

CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION

AGENDA

September 19, 2024

BOARD OF EDUCATION

Donald L. Bridge
Andrew Cruz
Jonathan Monroe
James Na
Sonja Shaw

Gabriella Segoviano, Student Representative

SUPERINTENDENT

Norm Enfield, Ed.D.

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
District Board Room, 13461 Ramona Avenue, CA 91710
4:15 p.m. – Closed Session • 6:00 p.m. – Regular Meeting
September 19, 2024

AGENDA

- The public are invited to address the Board of Education regarding items listed on the agenda. Comments on an agenda item are accepted during consideration of that item, or prior to consideration of the item in the case of a closed session item. Persons wishing to address the Board are 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.
- 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 – 4:15 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): San Bernardino County Superior Court Case No. CIVSB2317301. (Liberty Justice Center) (5 minutes)
- b. Student Discipline Matters (Education Code 35146, 48918 (c) & (j):) Expulsion Cases 24/25-01, 24/25-03, and 24/25-05. (20 minutes)
- c. Public Employee Appointment (Government Code 54957): Director, Human Resources. (5 minutes)
- d. 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. (15 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (60 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. STAFF REPORT: Essential Standards-Doing the Right Work. *Right!*

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

Proceedings of this meeting are recorded.

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

II. ACTION

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

- II.A.1. Public Hearing and Adoption of Resolution** Open Hearing _____
Page 7 **2024/2025-21, Sufficiency of Instructional** Close Hearing _____
Materials Motion ____ Second ____
Recommend the Board of Education conduct a public hearing and adopt Resolution 2024/2025-21, Sufficiency of Instructional Materials. Preferential Vote: _____
Vote: Yes ____ No ____

II.B. HUMAN RESOURCES

- II.B.1. Public Notice and Hearing Regarding the** Open Hearing _____
Page 12 **California School Employees Association** Close Hearing _____
and its Chino Chapter 102, Initial
Bargaining Proposal to the Chino Valley
Unified School District for a Successor
Collective Bargaining Agreement Effective
July 1, 2024
Recommend the Board of Education give public notice and conduct a public hearing regarding the California School Employees Association and its Chino Chapter 102, Initial Bargaining Proposal to the Chino Valley Unified School District for a Successor Collective Bargaining Agreement Effective July 1, 2024.
- II.B.2. Resolution 2024/2025-22, Week of the** Motion ____ Second ____
Page 18 **School Administrator** Preferential Vote: _____
Recommend the Board of Education adopt Resolution 2024/2025-22, Week of the School Administrator. Vote: Yes ____ No ____

III. CONSENT

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

III.A. ADMINISTRATION**III.A.1. Minutes of the September 5, 2024 Regular Meeting**

Page 21 Recommend the Board of Education approve the minutes of the September 5, 2024 regular meeting.

III.B. BUSINESS SERVICES**III.B.1. Warrant Register**

Page 28 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 29 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 31 Recommend the Board of Education approve/ratify the fundraising activities.

III.B.4. Donations

Page 35 Recommend the Board of Education accept the donations.

III.B.5. Legal Services

Page 37 Recommend the Board of Education approve payment for legal services to the law office of Atkinson, Andelson, Loya, Ruud & Romo.

III.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**III.C.1. Student Expulsion Cases 24/25-01, 24/25-03, and 24/25-05**

Page 38 Recommend the Board of Education approve student expulsion cases 24/25-01, 24/25-03, and 24/25-05.

III.C.2. School Sponsored Trips

Page 39 Recommend the Board of Education approve/ratify the school-sponsored trips for Newman ES and Don Lugo HS.

III.C.3. Adoption of the Master Plan for Multilingual Programs 2024/2025

Page 40 Recommend the Board of Education adopt the Master Plan for Multilingual Programs 2024/2025.

III.C.4. Proclamation for Red Ribbon Week, October 23-31, 2024

Page 41 Recommend the Board of Education adopt the proclamation for Red Ribbon Week, October 23-31, 2024.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Page 43 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

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

Page 44 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

III.D.3. Change Orders and Notices of Completion for CUPCCAA Projects

Page 48 Recommend the Board of Education approve the Change Orders and Notices of Completion for CUPCCAA Projects.

III.D.4. Award of Bid No. 23-24-28F, Don Lugo HS New Admin Bldg, Kitchen & Pool Renovation—Rebid BP 11-01 Kitchen Equipment

Page 50 Recommend the Board of Education award Bid No. 23-24-28F, Don Lugo HS New Admin Bldg, Kitchen and Pool Renovation—Rebid 11-01 Kitchen Equipment to Kitcor Corporation.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Page 51 Recommend the Board of Education approve/ratify the certificated/classified personnel items.

III.E.2. New Job Description for Visual and Performing Arts Specialist

Page 57 Recommend the Board of Education approve the new job description for Visual and Performing Arts Specialist.

III.E.3. Revision of Board Bylaw 9270—Conflict of Interest

Page 61 Recommend the Board of Education approve the revision of Board Bylaw 9270—Conflict of Interest.

IV. INFORMATION**IV.A. ADMINISTRATION****IV.A.1. New Board Policy Philosophy, Goals, Objectives & Comprehensive Plans 0100.1—No Deception**
Page 68

Board President Sonja Shaw recommends the Board of Education receive for information new Board Policy Philosophy, Goals, Objectives & Comprehensive Plans 0100.1—No Deception.

IV.B. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**IV.B.1. Addendum to Local Indicators for the California School Dashboard: Teaching Assignment Monitoring Outcomes**
Page 70

Recommend the Board of Education receive for information the addendum to local indicators for the California School Dashboard: Teaching Assignment Monitoring Outcomes.

IV.B.2. Revision of Board Policy and Administrative Regulation 6158 Instruction—Independent Study
Page 72

Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 6158 Instruction—Independent Study.

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: September 19, 2024

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Luke Hackney, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Lisa Madera, Director, Elementary Curriculum and Instruction
Katrina Gomez, DSW, Director, Health Services/Child Development
Eric Dahlstrom, Ed.D., Director, Secondary Curriculum and Instruction
Troy Ingram, Coordinator, Innovation and Creative Services

**SUBJECT: PUBLIC HEARING AND ADOPTION OF RESOLUTION
2024/2025-21, SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

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BACKGROUND

Education Code 60119 states the governing board of a school district shall hold a public hearing at which the board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders.

At this hearing a determination shall be made, through a resolution, as to whether each pupil has sufficient textbooks or instructional materials, or both, to use in class and to take home. These textbooks or instructional materials shall be aligned to the content standards pursuant to Education Code 60605 or 60605.8 in each of the following subjects, that are consistent with the content and cycles of the curriculum framework adopted by the state board in mathematics, science, history-social science, English language arts, including the English language development component of an adopted program, foreign language and health.

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 adopt Resolution 2024/2025-21, Sufficiency of Instructional Materials.

FISCAL IMPACT

None.

NE:LH:LM:KG:ED:TI:gks

**Chino Valley Unified School District
Resolution 2024/2025-21,
Sufficiency of Instructional Materials**

WHEREAS, the Board of Education of the Chino Valley Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 19, 2024, at 6:00 pm, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours;

WHEREAS, the Board provided at least 10 days' notice of the public hearing by posting it in at least three public places within the District stating the time, place, and purpose of the hearing;

WHEREAS, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing;

WHEREAS, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the Chino Valley Unified School District;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage;

WHEREAS, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Chino Valley Unified School District, have standards-aligned textbooks or instructional materials from the same adoption cycle;

WHEREAS, textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

English/Language Arts/English Language Development

- TK Houghton Mifflin Harcourt; Big Day Pre K Curriculum, 2015
- K-6 McGraw-Hill School Education; CA Reading Wonders ELA/ELD, 2017
- 7-8 Houghton Mifflin Harcourt; California Collections Student Edition, 2017
- 7-12 Houghton Mifflin; Scholastic: Read 180, 2017
- 9-12 Center for Advancement of Reading, California State University; Expository Reading and Writing Course, Student Reader, Second Edition, 2013
- 9-12 Pearson; My Perspectives English Language Arts, 2017
- 11 Bedford, Freeman, & Worth; Literature & Composition 3rd Edition, 2022

Mathematics

- TK Houghton Mifflin Harcourt; Big Day Pre K Curriculum, 2015
- K-5 Pearson Scott Foresman; enVision Math, 2015

Mathematics (cont.)

- 6-8 Houghton Mifflin & Harcourt; Big Ideas Math, Course 1, Course 2, and Course 3, 2015
- 8-12 McGraw Hill; Integrated Math I, Integrated Math II, and Integrated Math III, 2012
- 9-12 Glencoe; Elementary Statistics, 2007
- 9-12 Houghton Mifflin & Harcourt; PreCalculus with Limits, 2010
- 9-12 Pearson Prentice Hall; PreCalculus, 2010
- 9-12 UC Davis Center for Integrated Computing and STEM Education (C-STEM); Learning Common Core Mathematics with C/C++ Interpreter Ch for Integrated Mathematics 1, 2016
- 11-12 South-Western Cengage Learning; Financial Algebra: Advanced Algebra with Financial Applications, 2017
- 10-12 Bedford, Freeman, and Worth; Calculus for the AP Course AB, 2017
- 11-12 Cengage Learning; Calculus for AP BC, 2016
- 10-12 Pearson; Stats: Modeling the World, 5th Edition, 2019

History/Social Science

- TK Houghton Mifflin Harcourt; Big Day Pre K Curriculum, 2015
- K-5 Harcourt School Publishers; Reflections: California Series, 2007
- 6-8 Holt, Rinehart and Winston; Ancient Civilizations, 2006
- 9-12 Prentice Hall; World History: The Modern World, 2007
- 9-12 Holt, Reinhart and Winston; American Anthem: Modern American History, 2007
- 9-12 Bedford; American's History, 2007
- 9-12 Glencoe/McGraw-Hill; United States Government: Democracy in Action, 2006
- 9-12 Prentice Hall; Economics, Principles in Actions, 2007
- 9-12 Cengage; Western Civilization: Since 1300, Tenth Edition, 2018
- 9-12 Bedford, Freeman and Worth Publishing Group; America's History for the AP Course, Ninth Edition, 2014
- 9-12 BFW/Worth Publishers; Krugman's Economics for AP, Second Edition, 2011
- 12 Cengage Learning; Introduction to Comparative Politics: Political Challenges and Changing Agendas, 2016
- 12 Bedford, Freeman, and Worth; American Government: Stories of a Nation; for the AP Course, 2019
- 9-10 Pearson; The Cultural Landscape: An Introduction to Human Geography, 13th Edition, 2020

Science

- TK Houghton Mifflin Harcourt; Big Day Pre K Curriculum, 2015
- K-5 Twig Education; Twig Science, 2021
- 6 Discovery Education, Inc.; Grade 6 Science Techbook: California Volume 1 Unit 1 and 2, 2019
- 6 Discovery Education, Inc.; Grade 6 Science Techbook: California Volume 2 Unit 3 and 4, 2019
- 7 Discovery Education, Inc.; Grade 7 Science Techbook: California Volume 1 Unit 1 and 2, 2019
- 7 Discovery Education, Inc.; Grade 7 Science Techbook: California Volume 2 Unit 3 and 4, 2019

Science (cont.)

- 8 Discovery Education, Inc.; Grade 8 Science Techbook: California Volume 1 Unit 1 and 2, 2019
- 8 Discovery Education, Inc.; Grade 8 Science Techbook: California Volume 2 Unit 3 and 4, 2019
- 9-12 Pearson; Human Anatomy & Physiology, 2003
- 9-12 Discovery Education, Inc.; Chemistry in the Earth System, 2019
- 9-12 Savvas Learning Company LLC.; Experience Biology The Living Earth, 2020
- 9-12 Savvas Learning Company LLC.; Experience Physics, 2022
- 9-12 Bedford, Freeman, & Worth; Environmental Science for the AP Course, 2023
- 9-12 Pearson; Campbell Biology, 12th Edition, 2021
- 9-12 Pearson; Physics, AP Edition, 2011
- 9-12 Carnegie; Chemistry, AP Edition, 2013

WHEREAS, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes:

Foreign Language

- 9-12 AP Spanish: Vista Higher Learning; Intrigas, AP Spanish Language and Literature, 2022
- 9-12 AP Spanish: Vista Higher Learning; Temas, AP Spanish Language and Culture, 2022
- 9-12 AP French: Vista Higher Learning; Themes 2nd edition, AP French Language and Culture, 2022
- 9-12 Carnegie Learning Inc; En Voz Alta 1 *Espanol para hispanohablantes*, 2022
- 9-12 Carnegie Learning Inc; En Voz Alta 2 *Espanol para hispanohablantes*, 2022
- 9-12 Cheng & Tsui; Genki 1 3rd edition, 2020
- 9-12 Cheng & Tsui; Genki 2 3rd edition, 2020
- 9-12 Cheng & Tsui; Go Far with Chinese 1, 2020
- 9-12 Cheng & Tsui; Go Far with Chinese 2, 2020
- 9-12 Cheng & Tsui; Go Far with Chinese 3, 2020
- 9-12 Cheng & Tsui; Go Far with Chinese 4, 2020
- 9-12 Vista Higher Learning; Descubre Level 1, 2022
- 9-12 Vista Higher Learning; Descubre Level 2, 2022
- 9-12 Vista Higher Learning; Descubre Level 3, 2022
- 9-12 Vista Higher Learning; D'accord Level 1, 2024
- 9-12 Vista Higher Learning; D'accord Level 2, 2024
- 9-12 Vista Higher Learning; D'accord Level 3, 2024

Health

- 7 Chino Valley Unified School District, Comprehensive Sexual Health and HIV/AIDS Prevention Education, Department of Health Services, 2019
- 9-12 Glencoe; Glencoe Health, 2009
- 9-12 California Department of Education, California Department of Public Health, Federal Office of Adolescent Health, Positive Prevention PLUS, Sexual Health Education for California Youth, 2015

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12 inclusive.

NOW, THEREFORE, BE IT RESOLVED that for the 2024/2025 school year, the Chino Valley Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in all courses required by Education Code 60119.

The Chino Valley Unified School District will audit textbook adoptions annually to ensure that outdated editions of textbooks or textbooks no longer in print are replaced and adopted by the Board of Education.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 19th day of September 2024 by the following vote:

Bridge	_____
Cruz	_____
Monroe	_____
Na	_____
Shaw	_____

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

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

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

DATE: September 19, 2024

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: PUBLIC NOTICE AND HEARING REGARDING THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHINO CHAPTER 102, INITIAL BARGAINING PROPOSAL TO THE CHINO VALLEY UNIFIED SCHOOL DISTRICT FOR A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT EFFECTIVE JULY 1, 2024

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BACKGROUND

The present Collective Bargaining Agreement between the Chino Valley Unified School District and the California School Employees Association (CSEA) and its Chino Chapter 102, expired on June 30, 2024. Pursuant to Article 21.1 of the Agreement, CSEA, and its Chino Chapter 102 gave notice to the District regarding its initial proposal for a successor Collective Bargaining Agreement.

Based on Administrative Regulation 4243.1, Public Notice – Personnel Negotiations, CSEA and its Chino Chapter 102 is hereby announcing to the public its initial proposal for a successor Collective Bargaining Agreement to be effective July 1, 2024.

The unit membership approved the Initial Bargaining Proposal on September 11, 2018, and CSEA submits the following:

CSEA desires to alter or amend the following articles as indicated and presents our proposals for public discussion in accordance with Government Code § 3547:

Article 1– Recognition

- CSEA proposes modifying provisions relating to the conditions under which the District may contract out bargaining unit work.

Article 2 – District Rights

- CSEA proposes modifying the conditions under which the District defines emergency.

Article 6 – Hours

- CSEA proposes modifying the conditions under which members receive fifteen (15) minute breaks.
- CSEA proposes adding language reflective of California Education Code 45102.

Article 7 – Holidays

- Modify Article 7.3 to align with California Education Code.
- CSEA proposes adding Juneteenth.
- CSEA proposes adding an additional floating holiday.

Article 8 – Vacation

- CSEA proposes adding vacation days to Article 8.

Article 10 – Transfers

- CSEA proposes modifying Article 10.1.2 to reflect current technological practices.

Article 12 – Wages and Benefits

- CSEA proposes an on-salary schedule wage increase.
- CSEA proposes modifying language on comparative Districts.
- CSEA proposes a bilingual stipend for bargaining unit members speaking a second language during the course of their duties.
- CSEA proposes an education stipend for members that have achieved degrees in higher education.
- CSEA proposes realigning the salary schedules in appendix B and appendix C.
- CSEA proposes increasing the District contribution to health and welfare benefits.
- CSEA proposes ensuring compensation parity between bargaining units.

Article 16 – Disciplinary Action

- CSEA proposed modifying the existing provision with Article 16 concerning immediate suspension to align with California Education Code.

Article 21 – Negotiation Procedures

- CSEA proposes modifying existing provisions in Article 21 to align with current practices.

Article 22 – Term

- CSEA proposes a new term of July 1, 2024 – June 20, 2027.

As determined through the negotiation process, additional articles may be reopened as mutually agreed to between the parties.

RECOMMENDATION

It is recommended the Board of Education give public notice and conduct a public hearing regarding the California School Employees Association and its Chino Chapter 102, Initial Bargaining Proposal to the Chino Valley Unified School District for a Successor Collective Bargaining Agreement effective July 1, 2024.

FISCAL IMPACT

To be determined through the bargaining process and disclosed prior to any Board action being taken pursuant to Board Policy 4243.1 and Government Code 3547.5.

NE:GP:JD:JO:jw

DL

**California School Employees Association and its Chino Chapter #102
2024-2027 Successor Contract Proposals**

California School Employees Association and its Chapter #102 (CSEA) hereby submit our initial proposals for reopener negotiations with Chino Valley Unified School District (District), under the provisions of the current Agreement.

CSEA desires to alter and/or amend the following articles as indicated and presents for public discussion in accordance with Government Code 3547 as follows:

ARTICLE 1: Recognition

CSEA proposes modifying provisions relating to the conditions under which the District may contract out bargaining unit work

ARTICLE 2: District Rights

CSEA proposes modifying the conditions under which the District defines emergency

ARTICLE 6: Hours

CSEA proposes modifying the conditions under which members receive fifteen (15) minute breaks

CSEA proposes adding language reflective of California Education Code 45102

ARTICLE 7: Holidays

Modify Article 7.3 to align with California Education Code

CSEA proposes adding Juneteenth

CSEA proposes adding an additional floating holiday

DF

ARTICLE 8: Vacations

CSEA proposes adding vacation days to Article 8

ARTICLE 10: Transfers

CSEA proposes modifying Article 10.1.2 to reflect current technological practices.

ARTICLE 12: Wages and Benefits

CSEA proposes an on-salary schedule wage increase

CSEA proposes modifying language on comparative Districts

CSEA proposes a bilingual stipend for bargaining unit members speaking a second language during the course of their duties

CSEA proposes an education stipend for members that have achieved degrees in higher education

CSEA proposes realigning the salary schedules in appendix B and appendix C

CSEA proposes increasing the District contribution to health and welfare benefits

CSEA proposes ensuring compensation parity between bargaining units

ARTICLE 16: Disciplinary Action

CSEA proposes modifying the existing provision with Article 16 concerning immediate suspension to align with California Education Code

ARTICLE 21: Negotiations Procedures

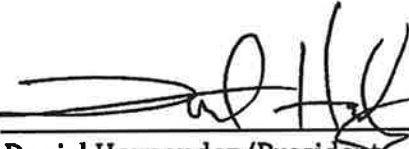
CSEA proposes modifying existing provisions in Article 21 to align with current practices

ARTICLE 22: Term

DL

CSEA proposes a new term of July 1, 2024 – June 30, 2027

Please place this Proposal on the August 2024 Board of Education agenda in Compliance with the Education Employment Relations Act (EERA). In addition, please contact Noah Snyder, LRR, to coordinate dates with negotiation teams.

Submitted by:  7/24/24
Daniel Hernandez/President
CSEA Chapter 102

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 19, 2024

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: RESOLUTION 2024/2025-22, WEEK OF THE SCHOOL ADMINISTRATOR

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BACKGROUND

Leadership matters for California's public school system, and the future of its public education system depends greatly upon the quality of its leadership. To that end, the State of California has declared October 13-19, 2024, as the Week of the School Administrator.

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2024/2025-22, Week of the School Administrator.

FISCAL IMPACT

None.

NE:GP:JD:JO:jw

Chino Valley Unified School District
Resolution 2024/2025-22
Week of the School Administrator

WHEREAS, leadership matters for California’s public education system and the more than 6 million students it serves;

WHEREAS, school administrators are passionate, lifelong learners who believe in the value of quality public education;

WHEREAS, the title “school administrator” is a broad term used to define many education leadership posts. Superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified education leaders, and the other district employees are considered administrators;

WHEREAS, providing quality service for student success is paramount for the profession;

WHEREAS, most school administrators began their careers as teachers. The average administrator has served in public education for more than a decade. Most of California’s superintendents have served in education for more than 20 years. Such experience is beneficial in their work to effectively and efficiently lead public education and improve student achievement;

WHEREAS, public schools operate with lean management systems. Across the nation, public schools employ fewer managers and supervisors than most public and private sector industries including transportation, food service, manufacturing, utilities, construction, publishing and public administration; and

WHEREAS, school leaders depend on a network of support from school communities – fellow administrators, teacher, parents, students, businesses, community members, board trustees, colleges, and universities, community and faith-based organizations, elected officials and district and county staff and resources – to promote ongoing student achievement and school success;

WHEREAS, research shows great schools are led by great principals, and great districts are led by great superintendents. These site leaders are supported by extensive administrative networks throughout the state;

WHEREAS, the State of California has declared October 13-19, 2024, as the “Week of the School Administrator” in Education Code 44015.1; and

WHEREAS, the future of California’s public education system depends upon the quality of its leadership.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Chino Valley Unified School District that all leaders be commended for the contributions they make to successful student achievement.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 19th day of September 2024.

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

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

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
September 5, 2024

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, September 5, 2024, at 4:20 p.m. with Bridge, Cruz, Monroe, Na, and Shaw present.

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: one possible case; conference with legal counsel existing litigation: one case; a student readmission; public employee appointment: high school and junior high school assistant principal; and public employee performance evaluation: Superintendent.

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

1. Report Closed Session Action

President Shaw reconvened the regular meeting of the Board of Education at 6:00 p.m. with Bridge, Cruz, Monroe, Na, and Shaw present. The Board met in closed session from 4:20 p.m. to 5:25 p.m. regarding conference with legal counsel anticipated litigation: one possible case; conference with legal counsel existing litigation: one case; a student readmission; public employee appointment: high school and junior high

school assistant principal; and public employee performance evaluation: Superintendent. By a unanimous vote of 5-0 appointed: Brian Martinez as assistant principal at Cal Aero K-8, effective date to be determined; and Lisa Conetta-Lee as assistant principal at Chino Hills HS effective September 6, 2024. No further action was taken that required public disclosure.

2. Pledge of Allegiance
Led by Amanda Swager.

I.C. COMMENTS FROM STUDENT REPRESENTATIVE

Gabriella Segoviano reported on the planning of events and student involvement; and announced high school activities including back to school nights, homecoming themes, and athletic games.

I.D. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Steven Frazer, A.C.T. President, spoke about the start of the school year, the commitment of Associated Chino Teachers working with the District; and requested updates for areas of concerns that the Association has including: additional supports for educational specialists; providing fundamental supplies like paper in classrooms; engaging curriculum; technology; and unifying the community.

Emily Lao, CHAMP President, spoke about Positive Behavior Interventions and Supports (PBIS), the framework and goals; said District schools are continually honored for PBIS efforts; and thanked those who make the PBIS system work.

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

The following individuals addressed the Board: Palace Leavitt; Oscar Avila; Amanda Swager; Scott Carter; Misty S; Glory Ciccarella; Lisa G; Jackie Cortes; and Paul Griffin.

I.F. CHANGES AND DELETIONS

The following change was read into the record: Item III.B.3., Fundraising Activities, under Briggs for the October 25, 2024, fundraiser corrected to read fall festival.

II. ACTION**II.A. ADMINISTRATION****II.A.1. Resolution 2024/2025-19, Opposing the Role of School Districts as Land Developers and Landlords**

Oscar Avila and Amanda Swager addressed the Board. Moved (Na) seconded (Cruz) motion carried (4-1, Bridge voted no) to adopt Resolution 2024/2025-19, Opposing the Role of School Districts as Land Developers and Landlords. Student representative voted yes.

II.A.2. Resolution 2024/2025-20, Opposing the Community Schools Initiative and Declaring Non-Participation

Moved (Na) seconded (Monroe) motion carried (4-1, Bridge voted no) to adopt Resolution 2024/2025-20, Opposing the Community Schools Initiative and Declaring Non-Participation. Student representative voted yes.

II.B. BUSINESS SERVICES**II.B.1. 2023/2024 Unaudited Actuals Financial Report**

Moved (Cruz) seconded (Na) carried unanimously (5-0) to approve the 2023/2024 Unaudited Actuals Financial Report and authorize the Superintendent or designee to sign the 2023/2024 District Certification of Unaudited Actuals Financial Report. Student representative voted yes.

III. CONSENT

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

III.A. ADMINISTRATION**III.A.1. Minutes of the August 15, 2024 Regular Meeting**

Approved the minutes of the August 15, 2024 regular meeting.

III.B. BUSINESS SERVICES**III.B.1. Warrant Register**

Approved/ratified the warrant register.

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

Approved/ratified the 2024/2025 applications to operate fundraising activities and other activities for the benefit of students.

III.B.3. Fundraising Activities

Approved/ratified the fundraising activities, as amended.

III.B.4. Donations

Accepted the donations.

III.B.5. Legal Services

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

III.B.6. Resolution 2024/2025-18, Actual Gann Limit for 2023/2024 and Estimated Gann Limit for 2024/2025

Adopted Resolution 2024/2025-18, Actual Gann Limit for 2023/2024 in the amount of \$194,874,873 and Estimated Gann Limit for 2024/2025 in the amount of \$199,990,822.

III.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**III.C.1. Student Readmission Case 23/24-03**

Approved student readmission case 23/24-03.

III.C.2. School Sponsored Trips

Approved/ratified the school-sponsored trips for Ayala HS and Chino HS.

III.C.3. Child Development Parent Handbook 2024/2025

Approved the Child Development Parent Handbook 2024/2025.

III.C.4. Memorandum of Understanding Between Chino Valley Unified School District and the Joint Powers Authority for Participation in the Career Technical Education Incentive Grant and K12 Strong Workforce Grant

Approved the Memorandum of Understanding Between Chino Valley Unified School District and the Joint Powers Authority for Participation in the Career Technical Education Incentive Grant and K12 Strong Workforce Grant.

III.D. FACILITIES, PLANNING, AND OPERATIONS**III.D.1. Purchase Order Register**

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

III.D.3. Surplus/Obsolete Property

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

III.D.4. Change Orders and Notices of Completion for CUPCCAA Projects

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

III.D.5. Resolution 2024/2025-11, 2024/2025-12, 2024/2025-13, 2024/2025-14, 2024/2025-15, 2024/2025-16, 2024/2025-17, Authorization to Utilize a Piggyback Contract

Adopted Resolution 2024/2025-11, 2024/2025-12, 2024/2025-13, 2024/2025-14, 2024/2025-15, 2024/2025-16, 2024/2025-17, Authorization to Utilize a Piggyback Contract.

III.D.6. Change Order and Notice of Completion for Resolution 2023/2024-65, Emergency Request to San Bernardino County Superintendent of Schools for Authorization to Award a Contract without Bidding and Advertising for Structural Repairs at Cal Aero Preserve Academy K-8

Approved the Change Order and Notice of Completion for Resolution 2023/2024-65, Emergency Request to San Bernardino County Superintendent of Schools for Authorization to Award a Contract without Bidding and Advertising for Structural Repairs at Cal Aero Preserve Academy K-8.

III.D.7. Change Order and Notice of Completion for Bid No. 22-23-20F, Ayala HS, Chino HS, Chino Hills HS, and Don Lugo HS Football Scoreboard Replacement Project

Approved the Change Order and Notice of Completion for Bid No. 22-23-20F, Ayala HS, Chino HS, Chino Hills HS, and Don Lugo HS Football Scoreboard Replacement Project.

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

Approved/ratified the certificated/classified personnel items.

III.E.2. Internship Program and Educational Fieldwork Agreements with University of Redlands and Student Teaching and Teaching Internship Agreements with Cal-State University, Fullerton

Approved the Internship Program and Educational Fieldwork Agreement with the University of Redlands and the Student Teaching and Teaching Internship Agreements with Cal-State University, Fullerton.

IV. INFORMATION

Scott Carter; Debi Woolery; Glory Ciccarelli; Jackie Cortes; Paul Griffin; and Daniel Spellman addressed the Board on item IV.A.1., and Jackie Cortes addressed the Board on item IV.D.1.

IV.A. ADMINISTRATION**IV.A.1. New Board Policy 0100.1—No Deception**

Received for information new Board Policy 0100.1—No Deception.

IV.B. BUSINESS SERVICES**IV.B.1. Revision of Administrative Regulation 3350 Business and Noninstructional Operations—Travel and Conference Expense**

Received for information the revision of Administrative Regulation 3350 Business and Noninstructional Operations—Travel and Conference Expense.

IV.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**IV.C.1. San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Fourth Quarterly Report 2023/2024**

Received for information the San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Fourth Quarterly Report 2023/2024.

IV.D. HUMAN RESOURCES**IV.D.1. Revision of Board Bylaw 9270 and Exhibit 9270—Conflict of Interest**

Received for information the revision of Board Bylaw 9270 and Exhibit 9270—Conflict of Interest.

V. COMMUNICATIONS**BOARD MEMBERS AND SUPERINTENDENT**

Don Bridge provided a report regarding the Chino Hills Parks and Recreation Commission; attended the city of Chino and District's joint meeting and spoke about the topics covered; and spoke about health precautions during the heat wave.

James Na thanked principals for their work to start a successful new school year; spoke about the shooting in Georgia and school safety issues; and thanked staff for the work they do despite the hot weather.

Andrew Cruz spoke about the District's PBIS recognition.

Jonathan Monroe thanked everyone for sharing their points of view; spoke about meeting with the city of Chino and the various topics and programs covered; and spoke about increasing and bolstering relationships with law enforcement officers and District security officers.

Superintendent Enfield thanked everyone present first meeting in the District's new Board room; acknowledged the work of technology and electronics staff, and said things will continue to be fine-tuned and improved; and addressed school shootings and spoke about the diligence and resources the District puts in, along with local law enforcement to keep students safe.

President Shaw spoke about priorities and resources supporting student safety; spoke about issues related to teacher union and District priorities; spoke about taxpayer dollars going toward union president release time; raised concern regarding an A.C.T. questionnaire promoting three school Board candidates on campuses; spoke about the Board stipend; spoke about the hours and work she puts forward to protect student education; spoke about the need to focus on educating students not agendas pushed by Sacramento; spoke about resources that shouldn't be under the umbrella of education; spoke about the fight with Sacramento and ideologies; spoke about the policies endorsed by CSBA; encouraged the community to pay attention and get involved; spoke about last Friday's court room experience where the judge personally attacked her instead focusing on the legal merits of parental rights; and said she does not want to see another Chino Valley family move out of California.

VI. ADJOURNMENT

President Shaw adjourned the regular meeting of the Board of Education at 7:58 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: September 19, 2024
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

\$10,581,746.57 to all District funding sources.

NE:SHC:LP:lmf

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: September 19, 2024

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
September 19, 2024

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

School

Borba ES

Organization

PFA

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: September 19, 2024

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
September 19, 2024

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Borba ES</u>		
PFA	Friendship Grams	9/20/24 - 5/22/25
PFA	Membership Drive	9/20/24 - 5/22/25
PFA	Popsicle Sales	9/20/24 - 5/22/25
PFA	Student Store	9/20/24 - 5/22/25
PFA	Scholastic Book Fair	9/23/24 - 9/27/24
PFA	Chuck E. Cheese Dine Out	10/11/24
PFA	Movie Nights Concessions	12/16/24 - 4/11/25
PFA	VIP Dance	2/12/25
PFA	Scholastic Book Fair	2/24/25 - 2/28/25
PFA	Popcorn Sales	3/1/25 - 3/31/25
<u>Chaparral ES</u>		
PTO	After School Concessions	9/27/24 - 5/22/25
PTO	Spirit Wear	10/1/24 - 5/22/25
<u>Rhodes ES</u>		
PEP Club	Steam Night	10/1/24
PEP Club	Paint Night	11/15/24
PEP Club	Lucille's Family Night	11/19/24
PEP Club	Paint Night	1/24/25
<u>Rolling Ridge ES</u>		
PTA	Read-A-Thon (RATIFY)	8/28/24 - 9/11/24
<u>Legacy K-8</u>		
PTO	Movie Nights	10/1/24 - 6/30/25
<u>Canyon Hills JHS</u>		
ASB - NJHS	Club Shirts	9/20/24 - 10/20/24
<u>Townsend JHS</u>		
ASB - General	Halloween Grams	10/28/24 - 10/31/24
ASB - General	Winter Grams	12/16/24 - 12/18/24

CHINO VALLEY UNIFIED SCHOOL DISTRICT
September 19, 2024

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Woodcrest JHS</u>		
ASB - General	Back to School Dance	9/24/24
ASB - General	Clothing Drive	10/1/24 - 5/1/25
<u>Ayala HS</u>		
ASB - Key Club	7 Leaves Café	9/20/24
Wrestling Boosters	Krispy Kreme Doughnuts	9/20/24 - 10/31/24
Wrestling Boosters	Thinknlocal	9/20/24 - 10/31/24
Wrestling Boosters	Tournament	9/21/24
ASB - Boys' Basketball	Chipotle Dine Out	10/8/24
ASB - Class of '25	Senior Sunset Food Trucks	5/5/25 - 5/16/25
<u>Chino HS</u>		
ASB - Class of '25	Nothing Bundt Cakes	9/20/24 - 12/13/24
Sports Boosters - Wrestling	Cannataros Dine Out	10/22/24
Sports Boosters - Cross Country	Chick-fil-A Dine Out	10/28/24
Sports Boosters - Wrestling	Pick A Date	11/1/24 - 11/30/24
ASB - BSU	Chipotle Dine Out	12/4/24
<u>Chino Hills HS</u>		
General Boosters - Spirit	Roscoe's Dine Out	9/20/24
Music Boosters	Sinfully Sweet Candy Apples	9/20/24 - 10/8/24
ASB - French Club	Hamilton	9/20/24 - 10/10/24
General Boosters - Softball	Thinknlocal	9/20/24 - 5/9/25
Music Boosters	Light Sticks	9/20/24 - 5/16/25
ASB - DECA	Halloween Grams	9/30/24 - 10/30/24
ASB - DECA	Thinknlocal	10/1/24 - 12/30/24
ASB - Key Club	7 Leaves Café	10/4/24
General Boosters - Football	Game Concessions	10/4/24 - 10/24/24
General Boosters - Baseball	Beef Ice Chest Sales	10/7/24 - 10/21/24
General Boosters - Baseball	Concessions	10/7/24 - 12/19/24
General Boosters - Baseball	Double Good Popcorn	10/7/24 - 12/21/24
General Boosters - Spirit	Casa Diaz Dine Out	10/9/24
General Boosters - Spirit	Beef Jerky Sales	10/15/24 - 11/15/24
Music Boosters	Double Good Popcorn	10/21/24 - 11/8/24
Music Boosters	See's Candies	11/11/24 - 11/29/24
General Boosters - Baseball	Spirit Wear	12/1/24 - 3/1/25
General Boosters - Baseball	Thinknlocal	12/2/24 - 1/6/25
General Boosters - Baseball	Banner Sponsorships	12/9/24 - 2/15/25

CHINO VALLEY UNIFIED SCHOOL DISTRICT
September 19, 2024

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Chino Hills HS (cont.)</u>		
General Boosters - Baseball	Applebee's Breakfast Dine Out	12/15/24
General Boosters - Baseball	Blast Donations	1/4/25 - 5/5/25
General Boosters - Baseball	Youth Clinic	1/18/25 - 1/25/25
General Boosters - Baseball	Concessions	2/1/25 - 6/1/25
General Boosters - Baseball	Thinknlocal	3/1/25 - 4/1/25
<u>Don Lugo HS</u>		
ASB - Track	Thinknlocal	9/25/24 - 11/11/24
Band Boosters	Jog-a-Thon	9/28/24
ASB - Hearts & Heroes	See's Candies	10/7/24 - 10/18/24

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 19, 2024
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
September 19, 2024

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Cortez ES</u>		
Epsilon Sigma Chapter; and Delta Kappa International Society	Sack packs, Water Bottles & Miscellaneous Supplies	\$900.00
<u>Chino HS</u>		
Deborah & Jerry Hattox	Cash	\$200.00
Chino AVID	Cash	\$250.00
Debora McNay	Cash	\$250.00
Punkaj & Shagun Gupta	Cash	\$1,000.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Our Motto:
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DATE: September 19, 2024

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	July	\$82.50	\$28,766.35
Margaret A. Chidester & Associates	-	-	\$12,709.00
Tao Rossini, APC	-	-	\$20,223.20
	Total	\$82.50	\$61,698.55

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 office of Atkinson, Andelson, Loya, Ruud & Romo.

FISCAL IMPACT

\$82.50 to the General Fund.

NE:SHC:LP:lmf

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: September 19, 2024

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 24/25-01, 24/25-03, AND 24/25-05

=====

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 24/25-01, 24/25-03, and 24/25-05.

FISCAL IMPACT

None.

NE:LH:SJ:mj

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: September 19, 2024

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: Newman ES Event: 6 th Grade Camp Place: Crestline, CA Chaperone: 62 students/3 chaperones	February 4-7, 2025	Cost: \$385.00 per student Funding Source: Parents
Site: Don Lugo HS Event: Western Band Association (WBA) Class Championships Place: Fresno, CA Chaperone: 44 students/5 chaperones	November 22-24, 2024	Cost: \$258.00 per student Funding Source: Fundraising and parents

FISCAL IMPACT

None.

NE:LH:gks

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: September 19, 2024

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Luke Hackney, Assistant Superintendent, Curriculum, Instruction,
Innovation, and Support
Todd Finkbiner, Ed.D., Director, Access and Equity

**SUBJECT: ADOPTION OF THE MASTER PLAN FOR MULTILINGUAL
PROGRAMS 2024/2025**

=====

BACKGROUND

The Master Plan for Multilingual Programs is designed to provide a framework for instruction for English Learners and Target Language Learners. It is provided to acquaint teachers, administrators, and parents with federal, state, and District policies, as well as programs, resources, and staff/parent development opportunities. The Master Plan includes guidelines for all staff. The plan contains two sections: (1) English Learners Master Plan and (2) Dual Language Immersion Master Plan.

The plan must be annually reviewed and revised as needed to ensure it is in alignment with all legislative and/or programmatic changes. The plan includes the revised procedures for monitoring academic progress of opted-out English learners. This plan was reviewed by a committee of educational partners, including parents from the District English Learner Advisory Committee and Dual Language Immersion Leadership Team. The draft Master Plan for Multilingual Programs 2024/2025 is provided under separate cover.

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

RECOMMENDATION

It is recommended the Board of Education adopt the Master Plan for Multilingual Programs 2024/2025.

FISCAL IMPACT

None.

NE:LH:TF:gks

Chino Valley Unified School District

Our Motto:

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

DATE: September 19, 2024

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Luke Hackney, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support

SUBJECT: PROCLAMATION FOR RED RIBBON WEEK, OCTOBER 23-31, 2024

=====

BACKGROUND

The Chino Valley Unified School District supports Red Ribbon Week and encourages its students and staff to participate in drug prevention education activities, making a visible statement that we are firmly committed to a drug-free and alcohol abuse-free community and lifestyle. The attached proclamation recognizes the District's support of this campaign that is scheduled for October 23-31, 2024, and the national theme for the 2024 Red Ribbon Week is "Life Is A Movie, Film Drug Free.TM"

Red Ribbon Week serves as a vehicle for districts, communities, and individuals to take a stand for the hopes and dreams of our children through a commitment to drug prevention education and a personal commitment to live drug-free lives with the ultimate goal being the creation of a drug-free America.

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

RECOMMENDATION

It is recommended the Board of Education adopt the proclamation for Red Ribbon Week, October 23-31, 2024.

FISCAL IMPACT

None.

NE:LH:gks

**Chino Valley Unified School District
Proclamation
Red Ribbon Week
October 23-31, 2024**

WHEREAS, it is imperative that community members launch visible substance abuse prevention education efforts to reduce the demand for drugs;

WHEREAS, supporting the national theme for the 2024 Red Ribbon Week, “Life Is A Movie, Film Drug Free.™,” will help amplify the campaign’s mission to encourage children, families, and communities to live healthy, happy, drug-free lives and serve as a reminder that we are all empowered with shaping the communities around us through positivity, bravery, and strength;

WHEREAS, the Red Ribbon Campaign will be celebrated in every community in America during Red Ribbon Week, October 23-31, 2024; and

WHEREAS, business, government, law enforcement, schools, religious institutions, service organizations, youth, senior citizens, military, sports teams, and individuals can demonstrate their commitment to drug-free and alcohol abuse-free, healthy lifestyles by wearing and displaying red ribbons during this campaign.

NOW, THEREFORE, BE IT RESOLVED the Board of Education of the Chino Valley Unified School District does hereby support October 23-31, 2024 as Red Ribbon Week, and encourages its students and staff to participate in drug prevention education activities, making a visible statement that we are firmly committed to a drug-free and alcohol abuse-free community and lifestyle.

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: September 19, 2024

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

\$6,375,109.74 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: September 19, 2024

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

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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-2425-008 School Services of California, Inc. To provide consultant for school legislation services 2024/2025 fiscal year. Submitted by: Business Services Duration of Agreement: July 1, 2024 - June 30, 2025	Contract amount: \$4,680.00 Funding source: General Fund

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-2425-106 Learning Genie, Inc. To provide web-based software for child care programs. Submitted by: Child Development Duration of Agreement: September 1, 2024 - August 31, 2027	Contract amount: Per Rate Sheet Funding source: Child Development
CIIS-2425-107 International Academy of Science. To provide online learning platform licenses for supplemental summer instruction program. Submitted by: AEC Duration of Agreement: June 1, 2024 - July 31, 2024	Contract amount: \$800.00 Funding source: Site Budget
CIIS-2425-109 Psychological Assessment Resources, Inc. dba PAR Inc. To provide license for online scoring, reports, and tests for psychologists. Submitted by: Special Education Duration of Agreement: July 1, 2024 - June 30, 2025	Contract amount: \$415.00 Funding source: Special Education
CIIS-2425-110 Literacy Resources, LLC dba Heggerty Phonemic Awareness. To provide digital teacher subscription. Submitted by: Glenmeade ES Duration of Agreement: August 1, 2024 - June 30, 2025	Contract amount: \$89.00 Funding source: TK Funding
CIIS-2425-111 The Prophet Corporation dba Gopher Sport. To provide web-based P.E. instructional program. Submitted by: Marshall ES Duration of Agreement: August 1, 2024 - August 1, 2027	Contract amount: \$515.60 Funding source: Title I
CIIS-2425-112 Top Score Writing, Inc. To provide digital writing curriculum for teachers. Submitted by: Glenmeade ES Duration of Agreement: September 20, 2024 - June 30, 2025	Contract amount: \$2,430.00 Funding source: Title I
CIIS-2425-113 The Flippen Group, LLC dba Capturing Kids' Hearts. To provide professional development. Submitted by: Buena Vista HS Duration of Agreement: July 1, 2024 - June 30, 2025	Contract amount: \$4,000.00 Funding source: Title I
CIIS-2425-114 Left Coast Scales, LLC. To provide new data technician training (SEIS/CALPADS), professional development, and technical assistance. Submitted by: Special Education Duration of Agreement: August 5, 2024 - June 30, 2025	Contract amount: \$17,788.00 Funding source: LEA/MAA

HUMAN RESOURCES	FISCAL IMPACT
HR-2425-019 Frontline Education. To provide absence & substitute management. Submitted by: Human Resources Duration of Agreement: July 1, 2024 - June 30, 2025	Contract amount: \$42,609.29 Funding source: General Fund

MASTER CONTRACTS	FISCAL IMPACT
MC-2425-050 Apex Inland Empire, LLC. To provide fundraising. Submitted by: Rhodes ES Duration of Agreement: July 1, 2024 - June 30, 2027	Contract amount: None Funding source: None
MC-2425-051 No Holden Back, LLC. To provide BMX air show assemblies. Submitted by: Chaparral ES Duration of Agreement: July 1, 2024 - June 30, 2027	Contract amount: Per Rate Sheet Funding source: Various
MC-2425-052 The PB Guy Inc. dba PBG Entertainment. To provide photo booth services for events. Submitted by: Briggs K-8 Duration of Agreement: July 1, 2024 - June 30, 2027	Contract amount: Per Invoice Funding source: Various
MC-2425-053 Los Serranos Golf Club, Inc. To provide banquet and catering facility. Submitted by: Ayala HS Duration of Agreement: July 1, 2024 - June 30, 2027	Contract amount: Per Rate Sheet Funding source: Various
MC-2425-054 SKL Enterprises dba CoreCourseGPA.com. To provide web-based software and resources to assist athletes with tracking collegiate eligibility. Submitted by: Chino HS Duration of Agreement: July 1, 2024 - June 30, 2027	Contract amount: Per Invoice Funding source: Various
MC-2425-055 COSMO Family Entertainment. To provide photo booth services for events. Submitted by: Wickman ES Duration of Agreement: July 1, 2024 - June 30, 2027	Contract amount: Per Rate Sheet Funding source: Various
MC-2425-056 Alex Morales Jr. dba Primetime Music & Entertainment. To provide DJ services. Submitted by: Magnolia JHS Duration of Agreement: July 1, 2024 - June 30, 2027	Contract amount: Per Rate Sheet Funding source: Various

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
S-2324-007 Robert K Wiltsey, Jr. dba School Shine. To provide production of Measure G update video. Submitted by: Communications Duration of Agreement: July 1, 2023 - October 31, 2024 Original Board Approval: October 19, 2023	Contract amount: \$21,288.33 Increase contract amount from \$18,290.33 to \$21,288.33 for additional filming days and mileage to finish the Measure G video update for the community. Funding source: General Fund

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
CIIS-2425-068 Prevention Plus. To provide anti-vape tobacco and cannabis presentations at 8 junior highs, Buena Vista, and in HS health classes. Submitted by: Health Services/TUPE Grant Duration of Agreement: July 1, 2024 - June 30, 2025 Original Board Approval: July 18, 2024	Contract amount: \$37,800.00 Increase contract amount from \$19,000.00 to \$37,800.00 to add Legacy Academy assembly and health class presentations at Ayala HS, Chino HS, Chino Hills HS, and Don Lugo HS. Funding source: TUPE Grant
F-2324-030 MGT Impact Solutions, LLC. To provide SIS Directory, student forecast, school site locator. Submitted by: Facilities, Planning & Operations Duration of Agreement: June 1, 2023 - June 30, 2026 Original Board Approval: June 15, 2023	Contract amount: \$85,000.00 Name change from Davis Demographics MGT, LLC., to MGT Impact Solutions, LLC. Funding source: Capital Facilities Fund 25
F-2324-047 MGT Impact Solutions, LLC. To provide SIS Directory. Submitted by: Technology Duration of Agreement: November 1, 2023 – October 31, 2024 Original Board Approval: October 19, 2023	Contract amount: \$2,995.00 Name change from Davis Demographics MGT, LLC., to MGT Impact Solutions, LLC. Funding source: General Fund
F-2425-14 MGT Impact Solutions, LLC. To provide school site locator. Submitted by: Technology Duration of Agreement: July 1, 2024 - June 30, 2025 Original Board Approval: May 2, 2024	Contract amount: \$1,995.00 Name change from Davis Demographics MGT, LLC., to MGT Impact Solutions, LLC. Funding source: General Fund

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 19, 2024

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.

CUPCCA A Project	Project Description	Contractor	Original Bid	Change Order	Total	Fund	Completion Date
CC2024-98	Chaparral ES- Irrigation	Hernandez Landscape Co, Inc.	\$53,800.00	17 Days	\$53,800.00	01	August 10, 2024
CC2025-04	Ayala HS HVAC Replacement	Leading Edge Air Conditioning	\$20,000.00	N/A	\$20,000.00	01	August 11, 2024
CC2025-08	Canyon Hills JHS – Concrete Slab for Equipment Containers	Angelo Construction	\$16,244.00	N/A	\$16,244.00	01	August 21, 2024

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

\$90,044.00 to General Fund 01

NE:GJS:MS:cb

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: September 19, 2024

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. 23-24-28F, DON LUGO HS NEW ADMIN BLDG, KITCHEN & POOL RENOVATION – REBID BP 11-01 KITCHEN EQUIPMENT

=====

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. 23-24-28F, Don Lugo HS New Admin Bldg, Kitchen & Pool Renovation – Rebid BP 11-01 Kitchen Equipment, was published in the Inland Valley Daily Bulletin on August 5, 2024, and August 12, 2024. Bids were submitted and opened at 1:00 p.m. on August 29, 2024. The results are as follows:

Bid Package	# of Bids Received	Low Bidder	Bid Amount
11-01	3	Kitcor Corporation	\$368,123.00

The basic scope of work for this project includes the New Admin Building, renovation of kitchen and pool/deck/equipment.

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. 23-24-28F, Don Lugo HS New Admin Bldg, Kitchen and Pool Renovation – Rebid BP 11-01 Kitchen Equipment to Kitcor Corporation.

FISCAL IMPACT

\$368,123.00 to Fund 21

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: September 5, 2024

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS

=====

BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

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

NE:GP:JD:JO:jw

CERTIFICATED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2024/2025 SCHOOL YEAR</u>			
GABR, Nihad	Special Education Teacher	Walnut ES	09/23/2024
HERNANDEZ, Hanna	Secondary Teacher	Canyon Hills JHS	09/23/2024
GARCIA QUINTERO, Rebecca	Secondary Teacher	Chino HS	09/12/2024
VALADEZ, Benjamin	Secondary Teacher	Chino HS	09/17/2024
NGUYEN, Kim	Special Education Teacher	Chino Hills HS	10/01/2024
DOBLUIS, Paulina	School Nurse	Health Services	09/17/2024

RESIGNATION

ARAGON, Rigoberto	Counselor - HS	Chino HS	09/06/2024
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APPOINTMENT – EXTRA DUTY – SPORTS

TORRES IBARRA, Oscar	Tennis (GF)	Don Lugo HS	09/20/2024
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TOTAL: \$3,140.00

TEACHING OUT OF CREDENTIAL AREA PER EDUCATION CODE §44258.7(b) EFFECTIVE JULY 1, 2024, THROUGH JUNE 30, 2025

ALLEN, Jeffrey	Athletic PE	Ayala HS	2024/2025
ALLEN, Stephanie	Athletic PE	Ayala HS	2024/2025
BHATT, Sameer	Athletic PE	Ayala HS	2024/2025
CAMPBELL, Amy	Athletic PE	Ayala HS	2024/2025
DONOVAN, Kenny	Athletic PE	Ayala HS	2024/2025
GRACIA III, Arthur	Athletic PE	Ayala HS	2024/2025
MARCEAU, Paul	Athletic PE	Ayala HS	2024/2025
REAMS, Randall	Athletic PE	Ayala HS	2024/2025
REED, Warren	Athletic PE	Ayala HS	2024/2025
ANGULO, Alex	Athletic PE	Chino HS	2024/2025
BOWDEN, Douglas	PE Band	Chino HS	2024/2025
HINKLE, Michael	Athletic PE	Chino HS	2024/2025
PARRELL, Jessica	Athletic PE	Chino HS	2024/2025
VAN EMBRICQS, Alexandra	Athletic PE	Chino HS	2024/2025
CALLES, Scott	Athletic PE	Chino Hills HS	2024/2025
CHIOTTI, Michelle	Athletic PE	Chino Hills HS	2024/2025
ESPINOSA, Jose	Athletic PE	Chino Hills HS	2024/2025

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>TEACHING OUT OF CREDENTIAL AREA PER EDUCATION CODE §44258.7(b)</u>			
<u>EFFECTIVE JULY 1, 2024, THROUGH JUNE 30, 2025</u> (cont.)			
LATIMORE, Dennis	Athletic PE	Chino Hills HS	2024/2025
PROBST, Jonathan	PE Band	Chino Hills HS	2024/2025
KNIGHT, Joshua	Athletic PE	Don Lugo HS	2024/2025
MACHUCA, Fabian	Athletic PE	Don Lugo HS	2024/2025
POLITE, Coby	Athletic PE	Don Lugo HS	2024/2025
REYES, Michael	Athletic PE	Don Lugo HS	2024/2025

TEACHING OUT OF CREDENTIAL AREA PURSUANT TO T5 §80020.4 (a) & (b)
EFFECTIVE JULY 1, 2024, THROUGH JUNE 30, 2025

BAKER, Andrea	Instructional Coach	Elementary Curriculum	2024/2025
GROSS, Heidi	Instructional Coach	Elementary Curriculum	2024/2025
IVES, Kristine	Instructional Coach	Elementary Curriculum	2024/2025
LONG, Amanda	Instructional Coach	Elementary Curriculum	2024/2025
MADKIN, Kitt	TOA - Instructional Coach	Elementary Curriculum	2024/2025
MENDOZA, Norma	TOA - Instructional Coach	Elementary Curriculum	2024/2025
MERRILL-BISHOP, MYA	Instructional Coach	Elementary Curriculum	2024/2025
MILVERSTED, Angela	Instructional Coach	Elementary Curriculum	2024/2025
MORALES, Elizabeth	Instructional Coach	Elementary Curriculum	2024/2025
MOUNCE, Erin	Instructional Coach	Elementary Curriculum	2024/2025
ROBLES, Erica	Instructional Coach	Elementary Curriculum	2024/2025
SCOTT, Caroline	Instructional Coach	Elementary Curriculum	2024/2025
SMITH, Nadine	Instructional Coach	Elementary Curriculum	2024/2025
STRADLING, Sandra	Instructional Coach	Elementary Curriculum	2024/2025
ANKELE, Allyson	Instructional Coach	Secondary Curriculum	2024/2025
BARTOLO GARCIA, Monica	Instructional Coach	Secondary Curriculum	2024/2025
GARCIA, Heather	Instructional Coach	Secondary Curriculum	2024/2025
MENDOZA, Alejandra	TOA – Instructional Coach	Secondary Curriculum	2024/2025
PETERSON, Rebecca	TOA – Instructional Coach	Secondary Curriculum	2024/2025
DELORIA, Denise	Instructional Coach	Special Education	2024/2025
OLIVAS, Miranda	Instructional Coach	Special Education	2024/2025

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

ADAME, Stephanie	BUTORAC, Jordan	CANTOR MARTINEZ, Shea
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CERTIFICATED PERSONNEL (cont.)

**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2024, THROUGH
JUNE 30, 2025** (cont.)

ESPINOZA, Stephanie
GONZALEZ, Carlos
JIN, Jason
RAMIREZ AREVALO, Lesly
SANDOVAL, Paulina
TURLEY, Colleen

FAVELA, Karen
GONZALEZ GONZALEZ, Carmen
LOPEZ, Danny
RHO, Minnie
SHANNON, Brooklyn
WELLS, Naomi

FRANCO, Lissett
GREATHOUSE, Lisa
MACCHIA, Anthony
ROMERO, Evelyn
STCLAIR, Liliana

CLASSIFIED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>Hired at the appropriate placement on the classified salary schedule for the 2024/2025 school year</u>			

APPOINTMENT

KANKIPATI, Suryavathi	Playground Supervisor (GF)	Butterfield ES	09/16/2024
LOPEZ, Victoria	Paraprofessional II (SELPA/GF)	Chaparral ES	09/16/2024
FRAUSTO, Amanda	Paraprofessional I (SELPA/GF)	Cortez ES	09/20/2024
DICKEY, Dominique	Paraprofessional II (SELPA/GF)	Newman ES	09/16/2024
LALOI, Angelica	Paraprofessional II (SELPA/GF)	Newman ES	09/16/2024
RAMIREZ, Jasmine	Paraprofessional II (SELPA/GF)	Newman ES	09/16/2024
BECERRA, Nancy	Nutrition Services Manager I (NS)	Legacy K-8	09/05/2024
HERNANDEZ, Ricardo	Custodian I (GF)	Ayala HS	09/20/2024
MONGE, Amy	High School Receptionist (GF)	Chino HS	10/07/2024
ARGUETA, Jose	Custodian I (GF)	Adult School	09/12/2024
OCHOA, David	Paraprofessional II (SELPA/GF)	Special Education	09/20/2024

PROMOTION

MANUEL, Kalilah	FROM: IA/Elementary Grade Level (C) 3.5 hrs/175 work days Playground Supervisor (GF) 1.5 hrs/180 work days TO: Paraprofessional II (SELPA/GF) 6 hrs/181 work days	Liberty ES Woodcrest JHS	09/20/2024
NIXON, Angie	FROM: Typist Clerk II (GF) 8hrs/201 work days TO: Counseling Assistant (GF) 8 hrs/213 work days	Wickman ES Townsend JHS	09/09/2024

RESIGNATION

GARCIA, Marlene	Paraprofessional II (SELPA/GF)	Cortez ES	09/19/2024
HILL, Nicole	Playground Supervisor (GF)	Oakridge ES	05/23/2024
NELSON, Qiana	Health Technician (GF)	Briggs K-8	08/13/2024
GORIS, Margarita	IA/Bilingual-Biliterate Spanish (C)	Don Lugo HS	06/14/2024
MORALES, Lilian	IA/Bilingual-Biliterate Spanish (C)	Don Lugo HS	06/04/2024
SANCHEZ, Tatyana	Assistive Technology Assistant (GF)	Special Education	08/31/2024
MORENO, Steven	Warehouse Delivery Person (GF)	Warehouse	09/06/2024

CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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REVISION TO RESIGNATION DATE ON THE SEPTEMBER 5TH BOARD AGENDA

AHOLA, Kimberly	Paraprofessional II (SELPA/GF)	Litel ES	06/04/2024
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APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2024, THROUGH JUNE 30, 2025

ARISPE, Gisela	CALLAHAN, Judy	EMERY, Jennifer
JOHNSON, Monique	NELSON, Blanca	PATEL, Charu

(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: September 19, 2024

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

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

**SUBJECT: NEW JOB DESCRIPTION FOR VISUAL AND PERFORMING ARTS
SPECIALIST**

=====

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.

Education Code 45103 (b)(2) allows for short-term professional experts to be employed on a temporary basis for a specific project. The term of such employment is on an as needed, on call, basis. The Visual and Performing Arts (VAPA) Specialist will be short-term professional experts, necessary to support the certificated staff who lead VAPA programs and supplement District VAPA programs.

New language is provided in UPPER CASE.

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

RECOMMENDATION

It is recommended the Board of Education approve the new job description for Visual and Performing Arts Specialist.

FISCAL IMPACT

None.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE: Visual and Performing Arts (VAPA)
Specialist

REPORTS: Administrator/Certificated Staff

DEPARTMENT: School Site

CLASSIFICATION: Professional Expert

WORK YEAR: Less than 125 days

SALARY: Class Instruction Hourly Rate

ISSUED:

BASIC FUNCTION:

UNDER THE GENERAL SUPERVISION OF A SCHOOL ADMINISTRATOR/CERTIFICATED STAFF AND AS A PROFESSIONAL EXPERT EMPLOYED ON A TEMPORARY BASIS FOR A SPECIFIC ASSIGNMENT OR PROJECT, ASSISTS CERTIFICATED STAFF IN THE DEVELOPMENT OF DESIGNATED SKILLS WITHIN THE VAPA STANDARDS AND ASSISTS WITH GROUP AND INDIVIDUAL STUDENT INSTRUCTION. THE SHORT-TERM PROFESSIONAL EXPERT IS INTENDED TO SUPPLEMENT THE VAPA PROGRAM.

REPRESENTATIVE DUTIES:

INCUMBENT MAY PERFORM ANY COMBINATION OF THE ESSENTIAL FUNCTIONS SHOWN BELOW. THIS POSITION DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, KNOWLEDGE, OR ABILITIES ASSOCIATED WITH THIS CLASSIFICATION, BUT IS INTENDED TO ACCURATELY REFLECT THE PRINCIPLE JOB ELEMENTS.

E = ESSENTIAL FUNCTIONS

1. INSTRUCTS ASSIGNED STUDENTS, WHILE UNDER THE SUPERVISION OF THE CERTIFICATED STAFF (E.G., DANCE, MUSIC, THEATER, VISUAL & MULTI-MEDIA DIGITAL ARTS, ETC.) FOR THE PURPOSE OF IMPROVING STUDENTS' VAPA TECHNICAL SKILLS, AND/OR THE PREPARATION FOR SHOWCASING AND PERFORMANCE PRODUCTIONS. **(E)**
2. ASSISTS WITH THE PREPARATION OF INSTRUCTIONAL MATERIALS. **(E)**
3. ASSISTS WITH MAINTAINING STUDENT RECORDS COVERING ENROLLMENT AND ATTENDANCE. **(E)**
4. ASSISTS STUDENTS TO UNDERSTAND THE GIVEN MATERIALS AND PROVIDE OPPORTUNITIES TO DEMONSTRATE THEIR KNOWLEDGE OF THE MATERIAL. **(E)**
5. ATTENDS APPROPRIATE MEETINGS, PROFESSIONAL DEVELOPMENT, AND PERFORMANCES AS REQUESTED. **(E)**

6. MAINTAINS SUPPLIES AND EQUIPMENT AS ASSIGNED, FOR THE PURPOSE OF ENSURING AVAILABILITY OF REQUIRED MATERIALS. (E)
7. MONITORS STUDENTS IN A VARIETY OF EDUCATIONAL ENVIRONMENTS FOR THE PURPOSE OF PROVIDING A SAFE AND POSITIVE LEARNING ENVIRONMENT (E)
8. SUPPORTS CERTIFICATED STAFF. (E)
9. TAKES DIRECTION FROM THE ASSIGNED CERTIFICATED STAFF MEMBER. (E)
10. PERFORMS OTHER RELATED DUTIES AS ASSIGNED, RELATED TO THE POSITION. (E)

MINIMUM REQUIREMENTS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

HIGH SCHOOL DIPLOMA OR EQUIVALENT WITH AT LEAST ONE YEAR OF TARGETED JOB-RELATED EXPERIENCE RELATED TO THE VAPA SKILLS INSTRUCTION IS REQUIRED.

EMPLOYMENT ELIGIBILITY THAT MAY INCLUDE FINGERPRINTS, HEALTH (TB), AND/OR OTHER EMPLOYMENT CLEARANCE.

MUST HAVE VALID CALIFORNIA DRIVER'S LICENSE AND AUTOMOBILE AVAILABLE FOR USE. MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY. MUST BE WILLING TO ATTEND EVENING AND WEEKEND MEETINGS AND PERFORMANCES.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- SKILL-BASED VAPA COMPETENCY TO PERFORM THE JOB IN THE RELATED FIELD
- PRACTICAL METHODS USED IN TUTORING, MOTIVATING AND CONTROLLING STUDENTS;
- ENGLISH USAGE INCLUDING GRAMMAR, VOCABULARY AND SPELLING;
- BASIC ARITHMETIC CONCEPTS AND CALCULATIONS; AND
- SIMPLE RECORD KEEPING AND FILING.

ABILITY TO:

- ASSIST CERTIFICATED STAFF WITH INSTRUCTION AND RELATED ACTIVITIES OF THE ASSIGNED LEARNING ENVIRONMENT;
- LEARN AND APPLY THE PROPER METHODS AND PROCEDURES TO BE FOLLOWED IN A VARIETY OF INSTRUCTIONAL SITUATIONS;
- WORK INDEPENDENTLY WITH LITTLE DIRECTION;
- GENERATE ENTHUSIASM FOR LEARNING;
- COMMUNICATE EFFECTIVELY ORALLY AND IN WRITING USING CORRECT GRAMMAR;
- ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH STUDENTS, PARENTS AND CO-WORKERS;
- UNDERSTAND AND CARRY OUT ORAL AND WRITTEN INSTRUCTIONS;
- PERFORM SIMPLE CLERICAL TASKS AND OPERATE STANDARD OFFICE MACHINES;

- MAINTAIN CONFIDENTIALITY OF PUPIL RECORDS AND SCHOOL REPORTS; AND
- DEMONSTRATE AN UNDERSTANDING, PATIENT AND RECEPTIVE ATTITUDE TOWARD STUDENTS.

WORKING CONDITIONS

- CLASSROOM ENVIRONMENT; INDOOR AND OUTDOOR;
- MAY BE PERFORMED UNDER TEMPORARY VARIATION; AND
- MAY BE EXPOSED TO ODORS

ENVIRONMENT:

- INDOOR AND OUTDOOR ENVIRONMENT.

PHYSICAL DEMANDS:

- SUBJECT TO PHYSICAL DEMANDS CUSTOMARY OF VAPA JOB FUNCTION (E.G., OCCASIONAL LIFTING, STANDING, REACHING, CARRYING, PUSHING, AND/OR PULLING, STOOPING, KNEELING, COUCHING AND HAND/FINGER DEXTERITY)

HAZARDS:

- COMMON WORKPLACE SAFETY SITUATIONS;
- EXPOSURE OR CONTACT WITH BODILY FLUIDS;
- NOISY ENVIRONMENT;
- MAY BE EXPOSED TO CONTACT WITH UNCOOPERATIVE INDIVIDUALS; AND

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF VISUAL AND PERFORMING ARTS (VAPA) SPECIALIST AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE CHINO VALLEY UNIFIED SCHOOL DISTRICT WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE DIVISION OF HUMAN RESOURCES.

Board approved:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 19, 2024

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Grace Park, Ed.D., Deputy Superintendent

SUBJECT: REVISION OF BOARD BYLAW 9270 – CONFLICT OF INTEREST

=====

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 Bylaw 9270 and Exhibit 9270 – Conflict of Interest, are being revised to reflect updates in SB1439.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Bylaw 9270 – Conflict of Interest.

FISCAL IMPACT

None.

NE:GP:jw

Conflict of Interest

Incompatible Offices and Activities

THE GOVERNING BOARD DESIRES TO MAINTAIN THE HIGHEST ETHICAL STANDARDS AND HELP ENSURE THAT DECISIONS ARE MADE IN THE BEST INTEREST OF THE DISTRICT AND THE PUBLIC. ACCORDINGLY, Board of Education members and employees shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to their duties with the District. (Government Code 1099 and 1126)

Conflict of Interest Code

Board members and designated employees shall adhere to the District's Conflict of Interest Code adopted pursuant to the provisions of Government Code 87300. This code shall comprise the terms of the California Code of Regulations, Title 2, 18730 and any amendments to it duly adopted by the Fair Political Practices Commission (FPPC), together with a District attachment specifying designated positions and the specific types of disclosure required for each position.

Board members and designated employees shall ANNUALLY submit statements of economic interests/FORM 700 to the District in accordance with requirements of the Conflict of Interest Code. These statements shall be available for public inspection and reproduction. (Government Code 81008)

Upon receiving the statements of Board members and the Superintendent, the District shall make and retain a copy and shall forward the original to the code reviewing body. Statements for all other designated employees will be retained by the Division of Human Resources at the District Office.

When reviewing and preparing conflict of interest codes, the District shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

The Board shall review the District's conflict of interest code in even-numbered years and send the code reviewing body either an amended code, by October 1 of that year, or a statement to the effect that no change is necessary. (Government Code 87306.5)

WHEN A CHANGE IN THE DISTRICT'S CONFLICT OF INTEREST CODE IS NECESSITATED DUE TO CHANGED CIRCUMSTANCES, SUCH AS THE CREATION OF NEW DESIGNATED POSITIONS, CHANGES TO THE DUTIES ASSIGNED TO EXISTING POSITIONS, AMENDMENTS, OR REVISION, THE AMENDED CODE SHALL BE SUBMITTED TO THE CODE REVIEWING BODY WITHIN 90 DAYS AFTER THE CHANGED CIRCUMSTANCES NECESSITATING THE AMENDMENTS HAVE BECOME APPARENT (GOVERNMENT CODE 87306)

Conflict of Interest (cont.)**Financial Interest**

The determination as to whether a conflict of interest exists must be analyzed under two separate sets of statutes: (1) The conflict of interest provisions of the Political Reform Act (PRA) (Government Code 87100-87500.1), and (2) Government Code 1090-1098.

The FPPC has adopted an eight-step analysis detailed in Government Code 87100- 87500, Title 2 California Code of Regulations 18700-18755, and interpretive opinions, to determine whether a conflict of interest exists under the PRA. A board member or designated employee shall not make, participate in making, or in any way use or attempt to use ~~his or her~~ AN official position to influence a governmental decision in which ~~he or she~~ THE DISTRICT OFFICIAL knows or has reason to know that ~~he or she~~ has THERE IS a disqualifying conflict of interest. A DISQUALIFYING conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the board member's or designated employee's participation is legally required.

A DISTRICT OFFICIAL MAKES A GOVERNMENTAL DECISION WHEN, WITHIN THE AUTHORITY OF THE OFFICE OR POSITION, THE DISTRICT OFFICIAL AUTHORIZES OR DIRECTS ANY ACTION ON A MATTER, VOTES OR PROVIDES INFORMATION OR OPINION ON IT, CONTACTS OR APPEARS BEFORE ANOTHER DISTRICT OFFICIAL FOR THE PURPOSE OF AFFECTING THE DECISION, OR TAKES ANY OTHER ACTION SPECIFIED IN 2 CCR 18701. HOWEVER, A DISTRICT OFFICIAL SHALL PARTICIPATE IN THE MAKING OF A CONTRACT IN WHICH THE DISTRICT OFFICIAL HAS A FINANCIAL INTEREST IF SUCH PARTICIPATION IS REQUIRED BY THE RULE OF NECESSITY OR LEGALLY REQUIRED PARTICIPATION PURSUANT TO GOVERNMENT CODE 87101 AND 2 CCR 18705.

Pursuant to Government Code 1090, Board members, ~~and~~ designated employees, OR DISTRICT CONSULTANTS shall not be financially interested in any contract made by the Board ON BEHALF OF THE DISTRICT, INCLUDING IN THE DEVELOPMENT, PRELIMINARY DISCUSSIONS, NEGOTIATIONS, COMPROMISES, PLANNING, REASONING, AND SPECIFICATIONS AND SOLICITATIONS FOR BIDS. IF A BOARD MEMBER HAS SUCH A FINANCIAL INTEREST IN A CONTRACT MADE BY THE BOARD, THE CONTRACT IS VOID ~~or in any contract they make in their capacity as Board members or designated employees.~~ (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract if any of the exceptions set forth in Government Code 1091.5 apply.

A Board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not

Conflict of Interest (cont.)

vote or debate on the matter or attempt to influence any other Board member to enter into the contract. A remote interest shall be any of those defined in Government Code 1091 including the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

A Board member shall not be deemed to be financially interested in a contract IN WHICH THE INTEREST IS A "NONINTEREST" AS DEFINED IN GOVERNMENT CODE 1091.5. NONINTEREST INCLUDES A BOARD MEMBER'S INTEREST IN BEING REIMBURSED FOR THE ACTUAL AND NECESSARY EXPENSES INCURRED IN THE PERFORMANCE OF OFFICIAL DUTIES, between the board member's spouse and the District provided the contract concerns the same employment as that held by the spouse when the Board member was elected or appointed, and provided the spouse has been employed in that same position for at least one (1) year prior to the Board member's election or appointment. (Government Code 1091.5(a)(6) and 69 Ops. Cal. Atty. Gen. 255)

If a Board member or designated employee determines that he or she has a financial interest in a decision, this determination shall be disclosed and made part of the board's official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board. (Code of Regulations, Title 2, 18700) pursuant to government code 87105, a board member's disclosure of a financial interest must include detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.

Additionally, the Board member must recuse himself or herself from discussing and voting on the matter and also leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters. If the item is on the consent calendar, the Board member must recuse himself or herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

EVEN IF A PROHIBITED CONFLICT OF INTEREST DOES NOT EXIST a Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote; however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. RELATIVE MEANS AN ADULT WHO IS RELATED TO THE BOARD MEMBER BY BLOOD OR AFFINITY WITHIN THE THIRD DEGREE, AS DETERMINED BY THE COMMON LAW, OR AN INDIVIDUAL IN AN ADOPTIVE RELATIONSHIP WITHIN THE THIRD DEGREE. (Education Code 35107).

Conflict of Interest (cont.)**CAMPAIGN CONTRIBUTIONS**

BOARD MEMBERS AND AGENCY HEADS, ARE PROHIBITED FROM PARTICIPATING IN DECISIONS INVOLVING PARTIES WHO HAVE PROVIDED CAMPAIGN CONTRIBUTIONS OF MORE THAN \$250 IN THE PRIOR 12 MONTHS TO THE OFFICER'S CAMPAIGN COMMITTEE. SUCH OFFICERS ARE ALSO PROHIBITED FROM ACCEPTING, SOLICITING, OR DIRECTING CAMPAIGN CONTRIBUTIONS OF MORE THAT \$250 FROM A PARTY OR PARTICIPANT WHO HAS A FINANCIAL INTEREST IN A BOARD DECESION TO ANY CAMPAIGN COMMITTEE WHILE THE DECISION IS PENDING AND FOR 12 MONTHS AFTER THE DECISION IS MADE. THESE PROVISION DO NOT APPLY TO LABOR CONTRACT, COMPETITIVELY BID CONTRACT, AND PERSONAL EMPLOYMENT CONTRACTS. (GOVERNMENT CODE 84308)

A DISTRICT OFFICER WHO UNKNOWINGLY ACCEPTS, SOLICITS, OR DIRECTS A CONTRIBUTION OF MORE THAN \$250 DURING THE 12 MONTHS AFTER THE DATE OF THE BOARD'S FINAL DECISION ON THE PROCEEDING MAY CURE THE VIOLATION BY RETUNRING THE CONTRIBUTION, OR THE PORTION EXCEEDING \$250, WITHIN 14 DAYS OF ACCEPTING, SOLICITING, OR DIRECTING THE CONTRIBUTION. THE DISTRICT OFFICER SHALL MAINTAIN RECORDS OF CURING THE VIOLATION.

Gifts/Honoraria

Except as reimbursement for actual travel expenses and reasonable related subsistence, Board members shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law. Designated employees shall not accept gifts from any single source in any calendar year in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of the gifts from that source on his or her statement of economic interests. (Government Code 89503)

GIFTS OF TRAVEL AND RELATED LODGING AND SUBSISTENCE SHALL BE SUBJECT TO THE CURRENT GIFT LIMITATION, EXCEPT WHEN: (GOVERNMENT CODE 89506)

1. THE TRAVEL IS IN CONNECTION WITH A SPEECH GIVEN BY A BOARD MEMBER OR DESIGNATED EMPLOYEE, PROVIDED THE LODGING AND SUBSISTENCE EXPENSES ARE LIMITED TO THE DAY IMMEDIATELY PRECEDING THE DAY OF AND THE DAY IMMEDIATELY FOLLOWING THE SPEECH AND THE TRAVEL IS WITHIN THE UNITED STATES.
2. THE TRAVEL IS PROVIDED BY A PERSON OR AGENCY SPECIFIED IN GOVERNMENT CODE 89506, INCLUDING A GOVERNMENT, GOVERNMENT AGENCY OR AUTOHORITY, BONA FIDE PUBLIC OR PRIVATE EDUCATIONAL INSTITUTION, AS DEFINED IN REVENUE AND TAXATION CODE 203, OR NONPROFIT ORGANIZATION EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE.

Conflict of Interest (cont.)

A GIFT OF TRAVEL DOES NOT INCLUDE TRAVEL PROVIDED BY THE DISTRICT FOR BOARD MEMBERS AND DESIGNATED EMPLOYEES (GOVERNMENT CODE 89506)

The above limitation does not apply to any gift from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle or first cousin or the spouse of any such person unless the donor is acting as an agent or intermediary for a person not herein identified. (Code of Regulations, Title 2, 18942)

THE LIMITATION OF GIFTS DOES NOT APPLY TO WEDDING GIFTS AND GIFTS EXCHANGED BETWEEN INDIVIDUALS ON BIRTHDAYS, HOLIDAYS, AND OTHER SIMILAR OCCASIONS, PROVIDED THAT THE GIFTS EXCHANGED ARE NOT SUBSTANTIALLY DISPROPORTIONATE IN VALUE. (GOVERNMENT CODE 89503)

Board members, without regard to whether an honorarium is required to be reported, and designated employees, if required to report an honorarium on his or her statement of economic interest, shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering. This prohibition does not apply to earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches, or any honorarium which is not used and, within 30 days of receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income for tax purposes. (Government Code 89501 and 89502)

Conflict of Interest (cont.)

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office
35107 School district employees
35233 Prohibitions applicable to members of governing boards
41000-41003 Moneys received by school districts

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers
1125-1129 Incompatible activities
81000-91015 Political Reform Act of 1974, especially:
82019 Definition of "Designated Employee"
82028 Definition of "Gifts"
82030 Definition of "Income"
82033 Definition of "Interest in real property"
82034 Definition of "Investment"
87100-87103.6 General prohibitions
87200-87210 Disclosure
87300-87313 Conflict of interest code
87500 Statements of economic interests
89501-89505 Honoraria and gifts
89506 ETHICS; TRAVEL

~~91000-91015 Enforcement~~

CODE OF REGULATIONS, TITLE 2

18100 et seq. Regulations of the Fair Political Practices Commission
68 Ops.Cal.Atty.Gen. 171 (1985)
65 Ops.Cal.Atty.Gen. 606 (1982)
85 OPS.CAL.ATTY.GEN 60 (2002)
87 OPS.CAL.ATTY.GEN 23 (2004)
92 OPS.CAL.ATTY.GEN 26 (2009)
105 OPS.CAL.ATTY.GEN 69 (2022)

Chino Valley Unified School District

Bylaws adopted: August 17, 1995

Revised: November 7, 2013

Reviewed: November 16, 2017

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 19, 2024

TO: Members, Board of Education

FROM: Sonja Shaw, President, Board of Education

SUBJECT: NEW BOARD POLICY PHILOSOPHY, GOALS, OBJECTIVES & COMPREHENSIVE PLANS 0100.1—NO DECEPTION

=====

BACKGROUND

Board policies, administrative regulations, and Bylaws of the Board are routinely developed, revised, or deleted as a result of changes in law, mandates, and federal regulations, and as necessary.

Sacramento has recently created new laws designed to strip away parental rights by keeping secrets from parents. These new laws are in contradiction to a District core value of open trust and communication. The Board of Education believes that deceptive processes or systems, including but not limited to false representation, omission, practices that mislead or are likely to mislead parents/guardians about the true nature of a situation or event are against the District's responsibilities, beliefs, values, and tenets.

President Shaw submitted this agenda item in accordance with Board Bylaw 9322—Agenda/Meeting Materials, and was provided as information to the Board on September 5, 2024, and on September 19, 2024, for a second reading, as amended.

New language is provided in UPPER CASE while language to be deleted is ~~lined through~~. New language after the first reading is provided in **BOLD UPPERCASE**.

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

RECOMMENDATION

Board President Sonja Shaw recommends the Board of Education receive for information new Board Policy Philosophy, Goals, Objectives & Comprehensive Plans 0100.1—No Deception.

FISCAL IMPACT

None.

SS:pk

NO DECEPTION

CHINO VALLEY UNIFIED SCHOOL DISTRICT (CVUSD) IS COMMITTED TO MAINTAINING ITS HISTORICAL CULTURE OF TRANSPARENCY AND TRUST BETWEEN ITSELF, EMPLOYEES, AND THE FAMILIES IT SERVES. **“PARENTS AND GUARDIANS OF PUPILS ENROLLED IN PUBLIC SCHOOLS HAVE THE RIGHT AND SHOULD HAVE THE OPPORTUNITY, AS MUTUALLY SUPPORTIVE AND RESPECTFUL PARTNERS IN THE EDUCATION OF THEIR CHILDREN WITHIN THE PUBLIC SCHOOLS, TO BE INFORMED BY THE SCHOOL, AND TO PARTICIPATE IN THE EDUCATION OF THEIR CHILDREN....”** (EDUC. CODE § 51101; EMPHASIS ADDED.) FOR EXAMPLE, EDUCATION CODE SECTION 51101 LISTS 16 DIFFERENT PARENT/GUARDIAN RIGHTS WHICH ARE OUTLINED IN ADMINISTRATIVE REGULATION 5020 (PARENT RIGHTS AND RESPONSIBILITIES).

TO UPHOLD THESE VALUES, CVUSD AND ITS EMPLOYEES SHALL AT ALL TIMES BE TRUTHFUL AND HONEST AND NOT MISREPRESENT, EITHER DIRECTLY OR BY OMISSION, TO ANY PARENT OR GUARDIAN ANY SCHOOL-RELATED UNDERTAKINGS AND INFORMATION THAT AFFECTS THEIR CHILD'S EDUCATION AND WELL-BEING. **CVUSD IS COMMITTED TO:**

~~THE CHINO VALLEY UNIFIED SCHOOL DISTRICT IS COMMITTED TO:~~

- ~~FULL TRANSPARENCY: ALL COMMUNICATIONS WITH PARENTS AND GUARDIANS WILL BE TRUTHFUL, ACCURATE, AND COMPLETE. STAFF SHALL PROVIDE ALL RELEVANT INFORMATION, EVEN IF NOT DIRECTLY REQUESTED BY THE PARENT OR GUARDIAN, WHEN IT PERTAINS TO THE HEALTH, SAFETY, AND EDUCATION OF THEIR CHILD.~~
- NO OMISSION: WITHHOLDING INFORMATION OR PROVIDING PARTIAL INFORMATION THAT MAY MISLEAD OR CREATE A FALSE UNDERSTANDING IS STRICTLY PROHIBITED.

FOR PURPOSES OF THIS BOARD POLICY, FAMILY CODE SECTION 6924, HEALTH AND SAFETY CODE SECTION 124260, AND EDUCATION CODE SECTION 49602(C), INCLUSION OF PARENT(S)/GUARDIAN(S) IS APPROPRIATE UNLESS SPECIFICALLY PROHIBITED BY LAW. NOTHING IN THIS POLICY AFFECTS THE OBLIGATIONS OF THE DISTRICT'S EMPLOYEES, ADMINISTRATORS, AND CERTIFICATED STAFF AS MANDATED REPORTERS UNDER ARTICLE 2.5 OF THE CHILD ABUSE AND NEGLECT REPORTING ACT SECTIONS 11164-11174.3 OF THE PENAL CODE, AND THE DISTRICT POLICY 5141 AND ADMINISTRATIVE REGULATIONS 5141.4(A)).

CHINO VALLEY UNIFIED SCHOOL DISTRICT
POLICY ADOPTED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: September 19, 2024

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Luke Hackney, Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Todd Finkbinder, Ed.D. Director, Access and Equity

SUBJECT: **ADDENDUM TO LOCAL INDICATORS FOR THE CALIFORNIA SCHOOL DASHBOARD: TEACHING ASSIGNMENT MONITORING OUTCOMES**

=====

BACKGROUND

The Local Control Funding Formula (LCFF) created an accountability system that utilizes multiple measures to inform educators, parents, and the public of student achievement. One of these measures includes teaching assignment monitoring outcomes (TAMO) data as part of the local indicator for Priority 1 – Basic Conditions of Learning.

On June 20, 2024, the Board of Education received as information the District's Local Indicator Report which was based on 2021-22 TAMO data, as the 2022-23 data was unavailable at the time. The California Department of Education recently released the 2022-23 TAMO by Full-Time Equivalency data report. This is required to be presented to the Board of Education.

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 addendum to local indicators for the California School Dashboard: Teaching Assignment Monitoring Outcomes.

FISCAL IMPACT

None.

NE:LH:TF:gks

2022-23 Teaching Assignment Monitoring Outcomes by Full-Time Equivalent (FTE)

Report Totals

Name	Total Teaching FTE	Clear	Out-of-Field	Intern	Ineffective	Incomplete	Unknown	N/A
Chino Valley Unified	1,141.0	92.3%	1.9%	0.9%	2.0%	2.8%	0.2%	0.0%
San Bernardino County	16,674.9	85.9%	2.3%	1.5%	4.6%	5.0%	0.3%	0.4%
Statewide	245,801.8	85.1%	2.9%	1.8%	4.9%	4.9%	0.3%	0.2%

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: September 19, 2024

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Superintendent

PREPARED BY: Tracy Freed, Ed.D., Assistant Superintendent, Curriculum,
Instruction, Innovation, and Support
Preston Carr, Ed.D., Director, Alternative Education

**SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE
REGULATION 6158 INSTRUCTION – INDEPENDENT STUDY**

=====

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current District practice. Board Policy and Administrative Regulation 6158 Instruction – Independent Study are being updated to reflect changes included in Senate Bill 153, as follows: the three-day minimum duration for school districts and county offices of education to claim independent study average daily attendance has been repealed; written agreements for short-term independent student may be signed at any point during the school year; and long-term independent study is now defined as 16 days or longer, previously 15 days.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 6158 Instruction – Independent Study.

FISCAL IMPACT

None.

NE:TF:PC:rtr

INDEPENDENT STUDY

The Board of Education authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered for short- or long-term placements, on a full-time or part-time basis and/or in conjunction with part- or full-time classroom study.

(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6200 - Adult Education)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

(cf. 0420.4 - Charter School Authorization)
(cf. 6181 - Alternative Schools/Programs of Choice)

Student participation in independent study shall be voluntary and no student shall be required to participate. (Education Code 51747; 51749.5, 51749.6)

Independent study for each student shall be under the general supervision of a District employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law, and reflected in the accompanying administrative regulation. (Education Code 51747.5)

~~The RE IS NO minimum period of time for any independent study option shall be three consecutive school days. (Education Code 46300).~~

INDEPENDENT STUDY (cont.)**General Independent Study Requirements**

The Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the District's requirements for participation and is likely to succeed as well as or better than the student would in the regular classroom setting.

The minimum instructional minutes shall be the same for all students at each school including students participating in independent study, except as otherwise permitted by law. (Education Code 46100)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of programs. When necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date specified in the student's written agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning of required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

INDEPENDENT STUDY (cont.)

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the District for graduation and approved by the University of California (UC) or the California State University (CSU) as creditable under the a–g admissions criteria. (Education Code 51747)

The Superintendent or designee shall ensure that all students participating in independent study for ~~45~~ 16 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for ~~45~~ 16 school days or more who are: (Education Code 51747)

1. Not generating attendance for more than ten percent of required minimum days instructional time over four continuous weeks of the District's approved instructional calendar
2. Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span
3. In violation of their written agreement

Tiered reengagement strategies procedures used in District independent study programs shall include local programs intended to address chronic absenteeism as applicable, including but are not limited to the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the recording of a non-attendance day or lack of participation

INDEPENDENT STUDY (cont.)

3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall, for students who participate in an independent study program for ~~45~~ 16 school days or more, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days. (Education Code 51747)

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee. (Education Code 51747)

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

Upon the request of the parent/guardian of a student, and before signing a written agreement as described in Administrative Regulation 6158 – Independent Study, the District shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

COURSE-BASED INDEPENDENT STUDY

The District's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)

1. A signed learning agreement shall be completed and on file for each participating student pursuant to Education Code 51749.6

INDEPENDENT STUDY (cont.)

2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the District or by another district, charter school, or county office of education with which the District has a memorandum of understanding to provide the instruction

(cf. 4112.2 - Certification)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the District for graduation and approved by the University of California (UC) or the California State University (CSU) as creditable under the a-g admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities throughout the school year, for all students in transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for students in grades 9-12 to receive at least weekly synchronous instruction
4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and student engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher

INDEPENDENT STUDY (cont.)

If satisfactory educational progress in one or more independent study courses is not being made, the teacher providing instruction shall notify the student and, if the student is under age 18 years of age, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be treated as a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" in Administrative Regulation 6158 – Independent Study. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

(cf. 5125 - Student Records)

6. Examinations shall be administered by a proctor
7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the District. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses

(cf. 6162.51 - State Academic Achievement Tests)

8. A student shall not be required to enroll in courses included in the course-based independent study program
9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6
10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208

INDEPENDENT STUDY (cont.)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

11. Courses required for high school graduation or for admission to the UC or CSU shall not be offered exclusively through independent study
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011

(cf. 3260 - Fees and Charges)

13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to the internet connectivity necessary to participate in the course
14. A student with disabilities, as defined in Education Code 56026, shall not participate in course-based independent study if the student's individualized education program specifically provides for that participation
15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study
16. The District shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days

Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the board policy, administrative regulation, and other procedures related to independent study

INDEPENDENT STUDY (cont.)

2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a District employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The District shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as non-participatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

The signed written supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file in accordance with Education Code 51747 and 51749.6, as applicable. (Education Code 51747)

INDEPENDENT STUDY (cont.)

(cf. 0500 - Accountability)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)

Legal Reference:

EDUCATION CODE

17289 Exemption for facilities
41020 Requirement for annual audit
41422 Apportionment credit for student inability to attend in-person or school closure due to COVID-19
42238 Revenue limits
42238.05 Local control funding formula; average daily attendance
44865 Qualifications for home teachers
46100 Length of school day
46200-46208 Incentives for longer instructional day and year
46300-46307.1 Methods of computing average daily attendance
46390-46393 Emergency average daily attendance
46600 Interdistrict attendance computation
47612-47612.1 Charter School Operation
47612.5 Charter schools operations, general requirements
48204 Residency requirements for school attendance
48206.3 Home or hospital instruction; students with temporary disabilities
48220 Classes of children exempted
48340 Improvement of pupil attendance
48915 Expulsion; particular circumstances
48916.1 Educational program requirements for expelled students
48917 Suspension of expulsion order
49011 Student fees
51225.3 High school graduation
51744-51749.6 Independent study
52060 Local Control and Accountability Plan
52523 Adult education as supplement to high school curriculum; criteria
56026 Individuals with exceptional needs
58500-58512 Alternative schools and programs of choice
6550-6552 Caregivers

FAMILY CODE

6550-6552 Caregivers

CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study

UNITED STATES CODE, TITLE 20

6301 Highly qualified teachers

6311 State plan

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

EDUCATION AUDIT APPEALS PANEL DECISIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

INDEPENDENT STUDY (cont.)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Legal Requirements for Independent Study, 2021

Conducting Individualized Determinations of Need, 2021

2021-22 AA & IT Independent Study FAQs, 2021

California Digital Learning Integration and Standards Guidance, April 2021

Elements of Exemplary Independent Study

WEBSITES

California School Boards Association District and County Office of Education Legal Services:

<https://legalservices.csba.org/>

California Consortium for Independent Study: www.ccis.org

California Department of Education, Independent Study: www.cde.ca.gov/sp/eo/is

Education Audit Appeals Panel: www.eaap.ca.gov

Chino Valley Unified School District

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REVISED:

INDEPENDENT STUDY**Educational Opportunities**

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

(cf. 6143 - Courses of Study)

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum

3. Continuing and special study during travel

(cf. 5112.3 - Student Leave of Absence)

4. Volunteer community service activities and leadership opportunities that support and strengthen student achievement

5. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction

(cf. 0420.4 - Charter School Authorization)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6181 - Alternative Schools/Programs of Choice)

In addition, when requested by a parent/guardian due to an emergency, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

(cf. 5113 - Absences and Excuses)

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

(cf. 6146.1 - High School Graduation Requirements)

Equivalency

The District's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the District's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

INDEPENDENT STUDY (cont.)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Students participating in independent study shall have access to internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The District shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to internet connectivity and district-owned devices adequate to participate in an independent study program and complete assigned work consistent with education code 51747, or to participate in an independent study course, as authorized by education code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

To participate in independent study, a student shall be enrolled in a District school. (Education Code 51748)

The Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose District residency status is based on their parent/guardian's employment within District boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

A student with disabilities, as defined in Education Code 56026, may participate in independent study if the student's individualized education program (IEP) specifically provides for such participation. If a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's IEP team shall make an individualized determination as to

INDEPENDENT STUDY (cont.)

whether the student can receive a Free Appropriate Public Education (FAPE) in an independent study placement.

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

Except for students participating in independent study due to an emergency as described in education code 41422 and 46392 and pregnant and parenting students who are the primary caregiver for their child(ren), no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program shall be enrolled in independent study. (Education Code 51745)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6184 - Continuation Education)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747)

For student participation for ~~15~~ 16 school days or more, a signed written agreement shall be obtained before the student begins independent study. ~~For student participation of less than 1-15 school days, a signed written agreement shall~~ MAY be obtained ~~within ten school days of the first day of~~ AT ANY POINT DURING the student's instruction SCHOOL YEAR.

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but is not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments, reporting the student's progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work

INDEPENDENT STUDY (cont.)

3. The specific resources that will be made available to the student, including materials and personnel, and access to internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments, which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program (IEP) or a section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports
8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

(cf. 5144.1 - Suspension and Expulsion/Due Process)

10. Before the commencement of independent study projected to last for 15 16 school days or more, ~~or within ten school days of the first day of enrollment for independent study for less than 15 school days,~~ the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under 18 years of age, the certificated employee responsible for the general supervision of independent study, and for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student

INDEPENDENT STUDY (cont.)

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Learning Agreement for Course-Based Independent Study

Before enrolling a student in a course within a course-based independent study program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the District's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #3 of the Course-Based Independent Study section in Board Policy 6158 – Independent Study
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources that will be made available to the student, including materials and personnel, and access to internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports

INDEPENDENT STUDY (cont.)

7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through course-based independent study only if the student is offered the alternative of classroom instruction
8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study
11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion
12. Before the commencement of an independent study course projected to last for ~~15~~ 16 school days or more, ~~or within ten school days of the first day of enrollment for an independent study course projected to last less than 15 school days,~~ the learning agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of the independent study course, and as applicable students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of family code 6550-6552

Learning agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the CDE. (Education Code 51749.6)

A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through course-based independent study. (Education Code 51749.6)

INDEPENDENT STUDY (cont.)

Upon the request of a student's parent/guardian, and before signing a learning agreement as described above, the District shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian, an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)

Monitoring Student Progress

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether independent study is in the student's best interest. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program. (Education Code 51747, 51749.5; 5 CCR11701)

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation, and if the student transfers to another public school in California, the record shall be forwarded to that school. (Education Code 51747, 51749.5)

INDEPENDENT STUDY (cont.)

Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a District employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to education code 44300, registered as required by law, and who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the District, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the District enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments

INDEPENDENT STUDY (cont.)

3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day independent study is provided

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

Chino Valley Unified School District

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