREEMENTS FOR CONTRACTOR/CONSULTANT SERVICES

BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

As indicated.

NE:GJS:AGH:pw

BUSINESS SERVICES	FISCAL IMPACT
B-2223-013 Super Co-Op c/o San Mateo-Foster City	Contract amount: .3% of current year
School District.	USDA Foods estimated entitlement on
To provide authorization to contract for USDA Foods and	July 1.
related services on behalf of Member and Participant	
Districts.	Funding source: Cafeteria Fund 13
Submitted by: Nutrition Services	
Duration of Agreement: July 1, 2023 - June 30, 2024	

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-2223-117 Biteable, LLC.	Contract amount: \$149.40
To provide software subscription.	
Submitted by: Assessment & Instructional Technology	Funding source: General Fund
Duration of Agreement:	
November 21, 2022 - November 20, 2023	
CIIS-2223-118 n2y, LLC.	Contract amount: \$239.99
To provide News2you enrichment software.	
Submitted by: Country Springs ES	Funding source: SDC ACT1
Duration of Agreement: October 27, 2022 - October 26, 2023	5

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-2223-044 Elite Modular Leasing & Sales, Inc.	Contract amount: \$101,400.00
To provide 18-month straight lease on four (4) 24 x 40	
classrooms located at Eagle Canyon ES.	Funding source: Building Fund 21
Submitted by: Facilities, Planning, and Operations	
Duration of Agreement: November 1, 2022 - May 1, 2024	

HUMAN RESOURCES	FISCAL IMPACT
HR-2223-023 Patricia D. Barrett dba Law Office of	Contract amount: Per rate sheet
Patricia D. Barrett.	
To provide services as a hearing officer to conduct	Funding source: General Fund
administrative hearings.	
Submitted by: Human Resources	
Duration of Agreement: November 18, 2022 - July 30, 2023	
HR-2223-024 ACT on Drugs.	Contract amount: Per invoice
To provide interactive, scientific based, training to youth,	
parents and community about the facts and consequences	Funding source: General Fund
surrounding drug use.	
Submitted by: Risk Management	
Duration of Agreement: July 1, 2022 - June 30, 2023	

CALIFORNIA DEPARTMENT OF EDUCATION	FISCAL IMPACT
Grant 22-25598-6767-00 California Department of	Contract amount: \$400,000.00
Education, Fiscal Administrative Services Division.	
To provide supporting implementation of Dual Language	Funding source: CA Dept. of Education
Immersion programs.	
Submitted by: Access and Equity/CIIS	
Duration of Agreement: October 1, 2022 - June 30, 2025	

MASTER CONTRACTS	FISCAL IMPACT		
MC-2223-068 Millennium Operations dba Knott's Berry	Contract amount: Per rate sheet		
Farm.			
To provide Adventures in Education youth program field trip	Funding source:		
venue.	ASB/USB/PEP/PFA/PTA/Boosters		
Submitted by: Rolling Ridge ES			
Duration of Agreement: November 18, 2022 - June 30, 2025			
MC-2223-069 Always Green Synthetic Grass dba Always	Contract amount: Per rate sheet		
Green Turf.			
To provide removal of existing grass and dirt, ground prep,	Funding source:		
cap sprinklers, lay road base, install turf, and install rubber	ASB/USB/PEP/PFA/PTA/Boosters		
crumb infill on baseball field.			
Submitted by: Ayala HS			
Duration of Agreement: October 31, 2022 - October 30, 2023			
MC-2223-070 Christopher J. Fisher dba The Fisher	Contract amount: Per invoice		
Agency.			
To provide guest speaker for assemblies.	Funding source:		
Submitted by: Chino Hills HS	ASB/USB/PEP/PFA/PTA/Boosters		
Duration of Agreement: January 6, 2023 - June 30, 2023			
MC-2223-071 Santa Maria Barbecue & Grill.	Contract amount: Per rate sheet		
To provide barbecue catering service.			
Submitted by: Don Lugo HS	Funding source:		
Duration of Agreement: December 1, 2022 - June 30, 2025	ASB/USB/PEP/PFA/PTA/Boosters		
MC-2223-072 Carmen Flores dba Sweet Chilitos.	Contract amount: Per rate sheet		
To provide fundraising.			
Submitted by: Rolling Ridge ES	Funding source: Various		
Duration of Agreement: November 21, 2022 - June 30, 2025			

APPROVED CONTRACT TO BE AMENDED	AMENDMENT
CIIS-2223-092 Daybreak Medical PC.	Contract amount: \$32,000.00
To provide parent engagement program through virtual	
platform.	Change funding source from ESSER to
Submitted by: Access and Equity-Family Engagement Center	Title IV.
Duration of Agreement: September 1, 2022 - June 7, 2024	
Original Agreement Board Approved: August 18, 2022	Funding source: Title IV

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

Operations

Anna G. Hamilton, Director, Purchasing

SUBJECT: RESOLUTION 2022/2023-21, AUTHORIZATION TO UTILIZE A

PIGGYBACK CONTRACT

BACKGROUND

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

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

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

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

Resolution	Contract	Contractor	Description	Term
2022/2023-21	California Multiple Award Schedule (CMAS) 3-16-70-2382B	RGB Systems, Inc., dba Extron Electronics	Amplification System-Classroom, Audio/Video-Switching Systems Brand-Extron, Controller-Facility Management, Data Comm-Fiber Component, Data Comm- Processor, Projection Accessories, and Video Equipment- Audio	3/8/2016-2/11/2026

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2022/2023-21, Authorization to Utilize a Piggyback Contract.

FISCAL IMPACT

Unknown.

NE:GJS:AGH:pw

Chino Valley Unified School District Resolution 2022/2023-21

Authorization to Utilize the California Multiple Award Schedule (CMAS) 3-16-70-2382B With RGB Systems, Inc., dba Extron Electronics to Purchase Amplification System-Classroom, Audio/Video-Switching Systems Brand-Extron, Controller-Facility Management, Data Comm-Fiber Component, Data Comm-Processor, Projection-Accessories, and Video Equipment-Audio Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure amplification system-classroom, audio/video-switching systems brand-Extron, controller-facility management, data comm-fiber component, data comm-processor, projection-accessories, and video equipment-audio for the District;

WHEREAS, CMAS currently has a piggyback contract, 3-16-70-2382B, in accordance with Public Contract Code 20118 with RGB Systems, Inc., dba Extron Electronics, that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

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

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of amplification system-classroom, audio/video-switching systems brand-Extron, controller-facility management, data comm-fiber component, data comm-processor, projection-accessories, and video equipment-audio through the piggyback contract procured by the CMAS 3-16-70-2382B.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of amplification system-classroom, audio/video-switching systems brand-Extron, controller-facility management, data comm-fiber component, data comm-processor, projection-accessories, and video equipment-audio through the piggyback contract originally procured by the CMAS 3-16-70-2382B 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 amplification system-classroom, audio/video-switching systems brand-Extron, controller-facility management, data comm-fiber component, data comm-processor, projection-accessories, and video equipment-audio in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS 3-16-70-2382B.

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

Section 5. Effective Date. This resolution shall be effective as of March 8, 2016, for the term ending February 11, 2026.

APPROVED, **PASSED**, **AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 17th day of November 2022 by the following vote:

Bridge	
Cruz	
Na	
Schaffer	
Gagnier	

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

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

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

Operations

SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA PROJECTS

BACKGROUND

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

CUPCCAA Project	Project Description	Contractor	Original Quotation	Change Order	Total	Funding Source
CC2023-14	Chaparral ES Tree Preventative Maintenance	Tree Pros Inc.	\$24,995.00	N/A	\$24,995.00	01
CC2023-16	Wickman ES Concrete Curb Replacement	Innovation Kurb Landscape Designs, Inc.	\$16,029.00	N/A	\$16,029.00	01
CC2023-28	Don Lugo HS Teacher's Workroom and Lounge Ceiling Tile Replacement	Bizal Hoff Company, Inc.	\$20,594.00	N/A	\$20,594.00	01

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$61,618.00 to General Fund 01.

NE:GJS:pw

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

Operations

Anna G. Hamilton, Director, Purchasing

SUBJECT: AWARD OF BID NO. 22-23-07F, EAGLE CANYON ES ALTERATIONS

- BID PACKAGE 31-01

BACKGROUND

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

A Notice to Contractors Calling for Bid 22-23-07F, Eagle Canyon ES Alterations – Bid Package 31-01 was published in the Inland Valley Daily Bulletin on September 27, 2022, and October 4, 2022. Bids were submitted at 1:00 p.m. on October 26, 2022. The results are as follows:

Bid Package	# of Bids Received	Low Bidder	Bid Amount
BP 31-01 Shoring & Drilled Biles	1	Keller North America, Inc.	\$1,500,000.00

The basic scope of work for this project includes alterations to existing buildings in accordance with DSA approved plans.

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

RECOMMENDATION

It is recommended the Board of Education award Bid 22-23-07F, Eagle Canyon ES Alterations – Bid Package 31-01 to Keller North America, Inc..

FISCAL IMPACT

\$1,500,000.00 to Building Fund 21.

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

Operations

Anna G. Hamilton, Director, Purchasing

SUBJECT: CORRECTION TO AWARD OF BID NO. 22-23-08F, PRESERVE II

SCHOOL - NEW CONSTRUCTION BP 03-01

BACKGROUND

At its October 20, 2022 Board meeting, the Board of Education approved the award of Bid No. 22-23-08F, Preserve II School – New Construction. Bid package (BP) 02-01 – Demo was listed incorrectly. The correct bid package information is BP 03-01 – Concrete (Structural & Site), Reinforcing Steel & Masonry, as listed below. All other information in the approved award was correct.

The correct result for Bid Package 03-01 is as follows:

Bid Package	# of Bids Received	Low Bidder	Bid Amount
BP 03-01 – Concrete (Structural & Site), Reinforcing Steel & Masonry	5	Bogh Engineering	\$6,646,000.00

The basic scope of work for this project includes the new construction of Preserve II School in accordance with DSA-approved plans.

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

RECOMMENDATION

It is recommended the Board of Education approve the correction to award of Bid No. 22-23-08F, Preserve II School – New Construction to Bogh Engineering for BP 03-01 Concrete (Structural & Site), Reinforcing Steel & Masonry.

FISCAL IMPACT

None.

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

Operations

Anna G. Hamilton, Director, Purchasing

SUBJECT: AWARD OF BID NO. 22-23-13F, CHINO VALLEY ADULT SCHOOL –

CONSTRUCTION TECHNOLOGY BUILDING

BACKGROUND

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

A Notice to Contractors Calling for Bid No. 22-23-13F, Chino Valley Adult School – Construction Technology Building was published in the Inland Valley Daily Bulletin on September 16, 2022, and September 23, 2022. Bids were submitted at 2:00 p.m. on October 25, 2022. The results are as follows:

Contractor	# of Bids Received	Low Bid
W. D. Gott Construction Co.	13	\$2,434,000.00

The basic scope of work for this project includes: construction of one masonry classroom building, site improvements, alterations to existing classroom building(s) and parking lot.

The apparent low bidder, Klassic Engineering & Construction was determined to be non-responsive. The second low bidder, Inland Building Construction, withdrew its bid due to a clerical error discovered after bid opening. Therefore, it is recommended that the bid be awarded to the next low bidder W.D. Gott Construction Co.

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

RECOMMENDATION

It is recommended the Board of Education award Bid No. 22-23-13F, Chino Valley Adult School – Construction Technology Building to W.D. Gott Construction Co.

FISCAL IMPACT

\$2,434,000,00 to Adult Education Fund 11.

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

Operations

Anna G. Hamilton, Director, Purchasing

SUBJECT: AWARD OF BID NO. 22-23-14, DISTRICT WHITE FLEET VEHICLES-

CHEVROLET

BACKGROUND

Public Contract Code 20111 requires that contracts for the lease or purchase of equipment, materials, supplies and services, which much be competitively bid if they involve an expenditure of \$96,700 be legally advertised and awarded to the lowest responsible bidder, who shall have such surety as the Board requires.

A Notice to Contractors Calling for Bid No. 22-23-14, District White Fleet Vehicles – Chevrolet was published in the Inland Valley Daily Bulletin on October 13, 2022, and October 20, 2022. Bids were submitted at 10:00 a.m. on October 27, 2022. The results are as follows:

Contractor	Bid Amount
M.K. Smith Chevrolet	\$164,464.64
Mag Cerritos I, LLC	\$211,017.84

The basic scope of work for this project includes: 2023 new/unused Chevrolet Traverse vehicles.

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

RECOMMENDATION

It is recommended the Board of Education award Bid No. 22-23-14, District White Fleet Vehicles – Chevrolet to M.K. Smith Chevrolet.

FISCAL IMPACT

\$164,464.64 to General Fund 01.

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

Operations

SUBJECT: CHANGE ORDER FOR BID NO. 21-22-03F, BUTTERFIELD RANCH

ES AND HIDDEN TRAILS ES ALTERATIONS (BP 02-01)

BACKGROUND

On October 7, 2021, the Board of Education awarded Bid 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 02-01) to GGG Demolition, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1-Butterfield Ranch ES	GGG Demolition, Inc.	\$88,688.00
	Bid Amount:	\$485,000.00
	Revised Total Project Amount:	\$573,688.00

Change Order		Contractor	Amount
1-Hidden Trails ES	GGG Demolition, Inc.		\$0.00
		Bid Amount:	\$485,000.00
		Revised Total Project Amount:	\$485,000.00

This change order when combined with additional change orders pending submittal for approval will exceed the legal limit of 10% of the total contract cost and this has been approved San Bernardino County Counsel due to unforeseen circumstances. The change order is a net increase of \$88,688.00 to the construction cost and no change in contract time. Approval of the change order allows for compensation to the contractor to perform the additional work as described.

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order for Bid No. 21-22-03F, Butterfield Ranch ES and Hidden Trails ES Alterations (BP 02-01).

FISCAL IMPACT

\$88,688.00 to Building Fund 21.

Time Extension:



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

CHANGE ORDER

Date: 9/2	28/22 E	BID/ CUPCCAA #:	21-22-03F	Change Order #: 001				
Project Title	Butterfield Ranch & F	lidden Trails Elementa	ry School Modernization Pro	piects – Alterations				
Owner: C	thino Valley Unified Schoo	l District DSA Applic	ation #: _#A04-119901 / #/	A04-119900 DSA File #: #36-11				
Architect:	PBK-WLC Architects		Demolition Inc. (BP 02-01)					
	The Contractor is hereby authorized to make the following changes to your construction contract when this change order has been approved by the undersigned parties:							
ITEM	Description:	Butterfield Rand	:h ES – Unforeseen Slurry af	t Restrooms – Phase 1 Bldgs C & D				
NO. 1:	Reason:	to facilitate requ concrete slab re unforeseen exis As such, this is	ired ADA clearances at all re emoval, slurry was uncovered ting slurry needed to be rem	sting slab and underground waste piping estrooms. Upon completion of the d in lieu of compacted dirt. The noved to provide new waste locations. of existing unforeseen slurry performed C and D.				
	Document Ref:	Change Order F	Request #B-002 (PCO #B-00	98)				
	Requested by:	District	— ns					
	Change in Contract Su	ım: \$36,926.00 / AD	ID CHA					
	Time Extension:	0	<u> </u>					
ITEM	Description:	Butterfield Rand	h ES – Unforeseen Slurry a	t Restrooms – Phase 2 Bldgs E & F				
NO. 2:	Reason:	to facilitate requ concrete slab re unforeseen exis As such, this is	rired ADA clearances at all re emoval, slurry was uncovered ting slurry needed to be rem	sting slab and underground waste piping estrooms. Upon completion of the d in lieu of compacted dirt. The noved to provide new waste locations. of existing unforeseen slurry performed E & F.				
	Document Ref:	Change Order F	Request #B-003 (PCO #B-00	98B)				
	Requested by:	District	— De					
	Change in Contract Su	ım: \$36,472.00/ AD	D COM					

DocuSign Envelope ID: 2539CF77-1F7F-443F-8B95-419107715DC2

Kirk Jesse

Knowland Construction Services DSA Inspector of Record (if applicable)

ITEM	Description: Butterfield Ranch ES – U			Unforeseen Slurry at Restrooms – Phase 3 Bldg B			
NO. 3:	Reason:		to facilitate concrete unforese As such	ate required ADA e e slab removal, slu een existing slurry	clearances at a arry was uncover needed to be a provide remo	all restrooms. Upo rered in lieu of com removed to provid- val of existing unfo	underground waste piping n completion of the pacted dirt. The e new waste locations. reseen slurry performed
	Document F	Ref:	Change	Order Request #F	3-004 (PCO #I	3-008C)	
	Requested	by:	District	—ns		* a x x * x	
	Change in (Contract Sum:	\$15,290	ADD ON			
	Time Exten	sion:	0				
PROJECT	SUMMAR	Y					
Loca	ation	Original Contract Amo	ount	Previous Change Orde	This	Change Order	Revised Amount
Butterfield	Ranch ES	\$485,000.0	0	\$0.00		\$88,688.00	\$573,688.00
Hidden Tra	ails ES	\$485,000.0	0	\$0.00		\$0.00	\$485,000.00
	Totals:	\$970,000.0	0	\$0.00		\$88,688.00	\$1,058,688.00
CONTRA	CT SUMMA	RY					
The origina	al contract an	nount was:					\$970,000.00
Previously	approved ch	ange order amo	unt(s):				\$0.00
The contra	ct amount wi	ll be increased	by this C	Change Order:			\$88,688.00
The new co	ontract amou	nt including this	change	order will be:			\$1,058,688.00
The origina	al contract co	mpletion date w	as:		12/2	23/2022	
Previously	approved Ch	nange Order for	contract	time:		0 days	
The contra	ct time will be	e increased by t	his Char	nge Order:		0 days	
The date o	f completion	as a result of th	is Chang	ge Order is:	12/2	23/2022	
APPROVE	D BY:				The second		
					Do	cuSigned by:	
Julie Gae	ta				0	de Kasta	10/26/2022 09:
Contractor -	GGG Demoli	tion Inc.			Signature	0AC8E55E1449D	Date

10/26/2022 | 09:

Date

Bob Lavey	DocuSigned by:	
PBK Architects	Bob lavey	10/26/2022 10:
Architect / Engineer (if applicable)	Signature	Date
Hung Truong	DocuSigned by:	
CW Driver	Hung Truong	10/26/2022 09:
Construction / Project Manager	Signature Signature	Date
Authorized Department Head (if applicable)	Signature	Date
, tation 200 Doparation (in approache)		
Director, Technology (if applicable)	Signature	Date
Director, Technology (ii applicable)	Oignature	Duto
		1
Cesar Portugal	() () ()	1031 72
CVUSD Project Manager	Signature	Date
Director, Maintenance & Operations (if applicable)	Signature	Date
Dayarky Daamar	D.P.	10/31/2022
Beverly Beemer Director, Planning (if applicable)	Signature	Date
2. octo., I talling (ii applicable)		Date 10/31/22
	16	10/01/-
Greg Stachura		
Owner (Authorized Agent)	Signature	Date /

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources

Isabel Brenes Ed.D., Director, Human Resources Eric Dahlstrom, Ed.D., Director, Human Resources

SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS

BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

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

NE:RR:IB:ED:mcm

CERTIFICATED PERSONNEL

NAME POSITION LOCATION EFFECTIVE

DATE

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

PICKENS, Simone Intervention Counselor K-12 Health Services 11/14/2022

LEAVE OF ABSENCE 2022/2023

CALLES, Daisey Special Education Teacher Walnut ES 11/01/2022

through

06/30/2023

GARCIA, Teresa Child Development Teacher Health Services

01/04/2023

through 03/24/2023

APPOINTMENT - PEER ASSISTANCE AND REVIEW (PAR) SUPPORT PROVIDER 2022/2023

OLSEN, Michelle PAR Provider Briggs K-8 11/18/2022

APPOINTMENT - EXTRA DUTY

MCLAURIN, Ernest (NBM) E HOLGUIN, Jamie (NBM)	Volleyball (GF)	Briggs K-8	09/01/2022
	Band (B)	Canyon Hills JHS	10/14/2022
	Cheer (B)	Ayala HS	10/20/2022
	Women's Soccer (B)	Ayala HS	11/02/2022
AGUILA, Erika (NBM) ALFICHE, Alden (NBM) ARANGURE, Heriberto (NBM) AVILA, Blanca (NBM) AVILA, Santiago (NBM) ROLDAN, Jeffrey (NBM) SAARI, Makayla	Women's Water Polo (B) Women's Wrestling (GF) Band (B) Baseball (B) Track & Field (B) Track & Field (B) Men's Soccer (B) Women's Basketball (GF) Water Polo (B)	Ayala HS Chino HS Chino Hills HS	11/01/2022 10/26/2022 10/24/2022 10/13/2022 10/20/2022 10/20/2022 10/24/2022 10/27/2022 10/31/2022

TOTAL: \$8,638.00

CERTIFICATED PERSONNEL (cont.)

NAME POSITION LOCATION EFFECTIVE DATE

<u>APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2022, THROUGH JUNE 30, 2023</u>

BLITZ, Reva CHANG, Victoria CHANGELA, Shreena HIM, Holly HUNTER, Nichole JARMAN, Angela NOCHES-LANDAVERDE, Jennifer NYGREN, Brooke TARUI, Michael WHITE, Cameron

CLASSIFIED PERSONNEL

NAME POSITION LOCATION EFFECTIVE

<u>DATE</u>

HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE

APPOINTMENT

BAKER, Alexis	IA/Elementary Grade Level (GF)	Chaparral ES	11/02/2022
RUECKERT, Eloana	Paraprofessional I (SELPA/GF)	Chaparral ES/Marshall ES	11/28/2022
MERCAU, Maria	Playground Supervisor (GF)	Newman ES	11/14/2022
GATEB, Aracely	Secondary Library/Media Center Assistant (GF)	Cal Aero K-8	11/03/2022
PFEIFFER, Jill	Attendance Clerk (GF)	Chino Hills HS	11/14/2022
SANFORD, Christina	Child Care Specialist (CDF)	Child Development	11/14/2022
LOO, Charmaine	Computer Operations Technician I (GF)	Technology	11/14/2022

PROMOTION

GOOD, Stephanie FROM: Paraprofessional I (SELPA/GF) Newman ES 11/14/2022

5 hrs./181 work days

TO: Paraprofessional II (SELPA/GF) Newman ES

6 hrs./181 work days

CHANGE OF ASSIGNMENT

KIM, Bich FROM: Playground Supervisor (GF) Cal Aero K-8 11/01/2022

2 hrs./175 work days

TO: Playground Supervisor (GF)

6 hrs./234 work days

RAMIREZ, Patricia FROM: Child Care Specialist (CDF) Child Development 11/18/2022

3 hrs./255 contract days

TO: Child Care Specialist (CDF)

8 hrs./180 work days

TENNIS, Kristen FROM: Typist Clerk II (GF) Hidden Trails ES 11/28/2022

8 hrs./201 work days

TO: Typist Clerk II (C) Health Services

Cal Aero K-8

Child Development

8 hrs./261 contract days

<u>ADDITIONAL ASSIGNMENT</u>

IBARRA, Erika IA/Childhood Education (CDF) Child Development 11/15/2022
DE LA TORRE, Maria IA/Childhood Education (CDF) Child Development 11/28/2022

CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	POSITION	LOCATION	EFFECTIVE DATE
Martin, Martha	FROM: School Community Liaison/Bilingual-Spanish (c) 2 hrs./175 work days	Cortez ES	11/07/2022
	TO: School Community Liaison/ Bilingual-Spanish (c) 3 hrs./175 work days	Cortez ES	
RELEASE OF EMPLOYEE	WITHOUT PREJUDICE		
Employee 28934			11/01/2022
RESIGNATION			
VARGAS, Silvia FROYA, Brenda ORTIZ, Marissa	School Community Liaison (C) School Community Liaison (C) Licensed Vocational Nurse (GF)	Cattle ES Access & Equity Health Services	10/31/2022 11/11/2022 11/04/2022

RETIREMENT

ISOM, Jesse	Maintenance II - Carpenter (GF)	Maintenance	12/31/2022
(31 Years of Service)	•		

<u>APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2022, THROUGH JUNE 30, 2023</u>

BANUELOS LANDEROS, Blanca	DORADO, Yesina	GANIGAN, Nora
GROVES, Kristal	GUTIERREZ, Anthony	LOTHYAN, Julina
SOSA, Jose		

(504) (ABG) (ASB) (ASF) (ATE) (B) (BTSA) (C) (CDF) (CVLA) (CWY) (E-rate) (G) (GF) (HBE) (MAA)	= Federal Law for Individuals with Handicaps = Adult Education Block Grant = Associated Student Body = Adult School Funded = Alternative to Expulsion = Booster Club = Beginning Teacher Support & Assessment = Categorically Funded = Child Development Fund = Chino Valley Learning Academy = Cal Works Youth = Discount Reimbursements for Telecom. = Grant Funded = General Fund = Home Base Education = Medi-Cal Administrative Activities	(MH) (NBM) (ND) (NS) (OPPR) (PFA) (R) (ROP) (SAT) (SB813) (SELPA) (SOAR) (SPEC) (SS) (SWAS) (VA)	 Mental Health – Special Ed. Non-Bargaining Member Neglected and Delinquent Nutrition Services Budget Opportunity Program Parent Faculty Association Restricted Regional Occupation Program Saturday School Medi-Cal Admin. Activities Entity Fund Special Education Local Plan Area Students on a Rise Spectrum Schools Summer School School within a School Virtual Academy Workforce Investment Act
(MG)	= Measure G – Fund 21	(WIA)	= Workforce Investment Act

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Richard Rideout, Assistant Superintendent, Human Resources

Whitney Fields, Director, Risk Management and Human Resources

SUBJECT: REJECTION OF CLAIMS

BACKGROUND

Claim 22-11-40 was submitted on November 1, 2022, from Raphael Hedwat, on behalf of Martha Medrano, a bus driver at Visser Bus Services. Claimant alleges severe injury and mental distress after being assaulted by a student that attends Spectrum Alternative Education Center during her bus route. She drives for an outside vendor that CVUSD uses to provide services to Spectrum Alternative Education Center. Claimant seeks damages in the amount of \$10,000.00.

Claim 22-11-41 was submitted on November 2, 2022, from Levin Abrams LLP, on behalf of a former Chino HS student. Claimant alleges sexual abuse on and off campus during the school years of 2011-2014. Claimant seeks unspecified damages and seeks a settlement demand that lies within the jurisdiction of the Superior Court.

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

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

RECOMMENDATION

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

FISCAL IMPACT

Unknown at present.

NE:RR:WF:lag

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Grace Park, Ed.D., Associate Superintendent, Curriculum,

Instruction, Innovation, and Support

Luke Hackney, Director, Elementary Curriculum and Instruction

SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE

REGULATION 5111 STUDENTS – ADMISSION

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current District practice. Board Policy and Administrative Regulation 5111 Students – Admission are being updated to admit students who are eligible for transitional kindergarten and clarify that a student's residence is a location within the District that may be verified as part of school admission requirements. Administrative Regulation updated for consistency with Assembly Bill 130 which revised timespans for transitional kindergarten admittance requirements to be phased in from the 2022/2023 to the 2025/2026 school year, as reflected in Board Policy 6170.1 – Transitional Kindergarten.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 5111 Students – Admission.

FISCAL IMPACT

None.

NE:GP:LH:rtr

Students BP 5111(a)

ADMISSION

The Board of Education encourages the enrollment and appropriate placement of all school-aged students CHILDREN WHO ARE ELIGIBLE FOR ENROLLMENT in school. All students residing within the District shall have access to District schools. Immigrant students shall not be denied admission on the basis of citizenship or legal resident status. Homeless/foster students shall be admitted with or without a permanent address. The Superintendent or designee shall inform parents/guardians of students CHILDREN seeking admission to a District school at any grade level about admission requirements and shall assist them with enrollment procedures.

```
(cf. 0410 - Nondiscrimination in District programs and activities)
(cf. 5111.1 - District residency)
(cf. 5111.11 - Residency of students with caregiver)
(cf. 5111.12 - Residency based on parent/guardian employment)
(cf. 5111.13 - Residency for homeless children)
(cf. 5119 - Students expelled from other districts)
(cf. 5125 - Student records)
(cf. 5141.22 - Infectious diseases)
(cf. 5141.3 - Health examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health screening for school entry)
(cf. 6173 - Education for homeless children)
(cf. 6173.1 - Education of children of military families)
```

VERIFICATION OF ADMISSION ELIGIBILITY

Before enrolling any student CHILD in a District school, the Superintendent or designee shall verify student CHILD's age, residency WITHIN THE DISTRICT, immunization, and other applicable eligibility criteria specified in law, THE ACCOMPANYING ADMINISTRATIVE REGULATION, and OR other applicable Board policies or administrative regulations.

```
(cf. 0410 - Nondiscrimination in District programs and activities)
(cf. 5111.1 - District residency)
(cf. 5125 - Student records)
(cf. 5141.3 - Health examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health screening for school entry)
```

The District shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or student's family members. (Education Code 234.7, 49076.7)

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(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 5145.13 - Response to Immigration Enforcement)
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(cf. 5145.3 - Nondiscrimination/Harassment)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process AND THE SUPERINTENDENT OR DESIGNEE SHALL EXPLAIN THE LIMITED PURPOSE FOR WHICH THE INFORMATION IS COLLECTED. Enrollment in a district school shall not be denied on the basis of any such information of the student or student's parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the District.

School registration information shall list all possible means of documenting a student CHILD's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the District shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a student CHILD of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or the student's AN inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

```
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)
```

All resident students who are enrolling in the school in their attendance area or in another district school shall be subject to the timelines established by the Board in BP/AR 5116.1 Student – Intradistrict Open Enrollment. Nonresident students may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

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(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 5118 - Open Enrollment Act Transfers)
```

The Superintendent or designee may admit to the ninth grade only those students who have promoted from eighth grade or who are recommended in writing by their eighth-grade principal as capable of profiting from high school instruction.

(cf. 5123 - Promotion/Acceleration/Retention)

Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

46600 Agreements for admission of students desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age

48050-48053 Nonresidents

48200 Children between ages of 6 and 18 years (compulsory full-time education)

48350-48361 Open Enrollment Act

48645.5 Enrollment of former juvenile court school students

48850-48859 Educational placement of homeless and foster youth

49076 Access to records by persons without written consent or under judicial order

49076.7 Student records; data privacy; social security numbers

49408 Information of use in emergencies

49700-49703 Education of children of military families

HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable diseases

121475-121520 Tuberculosis tests for students

CODE OF REGULATIONS, TITLE 5

Promotion from kindergarten to first grade

Admission to high school

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

CIVIL CODE, TITLE 51

Unruh Civil Rights

CODE OF CIVIL PROCEDURE, TITLE 1002.7

Provision in enrollment agreement waiving legal rights, remedy, forum, proceeding or procedure; criminal sexual assault or sexual battery

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATION

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

COURT DECISION

Plyler v. Doe, 457 U.S. 202 (1982)

U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS

Dear Colleague Letter: School Enrollment Procedures, May 8, 2014

Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014

Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014

WEBSITES

California School Boards Association: www.csba.org
California Office of the Attorney General: oag.ca.gov
U.S. Department of Education: www.cde.ca.gov
U.S. Department of Justice: www.justice.gov
U.S. Department of Education, Office for Civil Rights: www2.ed.gov/ocr

Chino Valley Unified School District

Policy adopted: January 23, 1997

Revised: May 7, 2009 Revised: January 17, 2013 Revised: August 20, 2020

REVISED:

Students AR 5111(a)

ADMISSION

Age of Admission to TRANSITIONAL KINDERGARTEN, Kindergarten and First Grade

A student shall be eligible for enrollment in kindergarten aAt the beginning of the EACH school year, THE SUPERINTENDENT OR DESIGNEE SHALL ENROLL ANY ELIGIBLE CHILD WHOSE if the student's fifth OR SIXTH birthday is on or before September 1 of that school year INTO KINDERGARTEN OR FIRST GRADE, AS APPLICABLE. (Education Code 48000, 48010)

ADMISSION INTO TRANSITIONAL KINDERGARTEN SHALL BE IN ACCORDANCE WITH LAW AND AS SPECIFIED IN BP 6170.1 - TRANSITIONAL KINDERGARTEN. (Education Code 48000)

Age of Admission to Transitional Kindergarten

In the 2021/2022 school year, a student who will have their fifth birthday between September 2 and December 2 shall be offered a transitional kindergarten program in accordance with law and Board policy. (Education Code 48000)

In the 2022/2023 school year, a student who will have their fifth birthday between September 2 and February 2 shall be offered a transitional kindergarten program in accordance with law and Board policy. (Education Code 48000)

In the 2023/2024 school year, a student who will have their fifth birthday between September 2 and April 2 shall be offered a transitional kindergarten program in accordance with law and Board policy. (Education Code 48000)

In the 2024/2025 school year, a student who will have their fifth birthday between September 2 and June 2 shall be a transitional kindergarten program in accordance with law and Board policy. (education code 48000)

In the 2025/2026 school year, and in each school year thereafter, a student who will have their fourth birthday by September 1 shall be a transitional kindergarten program in accordance with law and Board policy. (Education Code 48000)

For the purposes of this section, "transitional kindergarten" means the first year of a two year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate.

Early Entrance to Kindergarten

ON A CASE-BY-CASE BASIS, AND WITH THE APPROVAL OF THE CHILD'S PARENT/GUARDIAN, A-a student CHILD who turns five YEARS OLD after September 1 of the given school year, and whose parent/guardian(s) wish to forgo admission to transitional kindergarten, may be admitted to kindergarten with the approval of the Superintendent or designee in accordance with the procedures for early entrance to kindergarten.

Procedure for Early Entrance to Kindergarten

All requests for early entrance to kindergarten must be submitted to the Elementary Curriculum office prior to April 1.

- 1. Parent/guardian(s) of a potential early entry student must submit the following documents to the Superintendent or designee:
 - a. A letter requesting entry into kindergarten for their student, and
 - b. A recommendation letter from the most recent preschool teacher of the potential early entry student providing evidence that the child has attained a level of readiness academically, socially, and developmentally which will allow him/her to successfully complete the full kindergarten program during that school year, including the mastery of minimum competencies in math, language arts, and reading.
- 2. A review of the current enrollment to determine space availability. The parent/guardian(s) will be advised of: (1) the advantages and disadvantages of early school entrance, (2) the availability of transitional kindergarten programs, and (3) the location of available classes (if home school program is at capacity).
- 3. After receipt of the required documents, as described in paragraph 1, the superintendent or designee shall review and notify the parent/guardian(s) of the recommendation f or further screening.
- 4. If further screening is deemed appropriate, the superintendent or designee shall schedule an appointment for the potential early entry student to undergo academic and social/emotional screening by district certificated staff. The parent/guardian(s) will be notified of the screening results.
- 5. If the potential early entry student passes both the academic and social/emotional screening, the Superintendent or designee shall offer a placement in kindergarten

- 6. Parent/guardian(s) of a potential early entry student will be required to sign a formal acceptance of placement into the kindergarten program for that school year.
- 7. If the potential early entry student does not pass either the academic and social/emotional screening, the superintendent or designee shall offer a placement in transitional kindergarten for that school year.

```
(cf. 5123 - Promotion/Acceleration/Retention) (cf. 6170.1 - Transitional Kindergarten)
```

Age of Admission to First Grade

A student shall be admitted to the first grade of an elementary school during the first month of a school year if the student will have his/her sixth birthday on or before September 1 of that school year. (Education Code 48000, 48010)

Documentation of Age/Grade

Prior to the admission of a student to kindergarten or first grade, the parent/guardian shall present proof of the student-CHILD's age. (Education Code 48002)

Evidence of the student CHILD's age may include: (Education Code 48002)

- 1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
- 2. A duly attested baptism certificate
- 3. A Ppassport
- 4. When none of the above documents is obtainable, an affidavit of the parent/guardian, or custodian of minor
- OTHER MEANS PRESCRIBED BY THE BOARD

When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the student. (Education Code 48002)

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(cf. 5125 - Student records)
(cf. 6146.3 - Reciprocity of academic credit)
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Admission of Other Students

When a student is admitted to school, he/she will be placed at the grade level assigned by the last school attended. When no records are available, the student will be placed in an age-appropriate grade. No student in grades K-3 will be placed more than one grade level below his/her age-appropriate grade. In grades 4-8, no student will be placed more than two grade levels below his/her age-appropriate grade.

(cf. 5123 - Promotion/Acceleration/Retention)

Admission to Adult School

Persons under 18 years of age may be admitted to adult school when it is deemed by the Superintendent or his/her designee, to be advantageous to the student and to the District.

Chino Valley Unified School District

Regulation approved: January 23, 1997

Revised: April 2, 2009

Revised: December 13, 2012

Revised: May 7, 2015 Revised: June 30, 2016 Revised: July 16, 2020 Revised: February 3, 2022

REVISED:

Chino Valley Unified School District Our Motto:

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Lea Fellows, Assistant Superintendent, Curriculum, Instruction,

Innovation, and Support

SUBJECT: SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

WILLIAMS FINDINGS DECILE 1-3 SCHOOLS FIRST

QUARTERLY REPORT 2022/2023

BACKGROUND

California Education Code 1240 requires that the San Bernardino County Superintendent of Schools visit all decile 1-3 schools (Williams monitored schools currently based on the 2012 Academic Performance Index and all Quality Education Investment Act schools) identified in the county and report the results of findings on a quarterly basis to ensure compliance with the Williams Legislation. The San Bernardino County Superintendent of Schools' office is required to file quarterly reports on schools' progress in rectifying any findings.

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 San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools First Quarterly Report 2022/2023.

FISCAL IMPACT

None.

NE:LF:gks

Transforming lives through education

Ted Alejandre County Superintendent

October 31, 2022

Dr. Norm Enfield, Superintendent Chino Valley Unified School District 5130 Riverside Drive Chino, CA 91710

Dear Dr. Enfield:

Per California Education Code section 1240, San Bernardino County Superintendent of Schools (SBCSS) staff has visited all schools subject to Williams Settlement monitoring for the 2022/23 fiscal year for instructional materials sufficiency and facility review purposes. Enclosed is a copy of the final report and Facility Inspection Tool for each of your monitored school site(s).

Additionally, Education Code section 1240(c)(2)(C), requires that the results of the visits be reported to the governing board of each school district at a regularly scheduled meeting held in accordance with public notification requirements. *Please make sure to include the Williams reports as an agenda item for your next regularly scheduled Board meeting.*

On behalf of the SBCSS Williams team members, it has been a pleasure to work in partnership with you and the dedicated personnel of Chino Valley Unified School District.

Sincerely,

Ted Alejandre

County Superintendent

Sed Alyandre

Attachments

cc: Ms. Christina Gagnier, Board President

Mrs. Lea Fellows, Williams Liaison

Ms. Jenny Owen, SBCSS Director, Communications and Intergovernmental Relations

Mr. James Fields, SBCSS Senior Manager, Intergovernmental Relations and Communications

Ms. Amanda Shoffner, SBCSS Credentials Manager

Ted Alejandre County Superintendent

Transforming lives through education

October 31, 2022

Dr. Norm Enfield, Superintendent Chino Valley Unified School District 5130 Riverside Drive Chino, CA 91710

Dear Dr. Enfield:

California Education Code section 1240 requires that I annually visit Williams-monitored schools identified in our county and report to you the results of my findings on a quarterly basis (October, January, April, and July). As you may know, Assembly Bill 599 became effective on January 1, 2022, and updated the criteria for schools eligible for monitoring under the Williams Settlement legislation beginning with the 2022/23 school year. Schools, including charter schools, that meet any of the criteria listed below are subject to monitoring this fiscal year:

- Eligible for Comprehensive Support and Improvement or Additional Targeted Support and Improvement in 2019/20.
- Fifteen percent or more of the school's teachers do not possess a valid and clear or preliminary teaching credential (teacher assignment data based on Census Date October 2020).

This report includes first quarter findings for the visit to Walnut Avenue Elementary on 8/10/2022. Let me state at the outset that the visit was a positive, professional experience with a focus by the entire staff on seeking to improve the learning of each student at Walnut Avenue Elementary.

The purpose of my visit as specified in California Education Code section 1240 was to:

- 1. Determine if students have "sufficient" textbooks or instructional materials in the four core subject areas (English language arts, mathematics, history/social science, science) and, as appropriate, science laboratory equipment in grades 9-12, world languages, and health;
- 2. Determine if there is any facility condition that "poses an emergency or urgent threat to the health or safety of pupils or staff."

The law further requires the county superintendent:

- 1. Determine if each monitored school has provided accurate data for the annual School Accountability Report Card (SARC) related to sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair."
- 2. Annually review teacher misassignments and teacher vacancies for monitored schools; and

Walnut Avenue Elementary, Williams First Quarterly Report Page 2 of 3

3. Receive quarterly reports from all school districts in San Bernardino County on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedures.

Before proceeding with the report, please see the list of definitions as described by law:

- "Sufficient textbooks or instructional materials" each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and take home. This does not require two sets of textbooks or instructional materials for each pupil. The materials may be in a digital format as long as each pupil, at a minimum, has and can access the same materials in the class and to take home, as all other pupils in the same class or course in the school district. Education Code requires that school districts remedy insufficiencies of instructional materials in the four core subject areas within two months (eight weeks) of the beginning of the school year.
- School facility "emergency or urgent threat" a condition poses a threat to the health or safety of pupils or staff.
- School facility "good repair" the facility is clean, safe, and functional as determined by the Facility Inspection Tool (FIT) developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

In summary, my findings in the four required areas were as follows:

Instructional Materials

No insufficiencies were observed, or insufficiencies observed were resolved within two months (eight weeks) of the beginning of the school year.

School Facilities

The following **extreme deficiencies** were observed:

None.

The following **good repair deficiencies** were observed:

Section 7. Electrical

• Library: Computer cords not secured properly (work order #1660158629) (remedied 8/10/22)

Section 14. Playground/School Grounds

• Lunch Bench Area: Area that poses safety hazard(s) to students unsecured (work order #144755) (remedied 8/10/22)

Deficiencies that were observed and remediated prior to the end of the visit are reflected in this report and the enclosed FIT. Please be sure to include all findings on the appropriate SARC, including all dates of remedial action taken or planned. Inclusion of this information will be verified during next fiscal year's SARC review process (if applicable).

Walnut Avenue Elementary, Williams First Quarterly Report Page 3 of 3

SARC

No findings to report. The SARC review for the 2022/23 fiscal year began October 1, 2022, and will conclude by December 30, 2022. Findings will be included in the second quarterly report.

Teacher Assignment Monitoring

No findings to report. The annual assignment monitoring review for the 2021/22 fiscal year is currently in progress (August 1, 2022, through November 1, 2022) and findings will be included in the second quarterly report.

The annual assignment monitoring review for the 2022/23 fiscal year is scheduled to take place between April and June 2022, and findings will be included in the corresponding quarterly report.

In conclusion, San Bernardino County Superintendent of Schools is available to support your district as we work together to ensure compliance with the Williams Settlement requirements. If you have any questions or need assistance, please contact Intergovernmental Relations at (909) 386-2947.

Sincerely,

Sud-Alyandre
Ted Alejandre

County Superintendent

Attachment: Facility Inspection Tool

cc: Ms. Christina Gagnier, Board President

Mrs. Lea Fellows, Williams Liaison

Mrs. Karen Morales, Principal

Ms. Jenny Owen, SBCSS Director, Communications and Intergovernmental Relations

Mr. James Fields, SBCSS Senior Manager, Intergovernmental Relations and Communications

Ms. Amanda Shoffner, SBCSS Credentials Manager

SBCSS Williams Facility Inspection Tool School Facility Conditions Evaluation, Fiscal Year 2022/2023

School Site: Walnut Avenue Elementary, Chino Valley Unified District, San Bernardino County 5550 Walnut Ave., Chino CA 91710-4130

Grade Levels: TK - 6.

Visit Date/Time: 8/10/22, 8:00 am. Inspection Type: Announced Number of Classrooms on Site: 40. Number of Restrooms on Site: 24. Site Enrollment: 468.

Total Estimated Building Volume: 455,661.
Total Estimated Site Square Footage/Acreage: 9.1.

Total Estimated Building Square Footage: 52,015.

Weather Conditions at Time of Inspection: Clear & Hot.

Inspector(s), Classrooms Carol Tsushima; Angelica Hurtado

Inspector(s), Ancillary and Other Instructional Areas
John Duran

 $\label{lem:companied the Evaluator} \textbf{Representative(s) of District Who Accompanied the Evaluator}$

Jonathon Campbell

Grade-Based Classrooms: Evaluation Detail

OK = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Classroom	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest Vermin Infestation	7 Electrical	8 Restrooms	9 Sinks Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Fences
Room: 2 Dawn Amman	ОК	ок	ОК	ок	OK	ОК	ок	ОК	ок	ок	ОК	ОК	ок	ок	ОК
Room: 3 Joy Keneaster	ОК	ОК	ок	ок	ОК	ОК	ок	ок	ок	ок	ОК	ок	ок	ок	ОК
Room: 40 Isabel Catano	ОК	ОК	ок	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ок	ок	ОК
Room: 34 Stephanie Gatica	ОК	ОК	ок	ОК	ОК	ок	ОК	ОК	ОК	ОК	ОК	ОК	ок	ОК	ОК
Room: 25 Daisy Torres	ОК	ок	ОК	ОК	OK	ок	ок	ОК	ОК	ок	ОК	ОК	ок	ок	ок
Room: 16 Melissa Sanchez	ОК	ок	ОК	ок	ОК	ОК	ок	ОК	ок	ок	ОК	ОК	ок	ок	ОК
Room: 29 April Lee	ОК	ок	ОК	ок	ОК	ок	ок	ОК	ок	ок	ОК	ок	ок	ОК	ОК
Room: 17 Audra Holmes	ок	ок	ок	ок	OK	ок	ок	ОК	ОК	ок	ОК	ОК	ок	ОК	ок
Room: 15 Rob McKellip	ОК	ок	ок	ОК	OK	ок	ОК	ОК	ОК	ок	ОК	ОК	ок	ОК	ок

Ancillary Areas: Evaluation Detail OK = Good Repair, D = Deficiency, X = Extreme Deficiency, N/A = Not Applicable

Ancillary Area	1 Gas Leaks	2 Mech HVAC	3 Sewer	4 Interior Surfaces	5 Overall Cleanliness	6 Pest Vermin Infestation	7 Electrical	8 Restrooms	9 Sinks Fountains	10 Fire Safety	11 Hazardous Materials	12 Structural Damage	13 Roofs	14 Playground School Grounds	15 Windows Doors Gates Fences
Main Office Area	ок	ок	ок	ок	ок	ок	ОК	OK	ОК	ок	ОК	OK	ок	ок	ок
S1 - Computer Lab	ок	ОК	ок	ок	ОК	ок	ок	ОК	ок	ОК	ОК	ОК	ок	ок	ок
Cafeteria/Kitchen	ок	ОК	ок	ок	ОК	ок	ОК	ОК	ок	ОК	ок	ОК	ок	ок	ок
K2 - Kindergarten	ОК	ОК	ок	ок	ОК	ок	ОК	ОК	ок	ОК	ОК	ОК	ОК	ок	ОК
Library	ок	ОК	ок	ок	ок	ок	D	OK	ОК	ок	ОК	ОК	ок	ок	ок
Library	§7: Com	puter cord	ls not seci	ured prope	erly. (Work o	order: 1660	158629.)	(Remedied:	8/10/22.)						
Kindergarten Playground	ок	ок	ок	ок	ОК	ОК	ОК	ок	ОК	ок	ОК	ОК	ок	ок	ок
Multi-purpose Room	ок	ок	ок	ок	OK	Novemb	er _{d.} 7, 2 ge 69	202 <mark>3</mark> K	ОК	ок	ОК	ОК	ок	ок	ок

															15
	1	2		4	5	6 Pest			9	10	11	12		14 Playground	Windows Doors
Ancillary Area	Gas Leaks	Mech HVAC	3 Sewer	Interior Surfaces	Overall Cleanliness	Vermin Infestation	7 Electrical	8 Restrooms	Sinks Fountains	Fire Safety	Hazardous Materials	Structural Damage	13 Roofs	School Grounds	Gates Fences
K1	ОК	ок	ОК	ок	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ок	ОК
Nurse's Office	ОК	ок	ок	ок	ОК	ОК	ок	ОК	ок	ОК	ОК	ОК	ок	ок	ОК
S Wing Hallway	ок	ок	ок	ок	ОК	ОК	ок	ОК	ОК	ок	ОК	ОК	ОК	ОК	ОК
Playground	ОК	ок	ОК	ок	ОК	ОК	ок	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК
D-1	ОК	ок	ок	ок	OK	ОК	ок	ОК	ОК	ок	ОК	ОК	ок	ОК	ОК
Staff Room/Lounge	ОК	ок	ОК	ок	ОК	ОК	ок	ОК	ОК	ОК	ОК	ОК	ок	ок	ОК
E-1	ок	ок	ок	ок	ОК	ок	ОК	ОК	ОК	ОК	ОК	ОК	ок	ок	ОК
Blacktop	ок	ок	ок	ок	ОК	ок	ОК	ОК	ОК	ОК	ОК	ОК	ок	ок	ок
B-4	ОК	ок	ок	ок	OK	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ок	ОК	ОК
Basketball Courts	ОК	ок	ОК	ок	OK	ОК	ок	ОК	ОК	ОК	ОК	ОК	ок	ОК	ОК
Blue Playground Area	ОК	ок	ок	ок	ОК	ОК	ок	ОК	ОК	ОК	ОК	ОК	OK	ОК	ОК
Counselor's Room	ОК	ок	ок	ок	ОК	ОК	ок	ОК	ОК	ОК	ОК	ОК	ок	ОК	ОК
A-Wing Girt's Restroom	ок	ок	ок	ок	ОК	ОК	ок	ОК	ОК	ОК	ОК	ОК	ок	ОК	ОК
A-Wing Boy's Restroom	ок	ок	ок	ок	ОК	ОК	ок	ОК	ОК	ОК	ОК	ОК	ок	ОК	ОК
Kindergarten Playground	ок	ок	ок	ок	ОК	ОК	ок	ОК	ОК	ОК	ОК	ОК	ок	ок	ОК
S-Wing Girl's Restroom	ок	ок	ок	ок	ОК	ОК	ок	ОК	ок	ОК	ОК	ОК	ок	ок	ОК
S-Wing Boy's Restroom	ок	ок	ок	ок	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК
Psychologist's Room	ОК	ок	ок	ок	ОК	ОК	ок	ОК	ок	ОК	ОК	ОК	ок	ок	ОК
B-6 Computer Lab	ОК	ок	ок	ок	OK	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК
C-Wing Girl's Restroom	ОК	ок	ОК	ок	ОК	ОК	ок	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК
C-Wing Boy's Restroom	ОК	ок	ОК	ок	ОК	ОК	ок	ОК	ОК	ОК	ОК	ОК	ок	ок	ОК
Lunch Bench Area	ОК	ок	ок	ок	OK	ОК	ок	ОК	ОК	ОК	OK	ОК	ок	D	ОК
					to students							0	611	6	611
A-6	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	ОК	OK	ок	ОК	ОК
Grounds	ОК	ок	ок	ок	ОК	ок	ок	ок	ок	ок	ОК	ОК	ок	ок	ОК
Playground	ок	ок	ок	ок	ОК	ок	ок	ОК	ок	ок	ОК	ОК	ок	ок	ОК

Modeled after State of California School Facility Inspection Tool.

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

and Operations

SUBJECT: COMMUNITY FACILITIES DISTRICT 4 (COLLEGE PARK)

SPECIAL TAX ACCOUNTABILITY REPORT FOR FISCAL YEAR

2021/2022

BACKGROUND

The Local Agency Special Tax and Bond Accountability Act was enacted by California State Legislature through Senate Bill 165 to provide accountability measures for any local special tax and/or bond measure subject to voter approval on or after January 1, 2001. In accordance with the requirements of the Accountability Act, Sections 50075.1 and 53410 of the Government Code of the State of California, an annual report must be received and filed by the local agency levying a special tax and/or issuing a bond measure and shall contain a description of the amount of funds collected and expended and the status of any project required or authorized to be funded by the special tax and/or bond measure.

On July 20, 2006, the Board of Education adopted resolutions establishing Community Facilities District 4 (College Park, CFD 4) and the qualified electors within CFD 4 approved the levy of a special tax for the purpose of providing for public school and infrastructure facilities; and the incurrence of bonded indebtedness. No bonds have been issued as of this date.

Koppel & Gruber Public Finance, CFD administrator contracted by the District, prepared the Special Tax Accountability Report for Fiscal Year 2021/2022, provided under separate cover.

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

RECOMMENDATION

It is recommended the Board of Education receive and file the Community Facilities District 4 (College Park) Special Tax Accountability Report for Fiscal Year 2021/2022.

FISCAL IMPACT

None.





CHINO VALLEY UNIFIED SCHOOL DISTRICT COMMUNITY FACILITIES DISTRICT NO. 4 (COLLEGE PARK)

SPECIAL TAX ACCOUNTABILITY REPORT FISCAL YEAR 2021/2022



334 VIA VERA CRUZ, SUITE 256
SAN MARCOS
CALIFORNIA 92078

T. 760.510.0290 F. 760.510.0288

District Administration

Chino Valley Unified School District
Norm Enfield, Superintendent
Gregory J. Stachura, Assistant Superintendent
Facilities, Planning, and Operations
5130 Riverside Drive
Chino, CA 91710-4310
T. 909.628.1201
F. 909.548.6034

Special Tax Administrator

Koppel & Gruber Public Finance Lyn Gruber/Douglas Floyd 334 Via Vera Cruz, Suite 256 San Marcos, CA 92078 T. 760.510.0290 F. 760.510.0288

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II.	AUTHORIZED FACILITIES	. 1
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I. BACKGROUND

The Local Agency Special Tax and Bond Accountability Act ("Accountability Act") was enacted by California State Legislature through Senate Bill 165 to provide accountability measures for any local special tax and/or bond measure subject to voter approval on or after January 1, 2001. According to the requirements of the Accountability Act (Sections 50075.1 and 53410 of the Government Code of the State of California), an annual report must be filed by the local agency levying a special tax and/or issuing a bond measure on or before each January 1, commencing January 1, 2002 and shall contain a description of the following:

- (1) The amount of funds collected and expended to fund authorized facilities.
- (2) The status of any project required or authorized to be funded by the special tax and/or bond measure.

The information contained in this Special Tax Accountability Report has been compiled and is being presented for Fiscal Year ("FY") 2021/2022 pursuant to and in accordance with the requirements outlined in the Accountability Act.

II. AUTHORIZED FACILITIES

The qualified electors within CFD No. 4 authorized the School District to approve the levy of a special tax and the incurrence of bonded indebtedness in an amount not to exceed \$12,000,000 for Improvement Area A and \$18,000,000 for Improvement Area B to provide for the cost of the financing, design, construction, installation, rehabilitation and acquisition of certain school facilities, including repayment of existing indebtedness, the payment of statutory school fees, and incidental expenses.

The authorized school facilities are generally described as elementary, junior and high school buildings and facilities for grades kindergarten through twelve (12), including equipment and furnishing thereof, with an estimated useful life of five (5) years or more.

As of the date of this Report, no bonds have been issued. Special Taxes were levied by CFD No. 4 for the first time in FY 2007/2008.

III. COLLECTION OF SPECIAL TAXES AND EXPENDITURES

A separate account is held by the School District for the deposit of special taxes levied by the CFD and for the disbursement of authorized expenditures. The following table provides a description of the collection of special taxes and the funds disbursed for authorized expenditures in FY 2021/2022.

DESCRIPTION	AMOUNT ¹
BEGINNING BALANCE AS OF JULY 1, 2021	\$14,004,486.13
Sources of Funds	
Annual Special Tax Collections ²	\$2,232,864.81
Interest Earnings	103,481.91
Subtotal Sources of Funds	\$2,336,346.72
<u>Expenditures</u>	
Administrative Expenses	(\$37,811.04)
Facilities	(\$0.00)
Subtotal Expenditures	(\$37,811.04)
ENDING BALANCE AS OF JUNE 30, 2022	\$16,303,021.81

¹ Amounts include transactions posted on an accrual basis and may not reflect actual cash on hand.

² Represents the actual special tax collections received from the County, including any penalties and interest accrued from prior year delinquent special taxes that have been paid within the past fiscal year.

CHINO VALLEY UNIFIED SCHOOL DISTRICT Our Motto:

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

DATE: November 17, 2022

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

and Operations

SUBJECT: REVISION OF BOARD POLICY 3430 BUSINESS AND

NONINSTRUCTIONAL OPERATIONS - DISTRICT INVESTMENTS

BACKGROUND

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

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

None.

NE:GJS:pw

DISTRICT INVESTMENTS

General Information

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

Scope of Investment Policy

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

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

Purpose of the Investment Policy Statement

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

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

Cash Flow Expectations

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

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

Delegation of Authority

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

1. Investment Manager/Broker

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

2. Custodian

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

3. Co-Trustee

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

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

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

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

Definitions

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

Assignment of Responsibility

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

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

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

DISTRICT INVESTMENTS (continued)

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

2. Responsibility of Investment Manager/Broker

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

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

General Investment Principles

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

Investment Management Policy

1. **Preservation of Capital**

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

2. Risk Aversion

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

3. Adherence to Investment Discipline

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

Goals of the Cash Management Program

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

Attitude towards Additional Investments

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

Spending Policy

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

Investment Objectives (Strategy)

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

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

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

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

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

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

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

Capital Markets Expectations

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

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

Specific Investment Goals

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

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

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

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

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

Definition of Risk

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

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

Volatility of Returns

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

Liquidity

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

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

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

Marketability of Assets

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

Investment Guidelines

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

- 1. Allowable Assets
 - a. Permitted Short-Term Investments
 - "Short-Term" investments are all securities with an average maturity of one year or less from the date of purchase. The portfolio will consist of a minimum of 5% of principal invested in short-term securities.
 - U.S. Treasury Bills
 - U.S. GOVERNMENT AND AGENCY SECURITIES

- Money Market Funds
- Commercial Paper*
- Banker's Acceptances*
- Certificates of Deposit
- Guaranteed Investment Contracts
- Repurchase Agreements**
- * Note that a maximum principal amount of \$1,000,000 5% may be invested in any single corporate issuer.
- ** Repurchase agreements are collateralized by U.S. Government and/or agency securities (as defined in Government Code 53601(e).

2. Permitted Mid-Term Investments

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

- U.S. Government and Agency Securities
- Corporate Notes and Bonds
- Collateralized Mortgage Obligations*
- TAXABLE MUNICIPAL BONDS
- ASSET-BACKED SECURITIES (PRIME COLLATERAL)
- Guaranteed Investment Contracts**
- Corporate Bonds
- Collateralized mortgage obligation is collateralized by the U.S. Government and/or Agency Securities.
- ** Note that a maximum principal amount of \$1,000,000 5% may be invested in any single issuer.

3. Permitted Long-Term Investments

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

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

- Collateralized Mortgage Obligations*
- CORPORATE NOTES AND BONDS
- TAXABLE MUNICIPAL BONDS
- ASSET-BACKED SECURITIES (PRIME COLLATERAL)
- Guaranteed Investment Contracts*
- Note that a maximum principal amount of \$1,000,000 5% may be invested in any single issuer.

4. Derivative Investments

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

a. Prohibited Assets

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

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

b. Prohibited Transactions

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

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

5. Asset Allocation Guidelines

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

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

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

- b. The Board of Education may employ Investment Managers/Brokers whose investment disciplines require investment outside established Asset Allocation Guidelines. However, taken as a component of the Aggregate Plan, such disciplines must fit within the overall Asset Allocation Guidelines established in this statement. Such Investment Managers/Brokers will receive written direction from the Board of Education regarding specific objectives and guidelines.
- c. In the event that the above Aggregate Asset Allocation Guidelines are violated, for reasons including but not limited to market price fluctuations, the Board of Education will instruct the Investment Manager(s)/Broker(s) to bring the portfolio(s) into compliance with these guidelines as promptly and prudently as possible. In the event that any individual Investment Manager's/Broker's portfolio is in violation with its specific guidelines, for reasons including but not limited to market price fluctuations, the Board of Education expects that the Investment Manager/Broker will bring the portfolio into compliance with these guidelines as promptly and prudently as possible without instruction from the Board of Education.

6. Guidelines for Fixed Income Investments and Cash Equivalents

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

Selection of Investment Managers/Brokers

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

Investment Manager/Broker Performance Review and Evaluation

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

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

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

Investment Policy Review

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

Legal Reference:

EDUCATION CODE

41001 Deposit of money

41002 General fund deposits and exceptions

41015 Authorization of investment of special reserve or surplus funds

GOVERNMENT CODE

53601 Circumstances authorizing investments, authorized investments.

Chino Valley Unified School District

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