

CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION

AGENDA

April 17, 2025

BOARD OF EDUCATION

John Cervantes
Andrew Cruz
Jonathan Monroe
James Na
Sonja Shaw

Gabriella Segoviano, Student Representative

SUPERINTENDENT

Norm Enfield, Ed.D.

13461 Ramona Avenue, Chino, CA 91710
www.chino.k12.ca.us

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
District Board Room, 13461 Ramona Avenue, CA 91710
4:40 p.m. – Closed Session • 6:00 p.m. – Regular Meeting
April 17, 2025

AGENDA

- The public are invited to address the Board of Education regarding items listed on the agenda. Comments on non-agenda and agenda items are accepted during the designated time on the agenda or prior to consideration of the item in the case of a closed session item. Persons wishing to address the Board are asked to register on the electronic request to speak system 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 by 10:00 a.m. the day of a meeting.
- 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, 13461 Ramona Avenue, Chino, California, during the regular business hours of 7:30 a.m. to 4:30 p.m., Monday through Friday.
- Order of business is approximate and subject to change.

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

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:40 P.M.

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

Discussion and possible action (times are approximate):

- a. Conference with Legal Counsel-Existing Litigation (Paragraph (1) of subdivision (d) Government Code 54956.9): Case No. 2:24-CV-01941-DJC-JDP. (Liberty Justice Center) (5 minutes)
- b. Conference with Legal Counsel-Anticipated Litigation (Government Code 54954.5(c) and 54956.9 (d)(2) and (e)(1)): One possible case. (Tao Rossini, APC) (15 minutes)
- c. Conference with Legal Counsel-Anticipated Litigation (Government Code 54956.9 (d)(2)): One possible case. (Advocates for Faith & Freedom) (5 minutes)
- d. Student Discipline Matters (Education Code 35146, 48918 (c) & (j)): Expulsion Cases 24/25-39, 24/25-47, 24/25-48, 24/25-49, 24/25-50, 24/25-51, and 24/25-52. (20 minutes)
- e. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA Negotiations. Agency Designated Representatives: Dr. Grace Park, Sandra Chen, Joseph Durkin, and Jaime Ortega. (10 minutes)
- f. Public Employee Discipline/Dismissal/Release (Government Code 54957): (10 minutes)
- g. Public Employee Performance Evaluation (Government Code 54957): Superintendent. (15 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. COMMENTS FROM STUDENT REPRESENTATIVE

Proceedings of this meeting are recorded.

I.D. COMMENTS FROM EMPLOYEE REPRESENTATIVES

I.E. COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD AND ITEMS ON THE AGENDA

I.F. CHANGES AND DELETIONS

II. ACTION

II.A. ADMINISTRATION

II.A.1. Federal Complaint to the U.S. Department of Education and President Trump’s Administration

Page 10

Recommend the Board of Education direct the Superintendent to file a formal complaint to the U.S. Department of Education and President Trump’s administration, citing California’s violations of parental rights and student protections, and requesting immediate federal intervention.

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

II.A.2. Title IX Complaint Against Governor Gavin Newsom and the California Department of Education

Page 13

Recommend the Board of Education direct the Superintendent to file a formal Title IX complaint with the U.S. Department of Education’s Office for Civil Rights against Governor Gavin Newsom and the California Department of Education for violating Title IX protections related to student safety, fairness in athletics, and privacy in restrooms and locker rooms.

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

II.A.3. Resolution 2024/2025-63, Supporting Title IX and Fairness in Girls’ Interscholastic Sports

Page 19

Recommend the Board of Education adopt Resolution 2024/2025-63, Supporting Title IX and Fairness in Girls Interscholastic Sports.

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

II.A.4. **Resolution 2024/2025-64, Supporting** Motion ____ Second ____
 Page 21 **SB 19, Safe Schools and Places of Worship** Preferential Vote: ____
 Act Vote: Yes ____ No ____
 Recommend the Board of Education adopt Resolution 2024/2025-64, Supporting SB 19, Safe Schools and Places of Worship Act.

II.B. HUMAN RESOURCES

II.B.1. **Public Hearing and Ratification of the** Open Hearing ____
 Page 26 **Tentative Agreement between the Chino** Close Hearing ____
 Valley Unified School District and the Motion ____ Second ____
 California School Employees Association Preferential Vote: ____
 and its Chino Chapter 102 for a Successor Vote: Yes ____ No ____
 Agreement Effective July 1, 2024
 Recommend the Board of Education conduct a public hearing and ratify the tentative agreement between the Chino Valley Unified School District and the California School Employees Association and its Chino Chapter 102 for a successor agreement effective July 1, 2024.

<p>III. CONSENT</p>

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

III.A. ADMINISTRATION

III.A.1. **Minutes of the March 20, 2025 Regular Meeting**
 Page 40 Recommend the Board of Education approve the minutes of the March 20, 2025 regular meeting.

III.A.2. **Resolution 2024/2025-59, Board Compensation for Andrew Cruz for**
 Page 47 **March 20, 2025 Missed Meeting**
 Recommend the Board of Education adopt Resolution 2024/2025-59, Board Compensation for Andrew Cruz for March 20, 2025 Missed Meeting.

III.B. BUSINESS SERVICES

III.B.1. **Warrant Register**
 Page 49 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

III.B.2. 2024/2025 Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students

Page 50

Recommend the Board of Education approve/ratify the 2024/2025 applications to operate fundraising activities and other activities for the benefit of students.

III.B.3. Fundraising Activities

Page 52

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

III.B.4. Donations

Page 55

Recommend the Board of Education accept the donations.

III.B.5. Legal Services

Page 57

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

III.B.6. Resolution 2024/2025-60, Temporary Borrowing Between Funds of the School District

Page 58

Recommend the Board of Education adopt Resolution 2024/205-60, Temporary Borrowing Between Funds of the School District.

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

III.C.1. Student Expulsion Cases

Page 60

Recommend the Board of Education approve student expulsion cases 24/25-39, 24/25-47, 24/25-48, 24/25-49, 24/25-50, 24/25-51, and 24/25-52.

III.C.2. School Sponsored Trips

Page 61

Recommend the Board of Education approve/ratify the school-sponsored trips for: Litel ES; Ayala HS, and Chino HS.

III.C.3. Student Attendance Calendars for the 2026/2027, 2027/2028, and 2028/2029 School Years

Page 63

Recommend the Board of Education approve the Student Attendance Calendars for the 2026/2027, 2027/2028, and 2028/2029 school years.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Page 67

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

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

Page 68

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

- III.D.3. Surplus/Obsolete Property**
Page 74
Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.
- III.D.4. Resolution 2024/2025-61 and 2024/2025-62, Authorization to Utilize a Piggyback Contract**
Page 84
Recommend the Board of Education adopt Resolution 2024/2025-61 and 2025/2025-62, Authorization to Utilize a Piggyback Contract.
- III.D.5. Change Orders and Notices of Completion for CUPCCAA Projects**
Page 90
Recommend the Board of Education approve the Change Orders and Notices of Completion for CUPCCA Projects.
- III.D.6. Change Order and Notice Completion for Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation, BP 03-01**
Page 92
Recommend the Board of Education approve the Change Order and Notice of Completion for Bid NO. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 03-01.
- III.D.7. Change Order and Notice Completion for Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation, BP 05-01**
Page 97
Recommend the Board of Education approve the Change Order and Notice of Completion for Bid NO. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 05-01.
- III.D.8. Change Order and Notice Completion for Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation, BP 10-01**
Page 102
Recommend the Board of Education approve the Change Order and Notice of Completion for Bid NO. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 10-01.
- III.D.9. Change Order and Notice Completion for Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation, BP 22-01**
Page 107
Recommend the Board of Education approve the Change Order and Notice of Completion for Bid NO. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 22-01.
- III.D.10. Change Order and Notice Completion for Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation, BP 26-01**
Page 112
Recommend the Board of Education approve the Change Order and Notice of Completion for Bid NO. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 26-01.

III.D.11. Change Order and Notice Completion for Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation, BP 32-01

Page 117

Recommend the Board of Education approve the Change Order and Notice of Completion for Bid NO. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 32-01.

III.D.12. Award of Bid No. 24-25-06I, Anna Borba ES—Painting Project

Page 122

Recommend the Board of Education award Bid No. 24-25-06I, Anna Borba ES—Painting Project to Cosmic Color Painting.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Page 124

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

III.E.2. Rejection of Claims

Page 131

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

III.E.3. New Job Descriptions for the Nutrition Services Technician and Nutrition Services Fiscal Analyst; and Revisions to the Job Descriptions for Nutrition Services Professional, Nutrition Services Professional/Rover, Nutrition Services Manager I, Nutrition Services Manager II, Nutrition Services Manager III, Nutrition Services Manager Rover, Nutrition Services Roving Manager/Caterer/Central Kitchen Assistant, and Nutrition Services Fiscal Technician

Page 133

Recommend the Board of Education approve the new job descriptions for the Nutrition Services Technician and Nutrition Services Fiscal Analyst; and revisions to the job descriptions for Nutrition Services Professional, Nutrition Services Professional/Rover, Nutrition Services Manager I, Nutrition Services Manager II, Nutrition Services Manager III, Nutrition Services Manager Rover, Nutrition Services Roving Manager/Caterer/Central Kitchen Assistant, and Nutrition Services Fiscal Technician.

III.E.4. New Job Descriptions for the Campus Security Officer I; Campus Senior Security Officer; Patrol Security Officer I; Patrol Security Officer II; and Security Control Monitor; and Revisions to the Job Descriptions for Security Person, and Senior Security Officer

Page 172

Recommend the Board of Education approve the new job descriptions for the Campus Security Officer I; Campus Senior Security Officer; Patrol Security Officer I; Patrol Security Officer II; and Security Control Monitor; and revisions to the job descriptions for Security Person, and Senior Security Officer.

IV. INFORMATION**IV.A. ADMINISTRATION****IV.A.1. Revision to Board Bylaw 9224—Oath or Affirmation**

Page 203 Recommend the Board of Education receive for information the revision to Board Bylaw 9224—Oath or Affirmation.

IV.A.2. Revision to Board Bylaw 9262—Legal Protection

Page 205 Recommend the Board of Education receive for information the revision to Board Bylaw 9260—Legal Protection.

IV.B. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**IV.B.1. Textbook Adoption for Advanced Placement Physics C; Advanced Placement Physics 1; and Advanced Placement Physics 2 for Grades 11 and 12**

Page 208

Recommend the Board of Education receive for information the following instructional materials for AP Physics C; AP Physics 1; and AP Physics 2 for Grades 11 and 12:

AP Physics C

Cengage. *Physics for Scientists and Engineers, AP Edition, 10th Student Edition*. Raymond Serway, John W. Jewett. Grades 11-12. 2025.

Replaces: None

AP Physics 1 and AP Physics 2

Bedford, Freeman & Worth High School Publishers (BFW), *College Physics for the AP Physics 1 & 2 Courses 3rd Edition*, Stewart, et al. Grades 11-12. 2023.

Replaces: Addisen-Wesley. *Physics, 4th AP Edition*. Walker. Grades 11-12. 2009.

IV.B.2. New Courses: Agriculture Advanced Horsemanship P.E.; AI Design and Development; Advanced Guitar; and Web Application Design and Development

Page 210

Recommend the Board of Education receive for information the new courses Agriculture Advanced Horsemanship P.E.; AI Design and Development; Advanced Guitar; and Web Application Design and Development.

IV.B.3. Course Revision: Drawing and Cartooning

Page 235

Recommend the Board of Education receive for information the course revision for Drawing and Cartooning.

IV.B.4. Williams Settlement and Legislation Quarterly Uniform Complaint Report Summary for January through March 2025

Page 243

Recommend the Board of Education receive for information the Williams Settlement Legislation Quarterly Complaint Report Summary for January through March 2025.

IV.C. FACILITIES, PLANNING, AND OPERATIONS

IV.C.1. Revision of Board Policy and Administrative Regulation 1330 Business and Noninstructional Operations—Bids

Page 245

Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 1330 Business and Noninstructional Operations—Bids.

IV.D. HUMAN RESOURCES

IV.D.1. Review of Board Policy 4033—Lactation Accommodation

Page 262

Recommend the Board of Education review Board Policy 4033—Lactation Accommodation.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

VI. ADJOURNMENT

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025

TO: Members, Board of Education

FROM: Sonja Shaw, President, Board of Education

SUBJECT: FEDERAL COMPLAINT TO THE U.S. DEPARTMENT OF EDUCATION & PRESIDENT TRUMP’S ADMINISTRATION

=====

BACKGROUND

The Family Educational Rights and Privacy Act (FERPA), a U.S. federal law enacted in 1974, establishes certain rights for parents regarding their children’s educational records, which includes granting parents and eligible students, certain rights regarding control over access to and dissemination of educational information. This ensures the relationship between school and family is open, strong, controlled, and involved.

In July 2024, AB 1955 was signed by Governor Gavin Newsom and used to limit parental rights related to their children’s welfare and rights - particularly in cases related to education, medical decisions, and other important areas of child-rearing. The so-called framework of AB 1955 claims to safeguard student’s privacy and confidentiality related to education records and clearly contradicts the very nature of FERPA, which was to protect student records from unauthorized third-party disclosure ---not from parents and family.

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

RECOMMENDATION

Recommend the Board of Education direct the Superintendent to file a formal complaint to the U.S. Department of Education and President Trump’s administration, citing California’s violations of parental rights and student protections, and requesting immediate federal intervention.

FISCAL IMPACT

None.

SS:pk



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BOARD OF EDUCATION: John Cervantes • Andrew Cruz • Jonathan E. Monroe • James Na • Sonja Shaw • SUPERINTENDENT: Norm Enfield, Ed.D.

April 18, 2025

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

Re: Formal Complaint – Violations of Parental Rights and Student Protections by the State of California

Dear President Trump and Officials at the U.S. Department of Education:

On behalf of the Chino Valley Unified School District (CVUSD) Board of Education, we respectfully submit this formal complaint to bring urgent attention to ongoing violations of parental rights and student protections committed by Governor Gavin Newsom and the California Department of Education (CDE), under the leadership of State Superintendent Tony Thurmond.

California has enacted active legislation—now law—that directly infringes on the constitutional rights of parents and students. These are not mere policies or suggestions. They are state-mandated laws that compel school districts to withhold critical information from parents regarding their own children, particularly when it comes to sensitive issues like gender identity and mental health.

When CVUSD implemented a common-sense parental notification policy—ensuring that parents are informed about vital decisions impacting their child’s safety and wellbeing—we were sued by the State of California. Following this legal attack, Governor Newsom signed into law AB 1955, a dangerous measure that codifies secrecy and strips parents of their God-given rights.

Even more egregiously, Governor Newsom has publicly claimed that AB 1955 was necessary to protect teachers from termination. But he is fully aware that CVUSD’s policy never placed that obligation on teachers—it clearly assigned responsibility to school administrators. His statements are deliberately misleading and serve to justify the unconstitutional targeting of parental authority.

Despite the ongoing legal battles, CVUSD has adopted a new policy that still allows us to inform parents of artificial or official record changes related to their child. However, even with this carefully crafted workaround, millions of children across California remain

completely unprotected. While Chino Valley Unified School District continues to stand in the gap for our families, students in districts across the state are left without any parental safeguards—vulnerable to harmful secrecy, manipulation, and state overreach.

These actions:

- Violate Title IX by promoting state-mandated directives that undermine fairness in athletics and compromise safety in restrooms and locker rooms.
- Contradict the Family Educational Rights and Privacy Act (FERPA) by allowing schools to withhold vital student information from parents.
- Trample constitutional rights that guarantee parents a primary role in decisions affecting their children’s lives, safety, and moral upbringing.

Our District has been targeted, harassed, and punished for doing what’s right: standing with families and upholding transparency. Just like the California Interscholastic Federation (CIF) is being held accountable for Title IX violations, our District is being held hostage by the same unlawful state pressure.

We respectfully request immediate federal intervention to:

1. Investigate California’s active laws and directives that violate federal protections and strip parents of their rights.
2. Defend local school districts who are punished for aligning with federal law and constitutional principles.
3. Restore the rightful role of parents in decisions affecting their children’s education, privacy, and safety.

We are ready to provide full documentation, including court filings, District policies, and communication records. We urge your administration to take swift and decisive action to stop this abuse of power and uphold the laws that protect American families.

Sincerely,

Sonja Shaw, President
Board of Education

Jonathan Monroe, Vice President
Board of Education

Andrew Cruz, Clerk
Board of Education

James Na, Member
Board of Education

John Cervantes, Member
Board of Education

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: April 17, 2025

TO: Members, Board of Education

FROM: Sonja Shaw, President, Board of Education

SUBJECT: TITLE IX COMPLAINT AGAINST GOVERNOR GAVIN NEWSOM AND THE CALIFORNIA DEPARTMENT OF EDUCATION

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BACKGROUND

In 1972, Title IX (20 U.S.C. § 1681 et seq.) was signed into law and states in part “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Title IX is enforced by the Office of Civil Rights of the United States Department of Education. Title IX protection in athletic programs led to female only teams in high schools and colleges creating countless opportunities for young women.

Important reasons exist for female only spaces, such as safety, privacy, fairness in competition, and including faith based considerations. However, under Governor Newsom’s policies, female only spaces have disappeared. Protection in women’s athletics and access to female only spaces are under attack. His policies promote biological males who identify as female to compete in women sports, access female restrooms and locker rooms, create unfair advantages in competition, and undermine the original intent of Title IX protection for women. Governor Newsom has gone on record stating that allowing biological males in female sports is unfair but yet provides no solution to correct the harm done to female sports.

While the U.S. Department of Education has begun to take action against the California Interscholastic Federation (CIF) for Title IX violations related to student athletics, ***it has become apparent that local educational authorities must also take a stand.***

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

RECOMMENDATION

Recommend the Board of Education direct the Superintendent to file a formal Title IX complaint with the U.S. Department of Education's Office for Civil Rights against Governor Gavin Newsom and the California Department of Education for violating Title IX protections related to student safety, fairness in athletics, and privacy in restrooms and locker rooms.

FISCAL IMPACT

None.

SS:pk



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BOARD OF EDUCATION: John Cervantes • Andrew Cruz • Jonathan E. Monroe • James Na • Sonja Shaw • SUPERINTENDENT: Norm Enfield, Ed.D.

April 18, 2025

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

Re: Title IX Complaint against the State of California, State Superintendent Tony Thurmond, California Department of Education (CDE), and the California Interscholastic Federation (CIF)

To Whom It May Concern,

On behalf of the Chino Valley Unified School District, we formally file a Title IX Civil Rights complaint with the U.S. Department of Education's Office for Civil Rights ("OCR") against the State of California, State Superintendent Tony Thurmond, the California Department of Education (CDE), and the California Interscholastic Federation (CIF) for policies and practices that result in sex-based discrimination in California schools and student athletics.

We request URGENT federal intervention due to clear and egregious Title IX violations occurring in student athletics and through state-mandated school district policies that directly contradict Title IX protections. These discriminatory policies and mandates harm young women, violate their rights, and jeopardize federal funding for our District—funding that is critical for serving our most at-risk and underserved students.

Violation of Title IX and Federal Law

California state policy and the CIF allow biological males to compete in female athletics, violating Title IX and the Executive Orders issued by President Donald J. Trump on January 20, 2025, and February 5, 2025.

Currently, in California high school athletics, biological males are competing in girls' sports, displacing young women from opportunities and awards. Just last year, a biological male took titles that rightfully belonged to female athletes. This policy directly violates federal law, denying young women their equal opportunity to participate and excel in competitive sports and creating unsafe, unfair, and demoralizing conditions for female athletes.

Additionally, the California Department of Education (CDE) and State Superintendent Tony Thurmond have mandated that Chino Valley Unified School District revise its policies to conform to California's radical gender ideology mandates. These state-imposed directives force schools to violate Title IX by prioritizing gender identity over biological sex and requiring policies that actively exclude parents from critical decisions regarding their children's well-being.

Threat to Federal Funding & Educational Equity

Violations of Title IX and President Trump's Executive Orders put our District's federal funding at risk. Chino Valley Unified receives millions in federal funding annually, and any reduction or loss of these funds would be devastating—particularly for our most vulnerable students.

Like many school districts in California, Chino Valley has been systematically underfunded by the state government, leaving districts struggling to meet basic educational needs. The loss of federal funding would only further harm students, particularly low-income and minority communities who rely on these essential resources.

State of California's Ongoing Defiance of Title IX

Despite clear federal directives, State Superintendent Tony Thurmond and the California Department of Education have refused to comply with Title IX, falsely claiming that "gender identity" supersedes biological sex. This unlawful interpretation disregards:

1. The U.S. Supreme Court's 2024 decision in *Dept. of Education v. Louisiana and Cardona v. Tennessee*, which ruled that:
 - Title IX protects biological sex, not gender identity.
 - Transgender policies that replace girls' rights are illegal.
 - Forcing female athletes to compete against males violates their rights.
2. The U.S. Department of Education's February 4, 2025, "Dear Colleague" Letter, which directed all K-12 schools to comply with the original meaning of Title IX—ensuring single-sex sports and protecting women's rights.
3. President Trump's Executive Orders, including:
 - "Keeping Men Out of Women's Sports" (Feb. 5, 2025)
 - "Ending Radical Indoctrination in K-12 Schools" (Jan. 20, 2025)
 - "Defending Women from Gender Ideology Extremism" (Jan. 20, 2025)

Despite these clear legal rulings and directives, Tony Thurmond, CDE, and CIF continue to violate Title IX and put federal funding in jeopardy by:

- Allowing biological males to compete in girls' sports
- Mandating that schools hide gender identity transitions from parents (Policy 5145.3)
- Forcing students and staff to use preferred pronouns, violating First Amendment rights
- Threatening funding and legal action against districts like Chino Valley that attempt to comply with federal law instead of California's unlawful mandates

Direct Conflict Between Federal Law and California's Radical Policies

The Chino Valley Unified School District is now caught between conflicting state and federal directives:

1. Restroom and Locker Room Access

- State Mandate: Allows access based on gender identity
- Federal Law (Executive Order, Feb. 5, 2025): Requires facilities based on biological sex
- Conflict: California forces schools to violate Title IX, placing federal funding at risk

2. Participation in Athletics

- State Mandate: Allows biological males to compete in girls' sports
- Federal Law (Executive Order, Feb. 5, 2025): Bars biological males from female athletics
- Conflict: Chino Valley is required to follow state law but risks violating federal protections for women's sports

3. Parental Rights

- State Mandate: Schools must keep gender transitions secret from parents (Policy 5145.3)
- Federal Law (Executive Order, Jan. 20, 2025): Requires parental transparency in sex-based policies
- Conflict: California's policy violates federal parental rights protections

Request for Federal Support

To protect women's sports, maintain federal compliance, and ensure parental rights, we request:

1. Assurance of Federal Funding: Confirmation that our adherence to Title IX and Executive Orders will not result in loss of Title I, IDEA, or other critical federal funds.

2. Clarification of Federal Preemption: Guidance confirming that federal law preempts California's unlawful policies on Title IX and gender ideology in schools.
3. Investigation into Civil Rights and Parental Rights Violations: Federal review of California's mandates as violations of Title IX and parents' fundamental rights.

Conclusion

The Chino Valley Unified School District is committed to protecting girls' sports, ensuring parental rights, and following federal law. However, California's radical policies place us in direct conflict with Title IX and federal mandates, threatening our ability to serve our students.

We urge immediate federal intervention to prevent further harm to female athletes, restore parental rights, and ensure compliance with federal law, not California's unlawful agenda.

We appreciate your leadership and look forward to your guidance.

Sonja Shaw, President
Board of Education

Jonathan Monroe, Vice President
Board of Education

Andrew Cruz, Clerk
Board of Education

James Na, Member
Board of Education

John Cervantes, Member
Board of Education

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: April 17, 2025

TO: Members, Board of Education

FROM: Sonja Shaw, President, Board of Education

SUBJECT: RESOLUTION 2024/2025-63, SUPPORTING TITLE IX AND FAIRNESS IN GIRLS' INTERSCHOLASTIC SPORTS

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BACKGROUND

Title IX passed as a landmark federal law intended to eliminate discriminatory practices based on sex in educational institutions that receive federal funding in such areas as admissions, academics, athletics, and facilities. In sports, Title IX was particularly significant because it addressed the disparities in athletic opportunities between men and women. The intent was to ensure that women had the same opportunities as men to participate, compete, and succeed in educational and athletic programs. Title IX acknowledged that while there were inherent biological differences, those differences should not translate into unequal treatment or lack of access. The goal was to dismantle barriers that kept women from reaching their full potential in sports and other educational pursuits and to ensure that both male and female athletic programs have equitable access to opportunities, funding, facilities, and resources.

The original purpose of Title IX was never about ensuring that men could compete against women, but to ensure that women had equal opportunities in sports, and it remains a significant core value in advocating for women's rights in education and athletics, and as such should be carried out in its original intent.

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

RECOMMENDATION

Board President Sonja Shaw recommends the Board of Education adopt Resolution 2024/2025-63, Supporting Title IX and Fairness in Girls' Interscholastic Sports.

FISCAL IMPACT

None.

SS:pk

**RESOLUTION 2024/2025-63, SUPPORTING TITLE IX
AND FAIRNESS IN GIRLS' INTERSCHOLASTIC SPORTS**

WHEREAS, the Chino Valley Unified School District (CVUSD) is committed to upholding fairness, safety, and equal opportunities for all student-athletes; and

WHEREAS, Title IX of the federal Education Amendments of 1972 was enacted to prohibit sex-based discrimination in any education program or activity receiving federal financial assistance, ensuring that female athletes have equal opportunities to compete and excel in sports; and

WHEREAS, Title IX has played a critical role in expanding opportunities for female athletes, promoting fair competition, and increasing access to scholarships and other athletic advancements; and

WHEREAS, biological differences between male and female athletes can create inherent advantages in competitive sports, particularly in categories designated specifically for girls; and

WHEREAS, the California Interscholastic Federation (CIF) is responsible for governing interscholastic athletics and must ensure that policies align with the principles of fairness, safety, and equal opportunity outlined in Title IX; and

WHEREAS, protecting the integrity of girls' sports is essential to maintaining an even playing field for female athletes and preserving the intent of Title IX;

NOW, THEREFORE, BE IT RESOLVED, that the Chino Valley Unified School District affirms its unwavering support for Title IX and calls on athletic governing bodies to uphold its protections by ensuring fairness in girls' sports; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Governor of California, the California State Legislature, the California Department of Education, and the California Interscholastic Federation to demonstrate CVUSD's commitment to protecting female student-athletes.

APPROVED, PASSED, AND ADOPTED this 17th day of April 2025 at a regular meeting of the Board of Education by the following vote:

Cervantez	_____
Cruz	_____
Monroe	_____
Na	_____
Shaw	_____

Sonja Shaw, President

Andrew Cruz, Clerk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025

TO: Members, Board of Education

FROM: Sonja Shaw, President, Board of Education
John Cervantes, Member, Board of Education

SUBJECT: RESOLUTION 2024/2025-64, SUPPORTING SB 19, SAFE SCHOOLS AND PLACES OF WORSHIP ACT

=====

BACKGROUND

Senate Bill 19, authored by Senator Susan Rubio, addresses the increasing threats of violence toward schools and places of worship by strengthening penalties for individuals who make willful and credible threats. In recent years, Chino Valley Unified School District and other districts across the state have experienced threats—many made anonymously online—that cause fear, disrupt learning, and strain law enforcement resources.

SB 19 seeks to improve safety and accountability by addressing these threats through legal consequences. The District also recommends the inclusion of language in the bill to better support law enforcement in obtaining identifying information from social media platforms when threats are made.

This resolution, proposed by Board President Sonja Shaw and Board Member John Cervantes, affirms the District’s support for SB 19 and urges the Legislature to pass it with the recommended amendment.

President Shaw and Member Cervantes submitted this agenda item in accordance with Board Bylaw 9322—Agenda/Meeting Materials.

RECOMMENDATION

Board President Sonja Shaw and Member John Cervantes recommend the Board of Education adopt Resolution 2024/2025-64, Supporting SB 19, Safe Schools and Places of Worship Act.

FISCAL IMPACT

None.

SS:JC:pk

**RESOLUTION 2024/2025-64, SUPPORTING SB 19,
SAFE SCHOOLS AND PLACES OF WORSHIP ACT**

WHEREAS, the safety and security of students, staff, and the community are a top priority for the Chino Valley Unified School District; and

WHEREAS, schools and places of worship across California have increasingly been targeted by violent threats that disrupt learning environments, instill fear, and place undue stress on law enforcement and emergency response systems; and

WHEREAS, Senate Bill 19, authored by Senator Susan Rubio, seeks to enhance existing laws by ensuring that individuals who willfully make credible threats of violence toward schools and places of worship are held accountable under the law; and

WHEREAS, the Chino Valley Unified School District recognizes the devastating impact that such threats—especially those made anonymously online—can have on students, families, staff, and the broader community; and

WHEREAS, law enforcement agencies across the state face challenges in investigating and identifying suspects who make threats on social media platforms due to limitations in current legal frameworks and delays in cooperation from tech platforms; and

WHEREAS, the Chino Valley Unified School District supports the intent of SB 19 and respectfully recommends that the bill be amended to include language that assists law enforcement in obtaining the identifying information necessary to investigate threats posted on platforms such as Instagram and others;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Chino Valley Unified School District hereby declares its support for Senate Bill 19, the Safe Schools and Places of Worship Act; and

BE IT FURTHER RESOLVED, that the Board urges the Legislature to pass SB 19 with the inclusion of language that empowers law enforcement to respond swiftly and effectively to online threats made against schools and places of worship; and

BE IT FINALLY RESOLVED, that copies of this resolution be transmitted to Senator Susan Rubio, Governor Gavin Newsom, and appropriate legislative representatives.

APPROVED, PASSED, AND ADOPTED this 17th day of April 2025 at a regular meeting of the Board of Education by the following vote:

Cervantez _____
Cruz _____
Monroe _____
Na _____
Shaw _____

Sonja Shaw, President

Andrew Cruz, Clerk

SS:JC:pk



April 18, 2025

The Honorable Senator Susan Rubio
California State Senate
1021 O Street, Room 8710
Sacramento, CA 95814

Re: Letter of Support for SB 19 – Safe Schools and Places of Worship Act

Dear Senator Rubio,

The Chino Valley Unified School District is writing to express our strong support for Senate Bill 19, the Safe Schools and Places of Worship Act. This important legislation addresses the increasing threats made against schools and places of worship and works to ensure that these acts are taken seriously, with appropriate consequences for those who seek to disrupt the safety and peace of our communities.

We have experienced firsthand the fear and chaos that these threats can cause within school settings—disrupting learning, increasing anxiety, and diverting valuable resources. SB 19 strengthens the ability to respond to such threats, and we applaud your leadership in bringing forward this solution.

In addition to our support, we respectfully request that language be added to the bill to assist law enforcement in identifying suspects who issue threats online—particularly on platforms such as Instagram. Our officers have repeatedly encountered barriers when attempting to gather the necessary information to obtain warrants and pursue investigations. The current processes are often slow and insufficient to meet the urgency of credible threats to student and staff safety.

By incorporating language that allows more efficient access to identifying information—when there is a direct and credible threat to a school or place of worship—we believe SB 19 will be even more effective in protecting the public and giving law enforcement the tools they need to act quickly.

Supporting SB 19

April 18, 2025

Page 2

We thank you for championing this legislation and urge the Legislature to support SB 19 with this recommended amendment.

Sincerely,

Sonja Shaw, President
Board of Education

Jonathan Monroe, Vice President
Board of Education

Andrew Cruz, Clerk
Board of Education

James Na, Member
Board of Education

John Cervantes, Member
Board of Education

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Grace Park, Ed.D., Deputy Superintendent
Vanessa Acuña, Ed.D., Director, Human Resources
Joe Durkin, Director, Human Resources

SUBJECT: PUBLIC HEARING AND RATIFICATION OF THE TENTATIVE AGREEMENT BETWEEN THE CHINO VALLEY UNIFIED SCHOOL DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHINO CHAPTER 102 FOR A SUCCESSOR AGREEMENT EFFECTIVE JULY 1, 2024

=====

BACKGROUND

On March 3, 2025, the Chino Valley Unified School District and the California School Employees Association and its Chino Chapter 102 reached a tentative agreement for the successor to the Collective Bargaining Agreement, effective July 1, 2024. The Association membership approved the tentative agreement on April 8, 2025.

The District has provided the necessary Notice to the Public and fiscal disclosure documents, AB1200, in advance of this pending action item. Additionally, the Board is required to conduct a public hearing in order to receive public input prior to any Board action.

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

RECOMMENDATION

It is recommended the Board of Education conduct a public hearing and ratify the tentative agreement between the Chino Valley Unified School District and the California School Employees Association and its Chino Chapter 102 for a successor agreement effective July 1, 2024.

FISCAL IMPACT

See Form for Public Disclosure of Proposed Collective Bargaining Agreement for a full financial disclosure.

NE:GP:VA:JD:jw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
AND
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) AND ITS CHINO
CHAPTER 102
REGARDING A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT**

March 3, 2025
Tentative Agreement

ARTICLE 1: RECOGNITION – Status Quo

ARTICLE 2: DISTRICT RIGHTS

2.2 The District retains its rights to amend or rescind provisions in this Agreement in cases of emergency. An emergency shall be defined as circumstances beyond the control of the District, such as an act of nature (to include, but not be limited to, fire, earthquake or flood, etc.) ~~or if the Association violates Article 16.~~ Any amendment or rescission of this Agreement shall only be for the duration of the emergency.

ARTICLE 3: ASSOCIATION RIGHTS – Status Quo

ARTICLE 6: HOURS

6.13.3 UNIT MEMBERS WORKING SUMMER SCHOOL OR INTERSESSION ASSIGNMENTS SHALL ACCRUE SICK LEAVE AND VACATION BASED ON TIME WORKED IN THE ADDITIONAL ASSIGNMENT IN ALIGNMENT WITH CALIFORNIA EDUCATION CODE.

ARTICLE 7: HOLIDAYS

7.1 Unit member holidays shall be pursuant to the District calendar approved annually by the Board of Education. The following holidays shall be afforded unit members:

- a) Independence Day
- b) Labor Day
- c) Admission Day (Observed the day following Thanksgiving)
- d) Veterans' Day
- e) Thanksgiving Day
- f) Christmas Observance (2)
- g) New Year's Observance (2)
- h) Martin Luther King Jr. Day
- i) Lincoln's Birthday Observance
- j) Washington's Birthday (Presidents Day)
- k) Memorial Day
- l) **JUNETEENTH**
- m) Floating Holiday (see 7.4)

7.2 All unit members shall be entitled to the paid holidays. A unit member must be in a paid status on the workday immediately preceding or succeeding the holiday in order to be paid for the holiday. Any employee working on a holiday shall be compensated for the holiday plus one and one half (1-1/2) times his/her regular rate of pay.

7.3 Unit members working 241 or more days per year will receive pay for all holidays, as scheduled above. ~~Unit members in paid status 241-221-240 days per year will receive pay for all holidays except July 4, Independence Day.~~ Unit members in a paid status less than ~~221~~ **241** days per year will receive pay for all holidays so long as the unit member is in a paid status either the last working day before the scheduled holiday or the first working day following the scheduled holiday.

7.4 Effective with the 1995-96 school year, the District shall grant an additional holiday for all unit members. This holiday shall be taken during the unit member's work year upon mutual agreement between the unit member and the unit member's supervisor. When site/department operational needs will be impacted, if two (2) or more unit members request the same day off, the unit member who submitted his/her request first shall be granted the floating holiday. If two (2) or more unit members submit a request for the same day off on the same day the most senior unit member shall be granted the day off. This provision only applies to the floating holiday.

ARTICLE 8: VACATIONS

8.1 *Effective July 1, 1985, unit members in paid status will accrue vacation days according to the following guidelines and schedule in Appendix C:*

<i>Vacation Days Earned Per Month</i>	<i>Years of Service</i>	<i>Based on 12-Month Employment</i>
<i>5/6</i>	<i>1st year</i>	<i>10 days</i>
<i>1</i>	<i>2 -5 years</i>	<i>12 days</i>
<i>1 and 1/4</i>	<i>6 -10 years</i>	<i>15 days</i>
<i>1 and 1/2</i>	<i>11-15 years</i>	<i>18 days</i>
<i>1 and 5/6 <u>2</u></i>	<i>after 15 years</i>	<i>24 <u>24</u> days</i>

8.4 Twelve-month unit members must take at least five (5) consecutive work days of vacation each fiscal year and shall take their vacation at a time approved in advance by the administrator in charge. Any change in vacation due to extenuating circumstances must be agreed to by both the unit member and the administrator in charge. Requests for more than five (5) consecutive workdays of vacation shall be presented for approval at least sixty (60) calendar days in advance. If a unit member is denied vacation by an administrator, the unit member may appeal said denial to the Superintendent or his/her designee. Notification for use of vacation for less than five (5) days shall be made **AT LEAST ONE DAY** in advance. **UNIT MEMBERS UTILIZING VACATION LESS THAN TWENTY-FOUR (24) HOURS PRIOR TO THE DATE OF VACATION, MUST REQUEST SO TO THEIR IMMEDIATE SUPERVISOR.**

ARTICLE 10: TRANSFERS

10.1 Voluntary Transfers

10.1.1 A "voluntary" transfer shall be defined as an assignment of a permanent unit member to another position within the same classification, same number of hours and same work days, upon request by the member.

10.1.2 ~~Any qualified unit member in the bargaining unit may apply for transfer to that position by personally delivering written notice on the designated District form to the Human Resource Office of the District. All transfer applications filed within the posting period and meeting the specifications of the job description, and whose last evaluation has no unsatisfactory components shall be qualified for a transfer request. A unit member requesting a transfer shall have first consideration for the vacant position. The administrator may select a unit member who requested a transfer or interview all qualified transfer requests with all qualified unit members in accordance with Article 9, Section 9.4.~~

ARTICLE 12: WAGES AND BENEFITS

12.1 Wages

12.1.1 ~~2021-2022 School Year~~ 2024-2025 School Year

~~The one time off schedule payment will be based on their prorated FTE for employees in active status effective July 1, 2021. This will be based on the 2021-2022 salary schedule.~~

~~All unit members irrespective of their prorated FTE who are in paid status and not on a paid administrative leave as of the date of this signed tentative agreement shall receive a one-time off-schedule payment of \$1,254.00. Any unit member who has retired between July 1, 2020, through this date of this signed tentative agreement shall be included.~~

FOR THE 2024-2025 SCHOOL YEAR, THE DISTRICT'S MAXIMUM ANNUAL CONTRIBUTION TO UNIT MEMBER HEALTH AND WELFARE BENEFIT PREMIUMS SHALL BE ~~\$10,0000.00~~ \$11,350.00. BECAUSE THE DISTRICT CANNOT CHANGE THE BENEFITS CONTRIBUTION MID-YEAR, FOR THE 2024-2025 BENEFITS YEAR, IN LIEU OF THE CAP INCREASE, ALL BARGAINING UNIT MEMBERS IN PAID STATUS AS OF MARCH 20, 2025, SHALL RECEIVE A ONE TIME, OFF SCHEDULE, PAYMENT OF \$1,350.00 PRO-RATED FOR FULL TIME EQUIVEMENT (FTE).

12.1.2 ~~2022-2023 School Year~~ 2025-2026 School Year

THE PARTIES SHALL NEGOTIATE WAGES DURING THE 2025-2026 REOPENER NEGOTIATIONS.

~~The District shall provide an on-going on-schedule salary increase of 8.75% effective July 1, 2022. All unit members irrespective of their prorated FTE who are in paid status on September 30, 2022, shall receive a one thousand dollar \$1,000 one time bonus for 2022-2023 school year.~~

12.1.3 2026-2027 School Year

THE PARTIES SHALL NEGOTIATE WAGES DURING THE 2026-2027 REOPENER NEGOTIATIONS.

COMPARATIVE DISTRICTS

The Association (CSEA) and the District agree for comparison purposes, the following Districts shall be utilized:

- a) ABC UNIFIED
- b) GLENDALE UNIFIED
- c) INGLEWOOD UNIFIED
- d) NORWALK-LA MIRADA UNIFIED
- e) PASADENA UNIFIED
- f) POMONA UNIFIED
- g) TORRANCE UNIFIED
- h) HACIENDA-LA PUENTE UNIFIED
- i) ROWLAND UNIFIED
- j) CAPISTRANO UNIFIED
- k) ORANGE UNIFIED
- l) PLACENTIA UNIFIED
- m) SADDLEBACK UNIFIED
- n) IRVINE UNIFIED
- o) CORONA-NORCO UNIFIED
- p) MORENO VALLEY UNIFIED
- q) FONTANA UNIFIED
- r) REDLANDS UNIFIED
- s) RIALTO UNIFIED
- t) POWAY UNIFIED

12.1.4 Equity Compensation Package

In an effort to maintain compensation package equity between employees, if other employee groups receive a compensation package which exceed the percentage increases received within this agreement (2015-2016, 2016-2017 and 2017-2018 school years only), the District shall confer with the Association to determine distribution of the difference to unit members.

~~**12.2.1 2022 Plan Year**~~

~~For the 2022 plan year the Health and Welfare Benefits cap shall increase to \$10,000.00, the negotiated on-going amount.~~

~~**12.2.2 2023 Plan Year**~~

~~The District and the Association shall negotiate any changes to the Health and Welfare Benefits cap of \$10,000.00 for the 2023 plan year.~~

~~**12.2.3 2024 Plan Year**~~

~~The District and Association shall negotiate any changes to the Health and Welfare Benefits cap of \$10,000.00 for the 2024 plan year.~~

12.2.1 2024-2025 PLAN YEAR

FOR JULY 1, 2024-JUNE 30, 2025, PLAN YEAR, THE HEALTH AND WELFARE BENEFITS CAP IS \$10,000.00, THE NEGOTIATED ON-GOING AMOUNT.

12.2.2 2025-2026 PLAN YEAR

FOR THE JULY 1, 2025-JUNE 30, 2026, PLAN YEAR, THE HEALTH AND WELFARE BENEFITS CAP SHALL INCREASE FROM \$10,000.00 TO \$11,350.00, THE

NEGOTIATED ONGOING AMOUNT. THE DISTRICT AND ASSOCIATION SHALL NEGOTIATE ANY CHANGES TO THE \$11,350 NEGOTIATED ONGOING AMOUNT.

12.2.3 2026-2027 PLAN YEAR

THE DISTRICT AND ASSOCIATION SHALL NEGOTIATE ANY CHANGES TO THE HEALTH AND WELFARE BENEFITS CAP OF \$11,350.00 FOR THE JULY 1, 2026-JUNE 30, 2027, PLAN YEAR.

ARTICLE 16: DISCIPLINARY ACTION

16.1 Exclusive Procedure

16.1.1 Discipline imposed upon bargaining unit members shall be only pursuant to this article.

16.2 Causes For Disciplinary Action

16.2.1 Discipline shall be imposed on permanent employees of the bargaining unit only for just cause. Disciplinary action is deemed to be any action which includes dismissal, demotion, and suspension.

16.3 Disciplinary Action Limitations

16.3.1 Disciplinary action on any unit member shall not be taken for any cause which arose more than two (2) years preceding the date of filing of final ~~final~~ A notice **OF PROPOSED DISCIPLINARY ACTION** unless such cause was concealed or undisclosed by such unit member when it could be reasonably assumed that the unit member should have disclosed the facts to the District.

16.4 Disciplinary Procedures

16.4.1 Permanent unit members shall be subject to disciplinary action for cause only. The Board of Education's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

16.5 Notification and Hearing - Permanent Unit Members

16.5.1 **Notice Prior to Disciplinary Action:** A permanent unit member who is recommended by the Superintendent or ~~his~~ designee to the Board of Education to be suspended, demoted, or dismissed from the District shall be given a notice of disciplinary action which shall contain:

- a) A statement in ordinary and concise language of the specific act(s) and omission(s) upon which the disciplinary action is based.
- b) A statement of the cause for the action taken, and if it is claimed that an employee has violated any rule or regulation, such rule or regulation shall be set forth in said notice.
- c) A statement of the action proposed to the Board of Education containing the recommended effective date **OF** such discipline.
- d) A statement that the employee has a right to a ~~an~~ **INFORMAL** hearing **SKELLY MEETING** ~~on~~ **TO RESPOND TO** such charges if demanded within ten (10) **CALENDAR** days after service of the notice to the unit member. **THE SKELLY HEARING OFFICER SHALL COMMUNICATE IN WRITING TO THE UNIT MEMBER OF HIS/HER RECOMMENDATION.**

~~e) A form, the signing and filing of which, shall constitute a demand for hearing and denial of all charges. Such notice shall contain a statement which allows the unit member the right to an open or closed hearing. This notice shall be served on the unit member by certified mail or by personal service. If the unit member fails to make a timely request for a hearing, the Board of Education may act upon said charges without a hearing and without notice to the unit member of the time and place of the Board's meeting to act on the charges.~~

16.5.2 SKELLY MEETING PROCEDURE

THE SKELLY MEETING SHALL BE CONDUCTED BY AN IMPARTIAL SKELLY OFFICER, WHO SHALL BE A CHINO VALLEY UNIFIED SCHOOL DISTRICT ASSISTANT SUPERINTENDENT OR DIRECTOR, WHICH SHALL BE MUTUALLY AGREED UPON BY THE DISTRICT AND THE ASSOCIATION THROUGH THE STRIKING PROCESS. THE SKELLY OFFICER SHALL COMMUNICATE IN WRITING TO THE SUPERINTENDENT OR DESIGNEE OF HIS/HER RECOMMENDATION.

IF THE EMPLOYEE DOES NOT REQUEST A SKELLY MEETING, THE SUPERINTENDENT OR DESIGNEE MAY TAKE THE RECOMMENDATION FOR DISCIPLINE TO THE BOARD OF EDUCATION. SHOULD THE DISCIPLINE BE SUSTAINED, THE UNIT MEMBER IS ENTITLED TO AN APPEAL BEFORE THE SCHOOL BOARD OR HEARING OFFICER. THE DECISION OF THE BOARD OF EDUCATION SHALL BE FINAL.

~~16.5.2 If the District determines that a disciplinary suspension should be imposed prior to any hearing being afforded the employee, it may proceed with such suspension subject to the following conditions:~~

- ~~a) Charges must be provided to employee being disciplined within four (4) working days of the event giving rise to the discipline.~~
- ~~b) Employee shall have ten (10) working days from receipt of charges to demand a hearing on them.~~
- ~~e) Suspension shall be one of paid administrative leave pending the final decision by the Board of Education or its designee. Should the suspension be upheld, the number of days the unit member was suspended shall be deducted from the following month's salary.~~

16.5.3 NOTICE AFTER THE SKELLY MEETING

AFTER RECEIVING THE SKELLY OFFICER'S RECOMMENDATION, THE SUPERINTENDENT OR DESIGNEE SHALL DETERMINE WHETHER TO PROCEED WITH A RECOMMENDATION TO THE BOARD OF EDUCATION FOR DISCIPLINARY ACTION. THE SUPERINTENDENT OR DESIGNEE SHALL GIVE NOTICE TO THE EMPLOYEE OF THE DETERMINATION. IF THE DECISION IS TO PROCEED WITH DISCIPLINARY ACTION, THE NOTICE SHALL INCLUDE A FORM, THE SIGNING AND FILING OF WHICH SHALL CONSTITUTE A DEMAND FOR HEARING AND DENIAL OF ALL CHARGES. THE DEMAND FOR HEARING FORM SHALL BE FILED WITH THE SUPERINTENDENT OR DESIGNEE WITHIN FIVE (5) DAYS AFTER SERVICE OF THE NOTICE. SUCH FORM SHALL CONTAIN A STATEMENT WHICH ALLOWS THE UNIT MEMBER THE RIGHT TO AN OPEN OR CLOSED HEARING. THE NOTICE SHALL BE SERVED TO THE UNIT MEMBER BY CERTIFICATED MAIL OR BY PERSONAL SERVICE. IF THE UNIT MEMBER FAILS TO MAKE A TIMELY REQUEST WITHIN FIVE (5) DAYS AFTER SERVICE OF THE NOTICE, THE BOARD OF EDUCATION MAY ACT UPON SAID CHARGES WITHOUT A HEARING AND WITHOUT FURTHER NOTICE TO THE UNIT MEMBER OF THE TIME AND PLACE OF THE BOARD'S MEETING TO ACT ON THE CHARGES

16.5.24 DISCIPLINARY SUSPENSION PRIOR TO A HEARING

If the District determines that a disciplinary suspension should be imposed prior to any hearing being afforded the employee, it may proceed with such suspension subject to the following conditions:

- d) Charges must be provided to **THE** employee being disciplined within four (4) working days of the event giving rise to the discipline.
- e) Employee shall have ten (10) working days from receipt of charges to demand a hearing on them.
- f) Suspension shall be one of paid administrative leave pending the final decision by the Board of Education or its designee. Should the suspension be upheld, the number of days the unit member was suspended shall be deducted from the following month's salary.

(Note: Was previously 16.5.2)

16.6 Hearing Procedure

IF THE EMPLOYEE TIMELY REQUESTS A HEARING, AN EVIDENTIARY HEARING WILL BE HELD BEFORE THE BOARD OF EDUCATION OR, AT THE BOARD'S OPTION, THE HEARING OFFICER WILL COMMUNICATE IN WRITING TO THE UNIT MEMBER AND THE DISTRICT HIS/HER ADVISORY RECOMMENDATION. THE BOARD MAY ADOPT, MODIFY, OR REJECT THE HEARING OFFICER'S ADVISORY RECOMMENDATION. THE DECISION OF THE BOARD OF EDUCATION SHALL BE FINAL.

16.6 ~~Hearing Procedure~~

~~16.6.1 — **Informal Hearing (Skelly):** If the unit member requests an informal “Skelly” hearing, he/she shall be given written notification of the date and time of such hearing. The hearing shall be conducted by a hearing officer, who shall be a Chino Valley Unified School District assistant superintendent or director, which shall be mutually agreed upon by the District and the Association through the striking process. The hearing officer shall determine whether the recommendation shall be submitted to the Board of Education for action. The hearing officer shall communicate in writing to the unit member of his/her recommendation.~~

~~16.6.2 — Should the discipline be sustained the unit member is entitled to an appeal before the school Board. The decision of the Board of Education shall be final.~~

(Note: Rewritten and moved to new 16.5.2)

16.7 Immediate Suspension

16.7.1 Nothing herein shall preclude the District from effectuating an immediate suspension with subsequent action pursuant to Section 16.5 of this Article when reasonable cause exists to believe that the unit member's presence at work could prove to be harmful or injurious to the District. Prior to affecting an immediate suspension by the Superintendent or **DESIGNEE** ~~the Director of Human Resources~~, the unit member shall be given **WRITTEN** notice of such proposed suspension pursuant to section 16.5.1, **INCLUDING** the reason for proposed suspension, and the opportunity to respond **PURSUANT TO SECTION 16.5.2**. Such suspension shall be with pay **THE UNIT MEMBER’S PAY SHALL BE RESTORED** if the suspension or dismissal is subsequently overruled **BY THE BOARD**.

16.7.2 Any unit member charged with the commission of any sex offense as defined in Education Code Section 44010 or any narcotics offense as defined in Section 44011 of the Education Code by complaint, information or indictment filed in a court of competent jurisdiction, may be suspended as provided for in Section 45304 of the Education Code.

16.8 This Article shall not be subject to Article 5 of this Agreement.

ARTICLE 21 – NEGOTIATIONS PROCEDURE

21.3 Reopening of Negotiations

In the ~~2021-2022-2024-2025~~ to be effective ~~2022-2023~~ **2025-2026**; and in the ~~2022-2023~~ **2025-2026** to be effective ~~2023-2024~~ **2026-2027** fiscal years, the Association and the District shall reopen negotiations on Wages Section 12.1 and Health and Welfare Benefits Section 12.2. In addition, by mutual agreement, the Association and the District may open additional articles.

ARTICLE 22: TERM

The agreement shall remain in full force and effect from July 1, ~~2021~~ **2024**, through June 30, ~~2024~~ **2027**.

FOR THE DISTRICT:

Grace Park
Grace Park, Ed.D.
Deputy Superintendent

3/14/25
Date

FOR THE ASSOCIATION:

[Signature]
Daniel Hernandez
President

3/14/25
Date

[Signature]
Noah Snyder

3/14/25
Date

CSEA Labor Relations Representative

NOTE: Provisions not explicitly included in this proposal are proposed as remaining status quo.

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Chino Valley Unified School District SCHOOL DISTRICT

Government Code Section 3547.5: **Before** a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.

Intent of Legislation: To ensure that members of the public are informed of the major provisions of a collective bargaining agreement before it becomes binding on the school district.

(This information is pulled from the SUMMARY section of this file which should be completed FIRST)

**MAJOR PROVISIONS OF PROPOSED AGREEMENT WITH THE
California School Employees Association (CSEA) BARGAINING UNIT**

To be acted upon by the Governing Board at its meeting on **04/17/25**

A. PERIOD OF AGREEMENT:
The proposed bargaining agreement covers the period beginning and ending for the following fiscal years

07/01/24
06/30/27
24/25, 25/26, 26/27

B. TOTAL COST CHANGE TO IMPLEMENT PROPOSED AGREEMENT (SALARIES & BENEFITS)
The total change in costs for salaries and employee benefits in the proposed agreement:

1. Current Year Costs Before Agreement	\$66,476,010.00
2. Current Year Costs After Agreement	\$67,684,841.00
3. Total Cost Change	\$1,208,831.00
4. Percentage Change	1.82%
5. Value of a 1% Change	\$664,760.10

C. PERCENTAGE SALARY CHANGE FOR AVERAGE, REPRESENTED EMPLOYEE
The total percentage change in salary, including annual step and column movement on the salary schedule (as applicable), for the average, represented employee under this proposed agreement:

1. Salary Schedule change (% Change To Existing Salary Schedule) (% change for one time bonus/stipend or salary reduction)	
2. Step & Column (Average % Change Over Prior Year Salary Schedule)	1.0%
3. TOTAL PERCENTAGE CHANGE FOR THE AVERAGE, REPRESENTED EMPLOYEE	1%
4. Change in # of Work Days (+/-) Related to % Change	
5. Total # of Work Days to be provided in Fiscal Year	Varies
6. Total # of Instructional Days to be provided in Fiscal Year (applicable to Certificated BU agreements only)	

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Chino Valley Unified School District

SCHOOL DISTRICT

D. PERCENTAGE BENEFITS CHANGE FOR BOTH STATUTORY AND DISTRICT-PROVIDED EMPLOYEE BENEFITS INCLUDED IN THIS PROPOSED AGREEMENT:

1.	Cost of Benefits Before Agreement	\$23,691,277.00
2.	Cost of Benefits After Agreement	\$24,900,108.00
3.	Percentage Change in Total Costs	5.10%

E. IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES

State-Recommended Minimum Reserve Level (after implementation of Proposed Agreement)

1.	Based On Total Expenditures and Other Uses in the General Fund of:	\$474,855,581.00
2.	Percentage Reserve Level State Standard for District:	3.0%
3.	Amount of State Minimum Reserve Standard:	\$14,245,667.43

SUFFICIENCY OF DISTRICT UNRESTRICTED RESERVES to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT:

GENERAL FUND RESERVES (Fund 01 Unrestricted ONLY)

4.	Reserve for Economic Uncertainties (Object 9789)	\$35,402,839.00
5.	Unassigned/Unappropriated (Object 9790)	\$11,267,504.00
6.	Total Reserves: (Object 9789 + 9790)	\$46,670,343.00

SPECIAL RESERVE FUND (Fund 17, as applicable)

7.	Reserve for Economic Uncertainties (Object 9789)	
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TOTAL DISTRICT RESERVES, applicable to State Minimum Reserve Standard:

8.	General Fund & Special Reserve Fund:	\$46,670,343.00
9.	Percentage of General Fund Expenditures/Uses	9.83%
	Difference between District Reserves and Minimum State Requirement	\$32,424,675.57

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Chino Valley Unified School District

SCHOOL DISTRICT

F. MULTIYEAR CONTRACT AGREEMENT PROVISIONS

[Redacted area for Multiyear Contract Agreement Provisions]

G. FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS

The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years (including any compensation and/or noncompensation provisions specified below that have been agreed upon if the proposed agreement is part of a multi-year contract):

The assumptions used to project the available funds were provided by School Services of California dartboard, SBCSS, as well as local district assumptions.

H. NARRATIVE OF AGREEMENT

For the 2024-2025 school year, the District's maximum annual contribution to unit member health and welfare benefit premiums shall be \$11,350. Because the district cannot change the benefits contribution mid-year, for the 2024-2025 benefits year, in lieu of the cap increase, all bargaining unit members in paid status as of March 20, 2025, shall receive a one time, off schedule, payment of \$1,350, pro-rated for full time equivalent (FTE).

I. SOURCE OF FUNDING FOR PROPOSED AGREEMENT

The following source(s) of funding have been identified to fund the proposed agreement

The District is using LCFF base funding to fund the proposed agreement.

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Chino Valley Unified School District SCHOOL DISTRICT

CERTIFICATION

To be signed by the District Superintendent AND Chief Business Official when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement.

Districts with a Qualified or Negative Certification: Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review 10 days prior to the board meeting that will ratify the agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirements of AB 1200, AB 2756 and GC 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

 District Superintendent - signature	3/11/25 Date
 Chief Business Official- signature	3/10/25 Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on 3/20/2025 took action to approve the proposed Agreement with the California School Employees Association (CSEA) Bargaining Unit.

_____ President, Governing Board (signature)	_____ Date
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CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
March 20, 2025

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:20 P.M.

1. Roll Call

President Shaw called to order the regular meeting of the Board of Education, Thursday, March 20, 2025, at 4:20 p.m. with Cervantes, Monroe, Na, and Shaw present. Mr. Cruz was absent.

Administrative Personnel

Norm Enfield, Ed.D., Superintendent
Grace Park, Ed.D., Deputy Superintendent, CIIS and Human Resources
Sandra H. Chen, Associate Superintendent, Business Services
Tracy Freed, Ed.D., Assistant Superintendent, CIIS
Luke Hackney, Assistant Superintendent, CIIS
Gregory J. Stachura, Assistant Supt., Facilities, Planning, and Operations

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Shaw adjourned to closed session at 4:20 p.m. regarding conference with legal counsel-anticipated litigation: two cases; conference with legal counsel-existing litigation: three cases; student discipline matters; conference with labor negotiators: A.C.T. and CSEA negotiations; public employee discipline/dismissal/release; and public performance evaluation: Superintendent.

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

1. Report Closed Session Action

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

The Board met in closed session from 4:20 p.m. to 5:31 p.m. regarding conference with legal counsel-anticipated litigation: two cases; conference with legal counsel-existing litigation: three cases; student discipline matters; conference with labor negotiators: A.C.T. and CSEA negotiations; public employee discipline/dismissal/release; and public performance evaluation: Superintendent. By a vote of 4-0 with Cervantes, Monroe, Na, and Shaw voting yes (Cruz absent) approved a settlement agreement in OAH Case No. 2024110206 Special Education Due Process Case No. OAH Case No. 2024110206, pursuant to which the District, without admission of fault, has agreed to fund and provide specified education services and reasonable attorney's fee collectively not to exceed \$56,000.00 in consideration of a release of claims against the District; and by a vote of 4-0 with Cervantes, Monroe, Na, and Shaw voting yes (Cruz absent) issued a 30 days' Notice of Dismissal to employee 27318 . No further action was taken that required public disclosure.

- 2. Pledge of Allegiance
Led by Board member John Cervantes.

I.C. STAFF REPORT:

- 1. Local Control and Accountability Plan (LCAP): State Priorities 3 and 6
Luke Hackney, Assistant Superintendent, CIIS and staff presented the LCAP State Priority 3, Parent Involvement and Family Engagement (*met*) and Priority 6 School Climate (*met*).

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

Gabriella Segoviano reported that high school seniors shadowed professionals of the city of Chino for the Student Government Day activity; said she served as the police chief with Chief Menson; said spring sports have started; said Don Lugo HS recently hosted their fourth rally of the year- the annual Black Light Rally, Mario Kart themed; said Chino Hills HS announced their Great Gatsby prom theme scheduled for April 26th at the Arctic in Anaheim; said Chino HS had their Toy Story rally to celebrate spring sports; and that Ayala HS had their Star Wars rally for winter sports athletes.

I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Steven Frazer, A.C.T. President, spoke about the 18-month waiting period for retired substitutes and coaches, and said the policy is a logistical hurdle; and spoke about the critical role of the teachers' union; and said studies show that districts with strong unions are bringing better student outcomes.

Dr. Eric Dalstrom, CHAMP, announced that the CHAMP scholarship application period is open and details will be emailed out to its members following spring break; said that Chino Community Services is hosting the annual Corporate Challenge; said Newman ES is hosting this year’s Chino Valley Soccer League that includes Anna Borba, Briggs, Cattle, Cortez, Dixon, Newman, Rhodes, and Walnut elementary schools; and thanked coaches and teachers for developing scholar athletes.

I.F. COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD AND ITEMS ON THE AGENDA

The following individuals addressed the Board: Teresa Yao; Shubhi Devine; Frank Guzman; Jesus Jacuinde-Torres; Sam Gutierrez; Scott Carter; Jim Gallagher; Mayra Maldonado; Steven Figueroa; Carmela Ang; Misty; and Elsa Cabral.

I.G. CHANGES AND DELETIONS

The following change was read into the record: Item III.D.10., Award of Bid No. 24-25-04F, Glenmeade Es Kitchen Remodel was yellow-sheeted.

II. ACTION

II.A. BUSINESS SERVICES

II.A.1. 2024/2025 Second Interim Financial Report

Moved (Monroe) seconded (Cruz) motion carried (4-0, Cruz absent) to approve the 2024/2025 Second Interim Financial Report and authorize the President of the Board of Education and the Superintendent to sign the positive Certification of Financial Condition for the current and two subsequent fiscal years. Student representative voted yes.

II.B. HUMAN RESOURCES

II.B.1. Public Notice and Hearing Regarding the Chino Valley Unified School District’s Initial Bargaining Proposal to the Associated Chino Teachers (A.C.T.) for a Successor Collective Bargaining Agreement Effective July 1, 2025

President Shaw opened the public hearing regarding the Chino Valley Unified School District’s initial bargaining proposal to the Associated Chino Teachers (A.C.T.) for a Successor Collective Bargaining Agreement Effective July 1, 2025, at 6:44 p.m. There were no speakers and the hearing was closed at 6:44 p.m.

II.B.2. Approval of an Increase to the District’s Maximum Annual Contribution to the Health and Welfare Benefits Premium for Classified Confidential Employees Effective July 1, 2024

Moved (Monroe) seconded (Cruz) motion carried (4-0, Cruz absent) to approve the increase of the District’ maximum annual contribution to the health and welfare benefits premium for the 2025/2026 school year, and for the 2024/2025 school year provide a one-time, off schedule payment of \$1,350.00 for classified confidential employees. Student representative voted yes.

<p>III. CONSENT</p>

Moved (Na) seconded (Monroe) motion carried (4-0, Cruz absent) to approve the consent items, as amended. Student representative voted yes.

III.A. ADMINISTRATION

III.A.1. Minutes of the February 20, 2025 Regular Meeting

Approved the minutes of the February 20, 2025 regular meeting.

III.A.2. Resolution 2024/2025-54, Board Compensation for James Na for February 20, 2025 Missed Meeting

Adopted Resolution 2024/2025-54, Board Compensation for James Na for February 20, 2025 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; Margaret A. Chidester & Associates; and Tao Rossini, APC.

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

III.C.1. Student Expulsion Cases

Approved student expulsion cases 24/25-33, 24/25-37, 24/25-38, 24/25-41, and 24/25-44.

III.C.2. School Sponsored Trips

Approved/ratified the school-sponsored trips for: Rolling Ridge ES; Ayala HS; Chino HS; Chino Hills HS; Don Lugo HS; and Student Support Services.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

III.D.3. Surplus/Obsolete Property

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

III.D.4. Resolution 2024/2025-55, 2024/2025-56, 2024/2025-57, and 2024/2025-58, Authorization to Utilize a Piggyback Contract

Adopted Resolution 2024/2025-55, 2024/2025-56, 2024/2025-57, and 2024/2025-58, Authorization to Utilize a Piggyback Contract.

III.D.5. Change Orders and Notices of Completion for CUPCCAA Projects

Approved the Change Orders and Notices of Completion for CUPCCAA Projects.

III.D.6. Change Order for Bid No. 23-24-27F, Ayala HS Shade Structure

Approved the Change Order for Bid No. 23-24-27F, Ayala HS Shade Structure.

III.D.7. Change Order and Notice of Completion for Bid No. 22-23-23F, Glenmeade ES, Litel ES, and Oak Ridge ES, Administration Relocations—Group B, BP-07

Approved the Change Order for Bid No. 22-23-23F, Glenmeade ES, Litel ES, and Oak Ridge ES, Administration Relocations—Group B, BP-07.

III.D.8. Change Order and Notice of Completion for Bid No. 22-23-23F, Glenmeade ES, Litel ES, and Oak Ridge ES, Administration Relocations—Group B, BP-16

Approved the Change Order for Bid No. 22-23-23F, Glenmeade ES, Litel ES, and Oak Ridge ES, Administration Relocations—Group B, BP-16.

III.D.9. Change Order and Notice of Completion for Bid No. 22-23-23F, Glenmeade ES, Litel ES, and Oak Ridge ES, Administration Relocations—Group B, BP-18

Approved the Change Order for Bid No. 22-23-23F, Glenmeade ES, Litel ES, and Oak Ridge ES, Administration Relocations—Group B, BP-18.

III.D.10. Award of Bid No. 24-25-04F, Glenmeade ES Kitchen Remodel

Awarded Bid No. 24-25-04F, Glenmeade ES Kitchen Remodel to Integrated Demolition and Remediation, Inc.; Robert Clapper Construction Services, Inc., dba RC Construction Services, Mirage Builders, Inc.; Floor Tile and Stone, Bogh Engineering, LLC.; Kitcor Corporation, Continental Plumbing, Inc.; SIMCO Mechanical, Inc.; and Rancho Pacific Electric, as amended.

III.D.11. 2023/2024 Transportation Plan

Approved the 2023/2024 Transportation Plan.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Approved/ratified the certificated/classified personnel items.

III.E.2. Rejection of Claims

Rejected the claims and referred them to the District's insurance adjuster.

III.E.3. Clinical Affiliation Agreement with West Coast University

Approved the Clinical Affiliation Agreement with West Coast University.

IV. INFORMATION

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

IV.A.1. Student Attendance Calendars for the 2026/2027, 2027/2028, and 2028/2029 School Years

Received for information the Student Attendance Calendars for the 2026/2027, 2027/2028, and 2028/2029 school years.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

John Cervantes said he participated in Woodcrest JHS’s career day; participated in the District’s Student Government Day; attended the Festival of Arts event at Magnolia JHS highlighting outstanding artwork; spoke about the BST AI forum recently held at Chino HS; and wished everyone a good spring break.

James Na acknowledged student Board representative Gabriella for her participation in Student Government Day; spoke about the passing of former District administrator Shawna Dinkins; spoke about the school climate survey indicating that 86% of students feel safe in our District while more than 60% of students of Los Angeles USD feel unsafe on campus; and asked staff to look into the problem regarding the restroom use situation and the issue with the Ayala HS athletic program.

Jonathan Monroe said he hopes everyone has a happy spring break; spoke about artificial intelligence symposium at Chino HS, and spoke about how to incorporate it into curriculum, and spoke about some of his concerns; and announced that the California Department of Education is looking at putting together an AI group and provided the website information for anyone who is interested in participating.

Superintendent Enfield made no comments.

President Shaw asked for follow-up on concerns raised by the parents at the meeting; thanked staff for conducting the student survey; asked for a resolution on the next agenda in support of AB 89, Kate Sanchez’ bill for fairness and safety in girls’ sports; spoke about a cease and desist notification she received from the mother of an athlete because she spoke truth on her social media regarding biological males in girls’ sports; said she is an advocate for female athletes; said her job as a Board member is to try to advocate for safety and fairness for girls not only in sports, but in locker rooms and restrooms; spoke about her First Amendment right; said that the number two State athlete is an Ayala HS female athlete behind a biological male athlete; said she will not stop the fight for girls’ protection under Title IV; and said she will make a complaint on behalf of the Ayala HS student.

VI. ADJOURNMENT

President Shaw adjourned the regular meeting of the Board of Education at 6:58 p.m.

Sonja Shaw, President

Andrew Cruz, Clerk

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D, Superintendent
SUBJECT: RESOLUTION 2024/2025-59, BOARD COMPENSATION FOR ANDREW CRUZ FOR MARCH 20, 2025 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 Andrew Cruz was absent from the March 20, 2025 regular meeting of the Board of Education due to illness deemed acceptable by the Board.

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2024/2025-59, Board Compensation for Andrew Cruz for March 20, 2025 Missed Meeting.

FISCAL IMPACT

None.

NE:pk

**RESOLUTION 2024/2025-59
BOARD COMPENSATION FOR ANDREW CRUZ
MARCH 20, 2025 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 Andrew Cruz did not attend the March 20, 2025 Board meeting for the following reason(s):

- Performance of other designated duties for the District during the time of the meeting
- Illness or jury duty
- Hardship deemed acceptable by the Board

NOW, THEREFORE, BE IT RESOLVED that the Board of the Chino Valley Unified School District approves compensation of the Board member for the March 20, 2025 missed meeting.

APPROVED, PASSED, AND ADOPTED this 17th day of April 2025 at a regular meeting, by the following vote:

Cervantes	_____
Cruz	<u>Absent</u>
Monroe	_____
Na	_____
Shaw	_____

Sonja Shaw, President

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
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

\$7,862,528.92 to all District funding sources.

NE:SHC:LP:lmf

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
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: 2024/2025 APPLICATIONS TO OPERATE FUNDRAISING
ACTIVITIES AND OTHER ACTIVITIES FOR THE BENEFIT OF
STUDENTS**

=====
BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education approve/ratify the 2024/2025 applications to operate fundraising activities and other activities for the benefit of students.

FISCAL IMPACT

None.

NE:SHC:LP:lmf

CHINO VALLEY UNIFIED SCHOOL DISTRICT
April 17, 2025

**2024/2025 AUTHORIZATION TO OPERATE FUNDRAISING ACTIVITIES
AND OTHER ACTIVITIES FOR THE BENEFIT OF STUDENTS**

School

Ayala HS

Organization

Youth Summer Camps

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
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:lmf

CHINO VALLEY UNIFIED SCHOOL DISTRICT
April 17, 2025

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Butterfield</u>		
PTA	Penny Wars	4/21/25 - 5/16/25
PTA	Promotion Giveaway	4/21/25 - 5/16/25
<u>Cattle ES</u>		
ASB - 6th Grade	Pop 'N Flavors Popcorn	4/28/25 - 5/9/25
<u>Newman ES</u>		
ASB - General	APEX Fun Run (RATIFY)	4/14/25 - 4/25/25
<u>Oak Ridge ES</u>		
PTA	Opportunity Baskets	4/14/25 - 4/24/25
PTA	Penny Wars	4/21/25 - 4/24/25
<u>Rhodes ES</u>		
PEP Club	Baskin Robbins Family Fun Night	4/29/25
PEP Club	Open House Food Trucks	5/6/25
<u>Briggs K-8</u>		
PFA	Paper Pie Greeting Cards	4/18/25 - 4/30/25
PFA	Movie Night	4/25/25
<u>Cal Aero K-8</u>		
Flight Crew	Red Robin Family Dine Out	5/1/25
Flight Crew	Chipotle Family Dine Out	6/14/25
<u>Legacy K-8</u>		
PTO	Crumb Cookie	4/18/25 - 5/31/25
PTO	Science Night Concessions	4/24/25
PTO	Year End Dance Tickets & Concessions	4/25/25

CHINO VALLEY UNIFIED SCHOOL DISTRICT
April 17, 2025

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Ayala HS</u>		
Wrestling Boosters	Family Dine Outs	4/18/25 - 5/30/25
Youth Camp Boosters	Youth Camps	4/18/25 - 7/6/25
ASB - Boys' Basketball	Leading Edge Donation Drive	4/22/25 - 4/29/25
ASB - Spanish Club	Chipotle Dine Out	4/30/25
<u>Chino HS</u>		
PEP Squad Boosters	Cheer Tryouts (RATIFY)	4/7/25 - 4/11/25
Cowboy Huddle Boosters	Sponsorship Shirt	4/18/25 - 6/18/25
Cowboy Huddle Boosters	Dahlia's Popcorn	4/20/25 - 5/9/25
ASB - Detectives Club	Chipotle Dine Out	4/28/25
<u>Chino Hills HS</u>		
ASB - HSA	Yogurtland	4/18/25
General Boosters	Snap! Raise - Boys' Golf	4/18/25 - 5/2/25
Music Boosters	Monthly Dine Outs	4/18/25 - 6/30/25
PTO	E-Waste Recycling	4/19/25
General Boosters	Home Game Concessions - Spirit	4/21/25
PTO	Snack Shack	4/21/25 - 5/9/25
ASB - Ceramics Club	Pottery Sale	4/22/25 - 4/24/25
ASB - CHOC Club	7 Leave Café	4/24/25
ASB - Club Ed	Raising Cane's Chicken	4/24/25
Music Boosters	Spring Concert	4/29/25
General Boosters	Clothing Drive	5/1/25 - 5/25/25
<u>Don Lugo HS</u>		
ASB - Theatre	Graduation Cards	4/20/25 - 5/20/25

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
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:lmf

CHINO VALLEY UNIFIED SCHOOL DISTRICT
April 17, 2025

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>HOPE Program/Care Closet</u>		
Richard & Rhonda Fellows	Cash	\$1,000.00
<u>Hidden Trails ES</u>		
America's Charities	Cash	\$100.00
<u>Rolling Ridge ES</u>		
Jeffrey & Christina Perkins	Books	\$421.00
<u>Cal Aero K-8</u>		
Oak League Education Institute, LLC	Cash	\$3,000.00
<u>Woodcrest JHS</u>		
Charme Aragon & Miguel Villalobos	Cash	\$1,000.00
Oak League Education Institute, LLC	Cash	\$1,500.00
<u>Chino HS</u>		
Laura Estela Guerrero	Cash	\$100.00
Duong Thi Thug Chu	Cash	\$200.00
Adriana Cardenas-Isley	Cash	\$500.00
Law Offices of Fernando Brito Jr.	Cash	\$1,000.00
Motor Psycho Customs, LLC	Cash	\$1,510.00
Oak League Education Institute, LLC	Cash	\$2,720.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Our Motto:
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DATE: April 17, 2025

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: LEGAL SERVICES

=====

BACKGROUND

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

FIRM	MONTHS	INVOICE AMOUNTS	2024/2025 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	February	\$27,888.66	\$270,848.83
Margaret A. Chidester & Associates	February	\$58,621.27	\$313,206.34
Tao Rossini, APC	February	\$22,982.50	\$214,696.45
	Total	\$109,492.43	\$798,751.62

\$570.00 Refund received from Tao Rossini, APC for the month of December.

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

RECOMMENDATION

It is recommended the Board of Education approve payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; Margaret A. Chidester & Associates; and Tao Rossini, APC.

FISCAL IMPACT

\$109,492.43 to the General Fund.

NE:SHC:LP:lmf

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Sandra H. Chen, Associate Superintendent, Business Services
Liz Pensick, Director, Fiscal Services
**SUBJECT: RESOLUTION 2024/2025-60, TEMPORARY BORROWING
BETWEEN FUNDS OF THE SCHOOL DISTRICT**

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BACKGROUND

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

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

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2024/2025-60, Temporary Borrowing Between Funds of the School District.

FISCAL IMPACT

None.

NE:SHC:LP:lmf

**Chino Valley Unified School District
Resolution 2024/2025-60,
Resolution to Authorize Temporary Borrowing
Between Funds of the School District**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Education of the Chino Valley Unified School District hereby authorizes, for fiscal year 2025/2026, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive: All funds.

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

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 17th day of April 2025.

Cervantes: _____
Cruz: _____
Monroe: _____
Na: _____
Shaw: _____

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

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: STUDENT EXPULSION CASES 24/25-39, 24/25-47, 24/25-48, 24/25-49, 24/25-50, 24/25-51, AND 24/25-52

=====

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 24/25-39, 24/25-47, 24/25-48, 24/25-49, 24/25-50, 24/25-51, and 24/25-52.

FISCAL IMPACT

None.

NE:LH:SJ:mj

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Luke Hackney, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: SCHOOL-SPONSORED TRIPS

=====
BACKGROUND

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

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

RECOMMENDATION

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

School-Sponsored Trips	Date	Fiscal Impact
Site: Litel ES Event: Three Oaks Outdoor Science School Place: Twin Peaks, CA Chaperone: 60 students/6 chaperones	October 14-17, 2025	Cost: \$400.00 per student Funding Source: Parents
Site: Ayala HS Event: Future Business Leaders of America State Leadership Conference Place: Anaheim, CA Chaperone: 19 students/6 chaperones	April 24-27, 2025	Cost: \$500.00 per student Funding Source: Baldy View ROP

Site: Ayala HS Event: San Diego State University Basketball Team Camp Place: San Diego, CA Chaperone: 14 students/3 chaperones	June 6-8, 2025	Cost: \$400.00 per student Funding Source: Parents and USB
Site: Chino HS Event: Family, Career, and Community Leaders of America State Leadership Conference Place: Riverside, CA Chaperone: 12 students/2 chaperones	April 26-29, 2025	Cost: \$760.00 per student Funding Source: Perkins

FISCAL IMPACT

None.

NE:LH:gks

Chino Valley Unified School District

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Luke Hackney, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: STUDENT ATTENDANCE CALENDARS FOR THE 2026/2027, 2027/2028, AND 2028/2029 SCHOOL YEARS

=====

BACKGROUND

The Student Attendance Calendar is adopted sufficiently in advance of the new school year in order to provide educational partners with ample time to provide input and conduct advance planning for the coming year. Additionally, adoption of the Student Attendance Calendar at this time permits the District to meet with exclusive representatives of the District’s certificated and classified employees regarding applicable work year calendars. The Student Attendance Calendar is not intended to constitute the employee work year calendar, which will be negotiated to the extent required by law. This item was presented to the Board on March 20, 2025, as information.

This item was presented to the Calendar Committee.

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

RECOMMENDATION

It is recommended the Board of Education approve the Student Attendance Calendars for the 2026/2027, 2027/2028, and 2028/2029 school years.

FISCAL IMPACT

None.

NE:LH:gks

Chino Valley Unified School District
2026-2027 STUDENT ATTENDANCE CALENDAR
180 School Days – Traditional

JULY 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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31						

FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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MAY 2027

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JUNE 2027

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IMPORTANT DATES

July 3	Independence Day Observed	Jan 18	Martin Luther King Day	<p>■ First Day of School</p> <p>■ Last Day of School</p> <p>■ Legal Holiday</p> <p>■ School Closed</p>
Aug 4-5	● New Teacher Workday	Feb 8	Lincoln's Birthday	
Aug 6	X K-6 Teacher Workday	Feb 15	Washington's Birthday	
Aug 7	○ All Teacher Workday	Mar 22-29	Spring Break	
Aug 10	First Day of School	May 27	Last Day of School	
Sept 7	Labor Day	May 28	○ All Teacher Workday	
Nov 11	Veterans' Day	May 31	Memorial Day	
Nov 23-27	Thanksgiving Break	June 18	Juneteenth Observed	
Dec 18	△ 7-12 Teacher Workday/TK-12 Non-School Day			
Dec 18-Jan 5	Christmas/Winter Break			

Chino Valley Unified School District
2027-2028 STUDENT ATTENDANCE CALENDAR
180 School Days – Traditional

JULY 2027

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4	5	6	7	8	9	10
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AUGUST 2027

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SEPTEMBER 2027

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OCTOBER 2027

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NOVEMBER 2027

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DECEMBER 2027

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JANUARY 2028

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FEBRUARY 2028

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MARCH 2028

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APRIL 2028

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MAY 2028

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JUNE 2028

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IMPORTANT DATES

July 5 Aug 3-4 Aug 5 Aug 6 Aug 9 Sept 6 Nov 11 Nov 12 Nov 22-26 Dec 17 Dec 17-Jan 3	Independence Day Observed ● New Teacher Workday X K-6 Teacher Workday ○ All Teacher Workday First Day of School Labor Day Veterans' Day School Closed Thanksgiving Break △ 7-12 Teacher Workday/TK-12 Non-School Day Christmas/Winter Break	Jan 17 Feb 14 Feb 21 Mar 27-31 Apr 14 May 25 May 26 May 29 June 19	Martin Luther King Day Lincoln's Birthday Washington's Birthday Spring Break School Closed Last Day of School ○ All Teacher Workday Memorial Day Juneteenth	<div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #FF00FF; border: 1px solid black; margin-right: 5px;"></div> First Day of School Last Day of School </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #FFA500; border: 1px solid black; margin-right: 5px;"></div> Legal Holiday </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #ADD8E6; border: 1px solid black; margin-right: 5px;"></div> School Closed </div> </div>
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Chino Valley Unified School District
2028-2029 STUDENT ATTENDANCE CALENDAR
 180 School Days – Traditional

JULY 2028

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AUGUST 2028

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SEPTEMBER 2028

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OCTOBER 2028

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NOVEMBER 2028

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DECEMBER 2028

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JANUARY 2029

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FEBRUARY 2029

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MARCH 2029

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APRIL 2029

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MAY 2029

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JUNE 2029

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IMPORTANT DATES

July 4	Independence Day	Jan 15	Martin Luther King Day	 First Day of School  Last Day of School  Legal Holiday  School Closed
Aug 1-2	● New Teacher Workday	Feb 12	Lincoln's Birthday	
Aug 3	X K-6 Teacher Workday	Feb 19	Washington's Birthday	
Aug 4	○ All Teacher Workday	Mar 26-Apr 2	Spring Break	
Aug 7	First Day of School	May 24	Last Day of School	
Sept 4	Labor Day	May 25	○All Teacher Workday	
Nov 10	Veterans' Day Observed	May 28	Memorial Day	
Nov 20-24	Thanksgiving Break	June 19	Juneteenth	
Dec 15	△ 7-12 Teacher Workday/TK-12 Non-School Day			
Dec 15-Jan 2	Christmas/Winter Break			

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning and Operations
Kathy Casino, Director, Purchasing
SUBJECT: PURCHASE ORDER REGISTER

=====

BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$9,370,883.93 to all District funding sources.

NE:GJS:KC:cb

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning and Operations
Kathy Casino, Director, Purchasing
SUBJECT: AGREEMENTS FOR CONTRACTOR/CONSULTANT SERVICES

=====

BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

As indicated.

NE:GJS:KC:cb

BUSINESS SERVICES	FISCAL IMPACT
B-2425-016 Food Safety Systems. To provide food service safety and sanitation program. Submitted by: Nutrition Services Duration of Agreement: July 1, 2025 - June 30, 2026	Contract amount: \$114,000.00 Funding source: Cafeteria Fund 13
CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-2425-159 Bonterra Tech, LLC. To provide licenses for Penelope case management data base for Behavior Intervention Program. Submitted by: Special Education Duration of Agreement: July 1, 2024 - June 30, 2025	Contract amount: \$5,584.82 Funding source: Special Education
CIIS-2425-160 The Informed SLP, LLC. To provide SLP membership. Submitted by: Special Education Duration of Agreement: May 28, 2025 - May 28, 2026	Contract amount: \$576.00 Funding source: Special Education
CIIS-2425-161 Softchoice Corporation. To provide Microsoft 365 services, Email, and Mailbox threat protection subscription. Submitted by: Technology Duration of Agreement: June 1, 2025 - May 31, 2026	Contract amount: \$218,853.16 Funding source: General Fund
CIIS-2425-162 Hill Consulting Services dba Video Learning Squad and Video Assessment Tools. To provide Therapy Tools membership. Submitted by: Special Education Duration of Agreement: April 17, 2025 - April 17, 2026	Contract amount: \$774.00 Funding source: Special Education
CIIS-2425-163 Little Bee Speech Co. To provide software. Submitted by: Special Education Duration of Agreement: April 17, 2025 - April 17, 2026	Contract amount: \$959.92 Funding source: Special Education
CIIS-2425-164 Everyday Speech, LLC. To provide curriculum licenses. Submitted by: Special Education Duration of Agreement: April 17, 2025 - April 17, 2026	Contract amount: \$3,292.95 Funding source: Special Education
CIIS-2425-165 SLP Now, LLC. To provide SLP Now membership. Submitted by: Special Education Duration of Agreement: April 17, 2025 - April 26, 2026	Contract amount: \$966.00 Funding source: Special Education
CIIS-2425-167 AVID Center. To provide AVID membership. Submitted by: Secondary Curriculum Duration of Agreement: July 1, 2025 - June 30, 2026	Contract amount: \$57,216.00 Funding source: LCAP
CIIS-2425-168 Gateway Education Holdings, LLC dba Savvas Learning Company, LLC. To provide enVision Math subscription and licenses, 3-year extension updated. Submitted by: Elementary Curriculum Duration of Agreement: July 1, 2024 - June 30, 2028	Contract amount: \$936,298.92 Funding source: LCAP

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
<p>CIIS-2425-169 Parents As Teachers National Center, Inc. To provide subscription. Submitted by: Health Services/HOPE Program Duration of Agreement: June 18, 2025 - June 17, 2026</p>	<p>Contract amount: \$300.00 Funding source: LCAP/HOPE</p>
<p>CIIS-2425-170 Cecilio Villarreal Dimas dba Silicon Valley Mathematics Initiative (SVMI), LLC. To provide SVMI membership. Submitted by: Elementary Curriculum Duration of Agreement: July 1, 2025 - June 30, 2026</p>	<p>Contract amount: \$7,350.00 Funding source: LCAP</p>
<p>CIIS-2425-171 Lexia Learning Systems, LLC. To provide subscription. Submitted by: Elementary Curriculum Duration of Agreement: July 1, 2025 - June 30, 2026</p>	<p>Contract amount: \$184,250.00 Funding source: LCAP</p>
<p>CIIS-2425-172 Renaissance Learning, Inc. To provide training and/or technical assistance for FastBridge. Submitted by: Elementary Curriculum Duration of Agreement: July 1, 2025 - June 30, 2026</p>	<p>Contract amount: \$3,750.00 Funding source: LCAP</p>
<p>CIIS-2425-173 ESGI, LLC (a subsidiary of Riverside Assessments, LLC). To provide ESGI license (max 35 students). Submitted by: Assessment & Instructional Technology Duration of Agreement: July 1, 2025 - June 20, 2026</p>	<p>Contract amount: \$5,166.00 Funding source: General Fund</p>
<p>CIIS-2425-174 NIC Partners. To provide SingleWire Visitor Aware licenses. Submitted by: Technology Duration of Agreement: May 1, 2025 - June 30, 2028</p>	<p>Contract amount: \$67,931.12 Funding source: General Fund</p>
<p>CIIS-2425-175 Renaissance Learning, Inc. To provide DnA Inspect Premium; Custom Assessment; On-Site Post-Administration Assessment Refinement; and Assessment Validation Cutpoints. Submitted by: Assessment & Instructional Technology Duration of Agreement: July 1, 2025 - June 30, 2026</p>	<p>Contract amount: Per Rate Sheet Funding source: General Fund</p>
<p>CIIS-2425-176 Thomaskelly Software Associates, LP dba EZReports SaaS. To provide software for after-school programs attendance. Submitted by: Health Services/Child Development Duration of Agreement: July 1, 2025 - June 30, 2026</p>	<p>Contract amount: \$5,950.00 Funding source: ASES</p>
<p>CIIS-2425-177 Exym, LLC. To provide HIPAA-compliant electronic health record to maintain clinical charting for the Behavioral Health Center. Submitted by: Health Services/Behavioral Health Duration of Agreement: July 1, 2025 - June 30, 2028</p>	<p>Contract amount: Per Rate Sheet Funding source: Site Budget</p>
<p>CIIS-2425-178 MCT Technology, Inc. To provide software - enrollment for subsidized programs. Submitted by: Child Development Duration of Agreement: July 1, 2025 - June 30, 2026</p>	<p>Contract amount: Per Rate Sheet Funding source: Child Development</p>

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
<p>CIIS-2425-179 The Lampo Group, LLC dba Ramsey Solutions. To provide software licenses and educational resources. Submitted by: Don Lugo HS Duration of Agreement: May 1, 2025 - May 1, 2026</p>	<p>Contract amount: \$4,999.99 Funding source: School Site Budget</p>
<p>CIIS-2425-180 Pink Cat Studio, Inc. To provide subscriptions. Submitted by: Special Education Duration of Agreement: April 17, 2025 - April 17, 2026</p>	<p>Contract amount: \$159.96 Funding source: Special Education</p>
<p>CIIS-2425-181 EveryChild California Association of Leaders Advancing Early Learning. To provide membership and online classes. Submitted by: Child Development Duration of Agreement: July 1, 2025 - June 30, 2026</p>	<p>Contract amount: Per Rate Sheet Funding source: Child Development</p>
<p>CIIS-2425-182 Learnix, LLC To provide subscription. Submitted by: Special Education Duration of Agreement: April 17, 2025 - April 17, 2026</p>	<p>Contract amount: \$924.84 Funding source: Special Education</p>
<p>CIIS-2425-183 Bruber Financial Services, Inc. dba Eleyo To provide software - enrollment for Fun Club programs. Submitted by: Child Development Duration of Agreement: July 1, 2025 - June 30, 2026</p>	<p>Contract amount: Per Rate Sheet Funding source: Child Development</p>
<p>CIIS-2425-184 Genesis Acquisition Co. dba Procure Software, LLC To provide software - tuition-based preschool programs. Submitted by: Child Development Duration of Agreement: July 1, 2025 - June 30, 2026</p>	<p>Contract amount: Per Rate Sheet Funding source: Child Development</p>
<p>CIIS-2425-185 Renaissance Learning, Inc. To provide software - supplemental ELA, math, science, and social science. Submitted by: Glenmeade ES Duration of Agreement: September 1, 2025 - August 31, 2026</p>	<p>Contract amount: \$19,378.00 Funding source: Title I</p>
<p>CIIS-2425-186 DataWORKS Educational Research To provide professional development. Submitted by: Access & Equity Duration of Agreement: April 18, 2025 - April 18, 2026</p>	<p>Contract amount: \$6,250.00 Funding source: Title III</p>
<p>CIIS-2425-187 Renaissance Learning, Inc. To provide subscription - FastBridge. Submitted by: Access & Equity Duration of Agreement: July 1, 2025 - June 30, 2026</p>	<p>Contract amount: \$165,953.44 Funding source: Title I & Title IV</p>
<p>CIIS-2425-188 McGraw Hill, LLC To provide subscription - ELA K-3 extension update. Submitted by: Elementary Curriculum Duration of Agreement: July 1, 2024 - June 30, 2028</p>	<p>Contract amount: \$1,686,736.93 Funding source: LCAP</p>

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-2425-069 James Foster dba Foster's CDE Consultant To provide bus driver training. Submitted by: Transportation Duration of Agreement: March 24, 2025 - June 30, 2025	Contract amount: \$5,500.00 Funding source: General Fund
F-2425-070 Worldwide Recovery Systems, Inc. To provide disposal of hazardous waste. Submitted by: Maintenance & Operations Duration of Agreement: March 1, 2025 - June 30, 2026	Contract amount: Per Rate Sheet Funding source: General Fund

HUMAN RESOURCES	FISCAL IMPACT
HR-2425-025 Raptor Technologies, LLC To provide district visitor management system. Submitted by: Risk Management Duration of Agreement: February 1, 2025 - June 30, 2025	Contract amount: \$10,135.30 Funding source: General Fund
HR-2425-026 Jim Clover dba Clover Enterprises, Inc. To provide first aid, CPR, AED, and stop the bleed training. Submitted by: Risk Management Duration of Agreement: March 15, 2025 - June 30, 2028	Contract amount: \$2,000.00 Funding source: General Fund

MASTER CONTRACTS	FISCAL IMPACT
MC-2425-078 HDOS Acquisition, LLC dba Hot Dog on a Stick. To provide catering/fundraising. Submitted by: Child Development Duration of Agreement: July 1, 2025 - June 30, 2028	Contract amount: Per Rate Sheet Funding source: Various
MC-2425-079 Jonathan Chang dba NA PUA LEHUA To provide live musicians and Hawaiian dancers. Submitted by: Chaparral ES Duration of Agreement: March 25, 2025 - June 30, 2028	Contract amount: Per Rate Sheet Funding source: Various
MC-2425-080 Hof's Hut Restaurants, Inc. dba Lucille's Smokehouse Bar-B-Que To provide catering services. Submitted by: Chino HS Duration of Agreement: July 1, 2024 - June 30, 2027	Contract amount: Per Rate Sheet Funding source: Various

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS	FISCAL IMPACT
SBCSS 25/26-0030 San Bernardino County Superintendent of Schools To provide daily delivery and pick up of SBCSS correspondence and material from DFS to District. Submitted by: Purchasing Duration of Agreement: July 1, 2025 - June 30, 2026	Contract amount: \$23,548.00 Funding source: General Fund

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<p>CIIS-2425-019 Practice Fusion, Inc. To provide electronic health records system. Submitted by: Health Services/Health Center Duration of Agreement: July 1, 2024 - June 30, 2026 Original Board Approval: May 2, 2024</p>	<p>Contract amount: Per Invoice Change contract amount to Per Invoice to accommodate contract increase. Funding source: LCAP</p>
<p>CIIS-2223-056 Bonterra Tech, LLC dba Bonterra. To provide licenses for Penelope Case Management database. Submitted by: Health Services/Special Education Duration of Agreement: July 1, 2022 - June 30, 2025 Original Board Approval: June 16, 2022</p>	<p>Contract amount: Per Rate Sheet Name change from Social Solutions Global to Bonterra. Funding source: Special Education</p>
<p>F-2324-027 TK Elevator Corporation To provide inspection and repair of elevators at Chino HS (5) year agreement. Submitted by: Maintenance & Operations Duration of Agreement: July 1, 2023 - June 30, 2028 Original Board Approval: June 15, 2023</p>	<p>Contract amount: Per Rate Sheet Contract escalation language stating TK Elevator has the right to annually increase charges. Funding source: General Fund</p>
<p>F-2324-030 MGT Impact Solutions, LLC To provide SIS Directory, student forecast, and school site locator. Submitted by: Facilities, Planning, & Operations Duration of Agreement: July 1, 2022 - June 30, 2027 Original Board Approval: June 15, 2023</p>	<p>Contract amount: \$87,040.00 Revise agreement term from June 1, 2023 – June 30, 2026, to July 1, 2022 – June 30, 2027, and bring agreement to full value of \$87,040.00 (\$21,760.00 per year.) Funding source: Capital Facilities Fund 25</p>

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning,
and Operations
Kathy Casino, Director, Purchasing
SUBJECT: SURPLUS/OBSOLETE PROPERTY

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BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

Increase to the General Fund from proceeds of sale.

NE:GJS:KC:cb



CHINO VALLEY UNIFIED SCHOOL DISTRICT SURPLUS / OBSOLETE EQUIPMENT LIST

Purchasing Use Only
Board Approval Date _____

List the equipment below that your site/department no longer needs. Indicate on the form if the item is in working condition. When the form has been completed and signed, KEEP A COPY, and forward the approved form to Kathy.Casino@chino.k12.ca.us. Equipment that is not transferred to another site/department will be taken before the Governing Board for approval to surplus/dispose. A work order should be submitted via School Dude for surplus to be scheduled for pick up. Items over \$500 and purchased with Restricted Funds should be marked with an asterisk (*).

School Site/Department	Adult School	Date Submitted:	3/17/25
Site Contact & Extension	Evelyn Caliz Ext. 8973		

Adobe E-signature is acceptable

Department Head/Principal Approval:	
Technology Review:	

THIS FORM MUST BE TYPED

Description <i>REQUIRED</i>	Model #	Serial #	CVUSD Asset Tag	Good Working Condition
Computer Equipment	OptiPlex 3020	Click or tap here to enter text.	CVUSD 51121	<input type="checkbox"/>
Computer Equipment	OptiPlex 3020	Click or tap here to enter text.	CVUSD 51123	<input type="checkbox"/>
Computer Equipment	OptiPlex 3020	Click or tap here to enter text.	CVUSD 51126	<input type="checkbox"/>
Computer Equipment	OptiPlex 3020	Click or tap here to enter text.	CVUSD 51132	<input type="checkbox"/>
Computer Equipment	OptiPlex 3020	Click or tap here to enter text.	CVUSD 51124	<input type="checkbox"/>
Computer Equipment	OptiPlex 3020	Click or tap here to enter text.	CVUSD 51120	<input type="checkbox"/>
Computer Equipment	OptiPlex 3020	Click or tap here to enter text.	CVUSD 51129	<input type="checkbox"/>
Computer Equipment	OptiPlex 3020	Click or tap here to enter text.	CVUSD 51122	<input type="checkbox"/>
Computer Equipment	OptiPlex 3020	Click or tap here to enter text.	CVUSD 51125	<input type="checkbox"/>
Computer Equipment	OptiPlex 3020	Click or tap here to enter text.	CVUSD 51133	<input type="checkbox"/>
Computer Equipment	OptiPlex 3020	Click or tap here to enter text.	CVUSD 51128	<input type="checkbox"/>
Computer Equipment	OptiPlex 3040	Click or tap here to enter text.	CVAS-EL-DPL6ZG2	<input type="checkbox"/>
Computer Equipment	OptiPlex 3040	Click or tap here to enter text.	CVAS-11-8RN6JH2	<input type="checkbox"/>
Description <i>REQUIRED</i>	Model #	Serial #	CVUSD Asset Tag	Good Working Condition

Rev. 6/26/2023

Submit the completed form via email to Kathy.Casino@chino.k12.ca.us, Purchasing Department.



CHINO VALLEY UNIFIED SCHOOL DISTRICT SURPLUS / OBSOLETE EQUIPMENT LIST

Purchasing Use Only
Board Approval Date

Computer Equipment	OptiPlex 3020	Click or tap here to enter text.	CVUSD 51127	<input type="checkbox"/>
Computer Equipment	OptiPlex 3050	Click or tap here to enter text.	CVAS-A-54L9JL2	<input type="checkbox"/>
Computer Equipment	Dell Keyboard	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
Computer Equipment	Dell Keyboard	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
Computer Equipment	Dell Monitor	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
Computer Equipment	Dell Monitor	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>

Site Responsibility:

1. Inventory all equipment and furniture that is being submitted for surplus or disposal.
2. THIS FORM MUST BE TYPED. Accurate information must be reported on the (1) Board Agenda for approval, (2) to the Warehouse for pick up, and for (3) asset accounting.
3. Ensure that the Surplus/Obsolete Equipment List is completed and is legible. Include:
 - a. Product description – choose from the download
 - b. Make and model, when available
 - i. All computer equipment and printers must include the serial number
 - c. CVUSD asset tag
 - d. Only if the item is in good working condition, select the box.
 - e. Obtain Principal or Department Head approval. Adobe E-signature is acceptable.
4. Submit the completed form to Kathy.Casino@chino.12.ca.us, Purchasing Department, via email.
5. If items are technology related equipment, submit form to Technology Director for review.
6. Prior to pick up of the surplus items, it is the site/department responsibility to prepare the items for pick up.
 - a. All items must be on the list and organized and separated from items not listed.
 - b. All items should be in a central location to minimize pick-up time.
 - c. All items not in a central location should be identified on the form AND must be easily identifiable within the pickup location.
7. Submit a work order, via School Dude, for Warehouse to schedule a pick-up the surplus items.

Purchasing Responsibility:

1. Review the list for completeness and authorization.
2. Remove assets from Financial 2000.

Textbooks & Library Books:

1. Do not complete this form for Surplus or Obsolete Textbooks and Library Books.
2. Contact the Media Center, or email Troy.Ingram@chino.k12.ca.us for instructions on how to proceed with this request. (*Education Code 60510.5*)

Surplus/Obsolete Equipment List

Technology Department - DATE: 3/19/2025

Description	Model Number	Asset Tag	Serial Number
Computer Equipment	2S2500-24P	46564	BY0013394
Switch	S2500-24P	46554	BY0013381
Switch	S2500-24P	46560	BY0013376
Server	Dell EMS	22933	62ZPT91
Switch	HP 5920AF-24XG	43759	CN47FFT04V
Switch	HP 5920AF-24XG	43758	CN47FFT01S
Chromebook	Dell Chromebook 5190 2-in-1	82464	C1W8QT2
Chromebook	Dell Chromebook 11 3189	72177	452DMQ2
Chromebook	Dell Chromebook 11 3189	71672	BF7GMQ2
Hot Spot	T-Mobile Hot Spot Device #1084	X 7281796	
WAP	Aruba APIN0555	86371	CNHYK9Y024
Chromebook	R0005656	116196	176YCB3
Chromebook	X7317259	96859	PF2RH6XZ
Chromebook	X7282794	73634	P203XWDN
Chromebook	R0005764	116268	8D6KCB3
Chromebook	X7315741	115165	PF2RJA2E
Chromebook	R0005795	116278	920YCB3
Chromebook	X7325483	82128	7jg0qt2
Chromebook	X7325482	82127	8tf0qt2
Chromebook		90164	67R7Q73
Chromebook	R0006041	89164	D1J7X33
Chromebook	X7309825	93821	PF2SC4KL
Chromebook		115288	PF2RHHV9Q
Chromebook		115%22	PF2QE32J
Chromebook	X7309391	93597	PF2RWZSF
Chromebook		108979	PF2RXC82
Chromebook	X7306180	110372	PF2QGTSX
Chromebook	X7293699	84694	p2081g9b
Chromebook	X7291468	68997	p207zy7b
Chromebook	X7310640	108607	PF2S0MDA
Chromebook	X7325134	82920	G1D43X2
Chromebook	X7308144	95957	PF2QE8G
Chromebook	X7289518	85018	p2088es5
Chromebook	X7289540	85040	P20894YA
Chromebook			p206k4xlp2n0b98
Chromebook		73152	0900e
Chromebook	X7313270	112170	PF2SGAQ0
Chromebook	X7311442	111318	PF2QE5E4
Chromebook	X7308071	95848	PF2S42GL
Chromebook	X7292671	69834	p207zy6d
Chromebook	X7308464	94795	PF2SCJQK

Chromebook	X7316527	115974	PF2RZEEE
Chromebook	X7315324	114751	PF2RKDTY
Chromebook	X7305774	106568	PF2SFHJ4
Chromebook	X7314089	113598	PF2S336E
Chromebook	X7274272	78915	p206ds50p2n0b98 0900e
Chromebook	X7314329	113761	PF2SFNHR
Chromebook	R0004139		PF3DTXH0
surface	45271	45271	45271
dell laptop	51103	51103	jv5bc82



CHINO VALLEY UNIFIED SCHOOL DISTRICT SURPLUS / OBSOLETE EQUIPMENT LIST

Purchasing Use Only

Board Approval Date

List the equipment below that your site/department no longer needs. Indicate on the form if the item is in working condition. When the form has been completed and signed, KEEP A COPY, and forward the approved form to Kathy_Casino@chino.k12.ca.us. Equipment that is not transferred to another site/department will be taken before the Governing Board for approval to surplus/dispose. A work order should be submitted via School Dude for surplus to be scheduled for pick up. Items over \$500 and purchased with Restricted Funds should be marked with an asterisk (*).

School Site/Department	Technology	Date Submitted:	03/21/2025
Site Contact & Extension	Andrew Black, Chief Technology Officer, Ext. 1350		

Adobe E-signature is acceptable

Department Head/Principal Approval:	
Technology Review:	

THIS FORM MUST BE TYPED

Description <i>REQUIRED</i>	Model #	Serial #	CVUSD Asset Tag	Good Working Condition
Computer Equipment	SEE ATTACHED.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input checked="" type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
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Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>
Description <i>REQUIRED</i>	Model #	Serial #	CVUSD Asset Tag	Good Working Condition

Rev. 6/26/2023

Submit the completed form via email to Kathy_Casino@chino.k12.ca.us, Purchasing Department.

April 17, 2025

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Technology Department
Surplus/Obsolete Equipment List
March 21, 2025

Description	Serial Number	Asset	Destiny
APC	AS1912231664	SMX1500RM2UNC	
APC	QS0329313507	SU1400RMXL3U	
Switch	49475	GVT5382	
Switch	59270		
Computer Equipment	PF3AEWNV		R0002067
Computer Equipment	6CR8W33	68281	X7290678
Computer Equipment	H7TPQ73	90399	X7325096
Computer Equipment	7H3YCB3	116409	X7324041
Computer Equipment	cwt8qt2	81964	X7271762
Computer Equipment	49XPCB3	116393	X7324033
Computer Equipment	FDDSCB3	116121	X7320460
Computer Equipment	HZVBQ73	89980	X7303504
Computer Equipment	PF2S0112	94286	X7310371
Computer Equipment	p2088az3	85036	X7289536
Computer Equipment	p206dr7hp2n0b980900e	78781	X7274345
Computer Equipment	p206dr0dp2n0b980900e	79343	X7275640
Computer Equipment	p203xnc9p2n0b9110009	65903	R0001017
Computer Equipment		64332	
Computer Equipment	7qrnsn2	64205	
Computer Equipment	pf06HTZJ	95397	X7309053
Computer Equipment	PF2RZR3X	106772	X7306059
Computer Equipment	29T5Q13	83138	X7289030
Computer Equipment	PF2RKK1A	108357	X7306220
Computer Equipment		60680	X 7295225
Computer Equipment	FPZWXY2	82780	X7272530
Computer Equipment	PF2SD0VQ	94761	X7308498
Computer Equipment	BH4T373	90787	X7304479
Computer Equipment	JL52433	67399	X7289933
Computer Equipment	5kx8qt2	81724	X7325113
Computer Equipment	PF2S2NL3	107663	X7305408
Computer Equipment	p206e1p1p2n0b980900e	80921	X7273679
Computer Equipment	2rv8qt2	82207	X7324800
Computer Equipment	5TKH3X2	82977	X7273062
Computer Equipment		63506	
Computer Equipment	7976M33	89051	
Computer Equipment	61R7Q73	90153	R0013601
Computer Equipment		64340	
Computer Equipment		64330	
Computer Equipment		64338	
Computer Equipment		64339	

Technology Department

Surplus/Obsolete Equipment List

March 21, 2025

Description	Serial Number	Asset	Destiny
Computer Equipment	2ZGK3X2	82980	
Computer Equipment	2KCC3X2	82985	
Computer Equipment	GBHK3X2	82978	
Computer Equipment	469K3X2	82972	
Computer Equipment		73612	X7282761
Computer Equipment			
Surface Pro		63925	
Latitude 3480	g57x412	60596	
Computer Equipment			
Slot Ins	VQ7211940164	98696	
Computer Equipment			
Computer Equipment	VCG181040079	64396	
Computer Equipment	VQ7211940170	98689	
Computer Equipment	VQ7204640300		
Computer Equipment	VQ7202440096		
Computer Equipment	VQ7200340068	78179	
Computer Equipment	VQ7193340165	77038	
Computer Equipment	VQ7211940041	98679	

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: RESOLUTION 2024/2025-61, AND 2024/2025-62, AUTHORIZATION TO UTILIZE A PIGGYBACK CONTRACT

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BACKGROUND

Public Contract Code (PCC) 20111 requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than \$114,500.00 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(s)	Description	Term
2024/2025-61	California Multiple Award Schedule (CMAS) 4-24-04-1054	School Specialty, LLC	Office Supplies	04/25/2024-02/28/206

Resolution	Contract	Contractor(s)	Description	Term
2024/2025-62	California Multiple Award Schedule (CMAS) 4-23-02-1026	School Specialty, LLC	Furniture	02/10/2023-02/28/206

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2024/2025-61, and 2024/2025-62, Authorization to Utilize a Piggyback Contract.

FISCAL IMPACT

Unknown.

NE:GJS:KC:cb

**Chino Valley Unified School District
Resolution 2024/2025-61
Authorization to Utilize the California Multiple Award Schedule (CMAS)
4-24-04-1054 With School Specialty, LLC
to Purchase Office Supplies
Through the Piggyback Contract**

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

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

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure office supplies for the District;

WHEREAS, the District's Board has determined that it is in the best interest of the District to authorize the purchase of office supplies through the piggyback contract procured by contract 4-24-04-1054 in accordance with Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code, without competitive bidding through the State of California Department of General Services Procurement Division under California Multiple Award Schedules (collectively, "CMAS");

WHEREAS, CMAS currently has a piggyback contract, 4-24-04-1054, in accordance with Public Contract Code 20118 with School Specialty, LLC, that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

Section 2. Determination re: Purchase through CMAS. Pursuant to Public Contract Code section 10290 *et seq.* and Public Contract Code section 12100 *et seq.*, that authorizing the purchase of office supplies through CMAS contract 4-24-04-1054 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 office supplies in accordance with Public Contract Code 20118 through the piggyback contract

originally procured by CMAS contract 4-24-04-1054.

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

Section 5. Effective Date. This resolution shall be effective as of April 25, 2024, for the term ending February 28, 2026

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 17th day of April 2025 by the following vote:

Cervantes	_____
Cruz	_____
Monroe	_____
Na	_____
Shaw	_____

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

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

**Chino Valley Unified School District
Resolution 2024/2025-62
Authorization to Utilize the California Multiple Award Schedule (CMAS)
4-23-02-1026 With School Specialty, LLC
To Purchase School and Office Furniture
Through the Piggyback Contract**

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

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

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure school and office furniture for the District;

WHEREAS, the District's Board has determined that it is in the best interest of the District to authorize the purchase of school and office furniture through the piggyback contract procured by contract 4-23-02-1026 in accordance with Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code, without competitive bidding through the State of California Department of General Services Procurement Division under California Multiple Award Schedules (collectively, "CMAS");

WHEREAS, CMAS currently has a piggyback contract, 4-23-02-1026, in accordance with Public Contract Code 20118 with School Specialty, LLC, that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

Section 2. Determination re: Purchase through CMAS. Pursuant to Public Contract Code section 10290 *et seq.* and Public Contract Code section 12100 *et seq.*, that authorizing the purchase of school and office furniture through CMAS contract 4-23-02-1026 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 school and office furniture in accordance with Public Contract Code 20118 through the piggyback

contract originally procured by CMAS contract 4-23-02-1026.

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

Section 5. Effective Date. This resolution shall be effective as of February 10, 2023, for the term ending February 28, 2026.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 17th day of April 2025 by the following vote:

Cervantes	_____
Cruz	_____
Monroe	_____
Na	_____
Shaw	_____

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

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning and Operations
Tony Nequette, Director, Maintenance and Operations

SUBJECT: CHANGE ORDERS AND NOTICES 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 Bid	Change Order	Total	Fund	Completion Date
CC2025-29	Chino HS Track Gate Installation	Dan Lyman Construction, Inc.	\$23,361.80	N/A	\$23,361.80	25	March 7, 2025
CC2025-55	Cal Aero K-8 Admin HVAC Replacement	Air Tyme A/C & Heating Service	\$24,952.00	N/A	\$24,952.00	01	March 8, 2025
CC2025-60	Cattle ES Asphalt Repairs	Premier Paving, Inc.	\$21,300.00	N/A	\$21,300.00	01	March 15, 2025

CUPCCA A Project	Project Description	Contractor	Original Bid	Change Order	Total	Fund	Completion Date
CC2025-62	Country Springs ES and Canyon Hills JHS- Pest Control	Earlybird Extermination Inc	\$24,900.00	N/A	\$24,900.00	01	March 27, 2025

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

Staff recommends approval of the Change Orders and Notices of Completion for these projects.

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Orders and Notices of Completion for CUPCCAA Projects.

FISCAL IMPACT

\$71,152.00 to Fund 01
 \$23,361.80 to Fund 25

NE:GJS:TN:cb

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning and Operations
SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID NO. 23-24-22F, CHINO VALLEY UNIFIED SCHOOL DISTRICT FUN CLUB INSTALLATION, BP 03-01

=====
BACKGROUND

On June 20, 2024, the Board of Education awarded Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 03-01 to K.A.R. Construction, 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-Fun Club	K.A.R. Construction, Inc.	(\$157,373.00)
	Bid Amount:	\$1,375,001.00
	Revised Total Project Amount:	\$1,217,628.00
	Retention Amount:	\$60,881.40

The change order resulted in a net decrease of \$157,373.00 to the construction cost and no days added to the contract time on the previous change order. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on March 14, 2025.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Ray Hilton, K.A.R Construction, Inc; TYR Construction Services, DSA Inspector; Bob Lavey, Architect; Aaron Plante, Project Manager; Beverly Beemer, Director, Planning; and Gregory Stachura, Assistant Superintendent, Facilities, Planning and Operations.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 03-01.

FISCAL IMPACT

(\$157,373.00) to ELOP

NE:GJS:cb



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

CHANGE ORDER

Date: 2025.03.20 BID/ CUPCAA #: 23-24-22F Change Order #: 001
 Project Title: Fun Club Alterations Project
 Owner: Chino Valley Unified School District DSA Application #: (9) DSA #'s – See Below DSA File #: 36-11
 Architect: PBK-WLC Architects Contractor: K.A.R. Construction, Inc.

BB 03-01

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

ITEM NO. 1: Description: **Lyle S. Briggs Elementary School**
 DSA Application # 04-122588
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-093)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$26,000.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 2: Description: **Levi H. Dickey Elementary School**
 DSA Application # 04-122590
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-094)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$14,000.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 3: Description: **Rolling Ridge Elementary School**
 DSA Application # 04-122587
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-095)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$48,265.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 4: Description: **Walnut Elementary School**
 DSA Application # 04-122589
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-096)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$22,000.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 5: Description: **Dickson Elementary School**
DSA Application # 04-122626
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-097)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$9,621.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 6: Description: **Glenmeade Elementary School**
DSA Application # 04-122625
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-098)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$14,000.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 7: Description: **E.J. Marshall Elementary School**
DSA Application # 04-122629
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-099)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$12,000.00) / DEDUCT**
Time Extension: 0 Calendar Days

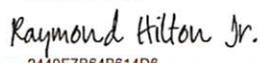
ITEM NO. 8: Description: **Anna Borba Elementary School**
DSA Application # 04-122591
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-100)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$10,000.00) / DEDUCT**
Time Extension: 0 Calendar Days

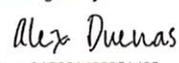
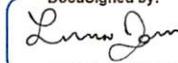
ITEM NO. 9: Description: **Michael G. Wickman Elementary School**
DSA Application # 04-122627
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-101)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$1,487.00) / DEDUCT**
Time Extension: 0 Calendar Days

CONTRACT SUMMARY

The original contract amount was:	\$1,375,001.00
Previously approved change order amount(s):	\$0.00
The contract amount will be increased/decreased by this Change Order:	(\$157,373.00)
The new contract amount including this change order will be:	\$1,217,628.00
The original contract completion date was:	3/14/2025
The contract time will be increased by this Change Order:	0 days
The date of completion as a result of this Change Order is:	3/14/2025

APPROVED BY:

Ray Hilton K.A.R. Construction, Inc. Contractor -	DocuSigned by:  Raymond Hilton Jr. 2440E7B648E14D6...	03/26/2025 10: _____ Date
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Amir Sayyad Alex Duenas Lucas James TYR Construction Services IOR Inspector of Record (if applicable)	DocuSigned by:  Amir Sayyad 459E83EAB1354A2...	03/26/2025 22: _____ Date
Alex Duenas TYR Construction Services IOR Inspector of Record (if applicable)	Signed by:  Alex Duenas 04C28A19235A405...	03/27/2025 10: _____ Date
Lucas James TYR Construction Services IOR Inspector of Record (if applicable)	DocuSigned by:  Lucas James 804BEA489AFB4BD...	03/26/2025 12: _____ Date

Bob Lavey PBK Architects Architect / Engineer (if applicable)	Signed by:  Bob Lavey 8953B2CA48F6419...	03/27/2025 13: _____ Date
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Aaron Plante CW Driver Construction / Project Manager	DocuSigned by:  Aaron Plante D36BB714C84B4B6...	03/24/2025 10: _____ Date
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Beverly Beemer CVUSD Director, Planning	DocuSigned by:  Beverly Beemer 06E514A9C49B4C2...	03/27/2025 10:4 _____ Date
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Greg Stachura CVUSD Owner (Authorized Agent)		_____ Date
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CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning and Operations
SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID NO. 23-24-22F, CHINO VALLEY UNIFIED SCHOOL DISTRICT FUN CLUB INSTALLATION, BP 05-01

=====
BACKGROUND

On June 20, 2024, the Board of Education awarded Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 05-01 to RND Contractors, 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-Fun Club	RND Contractors, Inc.	(\$167,114.00)
	Bid Amount:	\$529,000.00
	Revised Total Project Amount:	\$361,886.00
	Retention Amount:	\$18,094.30

The change order resulted in a net decrease of \$167,144.00 to the construction cost and no days added to the contract time on the previous change order. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on March 14, 2025.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Jeff Hanson, RND Contractors, Inc; TYR Construction Services, DSA Inspector; Bob Lavey, Architect; Aaron Plante, Project Manager; Beverly Beemer, Director, Planning; and Gregory Stachura, Assistant Superintendent, Facilities, Planning and Operations.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 05-01.

FISCAL IMPACT

(\$167,114.00) to ELOP

NE:GJS:cb



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

CHANGE ORDER

Date: 2025.03.24 BID/ CUPCAA #: 23-24-22F Change Order #: 001
 Project Title: Fun Club Alterations Project
 Owner: Chino Valley Unified School District DSA Application #: (9) DSA #'s – See Below DSA File #: 36-11
 Architect: PBK-WLC Architects Contractor: RND Contractors, Inc.
BP 05-01

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

ITEM NO. 1: Description: **Lyle S. Briggs Elementary School**
 DSA Application # 04-122588
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-111)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$20,786.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 2: Description: **Levi H. Dickey Elementary School**
 DSA Application # 04-122590
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-112)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$16,666.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 3: Description: **Rolling Ridge Elementary School**
 DSA Application # 04-122587
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-113)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$16,666.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 4: Description: **Walnut Elementary School**
 DSA Application # 04-122589
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-114)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$23,666.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 5: Description: **Dickson Elementary School**
DSA Application # 04-122626
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-115)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$16,666.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 6: Description: **Glenmeade Elementary School**
DSA Application # 04-122625
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-116)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **-\$22,660.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 7: Description: **E.J. Marshall Elementary School**
DSA Application # 04-122629
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-117)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$16,666.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 8: Description: **Anna Borba Elementary School**
DSA Application # 04-122591
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-118)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$16,666.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 9: Description: **Michael G. Wickman Elementary School**
DSA Application # 04-122627
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-119)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$16,672.00) / DEDUCT**
Time Extension: 0 Calendar Days

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning and Operations
SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID NO. 23-24-22F, CHINO VALLEY UNIFIED SCHOOL DISTRICT FUN CLUB INSTALLATION, BP 10-01

=====
BACKGROUND

On June 20, 2024, the Board of Education awarded Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 10-01 to Bogh Construction. 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-Fun Club	Bogh Construction	(\$150,000.00)
	Bid Amount:	\$1,947,000.00
	Revised Total Project Amount:	\$1,797,000.00
	Retention Amount:	\$89,850.00

The change order resulted in a net decrease of \$150,000.00 to the construction cost and no days added to the contract time on the previous change order. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on March 14, 2025.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Jeff Jaso, Bogh Engineering, Inc.; TYR Construction Services, DSA Inspector; Bob Lavey, Architect; Aaron Plante, Project Manager; Beverly Beemer, Director, Planning; and Gregory Stachura, Assistant Superintendent, Facilities, Planning and Operations.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 10-01.

FISCAL IMPACT

(\$150,000.00) to ELOP

NE:GJS:cb



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

CHANGE ORDER

Date: 2025.03.24 BID/ CUPCCAA #: 23-24-22F Change Order #: 001
 Project Title: Fun Club Alterations Project
 Owner: Chino Valley Unified School District DSA Application #: (9) DSA #'s – See Below DSA File #: 36-11
 Architect: PBK-WLC Architects Contractor: Bogh Engineering, LLC.
BP 10-01

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

ITEM NO. 1: Description: **Lyle S. Briggs Elementary School**
 DSA Application # 04-122588
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-120)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$16,666.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 2: Description: **Levi H. Dickey Elementary School**
 DSA Application # 04-122590
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-121)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$16,666.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 3: Description: **Rolling Ridge Elementary School**
 DSA Application # 04-122587
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-122)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$16,666.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 4: Description: **Walnut Elementary School**
 DSA Application # 04-122589
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-123)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$16,666.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 5: Description: **Dickson Elementary School**
DSA Application # 04-122626
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-124)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$16,666.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 6: Description: **Glenmeade Elementary School**
DSA Application # 04-122625
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-125)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$16,666.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 7: Description: **E.J. Marshall Elementary School**
DSA Application # 04-122629
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-126)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$16,666.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 8: Description: **Anna Borba Elementary School**
DSA Application # 04-122591
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-127)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$16,666.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 9: Description: **Michael G. Wickman Elementary School**
DSA Application # 04-122627
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-128)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$16,672.00) / DEDUCT**
Time Extension: 0 Calendar Days

CONTRACT SUMMARY

The original contract amount was: \$1,947,000.00

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

The contract amount will be increased/decreased by this Change Order: (\$150,000.00)

The new contract amount including this change order will be: \$1,797,000.00

The original contract completion date was: 3/14/2025

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

The date of completion as a result of this Change Order is: 3/14/2025

APPROVED BY:

Jeff Jaso
BOGH Engineering, Inc.
Contractor -

DocuSigned by:
Jeff Jaso
779D8B54A85B4A8...

03/24/2025 | 11:04
Date

Signature

Amir Sayyad
Alex Duenas
Lucas James
TYR Construction Services
IOR Inspector of Record (if applicable)

DocuSigned by:
Amir Sayyad
459E83EAB1354A2...

Signed by:
Alex Duenas
84C28A19235A405...

DocuSigned by:
Lucas James
804BEA489AFB48D...

03/26/2025 | 22:0
03/27/2025 | 10:2
03/24/2025 | 11:0

Date

Signature

Bob Lavey
PBK Architects
Architect / Engineer (if applicable)

Signed by:
Bob Lavey
8953B2CA4BF6419...

03/27/2025 | 13:2

Date

Signature

Aaron Plante
CW Driver
Construction / Project Manager

DocuSigned by:
Aaron Plante
D36BB714C84B4B6...

03/24/2025 | 10:4

Date

Signature

Beverly Beemer
CVUSD
Director, Planning

DocuSigned by:
Beverly Beemer
09E514A9C49B4C2...

03/27/2025 | 10:4

Date

Signature

Greg Stachura
CVUSD
Owner (Authorized Agent)

DocuSigned by:
Greg Stachura

3/31/25

Date

Signature

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning and Operations
SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID NO. 23-24-22F, CHINO VALLEY UNIFIED SCHOOL DISTRICT FUN CLUB INSTALLATION, BP 22-01

=====
BACKGROUND

On June 20, 2024, the Board of Education awarded Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 22-01 to Pro-Craft Construction, 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-Fun Club	Pro-Craft Construction, Inc.	(\$240,110.00)
	Bid Amount:	\$3,292,000.00
	Revised Total Project Amount:	\$3,051,890.00
	Retention Amount:	\$89,850.00

The change order resulted in a net decrease of \$240,110.00 to the construction cost and no days added to the contract time on the previous change order. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on March 14, 2025.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Chris McFayden, Pro-Craft Construction, Inc; TYR Construction Services, DSA Inspector; Bob Lavey, Architect; Aaron Plante, Project Manager; Beverly Beemer, Director, Planning; and Gregory Stachura, Assistant Superintendent, Facilities, Planning and Operations.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 22-01.

FISCAL IMPACT

(\$240,110.00) to ELOP

NE:GJS:cb



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

CHANGE ORDER

Date: 2025.03.26 BID/ CUPCAA #: 23-24-22F Change Order #: 001
 Project Title: Fun Club Alterations Project
 Owner: Chino Valley Unified School District DSA Application #: (9) DSA #'s – See Below DSA File #: 36-11
 Architect: PBK-WLC Architects Contractor: Pro-Craft Construction, Inc.
BP 22-01

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

ITEM NO. 1: Description: **Lyle S. Briggs Elementary School**
 DSA Application # 04-122588
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-129)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$22,222.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 2: Description: **Levi H. Dickey Elementary School**
 DSA Application # 04-122590
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-130)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$36,111.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 3: Description: **Rolling Ridge Elementary School**
 DSA Application # 04-122587
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-131)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$22,222.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 4: Description: **Walnut Elementary School**
 DSA Application # 04-122589
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-132)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$22,222.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 5: Description: **Dickson Elementary School**
DSA Application # 04-122626
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-133)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$31,888.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 6: Description: **Glenmeade Elementary School**
DSA Application # 04-122625
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-134)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$29,111.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 7: Description: **E.J. Marshall Elementary School**
DSA Application # 04-122629
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-135)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$31,888.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 8: Description: **Anna Borba Elementary School**
DSA Application # 04-122591
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-136)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$22,222.00) / DEDUCT**
Time Extension: 0 Calendar Days

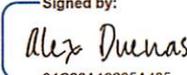
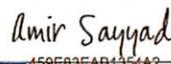
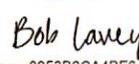
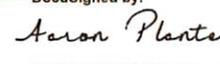
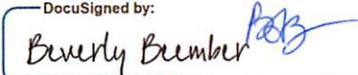
ITEM NO. 9: Description: **Michael G. Wickman Elementary School**
DSA Application # 04-122627
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-137)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$22,224.00) / DEDUCT**
Time Extension: 0 Calendar Days

CONTRACT SUMMARY

The original contract amount was: \$3,292,000.00
Previously approved change order amount(s): \$0.00
The contract amount will be increased/decreased by this Change Order: (\$240,110.00)
The new contract amount including this change order will be: \$3,051,890.00

The original contract completion date was: 3/14/2025
The contract time will be increased by this Change Order: 0 days
The date of completion as a result of this Change Order is: 3/14/2025

APPROVED BY:

Randy Merkel or Chris McFayden Pro-Craft Construction, Inc. Contractor -	 Signed by: Christopher McFayden AAA3EB5D2523474... Signature	03/27/2025 12:05 Date
Amir Sayyad Alex Duenas Lucas James TYR Construction Services IOR Inspector of Record (if applicable)	 Signed by: Alex Duenas 04C28A19235A405...  DocuSigned by: Amir Sayyad 459E83EAB1354A2... Signature	03/27/2025 10:09 03/27/2025 21:37 03/27/2025 10:24 Date
Bob Lavey PBK Architects Architect / Engineer (if applicable)	 Signed by: Bob Lavey 0953B2CA4BF6419... Signature	03/27/2025 13:2... Date
Aaron Plante CW Driver Construction / Project Manager	 DocuSigned by: Aaron Plante D36B6714C84B4B6... Signature	03/27/2025 09:2... Date
Beverly Beemer CVUSD Director, Planning	 DocuSigned by: Beverly Beemer 06E514A9C49B4C2... Signature	03/28/2025 09:5... Date
Greg Stachura CVUSD Owner (Authorized Agent)	 Signature	3/31/25 Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning and Operations
SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID NO. 23-24-22F, CHINO VALLEY UNIFIED SCHOOL DISTRICT FUN CLUB INSTALLATION, BP 26-01

=====
BACKGROUND

On June 20, 2024, the Board of Education awarded Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 26-01 to Rancho Pacific Electric Construction, 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-Fun Club	Rancho Pacific Electric Construction, Inc.	(\$150,905.00)
	Bid Amount:	\$2,575,800.00
	Revised Total Project Amount:	\$2,424,895.00
	Retention Amount:	\$121,244.75

The change order resulted in a net decrease of \$150,905.00 to the construction cost and no days added to the contract time on the previous change order. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on March 14, 2025.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Steve Robinson, Rancho Pacific Electric, Inc.; TYR Construction Services, DSA Inspector; Bob Lavey, Architect; Aaron Plante, Project Manager; Beverly Beemer, Director, Planning; and Gregory Stachura, Assistant Superintendent, Facilities, Planning and Operations.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 26-01.

FISCAL IMPACT

(\$150,905.00) to ELOP

NE:GJS:cb



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

CHANGE ORDER

Date: 2025.03.25 BID/ CUPCCAA #: 23-24-22F Change Order #: 001
Project Title: Fun Club Building Project
Owner: Chino Valley Unified School District DSA Application #: 9 DSA #'s – see below DSA File #: 36-11
Architect: PCK – WLC Architects Contractor: Rancho Pacific Electric Construction, Inc.
BP 26-01

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

ITEM NO. 1: Description: **Lyle S. Briggs K-8 DSA # 04-122588**
Reason: Credit for unused project allowances
Document Ref: CO Ref: F-001 (PCO #F-138)
Requested by: CVUSD
Change in Contract Sum: (\$16,666.00)
Time Extension: 0 calendar days

ITEM NO. 2: Description: **Levi H Dickey Elementary School DSA # 04-122590**
Reason: Credit for cost of repair to Tesla Solar Conduit
Document Ref: CO Ref: F-001 (PCO #F-144)
Requested by: CVUSD
Change in Contract Sum: (\$30,485.00)
Time Extension: 0 calendar days

ITEM NO. 3: Description: **Levi H Dickey Elementary School DSA # 04-122590**
Reason: Credit for unused project allowances
Document Ref: CO Ref: F-001 (PCO #F-139)
Requested by: CVUSD
Change in Contract Sum: (\$16,666.00)
Time Extension: 0 calendar days

ITEM NO. 4: Description: **Walnut Ave Elementary School DSA # 04-122589**
Reason: Credit for unused project allowances
Document Ref: CO Ref: F-001 (PCO #F-141)
Requested by: CVUSD
Change in Contract Sum: (\$3,752.00)
Time Extension: 0 calendar days

ITEM NO. 5: **Description: Dickson Elementary School DSA # 04-122626**
Reason: Credit for unused project allowances
Document Ref: CO Ref: F-001 (PCO #F-142)
Requested by: CVUSD
Change in Contract Sum: (\$16,666.00)
Time Extension: 0 calendar days

ITEM NO. 6: **Description: Glenmeade Elementary School DSA #04-122625**
Reason: Credit for unused project allowances
Document Ref: CO Ref: F-001 (PCO #F-143)
Requested by: CVUSD
Change in Contract Sum: (\$16,666.00)
Time Extension: 0 calendar days

ITEM NO. 7: **Description: E.J. Marshall Elementary School DSA #04-122629**
Reason: Credit for unused project allowances
Document Ref: CO Ref: F-001 (PCO #F-144)
Requested by: CVUSD
Change in Contract Sum: (\$16,666.00)
Time Extension: 0 calendar days

ITEM NO. 8: **Description: Anna Borba Elementary School DSA #04-122591**
Reason: Credit for unused project allowances
Document Ref: CO Ref: F-001 (PCO #F-145)
Requested by: CVUSD
Change in Contract Sum: (\$16,666.00)
Time Extension: 0 calendar days

ITEM NO. 9: **Description: Michael G. Wickman Elementary School DSA #04-122627**
Reason: Credit for unused project allowances
Document Ref: CO Ref: F-001 (PCO #F-146)
Requested by: CVUSD
Change in Contract Sum: (\$16,672.00)
Time Extension: 0 calendar days

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning and Operations
SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID NO. 23-24-22F, CHINO VALLEY UNIFIED SCHOOL DISTRICT FUN CLUB INSTALLATION, BP 32-01

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BACKGROUND

On June 20, 2024, the Board of Education awarded Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 32-01 to K.A.R. Construction, 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-Fun Club	K.A.R. Construction, Inc.	(\$138,440.00)
	Bid Amount:	\$3,694,000.00
	Revised Total Project Amount:	\$3,555,560.00
	Retention Amount:	\$177,778.00

The change order resulted in a net decrease of \$138,440.00 to the construction cost and no days added to the contract time on the previous change order. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on March 14, 2025.

Documentation indicating satisfactory completion and compliance with specifications has been obtained from the following individuals: Ray Hilton, K.A.R Construction, Inc; TYR Construction Services, DSA Inspector; Bob Lavey, Architect; Aaron Plante, Project Manager; Beverly Beemer, Director, Planning; and Gregory Stachura, Assistant Superintendent, Facilities, Planning and Operations.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the Change Order and Notice of Completion for Bid No. 23-24-22F, Chino Valley Unified School District Fun Club Installation Project, BP 32-01.

FISCAL IMPACT

(\$138,440.00) to ELOP

NE:GJS:cb



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

CHANGE ORDER

Date: 2025.03.25 BID/ CUPCCAA #: 23-24-22F Change Order #: 001

Project Title: Fun Club Alterations Project

Owner: Chino Valley Unified School District DSA Application #: (9) DSA #'s – See Below DSA File #: 36-11

Architect: PBK-WLC Architects Contractor: K.A.R. Construction, Inc.

BP 32-61

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

ITEM NO. 1: Description: **Lyle S. Briggs Elementary School**
 DSA Application # 04-122588
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-102)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$26,000.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 2: Description: **Levi H. Dickey Elementary School**
 DSA Application # 04-122590
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-103)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$26,000.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 3: Description: **Rolling Ridge Elementary School**
 DSA Application # 04-122587
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-104)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$23,934.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 4: Description: **Walnut Elementary School**
 DSA Application # 04-122589
 Reason: Credit for the reconciliation of the unused project allowances
 Document Ref: Change Order Request No. F-001 (PCO #F-105)
 Requested by: Chino Valley Unified School District
 Change in Contract Sum: **(\$28,000.00) / DEDUCT**
 Time Extension: 0 Calendar Days

ITEM NO. 5: Description: **Dickson Elementary School**
DSA Application # 04-122626
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-106)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$77.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 6: Description: **Glenmeade Elementary School**
DSA Application # 04-122625
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-107)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$8,000.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 7: Description: **E.J. Marshall Elementary School**
DSA Application # 04-122629
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-108)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$12,000.00) / DEDUCT**
Time Extension: 0 Calendar Days

ITEM NO. 8: Description: **Anna Borba Elementary School**
DSA Application # 04-122591
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-109)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **\$0.00**
Time Extension: 0 Calendar Days

ITEM NO. 9: Description: **Michael G. Wickman Elementary School**
DSA Application # 04-122627
Reason: Credit for the reconciliation of the unused project allowances
Document Ref: Change Order Request No. F-001 (PCO #F-110)
Requested by: Chino Valley Unified School District
Change in Contract Sum: **(\$14,429.00) / DEDUCT**
Time Extension: 0 Calendar Days

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations
Kathy Casino, Director, Purchasing
SUBJECT: AWARD OF BID NO. 24-25-06I, ANNA BORBA ES–PAINTING PROJECT

=====

BACKGROUND

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

A Notice to Contractors Calling for Bids for Bid No. 24-25-06I, Anna Borba ES–Painting Project, was sent to registered contractors on the list of qualified contractors on February 19, 2025. Bids were submitted at 1:00 p.m. on March 11, 2025. The results are as follows:

Contractor	Bid Amount
Cosmic Color Painting	\$122,000.00
Innovation Painting, Inc.	\$131,000.00
Tony Painting	\$144,340.00
Perfection Painting Corp	\$150,000.00
AJ Fistes Corp	\$153,400.00
C&M Painting	\$153,900.00
KW Vulcan Construction	\$162,500.00
Omega Construction	\$172,000.00
American Construction Company dba ACC	\$173,325.43
CTG Construction	\$180,000.00
Piana Construction & Painting	\$181,000.00
Pacific Contractors Group	\$186,000.00
Color New Corp	\$188,000.00
Bridgerock Construction	\$195,382.00
R Dependable Construction	\$198,900.00
Varn Painting, Inc.	\$200,500.00
D3 Development Group	\$223,900.00
GDL Best Contractors	\$240,800.00

The basic scope of work for this project includes the painting of Anna Borba ES.

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. 24-25-06I, Anna Borba ES-Painting Project to Cosmic Color Painting.

FISCAL IMPACT

\$122,000.00 to Fund 25

NE:GJS:KC:cb

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

DATE: April 17, 2025

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Grace Park, Ed.D., Deputy Superintendent
Vanessa Acuña, Ed.D., Director, Human Resources
Joseph Durkin, Director, Human Resources

SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS

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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:GP:VA:JD:jw

CERTIFICATED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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CERTIFICATED MANAGEMENT PERSONNEL FOR THE 2024/2025 SCHOOL YEAR

RETIREMENT

MCREYNOLDS, Willa (9 years of service)	Director	Special Education	09/01/2025
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RESIGNATION

DANIELS, Allison	Principal	Rhodes ES	06/30/2025
ORTEGA, Jaime	Director	Risk Management	06/30/2025

HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2024/2025 SCHOOL YEAR

HARRISON, Brennen	Special Education Teacher	Litel ES	04/02/2025
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RETIREMENT

SHIBA, Janelle (13 years of service)	Elementary Teacher	Cattle ES	06/30/2025
MOSS, Rochelle (25 years of service)	Elementary Teacher	Cortez ES	05/30/2025
DONOHUE, Renee (23 years of service)	Elementary Teacher	Dickson ES	07/01/2025
VELEZ-LYNCH, Arcelia (27 years of service)	Elementary Teacher	Eagle Canyon ES	05/24/2025
DAVIS, Mary Lisa (22 years of service)	Elementary Teacher	Rhodes ES	05/24/2025
BOWDEN, Douglas (39 years of service)	Secondary Teacher	Chino HS	05/24/2025

RESIGNATION

BIELMAN, Julie	Special Education Teacher	Rhodes ES	06/01/2025
MORALES, Alyssa	Secondary Teacher	Chino Hills HS	05/23/2025
YANIK, Stephen	Secondary Teacher	Don Lugo HS	05/23/2025
NG, Vanessa	School Nurse	Health Services	05/23/2025

LEAVE OF ABSENCE

NORIMOTO, Johnna	Elementary Teacher	Litel ES	04/07/2025 through 05/23/2025
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CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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LEAVE OF ABSENCE (cont.)

GAMBOA-PIZANO, Myra	Secondary Teacher	Buena Vista HS	04/03/2025 through 04/25/2025
PYE, Steven	Special Education Teacher	Special Education	01/27/2025 through 05/01/2025

LEAVE OF ABSENCE – JOB SHARES – 2025/2026

REYES, Ashley	Elementary Teacher 50%	Cattle ES	2025/2026
OSUNA, Jenna	Elementary Teacher 50%	Cattle ES	2025/2026
LEONG, Eileen	Elementary Teacher 50%	Country Springs ES	2025/2026
MACKLIFF, Carly	Elementary Teacher 50%	Country Springs ES	2025/2026
FLETCHER, Tori	Elementary Teacher 50%	Oak Ridge ES	2025/2026
MEDINA, Brienne	Elementary Teacher 50%	Oak Ridge ES	2025/2026
AGUILAR, Genisse	Elementary Teacher 50%	Rolling Ridge ES	2025/2026
BROWN, Breanna	Elementary Teacher 40%	Rolling Ridge ES	2025/2026
GARCIA SAMONTE, Kirstie	Elementary Teacher 60%	Rolling Ridge ES	2025/2026
VALOIS, Johnna	Elementary Teacher 50%	Rolling Ridge ES	2025/2026

APPOINTMENT- EXTRA DUTY – ACTIVITIES

JENKINS, Elizabeth (NBM)	JHS Color Guard Advisor	Magnolia JHS	04/18/2025
JENKINS, Sean	JHS Band Director	Magnolia JHS	04/18/2025

TOTAL: \$6,133.00

APPOINTMENT – EXTRA DUTY - SPORTS

DEMESA, Brandon (NBM)	Band (B)	Canyon Hills JHS	04/18/2025
EDMUNSON, Connor (NBM)	Band (B)	Ayala HS	04/18/2025
STUPIN, Caleb (NBM)	Swim (B)	Ayala HS	04/18/2025
RODRIGUEZ, Matthew (NBM)	Track & Field (B)	Ayala HS	04/18/2025
BELL, Shawn (NBM)	Football (GF)	Chino HS	04/18/2025
FOX, Kaytee (NBM)	Band (B)	Chino HS	04/18/2025
GUTIERREZ, Juan (NBM)	Football (GF)	Chino HS	04/18/2025
KAYLOR, Matthew (NBM)	Football (GF)	Chino HS	04/18/2025
BOISELLE, Sydney (NBM)	Dance (B)	Chino Hills HS	04/18/2025
MARKHAM, Gregory (NBM)	Volleyball (B)	Chino Hills HS	04/18/2025
BATISTA, Louis (NBM)	Football (B)	Don Lugo HS	04/18/2025

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>APPOINTMENT – EXTRA DUTY – SPORTS</u> (cont.)			
GAYTON, Charles (NBM)	Football (B)	Don Lugo HS	04/18/2025
SMITH, Kevin, (NBM)	Volleyball (B)	Don Lugo HS	04/18/2025
TOTAL:			\$12,737.00

APPOINTMENT – EXTENDED LEARNING – SUMMER PROGRAMS

BALDOMINO, Nancy	Child Development Teacher	Child Development	06/03/2025
BUTORAC, Christine	Child Development Teacher	Child Development	06/03/2025
CAHILL, Denice	Child Development Teacher	Child Development	06/03/2025
CINTRA DO-PRADO, Theresa	Child Development Teacher	Child Development	06/03/2025
DANIELS, Denise	Child Development Teacher	Child Development	06/03/2025
DOEZIE, Deanna	Child Development Teacher	Child Development	06/03/2025
FLORES, Susan	Child Development Teacher	Child Development	06/03/2025
GASS, Janet	Child Development Teacher	Child Development	06/03/2025
GOMEZ, Melissa	Child Development Teacher	Child Development	06/03/2025
HERNANDEZ, Melissa	Child Development Teacher	Child Development	06/03/2025
INGRASSIA, Isabella	Child Development Teacher	Child Development	06/03/2025
JUAREZ, Katrina	Child Development Teacher	Child Development	06/03/2025
LEAL, Jennifer	Child Development Teacher	Child Development	06/03/2025
LOPEZ, Evelyn	Child Development Teacher	Child Development	06/03/2025
LOVATO, Marissa	Child Development Teacher	Child Development	06/03/2025
MEJIA, Stephanie	Child Development Teacher	Child Development	06/03/2025
MOANA, Denise	Child Development Teacher	Child Development	06/03/2025
ON, Bic	Child Development Teacher	Child Development	06/03/2025
PARGA, Marcia	Child Development Teacher	Child Development	06/03/2025
PIASECKYI, Nina	Child Development Teacher	Child Development	06/03/2025
RAMOS, Rosa	Child Development Teacher	Child Development	06/03/2025
RANGEL, Araceli	Child Development Teacher	Child Development	06/03/2025
RICKMAN, Kara	Child Development Teacher	Child Development	06/03/2025
ROJAS, Nancy	Child Development Teacher	Child Development	06/03/2025
ROLDAN, Salina	Child Development Teacher	Child Development	06/03/2025
ROMERO, Denise	Child Development Teacher	Child Development	06/03/2025
SHIFFLET, Shelia	Child Development Teacher	Child Development	06/03/2025
TEDESCO, Tammy	Child Development Teacher	Child Development	06/03/2025
THOMAS, Anjanette	Child Development Teacher	Child Development	06/03/2025
TIMPKE, Terry	Child Development Teacher	Child Development	06/03/2025
TRAYLOR, Karla	Child Development Teacher	Child Development	06/03/2025
VAUGHAN, Heather	Child Development Teacher	Child Development	06/03/2025
WILLIAMS, Amber	Child Development Teacher	Child Development	06/03/2025
YOUNG, Cynthia	Child Development Teacher	Child Development	06/03/2025

CLASSIFIED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE FOR THE 2024/2025 SCHOOL YEAR

APPOINTMENT

RODRIGUEZ, Celeste	Paraprofessional II (SELPA/GF)	Butterfield ES	04/21/2025
WYSE, Amy	Elem. Library/Media Ctr. Asst. (GF)	Eagle Canyon ES	04/22/2025
DIAZ, Albert	Custodian I (GF)	Briggs K-8	04/18/2025
MARICH, Catherine	Nutrition Services Professional (NS)	Briggs K-8	04/21/2025
GOMEZ, Venessa	Nutrition Services Professional (NS)	Legacy K-8	04/18/2025
DATTA, Deepa	Paraprofessional II (SELPA/GF)	Magnolia JHS	04/21/2025
MERCADO, Magdalena	Health Technician (GF)	Ramona JHS	04/21/2025
HO, Hieu	Assistive Tech Assistant (SELPA/GF)	Special Ed.	04/18/2025
CEJA RAMIREZ, Marco	Bus Driver (GF)	Transportation	04/21/2025

PROMOTION

ROSSEN, Christina	FROM: Typist Clerk II (GF) 8.0 hrs./201 work days To: Counseling Assistant (GF) 8.0 hrs./213 work days	Chino HS Chino HS	04/18/2025
HOCH, Andrew	FROM: Mechanic II (GF) 8.0 hrs./261 contract days To: Mechanic III (GF) 8.0 hrs./261 contract days	Transportation Transportation	03/21/2025

CHANGE OF ASSIGNMENT

PONCE, Melanie	FROM: Playground Supervisor (GF) 1.5 hrs./180 work days FROM: Playground Supervisor (GF) 0.75 hrs./180 work days TO: Instructional Aide-TK (GF) 3.5 hrs./180 work days	Eagle Canyon ES Walnut ES	04/21/2025
GONZALEZ, Selina	FROM: Nutrition Services Professional (NS) 3.0 hrs./181 work days TO: Nutrition Services Professional (NS) 3.0 hrs./181 work days	Cortez ES Woodcrest JHS	03/31/2025

CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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INCREASE IN HOURS/DAY

DE ANDA, Ariadna	FROM: Nutrition Services Professional (NS) 2.0 hrs./181 work days	Dickey ES	04/18/2025
	TO: Nutrition Services Professional (NS) 3.5 hrs./181 work days	Dickey ES	

THOSS, Preslee	FROM: Nutrition Services Professional (NS) 2.0 hrs./181 work days	Liberty ES	04/18/2025
	TO: Nutrition Services Professional (NS) 3.0 hrs./181 work days	Liberty ES	

PLACED ON 39-MONTH RE-EMPLOYMENT LIST

ONG-SY, Josette	Paraprofessional II (SELPA/GF)	Ayala HS	04/02/2025
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RESIGNATION

ROUSSEVE, Winter	Elem. Library/Media Ctr. Asst. (GF)	Country Springs ES	05/23/2025
MEZA, Lizbeth	School Comm. Liaison-Bilingual (C)	Briggs K-8	04/04/2025
MEZA, Lizbeth	Bilingual Typist Clerk I (C)	Briggs K-8	04/04/2025
CARRUTHERS, Michelle	Paraprofessional I (SELPA/GF)	Legacy K-8	04/04/2025
PEREIRA, Sonia	Playground Supervisor (GF)	Don Lugo HS	03/20/2025
MCINTOSH, Melissa	Licensed Vocational Nurse (GF)	Health Services	04/03/2025
CAMPOS, Evelyn	Bus Driver (GF)	Transportation	03/31/2025

RETIREMENT

CHOO, Kyu (21 years of service)	Paraprofessional I (SELPA/GF)	Special Education	07/31/2025
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APPOINTMENT OF SHORT-TERM EMPLOYEES EFFECTIVE APRIL 18, 2025, THROUGH JUNE 30, 2025

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
WILLIAMS, John	Visual & Performing Arts Specialist (C)	Cortez ES
RUIZ, MARIA	Visual & Performing Arts Specialist (C)	Eagle Canyon ES
ISLAS, Michael	Visual & Performing Arts Specialist (C)	Chino Hills HS
MORA, Angelica	Visual & Performing Arts Specialist (C)	Chino Hills HS
WEBBER, Evelyn	Visual & Performing Arts Specialist (C)	Chino Hills HS

CLASSIFIED PERSONNEL (cont.)

APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2024, THROUGH JUNE 30, 2025

PEREIRA, Sonia

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Grace Park, Ed.D., Deputy Superintendent
Jaime Ortega, Director, Risk Management and Human Resources
SUBJECT: REJECTION OF CLAIMS

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BACKGROUND

Claim 25.03.13 was submitted on March 11, 2025, by Shuang Zhang, parent of a student at Townsend JHS. The claimant alleges damage to her child’s glasses during PE. The claimant seeks reimbursement for broken eyeglasses in the amount of \$860.00

Claim 25.03.14 was submitted on March 18, 2025, by Xuewei Guo, parent of a student at Chaparral ES. The claimant alleges injury to her child during recess. The claimant seeks reimbursement for medical expenses in the amount of \$269.50

Claim 25.03.15 was submitted on March 7, 2025, by Rothner, Segall & Greenstone Attorneys on behalf of Natalie Cooney, a certificated employee. The claimant alleges violation of her rights to free speech and unlawful retaliation for exercise of her rights to free speech during a September 2024 board meeting. The claimant seeks a settlement demand that lies within the jurisdiction of the Superior Court.

Claim 25.03.16 was submitted on March 25, 2025, by Mark Brueggemann, Attorney, on behalf of TK Elevator Corporation. The claimant alleges damages caused by a former District employee that was injured while a passenger in the elevator at Chino HS. The claimant 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 the 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:GP:JO:lag

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Grace Park, Ed.D., Deputy Superintendent
Vanessa Acuña, Ed.D., Director, Human Resources
Joe Durkin, Director, Human Resources

SUBJECT: NEW JOB DESCRIPTIONS FOR NUTRITION SERVICES TECHNICIAN AND NUTRITION SERVICES FISCAL ANALYST; AND REVISIONS TO THE JOB DESCRIPTIONS FOR NUTRITION SERVICES PROFESSIONAL; NUTRITION SERVICES PROFESSIONAL/ROVER; NUTRITION SERVICES MANAGER I; NUTRITION SERVICES MANAGER II; NUTRITION SERVICES MANAGER III; NUTRITION SERVICES MANAGER ROVER; NUTRITION SERVICES ROVING MANAGER/CATERER/CENTRAL KITCHEN ASST.; AND NUTRITION SERVICES FISCAL TECHNICIAN

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BACKGROUND

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

As part of the reorganization of the Nutrition Services department, on February 19, 2025, CSEA and the District consulted and finalized the job descriptions for new positions for the Nutrition Services Technician and Nutrition Services Fiscal Analyst. Additionally, CSEA and the District finalized revisions of the job descriptions for Nutrition Services Professional, Nutrition Services Professional/Rover, Nutrition Services Manager I, Nutrition Services Manager II, Nutrition Services Manager III, Nutrition Services Manager/Rover, Nutrition Services Roving Manager/Caterer/Central Kitchen Assistant, and Nutrition Services Fiscal Technician.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the new job descriptions for the Nutrition Services Technician and Nutrition Services Fiscal Analyst; and revisions to the job descriptions for Nutrition Services Professional, Nutrition Services Professional/Rover, Nutrition Services Manager I, Nutrition Services Manager II, Nutrition Services Manager III, Nutrition Services Manager/Rover, Nutrition Services Roving Manager/Caterer/Central Kitchen Assistant, and Nutrition Services Fiscal Technician.

FISCAL IMPACT

Salary and benefits \$414,041.00 annually to the Cafeteria Fund

NE:GP:VA:JD:jw

NUTRITION SERVICES TECHNICIAN**DEFINITION**

UNDER THE SUPERVISION OF THE DIRECTOR OF NUTRITION SERVICES, OR THE ADMINISTRATIVE DESIGNEE, PROVIDES TECHNICAL ASSISTANCE IN EVALUATING THE NUTRITIONAL CONTENT AND COST OF RECIPE ITEMS AND MENUS, CALCULATES AND ENSURES MENUS MEET ESTABLISHED CRITERIA FOR FEDERAL AND STATE REIMBURSEMENT, PROVIDES INFORMATION AND ASSISTANCE IN PERSON OR BY TELEPHONE TO SCHOOL DISTRICT PERSONNEL, STAFF, AND THE PUBLIC REGARDING A VARIETY OF NUTRITION PROGRAM MATTERS; RECEIVES AND VALIDATES PRODUCTION RECORDS AND MEAL COUNTS FROM SITES AND SUMMARIZES THE TOTALS; ASSISTS WITH OTHER CLERICAL DUTIES RELATED TO THE NUTRITION PROGRAM AND IS ACCOUNTABLE FOR THE CONTROL AND MAINTENANCE OF PAPERWORK, FILES, AND RECORDS.

DISTINGUISHING CHARACTERISTICS

THIS POSITION IS CHARACTERIZED BY THE PRIMARY RESPONSIBILITY TO ASSIST WITH THE PREPARATION AND MAINTENANCE OF A VARIETY OF RECORDS, INCLUDING MENU PRODUCTION WORKSHEETS, PRODUCT SPECIFICATIONS, COST DATA ANALYSIS.

OCCUPATIONAL GROUP

CLASSIFIED (NUTRITION SERVICES)

EXAMPLES OF DUTIES

1. VALIDATES PROTOCOLS RELATED TO FOOD ALLERGIES AND SPECIAL DIETARY NEEDS. **(E)**
2. ASSISTS IN EVALUATING THE NUTRIENT CONTENT OF MENU ITEMS AND PERFORM RELATED COST ANALYSIS STUDIES. **(E)**
3. ASSISTS IN ENSURING COMPLIANCE IN ACCORDANCE WITH A VARIETY OF DIETARY NEEDS INCLUDING USDA AND STATE NUTRITIONAL STANDARDS. **(E)**
4. ASSISTS IN PREPARING, MAINTAINING, AND DISTRIBUTING A VARIETY OF RECORDS, INCLUDING MENU PRODUCTION WORKSHEETS, PRODUCT SPECIFICATION SHEETS, COST DATA REPORTS, NUTRITION AND WELLNESS ARTICLES, MEMORANDUMS AND DEPARTMENT OPERATING PROCEDURES RELATED TO NUTRITION AND WELLNESS. **(E)**
5. COMPUTES AND VERIFIES PROGRAM PRODUCTION RECORDS TO ENSURE COMPLIANCE WITH USDA AND CALIFORNIA STATE REGULATIONS. **(E)**

6. ASSISTS WITH THE MENU PLANNING AND INVENTORY OF USDA COMMODITY FOOD PRODUCTS.
7. REPORTS TO MULTIPLE SCHOOL SITES TO PROVIDE NUTRITIONAL INFORMATION AND GUIDANCE FOR PREPARATION TO STUDENTS, PARENTS AND STAFF. **(E)**
8. USES A COMPUTER EQUIPPED WITH NUTRITIONAL ANALYSIS, STANDARDIZED RECIPE AND VARIOUS SOFTWARE; INPUTS DATA SUCH AS RECIPE INGREDIENTS FOR ANALYSIS AND PREPARATION FOR INCLUSION ON PROGRAM MENUS AND REPORTS. **(E)**
9. PERFORMS RELATED DUTIES AS ASSIGNED.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS:

KNOWLEDGE OF:

- GUIDELINES ESTABLISHED BY THE U.S. DEPARTMENT OF AGRICULTURE (USDA) AND STATE BOARD OF EDUCATION DEPARTMENT OF CHILD NUTRITION RELATING TO THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP) AND SCHOOL BREAKFAST PROGRAM (SBP).
- NATIONAL SCHOOL LUNCH, SCHOOL BREAKFAST PROGRAM, AND RELATED USDA AND STATE NUTRITIONAL STANDARDS AND REQUIREMENTS.
- DIETARY PLANNING FOR PEOPLE WITH SPECIALIZED NEEDS (E.G. WEIGHT, ALLERGIES OR ILLNESS).
- MENU PLANNING, RECIPE DEVELOPMENT AND STANDARDIZATION.
- PRINCIPLES OF KITCHEN SANITATION AND SAFETY.
- BASIC COMPUTER SYSTEMS AND USE OF COMPUTER SOFTWARE.

ABILITY TO:

- ANALYZE THE NUTRITIONAL CONTENT AND COST OF RECIPES AND MENUS.
- READ AND INTERPRET RECIPES AND MENUS THAT MEET USDA, STATE AND/OR SPECIAL PROGRAM STANDARDS AND REQUIREMENTS, AS WELL AS THE SPECIAL NEEDS OF IDENTIFIED STUDENTS.
- EFFECTIVELY COMMUNICATE AND PRESENT NUTRITIONAL INFORMATION AND DIETARY GUIDANCE TO STUDENTS, PARENTS AND STAFF AS NEEDED.
- ASSIST WITH THE COORDINATION AND IMPLEMENTATION OF COMPREHENSIVE TRAINING PROGRAMS.
- PREPARE BASIC REPORTS AND SUMMARIES.
- DEVELOP EFFECTIVE WORKING RELATIONSHIPS WITH STUDENTS, STAFF, PARENTS AND THE PUBLIC.

EXPERIENCE

THREE YEARS OF EXPERIENCE PERFORMING NUTRITIONAL ANALYSIS OF MENUS AND COST ANALYSIS OF RECIPES AND/OR MENUS PREFERABLY AT A SCHOOL DISTRICT.

EDUCATION

SUCCESSFUL COMPLETION OF COLLEGE LEVEL COURSEWORK (TWENTY-FOUR SEMESTER UNITS EQUAL TO ONE YEAR) IN NUTRITION, DIETETICS, FOOD MANAGEMENT OR A RELATED COURSE OF STUDY MAY BE SUBSTITUTED FOR UP TO TWO YEARS OF THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS. EQUIVALENT TO THE COMPLETION OF TWELFTH GRADE.

ADDITIONAL REQUIREMENTS

PASS SERVSAFE MANAGER COURSE OR AN APPROVED MANAGER FOOD SAFETY COURSE DURING THE FIRST YEAR OF EMPLOYMENT.

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

WORKING CONDITIONS:

- DISTRICT OFFICE ENVIRONMENT;
- DEMANDING TIMELINES; AND
- SUBJECT TO FREQUENT INTERRUPTIONS AND EXTENSIVE CONTACT WITH THE STAFF AND PUBLIC.

PHYSICAL ABILITIES:

- BENDING AT THE WAIST, KNEELING OR CROUCHING, AND REACHING TO RETRIEVE AND MAINTAIN FILES AND RECORDS.
- CARRYING, PUSHING, PULLING, OR LIFTING FOOD AND RELATED PRODUCT UP TO 50 POUNDS.
- DEXTERITY OF HANDS AND FINGERS TO OPERATE OFFICE EQUIPMENT; COMPUTER KEYBOARD, AND OTHER EQUIPMENT NECESSARY TO COMPLETE THE REQUIRED DUTIES.
- VISUAL ABILITY TO READ AND TO PREPARE/PROCESS DOCUMENTS.
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY.
- SITTING FOR EXTENDED PERIODS OF TIME;
- SEEING TO REVIEW AND ANALYZE FINANCIAL OR OTHER RECORDS AND REPORTS; AND
- HEARING AND SPEAKING TO EXCHANGE INFORMATION IN PERSON AND ON THE TELEPHONE.

HAZARDS:

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

BOARD APPROVED:

NUTRITION SERVICES FISCAL ANALYST**DEFINITION**

UNDER GENERAL DIRECTION OF THE NUTRITION SERVICES DIRECTOR, PERFORMS, ORGANIZES, MONITORS, AUDITS, COORDINATES AND PARTICIPATES IN THE TECHNICAL AND RESPONSIBLE ACCOUNTING FUNCTIONS NECESSARY TO MAINTAIN THE DEPARTMENT'S FINANCIAL, STATISTICAL, AND POSITION CONTROL RECORDS; PERFORMS A VARIETY OF ANALYTICAL DEPARTMENT POSITION CONTROL AND ACCOUNTING FUNCTIONS, ALONG WITH CORRESPONDING REPORTING; PERFORMS DIFFICULT AND COMPLEX ACCOUNTING FUNCTIONS; AND PERFORMS OTHER RELATED WORK AS REQUIRED.

DISTINGUISHING CHARACTERISTICS

NUTRITION SERVICES FISCAL ANALYST IS DISTINGUISHED FROM CLASSES IN THE PROFESSIONAL ACCOUNTING SERIES BY THE RESPONSIBILITY FOR PERFORMING A WIDE VARIETY OF COMPLEX FINANCIAL AND BUDGETARY DEVELOPMENT AND ANALYSIS REQUIRING IN-DEPTH UNDERSTANDING OF THE NUTRITION SERVICES CAFETERIA FUND AND OTHER FUNDING SOURCES ASSOCIATED WITH THE REQUIREMENTS OF THE DISTRICT'S FINANCIAL AND BUDGETARY SYSTEMS.

NUTRITION SERVICES FISCAL ANALYST LEADS IN PROCUREMENT EFFORTS ASSOCIATED WITH THE NUTRITION SERVICES PROGRAM. INCUMBENT PERFORMS BUDGETARY ANALYSES ASSOCIATED WITH THE FORMULATION, PRESENTATION, AND ADMINISTRATION OF THE NUTRITION SERVICES' CAFETERIA FUND. THIS POSITION REQUIRES WORKING WITH A SIGNIFICANT DEGREE OF INDEPENDENCE AND IS EXPECTED TO APPLY ANALYTICAL AND STATISTICAL APPROACHES AND METHODOLOGIES.

OCCUPATIONAL GROUP

CLASSIFIED (CLERICAL)

EXAMPLES OF DUTIES

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

1. PREPARES BUDGETS, BUDGET REVISIONS, AND BUDGET TRANSFERS. **(E)**
2. PREPARES AND MAINTAINS FINANCIAL STATEMENTS, INCOME STATEMENTS, BALANCE SHEETS, AND OTHER FISCALLY RELATED MANAGEMENT RECORDS. **(E)**
3. EVALUATES AND PREPARES STAFFING PROJECTIONS AND COSTS.
4. EXAMINES, ANALYZES, AUDITS, AND VERIFIES THE ACCURACY OF VARIOUS

FINANCIAL AND STATISTICAL REPORTS AND RECORDS. **(E)**

5. PERFORMS COMPLEX AND DIFFICULT MATHEMATICAL CALCULATIONS AND VERIFIES COMPUTATIONS AND MONITORS PROGRAM EXPENDITURES. **(E)**
6. PREPARES, GENERATES, AND MAILES INVOICES TO INTERNAL AND EXTERNAL AGENCIES; COMPILES AND VERIFIES SUPPORTING DOCUMENTATION.
7. PROCESSES ACCOUNTS PAYABLES, ACCOUNTS RECEIVABLE, PURCHASE REQUISITIONS, JOURNAL ENTRIES, AND ANY OTHER REQUIRED FISCAL SERVICES TASKS, INCLUDING DURING THE OPENING AND CLOSING OF FISCAL YEARS. **(E)**
8. ANALYZES, PREPARES, AND PROCESSES CLAIMS FOR REIMBURSEMENT, MONITORS RECEIPT OF FUNDING AND MAKES BANK DEPOSITS. **(E)**
9. PREPARES A VARIETY OF TAX RETURNS AND PROCESSES PAYMENTS TO THE PROPER REGULATORY AGENCIES. **(E)**
10. LOCATES, RESEARCHES, AND EVALUATES SOURCES OF SUPPLY AND OBTAIN WRITTEN QUOTATIONS FROM VENDORS AND/OR LOCATE USABLE PIGGYBACK BIDS. **(E)**
11. ASSISTS NUTRITION SERVICES FISCAL TECHNICIANS IN ASSEMBLING, TABULATING, CALCULATING, VERIFYING AND FILING ACCOUNTING RECORDS.
12. COMMUNICATES WITH VENDORS AND DISTRICT PERSONNEL TO EXCHANGE INFORMATION, RESOLVE DISCREPANCIES, CORRECT ERRORS, AND CLARIFY ISSUES RELATED TO PURCHASE ORDERS, PRODUCT DESCRIPTIONS, INVOICES, STATEMENTS, DELIVERIES, PRICES, AND PAYMENTS. **(E)**
13. WORKS WITH COMPUTER-BASED ACCOUNTING SYSTEMS IN PREPARING INPUT TO THE COMPUTER; MAINTAINS COMPUTER INPUT AND ACCURACY IN ALL PHASES AFFECTING THE DEPARTMENT'S ACCOUNTING PROCEDURES. **(E)**
14. MAINTAINS THE NUTRITION SERVICES PROGRAM, ANALYZES, PREPARES, AND PROCESSES DATA PERTAINING TO THE COMMUNITY ELIGIBILITY PROVISION AND PROCESSES STUDENT DIRECT CERTIFICATION FOR BENEFITS IN ACCORDANCE WITH USDA REGULATIONS. **(E)**
15. PREPARES AND MAINTAINS VARIOUS STATISTICAL AND FINANCIAL REPORTS REQUIRED BY FEDERAL, STATE, AND COUNTY AGENCIES, COMPILES DATA FOR PROGRAMS AND DEPARTMENTS AS APPROPRIATE. **(E)**
16. SERVES AS A POINT OF CONTACT FOR STATE, COUNTY, AND PRIVATE AUDITORS DURING AUDITS.
17. OTHER RELATED DUTIES AS ASSIGNED.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

KNOWLEDGE OF:

- FEDERAL, STATE, COUNTY AND DISTRICT LAWS, POLICIES, RULES AND REGULATIONS APPLICABLE TO DISTRICT ACCOUNTING FUNCTIONS;
- PRINCIPLES AND METHODS OF ACCOUNTING, BUDGET PLANNING, POSITION CONTROL MANAGEMENT AND INTERNAL CONTROL PROCESSES;
- FINANCIAL RECORD MANAGEMENT, PROCEDURES AND TECHNIQUES;
- GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP), CALIFORNIA SCHOOL ACCOUNTING MANUAL LEGAL MANDATES, PRACTICES, AND PROCEDURES;
- COMPUTER-BASED FINANCIAL MANAGEMENT SYSTEMS; AND
- EFFECTIVE COMMUNICATION AND TIME MANAGEMENT SKILLS.

ABILITY TO:

- PROJECT, ESTABLISH, AND UPDATE DEPARTMENTAL BUDGET;
- AUDIT AND MANAGE POSITION CONTROL FOR DEPARTMENT STAFF;
- INTERPRET AND EFFECTIVELY COMMUNICATE ACCOUNTING INFORMATION PERTAINING TO BUDGET, REGULATIONS AND GUIDELINES;
- MONITOR AND VALIDATE ACCURACY OF GENERAL LEDGER ENTRIES;
- PREPARE CLEAR AND ACCURATE FINANCIAL STATEMENTS AND REPORTS;
- PERFORM COMPLEX AND DIFFICULT ACCOUNTING CALCULATIONS AND VERIFY COMPUTATIONS;
- UNDERSTAND AND CARRY OUT ORAL AND WRITTEN DIRECTIONS;
- MEET CRITICAL REPORTING DEADLINES;
- ESTABLISH AND MAINTAIN COOPERATIVE WORKING RELATIONSHIPS;
- WORK WITH A VARIETY OF FINANCIAL SOFTWARE PROGRAMS; AND
- TRAVEL TO OFF-SITE LOCATIONS TO CONDUCT DEPARTMENT OPERATIONS.

EXPERIENCE:

THREE YEARS OF EXPERIENCE IN ACCOUNTING, BUDGET CONTROL, FINANCIAL PLANNING, AND/OR PAYROLL. EXPERIENCE IN NUTRITION SERVICES ACCOUNTING OR EXPERIENCE IN ACCOUNTING, BUDGET CONTROL, FINANCIAL PLANNING, AND/OR PAYROLL IN A PUBLIC SCHOOL DISTRICT OR PUBLIC AGENCY PREFERRED.

ONE YEAR OF EXPERIENCE MAY BE SUBSTITUTED WITH A BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY, WITH A MAJOR IN ACCOUNTING, FINANCE, BUSINESS, ADMINISTRATION, OR ECONOMICS.

EDUCATION:

BACHELOR'S DEGREE FROM A FOUR-YEAR COLLEGE OR UNIVERSITY WITH A MAJOR IN FINANCE, BUSINESS ADMINISTRATION, PUBLIC ADMINISTRATION, OR A CLOSELY RELATED FIELD.

ONE YEAR OF EXPERIENCE IN ACCOUNTING, FINANCE, OR NUTRITION SERVICES ACCOUNTING WITHIN A PUBLIC SCHOOL DISTRICT OR A PUBLIC AGENCY MAY BE SUBSTITUTED FOR A MAXIMUM OF UP TO TWO YEARS OF COLLEGE COURSE WORK IN ACCOUNTING, FINANCE, BUSINESS ADMINISTRATION OR ECONOMICS.

WORKING CONDITIONS:

- DISTRICT OFFICE ENVIRONMENT.
- DEMANDING TIMELINES; AND
- SUBJECT TO FREQUENT INTERRUPTIONS AND EXTENSIVE CONTACT WITH THE STAFF AND PUBLIC.

PHYSICAL ABILITIES:

- BENDING AT THE WAIST, KNEELING OR CROUCHING, AND REACHING TO RETRIEVE AND MAINTAIN FILES AND RECORDS.
- CARRYING, PUSHING, PULLING, OR LIFTING FOOD AND RELATED PRODUCT UP TO 50 POUNDS.
- DEXTERITY OF HANDS AND FINGERS TO OPERATE OFFICE EQUIPMENT; COMPUTER KEYBOARD, AND OTHER EQUIPMENT NECESSARY TO COMPLETE THE REQUIRED DUTIES.
- VISUAL ABILITY TO READ AND TO PREPARE/PROCESS DOCUMENTS.
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY.
- SITTING FOR EXTENDED PERIODS OF TIME;
- SEEING TO REVIEW AND ANALYZE FINANCIAL OR OTHER RECORDS AND REPORTS; AND
- HEARING AND SPEAKING TO EXCHANGE INFORMATION IN PERSON AND ON THE TELEPHONE.

HAZARDS:

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

BOARD APPROVED:

NUTRITION SERVICES PROFESSIONAL

DEFINITION

Under the direction of an assigned supervisor/kitchen manager, participates and assists in the preparation, set up, and service of food items and meals. This includes, but is not limited to, meals and snacks for regular service. Performs routine duties including handling inventory, cleaning kitchen equipment, utensils, work and serving areas.

DISTINGUISHING CHARACTERISTICS

Duties typically include assisting with food preparation, set up, and service as directed by the ON-SITE kitchen manager.

OCCUPATIONAL GROUP

Classified (Nutrition Services)

EXAMPLES OF DUTIES/RESPONSIBILITIES

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

1. Assists in the portioning, assembling, baking, heating or cooking of hot and cold foods, serves beverages and necessary daily menu items which may include A La Carte items. **(E)**
2. Washes and prepares fruits and vegetables for distribution; mix, slice, chop food items as assigned; open cans; replenish food containers as necessary. **(E)**
3. Serves food to students according to established procedures. **(E)**
4. Assists with the receiving and stocking of food items, paper goods, and plastic ware; store food using the first in first out (FIFO) method; assists with inventory control as needed. **(E)**
5. Assists with the pulling, assembling, and organization of a variety of stock items and prepares for transporting to assigned satellite sites.
6. Maintains all food service equipment and utensils in compliance with sanitation and safety standards and adheres to all applicable health and sanitation requirements. **(E)**
7. Cleans preparation area, equipment, pots, pans, and utensils; assists in dishwashing area. **(E)**
8. Accounts for money collected from the sale of food items and meals. **(E)**
9. May use point of sale computer system to process meals served as needed.

10. May complete daily sales reports under the direction of the manager.
11. Monitors and records temperature of food and temperature-controlled equipment. **(E)**
13. Follows State and Federal regulations. **(E)**
14. May answer phones when applicable.
15. Adhere to the annual minimum required training hours under the USDA guidelines to professional standards for school nutrition programs. **(E)**
16. Performs other related duties as assigned.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

Maintain a valid food handler certification as required by San Bernardino County Department of Public Health, Division of Environmental Health Services.

KNOWLEDGE OF:

- Principles and methods of quantity food preparation, servings and storage;
- Methods of computing food quantities required by menus;
- Care and use of standard cafeteria appliances, basic food serving utensils, appliances and equipment;
- Sanitation and safety principles and precautions related to food serving and kitchen equipment maintenance;
- Basic computer skills and basic math;
- State and Federal regulations as they pertain to all mandated school meal programs and the Department of Public Health, Division of Environmental Services;
- Methods of handling money, making change, and completing production reports;
- Principles applicable to kitchen maintenance; and
- Proper methods of preparing and serving food in a school kitchen.

ABILITY TO:

- Follow oral and written instructions and communicate effectively;
- Learn to operate common kitchen appliances;
- Maintain accurate records;
- Establish and maintain cooperative and effective relationships with those contacted in the course of the workday;
- Provide positive customer service;
- Understand portion control;
- Assist with food preparation and serving foods;
- Work effectively under rushed conditions;
- Operate computerized point of sale system;

- Meet work schedules and timelines; and
- Communicate with personnel, students and outside agencies to exchange information and resolve issues or concerns.

EXPERIENCE

Basic kitchen skills. Experience in kitchen work and serving.

EDUCATION

Equivalent to the completion of the 12th grade, preferably supplemented by courses in cafeteria management, safety and sanitation, and related subjects.

WORKING CONDITIONS

- Constant interruptions;
- Contact with cleaning agents and chemicals;
- Demanding timelines;
- Heat from equipment such as ovens and cold from walk-in refrigerators and freezers;
- Indoor/outdoor environment; and
- Work site inspections.

PHYSICAL ABILITIES

- Carrying, pushing, or pulling equipment (i.e. mobile food carts, racks and utility carts);
- Dexterity of hands and fingers to operate standard job-related equipment including computerized Point of Sale system;
- Kneeling or crouching;
- Lifting up to 50 pounds;
- Reaching overhead, above the shoulders and horizontally;
- Standing for extended periods of time;
- Bending and stooping (turning, twisting, and walking on uneven surfaces);
- Visual and hearing ability to perform job responsibilities; and
- Repetitive hand movements.

HAZARDS

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

- Working in a cramped or restrictive work area;
- Working around and with machinery having moving parts; and
- Viewing of computerized Point of Sale monitor for long periods of time.

Board Approved: 04/20/2020

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT
RANGE 25 28
NUTRITION SERVICES PROFESSIONAL/ROVER

DEFINITION

Under the direction of an assigned supervisor/kitchen manager, participates and assists in the preparation, set up, and service of food items and meals. This includes, but is not limited to, meals and snacks for regular service. Performs routine duties including handling inventory, cleaning kitchen equipment, utensils, work and serving areas.

DISTINGUISHING CHARACTERISTICS

Duties typically include assisting with food preparation, set up, and service as directed by the kitchen manager.

OCCUPATIONAL GROUP

Classified (Nutrition Services)

EXAMPLES OF DUTIES/RESPONSIBILITIES

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

1. Assists in the portioning, assembling, baking, heating or cooking of hot and cold foods, serves beverages and necessary daily menu items which may include A La Carte items. **(E)**
2. Washes and prepares fruits and vegetables for distribution; mix, slice, chop food items as assigned; open cans; replenish food containers as necessary. **(E)**
3. Serves food to students according to established procedures. **(E)**
4. May report to multiple sites per day as assigned. **(E)**
5. Assists with the receiving and stocking of food items, paper goods, and plastic ware; store food using the first in first out (FIFO) method; assists with inventory control as needed. **(E)**
6. Assists with the pulling, assembling, and organization of a variety of stock items and prepares for transporting to assigned satellite sites.
7. Maintains all food service equipment and utensils in compliance with sanitation and safety standards and adheres to all applicable health and sanitation requirements. **(E)**
8. Cleans preparation area, equipment, pots, pans, and utensils; assists in dishwashing area. **(E)**
9. Accounts for money collected from the sale of food items. **(E)**

10. May use Point of Sale computer system to process meals served as needed.
11. May complete daily sales reports under the supervision of the manager.
12. Monitors and records temperature of food and temperature-controlled equipment. **(E)**
13. Follows State and Federal Regulations. **(E)**
14. May answer phones when applicable.
15. MAY ASSIST WITH SPECIAL CATERING EVENTS AND SERVICES.
16. ATTEND TRAININGS AND MEETINGS AS NEEDED AND Adhere to the annual minimum required training hours under the USDA guidelines to professional standards for school nutrition programs. **(E)**
17. Performs other related duties as assigned.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

Maintain a valid food handler certification as required by San Bernardino County Department of Public Health, Division of Environmental Health Services.

KNOWLEDGE OF:

- Principles and methods of quantity food preparation, servings and storage;
- Methods of computing food quantities required by menus;
- Care and use of standard cafeteria appliances, basic food serving utensils, appliances and equipment;
- Sanitation and safety principles and precautions related to food serving and kitchen equipment maintenance;
- Basic computer skills and basic math;
- State and Federal regulations as they pertain to all mandated school meal programs and the Department of Public Health, Division of Environmental Services;
- Methods of handling money, making change, and completing production reports;
- Principles applicable to kitchen maintenance; and
- Proper methods of preparing and serving food in a school kitchen.

ABILITY TO:

- Follow oral and written instructions and communicate effectively;
- Learn to operate common kitchen appliances;
- Maintain accurate records;
- Establish and maintain cooperative and effective relationships with those contacted in the course of the workday;
- Provide positive customer service;

- Understand portion control;
- Assist with food preparation and serving foods;
- Work effectively under rushed conditions;
- Operate computerized Point of Sale system;
- Meet work schedules and timelines; and
- Communicate with personnel, students and outside agencies to exchange information and resolve issues or concerns.

EXPERIENCE

Basic kitchen skills. Experience in kitchen work and serving.

EDUCATION

Equivalent to the completion of the 12th grade, preferably supplemented by courses in cafeteria management, safety and sanitation, and related subjects.

WORKING CONDITIONS

- Constant interruptions;
- Contact with cleaning agents and chemicals;
- Demanding timelines;
- Heat from equipment such as ovens and cold from walk-in refrigerators and freezers;
- Indoor/outdoor environment; and
- Work site inspections.

PHYSICAL ABILITIES

- Carrying, pushing, or pulling equipment (i.e. mobile food carts, racks and utility carts);
- Dexterity of hands and fingers to operate standard job-related equipment including computerized point of sale system;
- Kneeling or crouching;
- Lifting up to 50 pounds;
- Reaching overhead, above the shoulders and horizontally;
- Standing for extended periods of time;
- Bending and stooping (turning, twisting, and walking on uneven surfaces);
- Visual and hearing ability to perform job responsibilities; and
- Repetitive hand movements.

HAZARDS

- Adverse weather conditions including extreme temperatures (below 32 degrees and above 100 degrees), high winds and occasional rain;

- Exposure to very hot foods, equipment, and metal objects used in cooking and baking;
- Exposure to sharp knives and slicers;
- May be exposed to contact with uncooperative or abusive individuals;
- Noise and fumes (from equipment operation);
- Temperature extremes and potential contact with cleaning agents;
- Working in a cramped or restrictive work area;
- Working around and with machinery having moving parts; and
- Viewing of computerized Point of Sale monitor for long periods of time.

SPECIAL REQUIREMENTS

Must possess or obtain prior to appointment, a valid California driver's license.

Must have the ability to obtain and maintain insurability status under the district's vehicle insurance policy.

Board approved: 04/20/2023
REVISED:

NUTRITION SERVICES MANAGER I**DEFINITION**

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

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by the responsibility to act as an on-site manager as directed by the Supervisor/Director/ADMINISTRATIVE DESIGNEE.

OCCUPATIONAL GROUP

Classified (Nutrition Services)

EXAMPLES OF DUTIES/RESPONSIBILITIES

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

1. FOLLOWS STANDARDIZED RECIPES AND PORTION CONTROL METHODS FOR FOOD SERVED IN THE KITCHEN. **(E)**
2. CHECKS IN ORDERS, STORES AND ROTATES INVENTORY USING FIFO METHOD. **(E)**
3. Prepares, and heats, AND SERVES food AND serves beverages, and daily menu items, which may include a la carte items. **(E)**
4. CALCULATES ~~Tabulates~~ and reports MEAL ~~lunch~~ counts to the central kitchen OR DEPARTMENT THROUGH POINT-OF-SALE COMPUTER SYSTEM. **(E)**
5. ESTIMATES AND places orders to CENTRAL KITCHEN OR appropriate vendor(s). **(E)** ~~and maintains accurate inventory.~~
6. Maintains ACCURATE AND adequate inventory OF ~~and orders~~ food and supplies as needed ~~from the central kitchen.~~ **(E)**
7. Adheres to all state regulations and all applicable health and sanitation requirements. **(E)**
8. Trains and directs cafeteria personnel employees in the operation of kitchen equipment and food preparation and related responsibilities. **(E)**
9. Maintains all food service equipment and utensils in compliance with sanitation and safety standards. **(E)**
10. Loads dishwasher; washes trays, pots, and pans by hand as needed.

- 9 11. Completes and files all daily reports including transport records AND, menu production records. **(E)**
- 40 12. ~~Requisitions food and processes meals by using Point of Sale computer system.~~ ATTENDS TRAININGS AND MEETINGS AS NEEDED AND ADHERES TO THE ANNUAL MINIMUM REQUIRED TRAINING HOURS UNDER THE USDA GUIDELINES TO PROFESSIONAL STANDARDS FOR SCHOOL NUTRITION PROGRAMS. **(E)**
- 44 13. Maintains, accounts for money received, and prepares daily cash receipts for transport to the District Nutrition Services Office. **(E)**
- 42 14. Provides input for the evaluation of support staff.
- 43 15. Attends trainings and meetings as needed. **(E)**
- 44 16. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Must possess and maintain current food protection/safety manager certification, ServSafe preferred or other certification recognized by the American National Standards Institute (ANSI) conforming to the Conference for Food Protection (CFP).

Knowledge of:

- Methods of preparing a variety of food items;
- Sanitation principles applicable to food serving and kitchen maintenance;
- Methods of handling money, making change, and completing reports;
- Basic kitchen utensils and equipment;
- Basic computer skills; and
- State and Federal regulations as they pertain to all mandated school meal programs;
- Inventory and record keeping; and
- Ordering and receiving procedures.

Ability to:

- Follow oral and written instructions;
- Learn to operate basic common cafeteria appliances;
- Maintain accurate records;
- Establish and maintain cooperative and effective relationships with those contacted in the course of the workday;
- Provide work direction and guidance to other Nutrition Services employees as needed; and
- Provide positive customer service.

EXPERIENCE

One year experience in food service.

EDUCATION

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

WORKING CONDITIONS

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

PHYSICAL ABILITIES

- Carrying, pushing, or-pulling equipment (i.e. mobile food carts, racks, and utility carts);
- Dexterity of hands and fingers to operate standard job-related equipment;
- Repetitive hand movements;
- Kneeling or crouching;
- Lifting up to 50 pounds;
- Reaching overhead, above the shoulders and horizontally;
- Standing for extended periods of time;
- Bending and stooping (turning, twisting, and walking on uneven surfaces); and
- Visual and hearing ability to perform job responsibilities.

HAZARDS

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

Revised: 06/25/85
Revised: 02/22/01
Revised: 09/15/05
Revised: 04/20/23
REVISED:

NUTRITION SERVICES MANAGER II**DEFINITION**

Under the general supervision of the Director of Nutrition Services, OR THE ADMINISTRATIVE DESIGNEE, plans, organizes and directs the activities of an individual school kitchen. Responsible for preparation of food items in accordance with all mandated school meal programs.

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by the responsibility to act as an on-site manager as directed by the Supervisor/Director/ADMINISTRATIVE DESIGNEE, preparing and distributing a large variety of a la carte items as well as reimbursable meals.

OCCUPATIONAL GROUP

Classified (Nutrition Services)

EXAMPLES OF DUTIES/RESPONSIBILITIES

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

1. FOLLOWS STANDARDIZED RECIPES AND PORTION CONTROL METHODS FOR FOOD SERVED IN THE KITCHEN. **(E)**
2. Orders, receives, and verifies all food and supplies used in the kitchen; maintains and rotates stock; takes monthly inventory. **(E)**
3. Assures ATTENDANCE AND TIMESHEETS payroll and supporting document reports are completed accurately AND in a timely manner. **(E)**
4. Directs and assists STAFF in the preparation of a large variety of food items. **(E)**
5. Responsible for the preparation, HEATING, AND SERVING of reimbursable meals and ALL NECESSARY DAILY MENU ITEMS AND A LA CARTE ITEMS. ~~prepares daily menu production records as required by the Federal Government indicating amounts of food used to prepare all reimbursable meals.~~ **(E)**
6. ~~Responsible for daily preparation of menu items~~ PREPARES DAILY MENU PRODUCTION RECORDS AS REQUIRED BY THE FEDERAL AND STATE REGULATIONS INDICATING AMOUNTS OF FOODS PREPARED, SERVED, AND DISCARDED. **(E)**
7. Trains and directs cafeteria personnel, trains employees in the operation of kitchen equipment, food preparation, and related responsibilities. **(E)**
8. ACCOUNTS ~~Responsible for accounting of~~ monies received for reimbursable meals and a la carte items. **(E)**

- 8 9. ~~Requisitions food and p~~Processes meals COUNTS FOR REIMBURSEMENT by using point of sale computer system. **(E)**
- 9 10. Assists with special catering services as needed.
- 40 11. Gives input to the evaluation of support staff.
- 12. ATTENDS TRAININGS AND MEETINGS AS NEEDED AND ADHERES TO THE ANNUAL MINIMUM REQUIRED TRAINING HOURS UNDER THE USDA GUIDELINES TO PROFESSIONAL STANDARDS FOR SCHOOL NUTRITION PROGRAMS. **(E)**
- 13. LOADS DISHWASHER, WASHES TRAYS, POTS, AND PANS BY HAND AS NEEDED.
- 14. LOADS WASHER AND DRYER AND LAUNDERS KITCHEN SAFETY ACCESSORIES.
- 44 15. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Must possess and maintain current Food Protection/Safety Manager certification, ServSafe preferred or other certification recognized by the American National Standards Institute (ANSI) conforming to the Conference for Food Protection (CFP).

Knowledge of:

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

Ability to:

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

EXPERIENCE

One years of experience in institutional food preparation.

EDUCATION

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

WORKING CONDITIONS

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

PHYSICAL ABILITIES

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

HAZARDS:

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

Revised: 06/25/85

Revised: 02/22/01

Revised: 09/15/05

Revised: 04/20/2023

REVISED:

NUTRITION SERVICES MANAGER III**DEFINITION**

Under the supervision of the Director of Nutrition Services, OR THE ADMINISTRATIVE DESIGNEE, plans, organizes and directs the activities of a central kitchen; prepares meals in accordance with all mandated school meal programs.

DISTINGUISHING CHARACTERISTICS

This is a single class position distinguished by the responsibility of providing direction and participating in food preparation and distribution of meals for all satellite serving sites AND THEIR ASSIGNED KITCHEN.

OCCUPATIONAL GROUP

Classified (Nutrition Services)

EXAMPLES OF DUTIES/RESPONSIBILITIES

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

1. FOLLOWS STANDARDIZED RECIPES AND PORTION CONTROL METHODS FOR FOOD SERVED IN THE KITCHEN. **(E)**
- 4 2. Directs AND ASSISTS staff in the preparation of reimbursable meals and related menu items in a central kitchen. **(E)**
- 2 3. Participates in and is responsible for the preparation and distribution of reimbursable meals and a wide variety of a la carte items. **(E)**
- 3 4. Manages the setup of kitchen and cafeteria, the portioning and serving of foods, cashiering operations, and the cleaning of supplies and equipment. **(E)**
- 4 5. Assists in menu development and planning. Estimates amounts of food to be prepared. **(E)**
- 5 6. Uses point of sale computer system to process AND REPORT meals served and to order necessary food and supplies. **(E)**
- 6 7. Prepares work schedules for support staff and keeps records of attendance and hours worked. ~~May work with student help.~~ **(E)**
- 7 8. Trains employees in the operation of kitchen equipment, food preparation, and related responsibilities. **(E)**

- 8 9. Gives input to the evaluation of support staff.
- 9 10. ~~ASSISTS WITH Organizes and coordinates~~ special catering EVENTS services.
- 40 11. ~~Requisitions and~~ PLACES ORDERS, receives, AND VERIFIES ALL food and supplies USED IN THE KITCHEN, ROTATES STOCK, maintains adequate STOCK AND CONDUCTS MONTHLY inventory. **(E)**
- 44 12. Accounts for money received FOR REIMBURSABLE MEALS AND A LA CARTE ITEMS. **(E)**
- 42 13. Completes daily transport records, menu production records, and maintains records of meals sold, food items used, and left over food items. **(E)**
14. MAY BE REQUIRED TO TRAVEL TO SATELLITE SITES AND ASSIST WITH THE KITCHEN OPERATIONS IN THE ABSENCE OF THE ASSIGNED ON-SITE MANAGER.
15. ASSURES ATTENDANCE AND TIMESHEETS AND SUPPORTING DOCUMENT REPORTS ARE COMPLETED ACCURATELY AND IN A TIMELY MANNER.
16. ATTENDS TRAININGS AND MEETINGS AS NEEDED AND ADHERES TO THE ANNUAL MINIMUM REQUIRED TRAINING HOURS UNDER THE USDA GUIDELINES TO PROFESSIONAL STANDARDS FOR SCHOOL NUTRITION PROGRAMS. **(E)**
17. LOADS DISHWASHER, WASHES TRAYS, POTS, AND PANS BY HAND, AS NEEDED.
18. LOADS WASHER AND DRYER AND LAUNDERS KITCHEN SAFETY ACCESSORIES FOR OWN SITE AND SATELLITE SITES.
- 43 19. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

MUST POSSESS AND MAINTAIN CURRENT FOOD PROTECTION/SAFETY MANAGER CERTIFICATION, SERVSAFE PREFERRED OR OTHER CERTIFICATION RECOGNIZED BY THE AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) CONFORMING TO THE CONFERENCE FOR FOOD PROTECTION (CFP). ~~Maintain food handler certification as required by A.B. 1978~~

Knowledge of:

- Principles and methods of quantity food preparation, serving and storage;
- Methods of computing food quantities required by menus;
- Care and use of standard cafeteria appliances;
- Sanitation and safety precautions related to school cafeterias;
- Techniques of training and directing the work of staff;

- Computer operations; AND
- State and Federal regulations as they pertain to all mandated school meal programs.

Ability to:

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

EXPERIENCE

Three years of experience in institutional food preparation, at least one of which shall have been in a supervisory capacity.

EDUCATION

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

WORKING CONDITIONS

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

PHYSICAL ABILITIES

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

HAZARDS

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

Revised: 06/25/85

Revised: 02/23/01

Revised: 09/15/05

REVISED:

NUTRITION SERVICES MANAGER ROVER**DEFINITION**

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

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by the responsibility to act as an on-site manager as directed by the Supervisor/Director/ADMINISTRATIVE DESIGNEE for a kitchen, prepare and distribute a large variety of a la carte items as well as reimbursable meals.

OCCUPATIONAL GROUP

Classified (Nutrition Services)

EXAMPLES OF DUTIES/RESPONSIBILITIES

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

1. FOLLOWS STANDARDIZED RECIPES AND PORTION CONTROL METHODS FOR FOOD SERVED IN THE KITCHEN. **(E)**
2. Prepares and heats food, serves beverages and necessary daily menu items, which may include A La Carte items. **(E)**
3. DIRECTS AND ASSISTS STAFF IN THE PREPARATION OF REIMBURSABLE MEALS AND RELATED MENU ITEMS. **(E)**
4. CALCULATES ~~Tabulates~~ and reports lunch counts to the central kitchen and assures payroll and supporting document reports are completed accurately in a timely manner. **(E)**
5. Orders, receives, and verifies all food and supplies used at the kitchen; maintains and rotates stock. **(E)**
6. Maintains adequate inventory and orders food and supplies as needed from the vendors or central kitchen.
7. Adheres to all State regulations and all applicable health and sanitation requirements. **(E)**
8. Trains and directs employees in the operation of kitchen equipment and food preparation and related responsibilities. **(E)**

- ~~7~~ 9. Maintains all food service equipment and utensils in compliance with sanitation and safety standards. **(E)**
- ~~8~~ 10. Loads dishwasher; washes trays, pots, and pans by hand as needed.
- ~~9~~ 11. Completes and files all daily reports including transport records, menu production records. **(E)**
- ~~40~~ 12. Uses Point of Sale computer system to process meals. **(E)**
- ~~44~~ 13. Maintains, accounts for money received and prepares daily cash receipts for transport to the District Nutrition Services office. **(E)**
- ~~42~~ 14. Provides input for the evaluation of support staff.
- ~~43~~ 15. Attend trainings and meetings as needed and adhere to the annual minimum required training hours under the USDA guidelines to professional standards for school nutrition programs. **(E)**
- ~~44~~ 16. May report to multiple sites per day as assigned. **(E)**
- 17. LOADS WASHER AND DRYER AND LAUNDERS OWN KITCHEN AND SATELLITE KITCHEN SAFETY ACCESSORIES.
- ~~45~~ 18. Performs other related duties as assigned.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

Must possess and maintain current Food Protection/Safety manager certification, ServSafe preferred or other certification recognized by the American National Standards Institute (ANSI) conforming to the Conference for Food Protection (CFP).

KNOWLEDGE OF:

- Methods of preparing a variety of food items;
- Sanitation principles applicable to food serving and kitchen maintenance;
- Methods of handling money, making change, and completing reports;
- Inventory and record keeping;
- Ordering and receiving procedures;
- Basic kitchen utensils and equipment;
- Basic computer skills; and
- State and Federal regulations as they pertain to all mandated school meal programs.

ABILITY TO:

- Follow oral and written instructions;
- Learn to operate basic common cafeteria appliances;

- Maintain accurate records;
- Establish and maintain cooperative and effective relationships with those contacted in the course of the workday; and
- Provide positive customer service.

EXPERIENCE

One year experience in food service.

EDUCATION

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

WORKING CONDITIONS

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

PHYSICAL ABILITIES

- Carrying, pushing, or pulling equipment (i.e. mobile food carts, racks, and utility carts);
- Dexterity of hands and fingers to operate standard job-related equipment;
- Repetitive hand movements;
- Kneeling or crouching;
- Lifting up to 50 pounds;
- Reaching overhead, above the shoulders and horizontally;
- Standing for extended periods of time;
- Bending and stooping (turning, twisting, and walking on uneven surfaces); and
- Visual and hearing ability to perform job responsibilities.

HAZARDS

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

ADDITIONAL REQUIREMENTS

- Must possess or obtain prior to appointment, a valid California driver's license.
- Must have the ability to obtain and maintain insurability status under the district's vehicle insurance policy.

Board Approved: 04/20/2023

REVISED:

NUTRITION SERVICES ROVING MANAGER/CATERER/CENTRAL KITCHEN ASST.**DEFINITION**

Under the general supervision of the Director of Nutrition Services, OR THE ADMINISTRATIVE DESIGNEE, plans, organizes and directs the activities of all catering events; prepares meals in accordance with all mandated school meal programs. Moves from site to site when needed.

DISTINGUISHING CHARACTERISTICS

This is a single class position distinguished by the responsibility of providing direction and participating in food preparation of meals for various serving sites. Plans and organizes all catering events.

OCCUPATIONAL GROUP

Classified (Nutrition Services)

EXAMPLES OF DUTIES/RESPONSIBILITIES

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

1. FOLLOWS STANDARDIZED RECIPES AND PORTION CONTROL METHODS FOR FOOD SERVED. **(E)**
- 4 2. Directs AND ASSISTS staff in the preparation of reimbursable meals and related menu items in a central kitchen. **(E)**
- 2 3. Participates in and is responsible for the preparation and distribution of reimbursable meals and a wide variety of a la carte items. **(E)**
- 3 4. Manages the setup of kitchen and cafeteria, the portioning and serving of foods, cashiering operations, and the cleaning of supplies and equipment. **(E)**
- 4 5. Assists in menu development and planning. Estimates amounts of food to be prepared. **(E)**
- 5 6. Uses point of sale computer system to process AND REPORT meals served and to order necessary food and supplies. **(E)**
- 6 7. Prepares work schedules for support staff and keeps records of attendance and hours worked. ~~May work with student help.~~ **(E)**
- 7 8. Trains employees in the operation of kitchen equipment, food preparation, and related responsibilities. **(E)**

9. ATTENDS TRAININGS AND MEETINGS AS NEEDED AND ADHERES TO THE ANNUAL MINIMUM REQUIRED TRAINING HOURS UNDER THE USDA GUIDELINES TO PROFESSIONAL STANDARDS FOR SCHOOL NUTRITION PROGRAMS. **(E)**
- 8 10. Organizes and coordinates special catering EVENTS AND services.
- 9 11. ~~Requisitions and~~ PLACES ORDERS, receives, AND VERIFIES ALL food and supplies USED IN THE KITCHEN, ROTATES STOCK, maintains adequate STOCK AND CONDUCTS MONTHLY inventory. **(E)**
- 40 12. Accounts for money received FOR REIMBURSABLE MEALS AND A LA CARTE ITEMS. **(E)**
- 44 13. Completes daily transport records, menu production records, and maintains records of meals sold, food items used and left over food items. **(E)**
14. MAY REPORT TO MULTIPLE SITES PER DAY AS ASSIGNED. **(E)**
15. LOADS DISHWASHER, WASHES TRAYS, POTS, AND PANS BY HAND AS NEEDED.
16. LOADS WASHER AND DRYER AND LAUNDERS KITCHEN SAFETY ACCESSORIES FOR OWN SITE AND SATELLITE SITES.
- 42 17. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

MUST POSSESS AND MAINTAIN CURRENT FOOD PROTECTION/SAFETY MANAGER CERTIFICATION, SERVSAFE PREFERRED OR OTHER CERTIFICATION RECOGNIZED BY THE AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) CONFORMING TO THE CONFERENCE FOR FOOD PROTECTION (CFP). ~~Maintain food handler certification as required by A.B. 1978~~

Knowledge of:

- Principles and methods of quantity food preparation, serving and storage;
- Methods of computing food quantities required by menus;
- Care and use of standard cafeteria appliances;
- Sanitation and safety precautions related to school cafeterias;
- Techniques of training and directing the work of staff;
- Computer operations;
- State and federal regulations as they pertain to all mandated school meal programs;
- AND
- Catering, i.e., ordering, preparing, delivering, set-up and clean up.

Ability to:

- Estimate food quantities and requisition proper amounts for economical food service;
- Prepare and cook nutritionally balanced meals which comply with requirements of all mandated school meal programs;
- Operate food service equipment found in a cafeteria;
- Keep records and prepare reports;
- Follow oral and written directions;
- Establish and maintain cooperative relationships with those contacted in the course of the workday;
- Provide positive customer service; AND
- Work with other department and District staff to set-up catering events.

EXPERIENCE

Three years of experience in institutional food preparation, at least one of which shall have been in a supervisory capacity.

EDUCATION

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

WORKING CONDITIONS

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

PHYSICAL ABILITIES

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

HAZARDS

- Adverse weather conditions including extreme temperatures (below 32 degrees and above 100 degrees), high winds and occasional rain;

- Exposure to very hot foods, equipment, and metal objects used in cooking and baking;
- Exposure to sharp knives and slicers;
- May be exposed to contact with uncooperative or abusive individuals;
- Noise (from equipment operation);
- Temperature extremes;
- Potential contact with cleaning agents; AND
- Working in a cramped or restrictive work area.

ADDITIONAL REQUIREMENTS

Must possess, or obtain prior to appointment, a valid California driver's license. Must have ability to obtain and maintain insurability status under the District's vehicle insurance policy.

Board Approved: 10/18/07

REVISED:

NUTRITION SERVICES FISCAL TECHNICIAN

DEFINITION

Under THE direction of the Director of Nutrition Services, OR THE ADMINISTRATIVE DESIGNEE, performs specialized and responsible work in preparation and maintenance of District's financial and/or statistical records as it relates to District NUTRITION ~~Food~~ Services Program; performs complex accounting and clerical functions.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from other technicians in that this position has primary responsibility in the area of NUTRITION ~~Food~~ Service. This position is characterized by responsibility to perform difficult accounting tasks in connection with maintaining the District financial or statistical records involving manual, machine and computer accounting systems. Responsibilities include assisting in the development of new procedures, coordinating and reviewing the work of staff. ~~Differs from Account Clerk II in that the position has district-wide responsibility.~~

OCCUPATIONAL GROUP

Classified

EXAMPLES OF DUTIES

1. Audits school FOOD AND SUPPLY ORDERS AND reports on a daily basis. **(E)**
2. Processes timesheets of all ~~Food~~ NUTRITION ServiceS employees. **(E)**
3. Prepares, files and is responsible for appropriate Government and ~~Food Service~~ NUTRITION SERVICES reports and records.
4. Responsible for inventory control, including reconciling purchase orders, deliveries, etc. **(E)**
5. ~~Maintains a complete set of bookkeeping records.~~
6. ~~Assists in preparation of departmental budget.~~
- 7 5. Receives AND verifies INVOICE AMOUNTS and ENTERS ~~makes~~ payment INFORMATION of all INVOICES ~~bills~~ relating to the NUTRITION SERVICES ~~Food Service~~ Department. **(E)**

- 8 6. ASSISTS WITH THE PREPARATION OF ~~Prepares~~ financial statements AND THE RECONCILIATION OF ~~reconciles~~ bank DEPOSITS AND statements.
- 9 7. ~~Interprets Federal and State regulations and guidelines as they pertain to the Food Service Program.~~
- 8. COORDINATES THE PURCHASE OF FOOD AND SUPPLIES RELATED TO THE NUTRITION SERVICES PROGRAM. **(E)**
- 9. VERIFIES FOOD AND SUPPLY ORDERS RECEIVED AND PROCESSES ALL RECEIVED ORDERS FOR PARTIAL OR FINAL PAYMENT. **(E)**
- ~~10. Handles emergency situations, as necessary.~~
- 10. ASSISTS WITH THE PROCESS OF PURCHASE ORDERS, REQUISITIONS, BIDS, QUOTATIONS, AUTHORIZATION FOR PAYMENTS, AND OTHER DOCUMENTS AND CORRESPONDENCE.
- 11. RECEIVES CALLS FROM VENDORS AND NUTRITION SERVICES PERSONNEL AND RESPONDS TO THEIR INQUIRIES. **(E)**
- 44 12. Provides vacation and temporary relief as required.
- 42 13. Performs other related duties as assigned.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

Knowledge of:

- Purpose, methods and practices of bookkeeping and financial recordkeeping;
- Methods used in developing and preparing financial reports;
- Operation of machine accounting and office equipment; and
- Bookkeeping and computer-based accounting system.

Ability to:

- Perform complex account functions;
- Prepare and review financial statements and related summaries and reports;
- Perform double entry bookkeeping;
- Direct and train accounting clerical personnel;
- Operate standard office machines;
- Understand and carry out oral and written directions; and
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day.

EXPERIENCE

Three years of increasingly responsible experience in fiscal recordkeeping and reporting involving manual, machine and computer accounting systems.

EDUCATION

Successful completion of college or business school coursework (twenty-four semester units equal to one year) in accounting or a related area may be substituted for up to two years of the required experience on a year-for-year basis in fiscal recordkeeping and reporting. Equivalent to the completion of twelfth grade.

WORKING CONDITIONS:

- DISTRICT OFFICE ENVIRONMENT;
- DEMANDING TIMELINES; AND
- SUBJECT TO FREQUENT INTERRUPTIONS AND EXTENSIVE CONTACT WITH THE STAFF AND PUBLIC.

PHYSICAL ABILITIES:

- BENDING AT THE WAIST, KNEELING OR CROUCHING, AND REACHING TO RETRIEVE AND MAINTAIN FILES AND RECORDS.
- CARRYING, PUSHING, PULLING, OR LIFTING FOOD AND RELATED PRODUCT UP TO 50 POUNDS.
- DEXTERITY OF HANDS AND FINGERS TO OPERATE OFFICE EQUIPMENT; COMPUTER KEYBOARD, AND OTHER EQUIPMENT NECESSARY TO COMPLETE THE REQUIRED DUTIES.
- VISUAL ABILITY TO READ AND TO PREPARE/PROCESS DOCUMENTS.
- REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY.
- SITTING FOR EXTENDED PERIODS OF TIME;
- SEEING TO REVIEW AND ANALYZE FINANCIAL OR OTHER RECORDS AND REPORTS; AND
- HEARING AND SPEAKING TO EXCHANGE INFORMATION IN PERSON AND ON THE TELEPHONE.

HAZARDS:

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

Board Approved: 01/21/93
REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Grace Park, Ed.D., Deputy Superintendent
Vanessa Acuña, Ed.D., Director, Human Resources
Joe Durkin, Director, Human Resources

**SUBJECT: NEW JOB DESCRIPTIONS FOR CAMPUS SECURITY OFFICER I;
CAMPUS SENIOR SECURITY OFFICER; PATROL SECURITY
OFFICER I; PATROL SECURITY OFFICER II; AND SECURITY
CONTROL MONITOR; AND REVISIONS TO THE JOB
DESCRIPTIONS FOR SECURITY PERSON, AND SENIOR SECURITY
OFFICER**

=====

BACKGROUND

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

As part of a reorganization of the security positions and to differentiate duties between campus security personnel and District patrol security personnel, on February 25, 2025, CSEA and the District reached an agreement and finalized the job descriptions for new positions for the Campus Security Officer I; Campus Senior Security Officer; Patrol Security Officer I; Patrol Security Officer II; and Security Control Monitor. Additionally, CSEA and the District finalized revisions of the job descriptions for the Security Person and Senior Security Officer positions.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the new job descriptions for the Campus Security Officer I; Campus Senior Security Officer; Patrol Security Officer I; Patrol Security Officer II; and Security Control Monitor; and revisions to the job descriptions for Security Person and Senior Security Officer.

FISCAL IMPACT

Salary and benefits \$394,042.00 annually to the General Fund

NE:GP:VA:JD:jw

CAMPUS SECURITY OFFICER I

DEFINITION

UNDER GENERAL SUPERVISION BY SITE ADMINISTRATION, ASSISTS IN MAINTAINING SCHOOL SITE SAFETY AND SECURITY OF STUDENTS, PERSONNEL, FACILITIES, GROUNDS, AND EQUIPMENT. ENFORCES RULES AND REGULATIONS GOVERNING STUDENT CONDUCT.

DISTINGUISHING CHARACTERISTICS

POSITIONS IN THIS CLASS ARE CHARACTERIZED BY SECURITY DUTIES THAT REPRESENT THE RESPONSIBILITY TO SUPERVISE, MONITOR AND CONTROL STUDENT BEHAVIOR; TO BE ALERT TO LOITERERS AND UNAUTHORIZED PERSONS ON SITE AND OTHER CONDITIONS THAT MAY JEOPARDIZE THE SAFETY OF STUDENTS, SITE PERSONNEL, AND PROPERTY. ADDITIONALLY, POSITIONS IN THIS CLASS ARE CHARACTERIZED BY THE RESPONSIBILITY TO PERFORM SECURITY CHECKS OF THE DISTRICT SCHOOL SITE, FACILITIES, EQUIPMENT, EXTERIOR GROUNDS AND WORK UNDER DIRECTION OR GUIDANCE.

OCCUPATIONAL GROUP

CLASSIFIED (SECURITY)

EXAMPLES OF DUTIES

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

1. RECEIVES GUIDANCE FROM CAMPUS SECURITY OFFICER II AND CAMPUS SENIOR SECURITY OFFICER.
2. PATROLS ASSIGNED SCHOOL SITE; CHECKS FOR UNLOCKED OR OPEN DOORS, WINDOWS, AND GATES; CHECKS FOR EVIDENCE OF VANDALISM AND/OR OTHER CONDITIONS AFFECTING SECURITY. **(E)**
3. PERFORMS SECURITY RELATED MINOR MAINTENANCE TO PROVIDE SECURITY OR TO PREVENT DAMAGE TO FACILITIES AND EQUIPMENT DUE TO VANDALISM AND/OR OTHER CONDITIONS WHICH REQUIRE CORRECTIVE ACTION. **(E)**
4. FOLLOWS AND ENFORCES SITE RULES AND REGULATIONS. **(E)**
5. WORKS COLLABORATIVELY AND UNDER THE DIRECTION OR GUIDANCE OF SITE ADMINISTRATION TO INVESTIGATE AND PREPARE REPORTS RELATIVE TO INCIDENTS OF VANDALISM, BREACH OF SECURITY, AND ALL OTHER PERTINENT CRIMINAL ACTIVITY. **(E)**
6. RESPONDS APPROPRIATELY IN AN EMERGENCY SITUATION. **(E)**
7. ADMINISTERS CARDIOPULMONARY RESUSCITATION (CPR), NARCAN/NALOXONE AND/OR UTILIZE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AS NEEDED. **(E)**

8. PERFORMS SCHOOL SITE AND PARKING LOT CONTROL AND MONITORS ACTIVITIES (E).
9. MAINTAINS SECURITY LOGS OF EVENTS, AT THE SCHOOL SITE.
10. ASSISTS AT OTHER SCHOOL SITES, AS NEEDED.
11. PERFORMS OTHER RELATED DUTIES AS REQUIRED.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

KNOWLEDGE OF:

- METHODS AND PROCEDURES FOR BASIC SECURITY WORK;
- MONITORING AND OBSERVING BASIC PROCEDURES FOR GROUP AND INDIVIDUAL BEHAVIOR, SUPERVISION, AND CROWD CONTROL; AND
- CHILD ABUSE IDENTIFICATION AND REPORTING PROCEDURES

ABILITY TO:

- ESTABLISH RAPPORT WITH STUDENTS, STAFF AND PUBLIC;
- GAIN THE INTEREST, RESPECT AND COOPERATION OF STUDENTS AND FACULTY;
- KEEP ACCURATE RECORDS, REPORTS, AND COMPLETE REQUIRED SECURITY FORMS;
- UNDERSTAND AND ENFORCE SAFETY AND SECURITY RULES AND REGULATIONS THAT APPLY TO PUBLIC SCHOOLS;
- MAY BE REQUESTED TO ATTEND REGULAR SCHEDULED BOARD MEETINGS AND SPECIAL MEETINGS AS NEEDED;
- OCCASIONALLY PERFORM PHYSICALLY STRENUOUS ACTIVITIES WHICH MAY INVOLVE INTERACTION WITH STUDENTS, NON-STUDENTS, OR STAFF;
- UNDERSTAND AND CARRY OUT ORAL AND WRITTEN COMMUNICATIONS;
- OPERATE RADIO EQUIPMENT WITHIN FCC GUIDELINES.
- USE A COMPUTER AND 2-WAY RADIO;
- WEAR SECURITY BODY ARMOR PROVIDED BY THE DISTRICT; AND
- ADMINISTER CPR AND NARCAN/NALOXONE AND/OR UTILIZE AED.

EXPERIENCE

A MINIMUM OF SIX (6) MONTHS EXPERIENCE AS A SECURITY OFFICER, SECURITY SUBSTITUTE, OR PLAYGROUND SUPERVISOR, PREFERABLY WORKING WITH STUDENTS IN A PUBLIC SCHOOL, OR COLLEGE SETTING.

EDUCATION

HIGH SCHOOL DIPLOMA OR EQUIVALENT TO COMPLETION OF TWELFTH GRADE.

ADDITIONAL REQUIREMENTS

COMPLETION OF SB1626 OR SB390 AND PEPPER SPRAY CERTIFICATION, PRIOR TO HIRE.

MUST POSSESS AND MAINTAIN A VALID AND CURRENT FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION.

ABILITY TO OBTAIN NARCAN/NALOXONE APPLICATION CERTIFICATION WITHIN ONE (1) MONTH OF HIRE.

PHYSICAL REQUIREMENTS

STRENGTH: MODERATE WORK, LIFTING OR PUSHING HEAVY OBJECTS, E.G., SEPARATING/CONTROLLING JUNIOR HIGH OR HIGH SCHOOL STUDENTS ENGAGED IN A PHYSICAL ALTERCATION.

WORKING CONDITIONS

- INDOOR/OUTDOOR ENVIRONMENT UNDER VARIABLE WEATHER CONDITIONS, UP TO EXTREME TEMPERATURES;
- LONG PERIODS OF STANDING AND/OR WALKING;
- DUST WITH EXPOSURES TO MINOR CONTAGIOUS ILLNESSES;
- DIRECT CONTACT WITH THE PUBLIC, STUDENTS, AND OTHER DISTRICT STAFF;
- CONTINUOUS INTERRUPTIONS AND CHANGING PRIORITIES; AND
- MAY BE EXPOSED TO PUNGENT ODORS.

PHYSICAL ABILITIES

- SIT, STAND, BEND, AND WALK CONTINUOUSLY THROUGHOUT THE SHIFTS;
- LIFT, REACH, PUSH, PULL, AND CARRY OBJECTS UP TO 50 POUNDS UNASSISTED;
- OCCASIONALLY LIFT, REACH, PUSH, PULL, AND CARRY OBJECTS OVER 100 POUNDS WITH ASSISTANCE;
- CLIMB STAIRS;
- MAINTAIN BALANCE;
- HAVE RAPID MENTAL/MUSCULAR COORDINATION;
- SPEAK CLEARLY;
- HEAR NORMAL VOICE CONVERSATION;
- HAVE DEPTH PERCEPTION, COLOR VISION AND DISTINGUISH SHADES;
- HAVE NEAR AND FAR VISUAL ACUITY; AND
- HAVE VISION CORRECTABLE TO 20/20.

HAZARDS

- EXPOSURE TO VERBAL ABUSE AND HARASSMENT BY STUDENTS AND THE PUBLIC;
- POTENTIAL PHYSICAL HAZARDS INVOLVED IN INTERVENING IN ANTI-SOCIAL, ILLEGAL, AND VIOLENT BEHAVIOR;
- MAY BE EXPOSED TO CONTACT WITH HOSTILE OR ABUSIVE INDIVIDUALS;
- PHYSICAL CONTACT WITH INDIVIDUALS, INCLUDING WHEN INTERVENING WITH FIGHTS AND CONFRONTATIONS;
- TRAFFIC HAZARDS; AND
- EXPOSURE TO CONTACT WITH BODILY FLUIDS.

BOARD APPROVED:

CAMPUS SENIOR SECURITY OFFICER

DEFINITION

UNDER THE DIRECTION OF THE SITE ADMINISTRATOR AND SUPERINTENDENT'S DESIGNATED ADMINISTRATOR, ASSISTS IN MAINTAINING SAFETY AND SECURITY, OF STUDENTS, PERSONNEL, FACILITIES, GROUNDS, AND EQUIPMENT. ENFORCES RULES AND REGULATIONS GOVERNING STUDENT CONDUCT.

DISTINGUISHING CHARACTERISTICS

POSITIONS IN THIS CLASS ARE CHARACTERIZED BY THE INCREASED RESPONSIBILITY IN ASSISTING THE SCHOOL SITE ADMINISTRATOR OR SUPERINTENDENT'S DESIGNATED ADMINISTRATOR IN MAINTAINING A SAFE AND SECURE CAMPUS. WORKS WITH SCHOOL RESOURCE OFFICERS (SROS) AND POLICE/SHERIFF DEPUTIES ASSIGNED TO THE SCHOOL SITE, FIRST RESPONDER/PARTNERS (E.G., FIRE, PARAMEDICS) AND TAKES ACCIDENT/INCIDENT REPORTS AT A SCHOOL SITE.

OCCUPATIONAL GROUP

CLASSIFIED (SECURITY)

EXAMPLES OF DUTIES

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

1. ASSISTS THE SCHOOL SITE ADMINISTRATOR WITH SECURITY OPERATIONS, COORDINATING SCHOOL SITE SECURITY WORK SCHEDULES AND ASSIGNMENTS TO ASSURE ADEQUATE COVERAGE FOR REGULAR AND SPECIAL ACTIVITIES WITHIN THE SCHOOL SITE. **(E)**
2. PROVIDES LEADERSHIP AND DIRECTION TO SITE SECURITY PERSONNEL. **(E)**
3. ASSISTS THE SCHOOL SITE ADMINISTRATOR AND/OR SUPERINTENDENT'S DESIGNATED ADMINISTRATOR IN INVESTIGATING COMPLAINTS, VANDALISMS, AND SCHOOL SITE MATTERS AS IT PERTAINS TO SAFETY AND SECURITY ON CAMPUS. **(E)**
4. MONITORS BUILDING SECURITY, TRAFFIC CONTROL, PARKING LOT MANAGEMENT, AND STUDENT AND STAFF SAFETY. **(E)**
5. RESPONDS TO SITE SECURITY DEPLOYMENT REQUESTS AND ATTAINS A POLICE REPORT, IF APPLICABLE, OR A WRITTEN ACTION/INCIDENT REPORT. **(E)**
6. COMMUNICATES WITH SITE ADMINISTRATOR AND SUPERINTENDENT'S DESIGNATED ADMINISTRATOR AS NEEDED AND PROVIDES OPERATIONAL UPDATES AS IT RELATES TO SCHOOL SECURITY. **(E)**

7. COORDINATES, REVIEWS, MAINTAINS AND DISTRIBUTES DAILY REPORTS AND PERTINENT INFORMATION TO THE SCHOOL SITE ADMINISTRATOR OR SUPERINTENDENT'S DESIGNATED ADMINISTRATOR. **(E)**
8. ASSISTS THE SCHOOL SITE ADMINISTRATOR WITH PREPARING AND ARRANGING THE DAILY SECURITY BRIEFING/DEBRIEFING. **(E)**
9. ASSISTS WITH TRAINING AND ORIENTING NEW CAMPUS SECURITY OFFICERS AS IT PERTAINS TO SHIFT ACTIVITIES, PROTOCOLS AND PROCEDURES, ASSURING EXPOSURE TO ALL SCHOOL SITE AND SECURITY PROCEDURES, AND PROVIDES INPUT INTO ASSESSING THE TRAINING PROCESS. **(E)**
10. PROVIDES GUIDANCE OR ASSISTANCE TO THE SECURITY PERSONNEL DURING EMERGENCY SITUATIONS, AS INSTRUCTED BY THE SCHOOL SITE ADMINISTRATOR OR SUPERINTENDENT'S DESIGNATED ADMINISTRATOR **(E)**
11. USES TWO-WAY RADIO TO RECEIVE, TRANSMIT AND RELAY INFORMATION BETWEEN SECURITY PERSONNEL, SITE ADMINISTRATION AND SCHOOL RESOURCE OFFICERS, AT A SCHOOL SITE.
12. COORDINATES WITH SCHOOL RESOURCE OFFICER(S) AND CORRESPONDING FIRST RESPONDERS, UNDER THE DIRECTION OF SCHOOL SITE ADMINISTRATOR AND SUPERINTENDENT'S DESIGNATED ADMINISTRATOR. **(E)**
13. REVIEWS, UPDATES, AND PROVIDES DISASTER PREPAREDNESS AND EMERGENCY RESPONSE RESOURCES. **(E)**
14. UNDERTAKES SPECIAL ASSIGNMENTS RELATED TO SAFETY, SECURITY ISSUES, AND DISASTER/EMERGENCY PREPAREDNESS AND RESPONSE. **(E)**
15. PATROLS ASSIGNED SCHOOL SITE; CHECKS FOR UNLOCKED OR OPEN DOORS, UNLOCKED GATES, FENCES AND WINDOWS; CHECKS FOR EVIDENCE OF VANDALISM AND/OR OTHER CONDITIONS AFFECTING SECURITY. **(E)**
16. PROVIDES VACATION AND TEMPORARY RELIEF FOR CAMPUS SECURITY OFFICER PERSONNEL AS REQUIRED.
17. ATTENDS REGULAR SECURITY/SAFETY MEETINGS, HELD AT THE DISTRICT BY THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR TO CONTINUOUSLY IMPROVE SECURITY OPERATIONS AND PROVIDE UPDATES ON CAMPUS SECURITY OPERATIONS FOR THEIR ASSIGNED SCHOOL SITE. **(E)**
18. PERFORMS OTHER RELATED DUTIES AS ASSIGNED BY SITE ADMINISTRATOR AND SUPERINTENDENT'S DESIGNATED ADMINISTRATOR.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

KNOWLEDGE OF:

- METHODS AND PROCEDURES FOR BASIC SECURITY WORK;

- MONITORING AND OBSERVING BASIC PROCEDURES FOR GROUP AND INDIVIDUAL BEHAVIOR SUPERVISION AND CROWD CONTROL;
- PRINCIPLES OF GOOD PUBLIC RELATIONS;
- PRINCIPLES, PRACTICES AND LEADERSHIP IN THE SECURITY FIELD;
- DISTRICT BOARD POLICIES, ADMINISTRATIVE REGULATIONS, CITY, COUNTY AND STATE LAWS AND CODES;
- THE SCHOOL DISTRICT AND LOCAL AREA PROVISIONS FOR EMERGENCY SITUATIONS;
- A VARIETY OF COMPUTER SOFTWARE APPLICATIONS TO INCLUDE, BUT NOT LIMITED TO, SPREADSHEETS, DATABASES, AND WORD PROCESSING PROGRAMS;
- GEOGRAPHIC AREA AND LOCATION OF SCHOOLS AND OFFICES WITHIN THE DISTRICT; AND
- CHILD ABUSE IDENTIFICATION AND REPORTING PROCEDURES.

ABILITY TO:

- ESTABLISH RAPPORT WITH STUDENTS, STAFF AND PUBLIC.
- GAIN THE INTEREST, RESPECT AND COOPERATION OF STUDENTS AND FACULTY;
- KEEP ACCURATE RECORDS AND REPORTS, AND COMPLETE REQUIRED SECURITY FORMS;
- UNDERSTAND AND ENFORCE SAFETY AND SECURITY RULES AND REGULATIONS THAT APPLY TO PUBLIC SCHOOLS;
- OCCASIONALLY PERFORM PHYSICALLY STRENUOUS ACTIVITIES WHICH MAY INVOLVE INTERACTION WITH STUDENTS, NON-STUDENTS OR STAFF;
- UNDERSTAND AND CARRY OUT ORAL AND WRITTEN COMMUNICATIONS;
- OPERATE RADIO EQUIPMENT WITHIN FCC GUIDELINES;
- MAY BE REQUESTED TO ATTEND REGULAR SCHEDULED BOARD MEETINGS AND SPECIAL MEETINGS AS NEEDED;
- PERFORM EFFECTIVELY AND EFFICIENTLY REQUIRING TACT, DIPLOMACY AND GOOD JUDGEMENT;
- EXERCISE DISCRETION OF THE HANDLING OF CONFIDENTIAL INFORMATION;
- MAINTAIN EMOTIONAL CONTROL UNDER PRESSURE;
- ASCERTAIN FACTS THROUGH PERSONAL CONTACT, OBSERVATION, AND TO DETERMINE PROPER COURSE OF ACTION;
- EXPLAIN AND INTERPRET PROVISIONS OF LAWS, ORDINANCES AND REGULATIONS;
- ENFORCE POLICIES FIRMLY, TACTFULLY, COURTEOUSLY AND WITH RESPECT FOR THE CONSTITUTIONAL RIGHTS OF OTHERS;
- PLAN AND ASSESS, AS INSTRUCTED BY THE SCHOOL SITE ADMINISTRATOR AND/OR SUPERINTENDENT'S DESIGNATED ADMINISTRATOR, THE WORK OF OTHERS IN A MANNER CONDUCIVE TO FULL PERFORMANCE;
- OPERATE ALL SECURITY DEPARTMENT EQUIPMENT NECESSARY IN THE PERFORMANCE OF REQUIRED DUTIES;
- USE A COMPUTER, 2-WAY RADIO
- WEAR SECURITY BODY ARMOR PROVIDED BY THE DISTRICT; AND
- ADMINISTER CPR AND NARCAN/NALOXONE, AND/OR UTILIZE AED.

EXPERIENCE

A MINIMUM OF FIVE (5) YEARS EXPERIENCE IN LAW ENFORCEMENT AND/OR SECURITY. EXPERIENCE WORKING WITH STUDENTS IN A PUBLIC SCHOOL OR COLLEGE SETTING IS PREFERRED.

EDUCATION/CERTIFICATION

HIGH SCHOOL DIPLOMA OR EQUIVALENT.

COMPLETION OF FORMAL AND INFORMAL EDUCATION SUFFICIENT TO ASSURE THE ABILITY TO PERFORM THE TASKS LISTED ABOVE.

ADDITIONAL REQUIREMENTS

COMPLETION OF SB1626 OR SB390 AND PEPPER SPRAY CERTIFICATION PRIOR TO HIRE.

MUST POSSESS AND MAINTAIN A VALID AND CURRENT FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION.

ABILITY TO OBTAIN NARCAN/NALOXONE APPLICATION CERTIFICATION WITHIN (1) ONE MONTH OF HIRE.

WORKING CONDITIONS

- INDOOR/OUTDOOR ENVIRONMENT UNDER VARIABLE WEATHER CONDITIONS, UP TO EXTREME TEMPERATURES;
- LONG PERIODS OF STANDING AND/OR WALKING;
- DUST WITH EXPOSURE TO MINOR CONTAGIOUS ILLNESSES;
- DIRECT CONTACT WITH THE PUBLIC, STUDENTS AND OTHER DISTRICT STAFF;
- CONTINUOUS INTERRUPTIONS AND CHANGING PRIORITIES;
- UNDER ADMINISTRATIVE GUIDANCE ADDRESSES INTERPERSONAL SITUATIONS WITH STAFF AND COMMUNITY;
- MAY BE EXPOSED TO PUNGENT ODORS.

PHYSICAL ABILITIES

- SIT, STAND, BEND, AND WALK CONTINUOUSLY THROUGHOUT THE SHIFTS;
- LIFT, REACH, PUSH, PULL AND CARRY OBJECTS UP TO 50 POUNDS UNASSISTED;
- OCCASIONALLY LIFT, REACH, PUSH, PULL AND CARRY OBJECTS OVER 100 POUNDS WITH ASSISTANCE;
- CLIMB STAIRS;
- MAINTAIN BALANCE;
- HAVE RAPID MENTAL/MUSCULAR COORDINATION;
- SPEAK CLEARLY;
- HEAR NORMAL VOICE CONVERSATION;
- HAVE DEPTH PERCEPTION, COLOR VISION AND DISTINGUISH SHADES;
- SEE SMALL DETAILS;
- HAVE NEAR AND FAR VISUAL ACUITY; AND
- HAVE VISION CORRECTABLE TO 20/20.

HAZARDS

- EXPOSURE TO VERBAL ABUSE AND HARASSMENT BY STUDENTS AND THE PUBLIC;
- POTENTIAL PHYSICAL HAZARDS INVOLVED IN INTERVENING IN ANTI-SOCIAL, ILLEGAL, AND VIOLENT BEHAVIOR;
- MAY BE EXPOSED TO CONTACT WITH HOSTILE OR ABUSIVE INDIVIDUALS;
- PHYSICAL CONTACT WITH INDIVIDUALS INCLUDING WHEN INTERVENING WITH FIGHTS AND CONFRONTATIONS;
- TRAFFIC HAZARDS; AND
- EXPOSURE OR CONTACT WITH BODILY FLUIDS.

BOARD APPROVED:

PATROL SECURITY OFFICER I

DEFINITION

UNDER THE DIRECTION OF THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR, MONITORS AND PATROLS THE DISTRICT, SCHOOLS, FACILITIES AND OFFICES TO ASSIST IN THE SECURITY OF PERSONNEL, FACILITIES, AND EQUIPMENT. PERFORMS RELATED DUTIES AS REQUIRED. RESPONDS TO INTRUSION/FIRE ALARMS AND INVESTIGATES POSSIBLE BUILDING INTRUSIONS; ARMS AND DISARMS BURGLAR AND FIRE ALARMS. ENFORCES DISTRICT RULES AND REGULATIONS CONCERNING THE PROTECTION OF PROPERTY AND PERSONS; CONDUCTS INVESTIGATIONS UNDER THE DIRECTION OF THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR OR THE GUIDANCE OF THE PATROL SENIOR SECURITY OFFICER REGARDING DAMAGE TO DISTRICT PROPERTY.

DISTINGUISHING CHARACTERISTICS

POSITIONS IN THIS CLASS ARE CHARACTERIZED BY THEIR RESPONSIBILITY TO MONITOR LOITERERS AND UNAUTHORIZED PERSONS ON SCHOOLS AND DISTRICT PROPERTY AND OTHER CONDITIONS THAT MAY JEOPARDIZE THE SAFETY OF PERSONNEL AND PROPERTY. ADDITIONALLY, POSITIONS IN THIS CLASS ARE CHARACTERIZED BY THEIR RESPONSIBILITY TO PATROL AND PERFORM SURVEILLANCE CHECKS OF THE DISTRICT'S PROPERTY, SCHOOLS, FACILITIES AND EQUIPMENT AND UNDER DIRECTION OR GUIDANCE.

OCCUPATIONAL GROUP

CLASSIFIED (SECURITY)

EXAMPLES OF DUTIES

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

1. PATROLS ASSIGNED SCHOOLS AND OTHER DISTRICT SITES; CHECKS FOR UNLOCKED OR OPEN GATES, DOORS, WINDOWS AND OTHER ACCESS POINTS; CHECKS FOR EVIDENCE OF VANDALISM AND/OR OTHER CONDITIONS AFFECTING SECURITY AND DOCUMENTS AND REPORTS THE FINDINGS TO APPLICABLE ADMINISTRATOR. **(E)**
2. PERFORMS MINOR MAINTENANCE TO PROVIDE SECURITY TO PREVENT DAMAGE TO FACILITIES AND EQUIPMENT DUE TO VANDALISM AND/OR OTHER CONDITIONS WHICH REQUIRE CORRECTIVE ACTION. **(E)**
3. USES TWO-WAY RADIO TO RECEIVE, TRANSMIT AND RELAY INFORMATION BETWEEN SECURITY AND DISTRICT PERSONNEL. **(E)**
4. SERVES AS A LIAISON BETWEEN THE DISTRICT SECURITY DEPARTMENT, OUTSIDE AGENCIES, AND THE PUBLIC, DURING AN ASSIGNED SHIFT AND PARTICIPATES IN MONITORING VARIOUS SECURITY AND FIRE RELATED SYSTEMS. **(E)**

5. INVESTIGATES AND PREPARES DAILY INCIDENT REPORTS (PATROL LOGS) CONCERNING PROPERTY VANDALISM AND THEFT AND ALL OTHER PERTINENT ACTIVITIES CONCERNING SECURITY AND SAFETY. **(E)**
6. MAINTAINS SECURITY EQUIPMENT AND VEHICLES (NOT MECHANIC RELATED WORK); COMPLETES A DAILY VEHICLE INSPECTION SHEET. **(E)**
7. RESPONDS TO EMERGENCY SITUATIONS. **(E)**
8. CONTACTS THE DISTRICT SECURITY FORCE OR APPROPRIATE LAW ENFORCEMENT/ FIRST RESPONDER AGENCIES TO REQUEST ASSISTANCE IN MAINTAINING THE SECURITY PROTECTION AND CONTROL OF SCHOOL/DISTRICT SITE FACILITIES. **(E)**
9. ASSISTS WITH TRAFFIC OR CROWD CONTROL ON DISTRICT PROPERTY, DURING EVENTS TO ENSURE THE RULES AND REGULATIONS ARE BEING OBSERVED. **(E)**
10. PATROLS AND RESPONDS TO INTRUSION/FIRE ALARMS AND INVESTIGATES POSSIBLE BUILDING INTRUSIONS; ARMS AND DISARMS BURGLAR / FIRE ALARMS. **(E)**
11. UNDER DIRECTION OF SENIOR PATROL OFFICER OR SUPERINTENDENT'S DESIGNEE MAY UNDERTAKE SPECIAL ASSIGNMENTS RELATED TO SAFETY, SECURITY ISSUES AND DISASTER RESPONSE. **(E)**
12. PERFORMS OTHER RELATED WORK DUTIES AS ASSIGNED AND/OR REQUIRED. **(E)**

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

KNOWLEDGE OF:

- METHODS AND PROCEDURES FOR BASIC SECURITY WORK;
- MONITORING AND OBSERVING BASIC PROCEDURES FOR GROUP AND INDIVIDUAL BEHAVIOR, SUPERVISION AND CROWD CONTROL.
- CROWD CONTROL PROCEDURES;
- STUDENT BEHAVIOR MODIFICATION STRATEGIES AND TECHNIQUES;
- CHILD ABUSE IDENTIFICATION AND REPORTING PROCEDURES;
- A VARIETY OF COMPUTER SOFTWARE APPLICATIONS TO INCLUDE, BUT NOT LIMITED TO, SPREADSHEETS, DATABASE, AND WORD PROCESSING PROGRAMS; AND
- GEOGRAPHIC AREA AND LOCATION OF SCHOOLS AND OFFICES WITHIN THE DISTRICT.

ABILITY TO:

- ESTABLISH RAPPORT WITH STUDENTS, STAFF AND PUBLIC;
- GAIN THE INTEREST, RESPECT AND COOPERATION OF STUDENTS STAFF AND FACULTY;

- KEEP ACCURATE RECORDS, REPORTS, AND COMPLETE REQUIRED SECURITY AND VEHICLE MAINTENANCE INSPECTION FORMS OR CHECKLIST;
- MAINTAIN PATROL SECURITY OFFICER VEHICLES AND ENSURE THAT THEY ARE CLEANED AND SERVICED, AS REQUIRED;
- UNDERSTAND AND ENFORCE SAFETY AND SECURITY RULES AND REGULATIONS THAT APPLY TO PUBLIC SCHOOLS;
- OCCASIONALLY PERFORM PHYSICALLY STRENUOUS ACTIVITIES WHICH MAY INVOLVE INTERACTION WITH STUDENTS, NON-STUDENTS OR STAFF;
- UNDERSTAND AND CARRY OUT ORAL AND WRITTEN COMMUNICATIONS;
- OPERATE RADIO EQUIPMENT WITHIN FCC GUIDELINES;
- OBTAIN FIRST AID AND CPR CERTIFICATION;
- PERFORM EFFECTIVELY AND EFFICIENTLY REQUIRING TACT, DIPLOMACY AND GOOD JUDGEMENT;
- PATROL AT VARIOUS TIMES THROUGHOUT THE WEEK, NIGHTS AND WEEKENDS;
- PERFORM DUTIES AS REQUIRED UNDER THE SUPERVISION OF THE SUPERINTENDENT'S DESIGNEE;
- EXERCISE DISCRETION OF THE HANDLING OF CONFIDENTIAL INFORMATION;
- PERFORM ROUTINE CLERICAL WORK, AS ASSIGNED BY THE SUPERINTENDENT'S DESIGNEE;
- USE A COMPUTER, 2-WAY RADIO, AND ASSIGNED MOBILE PHONE;
- WEAR SECURITY BODY ARMOR PROVIDED BY THE DISTRICT;
- ADMINISTER CPR AND NARCAN/NALOXONE AND/OR UTILIZE AED; AND
- PERFORM CLERICAL DUTIES.

EXPERIENCE

A MINIMUM OF (6) SIX MONTHS EXPERIENCE AS A SECURITY OFFICER, SECURITY SUBSTITUTE, OR PLAYGROUND SUPERVISOR, PREFERABLY WORKING WITH STUDENTS IN A PUBLIC SCHOOL, OR COLLEGE SETTING.

EXPERIENCE WITH CUSTOMER SERVICE, PREFERABLY IN A SCHOOL DISTRICT SETTING.

EDUCATION

HIGH SCHOOL DIPLOMA OR EQUIVALENT TO COMPLETION OF TWELFTH GRADE.

ADDITIONAL REQUIREMENTS

COMPLETION OF SB1626 OR SB390 AND PEPPER SPRAY CERTIFICATION, PRIOR TO HIRE.

MUST POSSESS AND MAINTAIN A VALID AND CURRENT FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION.

ABILITY TO OBTAIN NARCAN/NALOXONE APPLICATION CERTIFICATION WITHIN (1) ONE MONTH OF HIRE.

POSSESSION OF A VALID CALIFORNIA DRIVER'S LICENSE. MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY.

PHYSICAL REQUIREMENTS

STRENGTH: MODERATE WORK, LIFTING OR PUSHING HEAVY OBJECTS, I.E., SEPARATING/CONTROLLING JUNIOR HIGH OR HIGH SCHOOL STUDENTS ENGAGED IN A PHYSICAL ALTERCATION

WORKING CONDITIONS

- INDOOR/OUTDOOR ENVIRONMENT UNDER VARIABLE WEATHER CONDITIONS, UP TO EXTREME TEMPERATURES;
- LONG PERIODS OF STANDING AND/OR WALKING;
- DUST WITH EXPOSURE TO MINOR CONTAGIOUS ILLNESSES;
- DIRECT CONTACT WITH THE PUBLIC, STUDENTS AND OTHER DISTRICT STAFF;
- NEGATIVE INTERPERSONAL SITUATIONS WITH STUDENTS OR STAFF;
- CONTINUOUS INTERRUPTIONS AND CHANGING PRIORITIES.
- MAY BE EXPOSED TO PUNGENT ODORS;
- LONG PERIODS OF DRIVING; AND
- REPETITIVE ENTERING AND EXITING FROM VEHICLE.

PHYSICAL ABILITIES

- SIT, STAND, BEND, AND WALK CONTINUOUSLY THROUGHOUT THE SHIFTS;
- LIFT, REACH, PUSH, PULL, AND CARRY OBJECTS UP TO 50 POUNDS UNASSISTED;
- OCCASIONALLY LIFT REACH, PUSH, PULL, AND CARRY OBJECTS OVER 100 POUNDS WITH ASSISTANCE;
- CLIMB STAIRS;
- MAINTAIN BALANCE;
- HAVE RAPID MENTAL/MUSCULAR COORDINATION;
- SPEAK CLEARLY;
- HEAR NORMAL VOICE CONVERSATION;
- HAVE DEPTH PERCEPTION, COLOR VISION AND DISTINGUISH SHADES;
- SEE SMALL DETAILS;
- HAVE NEAR AND FAR VISUAL ACUITY, AND
- HAVE VISION CORRECTABLE TO 20/20.

HAZARDS

- EXPOSURE TO VERBAL ABUSE AND HARASSMENT BY STUDENTS AND THE PUBLIC;
- POTENTIAL PHYSICAL HAZARDS INVOLVED IN INTERVENING IN ANTI-SOCIAL, ILLEGAL, AND VIOLENT BEHAVIOR;
- MAY BE EXPOSED TO CONTACT WITH HOSTILE OR ABUSIVE INDIVIDUALS;
- PHYSICAL CONTACT WITH INDIVIDUALS INCLUDING WHEN INTERVENING WITH FIGHTS AND CONFRONTATIONS;
- TRAFFIC HAZARDS; AND
- EXPOSURE TO CONTACT WITH BODILY FLUIDS.

BOARD APPROVED:

PATROL SECURITY OFFICER II

DEFINITION

UNDER THE DIRECTION OF THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR, MONITORS AND PATROLS THE DISTRICT, SCHOOLS, FACILITIES AND OFFICES TO ASSIST IN THE SECURITY OF PERSONNEL, FACILITIES, AND EQUIPMENT. PERFORMS RELATED DUTIES AS REQUIRED. RESPONDS TO INTRUSION/FIRE ALARMS AND INVESTIGATES POSSIBLE BUILDING INTRUSIONS; ARMS AND DISARMS BURGLAR AND FIRE ALARMS. ENFORCES DISTRICT RULES AND REGULATIONS CONCERNING THE PROTECTION OF PROPERTY AND PERSONS; CONDUCTS INVESTIGATIONS REGARDING DAMAGE TO DISTRICT PROPERTY.

DISTINGUISHING CHARACTERISTICS

POSITIONS IN THIS CLASS ARE CHARACTERIZED BY THEIR RESPONSIBILITY TO MONITOR LOITERERS AND UNAUTHORIZED PERSONS ON SCHOOLS AND DISTRICT PROPERTY AND OTHER CONDITIONS THAT MAY JEOPARDIZE THE SAFETY OF PERSONNEL AND PROPERTY. ADDITIONALLY, POSITIONS IN THIS CLASS ARE CHARACTERIZED BY THEIR RESPONSIBILITY TO PATROL AND PERFORM SURVEILLANCE CHECKS OF THE DISTRICT'S PROPERTY, SCHOOLS, FACILITIES AND EQUIPMENT, AND WORK INDEPENDENTLY.

OCCUPATIONAL GROUP

CLASSIFIED (SECURITY)

EXAMPLES OF DUTIES

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

1. PATROLS ASSIGNED SCHOOLS AND OTHER DISTRICT SITES; CHECKS FOR UNLOCKED OR OPEN GATES, DOORS, WINDOWS AND OTHER ACCESS POINTS; CHECKS FOR EVIDENCE OF VANDALISM AND/OR OTHER CONDITIONS AFFECTING SECURITY AND DOCUMENTS AND REPORTS THE FINDINGS TO APPLICABLE ADMINISTRATOR. **(E)**
2. PERFORMS MINOR MAINTENANCE TO PROVIDE SECURITY—TO PREVENT DAMAGE TO FACILITIES AND EQUIPMENT DUE TO VANDALISM AND/OR OTHER CONDITIONS WHICH REQUIRE CORRECTIVE ACTION. **(E)**
3. USES TWO-WAY RADIO TO RECEIVE, TRANSMIT AND RELAY INFORMATION BETWEEN SECURITY AND DISTRICT PERSONNEL. **(E)**
4. SERVES AS A LIAISON BETWEEN THE DISTRICT SECURITY DEPARTMENT, OUTSIDE AGENCIES, AND THE PUBLIC, DURING AN ASSIGNED SHIFT AND PARTICIPATES IN MONITORING VARIOUS SECURITY AND FIRE RELATED SYSTEMS. **(E)**

5. INVESTIGATES AND PREPARES DAILY INCIDENT REPORTS (PATROL LOGS) CONCERNING PROPERTY VANDALISM AND THEFT AND ALL OTHER PERTINENT ACTIVITIES CONCERNING SECURITY AND SAFETY. **(E)**
6. MAINTAINS SECURITY EQUIPMENT AND VEHICLES; COMPLETES A DAILY VEHICLE INSPECTION SHEET. **(E)**
7. RESPONDS TO EMERGENCY SITUATIONS. **(E)**
8. CONTACTS THE DISTRICT SECURITY FORCE OR APPROPRIATE LAW ENFORCEMENT/ FIRST RESPONDER AGENCIES TO REQUEST ASSISTANCE IN MAINTAINING THE SECURITY, PROTECTION AND CONTROL OF SCHOOL/DISTRICT SITE FACILITIES. **(E)**
9. ASSISTS WITH TRAFFIC OR CROWD CONTROL, DURING EVENTS TO ENSURE THE RULES AND REGULATIONS ARE BEING OBSERVED. **(E)**
10. PATROLS AND RESPONDS TO INTRUSION/FIRE ALARMS AND INVESTIGATES POSSIBLE BUILDING INTRUSIONS; ARMS AND DISARMS BURGLAR / FIRE ALARMS. **(E)**
11. UNDERTAKES SPECIAL ASSIGNMENTS RELATED TO SAFETY, SECURITY ISSUES AND DISASTER RESPONSE. **(E)**
12. PERFORMS OTHER RELATED WORK AS ASSIGNED AND/OR REQUIRED.

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

KNOWLEDGE OF:

- METHODS AND PROCEDURES FOR BASIC SECURITY WORK;
- MONITORING AND OBSERVING BASIC PROCEDURES FOR GROUP AND INDIVIDUAL BEHAVIOR, SUPERVISION AND CROWD CONTROL.
- CROWD CONTROL PROCEDURES;
- STUDENT BEHAVIOR MODIFICATION STRATEGIES AND TECHNIQUES;
- A VARIETY OF COMPUTER SOFTWARE APPLICATIONS TO INCLUDE, BUT NOT LIMITED TO, SPREADSHEETS, DATABASE, AND WORD PROCESSING PROGRAMS;
- GEOGRAPHIC AREA AND LOCATION OF SCHOOLS AND OFFICES WITHIN THE DISTRICT; AND
- CHILD ABUSE IDENTIFICATION AND REPORTING PROCEDURES.

ABILITY TO:

- ESTABLISH RAPPORT WITH STUDENTS, STAFF AND PUBLIC;
- GAIN THE INTEREST, RESPECT AND COOPERATION OF STUDENTS, STAFF AND FACULTY;
- KEEP ACCURATE RECORDS AND REPORTS, AND COMPLETE REQUIRED SECURITY AND VEHICLE MAINTENANCE INSPECTION FORMS OR CHECKLIST;
- MAINTAIN PATROL SECURITY OFFICER VEHICLES AND ENSURE THAT THEY ARE CLEANED AND SERVICED, AS REQUIRED;

- UNDERSTAND AND ENFORCE SAFETY AND SECURITY RULES AND REGULATIONS THAT APPLY TO PUBLIC SCHOOLS;
- OCCASIONALLY PERFORM PHYSICALLY STRENUOUS ACTIVITIES WHICH MAY INVOLVE INTERACTION WITH STUDENTS, NON-STUDENTS OR STAFF AT THE DISCRETION OF THE SUPERINTENDENT'S DESIGNEE;
- UNDERSTAND AND CARRY OUT ORAL AND WRITTEN COMMUNICATIONS;
- OPERATE RADIO EQUIPMENT WITHIN FCC GUIDELINES;
- OBTAIN FIRST AID AND CPR CERTIFICATION;
- PERFORM EFFECTIVELY AND EFFICIENTLY REQUIRING TACT, DIPLOMACY AND GOOD JUDGEMENT;
- PATROL AT VARIOUS TIMES THROUGHOUT THE WEEK, NIGHTS AND WEEKENDS;
- PERFORM DUTIES AS REQUIRED UNDER THE SUPERVISION OF THE SUPERINTENDENT'S DESIGNEE;
- EXERCISE DISCRETION OF THE HANDLING OF CONFIDENTIAL INFORMATION;
- PERFORM ROUTINE CLERICAL WORK, AS ASSIGNED BY THE SUPERINTENDENT'S DESIGNEE;
- USE A COMPUTER, 2-WAY RADIO AND ASSIGNED MOBILE PHONE;
- WEAR SECURITY BODY ARMOR PROVIDED BY THE DISTRICT;
- ADMINISTER CPR AND NARCAN/NALOXONE AND/OR UTILIZE AED; AND
- PERFORM CLERICAL DUTIES.

EXPERIENCE

A MINIMUM OF TWO (2) YEARS EXPERIENCE IN SECURITY PATROL/CAMPUS. EXPERIENCE WORKING WITH STUDENTS IN A PUBLIC SCHOOL, OR COLLEGE SETTING IS PREFERRED.

EXPERIENCE WITH CUSTOMER SERVICE, PREFERABLY IN A SCHOOL DISTRICT/SECURITY SETTING.

EDUCATION

HIGH SCHOOL DIPLOMA OR EQUIVALENT TO COMPLETION OF TWELFTH GRADE. COMPLETION OF FORMAL OR INFORMAL EDUCATION SUFFICIENT TO ASSURE THE ABILITY TO PERFORM THE TASKS LISTED ABOVE.

ADDITIONAL REQUIREMENTS

COMPLETION OF SB1626 OR SB390 AND PEPPER SPRAY CERTIFICATION PRIOR TO HIRE.

MUST POSSESS AND MAINTAIN A VALID AND CURRENT FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION.

ABILITY TO OBTAIN NARCAN/NALOXONE APPLICATION CERTIFICATION WITHIN (1) ONE MONTH OF HIRE.

POSSESSION A VALID CALIFORNIA DRIVER'S LICENSE. MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY.

PHYSICAL REQUIREMENTS

STRENGTH: MODERATE WORK, LIFTING OR PUSHING HEAVY OBJECTS, I.E., SEPARATING/CONTROLLING JUNIOR HIGH OR HIGH SCHOOL STUDENTS ENGAGED IN A PHYSICAL ALTERCATION

WORKING CONDITIONS

- INDOOR/OUTDOOR ENVIRONMENT UNDER VARIABLE WEATHER CONDITIONS, UP TO EXTREME TEMPERATURES;
- LONG PERIODS OF STANDING AND/OR WALKING;
- DUST WITH EXPOSURE TO MINOR CONTAGIOUS ILLNESSES;
- DIRECT CONTACT WITH THE PUBLIC, STUDENTS AND OTHER DISTRICT STAFF;
- NEGATIVE INTERPERSONAL SITUATIONS WITH STUDENTS OR STAFF;
- CONTINUOUS INTERRUPTIONS AND CHANGING PRIORITIES.
- MAY BE EXPOSED TO PUNGENT ODORS;
- LONG PERIODS OF DRIVING;
- REPETITIVE ENTERING AND EXITING FROM VEHICLE.

PHYSICAL ABILITIES

- SIT, STAND, BEND, AND WALK CONTINUOUSLY THROUGHOUT THE SHIFT;
- LIFT, REACH, PUSH, PULL, AND CARRY OBJECTS UP TO 50 POUNDS UNASSISTED;
- OCCASIONALLY LIFT REACH, PUSH, PULL, AND CARRY OBJECTS OVER 100 POUNDS WITH ASSISTANCE;
- CLIMB STAIRS;
- MAINTAIN BALANCE;
- HAVE RAPID MENTAL/MUSCULAR COORDINATION;
- SPEAK CLEARLY;
- HEAR NORMAL VOICE CONVERSATION;
- HAVE DEPTH PERCEPTION, COLOR VISION AND DISTINGUISH SHADES;
- SEE SMALL DETAILS;
- HAVE NEAR AND FAR VISUAL ACUITY; AND
- HAVE VISION CORRECTABLE TO 20/20.

HAZARDS

- EXPOSURE TO VERBAL ABUSE AND HARASSMENT BY STUDENTS AND THE PUBLIC;
- POTENTIAL PHYSICAL HAZARDS INVOLVED IN INTERVENING IN ANTI-SOCIAL, ILLEGAL, AND VIOLENT BEHAVIOR;
- MAY BE EXPOSED TO CONTACT WITH HOSTILE OR ABUSIVE INDIVIDUALS;
- PHYSICAL CONTACT WITH INDIVIDUALS INCLUDING WHEN INTERVENING WITH FIGHTS AND CONFRONTATIONS;
- TRAFFIC HAZARDS; AND
- EXPOSURE TO CONTACT WITH BODILY FLUIDS.

BOARD APPROVED:

SECURITY CONTROL MONITOR

DEFINITION

UNDER THE DIRECTION OF THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR, COORDINATES ALL DUTIES WITHIN THE SECURITY PATROL DIVISION BETWEEN MONITORS AND PATROL. MONITORS COMPUTERIZED ALARM, SECURITY CAMERAS AND CONTROL ACCESS SYSTEMS; COMMUNICATES BY RADIO, TELEPHONE, AND OTHER ELECTRONIC MEANS; MAINTAINS RECORDS AND MAKES REPORTS CONCERNING ROUTINE AND EMERGENCY SAFETY AND SECURITY SERVICES.

MONITORS FOR ALERTS OF INTRUSION, WHEN APPLICABLE, WHEN ALARM IS SIGNALLED; REGULARLY MONITORS ALL FACILITIES ON INTRUSION SYSTEMS DETERMINING A POSSIBLE INTRUSION; DISPATCH SECURITY PATROL, OR REQUEST POLICE RESPONSE IN THE EVENT OF DISTRICT SECURITY PATROL IS NOT AVAILABLE, OF ANY ACTUAL OR SUSPECTED ENTRY; MONITORS SUSPECTED SITE UNTIL THE CAUSE OF ALARM HAS BEEN DETERMINED; MAINTAINS VARIOUS RUNNING LOGS OF ACTIVITIES IN A LEGIBLE MANNER. COORDINATE WITH THE FACILITIES DEPARTMENT ON APPROVED FACILITIES USE REQUESTS AND WORKS COLLABORATIVELY TO ASSESS UNAUTHORIZED FACILITIES USE AND DEPLOY SECURITY PATROL ACCORDINGLY TO EVICT UNAUTHORIZED FACILITIES USERS, VIA THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR.

OCCUPATIONAL GROUP

CLASSIFIED (SECURITY)

EXAMPLES OF DUTIES

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

1. RECEIVES TELEPHONE CALLS FROM STAFF REPORTING SECURITY IRREGULARITIES OR REQUESTING ASSISTANCE. **(E)**
2. MONITORS COMPUTERIZED ALARM SYSTEMS BURGLAR/INTRUSION/MOTION/FIRE. **(E)**
3. USES TWO-WAY RADIO TO RECEIVE, TRANSMIT AND RELAY INFORMATION BETWEEN SECURITY AND DISTRICT PERSONNEL. **(E)**
4. MONITORS CLOSED CIRCUIT TV SURVEILLANCE AND HIGH SECURITY AREAS. **(E)**
5. MONITORS COMPUTERIZED ALARM SYSTEMS FOR DETECTION OF INTRUSION. **(E)**
6. CALLS APPROPRIATE AGENCY, PATROL, DISTRICT, UTILITY MAINTENANCE, OR ADMINISTRATOR. **(E)**
7. PROVIDES INFORMATION AND SUPPORT (MAY NEED TO GO TO THE SITE) TO

FIELD SECURITY PATROL OFFICERS AND LAW ENFORCEMENT PARTNERS. (E)

8. MAINTAINS CONTACT DURING EMERGENCY; MONITOR AND CONFIRM ACTIONS TAKEN. (E)
9. MAINTAINS AND RETRIEVES DATA INFORMATION IN MANUAL AND VISUAL COMPUTERIZED FILES. (E)
10. PREPARES REPORTS OF INCIDENTS WHERE LAW OFFICER-INITIATED REPORT IS NOT REQUIRED. (E)
11. PARTICIPATES IN AND PROVIDES INFORMATION ON BRIEFINGS FOR FIELD PATROL OFFICERS ON ACTIVITIES DURING PREVIOUS WATCH, POLICY AND PROCEDURE CHANGES, AND ASSIGNMENTS. (E)
12. PERFORMS ROUTINE CLERICAL DUTIES, AS NEEDED. (E)
13. MAY NEED TO DRIVE TO SITE OR FACILITY WHERE SUPPORT IS NEEDED.
14. PERFORMS OTHER RELATED DUTIES AS ASSIGNED BY THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR. (E)

(E) = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS

KNOWLEDGE OF:

- APPROPRIATE RESPONSES TO A WIDE VARIETY OF EMERGENCY AND NON-EMERGENCY CALLS;
- COMPUTERIZED FACILITY CONTROL SYSTEMS;
- ELECTRONIC SECURITY, SURVEILLANCE, AND COMMUNICATION SYSTEMS;
- RADIO COMMUNICATION CODES;
- COUNTY AND DISTRICT EMERGENCY COMMUNICATION SYSTEMS;
- CALIFORNIA LAWS, INCLUDING PENAL, EDUCATION, WELFARE AND INSTITUTIONS; AND
- APPROPRIATE SAFETY PRECAUTIONS AND PROCEDURES

ABILITY TO:

- MONITOR AND TRANSMIT ON MULTIPLE FREQUENCIES;
- WRITE COMPREHENSIVE REPORTS;
- COMMUNICATE CLEARLY AND DISTINCTLY OVER INTERCOM, RADIO, AND TELEPHONE;
- OPERATE COMPUTER PROGRAMS AND CLOSED-CIRCUIT TV SURVEILLANCE SYSTEMS;
- MONITOR AND OPERATE MULTI-FACILITY COMPUTERIZED CONTROL SYSTEM FOR DETECTION OF INTRUSION;
- RECEIVE AND RESPOND TO EMERGENCY AND NON-EMERGENCY CALLS;
- OPERATE STANDARD OFFICE EQUIPMENT, PERSONAL COMPUTER, WORD PROCESSING EQUIPMENT AND RELATED SOFTWARE;
- SEND AND RECEIVE EMAILS AND RESEARCH INFORMATION THROUGH THE INTERNET;

- UNDERSTAND AND CARRY OUT ORAL AND WRITTEN INSTRUCTIONS;
- MAINTAIN ROUTINE RECORDS AS ASSIGNED;
- WORK EFFECTIVELY IN A DEMANDING ENVIRONMENT;
- PRIORITIZE WORKLOAD AND CONFLICTING DEMANDS;
- PERFORM DUTIES WITH AWARENESS OF ALL DISTRICT REQUIREMENTS AND BOARD OF EDUCATION POLICIES;
- PROBLEM SOLVE TO ANALYZE SITUATIONS AND REACH SOLUTIONS;
- DEVELOP AND MAINTAIN EFFECTIVE INTERPERSONAL RELATIONS USING TACT, PATIENCE, AND COURTESY;
- CONDUCT ROUTINE RADIO CHECKS WITH SECURITY PATROL/CAMPUS STAFF;
- MAINTAIN RELIABLE, PUNCTUAL, AND REGULAR ATTENDANCE;
- ADJUST AND ADAPT TO CONTINUOUS INTERRUPTIONS AND CHANGING PRIORITIES;
- USE A COMPUTER, LANDLINE TELEPHONE, 2-WAY RADIO, AND ASSIGNED MOBILE PHONE;
- DECISION MAKING: CHOOSING OPTIMAL COURSES OF ACTION IN A TIMELY MANNER;
- SAFETY FOCUS: SHOWING VIGILANCE AND CARE IN IDENTIFYING AND ADDRESSING HEALTH RISKS AND SAFETY HAZARDS;
- WEAR SECURITY BODY ARMOR PROVIDED BY THE DISTRICT; AND
- PERFORM CLERICAL DUTIES

EXPERIENCE

A MINIMUM OF FOUR (4) YEARS OF EXPERIENCE AS A SECURITY OFFICER AND/OR PATROL SECURITY OFFICER OR TWO (2) YEARS OF EXPERIENCE AS A DISPATCHER FOR A LAW ENFORCEMENT AGENCY OR RELATED SECURITY DISPATCHING FIELD.

EXPERIENCE IN THE PUBLIC SECTOR IS PREFERRED.

EXPERIENCE WITH CUSTOMER SERVICE, PREFERRABLE IN A PUBLIC SECTOR SETTING.

EDUCATION/CERTIFICATION

HIGH SCHOOL DIPLOMA OR EQUIVALENT TO COMPLETION OF TWELFTH GRADE. COURSES IN HIGHER EDUCATION IN RELATED FIELD IS PREFERABLE AND/OR COLLEGE DEGREE DESIRABLE.

ADDITIONAL REQUIREMENTS

COMPLETION OF SB1626 OR SB390 AND PEPPER SPRAY CERTIFICATION PRIOR TO HIRE.

MUST POSSESS AND MAINTAIN A VALID AND CURRENT FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR).

POSSESSION OF A VALID CALIFORNIA DRIVER'S LICENSE. MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY.

WORKING CONDITIONS

- INDOOR/OUTDOOR ENVIRONMENT UNDER VARIABLE WEATHER CONDITIONS, UP TO EXTREME TEMPERATURES;
- MAY HAVE CONTACT WITH THE PUBLIC, SECURITY STAFF, AND LOCAL LAW ENFORCEMENT, AND OTHER DISTRICT STAFF;
- UNDER ADMINISTRATIVE GUIDANCE ADDRESSES INTERPERSONAL SITUATIONS WITH STAFF AND THE COMMUNITY;
- MAY BE EXPOSED TO PUNGENT ODORS;
- LONG PERIODS OF SITTING AND/OR STANDING;
- BE ABLE TO ADJUST AND ADAPT TO CONTINUOUS INTERRUPTIONS AND CHANGING PRIORITIES; AND
- LONG PERIODS OF LOOKING AT MONITORS (COMPUTER, VIEWSONIC).

PHYSICAL ABILITIES

- SIT, STAND AND BEND CONTINUOUSLY THROUGHOUT THE SHIFTS;
- LIFT, REACH, PUSH, PULL AND CARRY OBJECTS UP TO 50 POUNDS UNASSISTED;
- OCCASIONALLY LIFT, REACH, PUSH, PULL AND CARRY OBJECTS OVER 100 POUNDS WITH ASSISTANCE;
- CLIMB STAIRS;
- MAINTAIN BALANCE;
- HAVE RAPID MENTAL/MUSCULAR COORDINATION;
- SPEAK CLEARLY;
- HEAR NORMAL VOICE CONVERSATION;
- HAVE DEPTH PERCEPTION, COLOR VISION AND DISTINGUISH SHADES;
- SEE SMALL DETAILS;
- SEE LONG DISTANCES; AND
- HAVE VISION CORRECTABLE TO 20/20.

HAZARDS

- EXPOSURE TO VERBAL ABUSE AND HARASSMENT BY PUBLIC CALLERS; AND
- MAY BE EXPOSED TO EFFECTS OF PROLONGED MONITOR WATCHING

BOARD APPROVED:

CAMPUS SECURITY PERSON OFFICER II**DEFINITION**

Under general SUPERVISION ~~direction of the~~ BY SITE ADMINISTRATION, ~~patrols the District campuses and sites to~~ assists in MAINTAINING SCHOOL SITE SAFETY the security of STUDENTS, personnel, facilities and GROUNDS, AND equipment. Enforces rules and regulations governing student conduct. ~~performs related duties as required.~~

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by their responsibility to SUPERVISE, MONITOR AND CONTROL SCHOOL CAMPUS, PARKING LOT, AND OTHER SCHOOL FACILITY AREAS; SUPERVISE STUDENTS AND ENFORCE THE RULES AND REGULATIONS GOVERNING STUDENT BEHAVIOR ~~monitor and control student behavior~~; to be alert to loiterers and unauthorized persons on campus and other conditions that may jeopardize the safety of STUDENTS, SCHOOL SITE, ~~CAMPUS~~ personnel, and property. Additionally, positions in this class are characterized by their INCREASED responsibility to patrol and perform ~~surveillance~~ SECURITY checks of the District's ~~campus~~ SCHOOL sites, facility, and equipment, and work ~~independently~~ WITH REDUCED DIRECTION OR GUIDANCE.

OCCUPATIONAL GROUP

Classified (Security)

EXAMPLES OF DUTIES

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

1. PatrolS assigned school SITES ~~campuses and other District sites~~; checks for unlocked or open doors, windows, AND GATES ~~windows~~; checks for evidence of vandalism and/or other conditions affecting security. **(E)**
2. Performs SECURITY RELATED minor maintenance to provide security or to prevent damage to facilities and equipment due to vandalism and/or other conditions which require corrective action. **(E)**
3. Follows and enforces site rules and regulations. **(E)**
4. ~~Follows and enforces policies and regulations as defined by Board policy, California Penal Code, California Education Code and District security procedures. **(E)**~~
- 5 4. WORKS COLLABORATIVELY WITH SITE ADMINISTRATION TO ~~investigates~~ and prepares reports relative to incidents of vandalism, breach of security, and all other pertinent criminal activity. **(E)**
- 6 5. Responds appropriately in an emergency situation. **(E)**
6. ADMINISTERS CARDIOPULMONARY RESUSCITATION (CPR), NARCAN/NALOXONE, AND/OR UTILIZE AUTOMATED EXTERNAL DEFIBRILLATOR (AED), AS NEEDED. **(E)**
7. Maintains ~~patrol~~ security logs of events, AT THE SCHOOL SITE. **(E)**

8. PERFORMS SCHOOL SITE AND PARKING LOT CONTROL.
9. MONITORS ACTIVITY DURING SCHOOL FUNCTIONS. (E)
10. PROVIDES GUIDANCE TO CAMPUS SECURITY OFFICER I, AS NEEDED
- § 11. Performs other related duties as required.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Methods and procedures for basic security work;
- MONITORING AND OBSERVING basic procedures FOR of group and individual behavior SUPERVISION AND CROWD CONTROL; AND
- CHILD ABUSE IDENTIFICATION AND REPORTING PROCEDURES

Ability to:

- Establish rapport with students, staff and public;
- Gain the interest, respect and cooperation of students and faculty;
- Keep accurate records and reports, and complete required security forms;
- Understand and enforce safety and security rules and regulations that apply to public schools;
- MAY BE REQUESTED TO ATTEND REGULAR SCHEDULED BOARD MEETINGS AND SPECIAL MEETINGS AS NEEDED;
- Occasionally perform physically strenuous activities which may involve interaction with students, non-students or staff;
- Understand and carry out oral and written communications;
- Operate radio equipment within FCC guidelines;
- ~~Obtain First Aid and CPR Certification during probationary period.~~
- USE OF A COMPUTER AND 2-WAY RADIO;
- WEAR SECURITY BODY ARMOR PROVIDED BY THE DISTRICT.; AND
- ADMINISTER CPR AND NARCAN/NALOXONE, AND/OR UTILIZE AED.

EXPERIENCE

A MINIMUM OF TWO (2) YEARS ~~Some~~ experience in law enforcement and/or security, and preferably EXPERIENCE working with students in a public school, OR COLLEGE setting IS PREFERRED.

EDUCATION

HIGH SCHOOL DIPLOMA OR EQUIVALENT TO ~~Completion of formal or informal education equivalent to completion of twelfth grade. sufficient to assure the ability to perform the tasks listed above.~~ COMPLETION OF FORMAL OR INFORMAL EDUCATION SUFFICIENT TO ASSURE THE ABILITY TO PERFORM THE TASKS LISTED ABOVE.

ADDITIONAL REQUIREMENTS

Completion of SB1626 OR SB390 CERTIFICATION AND PEPPER SPRAY CERTIFICATION PRIOR TO HIRE. ~~P.C. 832 training within 90 days after employment.~~

MUST POSSESS AND MAINTAIN A VALID AND CURRENT FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION.

ABILITY TO OBTAIN NARCAN/NALOXONE APPLICATION CERTIFICATION WITHIN (1) ONE MONTH OF HIRE.

~~Must possess, or obtain prior to appointment, a valid California Driver's License. Must have ability to obtain and maintain insurability status under the District's vehicle insurance policy.~~

PHYSICAL REQUIREMENTS

Strength: Moderate work, lifting or pushing heavy objects, i.e., separating/controlling junior high or high school students engaged in a physical altercation.

WORKING CONDITIONS

- INDOOR/OUTDOOR ENVIRONMENT UNDER ~~working regularly in~~ VARIABLE WEATHER CONDITIONS, UP TO EXTREME TEMPERATURES;
- Long periods of standing and/or walking;
- DUST WITH EXPOSURES TO MINOR CONTAGIOUS ILLNESSES;
- DIRECT CONTACT WITH THE PUBLIC, STUDENTS AND OTHER DISTRICT STAFF;
- CONTINUOUS INTERRUPTIONS AND CHANGING PRIORITIES; AND
- MAY BE EXPOSED TO PUNGENT ODORS.

PHYSICAL ABILITIES

- SIT, STAND, BEND, AND WALK CONTINUOUSLY THROUGHOUT THE SHIFTS;
- LIFT, REACH, PUSH, PULL AND CARRY OBJECTS UP TO 50 POUNDS UNASSISTED;
- OCCASIONALLY LIFT, REACH, PUSH, PULL AND CARRY OBJECTS OVER 100 POUND WITH ASSISTANCE;
- CLIMB STAIRS;
- MAINTAIN BALANCE;
- HAVE RAPID MENTAL/MUSCULAR COORDINATION;
- SPEAK CLEARLY;
- HEAR NORMAL VOICE CONVERSATION;
- HAVE DEPTH PERCEPTION, COLOR VISION AND DISTINGUISH SHADES;
- HAVE NEAR AND FAR VISUAL ACUITY; AND
- HAVE VISION CORRECTABLE TO 20/20.

HAZARDS

- EXPOSURE TO VERBAL ABUSE AND HARASSMENT BY STUDENTS AND THE PUBLIC;
- POTENTIAL PHYSICAL HAZARDS INVOLVED IN INTERVENING IN ANTI-SOCIAL, ILLEGAL, AND VIOLENT BEHAVIOR;
- MAY BE EXPOSED TO CONTACT WITH HOSTILE OR ABUSIVE INDIVIDUALS;
- PHYSICAL CONTACT WITH INDIVIDUALS INCLUDING WHEN INTERVENING WITH FIGHTS AND CONFRONTATIONS;
- TRAFFIC HAZARDS; AND
- EXPOSURE OR CONTACT WITH BODILY FLUIDS.

Board Approved: 03/18/93

REVISED:

PATROL SENIOR SECURITY OFFICER

DEFINITION

~~Under the immediate supervision of the Coordinator of Security and site administrator, assists in the direction of site security officers in and around campus buildings, facilities, and areas adjacent to the school site, monitors shift activities, controls campus security, serves as a positive role model for all staff.~~

UNDER THE DIRECTION OF THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR, MONITORS AND PATROLS DISTRICT, SCHOOLS, FACILITIES AND OFFICES TO ASSIST IN THE SECURITY OF PERSONNEL, FACILITIES AND EQUIPMENT. PERFORMS RELATED DUTIES ARE REQUIRED. RESPONDS TO, INTRUSION/FIRE ALARMS AND INVESTIGATES POSSIBLE BUILDING INTRUSIONS; ARMS AND DISARMS BURGLAR AND FIRE ALARMS. ENFORCES DISTRICT RULES AND REGULATIONS CONCERNING THE PROTECTION OF PROPERTY AND PERSONS; CONDUCTS INVESTIGATIONS REGARDING DAMAGE TO DISTRICT PROPERTY AND PROVIDES WRITTEN AND ORAL REPORTS TO THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR.

ASSISTS THE SUPERINTENDENT'S, DESIGNATED ADMINISTRATOR WITH SECURITY PATROL OPERATIONS. ATTEND BOARD MEETINGS. SCHEDULES SPECIAL SECURITY EVENTS. SERVES AS A LIAISON BETWEEN THE DISTRICT AND FIRST RESPONDER/PARTNERS (E.G., POLICE, FIRE) AND OBTAINS POLICE REPORTS, UNDER GENERAL DIRECTION.

DISTINGUISHING CHARACTERISTICS

POSITIONS IN THIS CLASS ARE CHARACTERIZED BY THE ABILITY TO WORK INDEPENDENTLY AND THE INCREASED RESPONSIBILITY IN ASSISTING THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR IN MAINTAINING A SAFE AND SECURE DISTRICT, SCHOOLS, FACILITIES AND OFFICES, AND ~~Positions in this class are characterized by their~~ RESPONSIBLY MONITOR and control student behavior; to be alert to LOITERERS AND UNAUTHORIZED PERSONS ON SITES AND OTHER CONDITIONS THAT MAY JEOPARDIZE THE SAFETY AND SECURITY OF THE DISTRICT.

OCCUPATIONAL GROUP

Classified (Security)

EXAMPLES OF DUTIES

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

1. Assists with coordinating DISTRICT PATROL SECURITY OFFICERS work schedules and assignments to assure adequate coverage for regular and special activities WITHIN THE SCHOOL DISTRICT UNDER THE DIRECTION OF THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR. (E)
2. ~~Acting as liaison between school administration and site security is responsible for coordinating and posting the daily schedule of assignments for site security~~ USES A TWO-

WAY RADIO TO RECEIVE, TRANSMIT AND RELAY INFORMATION BETWEEN SECURITY AND DISTRICT PERSONNEL. (E)

3. SERVES AS A LIAISON BETWEEN THE DISTRICT SECURITY DEPARTMENT, OUTSIDE AGENCIES, AND THE PUBLIC, DURING AN ASSIGNED SHIFT AND PARTICIPATES IN MONITORING VARIOUS SECURITY AND FIRE RELATED SYSTEMS. (E)
- 3 4. Provides leadership and direction to ~~site~~ security PATROL personnel. (E)
- 4 5. Assists ~~Coordinator of Security~~ THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR in investigating complaints, VANDALISMS, AND SCHOOL/DISTRICT-SITE MATTERS ~~regarding personnel and takes~~ AS IT PERTAINS TO SAFETY AND SECURITY ~~appropriate action to avoid repetition.~~ (E)
- ~~5 Assures building, security, traffic control, parking lot management, and student and staff safety. (E)~~
6. Responds to radio calls, telephone calls alarms, personal injuries, REGARDING SECURITY and ~~site~~ ATTAINS A POLICE REPORT, IF APPLICABLE OR A WRITTEN ACTION/INCIDENT REPORT ~~administrator requests.~~ (E)
7. Communicates with ~~site administrator and Coordinator of Security~~ THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR ~~on a daily basis~~ AND PROVIDES OPERATIONAL UPDATES ON A DAILY BASIS. (E)
8. ~~Maintains~~ COORDINATES, REVIEWS AND MAINTAINS a daily DISTRICT SECURITY PATROL ~~log~~ AND VEHICLE INSPECTION LOGS, REPORTING PERTINENT INFORMATION TO THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR ~~activities, records and files, as necessary.~~ (E)
9. Assists with training of new DISTRICT SECURITY PATROL PERSONNEL ~~officers by orienting officers to~~ of AS IT PERTAINS TO shift activities ASSIGNMENTS, PROTOCOLS and procedures, ~~assuring exposure to all campus sites, and~~ AS WELL AS CONDUCTING RIDE ALONGS THROUGHOUT THE DISTRICT/SITES. ~~security procedures, and provides input into assessing the training process.~~ (E)
10. PROVIDES DIRECTION OR ASSISTANCE TO THE ~~Responds to calls from subordinates~~ DISTRICT SECURITY PATROL PERSONNEL, DURING EMERGENCY SITUATIONS, AS INSTRUCTED BY THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR ~~asking for direction or assistance during emergency situations.~~ (E)
11. Coordinates with site administrators, School Resource Officer(S) and corresponding feeder schools in reviewing, updating and ~~executing~~ PROVIDING disaster preparedness and emergency response ~~programs~~ RESOURCES, UNDER THE DIRECTION OF THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR. (E)
12. Patrols assigned schools ~~campuses~~ and other District sites; checks for unlocked or open GATES, doors, and windows AND OTHER ACCESS POINTS; checks for evidence of vandalism and/or other conditions affecting security AND DOCUMENTS AND REPORTS THE FINDINGS TO APPLICABLE ADMINISTRATOR. (E)

13. Provides vacation and temporary relief FOR DISTRICT SECURITY PATROL PERSONNEL as required. **(E)**
14. RESPONDS TO INTRUSION ALARMS AND INVESTIGATES POSSIBLE BUILDING INTRUSIONS; ARMS AND DISARMS BURGLAR AND FIRE ALARMS. **(E)**
15. REPORTS TO THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR ON WHETHER ALARMS ARE OPERATING OR MALFUNCTIONING AND SUBMITS REQUESTS TO MAINTENANCE FOR ALARM SERVICE AS NEEDED, PER SUPERINTENDENT'S DESIGNATED ADMINISTRATOR'S INSTRUCTIONS. **(E)**
16. UNDERTAKES SPECIAL ASSIGNMENTS RELATED TO SAFETY, SECURITY ISSUES AND DISASTER/EMERGENCY PREPAREDNESS AND RESPONSE. **(E)**
17. ASSISTS THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR WITH PREPARING AND ARRANGING THE ANNUAL DISTRICT WIDE SECURITY TRAINING, ALONG WITH OTHER ANNUAL SECURITY EVENT SCHEDULING. **(E)**
- 14 18. ~~Performs other related duties as assigned by site administrator and Coordinator of Security.~~ PERFORMS OTHER RELATED DUTIES AS ASSIGNED AND/OR REQUIRED.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Principles of good public relations;
- ~~Knowledge of~~ The principles, practices and LEADERSHIP supervision IN of the security field;
- ~~Knowledge of~~ District Board Policies, Administrative regulations, campus policies, City County and State laws and codes;
- ~~Knowledge of~~ Geographic area of the campus;
- ~~Knowledge of~~ The GEOGRAPHIC AREA OF THE campus SCHOOL DISTRICT and local area provisions for emergency situations;
- ~~Knowledge of~~ A variety of computer software applications to include, but not limited to, spreadsheetS, databaseS, and word processing programs;
- GEOGRAPHIC AREA AND LOCATION OF SCHOOLS AND OFFICES WITHIN THE DISTRICT;
- METHODS AND PROCEDURES FOR BASIC SECURITY WORK;
- BASIC PROCEDURES OF GROUP AND INDIVIDUAL BEHAVIOR;
- CROWD CONTROL PROCEDURES;
- CHILD ABUSE IDENTIFICATION AND REPORTING PROCEDURES; AND
- STUDENT BEHAVIOR MODIFICATION STRATEGIES AND TECHNIQUES.

Ability to:

- Establish and maintain cooperative and effective relationships with those contacted during the course of the workday;
- Maintain emotional control under pressure;

- Ascertain facts through personal contact, observation, and to determine proper course of action;
- Explain and interpret provisions of laws, ordinances and regulations;
- Enforce policies firmly, tactfully, courteously and with respect for the constitutional rights of others;
- Plan, ~~direct~~ and assess AS INSTRUCTED BY THE SUPERINTENDENT'S DESIGNATED ADMINISTRATOR the work of others in a manner conducive to full performance and high morale;
- Operate all Department of Security equipment necessary in the performance of required duties;
- UNDERSTAND AND ENFORCE SAFETY AND SECURITY RULES AND REGULATIONS THAT APPLY TO PUBLIC SCHOOLS;
- OCCASIONALLY PERFORM PHYSICALLY STRENUOUS ACTIVITIES WHICH MAY INVOLVE INTERACTION WITH STUDENTS, NON-STUDENTS, OR STAFF AT THE DISCRETION OF THE SUPERINTENDENT'S DESIGNEE;
- UNDERSTAND AND CARRY OUT ORAL AND WRITTEN COMMUNICATIONS;
- OPERATE RADIO EQUIPMENT WITHIN FCC GUIDELINES;
- USE A COMPUTER, 2-WAY RADIO, AND ASSIGNED MOBILE PHONE;
- OBTAIN FIRST AID AND CPR CERTIFICATION;
- WEAR SECURITY BODY ARMOR PROVIDED BY THE DISTRICT;
- GAIN THE INTEREST, RESPECT, AND COOPERATION OF STUDENTS, STAFF AND FACULTY;
- MAINTAIN DISTRICT PATROL SECURITY VEHICLES AND ENSURE THAT THEY ARE CLEANED AND SERVICED, AS REQUIRED;
- KEEP ACCURATE RECORDS AND REPORTS, AND COMPLETE REQUIRED SECURITY AND VEHICLE MAINTENANCE INSPECTION FORMS OR CHECKLIST;
- PERFORM EFFECTIVELY AND EFFICIENTLY REQUIRING TACT, DIPLOMACY AND GOOD JUDGEMENT;
- EXERCISE DISCRETION IN THE HANDLING OF CONFIDENTIAL INFORMATION;
- ADMINISTER CPR AND NARCAN/NALOXONE AND/OR UTILIZE AED; AND
- PERFORM CLERICAL DUTIES.

EXPERIENCE

~~Minimum of three (3) years experience as a school security officer preferred. A MINIMUM OF FOUR (4) YEARS EXPERIENCE IN SECURITY PATROL/CAMPUS. EXPERIENCE WORKING WITH STUDENTS IN A PUBLIC SCHOOL, OR COLLEGE SETTING IS PREFERRED. Must possess the ability to follow and/or issue oral and written instructions, and to express oneself clearly and concisely both orally and in writing.~~

~~Completion of P.C. 832 training within 90 days after employment.~~

~~Possession of a current First Aid and CPR card and possession of a valid Class 3 California driver's license. Must have the ability to obtain and maintain insurability status under the District's vehicle insurance policy.~~

EXPERIENCE WITH CUSTOMER SERVICE, PREFERABLY IN A SCHOOL DISTRICT/SECURITY SETTING.

EDUCATION/CERTIFICATION

High School diploma or equivalent TO COMPLETION OF TWELFTH GRADE. COURSES IN higher education IN RELATED FIELD IS PREFERABLE and/or college degree desirable.

ADDITIONAL REQUIREMENTS

COMPLETION of SB1626 OR SB390 AND PEPPER SPRAY CERTIFICATION PRIOR TO HIRE.

MUST POSSESS AND MAINTAIN A VALID AND CURRENT FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION.

ABILITY TO OBTAIN NARCAN/NALOXONE APPLICATION CERTIFICATION WITHIN (1) ONE MONTH OF HIRE.

POSSESSION OF A VALID CALIFORNIA DRIVER'S LICENSE. MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY.

PHYSICAL REQUIREMENTS

STRENGTH: MODERATE WORK, LIFTING OR PUSHING HEAVY OBJECTS, I.E., SEPARATING/CONTROLLING JUNIOR HIGH OR HIGH SCHOOL STUDENTS ENGAGED IN A PHYSICAL ALTERCATION

WORKING CONDITIONS

- ~~Employees in this classification work both inside and outside in temperatures from 50 degrees to over 90 degrees, in changing temperatures-INDOOR/OUTDOOR~~ ENVIRONMENT UNDER VARIABLE WEATHER CONDITIONS, UP TO EXTREME TEMPERATURES;
- Dust with exposure to minor contagious illnesses;
- Direct contact with the public, students and other District staff;
- UNDER ADMINISTRATIVE GUIDANCE, ADDRESSES ~~N~~egative interpersonal situations with students or staff AND COMMUNITY;
- BE ABLE TO ADJUST AND ADAPT TO ~~C~~ontinuous interruptions and changing priorities;
- LONG PERIODS OF STANDING AND/OR WALKING;
- MAY BE EXPOSED TO PUNGENT ODORS;
- LONG PERIODS OF DRIVING; AND
- REPETITIVE ENTERING AND EXITING FROM VEHICLE

PHYSICAL ABILITIES

- ~~Employees in this classification~~ SIT, stand, BEND, AND walk CONTINUOUSLY THROUGHOUT THE SHIFTS;
- LIFT, REACH, PUSH, PULL, AND CARRY OBJECTS UP TO 50 POUNDS UNASSISTED;
- ~~May~~ Occasionally lift REACH, PUSH, PULL AND CARRY OBJECTS over 100 pounds with assistance;
- Climb stairs;
- Maintain balance;
- Have rapid mental/muscular coordination;
- Speak clearly;

- Hear normal voice conversation;
- Have depth perception, color vision and distinguish shades;
- See small details;
- See long distances;
- Have vision correctable to 20/20; AND
- HAVE NEAR AND FAR VISUAL ACUITY.
- ~~Use a computer and telephone.~~

HAZARDS

- Exposure to verbal abuse and harassment;
- Potential physical hazards involved in intervening in anti-social, illegal, and violent behavior;
- May be exposed to contact with hostile or abusive individuals;
- Possible fights and confrontations;
- Traffic hazards; AND
- EXPOSURE TO CONTACT WITH BODILY FLUIDS.

Approved: 12/18/03
Revised: 03/04/04
REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION TO BOARD BYLAW 9224—OATH OR AFFIRMATION

=====

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/or current practice. Bylaw 9224—Oath or Affirmation is updated as part of CSBA's process to review policy materials that have not recently required updating based on changes to law, regulations, new guidance, or other directives, and has been amended for precision, consistency, and accuracy.

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 to Board Bylaw 9224—Oath or Affirmation.

FISCAL IMPACT

None.

NE:pk

OATH OR AFFIRMATION

Prior to entering upon the duties of their office all OF A Board of Education members OR EXERCISING ANY FUNCTION OF A BOARD MEMBER, EACH MEMBER shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

The oath OR AFFIRMATION may be administered and certified by a Board member, THE secretary or assistant secretary to the Board, THE superintendent, THE county superintendent of schools, THE SUPERINTENDENT OF PUBLIC INSTRUCTION, or any other person authorized in Education Code 60 OR GOVERNMENT CODE 1225.

The executed oath shall be filed with the county clerk. (Government Code 1363)

Legal Reference:

EDUCATION CODE

60 Persons authorized to administer and certify oaths

GOVERNMENT CODE

1303 Misdemeanor for failure to take oath

1360-1369 Oath of office

3100-3109 Oath or affirmation of allegiance

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath of office

COURT DECISIONS

Chilton v. Contra Costa Community College District (1976) 55 Cal. App. 3d 544

Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

Chino Valley Unified School District

Bylaw adopted: August 17, 1995

Revised: May 19, 2011

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
SUBJECT: REVISION TO BOARD BYLAW 9260—LEGAL PROTECTION

=====

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/or current practice. Bylaw 9260—Legal Protection is updated as part of CSBA's process to review policy materials that have not recently required updating based on changes to law, regulations, new guidance, or other directives, and has been amended for precision, consistency, and accuracy.

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 to Board Bylaw 9260—Legal Protection.

FISCAL IMPACT

None.

NE:pk

LEGAL PROTECTION

Liability Insurance

The Board of Education shall provide liability insurance necessary to protect Board members FROM LIABILITY CAUSED BY A NEGLIGENT ACT OR OMISSION ~~and employees while acting~~ within the scope of ~~their~~ THE BOARD MEMBER'S office or employment in accordance with Education Code 35208.

(cf. 3530 – Risk Management/Insurance)

Protection Against Liability

No Board member shall be liable for ANY harm caused by ~~his/her~~ THE BOARD MEMBER'S NEGLIGENT act or omission when acting within the scope of ~~District~~ THE BOARD MEMBER'S responsibilities, INCLUDING, BUT NOT LIMITED TO, BOARD RESPONSIBILITIES AS SPECIFIED IN BOARD BYLAW 9000 - ROLE OF THE BOARD. ADDITIONALLY, NO BOARD MEMBER SHALL BE VICARIOUSLY LIABLE FOR INJURIES CAUSED BY THE DISTRICT'S ACTS OR OMISSIONS. (Education Code 35208; Government Code 820.9). ~~The Act or omission must be in conformity with federal, state and local laws and made in furtherance of an effort to control, discipline, expel or suspend a student, or maintain order or control in the classroom or school. (20 USC 6736)~~

IN ADDITION, NO BOARD MEMBER SHALL BE LIABLE FOR ANY HARM CAUSED BY THE BOARD MEMBER'S ACT OR OMISSION IF THE BOARD MEMBER WAS ACTING WITHIN THE SCOPE OF THE BOARD MEMBER'S RESPONSIBILITIES, MADE IN CONFORMITY WITH FEDERAL, STATE, AND LOCAL LAWS, AND MADE IN FURTHERANCE OF AN EFFORT TO CONTROL, DISCIPLINE, EXPEL OR SUSPEND A STUDENT, OR MAINTAIN ORDER OR CONTROL IN THE CLASSROOM OR SCHOOL. (20 USC 7946)

The protection against liability shall not apply when: (20 USC ~~6736~~7946)

1. The Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.
2. The Board member caused harm by operating a motor vehicle.
3. The Board member was not properly licensed, if required, by the State for such activities.
4. The Board member was found by a court to have violated a federal or state civil rights law.

LEGAL PROTECTION (cont.)

5. The Board member was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the Board member has been convicted in a court.
7. The misconduct involved a sexual offense for which the Board member has been convicted in a court.

NOTHING IN THIS BOARD BYLAW IS INTENDED TO PROTECT A BOARD MEMBER FROM CRIMINAL OR CIVIL LIABILITY FOR INJURY CAUSED BY THE BOARD MEMBER'S OWN WRONGFUL CONDUCT, FOR CERTAIN VIOLATIONS OF LAW, INCLUDING THE BROWN ACT, OR FOR LIABILITY FROM THE REQUIREMENT TO REIMBURSE THE DISTRICT UNDER CERTAIN CIRCUMSTANCES AS SPECIFIED IN LAW. (Government Code 820.9, 825, 825.6, 54959, 54960)

Legal Reference:

EDUCATION CODE

17029.5 Contract funding; board liability

35208 Liability insurance

35214 Liability insurance (self-insurance or a combination of self-insurance and insurance through an insurance company)

GOVERNMENT CODE

815.3 Intentional torts

820-823 Tort Claims Act

825.6 Indemnification of public entity

1090-1098 Conflicts of interest, prohibitions applicable to specified officers

54950-54963 The Ralph M. Brown Act

87100-89503 Conflicts of interest

UNITED STATES CODE, TITLE 18

16 Crime of violence defined

UNITED STATES CODE, TITLE 20

6731-6738 Teacher Protection Act

COURT DECISIONS

Caldwell v. Montoya (Paramount Unified School District) 10 Cal 4th 972 (1995)

Chino Valley Unified School District

Bylaw adopted: August 17, 1995

Revised: May 19, 2011

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Tracy Freed, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Eric Dahlstrom, Ed.D., Director, Secondary Curriculum and Instruction

SUBJECT: TEXTBOOK ADOPTION FOR ADVANCED PLACEMENT PHYSICS C; ADVANCED PLACEMENT PHYSICS 1; AND ADVANCED PLACEMENT PHYSICS 2 FOR GRADES 11 AND 12

=====

BACKGROUND

To provide current standards-aligned instructional materials to the students in the Chino Valley Unified School District, as mandated by the state of California, the programs specified below are proposed for adoption.

The selection process for these materials involved representative teachers with a vested interest in the materials. The Department of Secondary Curriculum and Instruction secured samples of the materials and distributed them to teachers and students for piloting purposes. The materials were evaluated using the following criteria: quality of match to course and California standards, quality of lesson design, quality of teacher materials, provision for universal access, and overall quality of the materials.

All recommended instructional materials shall be available for public inspection at the District Samuel R. Burton Professional Development and Media Center from April 21, 2025, through May 1, 2025.

The textbooks were presented to the Coordinating Curriculum Councils and A.C.T. has been consulted.

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

RECOMMENDATION

It is recommended that the Board of Education receive for information the following instructional materials for AP Physics C; AP Physics 1; and AP Physics 2 for grades 11 and 12:

AP Physics C

Cengage. *Physics for Scientists and Engineers, AP Edition, 10th Student Edition*. Raymond Serway, John W. Jewett. Grades 11-12. 2025.

Replaces: No previous textbook, this is a new course.

AP Physics 1 & 2

Bedford, Freeman & Worth High School Publishers (BFW), *College Physics for the AP Physics 1 & 2 Courses 3rd Edition*, Stewart, et al. Grades 11-12. 2023.

Replaces: Addison-Wesley. *Physics, 4th AP Edition*. Walker. Grades 11-12. 2009.

FISCAL IMPACT

\$99,760.00 estimated costs to Restricted Funds.

NE:TF:ED:wrg

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Tracy Freed, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Eric Dahlstrom, Ed.D., Director, Secondary Curriculum and Instruction
SUBJECT: NEW COURSES: AGRICULTURE ADVANCED HORSEMANSHIP P.E.; AI DESIGN AND DEVELOPMENT; ADVANCED GUITAR; AND WEB APPLICATION DESIGN AND DEVELOPMENT

=====

BACKGROUND

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

Accordingly, the development of the following new course descriptions are the results of a collaborative effort of teachers in the related academic areas: (1) Agriculture Advanced Horsemanship P.E.; (2) AI Design and Development; (3) Advanced Guitar; and (4) Web Application Design and Development.

These courses were presented to the Curriculum Council and A.C.T. has been consulted.

Consideration of these items supports the goals identified within the District's Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education receive for information the new courses Agriculture Advanced Horsemanship P.E.; AI Design and Development; Advanced Guitar; and Web Application Design and Development.

FISCAL IMPACT

None.

Chino Valley Unified School District High School Course Description

A. CONTACTS	
1. SCHOOL/DISTRICT INFORMATION:	SCHOOL/DISTRICT: CHINO VALLEY UNIFIED SCHOOL DISTRICT STREET ADDRESS: 13461 RAMONA AVENUE CHINO, CA 91710 PHONE: (909) 628-1201 WEBSITE: WWW.CHINO.K12.CA.US
2. COURSE CONTACT:	DISTRICT CONTACT: OFFICE OF SECONDARY CURRICULUM AND INSTRUCTION POSITION/TITLE: DIRECTOR OF SECONDARY CURRICULUM AND INSTRUCTION SITE: DISTRICT OFFICE PHONE: (909) 628-1201 X1630
B. COVER PAGE - COURSE ID	
1. COURSE TITLE:	AGRICULTURE ADVANCED HORSEMANSHIP P.E.
2. TRANSCRIPT TITLE/ABBREVIATION:	ADV AG HORSEMAN
3. TRANSCRIPT COURSE CODE/NUMBER:	
4. SEEKING HONORS DISTINCTION:	NO
5. SUBJECT AREA/CATEGORY:	PHYSICAL EDUCATION
6. GRADE LEVEL(S):	10-12
7. UNIT VALUE:	5 UNITS PER SEMESTER / 10 UNITS TOTAL - P.E.
8. COURSE PREVIOUSLY APPROVED BY UC:	NO
9. CLASSIFIED AS A CAREER TECHNICAL EDUCATION COURSE:	YES
10. MODELED AFTER A UC-APPROVED COURSE:	NO
11. REPEATABLE FOR CREDIT:	YES
12. DATE OF BOARD APPROVAL:	
13. BRIEF COURSE DESCRIPTION:	THIS COURSE WILL PROVIDE THE STUDENT WITH A WORKING KNOWLEDGE OF HOW TO PROPERLY CATCH, LEAD, TIE, GROOM, SADDLE, BRIDLE, AND MOUNT HORSES, ADJUST AND CARE FOR EQUIPMENT, AND BECOME A PROFICIENT RIDER. IN ADDITION, A BASIC UNDERSTANDING OF EQUINE CARE, MANAGEMENT AND SCHOOLING WILL BE DEVELOPED. STUDENTS WILL GAIN AN UNDERSTANDING AND PRACTICAL KNOWLEDGE OF WESTERN PLEASURE, ENGLISH PLEASURE, TRAIL, AND OTHER RIDING EVENTS.
14. PREREQUISITES:	P.E. AGRICULTURE HORSEMANSHIP
15. CONTEXT FOR COURSE:	THIS IS THE CAPSTONE COURSE IN THE CAREER TECHNICAL EDUCATION (CTE) ANIMAL SCIENCE PATHWAY. THE PATHWAY CONSISTS OF P.E. AGRICULTURE HORSEMANSHIP (CONCENTRATOR) AND AGRICULTURE ADVANCED HORSEMANSHIP P.E. (CAPSTONE). THIS COURSE UTILIZES THE CURRENT STANDARDS REQUIRED FOR PHYSICAL EDUCATION (P.E.) AND IS A COMPLEMENT TO THE PHYSICAL EDUCATION CURRICULUM.
16. HISTORY OF COURSE DEVELOPMENT:	THIS COURSE BUILDS ON THE HORSEMANSHIP SKILLS LEARNED IN AGRICULTURE HORSEMANSHIP P.E. (CONCENTRATOR) COURSE. IT IS THE CAPSTONE COURSE TO THE CTE ANIMAL SCIENCE PATHWAY AND WILL ALLOW STUDENTS WHO COMPLETE BOTH COURSES WITH A C OR BETTER TO BE DESIGNATED AS A CTE PATHWAY COMPLETER.
17. TEXTBOOKS:	NONE

Chino Valley Unified School District

High School Course Description

18. SUPPLEMENTAL INSTRUCTIONAL MATERIALS:	<ul style="list-style-type: none"> • HORSES • SADDLES • BLANKET PADS • BRIDLES • HALTERS • HELMETS • GROOMING SUPPLIES • PITCHFORKS • MUCK BUCKETS • INSTRUCTIONAL HANDOUTS • NOTEBOOKS
--	--

C. COURSE CONTENT

1. COURSE PURPOSE:

THIS COURSE IS DESIGNED FOR THE CALIFORNIA CAREER AND TECHNICAL EDUCATION AGRICULTURE AND NATURAL RESOURCES SECTOR. THIS COURSE IS ALIGNED TO THE CALIFORNIA CAREER AND TECHNICAL EDUCATION STANDARDS: ANIMAL SCIENCE PATHWAY AND IS DESIGNED TO BE A CAPSTONE LEVEL COURSE. THE APPLICATIONS THROUGHOUT THE COURSE ALLOW STUDENTS TO EXPERIENCE A NEW WAY TO EXERCISE AND ENCOURAGE AN ACTIVE, HEALTHY LIFESTYLE.

2. COURSE OUTLINE:

UNIT 1: ANATOMY, EVALUATION, AND SELECTION

EXTERNAL ANATOMY, CONFORMATION EVALUATION, PERFORMANCE EVALUATION, ORAL ARGUMENTS AND DEBATE WILL BE ADDRESSED THROUGHOUT THIS UNIT. STUDENTS WILL USE PREVIOUS KNOWLEDGE OF EXTERNAL ANATOMY AND LEARN HOW TO EVALUATE HORSES BY THEIR CONFORMATION. STUDENTS WILL USE CRITICAL THINKING SKILLS TO EVALUATE HOW CONFORMATION AFFECTS PERFORMANCE. ADDITIONALLY, STUDENTS WILL PREPARE AND PRESENT ORAL ARGUMENTS TO DEFEND THEIR CONCLUSIONS.

UNIT 2: BREEDS

DRAFT AND PONY BREEDS WILL BE ADDRESSED THROUGHOUT THIS UNIT. BUILDING UPON LIGHT HORSE BREEDS, STUDENTS WILL DEVELOP A DEPTH OF KNOWLEDGE AND BE ABLE TO IDENTIFY HORSES BASED ON BREED STANDARDS.

UNIT 3: EQUINE UNSOUNDNESS

STABLE VICES, BLEMISHES VERSUS UNSOUNDNESS, LEG UNSOUNDNESS, DISEASES, TREATMENT, AND PREVENTION WILL BE ADDRESSED THROUGHOUT THIS UNIT. THROUGHOUT THIS UNIT, STUDENTS WILL BE ABLE TO DIAGNOSE LEG UNSOUNDNESS BASED ON SYMPTOMS. PREVENTION AND TREATMENT WILL ALSO BE DISCUSSED AND IMPLEMENTED INTO A PROPER HORSE CARE PLAN.

UNIT 4: AGE, HEIGHT, AND WEIGHT

DENTAL ANATOMY, DENTAL CARE, WEIGHT MANAGEMENT, AND NUTRITION WILL BE ADDRESSED THROUGHOUT THIS UNIT. BUILDING UPON HUSBANDRY SKILLS, STUDENTS WILL LEARN DENTAL ANATOMY, THE IMPORTANCE OF DENTAL CARE, AND THE IMPACT IT HAS ON THE OVERALL WELLBEING OF HORSES. STUDENTS WILL INCORPORATE MATHEMATICAL SKILLS TO CALCULATE PROTEIN PERCENTAGES AND MONITOR WEIGHT MANAGEMENT.

Chino Valley Unified School District

High School Course Description

UNIT 5: PERFORMANCE RIDING

BAREBACK RIDING, TRAIL COURSE, LOPE/CANTER WILL BE ADDRESSED THROUGHOUT THIS UNIT. STUDENTS WILL ENHANCE THEIR PHYSICAL ABILITIES, BALANCE AND CORE STRENGTH THROUGH BAREBACK RIDING. ADDITIONALLY, THIS WILL HELP INCREASE THEIR SELF-CONFIDENCE AND IMPROVE THEIR PROBLEM-SOLVING SKILLS. STUDENTS WILL BUILD UPON THEIR RIDING SKILLS BY COMPLETING TRAIL COURSES, ADDING A DEGREE OF DIFFICULTY TO THEIR RIDING. FURTHERMORE, STUDENTS WILL BUILD THEIR ATHLETIC ABILITY AND CONFIDENCE BY RIDING AT A CANTER GAIT.

UNIT 6: FFA

PARLIAMENTARY PROCEDURE AND CHAPTER DEGREE WILL BE ADDRESSED THROUGHOUT THIS UNIT. STUDENTS WILL LEARN ROBERT'S RULES OF ORDER AND APPLY PARLIAMENTARY PROCEDURE SKILLS TO THE FFA CHAPTER AS WELL AS FFA COMPETITIONS. ADDITIONALLY, STUDENTS IN THEIR SECOND YEAR WILL APPLY FOR THE FFA CHAPTER DEGREE.

UNIT 7: SAE

BUSINESS PLANS, INCREASE SIZE AND SCOPE OF PREVIOUS PROJECTS, BUDGETS, ANNUAL REVIEWS, AND FINANCIAL RECORDS WILL BE ADDRESSED THROUGHOUT THIS UNIT. STUDENTS WILL BUILD UPON THE SIZE AND SCOPE OF THEIR SUPERVISED AGRICULTURE EXPERIENCE PROJECT. BY THE END OF THE UNIT, THEY WILL BE ABLE TO COMPLETE A BUSINESS PLAN, BUDGET, AND RECORD FINANCIAL JOURNAL ENTRIES.

3. KEY ASSIGNMENTS:

SUPERVISED AGRICULTURAL EXPERIENCE PROJECT

STUDENTS WILL COMPLETE 30 HOURS PER SEMESTER WITHIN THEIR SUPERVISED AGRICULTURE EXPERIENCE PROJECT. THEIR PROJECT MAY BE ENTREPRENEURIAL IN NATURE OR PLACEMENT (INTERN) BASED. STUDENTS WILL KEEP RECORDS OF JOURNAL AND FINANCIAL RECORDS RELATED TO THEIR PROJECT. JOURNAL TIME MUST BE RECORDED AND SHOW EVIDENCE OF MEETING AGRICULTURE STANDARDS. IN ADDITION TO THE RECORD BOOK, STUDENTS WILL MAKE AN END OF THE YEAR REPORT DETAILING THEIR PROJECT.

ANATOMY, EVALUATION, AND SELECTION

AFTER EVALUATING HORSES USING CONFORMATION AND PERFORMANCE STANDARDS, STUDENTS WILL DEVELOP WRITTEN REASONS (ARGUMENTATIVE ESSAY) AND THEN PRESENT THEM ORALLY TO DEFEND THEIR EVALUATION.

UNSOUNDNESS

FOR THIS UNIT, STUDENTS WILL PRODUCE A DIGITAL POSTER TO PRESENT THEIR RESEARCH FINDINGS ON A SPECIFIC UNSOUNDNESS ASSIGNED TO THEM. THEY WILL INCLUDE AN OVERALL DESCRIPTION, SYMPTOMS, PREVENTION AND TREATMENT. STUDENTS WILL PRESENT THEIR POSTER THROUGH A DIGITAL GALLERY WALK TO THE CLASS.

PERFORMANCE RIDING

STUDENTS WILL COMPLETE PERFORMANCE-BASED ASSESSMENTS TO EVALUATE THEIR RIDING ABILITY. THEY WILL DEMONSTRATE THAT THEY CAN ADVANCE FROM A JOG/TROT TO A LOPE/CANTER. THROUGHOUT THIS COURSE THEY WILL ADVANCE THEIR RIDING DIFFICULTY TO COMPLETE A TRAIL COURSE PATTERN. FINALLY, STUDENTS WILL RIDE HORSES BAREBACK TO IMPROVE CORE STRENGTH AND BALANCE. RUBRIC WILL BE USED FOR THE TRAIL COURSE PATTERN.

Chino Valley Unified School District

High School Course Description

4. INSTRUCTIONAL METHODS AND/OR STRATEGIES:

ACTIVE PARTICIPATION: TEACHERS WILL INCORPORATE THE PRINCIPLES OF ACTIVE PARTICIPATION AND SPECIFIC STRATEGIES TO ENSURE CONSISTENT, SIMULTANEOUS INVOLVEMENT OF THE MINDS OF ALL LEARNERS IN THE CLASSROOM. TEACHERS SHOULD INCLUDE BOTH COVERT AND OVERT ACTIVE PARTICIPATION STRATEGIES, INCORPORATING COOPERATIVE LEARNING STRUCTURES. SOME OF THE POSSIBLE ACTIVE PARTICIPATION STRATEGIES INCLUDE:

- STRATEGY FOR PERSONAL, SOCIAL, AND PHYSICAL DEVELOPMENT
- TEAM BUILDING ACTIVITIES
- COLLABORATION
- SMALL GROUP ACTIVITIES
- PERSONAL REFLECTION ON INDIVIDUAL PROGRESSION

5. ASSESSMENT INCLUDING METHODS AND/OR TOOLS:

THE EVALUATION OF STUDENT PROGRESS AND EVALUATION WILL BE BASED ON THE FOLLOWING CRITERIA OUTLINED IN BOARD POLICY:

- ASSESSMENTS: 60-75% OF THE FINAL GRADE
- ASSIGNMENTS AND CLASS DISCUSSIONS: 25-40% OF THE FINAL GRADE

STUDENT ACHIEVEMENT IN THIS COURSE WILL BE MEASURED USING MULTIPLE ASSESSMENT TOOLS INCLUDING BUT NOT LIMITED TO:

- TESTS, INCLUDING PHYSICAL FITNESS TEST
- PARTICIPATION, COOPERATION
- EVALUATION OF WRITTEN ASSIGNMENTS
- PERFORMANCE OF HORSEMANSHIP SKILLS
- SMALL GROUP DEMONSTRATION (RUBRIC ASSESSED)

Chino Valley Unified School District

High School Course Description

A. CONTACTS	
1. SCHOOL/DISTRICT INFORMATION:	SCHOOL/DISTRICT: CHINO VALLEY UNIFIED SCHOOL DISTRICT STREET ADDRESS: 5130 RIVERSIDE DRIVE PHONE: (909) 628-1201 WEBSITE: CHINO.K12.CA.US
2. COURSE CONTACT:	TEACHER CONTACT: OFFICE OF SECONDARY CURRICULUM POSITION/TITLE: DIRECTOR OF SECONDARY CURRICULUM SITE: DISTRICT OFFICE PHONE: (909) 628-1201 X1630
B. COVER PAGE - COURSE ID	
1. COURSE TITLE:	AI DESIGN AND DEVELOPMENT
2. TRANSCRIPT TITLE/ABBREVIATION:	AI DESIGN & DEV
3. TRANSCRIPT COURSE CODE/NUMBER:	
4. SEEKING HONORS DISTINCTION:	NO
5. SUBJECT AREA/CATEGORY:	MEETS UC/CSU 'F' VISUAL AND PERFORMING ARTS REQUIREMENT
6. GRADE LEVEL(S):	12TH
7. UNIT VALUE:	10 CREDITS TOTAL; 5 CREDITS PER SEMESTER
8. COURSE PREVIOUSLY APPROVED BY UC:	NO
9. CLASSIFIED AS A CAREER TECHNICAL EDUCATION COURSE:	NO
10. MODELED AFTER A UC-APPROVED COURSE:	NO
11. REPEATABLE FOR CREDIT:	YES
12. DATE OF BOARD APPROVAL:	
13. BRIEF COURSE DESCRIPTION:	<p>THE AI DESIGN AND DEVELOPMENT COURSE PROVIDES HIGH SCHOOL STUDENTS WITH A CREATIVE, HANDS-ON OPPORTUNITY TO EXPLORE AND SHAPE THE FUTURE OF HEALTHCARE TECHNOLOGY THROUGH THE LENS OF VISUAL AND PERFORMING ARTS. STUDENTS WILL INTEGRATE FOUNDATIONAL KNOWLEDGE OF HUMAN BODY SYSTEMS, MEDICAL CHALLENGES, AND CURRENT AI SOLUTIONS WITH THE CREATIVE CHALLENGE OF DESIGNING, PROTOTYPING, AND SHOWCASING INNOVATIVE SOLUTIONS TO REAL-WORLD HEALTHCARE PROBLEMS. THIS COURSE EMPHASIZES ARTISTIC EXPRESSION AND INTERDISCIPLINARY EXPLORATION BY ENGAGING STUDENTS IN THE RESEARCH, DESIGN, AND CREATION OF VISUAL AND TANGIBLE REPRESENTATIONS OF THEIR AI INNOVATIONS. STUDENTS WILL DEVELOP AND PRESENT A VARIETY OF CREATIVE OUTPUTS, INCLUDING VISUAL PRESENTATIONS, INTERACTIVE DISPLAYS, BROCHURES, 3D MODELS, PROTOTYPES, AND AI-GENERATED IMAGERY, ALL AIMED AT COMMUNICATING COMPLEX IDEAS EFFECTIVELY AND ARTISTICALLY.</p>
14. PREREQUISITES:	<p>THE COURSE IS DESIGNED FOR STUDENTS WHO HAVE COMPLETED ARTIFICIAL INTELLIGENCE IN MEDICINE. SOME BACKGROUND IN BIOLOGICAL SCIENCES AND AN INTRODUCTORY KNOWLEDGE OF HEALTH AND MEDICAL TOPICS IS RECOMMENDED.</p>

Chino Valley Unified School District

High School Course Description

15. CONTEXT FOR COURSE:

STUDENTS WILL RESEARCH AND CREATIVELY PRESENT MAJOR AI ADVANCEMENTS IN HEALTHCARE, INCLUDING BUT NOT LIMITED TO MACHINE LEARNING, NATURAL LANGUAGE PROCESSING, COMPUTER VISION, AND ROBOTICS. THEY WILL EXPLORE THE HISTORY OF AI DEVELOPMENT, ENGAGE IN DISCUSSIONS ON ETHICAL ISSUES, PARTICIPATE IN CRITICAL THINKING EXERCISES, AND CREATIVELY PRESENT VARIOUS TOPICS TO THEIR PEERS. THROUGH VISUALLY ENGAGING PROJECTS, STUDENTS WILL SHOWCASE AI'S POTENTIAL TO SOLVE COMPLEX HEALTHCARE CHALLENGES. THEY WILL RESEARCH AI ADVANCEMENTS, PLAN AND ORGANIZE THEIR DESIGNS, AND WORK COLLABORATIVELY ON TEAM PROJECTS. USING CREATIVITY AND A VARIETY OF MEDIUMS, STUDENTS WILL DEVELOP AND REFINE THEIR AI CONCEPTS, CRITIQUE OTHERS' WORK, AND PRESENT THEIR OWN DESIGNS FOR PEER FEEDBACK. STUDENTS WILL DISCUSS THEIR IDEAS TO GAIN DIVERSE PERSPECTIVES, RESPOND TO CRITIQUES, AND ENHANCE THE AESTHETIC, FUNCTIONAL, AND ETHICAL ASPECTS OF THEIR DESIGNS. THE COURSE CULMINATES IN A FINAL PROJECT, WHERE STUDENTS WILL RESEARCH, PRODUCE, REFINE, AND PRESENT OR EXHIBIT THEIR AI INNOVATIONS, WITH THE OPTION TO EXPLORE PATENTING THEIR WORK. BY THE END OF THE COURSE, STUDENTS WILL HAVE A SOLID UNDERSTANDING OF AI DEVELOPMENTS AND ETHICS IN HEALTHCARE, ALONG WITH HANDS-ON EXPERIENCE IN DESIGNING AND CREATING IMPACTFUL AI SOLUTIONS.

16. HISTORY OF COURSE DEVELOPMENT:

THE AI DESIGN AND DEVELOPMENT COURSE WAS DEVELOPED IN RESPONSE TO THE INCREASING ROLE OF AI DESIGN IN HEALTHCARE AND THE RECOGNITION THAT STUDENTS NEED HANDS-ON, CREATIVE OPPORTUNITIES TO EXPLORE ITS APPLICATIONS AND SHAPE THE TRANSFORMATIVE POTENTIAL OF THE INDUSTRY. STUDENTS WILL TAKE CHARGE OF INVESTIGATING, INNOVATING, AND INVENTING AI PROTOTYPES THROUGH ARTISTIC PERSPECTIVES AND DESIGNS. THIS COURSE BUILDS ON FOUNDATIONAL TOPICS SUCH AS THE HUMAN BODY, MEDICAL ISSUES, AND ETHICS IN AI PRINCIPLES AND INTEGRATES ARTISTIC EXPRESSION TO PREPARE STUDENTS FOR INTERDISCIPLINARY CAREERS WITHIN HEALTHCARE. THE COURSE IS INTENDED TO MERGE STUDENTS' UNDERSTANDING OF AI INTO PRACTICAL APPLICATIONS AND INVENTIONS, THROUGH DESIGNING, DEVELOPING, AND IMPLEMENTING AI SOLUTIONS THAT ADDRESS REAL-WORLD CHALLENGES IN THE HEALTHCARE INDUSTRY.

17. TEXTBOOKS:

ARTIFICIAL INTELLIGENCE: A MODERN APPROACH BY RUSSELL NORVIG
4TH EDITION

18. SUPPLEMENTAL INSTRUCTIONAL MATERIALS:

WEBSITES:
CANVA: [HTTPS://WWW.CANVA.COM](https://www.canva.com)
AUTODESK FUSION 360
[HTTPS://WWW.AUTODESK.COM/PRODUCTS/FUSION-360/PERSONAL](https://www.autodesk.com/products/fusion-360/personal)
UNITED STATES PATENT AND TRADEMARK OFFICE
[HTTPS://WWW.USPTO.GOV/PATENTS/BASICS/APPLY/DESIGN-PATENT](https://www.uspto.gov/patents/basics/apply/design-patent)
U.S. NATIONAL INSTITUTES OF HEALTH'S NATIONAL LIBRARY OF MEDICINE (NIH/NLM) [HTTPS://PMC.NCBI.NLM.NIH.GOV/](https://pmc.ncbi.nlm.nih.gov/)
HEALTH TECH MAGAZINE: [HTTPS://HEALTHTECHMAGAZINE.NET/](https://healthtechmagazine.net/)
AMERICAN MEDICAL ASSOCIATION [HTTPS://WWW.AMA-ASSN.ORG/SYSTEM/FILES/FUTURE-HEALTH-AUGMENTED-INTELLIGENCE-HEALTH-CARE.PDF](https://www.ama-assn.org/system/files/future-health-augmented-intelligence-health-care.pdf)
THE AMERICAN JOURNAL OF MEDICINE
[HTTPS://WWW.AMJMED.COM/](https://www.amjmed.com/)
VERTEX AI STUDIO [HTTPS://CLOUD.GOOGLE.COM/GENERATIVE-AI-STUDIO](https://cloud.google.com/generative-ai-studio)

Chino Valley Unified School District

High School Course Description

C. COURSE CONTENT

1. COURSE PURPOSE:

THE PURPOSE OF AI DESIGN AND DEVELOPMENT IS FOR STUDENTS TO CREATIVELY EXPLORE AND ADDRESS REAL-WORLD HEALTHCARE CHALLENGES THROUGH THE INTEGRATION OF ARTIFICIAL INTELLIGENCE AND THE VISUAL ARTS. THIS COURSE FOSTERS A DEEP UNDERSTANDING OF FOUNDATIONAL AI CONCEPTS, TECHNICAL EXPERTISE, AND ETHICAL CONSIDERATIONS WHILE EMPHASIZING THE IMPORTANCE OF ARTISTIC EXPRESSION IN COMMUNICATING AND SOLVING COMPLEX PROBLEMS THROUGH DESIGN AND INVENTION. THE COURSE EQUIPS STUDENTS BY INSPIRING CURIOSITY AND SPARKING INNOVATION AND ALLOWING THEM TO DESIGN, DEVELOP, AND PRESENT VISUALLY ENGAGING AI SOLUTIONS THAT REFLECT BOTH CREATIVE VISION AND PRACTICAL APPLICATION. THIS COURSE PREPARES STUDENTS TO BECOME RESPONSIBLE INNOVATORS AND INFORMED CONTRIBUTORS AT THE INTERSECTION OF TECHNOLOGY, HEALTHCARE, AND THE ARTS. BY COMBINING TECHNICAL KNOWLEDGE WITH ARTISTIC CREATIVITY, STUDENTS GAIN THE SKILLS AND CONFIDENCE TO PURSUE ADVANCED ACADEMIC OPPORTUNITIES AND IMPACTFUL CAREERS IN THIS TRANSFORMATIVE FIELD. STUDENTS WILL:

- **EXPLORE AND ANALYZE** MEDICAL PRINCIPLES, TECHNIQUES, AND ETHICAL CONSIDERATIONS BEHIND AI SYSTEMS AND PRESENT USING VARIOUS MEDIUMS.
- **DESIGN AND CREATE** ARTISTIC REPRESENTATIONS OF THEIR HEALTHCARE INNOVATIONS USING A VARIETY OF MEDIUMS, INCLUDING DIGITAL TOOLS, GRAPHIC DESIGN, AND PHYSICAL MODELING.
- **COLLABORATE AND CRITIQUE**, PARTICIPATING IN PEER REVIEWS AND REFINING THEIR WORK TO ENHANCE ITS AESTHETIC AND FUNCTIONAL IMPACT.
- **PRESENT PROJECTS** THROUGH EXHIBITIONS, PERFORMANCES, OR PRESENTATIONS THAT DEMONSTRATE THEIR ABILITY TO MERGE CREATIVITY WITH TECHNICAL PROBLEM-SOLVING.

2. COURSE OUTLINE:

UNIT 1: CREATING MULTI-MEDIA PRESENTATIONS TO INTRODUCE ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING IN HEALTHCARE

- STUDENTS WILL EXPLORE DIFFERENT TYPES OF ARTIFICIAL INTELLIGENCE (NARROW, GENERAL, AND SUPERINTELLIGENCE, SUPERVISED VS. UNSUPERVISED LEARNING, CLASSIFICATION VS REGRESSION) AND HUMAN-CENTERED AI – BIASES AND ETHICS AND DISCOVER HOW AND WHY THEY WERE DEVELOPED.
- DEVELOP A MULTI-MEDIA PRESENTATION ON THE HISTORY OF A SPECIFIC ARTIFICIAL INTELLIGENCE IN HEALTHCARE, HIGHLIGHTING EVOLUTION AND ETHICS AND EXPRESSING INSIGHTS THROUGH DIGITAL MEDIA, STORYTELLING, AND DESIGN.

UNIT 2: CREATING VISUAL REPRESENTATIONS OF THE HUMAN BODY SYSTEMS AND DEMONSTRATING MEDICAL DEVICES AND PRACTICES RELATED TO EACH SYSTEM

- COLLABORATE ON AN ARTISTIC MODEL/DIAGRAM THAT EXHIBITS BASIC PHYSICAL EXAMINATIONS AND ANATOMY WITHIN THE 11 BODY SYSTEMS: INTEGUMENTARY SYSTEM, SKELETAL SYSTEM, MUSCULAR SYSTEM, NERVOUS SYSTEM, CARDIOVASCULAR SYSTEM, LYMPHATIC SYSTEM, RESPIRATORY SYSTEM, DIGESTIVE SYSTEM, URINARY SYSTEM, AND REPRODUCTIVE SYSTEM.
- COLLABORATE ON AN ARTISTIC MODEL/DIAGRAM OR MULTI-MEDIA PRESENTATION THAT EXHIBITS MAJOR AILMENTS/DISEASES IN ONE OF THE 11 BODY SYSTEMS
- EXPLORE THE CURRENT TOOLS FOR AND DEMONSTRATE ABILITY TO TAKE COMMON VITAL SIGNS USING MEDICAL DIAGNOSTIC TOOLS SUCH AS SPHYGMOMANOMETERS AND IMAGING TECHNIQUES
- COMPARE AND PRESENT TYPES OF MEDICAL DATA (IMAGING, GENETIC DATA, CLINICAL RECORDS) AND PRESENT ON THE IMPORTANCE OF DATA PRIVACY (HIPAA AND RELATED REGULATIONS) THROUGH EXPLORATION OF CASE STUDIES USING MULTI-MEDIA PRESENTATIONS INCLUDING CHARTS, GRAPHS, AND OTHER RELEVANT IMAGES

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UNIT 3: RESEARCHING, WRITING, AND PRESENTING PAST TO PRESENT AI DESIGNS AND/OR INVENTIONS

- CRITIQUE AND PRESENT CURRENT USES IN AI SUCH AS: AI-DRIVEN DIAGNOSTIC TOOLS AND CHATBOTS USED IN MENTAL HEALTH SUPPORT
- RESEARCH AND PRESENT ROBOTIC SURGERY AND AUTONOMOUS ROBOTIC SYSTEMS
- COMPARE AND PRESENT USES OF AI-POWERED PROSTHETICS AND AUGMENTED REALITY (AR) IN SURGICAL PLANNING/SURGERY TO NON-AI POWERED PROSTHETICS AND SURGERY
- COMPARE AND PRESENT SUCCESSFUL, CHALLENGING, AND UNSUCCESSFUL AI IMPLEMENTATIONS IN RADIOLOGY, PREDICTIVE ANALYSIS, PERSONALIZED MEDICINE, TELEMEDICINE, AI BIAS IN DIAGNOSTICS, AND DATA QUALITY.
- ASSESS AND HIGHLIGHT BOTH SUCCESS AND FAILURES IN DEVELOPED AND DEVELOPING AI
- WRITTEN RESEARCH TO SHOW THE CHANGES IN PAST TO PRESENT DESIGNS AND/OR INVENTIONS

UNIT 4: CREATING AN ENGINEERING DESIGN AND EXPLORING PATENT DESIGN

- EXPLORE THE FUNDAMENTALS OF THE ENGINEERING DESIGN PROCESS INCLUDING PROTOTYPING AND PILOTING A HYPOTHETICAL ENGINEERING DESIGN PROJECT INCLUDING CREATING REALISTIC TANGIBLE OR MULTI-MEDIA VISUAL REPRESENTATIONS
- EXPLORE FUNDAMENTALS OF PATENT APPLICATIONS AND CREATE SAMPLE HYPOTHETICAL PATENTS FOR UNIT FIVE PORTFOLIO

UNIT 5: CAPSTONE PROJECT

- DESIGN AND DEVELOP A BIOMEDICAL AI SOLUTION FROM START TO FINISH, INCLUDING ALL STEPS OF ENGINEERING AND CREATIVE DESIGN, FINANCIAL CONSIDERATIONS, AND CORPORATION CONSIDERATIONS.
- PRESENT THE FINAL PRODUCT TO PEERS, EXHIBIT TO A GREATER AUDIENCE, AND/OR SHOWCASE THE PRESENTATION

KEY ASSIGNMENTS:

UNIT 1: CREATING MULTI-MEDIA PRESENTATIONS TO INTRODUCE ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING IN HEALTHCARE

- CONSTRUCT MULTIMEDIA GRAPHIC ORGANIZERS ILLUSTRATING THE HISTORY AND EVOLUTION OF AI
- ENGAGE IN ARGUMENTATIVE DISCUSSIONS FOCUSING ON ETHICAL USES OF AI IN LIFE AND IN MEDICINE AND EXPLAIN THE DIFFERENCE BETWEEN INVENTION AND INNOVATION
- CREATE MULTIMEDIA PRESENTATIONS TO DISCUSS THE CHOSEN TOPIC OF AI EVOLUTION OR ETHICS TO INCLUDE AESTHETIC DESIGNS AND A RANGE OF CONTENT CREATION APPLICATIONS

UNIT 2: CREATING VISUAL REPRESENTATIONS OF THE HUMAN BODY SYSTEMS AND DEMONSTRATING MEDICAL DEVICES AND PRACTICES RELATED TO THE SYSTEM

- USE CREATIVE DESIGN THROUGH VIRTUAL OR PHYSICAL 3D MODELS TO EXHIBIT THE 11 BODY SYSTEMS I.E. CLAY: PLAYDOH, DIAGRAMS, DESIGN PROGRAMS AND APPS, ETC.
- INVESTIGATE HOW COMMON DIAGNOSTIC TOOLS (STETHOSCOPES, BLOOD TESTS) CAN DETECT ABNORMALITIES (I.E. HEART MURMURS, ABNORMAL BLOOD TESTS, ABNORMAL RESPIRATORY/CARDIOVASCULAR IMAGING)
- ROLE-PLAYING DOCTOR/PATIENT TO ENACT HOW A DOCTOR WOULD DIAGNOSE A PATIENT WITH A SPECIFIC AILMENT RELATED TO THEIR ASSIGNED BODY SYSTEM
- CREATE MULTI-MEDIA OR TANGIBLE PRESENTATIONS TO COMPARE MEDICAL DATA

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UNIT 3: RESEARCHING, WRITING, AND PRESENTING PAST TO PRESENT AI DESIGNS AND/OR INVENTIONS

- DESIGN AND IMPLEMENT RECURRENT NEURAL NETWORKS (RNNs) TO PREDICT HEART RATE ANOMALIES FROM TIME-SERIES DATA
- DEVELOP A SIMPLE CHATBOT THAT PROVIDES HEALTH ADVICE BASED ON SPECIFIC SYMPTOMS AND PRESENT THE DEVELOPMENT TO PEERS
- UTILIZE THE SCIENTIFIC METHOD TO TEST A DISEASE DISCOVERY PROCESS USING MACHINE LEARNING AND CREATE A TRI-FOLD PRESENTATION OR UTILIZE THE SCIENTIFIC METHOD TO TEST A DIAGNOSTIC TOOL AND CREATE A TRI-FOLD PRESENTATION
- RESEARCH AND CREATIVELY PRESENT VARIOUS SUCCESSFUL, CHALLENGING, AND UNSUCCESSFUL CURRENT USES OF AI
- EVALUATE CASE STUDIES ON CURRENT AI USES (GOOGLE'S DEEPMIND IN DETECTING DIABETIC RETINOPATHY – SUCCESS; IBM WATSON'S STRUGGLE TO DELIVER EFFECTIVE CANCER TREATMENT RECOMMENDATIONS – FAILURE; ARTERIES AND AI-DRIVEN CARDIAC IMAGING – SUCCESS; PREDICTIVE ANALYSIS FOR SEPSIS DETECTION – CHALLENGING; PRESENT THE CASE TO AN AUDIENCE IE. TED TALK
- CREATE A PODCAST EXPLAINING HOW AI TRANSFORMS PERSONALIZED MEDICINE, DRUG DISCOVERY AND PREDICTIVE MODELS FOR DISEASE/DRUG SUSCEPTIBILITY AND CREATE A VISUAL REPRESENTATION OF THE TRANSFORMATION
- BRAINSTORM IMPROVEMENTS FOR A FAILED AI SYSTEM, PRESENT SOLUTIONS, AND CRITIQUE PEERS' SOLUTIONS
- WRITE A REFLECTION PAPER ON A SINGLE AI SYSTEM, COMPARING ITS PAST DESIGN TO PRESENT, AND ANALYZING ITS FAILURE OR SUCCESS AND INCLUDE AND POTENTIAL IMPROVEMENT OR COLLABORATE AND PRESENT ON A PROPOSED REDESIGN OF A FAILED AI PROJECT TO ADDRESS AND CREATE A SOLUTION FOR ITS SHORTCOMINGS

UNIT 4: CREATING AN ENGINEERING DESIGN AND EXPLORING PATENT DESIGN

- RESEARCH AND PRESENT THE STEPS OF ENGINEERING DESIGN ON A CHOSEN BIOMEDICAL TECHNOLOGY AND DELVE INTO THE ENGINEERING PROCESS TO CREATE A PROTOTYPE
- CREATE A HYPOTHETICAL ENGINEERING DESIGN PROJECT THROUGH TANGIBLE OR MULTI-MEDIA RESOURCES
- EXPLORE AND USE AI APPS TO DESIGN STUDENTS' IDEAS
- ANNOTATE CURRENT/SUBMITTED PATENT APPLICATIONS TO IDENTIFY AND PRESENT COMMON TRENDS AND REQUIREMENTS FOR PATENT APPLICATION; FOLLOW THE STEPS OF PATENT APPLICATION AND BEGIN A SAMPLE PATENT APPLICATION PROCESS

UNIT 5: CAPSTONE PROJECT

- RESEARCH, PROPOSE, AND DEVELOP A PROJECT IN ONE OF THE FOCUS AREAS: DIAGNOSTIC TOOL, PREDICTIVE MODEL, AI FOR MENTAL HEALTH, OR RELATED BIOMEDICAL FOCUS PROBLEMS
- IMPLEMENT TESTING, PROTOTYPING, AND DEMONSTRATIONS OF THEIR CAPSTONE PROJECT
- PRESENT YOUR INNOVATION - STUDENTS ARE REQUIRED TO MAKE A PRESENTATION TO SHOWCASE THEIR INNOVATIVE AI DESIGN AND HOW THAT TOOL ADDRESSES A PARTICULAR PROBLEM IN THE HEALTHCARE COMMUNITY. THEY WILL DISCUSS THEIR FINAL PRODUCT TO EXPLAIN THE PURPOSE OF THEIR DESIGN AND EXPLAIN THE VARIOUS ELEMENTS, FUNCTIONS, AND CREATIVE AND AESTHETIC ASPECTS USED THROUGH A CLASS PRESENTATION OR TED TALK
- CREATE A PORTFOLIO FOR CAPSTONE PROJECT PATENT APPLICATION USING DESIGN APPS OR SOFTWARE AND INCLUDE A WRITTEN ESSAY OF THE BACKGROUND FOR THE DESIGN, PLANNING PROCESS, RESEARCH, AND EVENTUAL OUTCOME
- COLLABORATE AND PEER-REVIEW ON CAPSTONE PROJECTS TO HIGHLIGHT SHORTCOMINGS, BENEFITS, AND AREAS FOR GROWTH
- DEVELOP RESUME AND PORTFOLIO FOR AI/BIMEDICAL CAREERS AND PARTICIPATE IN MOCK INTERVIEWS AS THE INTERVIEWEE AND PANEL

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4. INSTRUCTIONAL METHODS AND/OR STRATEGIES:

APB (ACTIVITY, PROJECT, AND PROBLEM-BASED) INSTRUCTIONAL DESIGN PROVIDING STUDENTS WITH UNIQUE OPPORTUNITIES TO WORK COLLABORATIVELY, IDENTIFY PROBLEMS, APPLY WHAT THEY KNOW, PERSEVERE THROUGH CHALLENGES, FIND UNIQUE SOLUTIONS, AND LEAD THEIR OWN LEARNING. INCLUDING:

- CROSS CUTTING CONCEPTS (PATTERNS, SIMILARITY & DIVERSITY; CAUSE & EFFECT; SCALE, PROPORTION & QUANTITY; SYSTEMS & SYSTEMS MODELS; ENERGY & MATTER; STRUCTURE & FUNCTION; STABILITY & CHANGE)
- SCIENCE & ENGINEERING PRACTICES (ASKING QUESTIONS & DEFINING PROBLEMS; DEVELOPING & USING MODELS; PLANNING & CARRYING OUT INVESTIGATIONS; ANALYZING & INTERPRETING DATA; USING MATHEMATICS, INFORMATION & COMPUTER TECHNOLOGY & COMPUTATIONAL THINKING; CONSTRUCTING EXPLANATIONS & DESIGNING SOLUTIONS; ENGAGING IN ARGUMENT FROM EVIDENCE; OBTAINING, EVALUATING & COMMUNICATION INFORMATION)
- FOUR CORNERS DISCUSSIONS (AGREE, STRONGLY AGREE, DISAGREE, STRONGLY DISAGREE)
- DATA INTERPRETATION AND PREDICTIONS
- JIG SAW RESEARCH PROJECTS (STUDENTS OR STUDENT GROUPS RESEARCH DIFFERENT ASPECTS OF A TOPIC AND REPORT THEIR LEARNING BACK TO THE WHOLE CLASS, E.G., DIFFERENT TYPES OF INVASIVE SPECIES OR GENETIC DISORDERS)
- COMPUTER BASED RESEARCH PROJECTS: INDIVIDUAL STUDENTS OR GROUPS RESEARCH
- EVIDENCE BASED DATA INTERPRETATION (CLAIM, EVIDENCE AND REASONING WRITING FROM LABS OR RESEARCH PROJECTS)
- STUDENT CENTERED AND CREATED ACTIVITIES
- SCIENTIFIC ARTICLE READING, ANNOTATION AND/OR CLASS REPORT/PRESENTATION
- USING CER (CLAIMS, EVIDENCE, AND REASONING) GRAPHIC ORGANIZER
- PROJECT BASED LEARNING
- ARGUMENT DRIVEN INSTRUCTION
- "5 E" LESSONS (ENGAGE, EXPLORE, EXPLAIN, ELABORATE & EVALUATE)

5. ASSESSMENT INCLUDING METHODS AND/OR TOOLS:

THE EVALUATION OF STUDENT PROGRESS AND EVALUATION WILL BE BASED ON THE FOLLOWING CRITERIA OUTLINED IN BOARD POLICY:

- HOMEWORK AND CLASSWORK: 25% OF FINAL GRADE
- ASSESSMENT, PROJECT, AND PRESENTATIONS: 25% OF FINAL GRADE
- FINAL PROJECT (ASSESSMENT): 50% OF THE FINAL GRADE

UNITS WITH STANDARDS CORRELATIONS

CA COMMON CORE ANCHOR STANDARDS: SPEAKING AND LISTENING

- WRITING

CALIFORNIA ARTS STANDARDS FOR MEDIA ARTS

- KEY IDEAS AND DETAILS
- RANGE OF READING AND LEVEL OF TEXT COMPLEXITY

COLLEGE AND CAREER READINESS ANCHOR STANDARDS

- READING FOR LITERACY IN TECHNICAL SUBJECTS
- WRITING STANDARDS FOR LITERACY IN TECHNICAL SUBJECTS
- SPEAKING AND LISTENING

Chino Valley Unified School District High School Course Description

A. CONTACTS	
1. SCHOOL/DISTRICT INFORMATION:	SCHOOL/DISTRICT: CHINO VALLEY UNIFIED SCHOOL DISTRICT STREET ADDRESS: 13461 RAMONA AVE. PHONE: 909-628-1201 WEBSITE: CHINO.K12.CA.US
2. COURSE CONTACT:	TEACHER CONTACT: OFFICE OF SECONDARY CURRICULUM AND INSTRUCTION POSITION/TITLE: DIRECTOR OF SECONDARY CURRICULUM AND INSTRUCTION PHONE: DISTRICT OFFICE E-MAIL: (909) 628-1201 X1630
B. COVER PAGE - COURSE ID	
1. COURSE TITLE:	ADVANCED GUITAR
2. TRANSCRIPT TITLE/ABBREVIATION:	GUITAR 2
3. TRANSCRIPT COURSE CODE/NUMBER:	5776
4. SEEKING HONORS DISTINCTION:	NO
5. SUBJECT AREA/CATEGORY:	MEETS UC/CSU "F" VISUAL PERFORMING ARTS REQUIREMENT
6. GRADE LEVEL(S):	10-12
7. UNIT VALUE:	5 UNITS PER SEMESTER/10 CREDITS
8. COURSE PREVIOUSLY APPROVED BY UC:	NO
9. CLASSIFIED AS A CAREER TECHNICAL EDUCATION COURSE:	NO
10. MODELED AFTER A UC-APPROVED COURSE:	YES
11. REPEATABLE FOR CREDIT:	NO
12. DATE OF BOARD APPROVAL:	
13. BRIEF COURSE DESCRIPTION:	STUDENTS WILL CONTINUE THEIR DEVELOPMENT AS GUITARISTS BY BEING INTRODUCED TO STANDARD NOTATION/THEORY, TECHNIQUES, ALTERNATE TUNINGS, IMPROVISATION, ENSEMBLE PLAYING, AND SONGWRITING AND COMPOSITION.
14. PREREQUISITES:	BEGINNING GUITAR
15. CONTEXT FOR COURSE:	THIS COURSE IS DESIGNED TO BUILD UPON THE KNOWLEDGE AND SKILLS DEVELOPED IN BEGINNING GUITAR (GUITAR 1). STUDENTS HAVE THE OPPORTUNITY TO DEVELOP PERFORMANCE TECHNIQUES WITHIN A GROUP AS THEY RELATE TO EMOTIONAL AND INTELLECTUAL GROWTH WITH MUSIC. STUDENTS CONTINUE TO EXPLORE THEIR INDIVIDUAL MUSICAL TALENTS THROUGH GROUP PARTICIPATION. THIS COURSE IS ALIGNED WITH THE STATE OF CALIFORNIA VISUAL AND PERFORMING ARTS STANDARDS.

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16. HISTORY OF COURSE DEVELOPMENT:

THIS CURRICULUM SEEKS TO IMITATE EXISTING INSTRUMENTAL ENSEMBLE CURRICULA, WHICH ARE FIRMLY ESTABLISHED IN CVUSD, REPLACING BAND OR ORCHESTRA INSTRUMENTS WITH CLASSICAL GUITARS. THIS ALLOWS IT TO FIT IN WELL IN OUR SCHOOL MUSIC PROGRAMS. LIKE BAND AND ORCHESTRA PROGRAMS, STUDENTS LEARN THE BASICS OF MUSICIANSHIP AND INSTRUMENTAL TECHNIQUE IN CLASS. ONCE STUDENTS HAVE A BASIC TECHNICAL AND MUSICAL PROFICIENCY, THEY BEGIN REHEARSING THEIR REPERTOIRE. THE DAY-TO-DAY CLASSROOM ACTIVITIES INVOLVE REHEARSING ENSEMBLE REPERTOIRE. THE ENTIRE REPERTOIRE IS ARRANGED IN THREE PARTS, AND MOST OF IT FALLS INTO THREE CATEGORIES: ARRANGEMENTS OF CLASSICAL MUSIC FOR OTHER INSTRUMENT COMBINATIONS, ARRANGEMENTS OF SOLO CLASSICAL GUITAR REPERTOIRE, OR PIECES ORIGINALLY COMPOSED FOR GUITAR ENSEMBLE.

17. TEXTBOOKS:

NONE

18. SUPPLEMENTAL INSTRUCTIONAL MATERIALS:

TEACHER DEVELOPED MATERIALS

C. COURSE CONTENT

1. COURSE PURPOSE:

THIS ONE-YEAR COURSE IS DESIGNED FOR STUDENTS WHO HAVE SUCCESSFULLY COMPLETED THE SKILLS OUTLINED IN THE BEGINNING GUITAR (GUITAR 1) SYLLABUS. THIS COURSE INCLUDES FURTHER DEVELOPMENT OF THE SKILLS NECESSARY TO BECOME INDEPENDENT AS A GUITARIST. STUDENTS WILL RECEIVE GUIDANCE AND DIRECTION IN SOLVING PROBLEMS RELATED TO PLAYING THE GUITAR ON AN INTERMEDIATE LEVEL AND WILL LEARN MANY OF THE DIFFERENT STYLES, SKILLS AND TECHNIQUES REQUIRED TO BECOME A SUCCESSFUL GUITARIST. AREAS OF CONCENTRATION INCLUDE THE FOLLOWING: CORRECT POSTURE, NOTE READING, FLAT PICKING, RHYTHMIC PATTERNS, CHORD STUDY, FINGER PICKING STYLES, MUSICAL FORMS, IMPROVISATION AND PERFORMING EXPERIENCES. A PROGRESSION OF TECHNICAL PROFICIENCY IS EXPECTED.

2. COURSE OUTLINE:

UNIT 1: WARM-UP ROUTINE

STUDENTS WILL LEARN AND PERFORM A DAILY WARM-UP ROUTINE CONSISTING OF EXERCISES THAT IMPROVE THE STUDENT'S OVERALL TECHNIQUE IN THE FOLLOWING AREAS: ALTERNATE PICKING, HAMMER-ONS, PULL-OFFS, LEFT HAND FINGER INDEPENDENCE, AND RIGHT/ LEFT HAND COORDINATION. STUDENTS WILL GAIN INCREASING FACILITY WITH THIS WARM-UP ROUTINE AS THEY WILL START EACH CLASS PERIOD BY PLAYING IT. EACH TECHNICAL AREA WILL HAVE DIFFERENT LEVELS OF PROFICIENCY SO THAT STUDENTS MAY PROGRESS AT THEIR OWN PACE. AS THE YEAR PROGRESSES, MORE WILL BE ADDED TO THE WARM-UP ROUTINE AS THE CLASS IS ABLE. CLASS DISCUSSIONS TO ASK STUDENTS TO CONSIDER WHICH THINGS SHOULD BE INCLUDED IN A WARM-UP ROUTINE AND WHICH SHOULD NOT, WILL TAKE PLACE THROUGHOUT THE SEMESTER. THIS UNIT WILL BE ONGOING THROUGHOUT THE COURSE.

UNIT 2: STANDARD NOTATION/ THEORY

STUDENTS WILL LEARN HOW TO READ AND STRUM STANDARD NOTATION OF RHYTHM PATTERNS THAT INCLUDE WHOLE NOTES, HALF NOTES, DOTTED-HALF NOTES, QUARTER NOTES, EIGHTH NOTES, AND SIXTEENTH NOTES IN DUPE AND TRIPLE METERS. ONCE STUDENTS ARE PROFICIENT IN RHYTHM, THEY WILL LEARN NOTE NAMES AND HOW TO READ THEM ON THE STAFF. OTHER MUSIC THEORY CONCEPTS SUCH AS THE CHROMATIC SCALE WILL ALSO BE TAUGHT. STUDENTS WILL TAKE PART IN CLASS DISCUSSIONS THAT ENCOURAGE THEM TO DEVELOP AN UNDERSTANDING OF THE RELATIONSHIP BETWEEN BEATS, TEMPO, AND RHYTHM, AS WELL AS THE LOGIC BEHIND WESTERN NOTE NAMING CONVENTIONS. THIS UNIT WILL BE ONGOING THROUGHOUT THE COURSE.

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UNIT 3: TECHNIQUES

STUDENTS WILL LEARN AND GAIN INCREASING FACILITY WITH VARIOUS TECHNIQUES INCLUDING ALTERNATE PICKING, ECONOMY PICKING, BAR CHORDS, LEFT AND RIGHT-HAND MUTING, HARMONICS, AND PALM MUTING. EACH TECHNICAL AREA WILL HAVE DIFFERENT LEVELS OF PROFICIENCY SO THAT STUDENTS MAY PROGRESS AT THEIR OWN PACE. AS THE YEAR PROGRESSES, MORE TECHNIQUES WILL BE INTRODUCED AS THE CLASS IS READY. CLASS DISCUSSIONS WILL HELP STUDENTS TO THINK CRITICALLY ABOUT WHY CERTAIN TECHNIQUES ARE IDIOMATIC TO CERTAIN STYLES, EFFICIENT WAYS TO PROGRESS AT CERTAIN TECHNIQUES, ETC. THIS UNIT WILL BE ONGOING THROUGHOUT THE COURSE.

UNIT 4: ALTERNATE TUNINGS

STUDENTS WILL LEARN HOW TO TUNE THEIR GUITARS AURALLY USING SEVERAL DIFFERENT METHODS INCLUDING AN OUTSIDE REFERENCE PITCH AND USING THE GUITAR AS A REFERENCE PITCH. ONCE STUDENTS ARE PROFICIENT WITH AURALLY TUNING A GUITAR, ALTERNATE TUNING OF THE GUITAR WILL BE TAUGHT AND DISCUSSED AS WELL AS SONGS THAT IMPLEMENT ALTERNATE TUNINGS. STUDENTS WILL TAKE PART IN CLASS DISCUSSIONS THAT ENCOURAGE THEM TO THINK CRITICALLY ABOUT WHY ALTERNATE TUNINGS ARE USED AND HOW TO USE THEM EFFECTIVELY.

UNIT 5: IMPROVISATION/ SOLOING

STUDENTS WILL LEARN HOW TO IMPROVISE OVER THE 12 BAR BLUES USING THE BLUES OR MINOR PENTATONIC SCALE. ONCE STUDENTS ARE COMFORTABLE WITH THIS, THEY CAN ADD EMBELLISHMENTS SUCH AS HAMMERONS, PULL OFFS, SLIDES, AND BENDS TO THEIR IMPROVISATIONS. STUDENTS WILL TAKE PART IN CLASS DISCUSSIONS THAT ENCOURAGE THEM TO THINK CRITICALLY ABOUT HOW TO USE STRUCTURE, REPETITION, VARIATION, AND EMBELLISHMENTS IN THEIR IMPROVISATIONS/ SOLOS.

UNIT 6: ENSEMBLE PLAYING

WHEN STUDENTS HAVE PROGRESSED SUFFICIENTLY THROUGH THEIR NOTE READING AND RHYTHM LEARNING STUDIES, THEY WILL CHOOSE A PARTNER AND LEARN DUETS WITH THAT PERSON. THE CLASS, AS A WHOLE, WILL ALSO PLAY SOME ENSEMBLE PIECES. STUDENTS WILL BE ASKED TO THINK CRITICALLY ABOUT WHY RHYTHMIC ACCURACY IS MORE IMPORTANT IN AN ENSEMBLE SETTING THAN A SOLO PERFORMANCE. STUDENTS WILL PROGRESS FROM PLAYING DUETS WITH SIMPLE RHYTHMS AND A LIMITED NUMBER OF NOTES TO PLAYING PIECES THAT HAVE SYNCOPATED RHYTHMS AND A WIDE RANGE OF NOTES. THIS UNIT WILL BE ONGOING THROUGHOUT THE COURSE.

UNIT 7: SONG WRITING AND COMPOSITION

STUDENTS WILL EXPLORE POPULAR SONG FORM AND STRUCTURE AND GAIN FAMILIARITY WITH THE FOLLOWING PARTS OF A CONTEMPORARY POP SONG: INTRO, VERSE, PRE-CHORUS, CHORUS, BRIDGE, SOLO, AND OUTRO. STUDENTS WILL ALSO BE INTRODUCED TO COMMON SYNCOPATED RHYTHMS IN POP SONGS (I.E. TRESILLO), LEARN TO DIFFERENTIATE BETWEEN RHYTHM AND LEAD GUITAR, AND GAIN A BASIC UNDERSTANDING OF ROMAN NUMERAL CHORD ANALYSIS AND COMMON CHORD STRUCTURES IN SONGS. SEVERAL IN CLASS EXAMPLES OF CONTEMPORARY POP SONGS WILL BE UTILIZED. STUDENTS WILL PUT TOGETHER ALL THIS KNOWLEDGE TO WRITE A SONG AS A GROUP THAT UTILIZES SOME OR ALL OF THESE ELEMENTS.

3. KEY ASSIGNMENTS:

UNIT 1: WARM-UP ROUTINE

TO COMPLETE THE ALTERNATE PICKING PORTION OF THE WARM-UP ROUTINE ASSIGNMENT, A STUDENT WILL DEMONSTRATE THAT THEY ARE CAPABLE OF PLAYING THE ALTERNATE PICKING PORTION OF THE WARM-UP ROUTINE ON THEIR OWN WITH EASE AND ACCURACY. THE STUDENT WILL HAVE LEARNED HOW TO DO THE ALTERNATE PICKING EXERCISE WITHOUT GUIDANCE FROM THE TEACHER, AS WELL AS THE VALUE OF PRACTICING TECHNICAL EXERCISES TO INCREASE THEIR GUITAR PLAYING ABILITY.

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UNIT 2: STANDARD NOTATION/ THEORY

TO COMPLETE THE STRUMMING RHYTHMS ASSIGNMENT, A STUDENT WILL DEMONSTRATE THAT THEY ARE CAPABLE OF PLAYING A CHORD CHART USING THE NOTATED STRUMMING PATTERN. THE STUDENT WILL HAVE LEARNED HOW TO READ STANDARD NOTATION AND PLAY NOTATED STRUMMING PATTERNS ACCURATELY.

UNIT 3: TECHNIQUES

TO COMPLETE THE ECONOMY PICKING PORTION OF THE TECHNIQUE ASSIGNMENT, A STUDENT WILL DEMONSTRATE THAT THEY ARE CAPABLE OF PLAYING THE SONG "AERIALS" BY SYSTEM OF A DOWN (OR A PIECE OF EQUAL TECHNIQUE) USING ECONOMY PICKING. THE STUDENT WILL HAVE LEARNED HOW TO DIFFERENTIATE BETWEEN ALTERNATE PICKING AND ECONOMY PICKING AND HOW TO CHOOSE WHICH OF THE TWO TECHNIQUES WOULD BE MOST EFFECTIVE FOR PLAYING A GIVEN MUSICAL PASSAGE.

UNIT 4: ALTERNATE TUNINGS

TO COMPLETE THE ALTERNATE TUNING ASSIGNMENT, A STUDENT WILL DEMONSTRATE THAT THEY ARE CAPABLE OF PLAYING AN EXCERPT FROM A SONG THAT USES ALTERNATE TUNING AS WELL AS AURALLY CHANGING THE TUNING OF THEIR GUITAR FROM STANDARD TUNING INTO THE TUNING THEIR CHOSEN EXCERPT REQUIRES. THE STUDENT WILL HAVE LEARNED HOW TO AURALLY RE-TUNE THEIR GUITAR TO ANY ALTERNATE GUITAR TUNING THEY COME ACROSS.

UNIT 5: IMPROVISATION/ SOLOING

TO COMPLETE THE IMPROVISATION ASSIGNMENT, A STUDENT WILL DEMONSTRATE THAT THEY HAVE MEMORIZED THE BLUES AND MINOR PENTATONIC SCALES, CAN EXECUTE BENDS/ SLIDES/ SLURS ETC., AND CAN VERBALLY EXPLAIN THE BASIC IDEAS OF STRUCTURE, AAB FORM, ETC. THE STUDENT WILL HAVE LEARNED HOW TO IMPROVISE A SOLO EFFECTIVELY OVER THE 12 BAR BLUES CHORD PROGRESSION.

UNIT 6: ENSEMBLE PLAYING

TO COMPLETE A DUET ASSIGNMENT, BOTH GUITAR PLAYERS IN THE DUET MUST PERFORM THEIR PARTS WITH RHYTHMIC ACCURACY, PROPER TECHNIQUE, AND THE CORRECT NOTES. STUDENTS WILL GAIN A NEW APPRECIATION FOR THE IMPORTANCE OF RHYTHMIC ACCURACY IN ENSEMBLE PLAYING AND WILL HAVE LEARNED THE IMPORTANCE OF PRACTICING THEIR PART AND THE VALUE OF CONTRIBUTING TO A GROUP EFFORT.

UNIT 7: SONG WRITING AND COMPOSITION

STUDENTS WILL COMPLETE THIS ASSIGNMENT BY WRITING A SONG OR INSTRUMENTAL THAT INCLUDES A SUBSTANTIAL PORTION OF THE MUSICAL ELEMENTS MENTIONED ABOVE. THE CAPSTONE ASSIGNMENT WILL HELP STUDENTS LEARN ABOUT TEAMWORK AND COLLABORATION IN A MUSICAL SETTING AND HELP THEM UNDERSTAND HOW TO APPLY ALL OF THE KNOWLEDGE AND UNDERSTANDING OF GUITAR PLAYING AND MUSIC TO THE REAL-WORLD CHALLENGE OF CREATING A SONG.

4. INSTRUCTIONAL METHODS AND/OR STRATEGIES:

ACTIVE PARTICIPATION: THE TEACHER WILL INCORPORATE THE PRINCIPLES OF ACTIVE PARTICIPATION AND SPECIFIC STRATEGIES TO ENSURE CONSISTENT, SIMULTANEOUS INVOLVEMENT OF THE MINDS OF ALL LEARNERS IN THE CLASSROOM. TEACHERS SHOULD INCLUDE BOTH COVERT AND OVERT ACTIVE PARTICIPATION STRATEGIES, INCORPORATING COOPERATIVE LEARNING STRUCTURES. SOME OF THE POSSIBLE ACTIVE PARTICIPATION STRATEGIES INCLUDE STRATEGIES FOR PERSONAL, SOCIAL, AND PHYSICAL DEVELOPMENT. TEAM BUILDING ACTIVITIES, COLLABORATION, SMALL GROUP ACTIVITIES AND PERSONAL REFLECTIONS ON INDIVIDUAL PROGRESSION.

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5. ASSESSMENT INCLUDING METHODS AND/OR TOOLS:

THE EVALUATION OF STUDENT PROGRESS AND EVALUATION WILL BE BASED ON THE FOLLOWING CRITERIA OUTLINED IN BOARD POLICY:

- ASSESSMENTS: 60-75% OF THE FINAL GRADE
- ASSIGNMENTS AND CLASS DISCUSSIONS: 25-40% OF THE FINAL GRADE

Chino Valley Unified School District

High School Course Description

A. CONTACTS	
1. SCHOOL/DISTRICT INFORMATION:	SCHOOL/DISTRICT: CHINO VALLEY UNIFIED SCHOOL DISTRICT STREET ADDRESS: 5130 RIVERSIDE DRIVE PHONE: (909) 628-1201 WEBSITE: CHINO.K12.CA.US
2. COURSE CONTACT:	TEACHER CONTACT: OFFICE OF SECONDARY CURRICULUM POSITION/TITLE: DIRECTOR OF SECONDARY CURRICULUM SITE: DISTRICT OFFICE PHONE: (909) 628-1201 X1630
B. COVER PAGE - COURSE ID	
1. COURSE TITLE:	WEB APPLICATION DESIGN AND DEVELOPMENT
2. TRANSCRIPT TITLE/ABBREVIATION:	WEB APP DESIGN
3. TRANSCRIPT COURSE CODE/NUMBER:	
4. SEEKING HONORS DISTINCTION:	NO
5. SUBJECT AREA/CATEGORY:	MEETS UC/CSU "F" VISUAL PERFORMING ARTS REQUIREMENT
6. GRADE LEVEL(S):	12TH
7. UNIT VALUE:	10 CREDITS TOTAL; 5 CREDITS PER SEMESTER
8. COURSE PREVIOUSLY APPROVED BY UC:	YES
9. CLASSIFIED AS A CAREER TECHNICAL EDUCATION COURSE:	NO
10. MODELED AFTER A UC-APPROVED COURSE:	NO
11. REPEATABLE FOR CREDIT:	YES
12. DATE OF BOARD APPROVAL:	
13. BRIEF COURSE DESCRIPTION:	
THE WEB APPLICATION DESIGN AND DEVELOPMENT COURSE IS INTENDED TO TEACH STUDENTS THE FUNDAMENTALS OF WEB DESIGN AND DEVELOPMENT IN A PROJECT-BASED LEARNING ENVIRONMENT. STUDENTS WILL LEARN THE BASIC ELEMENTS OF WEB DEVELOPMENT, SUCH AS WEB HOSTING, CREATING HTML/CSS LES, AND INCORPORATING JAVASCRIPT INTO HTML LES. OVER THE SCHOOL YEAR, STUDENTS WILL COLLABORATIVELY AND INDEPENDENTLY DESIGN, DEVELOP, AND IMPLEMENT FUNCTIONAL AND RESPONSIVE WEB PAGES USING THESE FOUNDATIONAL SKILLS. STUDENTS WILL ALSO LEARN CONTENT STRATEGY, SITE DESIGN AND SITE STRATEGY, TRACKING, ETHICAL ISSUES IN WEB DESIGN, EVALUATION, AND SITE MAINTENANCE.	
14. PREREQUISITES:	THERE ARE NO OFFICIAL PREREQUISITES FOR THE WEB DESIGN AND DEVELOPMENT COURSE. THE COURSE IS DESIGNED FOR STUDENTS WITH SOME PREVIOUS BACKGROUND IN JAVASCRIPT. IT IS DESIGNED IDEALLY FOR STUDENTS WHO HAVE AN INTRODUCTORY KNOWLEDGE OF COMPUTER SCIENCE PRINCIPLES AND APPLICATIONS.
15. CONTEXT FOR COURSE:	
THIS COURSE IS DESIGNED TO DEVELOP STUDENTS' SKILLS IN WEBSITE APPLICATIONS DESIGN AND DEVELOPMENT, ENABLING THEM TO BECOME EFFECTIVE MULTIMEDIA CREATORS. STUDENTS WILL EXPLORE KEY PRINCIPLES IN THE ELEMENTS AND FUNCTIONS OF WEB DESIGN AND THE LANGUAGES OF HTML, JAVASCRIPT, AND CASCADING STYLE SHEETS (CSS). THEY WILL USE AND MANIPULATE WEB STYLES AND DESIGNS INCLUDING FONTS, IMAGES, LINKS, ANIMATION, AND DATA COLLECTION. STUDENTS WILL ALSO CONDUCT RESEARCH AND EXPLORATION OF OTHER WEBSITES AND WILL INCLUDE OPPORTUNITIES FOR STUDENTS TO PLAN AND ORGANIZE THEIR DESIGNS, WORK ON COLLABORATIVE TEAM PROJECTS, AND CRITIQUE OTHER WEBSITES AND PRESENT THEIR OWN FOR PEER REVIEW. STUDENTS WILL BE ABLE TO PUBLISH AND ACTIVATE THEIR WEBSITE TO BE LIVE ONLINE. COMMON CORE STATE STANDARDS AND COLLEGE AND CAREER READINESS ANCHOR STANDARDS ARE INTEGRATED THROUGHOUT THE COURSE.	

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16. HISTORY OF COURSE DEVELOPMENT:

THE WEB APPLICATIONS DESIGN AND DEVELOPMENT COURSE WAS CREATED TO DEVELOP STUDENTS' COMPUTER AND TECHNOLOGICAL SKILLS AND CHALLENGE THEM TO LEARN, UNDERSTAND, AND APPLY BASIC AND ARTISTIC WEB-BUILDING ELEMENTS AND FUNCTIONS. ADDITIONAL SKILLS INCLUDE RESEARCH, COMMUNICATION, COLLABORATION, PROBLEM-SOLVING, DECISION-MAKING, AND CREATIVE DESIGN WHICH ARE CRUCIAL FOR STUDENTS AND PROGRAM SUCCESS. STUDENTS WILL DISCUSS THEIR WEBSITE IDEAS WITH PEERS TO GAIN A VARIETY OF PERSPECTIVES, GATHER AND RESPOND TO CRITIQUES, AND REFINE THEIR AESTHETIC CHOICES, IMPACT, AND PURPOSE OF THEIR WEBSITES. STUDENTS WILL TAKE STEPS TOWARDS PUBLISHING THEIR FINAL CULMINATING PROJECT THROUGH PROCESSES OF PRODUCTION, ACTIVE PRACTICE, REHEARSAL AND PRESENTATION, AND/OR EXHIBITION OF THEIR SITE.

17. TEXTBOOKS:

N/A

18. SUPPLEMENTAL INSTRUCTIONAL MATERIALS:

WEBSITES:

[HTTPS://CODEHS.COM/COURSE/WEB-DES-AND-DEV/](https://codehs.com/course/web-des-and-dev/)

[HTTPS://CODEHS.COM/COURSE/WEB_DESIGN_PICASSO/](https://codehs.com/course/web_design_picasso/)

C. COURSE CONTENT

1. COURSE PURPOSE:

THIS COURSE IS DESIGNED TO DEVELOP COMPUTER AND TECHNOLOGY SKILLS IN RELATION TO CREATING A WEBSITE. THE COURSE TEACHES STUDENTS THE RELEVANT LANGUAGE, ELEMENTS, AND FUNCTIONS FOR STUDENTS TO BE ABLE TO CREATE LIVE WEB PAGES. SEVERAL UNITS END WITH A COMPREHENSIVE UNIT TEST THAT ASSESSES STUDENTS' MASTERY OF THE TOPICS FROM THAT UNIT AS WELL AS CHALLENGE PROBLEMS WHERE STUDENTS CAN DISPLAY THEIR UNDERSTANDING OF THE MATERIAL.

2. COURSE OUTLINE:

UNIT 1: HTML - STRUCTURING WEBSITES

STUDENTS LEARN ABOUT THE LANGUAGE BEHIND ALL WEBSITES: HTML. STUDENTS LEARN ABOUT SEVERAL DIFFERENT HTML TAGS AS WELL AS THE BASIC STRUCTURE OF A WEB PAGE. STUDENTS USE HTML TO DEVELOP SEVERAL OF THEIR OWN CREATIVE WEB PAGES. STUDENTS WILL LEARN HOW TO FORMAT TEXTS, EMBED HYPERLINKS AND IMAGES, USE LISTS, NESTING TAGS, AND TABLES AND LEARN ABOUT COPYRIGHT FAIR USE.

UNIT 2: CSS - STYLING WEBSITES

STUDENTS LEARN THE LANGUAGE CSS AND USE IT TO STYLE THEIR WEB PAGES. STUDENTS LEARN ABOUT THE BENEFITS OF STYLING WITH CSS AND WILL USE CSS TO CREATE SEVERAL STYLED WEB PAGES OF THEIR OWN. TOPICS THAT WILL BE COVERED ARE CSS VS HTML, CSS SELECTORS, SELECTING BY TAG, CLASS, OR ID, AND THE CASCADE (ORDER OF SELECTOR PRECEDENCE).

UNIT 3: ADVANCED HTML AND CSS

THIS MODULE DIVES DEEPER INTO DIFFERENT THINGS WE CAN DO WITH HTML AND CSS. STUDENTS PRACTICE ADVANCED TOPICS IN HTML AND CSS, INCLUDING VISIBILITY, IMAGE ALTERING, INTERACTION, AND ANIMATION, TO DEVELOP MORE ADVANCED WEBSITES. TOPICS WILL INCLUDE LEARNING AND APPLYING FUNCTIONS SUCH AS SPLITTING A SITE INTO SEPARATE FILES, IFRAMES AND EMBEDDING, <DIV> AND . STUDENTS WILL LEARN HOW TO COMBINE CSS SELECTORS AND SPECIAL SELECTORS AND OTHER CSS FRAMEWORKS. STUDENTS WILL PRACTICE READING DOCUMENTATION, AVOID REPEATED CODE, UNDERSTAND AND APPLY VISIBILITY, POSITIONING, IMAGE MANIPULATION, ANIMATION AND INTERACTION IN THEIR WEB PAGES.

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UNIT 4: DESIGNING USER INTERFACES

STUDENTS WILL IDENTIFY AND EXPLAIN THE KEY CHARACTERISTICS THAT CONTRIBUTE TO CREATING AN ENGAGING USER INTERFACE. THEY WILL APPLY VARIOUS USER INTERFACE DESIGN TECHNIQUES TO ENHANCE THE USABILITY AND AESTHETIC APPEAL OF WEB APPLICATIONS. STUDENTS WILL ALSO RESEARCH ACCESSIBILITY ISSUES IN USER INTERFACE DESIGN AND PROPOSE SOLUTIONS TO ENSURE INCLUSIVITY FOR ALL USERS. STUDENTS WILL BE EXPECTED TO CREATE RAPID PROTOTYPES OF USER INTERFACES TO DEMONSTRATE THEIR DESIGN CONCEPTS AND GATHER FEEDBACK.

UNIT 5: PROJECT - CREATE YOUR HOMEPAGE

STUDENTS BUILD THEIR OWN WEBSITES RELEVANT TO THEIR PATHWAY OF STUDY AND/OR RESEARCH. STUDENTS WILL UNDERSTAND THE SOFTWARE DEVELOPMENT LIFE CYCLE AND APPLY THE COMBINATION OF CONCEPTS LEARNED THUS FAR, ALLOWING STUDENTS TO THINK CREATIVELY ABOUT APPLICATIONS OF THE CONCEPTS THEY HAVE LEARNED. THEY WILL KNOW HOW TO DESIGN A WEB PAGE FROM SCRATCH AND THIS SITE WILL BE ACCESSIBLE ON THEIR OWN CUSTOM DOMAIN AND WILL BE CONTINUALLY IMPROVED BY THE STUDENTS AS THEY CONTINUE IN THE COURSE. IT WILL SERVE AS A RUNNING PORTFOLIO OF EACH CREATIVE PROJECT THEY CREATE IN THE COURSE.

UNIT 6: INTRODUCTION TO JAVASCRIPT IN HTML

STUDENTS LEARN ABOUT THE SCRIPT TAG, AND HOW IT CAN BE USED TO WRITE JAVASCRIPT CODE IN THEIR HTML LES. STUDENTS ARE ALSO INTRODUCED TO USEFUL JAVASCRIPT METHODS THAT CAN BE USED TO ALTER THE STATE OF THE CSS AND HTML OF A WEBPAGE, AS WELL AS HOW THE DOCUMENT OBJECT MODEL (DOM) SUPPORTS THE ABILITY TO MAKE SUCH CHANGES. STUDENTS WILL USE THE DOM AND CREATE ELEMENTS WITH IT. THEY WILL LEARN AND APPLY STYLING ELEMENTS AND ANIMATIONS USING JAVASCRIPT, HTML FUNCTIONS, THIS KEYWORD, KEYBOARD INTERACTIONS, AND POSITIONING AND ANIMATIONS.

UNIT 7: USING JAVASCRIPT LIBRARIES

STUDENTS ARE INTRODUCED TO JQUERY, A JAVASCRIPT LIBRARY THAT MAKES WEBPAGE INTERACTION EASIER. STUDENTS WILL LEARN THE BASIC SYNTAX OF JQUERY, HOW TO INCORPORATE IT INTO THEIR WEB PAGES, AND USEFUL METHODS THAT HELP ANIMATE AND CHANGE THE RESPONSIVENESS OF THEIR WEBSITES. STUDENTS WILL ALSO USE CALLBACK FUNCTIONS AND SYNCHRONIZATION AND USE MULTIPLE FILES IN JAVASCRIPT.

UNIT 8: BOOTSTRAP

STUDENTS WILL DEMONSTRATE AN UNDERSTANDING OF THE PRINCIPLES OF OPEN-SOURCE SOFTWARE AND ITS SIGNIFICANCE IN WEB DEVELOPMENT. THEN, STUDENTS WILL EFFECTIVELY READ AND INTERPRET BOOTSTRAP DOCUMENTATION TO APPLY ITS FEATURES, SUCH AS NAVIGATION BARS, IN THEIR PROJECTS. THEY WILL ALSO CREATE AND DESIGN FUNCTIONAL PAGE LAYOUTS USING BOOTSTRAP'S GRID SYSTEM. STUDENTS WILL BE EXPECTED TO UTILIZE BOOTSTRAP EXAMPLES TO ENHANCE THEIR WEB APPLICATIONS, DEMONSTRATING THE ABILITY TO CUSTOMIZE AND MODIFY PRE-EXISTING TEMPLATES.

UNIT 9: STORING AND COLLECTING DATA

THIS UNIT WILL EXPLORE THE ROLE THAT DATA PLAYS IN CREATING WEBSITES. STUDENTS WILL LEARN ABOUT THE VARIOUS WAYS THAT DATA IS TAKEN FROM WEB PAGES, AS WELL AS WAYS TO SECURE THEMSELVES FROM UNWANTED DATA COLLECTION. STUDENTS WILL ALSO LEARN HOW TO INCORPORATE DATA COLLECTION INTO THEIR OWN WEBSITES AND COLLECT SIMPLE INFORMATION FROM USERS. STUDENTS WILL USE JAVASCRIPT OBJECTS, INPUT FIELDS, AND SERVER-SIDE LANGUAGES.

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UNIT 10: PROJECT - FINAL PROJECT

STUDENTS ARE TASKED WITH CREATING A WEBSITE BASED ON INNOVATIVE TECHNOLOGY. STUDENTS GO THROUGH A STORYBOARD PROCESS TO HELP GENERATE IDEAS FOR THE WEBSITE. STUDENTS WILL GO THROUGH A DESIGN PROCESS AND LEARN ABOUT PLANNING OUT THEIR SITE BEFORE BUILDING IT. THE WEBSITE WILL HAVE TO FOLLOW SPECIFIC CRITERIA TO FULFILL AND INCLUDE ELEMENTS TAUGHT IN THE PREVIOUS 9 UNITS. A COMPLETE AND ACTIVE WEBSITE WILL BE THE FINAL CULMINATING PROJECT.

KEY ASSIGNMENTS:

UNIT 1: HTML - STRUCTURING WEBSITES

STUDENTS WILL CREATE SEVERAL WEB PAGES TO PRACTICE EACH OF THE CONCEPTS ABOVE. THEY WILL MODIFY EXISTING WEB PAGES USING FORMATTING TAGS TO MAKE TEXT MORE READABLE. THEY WILL USE A VARIETY OF FUNCTIONS TO MAKE THEIR WEB PAGE FAVORABLE AND/OR APPEALING SUCH AS USING LINKS/LINKING TO ANOTHER WEBSITE, USING IMAGES TO CREATE A PERSONAL LIBRARY OF RESOURCES, USING LISTS AND IMAGES TO CREATE A LIST OF ARTICLES AND/OR RESOURCES, USING TABLES TO CREATE A PERSONAL CALENDAR WEB PAGE, AND USING STYLING ATTRIBUTES TO ADD STYLE TO THE WEB PAGES.

UNIT 2: CSS - STYLING WEBSITES

STUDENTS WILL CREATE SEVERAL WEB PAGES TO PRACTICE EACH OF THE CONCEPTS. THEY WILL USE CSS SELECTORS TO STYLE PREVIOUS WEB PAGES AND TO STYLE NEW WEB PAGES, CREATE A MUSIC LIBRARY WEB PAGE AND USE CSS TO STYLE EACH SONG IN A TABLE, AND MAKE SEVERAL IMAGES FIT PROPERLY. STUDENTS WILL BE ABLE TO EXPLAIN THE BENEFITS CSS PROVIDES OVER STYLING WITH ONLY HTML. THEY WILL BE ABLE TO IDENTIFY CSS SELECTORS AND RULES USED ON EXAMPLE WEB PAGES.

UNIT 3: ADVANCED HTML AND CSS

STUDENTS WILL BE TASKED TO USE IFRAMES TO EMBED A VIDEO AND A PREVIOUS EXERCISE INTO A WEBPAGE. THEY WILL USE DIVS AND SPANS TO STYLE GROUPS OF HTML ELEMENTS. THEY WILL ADD CSS STYLING TO ELEMENTS THAT USERS CLICK ON OR HOVER OVER. THEY WILL USE CSS TO ADD A BLACK AND WHITE FILTER TO A GROUP OF IMAGES, ADD A BLUR FILTER TO A GROUP OF IMAGES, AND USE CSS ANIMATIONS TO MAKE THE SITE SLOWLY FADE OVER TIME.

UNIT 4: DESIGNING USER INTERFACES

STUDENTS WILL BE TASKED TO RESEARCH EXISTING USER INTERFACES AND ASSESS THEM ON DIFFERENT ASPECTS SUCH AS ACCESSIBILITY, EFFICIENCY, ETC. THEY WILL ALSO BE ABLE TO CREATE A PROBLEM STATEMENT BASED ON THIS RESEARCH AND WORK TO GENERATE POSSIBLE SOLUTIONS FOR THEIR PROBLEM. AFTER THIS, THE STUDENTS WILL WORK ON DEVELOPING THEIR PROTOTYPES AND TEST SEVERAL SOLUTIONS. THEY WILL BE ABLE TO GET FEEDBACK FROM PEERS AND IMPROVE THEIR DESIGN. STUDENTS MAY WRITE A REVIEW ON A UI OF A WEBSITE YOU USE FREQUENTLY. DESCRIBE ELEMENTS YOU LIKE ABOUT IT AND ELEMENTS YOU DON'T LIKE. ADDITIONALLY SEARCH AROUND AND SEE IF THERE ARE HIDDEN ELEMENTS YOU DIDN'T KNOW ABOUT AND DESCRIBE THEIR USEFULNESS AND IF IT SHOULD BE MADE MORE VISIBLE. STUDENTS MAY DEVELOP A UI SCAVENGER HUNT, WHERE THEY DESIGN A LAYOUT TO BE AS USER FRIENDLY AS POSSIBLE, KEEPING A DESIGN DOC OUTLINING THEIR CHOICES. THEY MUST INCLUDE A SET OF SPECIFIC ELEMENTS TO BE HUNTED.

UNIT 5: PROJECT - CREATE YOUR HOMEPAGE

STUDENTS WILL BUILD THEIR OWN WEBSITES RELATED TO THEIR PATHWAY AND/OR RESEARCH. THIS SITE WILL BE ACCESSIBLE IN THEIR OWN CUSTOM DOMAIN AND WILL BE CONTINUALLY IMPROVED BY THE STUDENTS AS THEY CONTINUE THE COURSE. IT WILL SERVE AS A RUNNING PORTFOLIO FOR EACH CREATIVE PROJECT THEY CREATE IN THE COURSE.

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UNIT 6: INTRODUCTION TO JAVASCRIPT IN HTML

STUDENTS WILL PARTICIPATE IN SAMPLE ASSIGNMENTS TO APPLY JAVASCRIPT METHODS AND THE DOM. EXAMPLES: 1.) MAKE A QUILT - STUDENTS CAN PRACTICE ITERATION AND APPENDING ELEMENTS TO A WEB PAGE. THEY ALSO DEVELOP A RANDOMIZER SET TO INITIATE WHENEVER THE MOUSE HOVERS OVER AN ELEMENT. 2.) CHALLENGE: MAKE A KEYBOARD - STUDENTS CREATE A CLICKABLE KEYBOARD USING ONLY JAVASCRIPT. THIS IS A THREE-PART PROJECT, WHERE STUDENTS DEVELOP THE KEYBOARD, MAKE IT CLICKABLE, AND FINALLY GET TEXT TO SHOW UP ON A WEBPAGE. 3.) ADD DIV ANIMATION - STUDENTS PRACTICE DEVELOPING ANIMATIONS BY CREATING A PROGRAM DESIGNED TO CREATE AND MOVE DIVS ACROSS A WEBPAGE. STUDENTS WILL NEED TO BE ABLE TO ACCESS THE HEIGHT AND WIDTH OF THE PAGE, AS WELL AS THE TOTAL DISTANCE THAT THE ELEMENTS MUST MOVE BEFORE STOPPING.

UNIT 7: USING JAVASCRIPT LIBRARIES

STUDENTS WILL PARTICIPATE IN SAMPLE ASSIGNMENTS TO APPLY JQUERY. SAMPLE ASSIGNMENTS: 1.) SMART JQUERY TABLE - STUDENTS LEARN HOW TO CREATE A SMART TABLE THAT CHANGES COLORS BASED ON THE CONTENT OF THE TABLE. IF THE VALUES IN THE TABLE ARE TOO LOW, THEN THE TABLE TAGS THEM AS IMPORTANT. 2.) THE WAVE - STUDENTS LEARN HOW TO CREATE ANIMATIONS THAT RELY ON ASYNCHRONOUS EXECUTION. THIS ASSIGNMENT HAS THEM PRACTICE TIMING ANIMATIONS USING CALLBACK FUNCTIONS. 3.) FRANKENDIV - THIS ASSIGNMENT HAS STUDENTS PRACTICE MANIPULATING ELEMENTS USING THE JQUERY ANIMATION'S FUNCTION. STUDENTS WILL CREATE ACTIONS TO CHANGE THE SIZE, COLOR, AND PROPORTIONS OF A DIV.

UNIT 8: BOOTSTRAP

STUDENTS WILL DESIGN A TO-DO LIST DESIGN, USING CHECKBOXES TO LEARN HOW TO INTEGRATE IT WITH DATE PICKER AND FILTERS. STUDENTS WILL DESIGN A NEWS WEBSITE, DISPLAYING ARTICLES WITH THE USE OF CAROUSELS, CONTAINERS AND GRIDS. THE CONCLUSION OF THE UNIT WILL BE TO APPLY A BOOTSTRAP TO THE PRIOR MADE HOMEPAGE. STUDENTS WILL LEARN TO USE TABLES, CONTAINERS, ALERTS, CAROUSELS, TOAST, AND ICONS TO EXPAND THEIR WEBSITES.

UNIT 9: STORING AND COLLECTING DATA

STUDENTS WILL PARTICIPATE IN AN ASSIGNMENT RELATED TO DATA COLLECTION. EXAMPLES: 1.) SAVING ACTIVE DIVS - STUDENTS WILL LEARN HOW TO SAVE WHICH ELEMENTS ON THEIR PAGE ARE ACTIVE AT A GIVEN TIME AND REPRODUCE THE SAME ACTIVE STATE THE NEXT TIME A USER LOADS THE PAGE. 2.) CONTACT LIST - STUDENTS WILL CREATE A PHONEBOOK THAT STORES AND COLLECTS INFORMATION ABOUT USERS' NAMES AND NUMBERS, AS WELL AS RETRIEVE INFORMATION ABOUT USERS IN THEIR PHONEBOOK. 3.) BIRTHDAY TRACKER - STUDENTS WILL CREATE A BIRTHDAY TRACKER TO LOG BIRTHDAYS. IF A USER ENTERS A DATE, IT WILL GENERATE A LIST OF ALL USERS WHO HAVE THAT BIRTHDAY.

UNIT 10: PROJECT - FINAL PROJECT

STUDENTS WILL PARTICIPATE IN A FINAL CULMINATING PROJECT. 1.) VERSION CONTROL - STUDENTS CREATE A RUNNING VERSION DOCUMENT THAT TRACKS THE CHANGES THEY MAKE TO THEIR WEBSITE. STUDENTS LEARN HOW TO CATALOG EACH VERSION AND ARE ASKED TO DOCUMENT HOW THE WEBSITE CHANGES OVER TIME. 2.) PRESENT YOUR INNOVATION - STUDENTS ARE REQUIRED TO MAKE A PRESENTATION HIGHLIGHTING THE INNOVATIVE WEBSITE THAT THEY CREATED, AND HOW THAT SITE ADDRESSES A PARTICULAR PROBLEM IN THEIR COMMUNITY. STUDENTS HIGHLIGHT HOW THEIR WEBSITE CHANGED THROUGHOUT DEVELOPMENT AND AS A RESULT OF FEEDBACK PROVIDED BY USER TESTING. THEY WILL PRESENT THEIR FINAL PRODUCT TO EXPLAIN THE PURPOSE OF THE WEBSITE AND SHOWCASE THE VARIOUS ELEMENTS, FUNCTIONS, AND CREATIVE AND AESTHETIC ASPECTS USED.

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4. INSTRUCTIONAL METHODS AND/OR STRATEGIES:

APB (ACTIVITY, PROJECT, AND PROBLEM-BASED) INSTRUCTIONAL DESIGN PROVIDING STUDENTS WITH UNIQUE OPPORTUNITIES TO WORK COLLABORATIVELY, IDENTIFY PROBLEMS, APPLY WHAT THEY KNOW, PERSEVERE THROUGH CHALLENGES, FIND UNIQUE SOLUTIONS, AND LEAD THEIR OWN LEARNING. INCLUDING:

- CROSS CUTTING CONCEPTS (PATTERNS, SIMILARITY & DIVERSITY; CAUSE & EFFECT; SCALE, PROPORTION & QUANTITY; SYSTEMS & SYSTEMS MODELS; ENERGY & MATTER; STRUCTURE & FUNCTION; STABILITY & CHANGE)
- SCIENCE & ENGINEERING PRACTICES (ASKING QUESTIONS & DEFINING PROBLEMS; DEVELOPING & USING MODELS; PLANNING & CARRYING OUT INVESTIGATIONS; ANALYZING & INTERPRETING DATA; USING MATHEMATICS, INFORMATION & COMPUTER TECHNOLOGY & COMPUTATIONAL THINKING; CONSTRUCTING EXPLANATIONS & DESIGNING SOLUTIONS; ENGAGING IN ARGUMENT FROM EVIDENCE; OBTAINING, EVALUATING & COMMUNICATION INFORMATION)
- FOUR CORNERS DISCUSSIONS (AGREE, STRONGLY AGREE, DISAGREE, STRONGLY DISAGREE)
- DATA INTERPRETATION AND PREDICTIONS
- JIG SAW RESEARCH PROJECTS (STUDENTS OR STUDENT GROUPS RESEARCH DIFFERENT ASPECTS OF A TOPIC AND REPORT THEIR LEARNING BACK TO THE WHOLE CLASS, E.G., DIFFERENT TYPES OF INVASIVE SPECIES OR GENETIC DISORDERS)
- COMPUTER BASED RESEARCH PROJECTS: INDIVIDUAL STUDENTS OR GROUPS RESEARCH
- EVIDENCE BASED DATA INTERPRETATION (CLAIM, EVIDENCE AND REASONING WRITING FROM LABS OR RESEARCH PROJECTS)
- STUDENT CENTERED AND CREATED ACTIVITIES
- SCIENTIFIC ARTICLE READING, ANNOTATION AND/OR CLASS REPORT/PRESENTATION
- USING CER (CLAIMS, EVIDENCE, AND REASONING) GRAPHIC ORGANIZER
- PROJECT BASED LEARNING
- ARGUMENT DRIVEN INSTRUCTION
- "5 E" LESSONS (ENGAGE, EXPLORE, EXPLAIN, ELABORATE & EVALUATE)

5. ASSESSMENT INCLUDING METHODS AND/OR TOOLS:

THE EVALUATION OF STUDENT PROGRESS AND EVALUATION WILL BE BASED ON THE FOLLOWING CRITERIA OUTLINED IN BOARD POLICY:

- ASSESSMENTS: 30% OF THE FINAL GRADE
- ASSIGNMENTS AND CLASS DISCUSSIONS: 20% OF THE FINAL GRADE
- FINAL PROJECT (ASSESSMENT): 50% OF THE FINAL GRADE

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UNITS WITH STANDARDS CORRELATIONS

CA COMMON CORE ANCHOR STANDARDS

SPEAKING AND LISTENING:

- **12.SL.1A** INITIATE AND PARTICIPATE EFFECTIVELY IN A RANGE OF COLLABORATIVE DISCUSSIONS (ONE-ON-ONE, IN GROUPS, AND TEACHER-LED) WITH DIVERSE PARTNERS ON GRADES 11-12 TOPICS, TEXTS, AND ISSUES, BUILDING ON OTHERS' IDEAS AND EXPRESSING THEIR OWN CLEARLY AND PERSUASIVELY.
- **12.SL.1B** WORK WITH PEERS TO PROMOTE CIVIL, DEMOCRATIC DISCUSSIONS AND DECISION-MAKING, SET CLEAR GOALS AND DEADLINES, AND ESTABLISH INDIVIDUAL ROLES AS NEEDED.
- **12.SL.1C** PROPEL CONVERSATIONS BY POSING AND RESPONDING TO QUESTIONS THAT PROBE REASONING AND EVIDENCE; ENSURE A HEARING FOR A FULL RANGE OF POSITIONS ON A TOPIC OR ISSUE; CLARIFY, VERIFY, OR CHALLENGE IDEAS AND CONCLUSIONS; AND PROMOTE DIVERGENT AND CREATIVE PERSPECTIVES
- **12.SL.1D** RESPOND THOUGHTFULLY TO DIVERSE PERSPECTIVES; SYNTHESIZE COMMENTS, CLAIMS, AND EVIDENCE MADE ON ALL SIDES OF AN ISSUE; RESOLVE CONTRADICTIONS WHEN POSSIBLE; AND DETERMINE WHAT ADDITIONAL INFORMATION OR RESEARCH IS REQUIRED TO DEEPEN THE INVESTIGATION OR COMPLETE THE TASK.
- **12.SL.2** INTEGRATE AND EVALUATE INFORMATION PRESENTED IN DIVERSE MEDIA AND FORMATS, INCLUDING VISUALLY, QUANTITATIVELY, AND ORALLY IN ORDER TO MAKE INFORMED DECISIONS AND SOLVE PROBLEMS, EVALUATING THE CREDIBILITY AND ACCURACY OF EACH SOURCE AND NOTING ANY DISCREPANCIES AMONG THE DATA.
- **12.SL.4B** PRESENT INFORMATION, FINDINGS, AND SUPPORTING EVIDENCE CLEARLY, CONCISELY, AND LOGICALLY (USING APPROPRIATE EYE CONTACT, ADEQUATE VOLUME, AND CLEAR PRONUNCIATION) SUCH THAT LISTENERS CAN FOLLOW THE LINE OF REASONING AND THE ORGANIZATION, DEVELOPMENT, SUBSTANCE, AND STYLE ARE APPROPRIATE TO PURPOSE (E.G., ARGUMENT, NARRATIVE, INFORMATIVE, RESPONSE TO LITERATURE PRESENTATIONS), AUDIENCE, AND TASK.
- **12.SL.5** MAKE STRATEGIC USE OF DIGITAL MEDIA AND VISUAL DISPLAYS OF DATA TO EXPRESS INFORMATION AND ENHANCE UNDERSTANDING OF PRESENTATIONS.
- **12.SL.6:** ADAPT SPEECH TO A VARIETY OF CONTEXTS AND COMMUNICATIVE TASKS, DEMONSTRATING COMMAND OF FORMAL ENGLISH WHEN INDICATED OR APPROPRIATE.

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CA COMMON CORE ANCHOR STANDARDS

WRITING:

- **12.W.2A** INTRODUCE A TOPIC OR THESIS STATEMENT; ORGANIZE COMPLEX IDEAS, CONCEPTS, AND INFORMATION SO THAT EACH NEW ELEMENT BUILDS ON THAT WHICH PRECEDES IT TO CREATE A UNIFIED WHOLE; INCLUDE FORMATTING (E.G., HEADINGS), GRAPHICS (E.G., FIGURES, TABLES), AND MULTIMEDIA WHEN USEFUL TO AIDING COMPREHENSION.
- **12.W.2B** DEVELOP THE TOPIC THOROUGHLY BY SELECTING THE MOST SIGNIFICANT AND RELEVANT FACTS, EXTENDED DEFINITIONS, CONCRETE DETAILS, QUOTATIONS, OR OTHER INFORMATION AND EXAMPLES APPROPRIATE TO THE AUDIENCE’S KNOWLEDGE OF THE TOPIC.
- **12.W.2C** USE APPROPRIATE AND VARIED TRANSITIONS AND SYNTAX TO LINK THE MAJOR SECTIONS OF THE TEXT, CREATE COHESION, AND CLARIFY THE RELATIONSHIPS AMONG COMPLEX IDEAS AND CONCEPTS.
- **12.W.7** CONDUCT SHORT AS WELL AS MORE SUSTAINED RESEARCH PROJECTS TO ANSWER A QUESTION (INCLUDING A SELF-GENERATED QUESTION) OR SOLVE A PROBLEM; NARROW OR BROADEN THE INQUIRY WHEN APPROPRIATE; SYNTHESIZE MULTIPLE SOURCES ON THE SUBJECT, DEMONSTRATING UNDERSTANDING OF THE SUBJECT UNDER INVESTIGATION.
- **12.W.8** GATHER RELEVANT INFORMATION FROM MULTIPLE AUTHORITATIVE PRINT AND DIGITAL SOURCES, USING ADVANCED SEARCHES EFFECTIVELY; ASSESS THE STRENGTHS AND LIMITATIONS OF EACH SOURCE IN TERMS OF THE TASK, PURPOSE, AND AUDIENCE; INTEGRATE INFORMATION INTO THE TEXT SELECTIVELY TO MAINTAIN THE FLOW OF IDEAS, AVOIDING PLAGIARISM AND OVERRELIANCE ON ANY ONE SOURCE AND FOLLOWING A STANDARD FORMAT FOR CITATION INCLUDING FOOTNOTES AND ENDNOTES
- **12.W.10** WRITE ROUTINELY OVER EXTENDED TIME FRAMES (TIME FOR RESEARCH, REFLECTION, AND REVISION) AND SHORTER TIME FRAMES (A SINGLE SITTING OR A DAY OR TWO) FOR A RANGE OF TASKS, PURPOSES, AND AUDIENCES

CA COMMON CORE ANCHOR STANDARDS

READING FOR INFORMATION:

- **12.RI.6:** DETERMINE AN AUTHOR’S POINT OF VIEW OR PURPOSE IN A TEXT IN WHICH THE RHETORIC IS PARTICULARLY EFFECTIVE, ANALYZING HOW STYLE AND CONTENT CONTRIBUTE TO THE POWER, PERSUASIVENESS, OR BEAUTY OF THE TEXT.
- **12.RI.7** INTEGRATE AND EVALUATE MULTIPLE SOURCES OF INFORMATION PRESENTED IN DIFFERENT MEDIA OR FORMATS (E.G., VISUALLY, QUANTITATIVELY) AS WELL AS IN WORDS IN ORDER TO ADDRESS A QUESTION OR SOLVE A PROBLEM.

COLLEGE AND CAREER READINESS ANCHOR STANDARDS

READING FOR LITERACY IN TECHNICAL SUBJECTS:

- **INTEGRATION OF KNOWLEDGE AND IDEAS 7:** INTEGRATE AND EVALUATE CONTENT PRESENTED IN DIVERSE MEDIA AND FORMATS, INCLUDING VISUALLY AND QUANTITATIVELY, AS WELL AS IN WORDS.
- **INTEGRATION OF KNOWLEDGE AND IDEAS 8:** EVALUATE THE HYPOTHESES, DATA, ANALYSIS, AND CONCLUSIONS IN A SCIENCE OR TECHNICAL TEXT, VERIFYING THE DATA WHEN POSSIBLE AND CORROBORATING OR CHALLENGING CONCLUSIONS WITH OTHER SOURCES OF INFORMATION.
- **KEY IDEAS AND DETAILS 3:** FOLLOW PRECISELY A COMPLEX MULTISTEP PROCEDURE WHEN CARRYING OUT EXPERIMENTS, TAKING MEASUREMENTS, OR PERFORMING TECHNICAL TASKS; ANALYZE THE SPECIFIC RESULTS BASED ON EXPLANATIONS IN THE TEXT.

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COLLEGE AND CAREER READINESS ANCHOR STANDARDS

WRITING STANDARDS FOR LITERACY IN TECHNICAL SUBJECTS:

- **TEXT TYPES AND PURPOSES 2:** WRITE INFORMATIVE/EXPLANATORY TEXTS TO EXAMINE AND CONVEY COMPLEX IDEAS AND INFORMATION CLEARLY AND ACCURATELY THROUGH THE EFFECTIVE SELECTION, ORGANIZATION, AND ANALYSIS OF CONTENT.
- **PRODUCTION AND DISTRIBUTION OF WRITING 4:** PRODUCE CLEAR AND COHERENT WRITING IN WHICH THE DEVELOPMENT, ORGANIZATION, AND STYLE ARE APPROPRIATE TO TASK, PURPOSE, AND AUDIENCE.
- **PRODUCTION AND DISTRIBUTION OF WRITING 5:** DEVELOP AND STRENGTHEN WRITING AS NEEDED BY PLANNING, REVISING, EDITING, REWRITING, OR TRYING A NEW APPROACH.
- **PRODUCTION AND DISTRIBUTION OF WRITING 6:** USE TECHNOLOGY, INCLUDING THE INTERNET, TO PRODUCE AND PUBLISH WRITING AND TO INTERACT AND COLLABORATE WITH OTHERS.
- **RESEARCH TO BUILD AND PRESENT KNOWLEDGE 7:** CONDUCT SHORT AS WELL AS MORE SUSTAINED RESEARCH PROJECTS BASED ON FOCUSED QUESTIONS, DEMONSTRATING UNDERSTANDING OF THE SUBJECT UNDER INVESTIGATION.
- **RESEARCH TO BUILD AND PRESENT KNOWLEDGE 8:** GATHER RELEVANT INFORMATION FROM MULTIPLE PRINT AND DIGITAL SOURCES, ASSESS THE CREDIBILITY AND ACCURACY OF EACH SOURCE, AND INTEGRATE THE INFORMATION WHILE AVOIDING PLAGIARISM.

COLLEGE AND CAREER READINESS ANCHOR STANDARDS

SPEAKING AND LISTENING:

- **COMPREHENSION AND COLLABORATION 1:** PREPARE FOR AND PARTICIPATE EFFECTIVELY IN A RANGE OF CONVERSATIONS AND COLLABORATIONS WITH DIVERSE PARTNERS, BUILDING ON OTHERS' IDEAS AND EXPRESSING THEIR OWN CLEARLY AND PERSUASIVELY. **COMPREHENSION AND COLLABORATION 2:** INTEGRATE AND EVALUATE INFORMATION PRESENTED IN DIVERSE MEDIA AND FORMATS, INCLUDING VISUALLY, QUANTITATIVELY, AND ORALLY.
- **PRESENTATION OF KNOWLEDGE AND IDEAS 4:** PRESENT INFORMATION, FINDINGS, AND SUPPORTING EVIDENCE SUCH THAT LISTENERS CAN FOLLOW THE LINE OF REASONING, AND THE ORGANIZATION, DEVELOPMENT, AND STYLE ARE APPROPRIATE TO TASK, PURPOSE, AND AUDIENCE.
- **PRESENTATION OF KNOWLEDGE AND IDEAS 5:** MAKE STRATEGIC USE OF DIGITAL MEDIA AND VISUAL DISPLAYS OF DATA TO EXPRESS INFORMATION AND ENHANCE UNDERSTANDING OF PRESENTATIONS.
- **PRESENTATION OF KNOWLEDGE AND IDEAS 6:** ADAPT SPEECH TO A VARIETY OF CONTEXTS AND COMMUNICATIVE TASKS, DEMONSTRATING COMMAND OF FORMAL ENGLISH WHEN INDICATED OR APPROPRIATE.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Tracy Freed, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Eric Dahlstrom, Ed.D., Director, Secondary Curriculum and Instruction
SUBJECT: COURSE REVISION: DRAWING AND CARTOONING

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BACKGROUND

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

Drawing and Cartooning expands the classic art of cartooning, as well as graphic journalism, graphic novels and film animation. This course, formerly a one semester course known as Cartooning 1, is being revised to be a yearlong course and to satisfy the UC/CSU “F” criteria satisfying Visual and Performing Arts requirements.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the course revision for Drawing and Cartooning.

FISCAL IMPACT

None.

NE:TF:ED:wrg

Chino Valley Unified School District

High School Course Description

A. CONTACTS	
1. School/District Information:	School/District: Chino Valley Unified School District Street Address: 13461 Ramona Ave., Chino CA 91710 Phone: (909) 628-1201 X1630 Website: www.chino.k12.ca.us
2. Course Contact:	Teacher Contact: Office of Secondary Curriculum Position/Title: Director of Secondary Curriculum Site: District Office Phone: (909) 628-1201 X1630
B. COVER PAGE - COURSE ID	
1. Course Title:	Cartooning 1 DRAWING AND CARTOONING
2. Transcript Title/Abbreviation:	Cartooning 1 -DRAW/CARTOON
3. Transcript Course Code/Number:	
4. Seeking Honors Distinction:	No
5. Subject Area/Category:	MEETS THE UC/CSU "F" VISUAL AND PERFORMING ARTS REQUIREMENT
6. Grade Level(s):	9-12
7. Unit Value:	5 credits per semester / 10 credits total
8. Course Previously Approved by UC:	No
9. Classified as a Career Technical Education Course:	No
10. Modeled after a UC-approved course:	Yes
11. Repeatable for Credit:	No
12. Date of Board Approval:	
13. Brief Course Description:	DRAWING AND CARTOONING IS A YEAR LONG course designed to introduce the student to the art form known as cartooning. The course will cover a wide variety of cartooning skills, commercial as well as non-commercial. Emphasis is placed upon developing the ability to be self-expressive through the means of drawing, painting, and writing.
14. Prerequisites:	NONE Art survey is recommended but not required.
15. Context for Course:	TO PROVIDE STUDENTS WITH A FOUNDATION IN DRAWING AND CARTOONING SKILLS. TO EXPOSE STUDENTS TO A VARIETY OF MEDIUMS SUCH AS CARTOONING, GRAPHIC JOURNALISM, GRAPHIC NOVELS, AND FILM ANIMATION.
16. History of Course Development:	DRAWING AND CARTOONING IS A REVISION OF THE ONE SEMESTER CARTOONING I COURSE WHICH WAS WRITTEN IN 1981. THE REVISIONS ARE A REFLECTION OF THE EXPANSION OF CLASSIC CARTOONING TO GRAPHIC JOURNALISM, GRAPHIC NOVELS, AND FILM ANIMATION AS WELL AS DIGITAL ADVANCEMENTS THAT HAVE IMPACTED THE EVOLUTION OF THE FIELDS OF DRAWING AND CARTOONING. THE COURSE HAS ALSO BEEN REVISED SO AS TO MEET THE VISUAL AND PERFORMING ARTS REQUIREMENTS FOR THE UC/CSU F REQUIREMENTS.
17. Textbooks:	None
18. Supplemental Instructional Materials:	Slides, copy prints, various newspapers' comic sections, and magazines, 16 mm films, such as "Why Man Creates" TEACHER CREATED MATERIALS AS NEEDED

Chino Valley Unified School District

High School Course Description

C. COURSE CONTENT

1. Course Purpose:

~~To develop the skill of pen and ink drawing. To acquaint the student with methods of producing a cartoon for commercial or non-commercial use. To coordinate the abilities of drawing and abstract thinking processes. To develop and clarify each student's personal sense of humor and social values.~~

THIS FOUNDATION COURSE WILL INTRODUCE STUDENTS TO THE POSSIBILITIES OF DRAWING AND CARTOONING AS A VISUAL STORYTELLING MEDIUM FOR CREATIVE EXPRESSION AND THOUGHTFUL COMMUNICATION OF IDEAS. THE COURSE WILL INTRODUCE STUDENTS TO THE VISUAL ELEMENTS OF DESIGN, BASIC DRAWING PRINCIPLES, AND FUNDAMENTAL DRAWING AND ART MAKING TECHNIQUES.

2. Course Outline:

STUDENTS WILL LEARN TO APPLY AND REFINE THESE TECHNIQUES THROUGH THE MEDIUM OF CARTOONING. STUDENTS WILL HAVE THE OPPORTUNITY TO DESIGN ORIGINAL CARTOON CHARACTERS THROUGH THE STUDY OF FACIAL AND ANATOMICAL FORMS. STUDENTS ARE ENCOURAGED TO BE CREATIVE AND ORIGINAL IN CONCEPTUALIZING AND SCRIPTING NARRATIVES FOR THEIR STORYTELLING PROJECTS. STUDENTS WILL BE INTRODUCED TO THE HISTORY AND AESTHETIC CONVENTIONS AND PRINCIPLES OF SEQUENTIAL ART AND ANIMATION. STUDENTS WILL HAVE THE OPPORTUNITY TO RESEARCH CAREER OPPORTUNITIES IN THE CREATIVE ARTS AND ANIMATION INDUSTRY AND THEY WILL DEVELOP A PORTFOLIO SHOWCASING SELECT WORKS FOR PROFESSIONAL PRESENTATION.

3. Key Assignments:

UNIT 1: INTRODUCTION TO CARTOONING

~~The students will collect a wide selection of professional cartoonist's work. This will be used as resource material for them to study and draw ideas. This should be done in accordance with the individual student's personal taste in the medium.~~

EQ: WHAT IS CARTOONING? WHAT ROLE DOES CARTOONING FULFILL IN SOCIETY? WHAT ARE THE DIFFERENT TYPES OF CAREERS A CARTOONIST CAN PURSUE?

STUDENTS WILL LEARN ABOUT CARTOONING AND THE ROLE IT PLAYS IN SOCIETY AS A MEDIUM OF ARTISTIC EXPRESSION. STUDENTS WILL EVALUATE AND ANALYZE HISTORICAL AND GLOBAL STYLES, TRENDS, AND TECHNIQUES IN THE VARIOUS ASPECTS OF CARTOONING MEDIA, ESPECIALLY IN THE FIELDS OF GRAPHIC JOURNALISM, COMIC STRIPS, GRAPHIC NOVELS, AND ANIMATION. STUDENTS WILL ANALYZE AND STUDY THE EARLIEST EXAMPLES OF CARTOONING IN PRINT AND FILM AND EXAMINE HOW TECHNOLOGY HAS IMPACTED THE EVOLUTION OF CARTOONING AS A MEDIUM OVER TIME INCLUDING ITS INTEGRATION INTO ONLINE MEDIA.

UNIT 2: ELEMENTS AND PRINCIPLES OF ART DESIGN

EQ: WHAT ARE THE ELEMENTS AND PRINCIPLES OF DESIGN? HOW ARE VISUAL ELEMENTS AND DESIGN PRINCIPLES USED TO CREATE ART? WHAT DOES IT MEAN TO CRITIQUE AN ARTWORK? WHAT ARE THE AESTHETIC QUALITIES THAT MAKE UP AN ART IMAGE? HOW ARE THE ELEMENTS AND PRINCIPLES DEPICTED ACROSS A VARIETY OF ART MEDIA? STUDENTS WILL ANALYZE HOW THE ELEMENTS AND PRINCIPLES OF ART DESIGN ARE USED IN MAKING ART IMAGES. STUDENTS WILL LEARN TO APPLY OBJECTIVE CRITIQUE PROCESSES WHEN EVALUATING THE AESTHETIC QUALITIES (LITERAL, FORMAL, AND EXPRESSIVE) OF ART IMAGERY. THEY WILL EVALUATE HOW THE ELEMENTS AND PRINCIPLES PLAY A CRITICAL ROLE IN CREATING MOOD, STYLE, AND MEANING IN A VARIETY OF CARTOON MEDIA (GRAPHIC JOURNALISM, COMIC STRIP, GRAPHIC NOVEL, AND ANIMATION).

Chino Valley Unified School District

High School Course Description

UNIT 3: CHARACTER DESIGN

EQ: HOW DO YOU DESIGN AN ORIGINAL CARTOON CHARACTER? HOW DOES AN UNDERSTANDING OF HUMAN EMOTION INFORM THE DRAWING OF FACIAL EXPRESSIONS? HOW IS THE STUDY OF HUMAN FORM AND MOVEMENT IMPORTANT IN CARTOONING A FIGURE? WHY IS IT IMPORTANT TO STUDY CULTURAL AND HISTORICAL BACKGROUNDS WHEN DEVELOPING A WELL-ROUNDED CHARACTER? WHY IS IT IMPORTANT FOR AN ARTIST TO ADHERE TO COPYRIGHT AND INTELLECTUAL PROPERTY LAWS AND REGULATIONS WHEN RESEARCHING VISUAL IMAGES FOR REFERENCE?

STUDENTS WILL CREATE ORIGINAL CHARACTER DESIGNS BY STUDYING FACIAL PROPORTION AND EXPRESSIONS, FIGURE PROPORTION, FORM, MASS AND MOVEMENT THROUGH EXAMPLES OF CHARACTER DESIGNS IN GRAPHIC ART AND ANIMATION, AS WELL AS THE FORMAL ELEMENTS AND PRINCIPLES OF ART DESIGN. STUDENTS WILL LEARN ABOUT THE IMPORTANCE OF RESEARCHING CULTURES, ENVIRONMENTS, AND HISTORICAL CONTENT WHEN DEVELOPING A STORY AND CHARACTERS. STUDENTS WILL UNDERSTAND THAT IN ORDER TO CREATE A BELIEVABLE CHARACTER AND STORY THEY MUST BE BASED ON FACTUAL INFORMATION AND NOT ON ASSUMPTIONS OR STEREOTYPES. STUDENTS WILL LEARN RESEARCH SKILLS USING THE INTERNET AND ITS BEST PRACTICES, RECOGNIZING RELIABLE AND CREDIBLE RESOURCES. STUDENTS WILL LEARN ABOUT UTILIZING STOCK IMAGES FOR FAIR-USE REFERENCE AND THE DIFFERENCE BETWEEN LEGITIMATE APPROPRIATION VERSUS COPYRIGHT INFRINGEMENT.

UNIT 4: BACKGROUNDS

EQ: HOW DOES THE BACKGROUND DEPICTED IN A SCENE AFFECT THE WAY IT IS VIEWED? HOW DOES THE BACKGROUND CONTRIBUTE TO THE STORY? HOW DOES AN UNDERSTANDING OF PERSPECTIVE HELP AN ARTIST IN CREATING AN EFFECTIVE BACKGROUND?

STUDENTS WILL CREATE ORIGINAL BACKGROUND ENVIRONMENTS FOR THEIR CHARACTERS. STUDENTS WILL CREATE 1 POINT PERSPECTIVE, ATMOSPHERIC PERSPECTIVE, AND 2 POINT PERSPECTIVE BACKGROUNDS FOR BOTH INTERIOR AND EXTERIORS. STUDENTS WILL ANALYZE AND IDENTIFY EXAMPLES OF EACH PERSPECTIVE DEPICTION FROM EXAMPLES IN GRAPHIC NOVEL AND ANIMATION SCENES.

UNIT 5: SEQUENTIAL ART AND ANIMATION PRINCIPLES

EQ: WHAT IS CLOSURE? WHAT ARE THE PRINCIPLES OF SEQUENTIAL ART AND ANIMATION? WHAT CINEMATIC TECHNIQUES ARE USED TO FRAME AND STAGE THE ACTION IN THE STORY? HOW DO THE 12 ANIMATION PRINCIPLES WORK IN UNISON TO CREATE THE ILLUSION OF LIFE? HOW DO DIFFERENT FRAMING CHANGES AND SPEEDS AFFECT THE DEPICTION OF MOVEMENT?

STUDENTS WILL ANALYZE AND LEARN THE FUNDAMENTAL PRINCIPLES OF SEQUENTIAL ART AND ANIMATION. THEY WILL LEARN ABOUT CLOSURE AND HOW TO FACILITATE IT IN SEQUENTIAL ART THROUGH EFFECTIVE USE OF VARIOUS TECHNIQUES FOR FRAMING, PACING, AND DEPICTING THE VISUAL NARRATIVE. STUDENTS WILL LEARN ABOUT CINEMATIC TECHNIQUES FOR STAGING AND FRAMING THE ACTION. STUDENTS WILL IDENTIFY AND ANALYZE THE 12 PRINCIPLES OF ANIMATION (TIMING, STAGING, VISUAL APPEAL, ETC.) AND DEVELOP A PRACTICAL UNDERSTANDING OF THE CONCEPTS THROUGH APPLICATION. STUDENTS WILL LEARN TO VISUALIZE THE ACTION CINEMATICALLY THROUGH AN UNDERSTANDING OF FRAME BY FRAME CHANGES AND FRAMES PER SECOND (FPS). THEY WILL UNDERSTAND THE DIFFERENT VISUAL EFFECTS BETWEEN 12 FPS, 24 FPS, AND 36 FPS.

Chino Valley Unified School District

High School Course Description

UNIT 6: CREATIVE WRITING AND VISUAL STORYTELLING

~~The students will be required to keep and write in a journal on a daily basis. This journal should consist of ideas that the student has arrived at through observation of the society around him.~~

EQ: WHAT IS A STORY? WHAT ARE THE ELEMENTS THAT MAKE UP A GOOD STORY? HOW DO YOU COME UP WITH IDEAS FOR CREATING A STORY? HOW DO SEQUENTIAL VISUAL IMAGES TELL A STORY? HOW DOES THE FRAMING AND PACING OF THE IMAGERY AFFECT THE STORYTELLING?

STUDENTS WILL LEARN THE PROCESS OF PRODUCING A CREATIVE ORIGINAL STORY. THEY WILL EXPLORE THEIR IMAGINATION. THEY WILL COLLABORATE WITH PEERS TO PROBLEM SOLVE IN BRAINSTORMING FOR IDEAS. THEY WILL UTILIZE ELEMENTS AND PRINCIPLES OF ART WHEN DEVELOPING THEIR PROJECT. THEY WILL INCORPORATE VARIOUS CAMERA ANGLES TO COMMUNICATE VISUALLY THE MOOD OF THE SCENES. THEY WILL APPLY THEIR RESEARCH SKILLS TO DEVELOP THE CHARACTERS AND THEIR ENVIRONMENTS.

UNIT 7: COMMUNICATION AND COLLABORATION

EQ: WHY IS COMMUNICATION IMPORTANT IN THE WORKPLACE? WHAT DOES EFFECTIVE COMMUNICATION LOOK LIKE? WHY IS COLLABORATION IMPORTANT IN THE WORKPLACE? WHAT ARE THE CHARACTERISTICS AND BENEFITS OF SUCCESSFUL COLLABORATION?

STUDENTS WILL LEARN THE IMPORTANCE OF EFFECTIVE COMMUNICATION SKILLS IN THE WORKPLACE. THEY WILL LEARN TO PRESENT THEIR IDEAS EFFECTIVELY TO PERSUADE THE AUDIENCE. STUDENTS WILL LEARN THE IMPORTANCE OF COLLABORATION IN THE WORKPLACE. THEY WILL EXPERIENCE PROBLEM SOLVING SITUATIONS IN A COLLABORATIVE SETTING AND THEY WILL GAIN UNDERSTANDING THAT THE ABILITY TO CONSTRUCTIVELY WORK WITH OTHERS WILL FOSTER CREATIVITY. STUDENTS WILL LEARN TO FOSTER EFFECTIVE COMMUNICATION SKILLS IN ORDER TO ACCOMPLISH SHARED GOALS.

UNIT 8: CAREER PREPARATION

~~The student will compose and mail a letter of query to a publication of his or her choice. In doing so the student should gain some insight into the needs of a publication in the area of cartoon illustration.~~

EQ: WHAT DOES PROFESSIONALISM LOOK LIKE? HOW DO YOU PREPARE FOR AN INTERVIEW? WHAT IS A PORTFOLIO AND WHY IS IT IMPORTANT?

STUDENTS WILL LEARN THE IMPORTANCE OF EFFECTIVE INTERVIEWING SKILLS. THEY WILL LEARN TO SPEAK CLEARLY, THOUGHTFULLY, AND PURPOSEFULLY WHILE PRESENTING THEMSELVES IN A PROFESSIONAL MANNER. STUDENTS WILL RESEARCH AND PREPARE FOR INTERVIEWING TO SECURE POSITIONS WITHIN A CHOSEN CARTOONING (ARTS, MEDIA, AND ENTERTAINMENT) INDUSTRY. THEY WILL LEARN ABOUT “SOFT SKILLS” SUCH AS HAVING A POSITIVE ATTITUDE, ACCEPTING CONSTRUCTIVE CRITICISM, PUNCTUALITY, RELIABILITY, RESPONSIBILITY, ETC.

Chino Valley Unified School District

High School Course Description

4. Instructional Methods and/or Strategies:

UNIT 1: INTRODUCTION TO CARTOONING

STUDENTS WILL RESEARCH AND CREATE A PRESENTATION ON A SPECIFIC TOPIC OF CARTOON HISTORY. STUDENTS WILL PRESENT HISTORICAL BACKGROUND AND DESCRIBE THE SIGNIFICANCE OF ANY INNOVATIVE DEVELOPMENTS IN CARTOONING STYLE, TECHNIQUE, OR TECHNOLOGY THAT TOOK PLACE IN THE SPECIFIED CARTOON MEDIA INDUSTRY (GRAPHIC JOURNALISM, COMIC STRIP, GRAPHIC NOVEL, ANIMATION).

STUDENTS WILL WRITE A ONE PAGE RESEARCH PAPER ABOUT A CARTOON ARTIST THAT HAS INFLUENCED AND HISTORICALLY IMPACTED AN ASPECT OF THE CARTOONING INDUSTRY (GRAPHIC JOURNALISM, COMIC STRIPS, GRAPHIC NOVEL, ANIMATION). STUDENTS WILL ALSO PREPARE AN ACCOMPANYING PRESENTATION (SUCH AS GOOGLE SLIDES) TO SHOWCASE VISUAL EXAMPLES OF THE CARTOONIST'S OEUVRE.

STUDENTS WILL RESEARCH AND PREPARE A PRESENTATION ON AN ENTRY-LEVEL JOB POSITION IN THE CARTOON MEDIA INDUSTRY (GRAPHIC JOURNALISM, COMIC STRIP, GRAPHIC NOVEL, ANIMATION). THE PRESENTATION SHOULD INCLUDE REQUIRED EDUCATION, TECHNICAL SKILLS, EXPECTED SALARY SCALE, AVAILABILITY OF THE JOB MARKET, THE PROCESS OF APPLYING FOR THE JOB, LOCATION OF THE JOB MARKET, AND PORTFOLIO REQUIREMENT.

UNIT 2: ELEMENTS AND PRINCIPLES OF ART DESIGN

STUDENTS WILL BE GUIDED ON COMPLETING A SERIES OF FORMATIVE SKILLS WORKSHEETS THAT ILLUSTRATE AND DEFINE THE VISUAL ELEMENTS (LINE, SHAPE, FORM, TEXTURE, COLOR, VALUE, SPACE/PERSPECTIVE), AND PRINCIPLES OF DESIGN (BALANCE, CONTRAST, MOVEMENT, RHYTHM, PATTERN, EMPHASIS AND UNITY/HARMONY). THESE WORKSHEETS WILL SERVE AS A REFERENCE HANDBOOK WHEN COMPLETED AND COMPILED.

STUDENTS WILL IDENTIFY AND EXAMINE EXAMPLES OF VISUAL ELEMENTS AND DESIGN PRINCIPLES THROUGH CRITICAL ANALYSIS OF VARIOUS ART IMAGES CHOSEN FROM NUMEROUS PERIODS, STYLES AND MEDIA. STUDENTS WILL EXPLAIN AND EVALUATE HOW THE ELEMENTS AND PRINCIPLES OF ART WERE PURPOSELY USED TO COMPOSE IMAGERY IN TERMS OF SUBJECT DEPICTION, VISUAL STYLE, MOOD AND MEANING.

UNIT 3: CHARACTER DESIGN

STUDENTS WILL CREATE AN ORIGINAL CHARACTER FOCUSING ON A PARTICULAR HISTORICAL AND CULTURAL BACKGROUND. THEY WILL DRAW A CHARACTER WITH SPECIFIC CULTURAL CLOTHES AND STYLE. THEY WILL WRITE A BRIEF ESSAY THAT DESCRIBES THE CHARACTER WITH A CULTURAL BACKGROUND STORY AND THE REASONING BEHIND THE CHARACTER DEVELOPMENT.

STUDENTS WILL CREATE AN ORIGINAL FIGURE THAT IS AN ANTHROPOMORPHIC NON-HUMAN CHARACTER IN A STYLE OF DEPICTION BASED ON A RECOGNIZABLE CARTOON STYLE (DISNEY, ANIME/MANGA STYLE, ET AL). THEY WILL WRITE A BRIEF ESSAY THAT DESCRIBES THE CHARACTER WITH ITS OWN BACKGROUND STORY.

STUDENTS WILL CREATE A COMPLETE MODEL SHEET/CHARACTER STUDY WHICH WILL DEPICT MULTIPLE CLOSE-UP, HEAD-SHOT FACIAL EXPRESSIONS AND MULTIPLE POSES OF THE ORIGINAL CHARACTER FROM VARIOUS CAMERA ANGLES WHILE ENSURING CONTINUITY OF DRAWING STYLE AND CORRECT PROPORTIONS.

Chino Valley Unified School District

High School Course Description

UNIT 4: BACKGROUNDS

STUDENTS WILL CREATE AN ORIGINAL ARCHITECTURAL STRUCTURE FOCUSING ON A PARTICULAR HISTORICAL AND CULTURAL BACKGROUND. THEY WILL DRAW A BUILDING WITH SPECIFIC CULTURAL FEATURES AND DETAILS. THEY WILL WRITE A BRIEF ESSAY THAT EXPLAINS THE REASONING BEHIND THE DETAILS OF THE STRUCTURE.

STUDENTS WILL DESIGN AND CREATE AN ORIGINAL BACKGROUND SETTING FOR AN ESTABLISHING/OPENING SHOT. THE SCENE MUST BE SITE SPECIFIC AND APPROPRIATE FOR THE CHARACTERS DEPICTED AND THE LAYOUT MUST EMULATE A TRADITIONAL ANIMATION STILL FRAME.

UNIT 5: SEQUENTIAL ART AND ANIMATION PRINCIPLES

STUDENTS WILL CREATE AND REFINE AN ORIGINAL MULTI-PANEL COMIC STRIP DEPICTING A STANDARD JOKE/PUNCHLINE SET UP. STUDENTS WILL DESCRIBE THE CAMERA ANGLES AND FRAMING USED TO DEPICT THE ACTION. STUDENTS WILL CRITIQUE THE FORMAL QUALITIES AND DETERMINE IF ALTERNATIVE DEPICTIONS OF FRAME AND TIMING WOULD SIGNIFICANTLY IMPROVE THE FINAL PRODUCT.

STUDENTS WILL CREATE AND REFINE A TWO-PAGE COMIC BOOK SPREAD. STUDENTS WILL UTILIZE INNOVATIVE CAMERA ANGLES, FRAMING, AND VISUAL INTENSITY TO DEPICT THE ACTION AND ENHANCE THE STORYTELLING. STUDENTS WILL PERFORM A SELF-CRITIQUE TO EVALUATE THE AESTHETIC AND EXPRESSIVE QUALITIES OF THE FINAL PRODUCT.

STUDENTS WILL CREATE AND REFINE A FLIP BOOK DEPICTING A BOUNCING BALL. STUDENTS WILL DEMONSTRATE THE ANIMATION PRINCIPLES IN THE MOVEMENT AND CONTINUITY OF THE SEQUENCE.

STUDENTS WILL LEARN TO UTILIZE ANIMATION SOFTWARE. THEY WILL EXPERIMENT WITH THE SOFTWARE BY CREATING SIMPLE MOVEMENTS AND UTILIZE THE TOOLS TO CREATE VARIOUS VISUAL EFFECTS. THEY WILL PRODUCE A VIDEO FORMAT FILE.

STUDENTS WILL PRODUCE A CREATIVE FLOUR SACK ANIMATION. STUDENTS WILL MAKE A 30 SECOND ANIMATION IN WHICH THE FLOUR SACK BECOMES A CHARACTER. THE PROJECT NEEDS TO INCLUDE BACKGROUNDS AND TELL A SHORT STORY.

UNIT 6: CREATIVE WRITING AND VISUAL STORYTELLING

STUDENTS WILL ADAPT A FAMOUS CHILDREN'S STORY AND CREATE THEIR VERSION. THEY WILL WRITE A SHORT SUMMARY AND PITCH THEIR IDEA. THEY WILL THEN CREATE A STORYBOARD AND A SCRIPT. THE STORYBOARD PROCESS WILL DEPICT KEY POSES, DIRECTION AND MOVEMENT, FRAMING OF CAMERA ANGLES AND SHOTS, TIMING, AND DIALOGUE/SOUND EFFECTS. THE FINAL PRODUCT WILL BE THE STUDENT'S CHOICE BETWEEN A FULL-LENGTH COMIC BOOK, A SERIES OF STILL IMAGES, A HAND-DRAWN FLIP BOOK, OR A SHORT ANIMATION PRODUCTION.

STUDENTS WILL DEVELOP AN ORIGINAL STORY BASED ON USING A PARTICULAR WORD OR CONCEPT AS THE THEME, FOR EXAMPLE, *WONDER*. THEY WILL WRITE A SHORT SUMMARY AND PITCH THEIR IDEA. THEY WILL THEN CREATE A STORYBOARD AND A SCRIPT. THE STORYBOARD PROCESS WILL DEPICT KEY POSES, DIRECTION AND MOVEMENT, FRAMING OF CAMERA ANGLES AND SHOTS, TIMING, AND DIALOGUE/SOUND EFFECTS. THE FINAL PRODUCT WILL BE THE STUDENT'S CHOICE BETWEEN A FULL-LENGTH COMIC BOOK, A SERIES OF STILL IMAGES, A HAND-DRAWN FLIP BOOK, OR A SHORT ANIMATION PRODUCTION.

Chino Valley Unified School District

High School Course Description

UNIT 7: COMMUNICATION AND COLLABORATION

STUDENTS WILL WORK IN GROUPS TO CREATE A MINI-COMIC BOOK. STUDENTS WILL COLLABORATE ON THE CHARACTER DESIGN AND STORYLINE. EACH STUDENT WILL BE ASSIGNED SPECIFIC ROLES (PENCILER, INKER, COLORIST, DIALOGUE) WITHIN THE CREATION PROCESS.

STUDENTS WILL PITCH THEIR STORYBOARD IDEA TO THE GROUP. THEY WILL VARY THEIR BODY LANGUAGE AND ACT OUT THE SCENES TO GIVE A CLEAR VISION OF THE SCENES. THEY WILL VARY THEIR VOICES AND MOUTH SOUND EFFECTS TO COMMUNICATE THE MOOD OF THE STORY.

EACH STUDENT IN THE CLASS WILL CREATE A SMALL SECTION OF AN ANIMATION PROJECT THAT WILL BE STRUNG TOGETHER AS A WHOLE. EACH STUDENT WILL START WITH AN IMAGE THAT WILL CREATIVELY TRANSFORM INTO ANOTHER STUDENT'S IMAGE. PAIRS OF STUDENTS WILL FIND A SOLUTION TO CREATIVELY METAMORPHOSIZE THE IMAGES TOGETHER INTO A UNIFIED SEQUENCE.

UNIT 8: CAREER PREPARATION

STUDENTS IDENTIFY THEIR STRONGEST PIECES OF WORK AND MAKE FURTHER REFINEMENTS THROUGH DISCUSSION AND CRITICAL ANALYSIS WITH INSTRUCTOR AND PEERS. COMPLETED WORKS ARE THEN ASSEMBLED INTO A STRUCTURED PORTFOLIO (PHYSICAL WORKS AND DIGITAL FILES). STUDENTS WILL WRITE AN ACCOMPANYING ARTIST STATEMENT DEFINING THEIR PURPOSE AND GOALS AS AN ARTIST AND HOW THEIR SELECT WORKS REFLECT THE PURSUIT OF THOSE QUALITIES.

STUDENTS WILL WRITE THEIR RESUME, COVER LETTER, AND THANK YOU LETTER. THEY WILL RESEARCH ACCEPTABLE PROFESSIONAL STANDARD FORMATS.

STUDENTS WILL HAVE A MOCK JOB INTERVIEW PRACTICE IN A SMALL GROUP. STUDENTS WILL INTERVIEW EACH OTHER AND GIVE CONSTRUCTIVE CRITICISM. EACH STUDENT WILL PREPARE 3 TO 5 QUESTIONS TO ASK DURING THE INTERVIEW. STUDENTS WILL PRESENT WORKS FROM THEIR PORTFOLIOS AS PART OF THE INTERVIEW PROCESS.

5. Assessment Including Methods and/or Tools:

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

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

Chino Valley Unified School District

Our Motto:

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

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Luke Hackney, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: **WILLIAMS SETTLEMENT LEGISLATION QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY FOR JANUARY THROUGH MARCH 2025**

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BACKGROUND

In accordance with the Williams settlement legislation, Education Code 35186 states that the Superintendent or designee shall report summarized data on the nature and resolution of all Williams related complaints to the Board of Education and the San Bernardino County Superintendent of Schools on a quarterly basis. Williams related complaints are complaints specific to 1) insufficiency of instructional materials, 2) unsafe facilities, or 3) teacher vacancy or misassignment. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled board meeting.

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

RECOMMENDATION

It is recommended the Board of Education receive for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for January through March 2025.

FISCAL IMPACT

None.

NE:LH:gks

Williams Settlement Legislation
Quarterly Uniform Complaint Report Summary
For submission to school district governing board and county office of education

District Name: Chino Valley Unified School District

Quarter covered by this report: January 2025 – March 2025

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

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

Submitted by: Luke Hackney

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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Humility • Civility • Service

DATE: April 17, 2025
TO: Members, Board of Education
FROM: Norm Enfield, Ed.D., Superintendent
PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
**SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE
REGULATION 1330 BUSINESS AND NONINSTRUCTIONAL
OPERATIONS - BIDS**

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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. Revision of Board Policy and Administrative Regulation 1330 Community Relations –Use of School Facilities is updated to reflect new language regarding fees/direct costs for non-profit community groups and organizations. Policy also adds new section on the use of district facilities after instructional hours and liability insurance shall be required from all user groups. Regulation updated to more directly reflect the Board’s approved terms and conditions for Facilities Use and Fee Schedule and names of certified individuals that would be present at facility pools at all times.

New language is provided in UPPER CASE while old policy language 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 1330 Business and Noninstructional Operations–Bids.

FISCAL IMPACT

None.

NE:GJS:cb

BIDS

The Board of Education is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the District, including when contracting for public projects involving District facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the District, such contracts shall be made using competitive bidding.

(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 3000 - Concepts and Roles)
(cf. 3230 - Federal Grant Funds)
(cf. 3300 - Expenditures and Purchases)
(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures) (cf. 3311.2 - Lease-Leaseback Contracts)
(cf. 3311.3 - Design-Build Contracts)
(cf. 3311.4 - Procurement of Technological Equipment)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 20116)

The Superintendent or designee shall establish comprehensive bidding procedures for the District in accordance with ~~law~~ GOVERNMENT CODE 54202, AND THAT MEET THE REQUIREMENTS FOR BIDDING PROCEDURES SPECIFIED IN LAW. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts, which by law or Board policy require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

(cf. 9270 - Conflict of Interest)

When calling for bids, the Superintendent or designee shall ensure that the bid specificationS clearly describes in appropriate detail the quality, delivery, and service required, and include all information which the District knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

~~Except as authorized by law,~~ Contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

BIDS (cont.)

~~When the Board has determined that it is in the best interest of the District, the District may piggyback onto the contract of another public agency or corporation to lease or purchase any personal property to the extent authorized by law. (Public Contract Code 20118)~~

HOWEVER, THE BOARD MAY LET CONTRACTS TO OTHER THAN ONLY THE LOWEST RESPONSIBLE BIDDER IN THE FOLLOWING CIRCUMSTANCES:

1. WHEN THE CONTRACT IS FOR THE PROCUREMENT AND/OR MAINTENANCE OF ELECTRONIC DATA PROCESSING SYSTEMS AND SUPPORTING SOFTWARE, IN WHICH CASE THE BOARD MAY CONTRACT WITH ANY ONE OF THE THREE LOWEST RESPONSIBLE BIDDERS (PUBLIC CONTRACT CODE 20118.1)
2. WHEN THE CONTRACT IS FOR ANY TRANSPORTATION SERVICE WHICH INVOLVES AN EXPENDITURE OF MORE THAN \$10,000 AND WHICH WILL BE MADE WITH ANY PERSON OR CORPORATION OTHER THAN A COMMON CARRIER, MUNICIPALLY OWNED TRANSIT SYSTEM, OR A PARENT/GUARDIAN OF A STUDENT WHO IS TO BE TRANSPORTED, IN WHICH CASE THE BOARD MAY CONTRACT WITH OTHER THAN THE LOWEST BIDDER (EDUCATION CODE 39802)
3. WHEN PROCURING A LEASE-LEASEBACK CONTRACT, IN WHICH CASE THE BOARD SHALL AWARD THE CONTRACT BASED ON OBJECTIVE CRITERIA FOR DETERMINING THE BEST COMBINATION OF PRICE AND QUALIFICATIONS IN ACCORDANCE WITH EDUCATION CODE 17400 AND 17406.

BIDS NOT REQUIRED

WHEN THE BOARD HAS DETERMINED THAT IT IS IN THE BEST INTEREST OF THE DISTRICT, THE DISTRICT MAY PIGGYBACK ONTO THE CONTRACT OF ANOTHER PUBLIC AGENCY OR CORPORATION TO LEASE OR PURCHASE ANY PERSONAL PROPERTY TO THE EXTENT AUTHORIZED BY LAW, INCLUDING THE LEASE OF DATA-PROCESSING EQUIPMENT OR THE PURCHASE OF 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. (PUBLIC CONTRACT CODE 20118)

ALTERNATIVELY, IF THE PUBLIC CORPORATION OR AGENCY HAS AN EXISTING CONTRACT WITH A VENDOR FOR THE LEASE OR PURCHASE OF PERSONAL PROPERTY, THE DISTRICT MAY AUTHORIZE THE LEASE OR PURCHASE OF PERSONAL PROPERTY DIRECTLY FROM THE VENDOR AND MAKE PAYMENTS UNDER THE

BIDS (cont.)

SAME TERMS THAT ARE AVAILABLE TO THE PUBLIC CORPORATION OR AGENCY UNDER THE CONTRACT. (PUBLIC CONTRACT CODE 20118)

WITHOUT ADVERTISING FOR BIDS, THE BOARD MAY ENTER INTO AN ENERGY SERVICE CONTRACT AND ANY RELATED FACILITY GROUND LEASE, WHEN IT DETERMINES THAT THE TERMS OF THE CONTRACT AND LEASE ARE IN THE BEST INTEREST OF THE DISTRICT AND MEET THE COST EFFECTIVENESS REQUIREMENTS SPECIFIED IN GOVERNMENT CODE 4217.12. THE BOARD'S DETERMINATION SHALL BE MADE AT A REGULARLY SCHEDULED PUBLIC HEARING OF WHICH NOTICE IS GIVEN TO THE PUBLIC AT LEAST TWO WEEKS IN ADVANCE AND SHALL BE BASED ON A COST AND SAVING COMPARISON FINDING SPECIFIED IN GOVERNMENT CODE 4217.12. (GOVERNMENT CODE 4217.12)

IN AN EMERGENCY WHEN ANY REPAIRS, ALTERATIONS, WORK, OR IMPROVEMENT TO ANY SCHOOL FACILITY IS NECESSARY TO PERMIT THE CONTINUANCE OF EXISTING SCHOOL CLASSES OR TO AVOID DANGER TO LIFE OR PROPERTY, THE BOARD MAY, BY UNANIMOUS VOTE AND WITH THE APPROVAL OF THE COUNTY SUPERINTENDENT OF SCHOOLS, CONTRACT FOR LABOR AND MATERIALS OR SUPPLIES WITHOUT ADVERTISING FOR OR INVITING BIDS OR MAY AUTHORIZE THE USE OF DAY LABOR OR FORCE ACCOUNT FOR THE EMERGENCY PURPOSE. (PUBLIC CONTRACT CODE 1102, 20113)

Prequalification Procedure

For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. (Public Contract Code 20111.5)

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the District at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public

BIDS (cont.)

Contract Code 20111.5)

The District may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

Change Order Procedure

The Board of Education recognizes that during construction there may be unanticipated or unforeseen conditions which could not reasonably be expected to be identified during the design and bidding processes, and that these conditions may require changes to a project's original plans and specifications.

The Board of Education also recognizes that ~~opportunities~~ CHANGES THAT ~~to~~ increase OR DECREASE the value of a construction project, OR IMPACT THE CONSTRUCTION SCHEDULE, may arise during the construction phase. ~~Such opportunities~~ THESE CONDITIONS may require changes to a project's original plans and specifications.

Such modifications of existing agreements are known as "Change Orders." The Superintendent will develop administrative regulations to establish Change Order procedures.

Legal Reference:EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities

Act 17250.10-17250.55 Design-build contracts

17406 Lease-leaseback contract

17595 Purchase of supplies through Department of General Services

17602 Purchase of surplus property from federal agencies

38083 Purchase of perishable foodstuffs and

seasonable commodities 38110-38120 Apparatus

and supplies 39643 Purchases through Department

of General Services 39802 Bids and Contracts for
Services

39873 Purchases of Perishable Foodstuffs and Seasonable

Commodities 40000 Purchases of Supplies through County

Superintendent

40001 Purchases by District Governing

Board 40002 Purchases of Other than

Standard Supplies

BUSINESS AND PROFESSIONS CODE

7056 General engineering

contractor 7057 General building

contractor CODE OF CIVIL

PROCEDURE

446 Verification of pleadings

GOVERNMENT CODE

BIDS (cont.)

4217.10-4217.18 Energy conservation
contracts 4330-4334 Preference for
California-made materials
6252 Definition of public record
53060 Special services and
advice
54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies
2000-2002 Responsive bidders
3000-3010 Roofing projects
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
4113 Prime contractor; subcontractor
6610 Bid visits
12161 Definitions
12168 Preferences for Purchase of Recycled Paper Products
12169 Bidders to Specify Percentage of Recycled Paper
Product 12200 Definitions, recycled goods, materials and
supplies
12210 Purchases of Recycled Products Preferred
12213 Specifications by Bidder of Recycled Content
20101-20103.7 Public construction projects, requirements for bidding
20103.8 Award of contracts
20107 Bidder's Security
20110-20118.4 Local Agency Public Constructions Act; school
districts
20129 Bidder's Security; Performance Bond
20189 Bidder's security, earthquake relief
22000-22045 Alternative procedures for public projects
(UPCCAA)
22152 Recycled product procurement

COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739
Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425
Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d
449 City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7
Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

WEBSITES

California School Boards Association: www.csba.org
California Association of School Business Officials: www.casbo.org
California Department of Education: www.cde.ca.gov
California Department of General Services: www.dgs.ca.gov

BIDS (cont.)

Chino Valley Unified School District

Policy adopted: November 16, 1995

Revised: April 19, 2001

Revised: November 16, 2006

Revised: September 18, 2008

Revised: January 16, 2014

Revised: February 2, 2017

Revised: April 6, 2017

Revised: September 7, 2017

Revised: March 7, 2019

REVISED:

BIDS

Advertised/Competitive Bids

The District shall advertise for any of the following: (Public Contract Code 20111)

- 1. A public project contract that involves an expenditure of \$15,000 or more, including a contract for construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, or repair work involving a district owned, leased, or operated facility

(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures) (cf. 3311.2 - Lease-Leaseback Contracts)
 (cf. 3311.3 - Design-Build Contracts)

- 2. A contract that exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following:

- a. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district

(cf. 3230 - Federal Grant Funds)
 (cf. 3311.4 - Procurement of Technological Equipment)

- b. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters

- c. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a District facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. MAINTENANCE ALSO INCLUDES LANDSCAPE MAINTENANCE, INCLUDING MOWING, WATERING, TRIMMING, PRUNING, REPLACEMENT OF PLANTS, AND SERVICING OF IRRIGATION AND SPRINKLER SYSTEMS. Maintenance does not include painting, repainting, or decorating other than touchup MINOR REPAINTING, ~~or among other types of work~~, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a

BIDS (cont.)

week for two weeks in a local newspaper of general circulation published in the District, or if no such newspaper exists, then in some newspaper of general circulation that is circulated in the county. ADDITIONALLY, The Superintendent or designee also may post the notice on the District's website or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and website where bids will be opened. (Public Contract Code 20112)

(cf. 1113 - District and School Websites)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice.

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify IN WRITING the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

(cf. 3510 - Green School Operations)

2. All bids for construction work shall be presented under sealed cover. The District may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20111, 20112)

The bid shall be accompanied by a form of bidder's security, including either cash, a cashier's check payable to the District, a certified check made payable to the District, or a bid bond executed by an admitted surety insurer and made payable to the District. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111, 20112)

3. When a standardized proposal form is provided by the District, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

BIDS (cont.)

5. When two or more identical lowest or highest bids are received, the GOVERNING Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
6. If the District requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item "6a" below shall be used. (Public Contract Code 20103.8)
 - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the District before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the District before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. In determining the lowest bid, the District shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract.
 - a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give ~~him/her~~ THE BIDDER an opportunity to respond to the determination.
 - b. When the lowest bidder is determined to be non-responsive, the Superintendent or designee shall notify the bidder of ~~his/her~~ THE right to

BIDS (cont.)

present evidence of his/her THE BIDDER'S responsibility at a hearing before the Board.

8. After being opened, all submitted bids become public records pursuant to Government Code ~~6252~~ 7920.530 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

(cf. 1340-Access to District Records)

(cf. 3580-District Records)

Prequalification Procedure

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

WHEN ANY PUBLIC PROJECT INVOLVES AN EXPENDITURE OF \$1,000,000 OR MORE AND IS FUNDED OR REIMBURSED WHOLLY OR PARTLY BY THE SCHOOL FACILITIES PROGRAM FUNDS OR OTHER FUTURE STATE SCHOOL BOND, THE DISTRICT SHALL PREQUALIFY PROSPECTIVE BIDDERS EITHER QUARTERLY OR ANNUALLY. THE PREQUALIFICATION SHALL BE VALID FOR ONE YEAR AND THE FOLLOWING REQUIREMENTS SHALL APPLY: (PUBLIC CONTRACT CODE 20111.6)

1. PROSPECTIVE BIDDERS, INCLUDING, BUT NOT LIMITED TO, PRIME GENERAL ENGINEERING, AND GENERAL BUILDING CONTRACTORS AND ELECTRICAL, AND PLUMBING SUBCONTRACTORS, AS DEFINED IN PUBLIC CONTRACT CODE 4113 OR BUSINESS AND PROFESSIONS CODE 7056 OR 7057, AS APPLICABLE, SHALL SUBMIT A STANDARDIZED QUESTIONNAIRE AND FINANCIAL STATEMENT 10 OR MORE BUSINESS DAYS, AS DETERMINED BY THE DISTRICT, BEFORE THE DATE FIXED FOR THE PUBLIC OPENING OF SEALED BIDS
2. PROSPECTIVE BIDDERS SHALL BE PREQUALIFIED BY THE DISTRICT FIVE OR MORE BUSINESS DAYS, AS DETERMINED BY THE DISTRICT,

BIDS (cont.)

BEFORE THE DATE FIXED FOR THE PUBLIC OPENING OF SEALED BIDS.

IF THE PROJECT INCLUDES ELECTRICAL, MECHANICAL, OR PLUMBING COMPONENTS THAT WILL BE PERFORMED BY ELECTRICAL, MECHANICAL, OR PLUMBING CONTRACTORS, THE SUPERINTENDENT OR DESIGNEE SHALL MAKE AVAILABLE TO ALL BIDDERS A LIST OF PREQUALIFIED GENERAL CONTRACTORS AND ELECTRICAL, MECHANICAL, AND PLUMBING SUBCONTRACTORS FIVE OR MORE BUSINESS DAYS, AS DETERMINED BY THE DISTRICT, BEFORE THE DATE FIXED FOR THE PUBLIC OPENING OF SEALED BIDS (PUBLIC CONTRACT CODE 20111.6)

For ALL OTHER contracts requiring competitive bidding, the District may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least ~~five~~ TEN days before the date fixed for public opening of sealed bids and shall be prequalified by the District at least ~~one~~ FIVE dayS before the fixed bid- opening date. (Public Contract Code 20111.5)

Award of Contract

The District shall award each contract to the lowest responsible bidder except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000.00, and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a students who is to be transported, in which case the Board may contract with other than the lowest bidder. (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements. (Public Contract Code 2000-2002)

BIDS (cont.)

4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406

(cf. 3311.2 - Lease-Leaseback Contracts)

5. When procuring a design-build contract for a public works project in excess of \$1,000,000.00 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the District, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)

(cf. 3311.3 - Design-Build Contracts)

Protests by Bidders

~~A bidder may protest a bid award if he/she~~ IF THE BIDDER believes that the award is not in compliance with law, Board policy, or the bid specification, THE BIDDER MAY PROTEST THE AWARD. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of ~~his/her~~ THE right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Limitation on use of Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3002, 3400)

1. Does not directly or indirectly limit bidding to any one specific concern.

BIDS (cont.)

2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service.

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification.

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or request for proposals (RFP), that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use.
2. To match others in use on a particular public improvement that has been completed or is in the course of completion.
3. To obtain a necessary item that is only available from one source.
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP.

(cf. 9323.2 - Actions by the Board)

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the District, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, 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

BIDS (cont.)

agency is authorized to make the leases or purchases from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the District may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

(cf. 3300 -Expenditures and Purchases)
(cf. 3512 - Equipment)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the District and meet the cost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost and savings comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

(cf. 3511 - Energy and Water
Management) (cf. 9320 - Meetings and
Notices)

WITHOUT TAKING ESTIMATES OR ADVERTISING FOR BIDS, supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

(cf. 6161.1 - Selection and Evaluation of Instructional
Materials) (cf. 6161.11 - Supplementary Instructional
Materials)
(cf. 6163.1 - Library Media Centers)

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid

BIDS (cont.)

danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

(cf. 3517 - Facilities Inspection)

The District may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

Change Order Procedure

The process of modifying an existing agreement is known as a "change order." For the purpose of controlling District construction costs, all change orders shall be closely monitored by the District, its architects and consultants. The need for a change order request may be identified by District staff, the architect, inspector or general contractor.

There are a number of acceptable reasons change orders occur. These types of changes are either beyond the control of the District, or result in additional value to the District. For example:

1. Weather conditions can delay a project forcing a contractor to request a contract extension to complete the job.
2. Materials specified in the original bid are discontinued by a supplier and a substitute must be found.
3. When contract changes are a result of actions or requirements of another governmental agency, utility company, or are considered to be caused by "an act of God," existing construction agreements may be amended.
4. Existing site conditions reasonably unforeseeable by the architect and/or contractor can result in additional time or cost added to the project.
5. Contractor engages in value engineering while still delivering the expected outcome at no additional cost or savings to the district.

The District will expect the vendor to be fully responsible for the following types of change orders:

1. Omissions in the architect's plans and specifications for the project for the project which could reasonably be ascertained prior to the request for bids.

BIDS (cont.)

2. Omissions in the contractor's submitted bid which could reasonably be ascertained prior to the bid submittal.

Efforts will be made to reduce or minimize change orders generated to make cosmetic or non-essential changes requested by staff that result in added costs to the project.

The following change order process will be used in the Chino Valley Unified School District.

When possible, request for change orders will be included as part of the regular construction meetings with the architect, general contractor, inspector, and District staff.

A request to proceed with a change order will be submitted by the architect in an electronic format to the District outlining the need and rationale for the change. The change order will be submitted to the Director of Maintenance, Operations, and Construction, who will review the request and make a recommendation to the Superintendent/designee to approve or deny the change order request.

When possible, all change orders will be presented to the Board of Education for approval, rather than ratification. However, the District recognizes that a decision on change orders may need to be made prior to Board approval in order not to delay or stop work on the project. The need to proceed with a change order can be especially evident when the timetable affects the opening of a school or other schedule requirements. In instances where the Board of Education will be asked to ratify rather than approve a change order, staff will communicate this information and cost in a timely manner to the Board of Education.

Chino Valley Unified School District

Regulation approved: November 16, 1995

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Revised: July 1, 2004

Revised: November 2, 2006

Revised: September 4, 2008

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Revised: December 12, 2013

Revised: November 19, 2015

Revised: December 15, 2016

Revised: March 16, 2017

Revised: August 17, 2017

Revised: March 21, 2019

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: April 17, 2025

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Grace Park, Ed.D., Deputy Superintendent
Vanessa Acuña, Ed.D., Director, Human Resources
Joe Durkin, Director, Human Resources

**SUBJECT: REVIEW OF BOARD POLICY 4033 – LACTATION
ACCOMMODATION**

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BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 4033 – Lactation Accommodation is being reviewed to ensure the policy is up to date with current federal regulations.

There are no recommended revisions to the language within Board Policy 4033.

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

RECOMMENDATION

It is recommended the Board of Education review Board Policy 4033 – Lactation Accommodation.

FISCAL IMPACT

None.

NE:GP:VA:JD:jw

LACTATION ACCOMMODATION

The Board of Education recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any District employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any District employee who chooses to express breast milk for her infant child while at work.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

The District shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child. (Labor Code 1030)

To the extent possible, such break time shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

The employee shall be provided a private location, other than a restroom, which is in close proximity to her work area and meets the requirements of Labor Code 1031 and 29 USC 207, as applicable.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

Lactation accommodations may be denied only in limited circumstances in accordance with law. (Labor Code 1032; 29 USC 207)

Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent or designee. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

LACTATION ACCOMMODATION (cont.)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

CIVIL CODE

43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE

12940 Discriminatory employment practices

12945 Discrimination based on pregnancy, childbirth, or related medical conditions

LABOR CODE

1030-1033 Lactation accommodation

CODE OF REGULATIONS, TITLE 2

7291.2-7291.16 Sex discrimination; pregnancy and related medical conditions

UNITED STATES CODE, TITLE 29

207 Fair Labor Standards Act; lactation accommodation

FAIR EMPLOYMENT AND HOUSING COMMISSION DECISIONS

Department of Fair Employment and Housing v. Acosta Tacos (Chavez), FEHC Precedential Decision 09-03P, 2009

Management Resources:

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Rest Periods/Lactation Accommodation, Frequently Asked Questions

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

Minimum Requirements of the California Lactation Accommodation Law

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Lactation Support Program Toolkit

FEDERAL REGISTER

Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244, pages 80073-80079

OFFICE OF THE SURGEON GENERAL PUBLICATIONS

The Surgeon General's Call to Action to Support Breastfeeding, 2011

HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS

The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008

U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS

Fact Sheet #3: Break Time for Nursing Mothers under the FLSA, rev. December 2010

WEB SITES

California Department of Industrial Relations, Division of Labor and Standards Enforcement:

www.dir.ca.gov/dlse

California Department of Public Health: www.cdph.ca.gov

California Women, Infants and Children: www.wicworks.ca.gov

Centers for Disease Control and Prevention: www.cdc.gov

Health Resources and Services Administration: www.hrsa.gov

Office of the Surgeon General: www.surgeongeneral.gov

U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers:

www.dol.gov/whd/nursingmothers

Chino Valley Unified School District

Policy approved: September 22, 2011

REVIEWED: