



**CHINO VALLEY**  
**UNIFIED SCHOOL DISTRICT**

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

# BOARD OF EDUCATION

## AGENDA

**November 5, 2015**

**BOARD OF EDUCATION**

Andrew Cruz, Vice President

Sylvia Orozco, Clerk

Pamela Feix, Member

James Na, Member

Irene Hernandez-Blair, Member

Shweta Shah, Student Representative

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**SUPERINTENDENT**

Wayne M. Joseph

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5130 Riverside Drive. Chino. California 91710  
[www.chino.k12.ca.us](http://www.chino.k12.ca.us)

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**5130 Riverside Drive, Chino, CA 91710**  
**5:00 p.m. – Closed Session • 7:00 p.m. – Regular Meeting**  
**November 5, 2015**

**AGENDA**

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

**I. OPENING BUSINESS**

**I.A. CALL TO ORDER – 5:00 P.M.**

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

**Discussion and possible action:**

- a. Student Discipline Matter (Education Code 35146, 48918 (c) & (j): Expulsion case 15/16-03 (15 minutes)
- b. Conference with Legal Counsel–Existing Litigation (Government Code 54954.4(c) and 54956.9)(d)(1): USDC Central District Eastern Division Case No. 5:14-CV-2336. (Pacific Justice Institute) (15 minutes)
- c. Conference with Legal Counsel–Existing Litigation (Government Code 54954.4(c) and 54956.9)(d)(1): Cal 200 and Marc Babin vs. Apple Valley Unified et. al. (Atkinson, Andelson, Loya, Ruud & Romo) (15 minutes)
- d. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Dr. Norm Enfield, Sandra Chen, Dr. Grace Park, Lea Fellows, and Richard Rideout. (30 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (15 minutes)
- f. Public Employee Appointment Government Code 54957): Director of Transportation (15 minutes)

**I.B. RECONVENE TO REGULAR OPEN MEETING – 7:00 P.M.**

1. Report Closed Session Action
2. Pledge of Allegiance

**I.C. PRESENTATIONS**

1. Student Showcase: Rolling Ridge ES
2. Country Springs Blue Ribbon Celebration
3. Pink Glove Dance Video

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

The proceedings of this meeting are being recorded.

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

<b>II. CONSENT</b>
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Motion \_\_\_\_ Second \_\_\_\_  
Preferential Vote: \_\_\_\_  
Vote: Yes \_\_\_\_ No \_\_\_\_

**II.A. ADMINISTRATION**

**II.A.1. Minutes of the Regular Meeting of October 15, 2015**

Page 1 Recommend the Board of Education approve the minutes of the regular meeting of October 15, 2015.

**II.B. BUSINESS SERVICES**

**II.B.1. Warrant Register**

Page 9 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

**II.B.2. Fundraising Activities**

Page 10 Recommend the Board of Education approve/ratify the fundraising activities.

**II.B.3. Donations**

Page 15 Recommend the Board of Education accept the donations.

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

**II.C.1. New Course Robotic Engineering**

Page 18 Recommend the Board of Education approve the new course Robotic Engineering.

**II.C.2. Memorandum of Understanding Between Chino Valley Unified School District and the Joint Powers Authority for Participation in the Career Technical Education Incentive Grant**

Page 21 Recommend the Board of Education approve the Memorandum of Understanding between the Chino Valley Unified School District and the Joint Powers Authority for participation in the Career Technical Education Incentive Grant.

**II.D. EDUCATIONAL SERVICES**

**II.D.1. Student Expulsion Case 15/16-03**

Page 24 Recommend the Board of Education approve the student expulsion case 15/16-03.

**II.D.2. School-Sponsored Trips**

Page 25 Recommend the Board of Education approve the following school-sponsored trips: Ayala HS; Chino Hills HS; and Don Lugo HS.

**II.D.3. Revision of Board Policy 5131.2 Students—Bullying**

Page 27 Recommend the Board of Education approve the revision of Board Policy 5131.2 Students—Bullying.

**II.D.4. Revision of Board Policy 5148 Students—Child Care and Development**

Page 34 Recommend the Board of Education approve the revision of Board Policy 5148 Students—Child Care and Development.

**II.D.5. Revision of Board Policy 5148.2 Students—Before/After School Programs**

Page 40 Recommend the Board of Education approve the revision of Board Policy 5148.2 Students—Before/After School Programs.

**II.D.6. New Board Policy 5148.3 Students—Preschool/Early Childhood Education**

Page 44 Recommend the Board of Education approve the new Board Policy 5148.3 Students—Preschool/Early Childhood Education.

**II.D.7. Proclamation for The Great American Smokeout on November 20, 2015**

Page 51 Recommend the Board of Education adopt the proclamation for The Great American Smokeout on November 20, 2015.

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

**II.E.1. Purchase Order Register**

Page 53 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

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

Page 54 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

**II.E.3. Surplus/Obsolete Property**

Page 56 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

**II.E.4. Resolutions 2015/2016-38, 2015/2016-39, 2015/2016-40, and 2015/2016-41 for Authorization to Utilize Piggyback Contracts**

Page 59

Recommend the Board of Education adopt resolutions 2015/2016-38, 2015/2016-39, 2015/2016-40, and 2015/2016-41 for authorization to utilize piggyback contracts.

**II.E.5. Change Order and Notice of Completion for Bid 14-15-03, District Fleet Vehicles**

Page 69

Recommend the Board of Education approve the change order and Notice of Completion for Bid 14-15-03, District Fleet Vehicles.

**II.E.6. Change Order and Notice of Completion for Bid 14-15-17, Construction of New Data Center**

Page 72

Recommend the Board of Education approve the change order and Notice of Completion for Bid 14-15-17, Construction of New Data Center.

**II.E.7. Notice of Completion for CUPCCAA Projects**

Page 75

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

**II.F. HUMAN RESOURCES**

**II.F.1. Certificated/Classified Personnel Items**

Page 77

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

**II.F.2. Revision of Board Policy 1312.3 Community Relations—Uniform Complaint Procedures**

Page 87

Recommend the Board of Education approve the revision of Board Policy 1312.3 Community Relations—Uniform Complaint Procedures.

**II.F.3. Revision of Board Policy 4030 Personnel—Nondiscrimination in Employment**

Page 94

Recommend the Board of Education approve the revision of Board Policy 4030 Personnel—Nondiscrimination in Employment.

<b>III INFORMATION</b>
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**III.A. BUSINESS SERVICES**

**III.A.1. Adopted 2015/2016 Organized and Unorganized Student Body Budgets**

Page 100

Recommend the Board of Education receive for information the adopted 2015/2016 organized and unorganized student body budgets.

<b>IV. COMMUNICATIONS</b>
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**BOARD MEMBERS AND SUPERINTENDENT**

<b>V. ADJOURNMENT</b>
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Date posted: October 30, 2015

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

# CONSENT





**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**October 15, 2015**

**MINUTES**

<b>I. OPENING BUSINESS</b>
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**I.A. CALL TO ORDER – 5:30 P.M.**

1. Roll Call

Vice President Cruz called to order the regular meeting of the Board of Education, Thursday, October 15, 2015, at 5:30 p.m. with Blair, Cruz, Feix, Na, and Orozco present.

Administrative Personnel

Wayne M. Joseph, Superintendent

Norm Enfield, Ed.D., Deputy Superintendent

Sandra H. Chen, Assistant Superintendent, Business Services

Jeanette Chien, Ed.D., Assist. Supt., Educational Services (absent)

Grace Park, Ed.D., Assistant Superintendent, Human Resources

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

2. Public Comment on Closed Session Items

None.

3. Closed Session

Vice President Cruz adjourned to closed session at 5:30 p.m. regarding student discipline; conference with legal counsel existing litigation; conference with legal labor negotiators, A.C.T. and CSEA; and public employee discipline/dismissal/release.

**I.B. RECONVENE TO REGULAR OPEN MEETING – 7:00 P.M.**

1. Report Closed Session Action

Vice President Cruz reconvened the regular meeting of the Board of Education at 7:00 p.m. The Board met in closed session from 5:30 p.m. to 6:29 p.m. regarding student discipline; conference with legal counsel existing litigation; conference with legal labor negotiators, A.C.T. and CSEA; and public employee discipline/dismissal/release. No action was taken that required public disclosure.

2. Pledge of Allegiance

Amelia Mora, Townsend JHS 8<sup>th</sup> grade student, led the Pledge of Allegiance.

Elder Kim Knecht, Carbon Canyon Ward of Latter Day Saints Church, gave an invocation.

**I.C. PRESENTATIONS**

1. Student Showcase: Ayala HS Vocal Ensemble

Teacher Tiffany Fernandez led Ayala HS vocal ensemble students in a musical performance.

2. Chino Valley Learning Academy

Dr. Preston Carr, Director of Alternative Education, provided an overview of the Chino Valley Learning Academy.

3. Buena Vista High School

Rigoberto Vasquez, Principal of Buena Vista HS, provided an overview of the school's programs.

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

Shweta Shah expressed gratitude for providing students with the opportunity to take the SAT free of charge; said Ayala HS vocal ensemble did a great job and is always amazed at their talent; and said she loves the effort that CVLA and Buena Vista HS puts into student success, thanked them for not giving up on students, and hopes that the programs grow.

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

Todd Hancock, A.C.T. President, commended the Ayala HS vocal ensemble program; spoke about the effects of when teachers care about their students increasing student success; told a story regarding challenges in lives making one stronger; spoke about Abraham Lincoln and his failures and successes; quoted Joyce Meyers regarding teachers changing the lives of students; quoted Les Brown regarding using innate powers to deal with challenges; encouraged students and teachers to keep the course because student success is worth all the sacrifices and challenges.

Denise Arroyo, CSEA President, requested help from the Board regarding finding solutions to improve the contract for classified employees.

Yvette Farley thanked the Board for acknowledging the Week of the School Administrator; quoted coach Herb Brooks regarding his use of motivational words; and thanked and commended all administrators for the work they do.

**I.F. COMMENTS FROM COMMUNITY LIAISONS**

Art Bennett encouraged the public to attend Ayala HS's Madrigal Feast; said that CVLA and Buena Vista HS embody the concept of no child left behind; gave a reminder of the Music in Motion Field Tournament event on October 17 at Ayala HS stadium; said he was glad to see Mr. Na wearing pink during Breast Cancer Awareness Month; and asked that the family of Pastor David Stoecklien, who passed away last week, be kept in prayer.

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

Ronaldo Lizarraga-Angulo addressed the Board regarding Mr. Cruz and Mr. Na; James Gallagher, Deana Peoples addressed the Board regarding the vice president role; Peter O'Brien addressed the Board regarding the separation of church and state; Naomi Minogue and Jim Case addressed the Board regarding leadership; Lisa Greathouse addressed the Board regarding Mr. Cruz; Paymon Bidan (Kennedy's Voice), and Jenna Highstreet addressed the Board regarding anti-bullying; Yi Eubanks addressed the Board in support of invocations; Maureen Bromley addressed the Board regarding AVID; Laura Iacopetti addressed the Board regarding choir at Canyon Hills JHS; Ruben Chamorro, Richard Ortiz, Johnny Williams, John Thomas, Taylor Crockem, Ryan Dunfee, Felix Melendez, and Michael Hinkle addressed the Board in support of naming Chino HS track after 'Grandpa Ortiz'; and Hector Lecaro addressed the Board regarding school safety.

Vice President Cruz called a recess from 9:16 p.m. to 9:26 p.m.

Superintendent Joseph responded to bullying concerns, and asked Dan Mellon, Director of Risk Management, to remind the Board about the District's Safe School Ambassador program.

**I.H. CHANGES AND DELETIONS**

None.

Student representative Shweta Shah left the meeting at 9:26 p.m.

<b>II. CONSENT</b>
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Pamela Feix pulled for separate action Item II.E.1., and II.E.2. Moved (Na) seconded (Orozco) carried unanimously (5-0) to approve the remainder of the consent items.

**II.A. ADMINISTRATION**

**II.A.1. Minutes of the Regular Meeting of October 1, 2015**

Approved the minutes of the regular meeting of October 1, 2015.

**II.A.2. Richard Gird Educational Hall of Fame 2015 Inductees**

Approved the Richard Gird Educational Hall of Fame 2015 inductees: Distinguished Service Recipient: Levi H. Dickey; Alumni Recipient: Brent Billingsley; and, Employee Recipients: Jane Lyon and Joe Murillo.

**II.A.3. Appointment to the Committee for the Arts**

Appointed Catherine Osman to the Committee for the Arts.

**II.A.4. New Board Bylaw 9400—Board Self-Evaluation**

Approved the new Board Bylaw 9400—Board Self-Evaluation.

**II.A.5. Unity of Purpose and Governance Protocols**

Adopted the Unity of Purpose and Governance Protocols.

**II.B. BUSINESS SERVICES**

**II.B.1. Warrant Register**

Approved/ratified the warrant register.

**II.B.2. Fundraising Activities**

Approved/ratified the fundraising activities.

**II.B.3. Donations**

Accepted the donations.

**II.B.4. Legal Services**

Approved payment for legal services to the law office of Atkinson, Andelson, Loya, Ruud & Romo.

**II.C. EDUCATIONAL SERVICES**

**II.C.1. Student Expulsion Case 15/16-02**

Approved the student expulsion case 15/16-02.

**II.C.2. School-Sponsored Trips**

Approved the following school-sponsored trips: Country Springs ES; Liberty ES; Walnut ES; Magnolia JHS; Chino Hills HS; and Don Lugo HS.

**II.C.3. Multitrack Year-Round Student Attendance Calendar 2016/2017 for Cal Aero Preserve Academy**

Approved the Multitrack Year-round Student Attendance Calendar 2016/2017 for Cal Aero Preserve Academy.

**II.C.4. Proclamation for Red Ribbon Week, October 23-31, 2015**

Adopted the proclamation for Red Ribbon Week, October 23-31, 2015.

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

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

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

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

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

**II.D.4. City of Chino Hills Joint Use Community Park Lease Agreement**

Approved the City of Chino Hills Joint Use Community Park lease agreement between the District and the City of Chino Hills.

**II.D.5. Resolutions 2015/2016-33, 2015/2016-34, 2015/2016-35, 2015/2016-36, and 2015/2016-37 for Authorization to Utilize Piggyback Contracts**

Adopted Resolutions 2015/2016-33, 2015/2016-34, 2015/2016-35, 2015/2016-36, and 2015/2016-37 for authorization to utilize piggyback contracts.

**II.D.6. Change Order for Bid 14-15-09, LED Lighting Replacement at Various Sites**

Approved the change order for Bid 14-15-09, LED Lighting Replacement at Various Sites.

**II.D.7. Change Order and Notice of Completion for Bid 14-15-14, Playground Surfacing at Various Sites**

Approved the change order and Notice of Completion for Bid 14-15-14, Playground Surfacing at Various Sites.

**II.D.8. Change Order and Notice of Completion for Bid 14-15-02, Portable Classroom Site Work at Cal Aero Preserve Academy**

Approved the change order and Notice of Completion for Bid 14-15-02, Portable Classroom Site Work at Cal Aero Preserve Academy.

**II.D.9. Notice of Completion for CUPCCAA Project 14-15-25, Install Posts and Netting at Don Lugo HS Baseball and Softball Fields**

Approved the Notice of Completion for CUPCCAA Project 14-15-25, Install Posts and Netting at Don Lugo HS Baseball and Softball Fields.

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

Moved (Na) seconded (Orozco) motion carried (4-1, Feix voted no) to approve/ratify the certificated/classified personnel items.

**II.E.2. New Job Description for Foster Youth Services Counselor/Program Liaison**

Moved (Na) seconded (Orozco) carried unanimously (5-0) to approve the job description for Foster Youth Services Counselor/Program Liaison, and authorized the creation of a Foster Youth Services Counselor/Program Liaison position.

<b>III INFORMATION</b>
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**III.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****III.A.1. New Course Robotic Engineering**

Received for information the new course Robotic Engineering.

**III.B. EDUCATIONAL SERVICES****III.B.1. Revision of Board Policy 5131.2 Students—Bullying**

Received for information the revision of Board Policy 5131.2 Students—Bullying.

**III.B.2. Revision of Board Policy and Administrative Regulation 5148 Students—Child Care and Development**

Received for information the revision of Board Policy and Administrative Regulation 5148 Students—Child Care and Development.

**III.B.3. Revision of Board Policy and Administrative Regulation 5148.2 Students—Before/After School Programs**

Received for information the revision of Board Policy and Administrative Regulation 5148.2 Students—Before/After School Programs.

**III.B.4. New Board Policy and Administrative Regulation 5148.3 Students—Preschool/Early Childhood Education**

Received for information the new Board Policy and Administrative Regulation 5148.3 Students—Preschool/Early Childhood Education.

**III.C. FACILITIES, PLANNING, AND OPERATIONS****III.C.1. Request to Name or Rename District Facility**

Received for information the request to name or rename District facility.

**III.D. HUMAN RESOURCES****III.D.1. Revision of Board Policy and Administrative Regulation 1312.3 Community Relations—Uniform Complaint Procedures**

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

**III.D.2. Revision of Board Policy 4030 Personnel—Nondiscrimination in Employment**

Received for information the revision of Board Policy 4030 Personnel—Nondiscrimination in Employment.

**III.D.3. Revision of Administrative Regulation 4161.2, 4261.2, and 4361.2 Personnel—Personal Leaves**

Received for information the revision of Administrative Regulation 4161.2, 4261.2, and 4361.2 Personnel—Personal Leaves.

**IV. COMMUNICATIONS****BOARD MEMBERS AND SUPERINTENDENT**

Irene Hernandez-Blair thanked Superintendent Joseph for the brighter lights and clean (ceiling) tiles in the Board room; acknowledged Canyon Hills JHS AVID teachers attending the meeting; spoke about the opportunity some AVID students had to attend a college football game; expressed that she is wanting and expecting that all school sites be treated fairly and that similar opportunities be afforded to all campuses; said October is Cancer Awareness and Anti-bullying Month; spoke about wearing purple in support of LGBT youth; thanked Dan Mellon for the Safe School Ambassador Program, but said it is not working well for the majority of our schools; said we need to have programs to address racial discrimination; said the California Department of Education offers school climate and California Healthy Kids surveys, and said we need to hear from teachers and students in this regard; and expressed gratitude to Costco for their donation of backpacks to students at Dickson ES, and to Pete and Corinne Pariah for donating a pallet of paper to Rhodes ES.

Vice President Cruz asked for and received consensus to extend the meeting beyond 10:00 p.m.

James Na asked Greg Stachura to provide an update to parents who expressed campus safety concerns; acknowledged the supporters of Grandpa Ortiz; attended Mrs. Yi Eubanks special education class and said he learned a lot; said our school District and teachers are doing a great job; encouraged CVLA students to never give up; attended the Veterans Tribute Dinner; thanked CSEA members for maintaining District campuses; spoke about Mark Goldband's legacy of helping others; emphasized character building; and thanked students for attending the meeting as part of their assignments.

Pamela Feix acknowledged the 40 years of volunteering that Grandpa Ortiz contributed, said we have an amazing community; recognized the teaching community and said it is impressive to see all teachers from Buena Vista HS supporting the program and administrator; and said she spent half a day at Boys Republic last week, commented on the culinary arts program, and said now is the time to order wreaths.

Sylvia Orozco spoke about suicide and bullying; acknowledged the retirement of Cheryl Aguilar for 35 years of service; said she is still hopeful of a formal retirement event; spoke about Grandpa Ortiz; commended Ayala HS vocal students' performance; reminded everyone about the Madrigal Feast; said that Canyon Hills JHS is holding a spaghetti dinner concert on November 14; spoke in support of teacher-to-parent communication programs; and said she attended the SANDABS meeting last week and advised that information would be forthcoming regarding the 2015 Federal Legislative Platform.

Superintendent Joseph said it was a heart rending night; said that he doesn't want to minimize bullying, but at the same time we shouldn't lose site that our teachers, administrators, and classified employees have daunting tasks every day because of society's expectations of them; and said our people day in and day out do the very best they can for our children as evidenced by the success of our students.

Andrew Cruz said he attended a school Smarts training at Briggs K-8 this week; commended Ramona JHS for encouraging students to do random acts of kindness; and said the Ayala Band and Color guard did a spectacular job at the football game on Friday.

<b>V. ADJOURNMENT</b>
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Vice President Cruz adjourned the regular meeting of the Board of Education at 10:21 p.m.

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Andrew Cruz, Vice President

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Sylvia Orozco, 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:** November 5, 2015  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services  
**SUBJECT: WARRANT REGISTER**

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**BACKGROUND**

Education Code 42650 requires the Board to approve and/or ratify all warrants. 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**

\$2,725,283.96 to all District funding sources.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services

**SUBJECT: FUNDRAISING ACTIVITIES**

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**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.

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.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**November 5, 2015**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Chaparral ES</u></b>		
PTO	Red Robin Burgers for Better Schools	11/6/15 - 6/30/16
<b><u>Cortez ES</u></b>		
PFA	Holiday Gram Sale	11/6/15 - 6/30/16
<b><u>Country Springs ES</u></b>		
PFA	Yogurtland Coupon Sale	12/1/15 - 6/1/16
<b><u>Dickey ES</u></b>		
PTO	After School Popcorn Sale	11/6/15 - 5/20/16
<b><u>Dickson ES</u></b>		
ASB	Dollar Donation Drive	11/6/15 - 12/18/15
<b><u>Eagle Canyon ES</u></b>		
ASB-Student Council	Student Store	11/9/15 - 4/1/16
ASB-Student Council	Frosty Gram Sale	11/30/15 - 12/11/15
ASB-Student Council	Valentine Gram Sale	2/2/16 - 2/12/16
<b><u>Hidden Trails ES</u></b>		
PTA	Roscoe's Dine Out Day	11/18/15
<b><u>Newman ES</u></b>		
ASB	Marie Callender's Pie Sale	11/6/15 - 11/13/15
<b><u>Rhodes ES</u></b>		
PEP Club	Chick-fil-A Family Night Out	12/2/15

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**November 5, 2015**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Cal Aero K-8</u></b>		
Flight Crew	Coin Collection	11/6/15 - 11/20/15
Flight Crew	Papa Murphy's Family Dine Out	11/11/15
Flight Crew	Jog-A-Thon Pledge Drive	11/30/15 - 12/11/15
<b><u>Canyon Hills JHS</u></b>		
Music Club Boosters	Bowl-A-Thon	3/9/16
Music Club Boosters	Open House Pizza Dinner	3/23/16
Music Club Boosters	Spring Concert Refreshment Sale	5/11/16
<b><u>Ramona JHS</u></b>		
Athletics	P.E. Clothing Sale	11/6/15 - 6/1/16
<b><u>Townsend JHS</u></b>		
Dance Team	Gold Candle Sale	11/6/15 - 11/10/15
Dance Team	Poinsettia Sale	11/6/15 - 11/11/15
Music Boosters	Nutcracker Music Box Ticket Sale	12/15/15
Music Boosters	Penny Donation	3/4/16
<b><u>Woodcrest JHS</u></b>		
Athletics	Turkey Trot Sponsorship Drive	11/6/15 - 11/20/15
Athletics	P.E. Clothing Sale	11/6/15 - 6/10/16
<b><u>Ayala HS</u></b>		
Choral Boosters	Coupon Book Sale	11/6/15 - 11/27/15
Spirit Boosters	Marie Callender's Pie Sale	11/6/15 - 11/28/15
Spirit Boosters	Off Campus Mrs. Field's Cookie Sale	11/6/15 - 1/5/16
Spirit Boosters	Discount Card Sale	11/6/15 - 1/15/16
Economics Club	Juice It Up Day	11/9/15
Spirit Boosters	Tahoe Joe's Dine Out Day	11/11/15
SADD Club	After School Candy Apple Sale	11/16/15 - 11/30/15
Choral Boosters	Candle Sale	11/16/15 - 12/1/15
Economics Club	Pieology Family Night Out	11/18/15
Athletic Training	Bowling Fundraiser	11/19/15

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**November 5, 2015**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Ayala HS</u></b> (cont.)		
Spirit Boosters	Pieology Family Night Out	11/19/15
Grad Night 2018	Bruxie Family Night Out	12/18/15
SADD Club	Off Campus See's Candy Sale	1/4/16 - 1/19/16
Choral Boosters	Pieology Dine Out Day	1/5/16
Girls Soccer Boosters	Applebee's Breakfast	1/23/16
Athletic Training	State-line Turn Around	3/26/16
Grad Night 2018	Smash Burger Family Night Out	6/8/16
Grad Night 2018	Bruxie Family Night Out	6/18/16
<b><u>Chino HS</u></b>		
Wrestling	All Star Wrestling Match Ticket Sale	10/26/15 - 11/12/15
Girls Soccer	Sponsorship Drive	11/6/15 - 6/1/16
Baseball	Outfield Banner Sale	11/6/15 - 6/1/16
Baseball	After School Refreshment Sale	11/6/15 - 6/7/16
Sports Boosters	Christmas Tree, Wreath, and Garland Sale	11/6/15 - 11/13/15
Girls Soccer	Yard Sale	11/7/15
Leadership	Harkins Movie Night	11/18/15
Pep Squad Boosters	Super Chili Burgers Day	11/29/15
Girls Basketball	Off Campus See's Candy Sale	11/30/15 - 12/11/15
Girls Basketball	School Apparel Sale	1/15/16 - 3/1/16
Girls Basketball	Snack Bar	1/15/16 - 3/1/16
Folklorico Club	Off Campus Snack Sale	2/9/16 - 2/12/16
AP English	Off Campus Candy Sale	2/22/16
Folklorico Club	Off Campus Snack Sale	4/25/16 - 4/29/16
<b><u>Chino Hills HS</u></b>		
Wrestling	Business Advertisement Sale	11/6/15 - 5/1/16
Make A Wish Club	Off Campus Snack Sale	11/7/15
Wrestling	Wrestling All Star Ticket Sale	11/12/15
Wrestling	Cosmic Bowling	11/13/15
CHADDAC	Video Game Tournament Ticket Sale	11/18/15 - 11/20/15
Football	Donation Drive	11/29/15
CHADDAC	Scripts Sale	11/30/15 - 12/4/15
Make A Wish Club	Barnes & Noble Gift Wrapping	12/4/15 - 12/18/15
CHADDAC	Chipotle Family Night Out	2/10/16

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**November 5, 2015**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Chino Hills HS</u></b> (cont.)		
Make A Wish Club	Bunny Ears Donation Drive	3/26/16
Make A Wish Club	Pie Sale	4/29/16
<b><u>Don Lugo HS</u></b>		
Class of 2016	Reserved Parking Space Sale	11/6/15 - 6/30/16
M.E.C.H.A./Folklorico	El Puerto Restaurant Dine Out Day	11/10/15
M.E.C.H.A./Folklorico	El Puerto Restaurant Dine Out Day	12/2/15

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 5, 2015  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business 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.

WMJ:SHC:LP:wc



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**November 5, 2015**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Access &amp; Equity</u></b>		
Barnes & Noble	722 Children Books	\$5,776.00
<b><u>Special Education</u></b>		
Irvine Company Retail Properties	Office Supplies	\$1,000.00
PFA	Cash	\$4,300.00
<b><u>Cattle ES</u></b>		
Robert Esslinger	Cash	\$100.00
<b><u>Country Springs ES</u></b>		
Kayoko & Yuji Ioriya	Cash	\$500.00
<b><u>Liberty ES</u></b>		
The Kula Foundation	Cash	\$58.10
<b><u>Marshall ES</u></b>		
Soft Touch Car Wash	Cash	\$150.00
<b><u>Wickman ES</u></b>		
Wickman PTO	Cash	\$3,359.00
Wickman PTO	Cash	\$4,998.00
<b><u>Canyon Hills JHS</u></b>		
Canyon Hills PTSA	Cash	\$309.57
<b><u>Townsend JHS</u></b>		
Pepsi Bottling	Cash	\$135.24

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**November 5, 2015**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Don Lugo HS</u></b>		
Samuel S. Berro, DDS, Inc.	Cash	\$100.00
New York Pizzeria	Cash	\$100.00
AMR Designs, Inc.	Cash	\$175.00
Dana P. Stamps	Cash	\$200.00
Natalie Rosales	Horse Saddle/Cinch/Halters	\$235.00
BSB Corp.	Cash	\$250.00
Claudia's Insurance Services, Inc.	Cash	\$250.00
Law Offices of Mark Deniz, Inc.	Cash	\$500.00
Fernando J. & Crystal Ann Trejo	Cash	\$500.00
Target	Cash	\$525.00



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Norm Enfield, Ed.D., Deputy Superintendent, Curriculum, Instruction,  
Innovation, and Support  
Don Jones, Director, Secondary Curriculum and Instruction

**SUBJECT: NEW COURSE ROBOTIC ENGINEERING**

=====

**BACKGROUND**

The Chino Valley Unified School District routinely revises curriculum guides and develops new courses in accordance with State Content Standards, State Frameworks, and student need. Accordingly, the revision and development of curriculum guides are the results of a collaborative effort of teachers in the related academic areas. This item was presented to the Board on October 15, for information.

Robotic Engineering is an introductory course that develops student problem-solving skills with emphasis on the application of visualization processes and tools. The course will emphasize the design development process of a product and how a model of that product is produced, analyzed, and evaluated using a Computer Aided Design System. Various design applications will be addressed.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the new course Robotic Engineering.

**FISCAL IMPACT**

None.

WMJ:NE:DJ:ede

# Chino Valley Unified School District

## Jr. High School Course Description

CONTACTS	
<b>1. School/District Information:</b>	School/District: Chino Valley Unified School District Street Address: 5130 Riverside Dr., Chino, CA 91710 Phone: (909) 628-1201 Web Site: chino.k12.ca.us
<b>2. Course Contact:</b>	Teacher Contact: Isaac Cabase Position/Title: Teacher Phone: (909) 464-9938 E-mail: Isaac_Cabase@chino.k12.ca.us
A. COVER PAGE - COURSE ID	
<b>1. Course Title:</b>	Robotic Engineering
<b>2. Transcript Title/Abbreviation:</b>	Robotic Eng
<b>3. Transcript Course Code/Number:</b>	
<b>4. Seeking Honors Distinction:</b>	No
<b>5. Subject Area/Category:</b>	Technology / STEM skills
<b>6. Grade level(s):</b>	7-8
<b>7. Is this course classified as a Career Technical Education course:</b>	Yes
<b>8. Date of Board Approval:</b>	
<b>9. Brief Course Description:</b> Students will learn to program various types of robots in both Python and C+ computer languages, design VEX brand robots in a Computer Aided Design program (Autodesk), and construct VEX and VEXIQ brand robots.	
<b>10. Context for Course:</b> This course will bring modern technology education to our students.	
<b>11. Supplemental Instructional Materials:</b>	Autodesk Inventor Pro which is provided for free to all teachers and students. Students will need to have periodic access to internet capable devices.
B. COURSE CONTENT	
<b>Course Purpose:</b> Robotic Engineering is an introductory course which develops student problem-solving skills with emphasis on the application of visualization processes and tools. The course will emphasize the design development process of a product and how a model of that product is produced, analyzed, and evaluated, using a Computer Aided Design System. Various design applications will be addressed.	
<b>Instructional Methods and/or Strategies:</b> Students will utilize hands-on, project-based learning. This course is designed to combine the knowledge and apply the information learned to an open-ended design problem. Students will apply the design process to create a solution to a problem that currently exists. Students will also learn that by-products are created as a result of the solution, and what impacts they have on the environment and society and the students will also learn how to affectively market a product.	

# Chino Valley Unified School District

## Jr. High School Course Description

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### **Course Outline:**

Unit 1: Introduction to Technology, Engineering, and Robotics.

Unit 2: Introduction to VEX (robotics).

Unit 3: Introduction to CAD.

Unit 4: Design Time: Using CAD (ROBOTICS) the student groups will create prototype robots for the specified goal in the competition rules.

Unit 5: Turning the CAD created prototype into an actual robot.

Unit 6: Object Manipulation.

Unit 7: Testing robots on specified objective. Noting positive and negative attributes of the robots. VEX local competition (optional).

Unit 8: Speed, Power, Torque, and DC Motors.

Unit 9: Mechanical Power Transmission.

Unit 10: Drivetrain Design.

Unit 11: Testing and the Iteration Process.

Unit 12: System Integration.

### **Assessment Including Methods and/or Tools:**

The students will be assessed through completion of projects, scientific journals and written assessments, based on the informational texts utilized in the units listed above.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Norm Enfield, Ed.D., Deputy Superintendent, Curriculum, Instruction, Innovation, and Support  
Don Jones, Director, Secondary Curriculum and Instruction  
Julian Rodriguez, Director, Assessment and Instructional Technology

**SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN  
CHINO VALLEY UNIFIED SCHOOL DISTRICT AND THE JOINT  
POWERS AUTHORITY FOR PARTICIPATION IN THE CAREER  
TECHNICAL EDUCATION INCENTIVE GRANT**

=====

**BACKGROUND**

On April 2, 2015, the Board of Education approved the Joint Powers Authority Agreement between the Baldy View Regional Occupational Program and its member districts, including Chino Valley Unified School District.

This Memorandum of Understanding (MOU) was established to assist multiple Local Educational Agencies (LEAs) in their regional area to provide a more comprehensive Career Technical Education program offering to more students. The MOU is comprised of the member districts: Chaffey Joint Union High School District, Baldy View Regional Occupational Program, Chino Valley Unified School District, Claremont Unified School District, and Upland Unified School District.

The MOU will give authority for the member districts to begin the application and grant writing process. The CTEIG application is due to the California Department of Education on November 18, 2015.

The MOU will become effective upon Board approval of each of the participating district's and will extend through the duration of the State Career Technical Education Incentive Grant funding, or until revised or disbanded by the participating LEAs.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Memorandum of Understanding between the Chino Valley Unified School District and the Joint Powers Authority for participation in the Career Technical Education Incentive Grant.

**FISCAL IMPACT**

None.

Memorandum of Understanding (MOU)  
for a Joint Powers Authority OR a County Office of Education  
for participation in the Career Technical Education Incentive Grant (CTEIG)

Check ONE: ☒ Joint Powers Authority (JPA)   ☐ County Office of Education (COE)

Names of Participating Local Educational Agencies (LEAs):

Chaffey Joint Union High School District	Chino Valley Unified School District
Claremont Unified School District	Upland Unified School District
Baldy View Regional Occupational Program	

This MOU was established to assist multiple LEAs in their regional area to provide a more comprehensive Career Technical Education (CTE) program offering to more students. The MOU is comprised of the LEAs listed above. This agreement will become effective upon receipt of this document with original signatures of the Superintendent or Authorized Designee from each of the participating LEAs and will extend through the duration of the state CTEIG funding, or until revised or disbanded by the participating LEAs.

For JPA's:

1. As the administrative agency for the JPA, Baldy View Regional Occupational Program will receive and administer the JPA's allocated funds, and submit the necessary plans, applications, and all fiscal claims to the California Department of Education (CDE). Each of the LEAs participating in the JPA will cooperate in the development of these documents and will provide timely responses to the JPA fiscal agent's request for information and data.
2. Each member of the JPA will allocate the Average Daily Attendance (ADA) of their students in their district that will participate in the JPA's CTE programs to determine funding for this specific CTEIG funding structure. The JPA will report only those students' ADA that the member has allocated for the purpose of determining the grant allocation award. Each member and fiscal agent will submit data on CTE students according to what they are claiming or releasing of ADA for the grant funding structure of ADA, as outlined in Education Code (EC) Section 53071, (B), i-v.

Each member of the MOU and fiscal lead agency will sign all grant assurances and comply with all requirements as a grant recipient for the CTEIG funding, as outlined in EC Section 53071.

In accordance with the CTEIG program, EC Section 53070, (b) Of the amounts appropriated in paragraphs (1) through (3), inclusive, of subdivision (a), 4 percent is designated for applicants with average daily attendance of less than or equal to 140, 8 percent is designated for applicants with average daily attendance of more than 140 and



less than or equal to 550, and 88 percent is designated for applicants with average daily attendance of more than 550. For purposes of this section, average daily attendance shall be those figures that are reported at the time of the second principal apportionment for the previous fiscal year for pupils in grades 7 to 12, inclusive. For any applicant consisting of more than one school district, county office of education, charter school, or regional occupational center or program operated by a joint powers authority, or of any combination of those entities, the sum of the average daily attendance for each of the constituent entities shall be used for purposes of this subdivision. No funds will be redistributed to individual members of the JPA for purposes or programs that are not available to all members of the JPA.

Baldy View Regional Occupational Program may claim indirect costs incurred based on the approved state rate.

As evidenced by the accompanying Superintendent or Authorized Designee signatures, each of the JPA's participating LEAs agrees to the conditions set forth in this Memorandum of Understanding:

LEA Name	Authorized Signature	Date
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LEA Name	Authorized Signature	Date
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LEA Name	Authorized Signature	Date
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LEA Name	Authorized Signature	Date
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LEA Name	Authorized Signature	Date
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**Chino Valley Unified School District**  
**Our Motto:**  
Student Achievement • Safe Schools • Positive School Climate  
Humility • Civility • Service

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Jeanette Chien, Ed.D., Asst. Superintendent, Educational Services  
Stephanie Johnson, Director, Student Support Services

**SUBJECT: STUDENT EXPULSION CASE 15/16-03**

=====

**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 the student expulsion case 15/16-03.

**FISCAL IMPACT**

None.

WMJ:JC:SJ:lmc

**Chino Valley Unified School District**

**Our Motto:**

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**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Jeanette Chien, Ed.D., Asst. Superintendent, Educational Services

**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.

Field 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 the following school-sponsored trips:

<b>School-Sponsored Trips</b>	<b>Date</b>	<b>Fiscal Impact</b>
Site: Ayala HS Event: Girls Basketball Big Bear Bonding Place: Big Bear, CA Chaperone Ratio: 10 students/1 chaperone	November 6-8, 2015	Cost: \$149.05 per student Funding Source: Parents
Site: Ayala HS Event: Leadership Development Institute Place: Riverside, CA Chaperone Ratio: 31 students/4 chaperones	November 14-15, 2015	Cost: \$115.00 per student Funding Source: Parents

<b>School-Sponsored Trips</b>	<b>Date</b>	<b>Fiscal Impact</b>
Site: Ayala HS Event: Wrestling Tournament Place: Carlsbad, CA Chaperone Ratio: 16 students/3 chaperones	December 11-12, 2015	Cost: \$70.00 per student Funding Source: Boosters
Site: Ayala HS Event: Wrestling Tournament (Individuals) Place: Perris, CA Chaperone Ratio: 16 students/3 chaperones	February 19-20, 2016	Cost: \$70.00 per student Funding Source: Boosters
Site: Ayala HS Event: Wrestling Tournament (Girls) Place: Visalia, CA Chaperone Ratio: 3 students/2 chaperones	February 26-27, 2016	Cost: \$70.00 per student Funding Source: Boosters
Site: Ayala HS Event: Wrestling Tournament (Boys) Place: Ontario, CA Chaperone Ratio: 16 students/3 chaperones	February 26-27, 2016	Cost: \$70.00 per student Funding Source: Boosters
Site: Ayala HS Event: Wrestling Tournament Place: Bakersfield, CA Chaperone Ratio: 16 students/3 chaperones	March 4-5, 2016	Cost: \$70.00 per student Funding Source: Boosters
Site: Chino Hills HS Event: Western Band Assoc. Championships Place: Fresno, CA Chaperone Ratio: 171 students/20 chaperones	November 19-22, 2015	Cost: \$360.00 per student Funding Source: Boosters
Site: Chino Hills HS Event: Music Festival Place: Flagstaff, AZ Chaperone Ratio: 20 students/2 chaperones	February 25-28, 2016	Cost: \$325.00 per student Funding Source: Boosters
Site: Don Lugo HS Event: Senior Retreat 2016 Place: Idyllwild, CA Chaperone Ratio: 130 students/20 chaperones	February 5-7, 2016	Cost: \$180.00 per student Funding Source: Parents
Site: Don Lugo HS Event: Northern California College Tour Place: Fresno, San Jose, Berkley, CA Chaperone Ratio: 50 students/5 chaperones	March 13-16, 2016	Cost: \$375.00 per student Funding Source: Parents
Site: Don Lugo HS Event: CASL State Conference (Leadership) Place: Ontario, CA Chaperone Ratio: 50 students/5 chaperones	April 9-11, 2016	Cost: \$325.00 per student Funding Source: Parents

## **FISCAL IMPACT**

None.

WMJ:JC:lmc

**Chino Valley Unified School District**

**Our Motto:**

Student Achievement • Safe Schools • Positive School Climate  
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**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Jeanette Chien, Ed.D., Asst. Superintendent, Educational Services

**SUBJECT: REVISION OF BOARD POLICY 5131.2 STUDENTS - BULLYING**

=====

**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. The revision of Board Policy 5131.2 Students – Bullying has been updated to clarify the appropriate use of the uniform complaint procedures in cases of nondiscriminatory bullying. As revised, the policy provides that the UCP be used to investigate all instances of bullying, but that conduct determined to be nondiscriminatory bullying then be resolved in accordance with the district's student discipline policies and procedures. This item was presented to the Board of Education on October 15, 2015, for information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 5131.2 Students – Bullying.

**FISCAL IMPACT**

None.

WMJ:JC:Imc

**BULLYING**

The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No INDIVIDUAL student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, RETALIATE, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 – Conduct)  
(cf. 5136 – Gangs)  
(cf. 5145.3 – Nondiscrimination/Harassment)  
(cf. 5145.7 – Sexual Harassment)  
(cf. 5145.9 – Hate-Motivated Behavior)

Cyberbullying includes the CREATION OR transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 – Freedom of Speech/Expression)

Strategies for ADDRESSING bullying IN DISTRICT SCHOOLS ~~prevention and intervention~~ shall be developed with involvement of key stakeholders, INCLUDING STUDENTS, PARENTS/GUARDIANS, AND STAFF, AND MAY BE INCORPORATED INTO THE ~~in accordance with law, board policy, and administrative regulation governing the development of~~ comprehensive safety plans, THE LOCAL CONTROL AND ACCOUNTABILITY PLAN, and OTHER APPLICABLE DISTRICT AND SCHOOL ~~shall be incorporated into such plans.~~

(cf. 0420 – School Plans/Site Councils)  
(cf. 0450 – Comprehensive Safety Plan)  
(cf. 0460 – Local Control and Accountability Plan)  
(cf. 1220 – Citizen Advisory Committees)  
(cf. 1400 – Relations between Other Governmental Agencies and the Schools)  
(cf. 6020 – Parent Involvement)

AS APPROPRIATE, THE SUPERINTENDENT OR DESIGNEE MAY COLLABORATE WITH LAW ENFORCEMENT, COURTS, SOCIAL SERVICES, MENTAL HEALTH SERVICES, OTHER AGENCIES, AND COMMUNITY ORGANIZATIONS IN THE DEVELOPMENT AND IMPLEMENTATION OF JOINT STRATEGIES TO PROMOTE

## **BULLYING (cont.)**

SAFETY IN SCHOOLS AND THE COMMUNITY AND TO PROVIDE SERVICES FOR ALLEGED VICTIMS AND PERPETRATORS OF BULLYING.

(cf. 1020 - Youth Services)

### **Bullying Prevention**

To the extent possible, district ~~and schools~~ ~~strategies~~ shall focus on prevention of bullying by establishing clear rules for student conduct and IMPLEMENTING strategies to PROMOTE ~~establish~~ a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for ENGAGING IN ~~perpetrators of~~ bullying.

(cf. 5137 – Positive School Climate)

AS APPROPRIATE, the district SHALL ~~may~~ provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 – Comprehensive Health Education)  
(cf. 6142.94 – History-Social Science Instruction)  
(cf. 6163.4 – Student Use of Technology)

~~School~~ Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective RESPONSE ~~prevention and intervention strategies.~~

(cf. 4131 – Staff Development)  
(cf. 4231 – Staff Development)  
(cf. 4331 – Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

### **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.



**BULLYING (cont.)**

School staff who witness AN ACT OF bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

WHEN ~~As~~ appropriate BASED ON THE SEVERITY OR PERVASIVENESS OF THE BULLYING, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators AND MAY CONTACT LAW ENFORCEMENT. ~~He/she also may involve school counselors, mental health counselors, and/or law enforcement.~~

THE SUPERINTENDENT, PRINCIPAL, OR PRINCIPAL'S DESIGNEE MAY REFER A VICTIM, WITNESS, PERPETRATOR, OR OTHER STUDENT AFFECTED BY AN ACT OF BULLYING TO A SCHOOL COUNSELOR, SCHOOL PSYCHOLOGIST, SOCIAL WORKER, CHILD WELFARE ATTENDANCE PERSONNEL, SCHOOL NURSE, OR OTHER SCHOOL SUPPORT SERVICE PERSONNEL FOR CASE MANAGEMENT, COUNSELING, AND/OR PARTICIPATION IN A RESTORATIVE JUSTICE PROGRAM AS APPROPRIATE. (EDUCATION CODE 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

**REPORT AND FILING OF Complaints ~~and Investigation~~**

ANY COMPLAINT OF BULLYING, WHETHER IT IS DISCRIMINATORY OR NONDISCRIMINATORY, SHALL BE INVESTIGATED AND RESOLVED IN ACCORDANCE WITH LAW AND THE DISTRICT'S UNIFORM COMPLAINT PROCEDURES SPECIFIED IN AR 1312.3 - UNIFORM COMPLAINT PROCEDURES.

(cf. 1312.3 - Uniform Complaint Procedures)

ANY STUDENT, PARENT/GUARDIAN, OR OTHER INDIVIDUAL WHO BELIEVES THAT A STUDENT HAS BEEN SUBJECTED TO BULLYING OR WHO HAS WITNESSED BULLYING MAY REPORT THE INCIDENT TO A TEACHER, THE PRINCIPAL, A COMPLIANCE OFFICER, OR ANY OTHER AVAILABLE SCHOOL EMPLOYEE. WITHIN ONE BUSINESS DAY OF RECEIVING SUCH A REPORT, A STAFF MEMBER SHALL NOTIFY THE PRINCIPAL OF THE REPORT, WHETHER OR NOT A UNIFORM COMPLAINT IS FILED. IN ADDITION, ANY SCHOOL EMPLOYEE WHO OBSERVES AN INCIDENT OF BULLYING INVOLVING A STUDENT SHALL, WITHIN ONE BUSINESS DAY, REPORT HIS/HER OBSERVATION TO THE PRINCIPAL OR A DISTRICT COMPLIANCE OFFICER, WHETHER OR NOT THE ALLEGED VICTIM FILES A COMPLAINT.

WITHIN TWO BUSINESS DAYS OF RECEIVING A REPORT OF BULLYING, THE PRINCIPAL SHALL NOTIFY A DISTRICT COMPLIANCE OFFICER IDENTIFIED IN AR 1312.3.

## **BULLYING (cont.)**

~~Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in Administrative Regulation 5145.7 - Sexual Harassment.~~

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages ~~sent to them~~ that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. ~~WHEN A If the student USES is using a social networking site or service TO BULLY OR HARASS ANOTHER STUDENT, that has terms of use that prohibit posting of harmful material,~~ the Superintendent or designee also may file a REQUEST ~~complaint~~ with the NETWORKING SITE ~~internet site~~ or service to SUSPEND THE PRIVILEGES OF THE STUDENT AND TO have the material removed.

WHEN A REPORT OF BULLYING IS SUBMITTED, THE PRINCIPAL OR A DISTRICT COMPLIANCE OFFICER SHALL INFORM THE STUDENT OR PARENT/GUARDIAN OF THE RIGHT TO FILE A FORMAL WRITTEN COMPLAINT IN ACCORDANCE WITH AR 1312.3. THE STUDENT WHO IS THE ALLEGED VICTIM OF THE BULLYING SHALL BE GIVEN AN OPPORTUNITY TO DESCRIBE THE INCIDENT, IDENTIFY WITNESSES WHO MAY HAVE RELEVANT INFORMATION, AND PROVIDE OTHER EVIDENCE OF BULLYING.

## **INVESTIGATION AND RESOLUTION OF COMPLAINTS**

ANY COMPLAINT OF BULLYING SHALL BE INVESTIGATED AND, IF DETERMINED TO BE DISCRIMINATORY, RESOLVED IN ACCORDANCE WITH LAW AND THE DISTRICT'S UNIFORM COMPLAINT PROCEDURES SPECIFIED IN AR 1312.3.

IF, DURING THE INVESTIGATION, IT IS DETERMINED THAT A COMPLAINT IS ABOUT NONDISCRIMINATORY BULLYING, THE PRINCIPAL OR DESIGNEE SHALL INFORM THE COMPLAINANT AND SHALL TAKE ALL NECESSARY ACTIONS TO RESOLVE THE COMPLAINT.

## **BULLYING (cont.)**

### **Discipline**

CORRECTIVE ACTIONS FOR A ~~Any~~ student who COMMITTS AN ACT OF ~~engages in~~ bullying OF ANY TYPE MAY INCLUDE COUNSELING, BEHAVIORAL INTERVENTION AND EDUCATION, AND IF THE BEHAVIOR IS SEVERE OR PERVASIVE AS DEFINED IN EDUCATION CODE 48900, ~~on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which~~ may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 – Conflict Resolution/Peer Mediation)

(cf. 5144 – Discipline)

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

(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 – Behavioral Interventions for Special Education Students)

ANY EMPLOYEE WHO PERMITS OR ENGAGES IN BULLYING OR RETALIATION RELATED TO BULLYING SHALL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.

(cf. 4118 – Dismissal/Suspension/Disciplinary Action)

### **Legal Reference:**

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

#### PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

#### CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

#### UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

#### CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

## **BULLYING (cont.)**

### COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

### **Management Resources:**

#### CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014  
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten through Grade Twelve, 2008

Bullying at School, 2003

#### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

#### WEBSITES

California School Boards Association: [www.csba.org](http://www.csba.org)

California Department of Education, Safe Schools Office: [www.cde.ca.gov/lr/ss](http://www.cde.ca.gov/lr/ss)

Common Sense Media: [www.commonsensemedia.org](http://www.commonsensemedia.org)

National School Safety Center: [www.schoolsafety.us](http://www.schoolsafety.us)

ON[the]LINE, digital citizenship resources: [www.onthelineca.org](http://www.onthelineca.org)

U.S. Department of Education: [www.ed.gov](http://www.ed.gov)

## **Chino Valley Unified School District**

Policy adopted: June 14, 2012

REVISED:

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Jeanette Chien, Ed.D., Asst. Superintendent, Educational Services  
Laurel Mullally, Ed.D., Director, Health Services/Child Development

**SUBJECT: REVISION OF BOARD POLICY 5148 STUDENTS – CHILD CARE  
AND DEVELOPMENT**

=====

**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. The revision of Board Policy 5148 Students – Child Care and Development includes a new section on complaints and clarifies eligibility for subsidized services. This item was presented to the Board of Education on October 15, 2015, for information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 5148 Students – Child Care and Development.

**FISCAL IMPACT**

None.

WMJ:JC:LM:lmc

## CHILD CARE AND DEVELOPMENT

The Board of Education desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

(cf. 5148.2 – Before/After School Programs)  
(cf. 5148.3 – Preschool/Early Childhood Education)  
(cf. 6164.4 – Identification and Evaluation of Individuals for Special Education)  
(cf. 6175 – Migrant Education Program)

The Board shall enter into a contract with the California Department of Education (CDE) for the provision of child care and development services by the District.

(cf. 3312 – Contracts)

The DISTRICT ~~Superintendent or designee~~ shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and ~~SUPPLY INFORMATION inform parents/guardians~~ about child care options.

(cf. 1020 – Youth Services)  
(cf. 1400 – Relations between Other Governmental Agencies and the Schools)  
(cf. 1700 – Relations between Private Industry and the Schools)

The Board shall approve ~~FOR THE DISTRICT'S CHILD CARE AND DEVELOPMENT PROGRAM~~ a written philosophical statement, goals, and objectives ~~for the district's child care and development program~~ that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and THE ACCOMPANYING administrative regulation. (5 CCR 18271)

(cf. 0000 – Vision)  
(cf. 0100 – Philosophy)  
(cf. 0200 – Goals for the School District)

## ELIGIBILITY AND ENROLLMENT

~~As needed, the Superintendent or designee may identify district facilities that have capacity to provide child care and development services and/or may recommend that the Board enter into an agreement with a public agency or community organization to use community facilities for the purpose of providing such services.~~

## **CHILD CARE AND DEVELOPMENT (cont.)**

CHILD CARE admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and HEALTH EXAMINATION REQUIREMENTS ~~a medical assessment requirement~~. (5 CCR 18105; 22 CCR 101218)

(cf. 0410 – Nondiscrimination in District Programs and Activities)  
(cf. 3540 – Transportation)  
(cf. 3550 – Food Service/Child Nutrition Program)  
(cf. 5141.22 – Infectious Diseases)  
(cf. 5141.3 – Health Examinations)  
(cf. 5141.31 – Immunizations)

The Superintendent or designee shall ensure that subsidized child care is provided to eligible families to the extent that state and/or federal funding is available and shall establish priorities in accordance with Education Code 8263 and 5 CCR 18106.

TO THE EXTENT THAT SPACE IS AVAILABLE AFTER THE ENROLLMENT OF CHILDREN WHO ARE ~~When all families~~ eligible for subsidized services, ~~have been served~~, priority for admissions shall be given to district students, CHILDREN OF DISTRICT STUDENTS, and children of district employees.

(cf. 5111.1 – District Residency)  
(cf. 5146 – Married/Pregnant/Parenting Students)

## **STAFFING**

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications and have satisfied all legal requirements.

(cf. 1240 – Volunteer Assistance)  
(cf. 4112.2 – Certification)  
(cf. 4112.4/4212.4/4312.4 – Health Examinations)  
(cf. 4112.5/4312.5 – Criminal Record Check)  
(cf. 4131 – Staff Development)  
(cf. 4212.5 – Criminal Record Check)  
(cf. 4231 – Staff Development)  
(cf. 4331 – Staff Development)

## **FACILITIES**

UPON RECOMMENDATION OF THE SUPERINTENDENT OR DESIGNEE, THE BOARD MAY APPROVE ANY OF THE FOLLOWING FOR THE PROVISION OF CHILD CARE AND DEVELOPMENT SERVICES:

## **CHILD CARE AND DEVELOPMENT (cont.)**

1. THE USE OF EXISTING DISTRICT FACILITIES THAT HAVE CAPACITY
2. RENOVATION OR IMPROVEMENT OF DISTRICT FACILITIES TO MAKE THEM SUITABLE FOR SUCH SERVICES
3. PURCHASE OF RELOCATABLE CHILD CARE FACILITIES
4. INCLUSION OF CHILD CARE FACILITIES IN ANY NEW CONSTRUCTION
5. AGREEMENT WITH A PUBLIC AGENCY OR COMMUNITY ORGANIZATION FOR THE USE OF COMMUNITY FACILITIES

(cf. 1330.1 – Joint Use Agreements)

(cf. 7110 – Facilities Master Plan)

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT FACILITIES USED FOR CHILD CARE SERVICES MEET ALL APPLICABLE HEALTH AND SAFETY STANDARDS. (5 CCR 18020; 22 CCR 101238-101239.2)

## **COMPLAINTS**

FOR A LICENSED CHILD CARE CENTER, ANY COMPLAINT ALLEGING HEALTH AND SAFETY VIOLATIONS SHALL BE REFERRED TO THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES. FOR A LICENSE-EXEMPT FACILITY, SUCH COMPLAINTS SHALL BE REFERRED TO THE APPROPRIATE CHILD DEVELOPMENT REGIONAL ADMINISTRATOR. ANY OTHER ALLEGED VIOLATION OF STATE OR FEDERAL LAWS GOVERNING CHILD CARE AND DEVELOPMENT PROGRAMS SHALL BE INVESTIGATED AND RESOLVED USING THE DISTRICT'S PROCEDURES IN BP/AR 1312.3 - UNIFORM COMPLAINT PROCEDURES.

(cf. 1312.3 – Uniform Complaint Procedures)

## **PROGRAM EVALUATION**

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The evaluation report shall be submitted to the Board and the CDE along with an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

(cf. 0500 – Accountability)



## **CHILD CARE AND DEVELOPMENT (cont.)**

### **Legal Reference:**

#### **EDUCATION CODE**

8200-8499.10 Child Care and Development Services Act, especially:  
8200-8209 General provisions for child care and development services  
8210-8216 Resource and referral program  
8220-8226 Alternative payment program  
8230-8233 Migrant child care and development program  
8235-8239 California state preschool program  
8240-8244 General child care programs  
8250-8252 Programs for children with special needs  
8263 Eligibility and priorities for subsidized child development services  
8263.3 Disenrollment of families due to reduced funding levels  
8263.4 Enrollment of students ages 11-12 years  
8273-8273.3 Fees  
8278.3 Child Care Facilities Revolving Fund  
8360-8370 Personnel qualifications  
8400-8409 Contracts  
8482-8484.65 After-school education and safety program  
8484.7-8484.8 21st Century community learning centers  
8493-8498 Facilities  
8499-8499.7 Local planning councils  
49540-49546 Child care food program  
49570 National School Lunch program  
56244 Staff development funding

#### **HEALTH AND SAFETY CODE**

1596.70-1596.895 California Child Day Care Act  
1596.90-1597.21 Day care centers

120325-120380 Immunization requirements

#### **CODE OF REGULATIONS, TITLE 5**

4610-4687 Uniform complaint procedures  
18000-18434 Child care and development programs, especially:  
18012-18122 General requirements  
18180-18192 Federal and state migrant programs  
18210-18213 Severely handicapped program  
18220-18231 Alternative payment program  
18240-18248 Resource and referral program  
18270-18281 Program quality, accountability  
18290-18292 Staffing ratios  
18295 Waiver of qualifications for site supervisor  
18300-18308 Appeals and dispute resolution  
80105-80125 Commission on Teacher Credentialing, child care and development permits

#### **CODE OF REGULATIONS, TITLE 22**

101151-101239.2 General requirements, licensed child care centers, especially:  
101151-101163 Licensing and application procedures  
101212-101231 Continuing requirements  
101237-101239.2 Facilities and equipment

#### **UNITED STATES CODE, TITLE 42**

1751-1769 School lunch programs  
9831-9852 Head Start programs  
9858-9858q Child care and development block grant

## **CHILD CARE AND DEVELOPMENT (cont.)**

### CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch program

### CODE OF FEDERAL REGULATIONS, TITLE 45

98.2-98.93 Child care and development fund

### COURT DECISIONS

CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001) 91 Cal.App.4th 892

### **Management Resources:**

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

14-03a Revised Child Care and Development Fee Schedule, Management Bulletin, September 2014  
Uniform Complaint Procedures, 2014

12-07 Disenrollment due to Maximum Reimbursable Amount Reduction, Management Bulletin, July 2012  
Keeping Children Healthy in California's Child Care Environments: Recommendations to Improve Nutrition and Increase Physical Activity, 2010

#### WEBSITES

California School Boards Association: [www.csba.org](http://www.csba.org)  
California Association for the Education of Young Children: [www.caeyc.org](http://www.caeyc.org)  
California Child Development Administrators Association: [www.ccdaa.org](http://www.ccdaa.org)  
California Department of Education, Early Education and Support Division: [www.cde.ca.gov/sp/cd](http://www.cde.ca.gov/sp/cd)  
California Department of Education, Early Education Management Bulletins:  
[www.cde.ca.gov/sp/cd/ci/allmbs.asp](http://www.cde.ca.gov/sp/cd/ci/allmbs.asp); [www.cde.ca.gov/sp/cd](http://www.cde.ca.gov/sp/cd); [www.cde.ca.gov/sp/cd/ci/allmbs.asp](http://www.cde.ca.gov/sp/cd/ci/allmbs.asp)  
California Department of Social Services, Licensing Information: [ccl.d.ca.gov/PG492.htm](http://ccl.d.ca.gov/PG492.htm)  
California Head Start Association: [caheadstart.org](http://caheadstart.org)  
California School-Age Consortium: [calsac.org](http://calsac.org)  
Commission on Teacher Credentialing: [www.ctc.ca.gov](http://www.ctc.ca.gov)  
National Association for the Education of Young Children: [www.naeyc.org](http://www.naeyc.org)  
U.S. Department of Education: [www.ed.gov](http://www.ed.gov)

## **Chino Valley Unified School District**

Policy adopted: January 23, 1997

Revised: February 4, 1999

Revised: September 21, 2000

Revised: October 20, 2011

REVISED:

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

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Jeanette Chien, Ed.D., Asst. Superintendent, Educational Services  
Laurel Mullally, Ed.D., Director, Health Services/Child Development

**SUBJECT: REVISION OF BOARD POLICY 5148.2 STUDENTS –  
BEFORE/AFTER SCHOOL PROGRAMS**

=====

**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. The revision of Board Policy 5148.2 Students – Before/After School Programs reflects new law which requires before/after school programs to submit program attendance reports on a semi-annual basis and to use a program quality improvement process that is based on standards developed by the CDE. This item was presented to the Board of Education on October 15, 2015, for information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 5148.2 Students – Before/After School Programs.

**FISCAL IMPACT**

None.

WMJ:JC:LM:imc

**BEFORE/AFTER SCHOOL PROGRAMS**

The Board of Education desires to provide BEFORE-SCHOOL AND/OR after-school enrichment programs that support the regular education program and provide safe ~~constructive~~ alternatives for students. In order to increase academic achievement of participating students, the content of such programs shall be COORDINATED ~~aligned~~ with the District's vision and goals for student learning, its curriculum, and district and state academic standards ~~and shall be integrated with other learning support activities.~~

(cf. 0000 – Vision)  
(cf. 0200 – Goals for the School District)  
(cf. 5147 – Dropout Prevention)  
(cf. 5148 – Child Care and Development)  
(cf. 6011 – Academic Standards)  
(cf. 6176 – Weekend/Saturday Classes)  
(cf. 6177 – Summer Learning Programs)  
(cf. 6179 – Supplemental Instruction)

The District's program shall be planned through a collaborative process that includes parents/guardians, students, representatives of participating schools, governmental agencies including city and county parks and recreation departments, local law enforcement, community organizations, and, if appropriate, the private sector. (Education Code 8422, 8482.5)

(cf. 1020 – Youth Services)  
(cf. 1400 – Relations between Other Governmental Agencies and the Schools)  
(cf. 1700 – Relations between Private Industry and the Schools)  
(cf. 6020 – Parent Involvement)

The establishment of any program shall be approved by the Board and the principal of each participating school. (Education Code 8421, 8482.3)

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT ALL STAFF WHO DIRECTLY SUPERVISE STUDENTS IN THE DISTRICT'S BEFORE-SCHOOL AND/OR AFTER-SCHOOL PROGRAM POSSESS APPROPRIATE KNOWLEDGE AND EXPERIENCE. AS NEEDED, STAFF AND VOLUNTEERS SHALL RECEIVE ONGOING TRAINING RELATED TO THEIR JOB RESPONSIBILITIES. (EDUCATION CODE 8483.4)

(cf. 1240 – Volunteer Assistance)  
(cf. 4131 – Staff Development)  
(cf. 4222 – Teacher Aides/Paraprofessionals)  
(cf. 4231 – Staff Development)  
(cf. 4331 – Staff Development)

**BEFORE/AFTER SCHOOL PROGRAMS (cont.)**

The program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, the program may include support services that reinforce the educational component and promote student health and well-being, including, but not limited to, drug and violence prevention programs, counseling/guidance services, character education, and programs that promote parent/guardian involvement and family literacy.

(cf. 0450 – Comprehensive Safety Plan)  
 (cf. 3550 – Food Service/Child Nutrition Program)  
 (cf. 5030 – Student Wellness)  
 (cf. 5131.6 – Alcohol and Other Drugs)  
 (cf. 6142.7 – Physical Education and Activity)

A fee may be charged to participating families based on the actual cost of services. The fee may be waived or subsidized based on economic disadvantage or other critical needs ~~in accordance with Education Code 8263 and 8350.~~

(cf. 3260 – Fees and Charges)

ELIGIBLE STUDENTS AGES 11-12 YEARS SHALL BE PLACED IN A BEFORE-SCHOOL OR AFTER-SCHOOL PROGRAM, IF AND WHEN AVAILABLE, RATHER THAN SUBSIDIZED CHILD CARE AND DEVELOPMENT SERVICES. DURING THE TIME THAT THE BEFORE-SCHOOL OR AFTER-SCHOOL PROGRAM DOES NOT OPERATE, STUDENTS AGES 11-12 YEARS MAY BE PROVIDED THE OPTION OF ENROLLING IN CHILD CARE AND DEVELOPMENT SERVICES IN ACCORDANCE WITH THE PRIORITIES ESTABLISHED IN AR 5148 - CHILD CARE AND DEVELOPMENT. (EDUCATION CODE 8263.4)

(cf. 3260 – Fees and Charges)

The Board and the Superintendent or designee shall monitor student participation rates and shall identify MULTIPLE measures that shall be used to EVALUATE ~~determine~~ program effectiveness. Such MEASURES MAY INCLUDE, BUT ARE NOT LIMITED TO, STUDENT ~~as~~ outcome-based data; PROGRAM SELF-ASSESSMENTS; FEEDBACK FROM STAFF, PARTICIPATING STUDENTS, AND PARENTS/GUARDIANS; AND OBSERVATIONS OF PROGRAM ACTIVITIES ~~on academic performance, attendance, and positive behavioral changes.~~

(cf. 0500 – Accountability)

EVERY THREE YEARS, THE PROGRAM SHALL REVIEW ITS AFTER-SCHOOL PROGRAM PLAN, INCLUDING PROGRAM GOALS, PROGRAM CONTENT, AND OUTCOME MEASURES. DOCUMENTATION OF THE PROGRAM PLAN SHALL BE MAINTAINED FOR A MINIMUM OF FIVE YEARS. (EDUCATION CODE 8482.3)

(cf. 3580 – District Records)

## **BEFORE/AFTER SCHOOL PROGRAMS (cont.)**

### **Legal Reference:**

#### **EDUCATION CODE**

8263 Eligibility and priorities for subsidized child development services  
8263.4 Enrollment of students ages 11-12 years  
8273.1 Family fees, exemptions  
8350-8359.1 Programs for CalWORKS recipients  
8360-8370 Personnel qualifications  
8420-8428 21st Century After-School Program for Teens  
8482-8484.65 After School Education and Safety Program  
8484.7-8484.9 21st Century Community Learning Centers  
8490-8490.7 Distinguished After School Health Recognition Program  
17264 New construction; accommodation of before- and after-school programs  
35021.3 After-school physical recreation instructors  
45125 Criminal record check  
45330 Paraprofessionals; instructional aides  
35340-45349 Paraprofessionals; instructional aides  
49024 Criminal background check; Activity Supervisor Clearance Certificate  
49430-49434 Nutrition standards  
49553 Free or reduced-price meals  
69530-69547.9 Cal Grant program

#### **UNITED STATES CODE, TITLE 20**

6314 Title I Schoolwide programs  
6319 Program improvement  
7171-7176 21st Century Community Learning Centers

#### **UNITED STATES CODE, TITLE 42**

1766-1766a Child and Adult Care Food Program

#### **CODE OF FEDERAL REGULATIONS, TITLE 7**

226.17 Nutrition standards

### **Management Resources:**

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

A Crosswalk between the Quality Standards for Expanded Learning and Program Quality Assessment Tools, 2014

Quality Standards for Expanded Learning in California: Creating and Implementing a Shared Vision of Quality, 2014

California after School Physical Activity Guidelines, 2009

#### **U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**

21st Century Community Learning Centers, Nonregulatory Guidance, February 2003

#### **WEBSITES**

California School Boards Association: [www.csba.org](http://www.csba.org)

California Department of Education, Before and After School: [www.cde.ca.gov/lb/ba](http://www.cde.ca.gov/lb/ba)

California Healthy Kids Survey: [chks.wested.org](http://chks.wested.org)

California School-Age Consortium: [calsac.org](http://calsac.org)

Commission on Teacher Credentialing: [www.ctc.ca.gov](http://www.ctc.ca.gov)

Partnership for Children and Youth: [partnerforchildren.org](http://partnerforchildren.org)

U.S. Department of Agriculture: [www.fns.usda.gov/cnd/care/afterschool.htm](http://www.fns.usda.gov/cnd/care/afterschool.htm)

U.S. Department of Education: [www.ed.gov](http://www.ed.gov)

## **Chino Valley Unified School District**

Policy adopted: August 6, 2009

REVISED:

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Jeanette Chien, Ed.D., Asst. Superintendent, Educational Services  
Laurel Mullally, Ed.D., Director, Health Services/Child Development

**SUBJECT: NEW BOARD POLICY 5148.3 STUDENTS – PRESCHOOL/EARLY  
CHILDHOOD EDUCATION**

=====

**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. The new Board Policy 5148.3 Students – Preschool/Early Childhood Education recognizes that high-quality preschool experiences help children ages 3-4 years to develop knowledge, skills, abilities, and attributes necessary for a successful transition into the elementary education program. Early education programs should provide developmentally appropriate activities in a safe, adequately supervised, and cognitively rich environment. This item was presented to the Board of Education on October 15, 2015, for information.

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 Board Policy 5148.3 Students – Preschool/Early Childhood Education.

**FISCAL IMPACT**

None.

WMJ:JC:LM:imc

**PRESCHOOL/EARLY CHILDHOOD EDUCATION**

THE BOARD OF EDUCATION RECOGNIZES THAT HIGH-QUALITY PRESCHOOL EXPERIENCES HELP CHILDREN AGES 3-4 YEARS TO DEVELOP KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES NECESSARY FOR A SUCCESSFUL TRANSITION INTO THE ELEMENTARY EDUCATION PROGRAM. EARLY EDUCATION PROGRAMS SHOULD PROVIDE DEVELOPMENTALLY APPROPRIATE ACTIVITIES IN A SAFE, ADEQUATELY SUPERVISED, AND COGNITIVELY RICH ENVIRONMENT.

**COLLABORATION WITH COMMUNITY PROGRAMS**

THE SUPERINTENDENT OR DESIGNEE SHALL COLLABORATE WITH THE LOCAL CHILD CARE AND DEVELOPMENT PLANNING COUNCIL, OTHER PUBLIC AGENCIES, ORGANIZATIONS, THE COUNTY OFFICE OF EDUCATION, AND/OR PRIVATE PRESCHOOL PROVIDERS TO ASSESS THE AVAILABILITY OF PRESCHOOL PROGRAMS IN THE COMMUNITY AND THE EXTENT TO WHICH THE COMMUNITY'S PRESCHOOL NEEDS ARE BEING MET. THE BOARD ENCOURAGES THE DEVELOPMENT OF A COMPREHENSIVE DISTRICTWIDE AND/OR COUNTYWIDE PLAN TO INCREASE CHILDREN'S ACCESS TO HIGH-QUALITY PRESCHOOL PROGRAMS.

(cf. 1020 – Youth Services)

(cf. 1400 – Relations between Other Governmental Agencies and the Schools)

(cf. 1700 – Relations between Private Industry and the Schools)

(cf. 5148 – Child Care and Development)

THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE INFORMATION ABOUT PRESCHOOL OPTIONS IN THE COMMUNITY TO PARENTS/GUARDIANS UPON REQUEST.

**DISTRICT PRESCHOOL PROGRAMS**

WHEN THE BOARD DETERMINES THAT IT IS FEASIBLE, THE DISTRICT MAY CONTRACT WITH THE CALIFORNIA DEPARTMENT OF EDUCATION (CDE) TO PROVIDE PRESCHOOL SERVICES IN FACILITIES AT OR NEAR DISTRICT SCHOOLS.

THE BOARD SHALL APPROVE FOR THE DISTRICT'S PRESCHOOL PROGRAM A WRITTEN PHILOSOPHICAL STATEMENT, GOALS, AND OBJECTIVES THAT REFLECT THE CULTURAL AND LINGUISTIC CHARACTERISTICS OF THE FAMILIES TO BE SERVED AND ADDRESS THE PROGRAM COMPONENTS SPECIFIED IN 5 CCR 18272-18281 AND THE ACCOMPANYING ADMINISTRATIVE REGULATION. (5 CCR 18271)



**PRESCHOOL/EARLY CHILDHOOD EDUCATION (cont.)**

THE BOARD SHALL SET PRIORITIES FOR ESTABLISHING OR EXPANDING SERVICES AS RESOURCES BECOME AVAILABLE, GIVING CONSIDERATION TO THE BENEFITS OF PROVIDING EARLY EDUCATION PROGRAMS FOR AT-RISK CHILDREN AND/OR CHILDREN RESIDING IN THE ATTENDANCE AREAS OF THE LOWEST PERFORMING DISTRICT SCHOOLS.

(cf. 0520.2 – Title I Program Improvement Schools)  
(cf. 6171 – Title I Programs)

ON A CASE-BY-CASE BASIS, THE BOARD SHALL DETERMINE WHETHER THE DISTRICT SHALL DIRECTLY ADMINISTER A PRESCHOOL PROGRAM OR CONTRACT WITH A PUBLIC OR PRIVATE PROVIDER TO OFFER SUCH A PROGRAM.

FACILITIES FOR PRESCHOOL CLASSROOMS SHALL BE ADDRESSED IN THE DISTRICT'S FACILITIES MASTER PLAN, INCLUDING AN ASSESSMENT AS TO WHETHER ADEQUATE AND APPROPRIATE SPACE EXISTS ON SCHOOL SITES. AS NECESSARY, THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE INFORMATION TO THE BOARD REGARDING FACILITIES FINANCING OPTIONS FOR PRESCHOOL CLASSROOMS AND/OR FACILITIES AVAILABLE THROUGH PARTNERING ORGANIZATIONS OR AGENCIES.

(cf. 1330.1 – Joint Use Agreements)  
(cf. 7110 – Facilities Master Plan)  
(cf. 7210 – Facilities Financing)

BECAUSE PARENTS/GUARDIANS ARE ESSENTIAL PARTNERS IN SUPPORTING THE DEVELOPMENT OF THEIR CHILDREN, THE SUPERINTENDENT OR DESIGNEE SHALL INVOLVE THEM IN PROGRAM PLANNING.

(cf. 5020 – Parent Rights and Responsibilities)  
(cf. 6020 – Parent Involvement)

THE SUPERINTENDENT OR DESIGNEE SHALL COORDINATE PLANNING EFFORTS FOR THE DISTRICT'S PRESCHOOL PROGRAM, TRANSITIONAL KINDERGARTEN PROGRAM, AND ELEMENTARY EDUCATION PROGRAM TO PROVIDE A DEVELOPMENTAL CONTINUUM THAT BUILDS UPON CHILDREN'S GROWING SKILLS AND KNOWLEDGE.

(cf. 6011 – Academic Standards)  
(cf. 6170.1 – Transitional Kindergarten)

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (cont.)**

THE DISTRICT'S PROGRAM SHALL BE ALIGNED WITH PRESCHOOL LEARNING FOUNDATIONS AND CURRICULUM FRAMEWORKS DEVELOPED BY THE CDE WHICH IDENTIFY THE KNOWLEDGE, SKILLS, AND COMPETENCIES THAT CHILDREN TYPICALLY ATTAIN AS THEY COMPLETE THEIR FIRST OR SECOND YEAR OF PRESCHOOL. THE PROGRAM SHALL BE DESIGNED TO FACILITATE CHILDREN'S DEVELOPMENT IN ESSENTIAL SKILLS RELATED TO LANGUAGE AND LITERACY, MATHEMATICS, PHYSICAL DEVELOPMENT, HEALTH, VISUAL AND PERFORMING ARTS, SCIENCE, HISTORY-SOCIAL SCIENCE, ENGLISH LANGUAGE DEVELOPMENT, AND SOCIAL-EMOTIONAL DEVELOPMENT.

THE DISTRICT'S PRESCHOOL PROGRAM SHALL PROVIDE APPROPRIATE SERVICES TO SUPPORT THE NEEDS OF ENGLISH LEARNERS AND CHILDREN WITH DISABILITIES.

(cf. 6164.4 – Identification and Evaluation of Individuals for Special Education)  
(cf. 6174 – Education for English Language Learners)

THE DISTRICT SHALL ENCOURAGE VOLUNTEERISM IN THE PROGRAM AND SHALL COMMUNICATE FREQUENTLY WITH PARENTS/GUARDIANS OF ENROLLED CHILDREN REGARDING THEIR CHILD'S PROGRESS.

(cf. 1240 – Volunteer Assistance)

TO MAXIMIZE THE ABILITY OF CHILDREN TO SUCCEED IN THE PRESCHOOL PROGRAM, THE PROGRAM SHALL SUPPORT CHILDREN'S HEALTH THROUGH PROPER NUTRITION AND PHYSICAL ACTIVITY AND SHALL PROVIDE OR MAKE REFERRALS TO AVAILABLE HEALTH AND SOCIAL SERVICES AS NEEDED.

(cf. 3550 – Food Services/Child Nutrition Program)  
(cf. 5030 – Student Wellness)  
(cf. 5141.31 – Immunizations)  
(cf. 5141.32 – Health Screening for School Entry)  
(cf. 5141.6 – School Health Services)

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT ADMINISTRATORS, TEACHERS, AND PARAPROFESSIONALS IN DISTRICT PRESCHOOL PROGRAMS POSSESS THE APPROPRIATE PERMIT(S) ISSUED BY THE COMMISSION ON TEACHER CREDENTIALING, MEET ANY ADDITIONAL QUALIFICATIONS ESTABLISHED BY THE BOARD, AND PARTICIPATE IN PROFESSIONAL DEVELOPMENT OPPORTUNITIES DESIGNED TO CONTINUALLY ENHANCE THEIR KNOWLEDGE AND SKILLS.

(cf. 4112.2 – Certification)  
(cf. 4112.4/4212.4/4312.4 – Health Examinations)  
(cf. 4112.5/4212.5/4312.5 – Criminal Record Check)  
(cf. 4131 – Staff Development)  
(cf. 4222 – Teacher Aides/Paraprofessionals)  
(cf. 4231/4331 – Staff Development)

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (cont.)**

PRESCHOOL ADMISSIONS POLICIES AND PROCEDURES SHALL BE IN WRITING AND AVAILABLE TO THE PUBLIC. SUCH POLICIES AND PROCEDURES SHALL INCLUDE CRITERIA DESIGNATING THOSE CHILDREN WHOSE NEEDS CAN BE MET BY THE PROGRAM AND SERVICES, THE AGES OF CHILDREN WHO WILL BE ACCEPTED, PROGRAM ACTIVITIES, ANY SUPPLEMENTARY SERVICES PROVIDED, ANY FIELD TRIP PROVISIONS, ANY TRANSPORTATION ARRANGEMENTS, FOOD SERVICE PROVISIONS, AND A HEALTH EXAMINATION REQUIREMENT. (CCR 18105; 22 CCR 101218)

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT SUBSIDIZED PRESCHOOL IS PROVIDED TO ELIGIBLE FAMILIES TO THE EXTENT THAT STATE AND/OR FEDERAL FUNDING IS AVAILABLE AND SHALL ESTABLISH ENROLLMENT PRIORITIES IN ACCORDANCE WITH EDUCATION CODE 8263 AND 5 CCR 18106.

THE SUPERINTENDENT OR DESIGNEE SHALL RECOMMEND STRATEGIES TO LINK THE DISTRICT'S PRESCHOOL PROGRAM WITH OTHER AVAILABLE CHILD CARE AND DEVELOPMENT PROGRAMS IN THE DISTRICT OR COMMUNITY IN ORDER TO ASSIST FAMILIES WHOSE CHILD CARE NEEDS EXTEND BEYOND THE LENGTH OF TIME THAT THE DISTRICT'S PART-DAY PRESCHOOL PROGRAM IS OFFERED.

THE SUPERINTENDENT OR DESIGNEE SHALL DEVELOP AND IMPLEMENT AN ANNUAL PLAN OF EVALUATION WHICH CONFORMS TO STATE REQUIREMENTS. (5 CCR 18279)

THE SUPERINTENDENT OR DESIGNEE SHALL REGULARLY REPORT TO THE BOARD REGARDING ENROLLMENTS IN DISTRICT PRESCHOOL PROGRAMS AND THE EFFECTIVENESS OF THE PROGRAMS IN PREPARING PRESCHOOLERS FOR TRANSITION INTO THE ELEMENTARY EDUCATION PROGRAM.

(cf. 0500 – Accountability)

**Legal Reference:**

**EDUCATION CODE**

8200-8499.10 Child Care and Development Services Act, especially:  
8200-8209 General provisions for child care and development services  
8230-8233 Migrant child care and development program  
8235-8239 California State Preschool Program  
8240-8244 General child care and development programs  
8250-8252 Programs for children with special needs  
8263 Eligibility and priorities for subsidized child development services  
8263.3 Disenrollment of families due to reduced funding levels  
8300-8303 Early Learning Quality Improvement System Advisory Committee  
8360-8370 Personnel qualifications  
8400-8409 Contracts  
8493-8498 Facilities  
8499.3-8499.7 Local child care and development planning councils  
48000 Transitional kindergarten

## **PRESCHOOL/EARLY CHILDHOOD EDUCATION (cont.)**

### HEALTH AND SAFETY CODE

1596.70-1596.895 California Child Day Care Act

1596.90-1597.21 Day care centers

120325-120380 Immunization requirements

### CODE OF REGULATIONS, TITLE 5

18000-18434 Child care and development programs, especially:

18130-18136 California State Preschool Program

18295 Waiver of qualifications for site supervisor

80105-80125 Permits authorizing service in child development programs

### UNITED STATES CODE, TITLE 20

6311-6322 Title I, relative to preschool

6319 Qualifications for teachers and paraprofessionals

6371-6376 Early Reading First

6381-6381k Even Start family literacy programs

6391-6399 Education of migratory children

### UNITED STATES CODE, TITLE 42

9831-9852 Head Start programs

9858-9858q Child Care and Development Block Grant

### CODE OF FEDERAL REGULATIONS, TITLE 22

101151-101239.2 General requirements, licensed child care centers, including:

101151-101163 Licensing and application procedures

101212-101231 Continuing requirements

101237-101239.2 Facilities and equipment

### CODE OF FEDERAL REGULATIONS, TITLE 45

1301-1310 Head Start

### **Management Resources:**

#### CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Expanding Access to High-Quality Preschool Programs, 2008

California Preschool Learning Foundations

14-02 Enrolling and Reporting Children in California State Preschool Programs, April 2014

12-08 Disenrollment Due to 2012-13 Budget Reduction for California State Preschool Programs, Management Bulletin, July 2012

Dream Big for Our Youngest Children: Final Report of the California Early Learning Quality Improvement System Advisory Committee, 2010

Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2nd ed., 2009

Prekindergarten Learning Development Guidelines, 2000

First Class: A Guide for Early Primary Education, 1999

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Good Start, Grow Smart, April 2002

## **PRESCHOOL/EARLY CHILDHOOD EDUCATION (cont.)**

### WEBSITES

California School Boards Association: [www.csba.org](http://www.csba.org)  
California Association for the Education of Young Children: [www.caeyc.org](http://www.caeyc.org)  
California Children and Families Commission: [www.ccfc.ca.gov](http://www.ccfc.ca.gov)  
California County Superintendents Educational Services Association: [www.ccsesa.org](http://www.ccsesa.org)  
California Department of Education: [www.cde.ca.gov](http://www.cde.ca.gov)  
California Head Start Association: [caheadstart.org](http://caheadstart.org)  
California Preschool Instructional Network: [www.cpin.us](http://www.cpin.us)  
Child Development Policy Institute: [www.cdpi.net](http://www.cdpi.net)  
Cities, Counties, and Schools Partnership: [www.ccspartnership.org](http://www.ccspartnership.org)  
First 5 Association of California: [www.f5ac.org](http://www.f5ac.org)  
National Institute for Early Education Research: [nieer.org](http://nieer.org)  
National School Boards Association: [www.nsba.org](http://www.nsba.org)  
Preschool California: [www.preschoolcalifornia.org](http://www.preschoolcalifornia.org)  
U.S. Department of Education: [www.ed.gov](http://www.ed.gov)

### **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:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Jeannette Chien, Ed.D., Asst. Superintendent, Educational Services  
Laurel Mullally, Director, Health Services and Child Development

**SUBJECT: PROCLAMATION FOR THE GREAT AMERICAN SMOKEOUT ON  
NOVEMBER 20, 2015**

=====

**BACKGROUND**

The American Cancer Society is marking the 36<sup>th</sup> Great American Smokeout on November 20, 2015, by encouraging smokers to use the date to make a plan to quit, or to plan in advance and quit smoking that day. By doing so, smokers will be taking an important step towards a healthier life – one that can lead to reducing cancer risk.

The Chino Valley Unified School District is a tobacco-free district, and has a strong commitment to provide tobacco use prevention education to its students. The proclamation is a means of recognizing the District's support of the American Cancer Society's The Great American Smokeout on November 20, 2015.

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 The Great American Smokeout on November 20, 2015.

**FISCAL IMPACT**

None.

WMJ:JC:LM:rt

**Chino Valley Unified School District  
Proclamation  
The Great American Smokeout  
November 20, 2015**

**WHEREAS**, the American Cancer Society's nationally recognized event, The Great American Smokeout, challenges people to stop using tobacco and raises awareness around the many effective ways to quit for good;

**WHEREAS**, increasing numbers of children are experimenting with a product that can produce lifetime addiction with an increased risk of cancer;

**WHEREAS**, more Americans die every year from tobacco-related diseases than from AIDS, alcohol, car accidents, fires, illegal drugs, murders, and suicides combined;

**WHEREAS**, the health benefits of not smoking are substantiated and well known;

**WHEREAS**, the President has declared nicotine to be an addictive drug; and

**WHEREAS**, youth-related promotions such as The Great American Smokeout Pledge encourages youth not to start smoking.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Education of the Chino Valley Unified School District does hereby support November 20, 2015, as The Great American Smokeout day, and in doing so, urges all smokers and smokeless tobacco users to demonstrate to themselves and our children that they can quit and to further encourage our children not to start smoking.

---

Wayne M. Joseph, Superintendent  
Secretary, Board of Education





**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

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

**SUBJECT: PURCHASE ORDER REGISTER**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$719,942.04 to all District funding sources.

WMJ:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

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

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

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

As indicated.

WMJ:GJS:pw

MASTER CONTRACTS	FISCAL IMPACT
<b>MC-1516-090 OC Photo Booth.</b> To provide photo booths at school events. Submitted by: Chaparral ES/Purchasing Department Duration of Agreement: November 6, 2015 – June 30, 2018	Contract Amount: Per rate sheet Funding Source: ASB/USB/PFT/PTA/Boosters
<b>MC-1516-097 Hot Dog on a Stick.</b> To provide food services at school events. Submitted by: Townsend JHS/Purchasing Department Duration of Agreement: November 6, 2015 – June 30, 2018	Contract Amount: Per rate sheet Funding Source: ASB/USB/PFT/PTA/Boosters
<b>MC-1516-098 Cheese Steak Shop.</b> To provide food services at school events. Submitted by: Townsend JHS/Purchasing Department Duration of Agreement: November 6, 2015 – June 30, 2018	Contract Amount: Per rate sheet Funding Source: ASB/USB/PFT/PTA/Boosters

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<b>CIIS-1516-014 M1 Pearson Learning Center.</b> To provide SES tutoring services for foster youth. Submitted by: Access and Equity Duration of Agreement: July 1, 2015 – June 30, 2016 Original Agreement Board Approved: June 25, 2015	Increase contract amount by \$180,000.00 (from \$20,000.00 to \$200,000.00) Funding Source: LCAP
<b>F-1112-017 M3 Koppel &amp; Gruber Public Finance.</b> To provide arbitrage calculations and compliance services, continuing disclosure, and developer fee justification studies. Submitted by: Facilities and Planning Duration of Agreement: July 1, 2015 – June 30, 2016 Original Agreement Board Approved: June 30, 2011	Extend contract term by one (1) year. Funding Source: Capital Facilities Fund 25
<b>CIIS-1516-002 M2 College Board</b> To provide PSAT/NMSQT and SAT exams for 10 <sup>th</sup> – 12 <sup>th</sup> grade students. Submitted by: Curriculum, Instruction, Innovation, and Support Duration of Agreement: July 1, 2015 – June 30, 2016 Original Agreement Board Approved: June 11, 2015 Previously Amended: August 13, 2015	Utilization of “bulk registration” method for enrolled students. Funding Source: General Fund

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

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

**SUBJECT: SURPLUS/OBSOLETE PROPERTY**

=====

**BACKGROUND**

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

Lists of surplus items are emailed to the Facilities/Planning Department to be placed on an upcoming Board agenda. After Board approval, items may be picked up by District warehouse or a liquidation company for public auction. Proceeds of the sale are deposited into the General Fund.

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

Increase to the General Fund from proceeds of sale.

WMJ:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
SURPLUS/OBSOLETE PROPERTY  
November 5, 2015**

<b><u>DESCRIPTION</u></b>	<b><u>MAKE/MODEL</u></b>	<b><u>I.D./SERIAL</u></b>	<b><u>DEPT/SITE</u></b>
Laptop	Dell	F2RJTK1	Technology
Laptop	Dell	7T4KTJ1	Technology
Printer	Xerox	MXX898451	Technology
Printer	Xerox	WYN151536	Technology
UPS	APC	3S0644X76152	Technology
Desktop	Dell	22494/CJBPN91	Technology
Desktop	Dell	24454/4HC2TC1	Technology
Desktop	Dell	27630/5S654G1	Technology
Desktop	Dell	30521/G90FJK1	Technology
Desktop	CBS	G61WM51	Technology
Desktop	CBS	22255/29345	Technology
Desktop	Dell	30501/1L3VBK1	Technology
Desktop	Dell	22650/1LK2Q91	Technology
Desktop	Dell	30478/7G3VBK1	Technology
Desktop	Dell	30504/2G3VBK1	Technology
Desktop	Dell	30479/BM3VBK1	Technology
Desktop	Dell	23872/5BXW7C1	Technology
Desktop	Dell	23876/HBXW7C1	Technology
Desktop	Dell	30489/GQ3VBK1	Technology
Desktop	Dell	23882/3CXW7C1	Technology
Desktop	Dell	23887/897X7C1	Technology
Desktop	Dell	23885/2BXW7C1	Technology
Desktop	Dell	22594/3M5HP91	Technology
Desktop	Dell	30477/7V3VBK1	Technology
Desktop	Dell	32122/3095XK1	Technology
Desktop	Dell	30503/3T3VBK1	Technology
Desktop	Dell	30499/DW3VBK1	Technology
Desktop	Dell	30497/HP3VBK1	Technology
Desktop	Dell	30481/7S3VBK1	Technology
Desktop	Dell	30475/6Q3VBK1	Technology
Printer	Brother	U61506L6J318719	Technology
Monitor	Dell		Technology
Desktop	Dell	24211/3JHONC1	Technology
Computer Monitor	Viewsonic		Briggs K-8
Computer Monitor	Viewsonic	20981	Briggs K-8
Deep Clean Vacuum	Windsor Clipper		Briggs K-8
Encyclopedias (2 sets)	World Book and American		Briggs K-8
Computer Tower	IMaxx	36184	Townsend JHS

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Computer Tower	Dell	23853	Townsend JHS
Computer Tower	Dell	27637	Townsend JHS
Computer Tower	Dell	23854	Townsend JHS
Computer Tower	Dell	25048	Townsend JHS
Monitors (5)	Dell		Townsend JHS
Keyboards (5)			Townsend JHS
Computer Tower	Dell	25050	Townsend JHS
Computer Tower	Dell	25036	Townsend JHS
Computer Tower	Dell	25037	Townsend JHS
Printer	Deskjet 840C	13354	Townsend JHS
Printer	Xerox Phase 6110	25048	Townsend JHS
Netbook	Dell #27	33096	Don Lugo HS
Netbook	Dell #01	33121	Don Lugo HS
Netbook	Dell #07	33098	Don Lugo HS
Netbook	Dell #13	33111	Don Lugo HS
Netbook	Dell #04	33091	Don Lugo HS
Netbook	Dell #08	33117	Don Lugo HS
Netbook	Dell #14	33123	Don Lugo HS
Netbook	Dell #30	33109	Don Lugo HS
Netbook	Dell #02	33125	Don Lugo HS
Netbook	Dell #26	33101	Don Lugo HS
Netbook	Dell #18	33106	Don Lugo HS

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

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

**SUBJECT: RESOLUTIONS 2015/2016-38, 2015/2016-39, 2015/2016-40, AND  
2015/2016-41 FOR AUTHORIZATION TO UTILIZE PIGGYBACK  
CONTRACTS**

=====

### **BACKGROUND**

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

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

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

Staff requests approval of the following resolutions to provide authorization for the District to participate by piggyback in contracts as itemized:

Resolution	Contract	Contractor	Description	Term
2015/2016-38	State of California CMAS 3-01-70-0876H	Vector Resources, Inc.	Information Technology Goods and Services	8/16/2013-10/31/2017

<b>Resolution</b>	<b>Contract</b>	<b>Contractor</b>	<b>Description</b>	<b>Term</b>
2015/2016-39	State of California CMAS 3-08-70-0876W	Vector Resources, Inc.	Information Technology Goods	8/16/2013-3/31/2018
2015/2016-40	State of California CMAS 3-08-70-0876Y	Vector Resources, Inc.	Information Technology Goods and Services	9/16/2013-10/31/2018
2015/2016-41	California Participating Addendum No. 7-15-70-34-003, Under the NASPO Value Point Cooperative Purchasing Program, Master Agreement MNWNC-108 by the State of Minnesota	Dell Marketing, L.P.	Computer Equipment Including: Desktops, Laptops, Tablets, Servers and Storage.	10/1/2015-3/31/2017

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

### **RECOMMENDATION**

It is recommended the Board of Education adopt Resolutions 2015/2016-38, 2015/2016-39, 2015/2016-40, and 2015/2016-41 for authorization to utilize piggyback contracts.

### **FISCAL IMPACT**

Unknown.

WMJ:GJS:pw



**Chino Valley Unified School District  
Resolution 2015/2016-38  
Authorization to Utilize the State of California Multiple Awards Schedule (CMAS)  
Contract 3-01-70-0876H With Vector Resources, Inc.  
to Purchase Information Technology Goods and Services  
Through the CMAS**

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

**WHEREAS**, CMAS currently has a contract, Contract 3-01-70-0876H, in accordance with Public Contract Code 20118 with Vector Resources, Inc. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase of information technology goods and services through the contract procured by the CMAS Contract 3-01-70-0876H.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of information technology goods and services through the contract originally procured by the CMAS Contract 3-01-70-1876H is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of information technology goods and services in accordance with Public Contract Code 20118 through the contract originally procured by the CMAS Contract 3-01-70-0876H.

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

Section 5. Effective Date. This resolution shall be effective as of November 6, 2015, for the term ending October 31, 2017.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 5th day of November 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Wayne M. Joseph, 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.

---

Wayne M. Joseph, Superintendent  
Secretary, Board of Education

**Chino Valley Unified School District  
Resolution 2015/2016-39  
Authorization to Utilize the State of California Multiple Awards Schedule (CMAS)  
Contract 3-08-70-0876W With Vector Resources, Inc.  
to Purchase Information Technology Goods and Services  
Through the CMAS**

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

**WHEREAS**, CMAS currently has a contract, Contract 3-08-70-0876W, in accordance with Public Contract Code 20118 with Vector Resources, Inc. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase of information technology goods and services through the contract procured by the CMAS Contract 3-08-70-0876W.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of information technology goods and services through the contract originally procured by the CMAS Contract 3-08-70-1876W is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of information technology goods and services in accordance with Public Contract Code 20118 through the contract originally procured by the CMAS Contract 3-08-70-0876W.

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

Section 5. Effective Date. This resolution shall be effective as of November 6, 2015, for the term ending March 31, 2018.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 5th day of November 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Wayne M. Joseph, 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.

---

Wayne M. Joseph, Superintendent  
Secretary, Board of Education

**Chino Valley Unified School District  
Resolution 2015/2016-40  
Authorization to Utilize the State of California Multiple Awards Schedule (CMAS)  
Contract 3-08-70-0876Y With Vector Resources, Inc.  
to Purchase Information Technology Goods and Services  
Through the CMAS**

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

**WHEREAS**, CMAS currently has a contract, Contract 3-08-70-0876Y, in accordance with Public Contract Code 20118 with Vector Resources, Inc. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase of information technology goods and services through the contract procured by the CMAS Contract 3-08-70-0876Y.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of information technology goods and services through the contract originally procured by the CMAS Contract 3-08-70-1876Y is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of information technology goods and services in accordance with Public Contract Code 20118 through the contract originally procured by the CMAS Contract 3-08-70-0876Y.

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

Section 5. Effective Date. This resolution shall be effective as of November 6, 2015, for the term ending October 31, 2018.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 5th day of November 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Wayne M. Joseph, 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.

---

Wayne M. Joseph, Superintendent  
Secretary, Board of Education

**Chino Valley Unified School District  
Resolution 2015/2016-41  
Authorization to Utilize the California Participating Addendum No. 7-15-70-34-003,  
Under the NASPO Value Point Cooperative Purchasing Program, Master  
Agreement MNWNC-108 by the State of Minnesota With Dell Marketing, L.P.  
to Purchase Computer Equipment Including: Desktops, Laptops, Tablets,  
Servers and Storage  
Through the Piggyback Contract**

**WHEREAS**, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure computer equipment including: desktops, laptops, tablets, servers and storage for the District;

**WHEREAS**, California Participating Addendum No. 7-15-70-34-003, under the NASPO Value Point Cooperative Purchasing Program currently has a piggyback contract, Master Agreement MNWNC-108 by the State of Minnesota, in accordance with Public Contract Code 20118 with Dell Marketing, L.P. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase of computer equipment including: desktops, laptops, tablets, servers and storage through the piggyback contract procured by the California Participating Addendum No. 7-15-70-34-003, under the NASPO Value Point Cooperative Purchasing Program, Master Agreement MNWNC-108 by the State of Minnesota.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of computer equipment including: desktops, laptops, tablets, servers and storage through the piggyback contract originally procured by the California Participating Addendum No. 7-15-70-34-003, under the NASPO Value Point Cooperative Purchasing Program, Master Agreement MNWNC-108 by the State of Minnesota is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of computer equipment including: desktops, laptops, tablets, servers and storage in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the California Participating Addendum No. 7-15-70-34-003, under the NASPO Value Point Cooperative Purchasing Program, Master Agreement MNWNC-108 by the State of Minnesota.

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

Section 5. Effective Date. This resolution shall be effective as of November 6, 2015, for the term ending March 31, 2017.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 5th day of November 2015 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

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

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Wayne M. Joseph, Superintendent  
Secretary, Board of Education



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID 14-15-03,  
DISTRICT FLEET VEHICLES**

=====

**BACKGROUND**

On March 5, 2015, the Board of Education awarded Bid 14-15-03, District Fleet Vehicles to M.K. Smith Chevrolet. During the course of procurement, modifications to the original approved specifications were made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by M.K. Smith Chevrolet, and District staff.

<b>Change Order</b>	<b>Contractor</b>	<b>Amount</b>
1	M.K. Smith Chevrolet	\$17,083.63
	Bid Amount:	\$529,264.80
	Revised Total Project Amount:	\$546,348.43
	Retention Amount:	\$27,317.42

The change order results in a net increase of \$17,083.63 to the construction cost and no change in contract time. The revised total procurement cost, including all change orders, is \$546,348.43. Approval of the change order allows for compensation to the contractor to revise the vehicles as described. All contracted work was completed on October 19, 2015.

Documentation indicating satisfactory completion and compliance with specification has been obtained from the following individuals: Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the change order and Notice of Completion for Bid 14-15-03, District Fleet Vehicles.

**FISCAL IMPACT**

\$17,083.63 to General Fund 01.

WMJ:GJS:pw

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**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

Facilities, Planning and Operations Department  
5130 Riverside Drive  
Chino, CA 91719  
Telephone: 909.628.1201 x1200 FAX: 909.548.1634

---

**C H A N G E   O R D E R   #   1**

---

**DATE:**    October 19, 2015

**PROJECT / BID #:**    District Fleet Vehicles / Bid # 14-15-03

**CONTRACTOR:**    M.K. Smith Chevrolet

---

THE CONTRACTOR IS HEREBY AUTHORIZED TO DO THE FOLLOWING:

Item 1.1:    Decrease quantity of Chevrolet Express 2500 Cargo Van from 2 to 1 Reason:    Maintenance and Operations Department needs changed Requested by: District / Maintenance and Operations Department	\$ (26,380.08)
Item 1.2:    Increase quantity of Chevrolet Silverado Service Body Trucks from 1 to 2 Reason:    Maintenance and Operations Department needs changed Requested by: District / Maintenance and Operations Department	\$    34,723.08
Item 1.3    Change specified vehicles from Chevrolet Express 2500 Cargo Van to Chevrolet City Express Van Reason:    Nutrition Services Department needs changed Requested by: District / Nutrition Services Department	\$            0.00
Item 1.4:    Increase quantity of Chevrolet City Express Vans from 2 to 3 Reason:    Technology Department needs changed Requested by: District / Technology Department	\$    25,894.08
Item 1.5:    Change specified vehicles from Chevrolet Express Passenger Vans to Chrysler Town and Country Touring Vans Reason:    Vehicle model no longer available from manufacturer Requested by: Contractor	\$ (17,267.20)
Item 1.6:    California Tire Tax Fees Reason:    Required by State of California/Not Included in Bid Amount Requested by: Contractor	\$        113.75

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The original contract amount was:	\$ 529,264.80
The contract amount will be increased by this Change Order:	\$    17,083.63
The new contract amount including this Change Order will be:	\$ 546,348.43
The date of completion as a result of this Change Order is: October 1, 2015	

---

**APPROVED BY:**

*M.K. Smith Chevrolet By Gerald Botsky*  
\_\_\_\_\_  
CONTRACTOR / VENDOR

*10/23/15*  
\_\_\_\_\_  
DATE

*[Signature]*  
\_\_\_\_\_  
CVUSD DIRECTOR OF TRANSPORTATION

*10/23/15*  
\_\_\_\_\_  
DATE

*[Signature]*  
\_\_\_\_\_  
OWNER (authorized agent)

*10/23/15*  
\_\_\_\_\_  
DATE

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
Martin Silveira, Director, Maintenance, Operations, and Construction

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID 14-15-17,  
CONSTRUCTION OF NEW DATA CENTER**

=====

**BACKGROUND**

On June 25, 2015, the Board of Education awarded Bid 14-15-17, Construction of New Data Center to Hoss Construction Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by the construction manager, and District staff.

Change Order	Contractor	Amount
1	Hoss Construction Inc.	\$6,943.40
	Bid Amount:	\$565,000.00
	Revised Total Project Amount:	\$571,943.40
	Retention Amount:	\$28,597.17

The change order results in a net increase of \$6,943.40 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$571,943.40. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on October 21, 2015.

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from the following individuals: District administrator; Peter Fox, Architect; Bill Childress, Construction Coordinator; Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the change order and Notice of Completion for Bid 14-15-17, Construction of new Data Center.

**FISCAL IMPACT**

\$6,943.40 to Capital Facilities Fund 25.

WMJ:GJS:MS:pw

W L C ARCHITECTS  
8163 Rochester Avenue, Suite 100  
Rancho Cucamonga, CA 91730

DSA Application # N/A  
DSA File # N/A  
OPSC Application # N/A  
Non-Structural X

STRUCTURAL

PROJECT: District Data Center  
OWNER: Chino Valley Unified School District  
CONTRACTOR: Hoss Construction Company

PROJECT #: 1513200.54  
CHANGE ORDER #: 1  
DATE: 10/7/2015

## CHANGE ORDER # 1

STARTING CONTRACT AMOUNT \$ 565,000.00

THE CONTRACTOR IS HEREBY AUTHORIZED TO DO THE FOLLOWING:

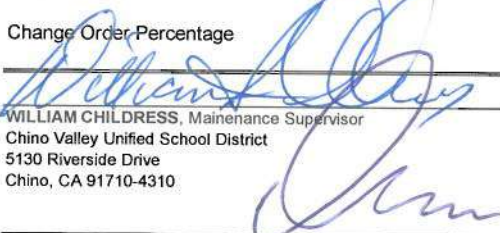
ITEM:	DESCRIPTION:	DAYS	EXTRA	CREDIT
1.1	Two door openings with timely frames			(800.00)
1.2	New furred wall along south side Server Room 102.		\$ 4,721.15	
1.3	Demo ceiling and tackboard.		\$ 3,022.25	
Total		0	\$ 7,743.40	(\$800.00)

The Original Contract Sum was  
Net Change by Previously Authorized Change Orders  
The Contract Sum Prior to this Change Order was  
The Contract Sum will be increased by this Change Order in the Amount of  
The New Contract Sum including this Change Order will be  
The Contract time will be increased by zero (0) Days.  
Project Change Order to Date

\$ 565,000.00  
\$ -  
\$ 565,000.00  
\$ 6,943.40  
\$ 571,943.40  
0  
\$ 6,943.40

Change Order Percentage

1.23%

  
WILLIAM CHILDRESS, Maintenance Supervisor  
Chino Valley Unified School District  
5130 Riverside Drive  
Chino, CA 91710-4310

APPROVED

10/20/15  
DATE

DENNIS VANDEMORTEL, General Contractor  
Hoss Construction Company  
17700 Sunwest Circle  
Yorba Linda, CA 92886

DATE

  
JAMES P. DICAMILLO  
WLC ARCHITECTS, INC.  
8163 Rochester Avenue, Suite 100  
Rancho Cucamonga, CA 91730

10/9/15  
DATE



PF:br/P51513200x1-co

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
Martin Silveira, Director, Maintenance, Operations, and Construction

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

=====

### **BACKGROUND**

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

<b>CUPCCAA Project</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Original Quotation</b>	<b>Change Order</b>	<b>Total</b>	<b>Funding Source</b>
141513	Refinish Wood Flooring at Chino HS Gym, Don Lugo HS Gym, and Anna Borba ES MPR Stage	Coastal Sports Flooring	\$64,773.00	\$5,850.00 \$3,800.00	\$74,423.00	25
141521	Renovation of Public Information Office at District Center	Angelo Construction	\$36,535.00	N/A	\$36,535.00	25
141526	Removal and Installation of HVAC Unit at Adult School MPR	Carver Air Conditioning & Heating	\$24,775.00	N/A	\$24,775.00	25
141527	Installation of new Sidewalk at Chino Hills HS	Angelo Construction	\$22,870.00	N/A	\$22,870.00	25
141530	Installation of Fiberoptic Data Lines at Various Sites	Apple Valley Communications	\$35,964.00	N/A	\$35,964.00	25

<b>CUPCCAA Project</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Original Quotation</b>	<b>Change Order</b>	<b>Total</b>	<b>Funding Source</b>
CC2016-01	Removal and Replacement of Electrical and Data for Portable Siding Replacement at Magnolia JHS	RDM Electric Inc	\$26,900.00	N/A	\$26,900.00	25
CC2016-05	Computer Lab Installation at Canyon Hills JHS, and Townsend JHS	Angelo Construction	\$46,335.00	\$2,650.00	\$48,985.00	25
CC2016-08	Painting at Ramona JHS	Painting & Décor Inc.	\$51,700.00	N/A	\$51,700.00	25

Documentation indicating satisfactory completion and compliance with specifications has been obtained from: school site administrators; Bill Childress, Construction Coordinator; James Costa, Project Manager; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

### **RECOMMENDATION**

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

### **FISCAL IMPACT**

\$322,152.00 to Capital Facilities Fund 25.

WMJ:GJS:MS:pw





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

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Grace Park, Ed.D., Assistant Superintendent, Human Resources  
Lea Fellows, Director, Human Resources  
Richard Rideout, 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 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.

WMJ:GP:LF:RR:jaf

**CERTIFICATED PERSONNEL**

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

**RETIREMENT - ADMINISTRATION**

RABINOWITZ, Levy (30 years of service)	School Psychologist	Special Ed.	01/05/2016
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**HIRED AT APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY  
SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2015/2016 SCHOOL  
YEAR**

TROUT, Lynda	Elementary Teacher	Briggs K-8	11/06/2015
LEBEOUF, Charmaine	Special Ed. Teacher	Canyon Hills JHS	11/06/2015
ESPINOSA, Jose	Spanish Teacher	Chino HS	11/09/2015
GUTIERREZ, Anjel	Counselor	Chino Hills HS	11/06/2015
BELTRAN, Andre	Music Teacher	Elementary Curriculum	11/06/2015

**TEACHING OUT OF CREDENTIAL AREA PER EDUCATION CODE §44258.7(b)  
EFFECTIVE JULY 1, 2015, THROUGH JUNE 30, 2016**

JENKINS, Sean	Athletic PE	Magnolia JHS	2015/2016
ALLEN, Jeff	Athletic PE	Ayala HS	2015/2016
AMMENTORP, Richard	Athletic PE	Ayala HS	2015/2016
CAMPBELL, Amy	Athletic PE	Ayala HS	2015/2016
DRAUCKER, Sheena	Athletic PE	Ayala HS	2015/2016
MARCEAU, Paul	Athletic PE	Ayala HS	2015/2016
MOUNCE, John	Athletic PE	Ayala HS	2015/2016
REAMS, Randall	Athletic PE	Ayala HS	2015/2016
REED, Warren	Athletic PE	Ayala HS	2015/2016
ALADROSS, Ibrahim	Athletic PE	Chino HS	2015/2016
ANGULO, Alex	Athletic PE	Chino HS	2015/2016
CENICEROS, Jesus	Athletic PE	Chino HS	2015/2016
BERGMANN, James	Athletic PE	Chino Hills HS	2015/2016
CASEY, Sean	Athletic PE	Chino Hills HS	2015/2016
CONNELL, Douglas	Athletic PE	Chino Hills HS	2015/2016
JENSEN, Brett	Athletic PE	Chino Hills HS	2015/2016
CICCONE, Thomas	Athletic PE	Don Lugo HS	2015/2016
DONOHOO, James	Athletic PE	Don Lugo HS	2015/2016
GARCIA, Luis	Athletic PE	Don Lugo HS	2015/2016
THIGPEN, William	Athletic PE	Don Lugo HS	2015/2016

**CERTIFICATED PERSONNEL** (cont.)

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

**TEACHING OUT OF CREDENTIALLED AREA PER EDUCATION CODE §44258.7(b) EFFECTIVE JULY 1, 2015 , THROUGH JANUARY 21, 2016**

KRUMBINE, Steven	Athletic PE	Chino Hills HS	01/21/2016
YANIK, Stephen	Athletic PE	Don Lugo HS	01/21/2016

**TEACHING OUT OF CREDENTIALLED AREA PER EDUCATION CODE §44263 EFFECTIVE JULY 1, 2015, THROUGH JUNE 30, 2016**

GONZALES, Joseph	Gateway to Technology	Ramona JHS	2015/2016
QUIJANO, Jennifer	Math	Woodcrest JHS	2015/2016
PITTMANN, Anthony	Principles of Engineering	Ayala HS	2015/2016
CELESTINO, Lucia Miranda	Portuguese	Chino HS	2015/2016
ERBST, Bob	Stage Craft	Chino Hills HS	2015/2016
WOODS, Patrick	Principals of Engineering	Don Lugo HS	2015/2016

**TEACHING OUT OF CREDENTIALLED AREA PURSUANT TO TITLE V §80020.4 (a) & (b) EFFECTIVE JULY 1, 2015, THROUGH JUNE 30, 2016**

SAAVEDRA, Diana	TOA – ELD Lit. Coach	District Office	2015/2016
DESARRO, Diana	TOA – PI – Inst. Coach	District Office	2015/2016
FEWINS, Nancy	TOA – PI – Inst. Coach	District Office	2015/2016
MENDOZA, Norma	TOA – PI – Inst. Coach	District Office	2015/2016
MUHR, Lauren	TOA – PI – Inst. Coach	District Office	2015/2016

**APPOINTMENT – EXTRA DUTY – DEPARTMENT CHAIR**

VALENZUELA, Jean	K-1 Grade Level Chair	Chaparral ES	11/06/2015
NARAHARA, Judy	2-3 Grade Level Chair	Newman ES	11/06/2015
ARMIJO, Michelle	Dept. Chair Voc. Ed./Music/Art	Ramona JHS	11/06/2015
DREW, Scot	Dept. Chair P.E.	Woodcrest JHS	11/06/2015
RAMIREZ, Mario (NBM)	Drill Team Advisor	Ayala HS	11/06/2015
KEYS, Kennette (NBM)	Drill Team Advisor	Chino HS	11/06/2015
PORTUGAL, Marla (NBM)	Asst. Pep Squad Advisor	Chino Hills HS	11/06/2015
SMITH, Austin (NBM)	Asst. Band Director (B)	Chino Hills HS	11/06/2015
URIBE, Alejandra (NBM)	Asst. Pep Squad Advisor	Chino Hills HS	11/06/2015

**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**DELETE – EXTRA DUTY – DEPARTMENT CHAIR**

HARPER, Clifford	Dept. Chair Voc. Ed./Music/Art	Townsend JHS	10/16/2015
SCHWIETERT, Valerie	Dept. Chair P.E.	Woodcrest JHS	10/16/2015
FERNANDEZ, Dustin (NBM)	Asst. Band Director	Don Lugo HS	10/16/2015

**APPOINTMENT – EXTRA DUTY**

SILVA, Michael	Football (GF)	Briggs K-8	11/06/2015
WOLDHUIS, Ruth	7 <sup>th</sup> Grade Girls Basketball (GF)	Briggs K-8	11/06/2015
BUNSELMEIER, James	7 <sup>th</sup> Grade Boys Basketball (GF)	Cal Aero K-8	11/06/2015
BUNSELMEIER, James	8 <sup>th</sup> Grade Boys Basketball (GF)	Cal Aero K-8	11/06/2015
BURTON, Michelle	7 <sup>th</sup> Grade Girls Basketball (GF)	Cal Aero K-8	11/06/2015
BURTON, Michelle	8 <sup>th</sup> Grade Girls Basketball (GF)	Cal Aero K-8	11/06/2015
VENDIOLA, Vanessa (NBM)	Band (B)	Canyon Hills JHS	11/06/2015
SPICER, Scott	Football (GF)	Magnolia JHS	11/06/2015
SPICER, Scott	Soccer (GF)	Magnolia JHS	11/06/2015
SPICER, Scott	Volleyball (GF)	Magnolia JHS	11/06/2015
SPICER, Scott	Track (GF)	Magnolia JHS	11/06/2015
CABRERA, Richard	Football (GF)	Ramona JHS	11/06/2015
CABRERA, Richard	7 <sup>th</sup> Grade Boys Basketball (GF)	Ramona JHS	11/06/2015
GONZALEZ, Joseph	Soccer (GF)	Ramona JHS	11/06/2015
LEATHERWOOD, Joseph	7 <sup>th</sup> Grade Girls Basketball (GF)	Ramona JHS	11/06/2015
ROGERS, Nancy	7 <sup>th</sup> Grade Girls Basketball (GF)	Ramona JHS	11/06/2015
VAZQUEZ, Alberto	Soccer (GF)	Ramona JHS	11/06/2015
AREA, Dianne	7 <sup>th</sup> Grade Girls Basketball (GF)	Townsend JHS	11/06/2015
BURTON, Christopher	8 <sup>th</sup> Grade Boys Basketball (GF)	Townsend JHS	11/06/2015
DYER, Mark	7 <sup>th</sup> Grade Boys Basketball (GF)	Townsend JHS	11/06/2015
LIN, Albert (NBM)	Band (B)	Townsend JHS	11/06/2015
MESERVE, Judith	8 <sup>th</sup> Grade Girls Basketball (GF)	Townsend JHS	11/06/2015
CARO, Anthony (NBM)	Band (B)	Woodcrest JHS	11/06/2015
DREW, Scott	Soccer (GF)	Woodcrest JHS	11/06/2015
DREW, Scott	7 <sup>th</sup> Grade Girls Basketball (GF)	Woodcrest JHS	11/06/2015
DREW, Scott	8 <sup>th</sup> Grade Boys Basketball (GF)	Woodcrest JHS	11/06/2015
GARRETT, Edana (NBM)	Dance (B)	Woodcrest JHS	11/06/2015
HERMAN, Steven (B)	Band (B)	Woodcrest JHS	11/06/2015
HUTSON, Lauren (NBM)	Band (B)	Woodcrest JHS	11/06/2015
SCHWIETERT, Valerie	Volleyball (GF)	Woodcrest JHS	11/06/2015
BRUNIER, Grant (NBM)	Wrestling (GF)	Ayala HS	11/06/2015

**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**APPOINTMENT – EXTRA DUTY** (cont.)

CHAVEZ VAZQUEZ, Carlos (NBM)	Boys Soccer (B)	Ayala HS	11/06/2015
CONSTANTE, Gabrielle (NBM)	Girls Soccer (GF)	Ayala HS	11/06/2015
DICHOSA, Joseph (NBM)	Girls Basketball (GF)	Ayala HS	11/06/2015
FLORES, Bryan (NBM)	Boys Basketball (GF)	Ayala HS	11/06/2015
GERDINE, Seth (NBM)	Girls Basketball (GF)	Ayala HS	11/06/2015
HODGES, Matthew (NBM)	Girls Soccer (GF)	Ayala HS	11/06/2015
JUGO, John Paul (NBM)	Girls Basketball (GF)	Ayala HS	11/06/2015
KING, Derek	Baseball (GF)	Ayala HS	11/06/2015
KOENIG, Christy	Girls Soccer (GF)	Ayala HS	11/06/2015
MOUNCE, John	Boys Basketball (GF)	Ayala HS	11/06/2015
NORTHRUP, Lucas (NBM)	Wrestling (GF)	Ayala HS	11/06/2015
PETTINGER, Heidi (NBM)	Boys Water Polo (GF)	Ayala HS	11/06/2015
RANGEL, Lindsay (NBM)	Girls Water Polo (GF)	Ayala HS	11/06/2015
SAMSON, Michael (NBM)	Band (B)	Ayala HS	11/06/2015
YOUNG, Wayne (NBM)	Girls Basketball (GF)	Ayala HS	11/06/2015
GRANT, Donald	Basketball (GF)	Boys Republic HS	11/06/2015
TRAN, Cesar	Cross Country (GF)	Boys Republic HS	11/06/2015
DIAZ, Edwin (NBM)	Boys Soccer (B)	Chino HS	11/06/2015
DIAZ, Jorge (NBM)	Girls Soccer (GF)	Chino HS	11/06/2015
ROBERTS, Dylan (NBM)	Boys Soccer (B)	Chino HS	11/06/2015
GARCIA, Denise (NBM)	Girls Soccer (GF)	Chino Hills HS	11/06/2015
GRANT, Donald	Badminton (GF)	Chino Hills HS	11/06/2015
JOHNSON, Christina (NBM)	Volleyball (GF)	Chino Hills HS	11/06/2015
MOORE, Larry	Equipment Manager (B)	Chino Hills HS	11/06/2015
MOORE, Larry	Badminton (GF)	Chino Hills HS	11/06/2015
MORTON, Eryn (NBM)	Cheer (B)	Chino Hills HS	11/06/2015
PLASCENCIA, Andrew (NBM)	Girls Soccer (GF)	Chino Hills HS	11/06/2015
PRESTSATER, Corey (NBM)	Girls Basketball (B)	Chino Hills HS	11/06/2015
RASH, Carissa (NBM)	Cheer (B)	Chino Hills HS	11/06/2015
STANFORD, Summer (NBM)	Boys Water Polo (B)	Chino Hills HS	11/06/2015
WALTERS, Eric (NBM)	Wrestling (B)	Chino Hills HS	11/06/2015
BELLOSO, Rodrigo (NBM)	Girls Basketball (GF)	Don Lugo HS	11/06/2015
CALDERON, Lisa (NBM)	Soccer (GF)	Don Lugo HS	11/06/2015
CARVER, Terri (NBM)	Girls Soccer (GF)	Don Lugo HS	11/06/2015
FINCH, Richard	Football (B)	Don Lugo HS	11/06/2015
KUSHKAKI, Ehssanullah (NBM)	Boys Soccer (GF)	Don Lugo HS	11/06/2015
ROBLES, Daniel	Softball (GF)	Don Lugo HS	11/06/2015
THIGPEN, William	Boys Basketball (GF)	Don Lugo HS	11/06/2015
WALTZ, Eric (NBM)	Girls Basketball (GF)	Don Lugo HS	11/06/2015

**CERTIFICATED PERSONNEL** (cont.)

**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2015,  
THROUGH JUNE 30, 2016**

ASHDOWN, Megan  
DENNIS, Scott  
LONG, David  
SALERNO, Julie

BELLOSO, Rodrigo  
LEAVITT, Lois  
MATTHEWS, Michelle  
SANDERS, Jefferey

CHIN, Amber  
LEIB, Maria  
RAMIREZ, Christina

**CLASSIFIED PERSONNEL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**CLASSIFIED MANAGEMENT / CONFIDENTIAL SALARY SCHEDULE****RESIGNATION**

MARSHALL, Sheila	Behavior Intervention Counselor (SELPA/GF)	Special Ed.	08/10/2015
SHERMAN, Danielle	Behavior Intervention Counselor (SELPA/GF)	Special Ed.	10/09/2015

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

VITTA, Colleen	IA/SPED/SDC (SELPA/GF)	Chaparral ES	11/06/2015
SHEEDY, Jeffrey	IA/Childhood Ed (CDF)	Dickey ES–SOAR	11/06/2015
GRIJALVA, Jonathan	Security Person (GF)	Ayala HS	11/06/2015
AYALA, Jackie	IA/SPED/RSP (SELPA/GF)	Chino Hills HS	11/06/2015
MORENO, Nicholas	IA/SPED/SDC (SELPA/GF)	Don Lugo HS	11/06/2015

**PROMOTION**

ANDERSON, Jill	FROM: Elementary Library/Media Ctr. Asst. (GF) 3.5 hrs./150 contract days TO: Attendance Clerk (GF) 8 hrs./195 work days	Liberty ES  Ayala HS	11/06/2015
CORONADO, Lorena	FROM: High School Receptionist (GF) 8 hrs./200 work days TO: Biling. Typist Clerk I (GF) 8 hrs./261 contract days	Chino HS  Student Support Services	11/06/2015

**CHANGE IN ASSIGNMENT**

ORRIS, Nancy	FROM: IA/SPED/RSP (SELPA/GF) 3.5 hrs./181 work days TO: IA/SPED/SDC (SELPA/GF) 5 hrs./181 work days	Ayala HS  Ayala HS	11/06/2015
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**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**CHANGE IN ASSIGNMENT** (cont.)

CARDONA, Yolanda	FROM: Counseling Assistant (GF) 3 hrs./187 work days	Buena Vista HS	11/06/2015
	TO: Counseling Assistant (GF) 8 hrs./213 work days	Briggs K-8	

**INCREASE IN HOURS**

ROMAN, Miriam	FROM: IA/Childhood Ed. (CDF) 3.2 hrs./180 work days	Dickey ES–SOAR	11/06/2015
	TO: IA/Childhood Ed. (CDF) 3.9 hrs./180 work days	Dickey ES–SOAR	
BICKLE, Marcella	FROM: Nutrition Services Assistant I (NS) 2.0 hrs./181 work days	Wickman ES	11/06/2015
	TO: Nutrition Services Assistant I (NS) 2.5 hrs./181 work days	Wickman ES	
LEON, Daniel	FROM: Testing Aide/Biling. Bilit. (GF) 6 hrs./213 work days	Assessment	11/06/2015
	TO: Testing Aide/Biling. Bilit. (GF) 8 hrs./213 work days	Assessment	

**RESIGNATION**

GADIANE, Gwynamae	Childcare Specialist (CDF)	Rolling Ridge FC	10/23/2015
GOMEZ, Rosa Martha	School Community Liaison/Biling. Spanish (C)	Walnut ES	10/16/2015
PEREZ, Christina	Nutrition Services Assistant I (NS)	Cal Aero K-8	10/29/2015
CARDONA, Yolanda	Typist Clerk II (GF)	Chino Hills HS	10/16/2015
ROBINSON, Sonia	IA/SPED/RSP (SELPA/GF)	Chino Hills HS	10/16/2015
TRUJILLO, Gina	Bus Driver (GF)	Transportation	10/30/2015

**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>RETIREMENT</u></b>			
MARSHALL, Donna (23 years of service)	IA/SPED/SH (SELPA/GF)	Walnut ES	10/03/2015
FAGELSON, Jeanette (16 years of service)	Counseling Assistant (GF)	Cal Aero K-8	12/31/2015
HEFFERNAN, Marilyn (16 years of service)	Typist Clerk II (GF)	Canyon Hills JHS	11/10/2015
REJON, Theresa (24 years of service)	Testing Aide/Biling.Bilit. (GF)	Assessment	10/31/2015
BURNATH, Robert (32 years of service)	Carpet/Flooring Custodian III (GF)	Maintenance	12/31/2015
ENCINAS, Nancy (36 years of service)	Typist Clerk II (SELPA/GF)	Special Ed.	12/18/2015
GATLIN, Mark (36 years of service)	Electronics Tech. II (GF)	Technology	12/29/2015

**APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JULY 1, 2015, THROUGH DECEMBER 31, 2015**

CAMPBELL, Karynne	IA/SPED/SH	Woodcrest JHS
BURKEY, Lisa	IA/SPED/SH (bus aide)	Special Ed. (Olive Crest Acad.)
REYES, Irma	IA/SPED/SH (bus aide)	Special Ed. (ABC School)

**APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2015, THROUGH JUNE 30, 2016**

BANUELOS, Lesley	CERVANTES, Eileen	DEDMAN, Melissa
FATAHI, Arianna	GONZALEZ, Patricia	HEACOCK, Kassondra
LONDON, Bonny	ORTEGA, Celia	PICHARDO, Diana
POINTER, Delphine	QUINTERO, Edith	SMITH, Joseph
WEAST, Alysia	WILLIAMS, Janelle	

## **CLASSIFIED PERSONNEL** (cont.)

(504) = Federal Law for Individuals with Handicaps  
(ACE) = Ace Driving School  
(ASB) = Associated Student Body  
(ASF) = Adult School Funded  
(ATE) = Alternative to Expulsion  
(B) = Booster Club  
(BTSA) = Beginning Teacher Support & Assessment  
(C) = Categorically Funded  
(CAHSEE)= California High School Exit Exam  
(CC) = Children's Center (Marshall)  
(CDF) = Child Development Fund  
(CSR) = Class Size Reduction  
(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  
(MM) = Measure M – Fund 21  
(MAA) = Medi-Cal Administrative Activities  
(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:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Grace Park, Ed.D., Asst. Superintendent, Human Resources  
Lea Fellows, Director, Human Resources  
Richard Rideout, Director, Human Resources

**SUBJECT: REVISION OF BOARD POLICY 1312.3 COMMUNITY RELATIONS  
– UNIFORM COMPLAINT PROCEDURES**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 1312.3 Community Relations – Uniform Complaint Procedures is being revised to reflect updated laws and current District practice. This item was presented to the Board of Education on October 15, 2015, for information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 1312.3 Community Relations – Uniform Complaint Procedures.

**FISCAL IMPACT**

None.

WMJ:GP:LF:RR:jaf

**UNIFORM COMPLAINT PROCEDURES**

The Board of Education recognizes the District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation

The District's Uniform Complaint Procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging District violation of applicable state and federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610).

(cf. 3553 - Free and Reduced Price Meals)  
(cf. 3555 - Nutrition Program Compliance)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5148 - Child Care and Development)  
(cf. 6159 - Individualized Education Program)  
(cf. 6171 - Title I Programs)  
(cf. 6174 - Education for English Language Learners)  
(cf. 6178 - Career Technical Education)  
(cf. 6178.1 - Work-Based Learning)  
(cf. 6200 - Adult Education)

2. Any complaint alleging THE OCCURRENCE of unlawful discrimination, SUCH AS ~~including~~ discriminatory harassment, intimidation, or bullying, ~~in District programs and activities~~ against any person, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics, IN DISTRICT PROGRAMS AND ACTIVITIES, INCLUDING, BUT NOT LIMITED TO, THOSE FUNDED DIRECTLY BY OR THAT RECEIVE OR BENEFIT FROM ANY STATE FINANCIAL ASSISTANCE (5 CCR 4610).

## UNIFORM COMPLAINT PROCEDURES (cont.)

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4031 - Complaints Concerning Discrimination in Employment)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging DISTRICT VIOLATION OF THE PROHIBITION AGAINST REQUIRING STUDENTS TO PAY FEES, DEPOSITS, OR OTHER CHARGES FOR PARTICIPATION IN EDUCATIONAL ACTIVITIES (5 CCR 4610) ~~bullying in District programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, martial or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics.~~

(cf. 3260 - Fees and Charges)  
(cf. 3320 - Claims and Actions against the District)

4. Any complaint alleging THAT THE District HAS NOT COMPLIED WITH LEGAL REQUIREMENTS RELATED TO THE IMPLEMENTATION OF THE LOCAL CONTROL AND ACCOUNTABILITY PLAN (EDUCATION CODE 52075) ~~violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610).~~

(cf. 0460 - Local Control and Accountability Plan)

5. Any complaint alleging RETALIATION AGAINST A COMPLAINANT OR OTHER PARTICIPANT IN THE COMPLAINT PROCESS OR ANYONE WHO HAS ACTED TO UNCOVER OR REPORT A VIOLATION SUBJECT TO THIS POLICY ~~that the District has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075).~~
6. ~~Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.~~
6. Any other complaint as specified in a District policy.

The Board recognizes that Alternative Dispute Resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is

## **UNIFORM COMPLAINT PROCEDURES (cont.)**

agreeable to all parties. One type of ADR is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

**THE DISTRICT SHALL PROTECT ALL COMPLAINANTS FROM RETALIATION.** In filing and investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate, for any complaint alleging retaliation, OR unlawful discrimination, SUCH AS DISCRIMINATORY HARASSMENT, INTIMIDATION, or bullying, the Superintendent or designee shall keep confidential the identity of a complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the District shall refer the non-UCP allegation to the appropriate staff or agency and shall **INVESTIGATE AND, IF APPROPRIATE**, resolve the UCP related allegation(s) through the District's UCP.

The Superintendent or designee shall provide training to District staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and District policy.

(cf. 3580 - District Records)

## **Non-Uniform Complaint Procedures Complaints**

The following complaints shall not be subject to the District's UCP but shall be referred to the specified agency: (5 CCR 4611)

**UNIFORM COMPLAINT PROCEDURES (cont.)**

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the District's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

**Legal Reference:**

**EDUCATION CODE**

200-262.4 Prohibition of discrimination  
8200-8498 Child care and development programs  
8500-8538 Adult basic education  
18100-18203 School libraries  
32289 School safety plan, uniform complaint procedures  
35186 Williams uniform complaint procedures  
48985 Notices in language other than English  
49010-49013 Student fees  
49060-49079 Student records  
49490-49590 Child nutrition programs  
52060-52077 Local control and accountability plan, especially  
52075 Complaint for lack of compliance with local control and accountability plan requirements  
52160-52178 Bilingual education programs  
52300-52490 Career technical education  
52500-52616.24 Adult schools  
52800-52870 School-based program coordination  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-56867 Special education programs



## **UNIFORM COMPLAINT PROCEDURES (cont.)**

59000-59300 Special schools and center

64000-64001 Consolidated application process

### **GOVERNMENT CODE**

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

### **PENAL CODE**

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

### **CODE OF REGULATIONS, TITLE 5**

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

### **UNITED STATES CODE, TITLE 20**

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6577 Title I basic programs

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

12101-12213 Title II equal opportunity for individuals with disabilities

### **UNITED STATES CODE, TITLE 29**

794 Section 504 of Rehabilitation Act of 1973

### **UNITED STATES CODE, TITLE 42**

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Acts of 194

6101-6107 Age Discrimination Act of 1975

### **CODE OF FEDERAL REGULATIONS, TITLE 28**

35.107 Nondiscrimination on basis of disability; complaints

### **CODE OF FEDERAL REGULATIONS, TITLE 34**

99.1-99.67 Family Educational Rights and Privacy

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

## **Management Resources:**

### **U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter; Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, of Third Parties, January 2001

### **U.S. DEPARTMENT OF JUSTICE PUBLICATIONS**

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

## **UNIFORM COMPLAINT PROCEDURES (cont.)**

### WEBSITES

California School Boards Association: [www.csba.org](http://www.csba.org)

California Department of Education: [www.cde.ca.gov](http://www.cde.ca.gov)

Family Policy Compliance Office: [family.policy.ed.gov](http://family.policy.ed.gov)

U.S. Department of Education, Office for Civil Rights: [www.ed.gov/about/offices/list/ocr](http://www.ed.gov/about/offices/list/ocr)

U.S. Department of Justice: [www.justice.gov](http://www.justice.gov)

### **Chino Valley Unified School District**

Policy adopted: October 19, 1995

Revised: September 4, 2003

Revised: December 9, 2004

Revised: September 1, 2005

Revised: October 15, 2009

Revised: August 16, 2012

Revised: June 13, 2013

Revised: September 5, 2013

Revised: October 2, 2014

Revised: August 13, 2015

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 5, 2015

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Grace Park, Ed.D., Asst. Superintendent, Human Resources  
Lea Fellows, Director, Human Resources  
Richard Rideout, Director, Human Resources

**SUBJECT: REVISION OF BOARD POLICY 4030 PERSONNEL –  
NONDISCRIMINATION IN EMPLOYMENT**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 4030 Personnel – Nondiscrimination in Employment is being revised to reflect updated laws and current District practice. This item was presented to the Board of Education on October 15, 2015, for information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 4030 Personnel – Nondiscrimination in Employment.

**FISCAL IMPACT**

None.

WMJ:GP:LF:RR:jaf

**NONDISCRIMINATION IN EMPLOYMENT**

The Board of Education desires to provide a positive work environment where employees and job applicants are ~~free from harassment and are~~ assured of equal access and opportunities AND ARE FREE FROM HARASSMENT in accordance with law. The Board of Education prohibits any District employees from ~~harassing or~~ discriminating against OR HARASSING any other District employee or job applicant on the basis of the person's actual or perceived race, religion, CREED, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, MILITARY AND veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4032 - Reasonable Accommodation)  
(cf. 4033 - Lactation Accommodation)  
(cf. 4119.11 - Sexual Harassment)  
(cf. 4119.41 - Employees with Infectious Disease)  
(cf. 4154 - Health and Welfare Benefits)  
(cf. 5145.7 - Sexual Harassment)

Prohibited discrimination consists of THE TAKING OF any adverse employment action AGAINST A PERSON, including termination or denial of promotion, job assignment, or training, OR IN DISCRIMINATING AGAINST THE PERSON IN COMPENSATION, TERMS, CONDITIONS, OR OTHER PRIVILEGES OF EMPLOYMENT based on any of the prohibited categories of discrimination listed above. ~~Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe and pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.~~

THE PROHIBITION AGAINST DISCRIMINATION BASED ON THE RELIGIOUS CREED OF AN EMPLOYEE OR JOB APPLICANT INCLUDES ANY DISCRIMINATION BASED ON THE PERSON'S RELIGIOUS DRESS OR GROOMING PRACTICES OR ANY CONFLICT BETWEEN THE PERSON'S RELIGIOUS BELIEF, OBSERVANCE, OR PRACTICE AND AN EMPLOYMENT REQUIREMENT. THE PROHIBITION AGAINST DISCRIMINATION BASED ON THE SEX OF AN EMPLOYEE OR JOB APPLICANT SHALL INCLUDE ANY DISCRIMINATION BASED ON THE PERSON'S PREGNANCY, CHILDBIRTH, BREASTFEEDING, OR ANY RELATED MEDICAL CONDITIONS. (GOVERNMENT CODE 12926, 12940)

HARASSMENT CONSISTS OF ANY UNWELCOME VERBAL, PHYSICAL, OR VISUAL CONDUCT THAT IS BASED ON ANY OF THE PROHIBITED CATEGORIES OF DISCRIMINATION LISTED ABOVE AND THAT IS SO SEVERE OR PERVASIVE THAT IT ADVERSELY AFFECTS AN INDIVIDUAL'S EMPLOYMENT OPPORTUNITIES, HAS THE PURPOSE OR EFFECT OF UNREASONABLE INTERFERING WITH THE

**NONDISCRIMINATION IN EMPLOYMENT (cont.)**

INDIVIDUAL'S WORK PERFORMANCE, OR CREATES AN INTIMIDATING HOSTILE, OR OFFENSIVE WORK ENVIRONMENT.

The Board also prohibits retaliation against any District employee or job applicant who complains, testifies, assists, or in any way participates in the District's complaint procedures instituted pursuant to this policy.

Any District employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The following position is ~~The Board~~ designated the following position(s) as Coordinator(s) for Nondiscrimination in Employment:

Assistant Superintendent, Human Resources  
5130 Riverside Drive  
Chino, California 91710-4310  
(909) 628-1201 ext. 1111

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of District policy should, as appropriate, immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the District's procedures for filing, investigating, and resolving any such complaint.

COMPLAINTS REGARDING EMPLOYMENT DISCRIMINATION OR HARASSMENT SHALL IMMEDIATELY BE INVESTIGATED IN ACCORDANCE WITH AR 4031 – COMPLAINTS CONCERNING DISCRIMINATION IN EMPLOYMENT.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any SUPERVISORY OR MANAGEMENT ~~District~~ employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the COORDINATOR ~~principal, District administrator or Superintendent~~ as soon as practical after the incident. ALL OTHER EMPLOYEES ARE TO REPORT SUCH INCIDENTS TO THEIR SUPERVISOR IMMEDIATELY. ~~Failure of a District employee to report discrimination or harassment may result in disciplinary action.~~

## **NONDISCRIMINATION IN EMPLOYMENT (cont.)**

### **NOTIFICATIONS**

~~Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the coordinator or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.~~

~~Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with Administrative Regulation 4031 – Complaints Concerning Discrimination in Employment.~~

~~(cf. 4031 – Complaints Concerning Discrimination in Employment)~~

The Superintendent or designee shall regularly publicize, within the District and in the community, the District's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The District's policy and administrative regulation shall be posted in all DISTRICT schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)

### **Other Remedies**

~~An employee may, in addition to filing a discrimination complaint with the District, file a complaint with either the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). The time limits for filing such complaints are as follows:~~

- ~~1. To file a valid complaint directly with EEOC, the employee must file his/her complaint within 180 days of the alleged discriminatory act(s). To file a valid complaint with EEOC after filing a complaint with DFEH, the employee must file the complaint within 300 days of the alleged discriminatory acts(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier. (42 USC 2000e-5)~~
- ~~2. To file a valid complaint with DFEH, the employee must file his/her complaint within one year of the alleged discriminatory act(s) unless an exception exists pursuant to Government Code 12960. (Government Code 12960)~~

~~Employees wishing to file complaints with the DFEH and EEOC should contact the nondiscrimination coordinator for more information.~~

## **NONDISCRIMINATION IN EMPLOYMENT (cont.)**

### **Legal Reference:**

#### **EDUCATION CODE**

200-262.4 Prohibition of discrimination

#### **CIVIL CODE**

51.7 Freedom from violence or intimidation

#### **GOVERNMENT CODE**

11135 Unlawful discrimination

12900-12996 Fair Employment and Housing Act

#### **PENAL CODE**

422.56 Definitions, hate crimes

#### **CODE OF REGULATIONS, TITLE 2**

7287.6 Terms, conditions and privileges of employment

#### **CODE OF REGULATIONS, TITLE 5**

4900-4965 Nondiscrimination in elementary and secondary education programs

#### **UNITED STATES CODE, TITLE 20**

1681-1688 Title IX of the Education Amendments of 1972

#### **UNITED STATES CODE, TITLE 29**

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

#### **UNITED STATES CODE, TITLE 42**

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

#### **CODE OF FEDERAL REGULATIONS, TITLE 28**

35.101-35.190 Americans with Disabilities Act

#### **CODE OF FEDERAL REGULATIONS, TITLE 34**

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

#### **COURT DECISIONS**

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

### **Management Resources:**

#### **U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**

Notice of Non-Discrimination, August 20110

#### **U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS**

Questions and Answers: Religious Discrimination in the Workplace, 2008

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999 **WEBSITES**

California Department of Fair Employment and Housing: [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

U.S. Department of Education, Office for Civil Rights: [www.ed.gov/about/offices/list/ocr](http://www.ed.gov/about/offices/list/ocr)

U.S. Equal Employment Opportunity Commission: [www.eeoc.gov](http://www.eeoc.gov)

**NONDISCRIMINATION IN EMPLOYMENT (cont.)**

**Chino Valley Unified School District**

Policy adopted: November 16, 1995 Revised: March 23, 2000

Revised: April 20, 2000

Revised: September 16, 2010

Revised: September 6, 2012

Revised: September 5, 2013

REVISED:







**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 5, 2015  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services  
**SUBJECT: ADOPTED 2015/2016 ORGANIZED AND UNORGANIZED STUDENT  
BODY BUDGETS**

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**BACKGROUND**

Board Policy 3452 Business and Noninstructional Operations – Student Activity Funds requires organized and unorganized student body budgets to be submitted to the Board of Education each year for information. The list that follows reflects the adopted student body budgets for fiscal year 2015/2016.

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 adopted 2015/2016 organized and unorganized student body budgets.

**FISCAL IMPACT**

None.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
ASSOCIATED STUDENT BODY  
ADOPTED BUDGET 2015/2016**

**ORGANIZED STUDENT BODIES**

**COMPREHENSIVE HIGH SCHOOLS**

	<b>TOTAL</b>	
Ayala HS	\$ 1,593,965	
Chino HS	\$ 871,499	
Chino Hills HS	\$ 1,580,766	
Don Lugo HS	\$ 1,003,181	
<b>TOTAL HIGH SCHOOLS</b>		<b>\$ 5,049,411</b>

**JUNIOR HIGH SCHOOLS**

Cal Aero Preserve Academy	\$ 62,358	
Canyon Hills JHS	\$ 270,631	
Magnolia JHS	\$ 133,657	
Ramona JHS	\$ 87,499	
Townsend JHS	\$ 187,821	
Woodcrest JHS	\$ 53,035	
<b>TOTAL JUNIOR HIGH SCHOOLS</b>		<b>\$ 795,001</b>

<b>TOTAL ORGANIZED STUDENT BODIES</b>	<b>\$ 5,844,412</b>
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**UNORGANIZED STUDENT BODIES**

**DISTRICT ASB/ELEMENTARY GENERAL**

District ASB	\$ 1,159	
Elementary General	\$ 10,877	\$ 12,036

**CONTINUATION HIGH SCHOOL**

Buena Vista HS	\$ 40,065	\$ 40,065
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**ELEMENTARY SCHOOLS**

Briggs K-8*	\$ -	
Borba ES	\$ 42,100	
Butterfield Ranch ES	\$ 1,531	
Cattle ES	\$ 41,475	
Chaparral ES	\$ 32,751	
Cortez ES*	\$ -	
Country Springs ES*	\$ -	
Dickey ES	\$ 5,543	
Dickson ES	\$ 50,796	
Eagle Canyon ES	\$ 41,981	
Glenmeade ES*	\$ -	
Hidden Trails ES	\$ 36,446	
Liberty ES	\$ 52,404	
Litel ES	\$ 28,082	
Marshall ES	\$ 25,410	
Newman ES	\$ 19,380	
Oak Ridge ES	\$ 38,584	
Rhodes ES	\$ 623	
Rolling Ridge ES	\$ 60,968	
<b>TOTAL ELEMENTARY SCHOOLS</b>		<b>\$ 478,074</b>

<b>TOTAL UNORGANIZED STUDENT BODIES</b>	<b>\$ 530,175</b>
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<b>TOTAL ASB BUDGETS</b>	<b>\$ 6,374,587</b>
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\* ASB Dormant Accounts/Zero Balances