



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

October 5, 2017

BOARD OF EDUCATION

Sylvia Orozco, President

Pamela Feix, Vice President

James Na, Clerk

Irene Hernandez-Blair, Member

Andrew Cruz, Member

Jonah Botello, Student Representative

—◆◆◆—
SUPERINTENDENT

Wayne M. Joseph

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
5130 Riverside Drive, Chino, CA 91710
District Board Room**

5:15 p.m. – Closed Session • 7:00 p.m. – Regular Meeting

October 5, 2017

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.
- Order of business is approximate and subject to change.

I. OPENING BUSINESS

I.A. CALL TO ORDER – 5:15 P.M.

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

Discussion and possible action (times are approximate):

- a. Conference with Legal Counsel - Existing Litigation (Government Code 54954.4(c) and 54956.9 (d)(1): Federal District Court, Case No. EDCV 14-2336-JGB (DTBx) Freedom from Religion Foundation vs. Chino Valley Unified School District Board of Education. (Tyler & Bursch, LLP) (5 minutes)
- b. Conference with Legal Counsel: Existing Litigation: Government Code 54954.5 (c) and 54956.9 (d)(1): Oxford Preparatory Academy v. Chino Valley Unified School District, et. al. SBC No. CIVDS1710045. (Chidester, Margaret A. & Associates) (10 minutes)
- c. Conference with Legal Counsel–Anticipated Litigation (Government Code 54956.9 (d)(2) and (e)(1): One possible case. (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, Dr. Suzanne Hernandez, Lea Fellows, and Richard Rideout. (20 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (20 minutes)
- f. Public Employee Appointment (Government Code 54957): Director, Health Services/Child Development; Junior HS Assistant Principal. (5 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. STUDENT SHOWCASE

1. Country Springs ES

II.C. HUMAN RESOURCES

II.C.1. Compensation Increase for Workforce Innovation and Opportunity Act (WIOA) Students

Page 15

Recommend the Board of Education approve a compensation increase for Workforce Innovation and Opportunity Act (WIOA) Students.

Motion ___ Second ___
Preferential Vote: ___
Vote: Yes ___ No ___

III. CONSENT

Motion ___ Second ___
Preferential Vote: ___
Vote: Yes ___ No ___

III.A. ADMINISTRATION

III.A.1. Minutes of the Special Meeting of September 14, 2017, and Regular Meeting of September 21, 2017

Page 17

Recommend the Board of Education approve the minutes of the special meeting of September 14, 2017, and regular meeting of September 21, 2017.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Page 25

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

III.B.2. Fundraising Activities

Page 26

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

III.B.3. Donations

Page 30

Recommend the Board of Education accept the donations.

III.B.4. Legal Services

Page 32

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

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

III.C.1. School Sponsored Trips

Page 33

Recommend the Board of Education approve/ratify the following school-sponsored trips: Rolling Ridge ES and Don Lugo HS.

III.C.2. Revision of Board Policy 5141.21 Students—Administering Medication and Monitoring Health Conditions

Page 35

Recommend the Board of Education approve the revision of Board Policy 5141.21 Students—Administering Medication and Monitoring Health Conditions.

III.C.3. Proclamation for Red Ribbon Week, October 23-31, 2017

Page 40

Recommend the Board of Education adopt the proclamation for Red Ribbon Week, October 23-31, 2017.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Page 42

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

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

Page 43

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

III.D.3. Surplus/Obsolete Property

Page 46

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

III.D.4. Notice of Completion for CUPCCAA Project

Page 48

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

III.D.5. RFP 17-18-01, Charter Bus Services

Page 49

Recommend the Board of Education award RFP 17-18-01, Charter Bus Services to Empire Transportation Services, Certified Transportation, Visser Bus Services, California Bus Service, H & L Charter, and Student Transportation of America.

III.D.6. Approval of Construction Management Firms under Request for Qualifications/Proposals 17-18-02, Construction Management Services

Page 51

Recommend the Board of Education authorize staff to enter into agreements with Arcadis, Balfour Beatty Construction, C.W. Driver, Inc., and Neff Construction, Inc. on an as needed, project-by-project basis as projects develop for construction management services under Request for Qualifications/Proposals 17-18-02, Construction Management Services.

III.D.7. Selection of Citizens’ Advisory Committee Members for the Naming of Facilities

Page 53

Recommend the Board of Education approve Tony Flores and Mark Hargrove as members to the Citizens’ Advisory Committee for the Naming of Facilities.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Page 54

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

III.E.2. Rejection of Claim

Page 71

Recommend the Board of Education reject the claim and refer it to the District’s insurance adjuster.

III.E.3. Revisions to the Job Descriptions for Director of Health Services/Child Development; Director of Nutrition Services; and Director of Technology

Page 72

Recommend the Board of Education approve the revisions to the job descriptions for:

- a) Director of Health Services/Child Development;
- b) Director of Nutrition Services; and
- c) Director of Technology.

III.E.4. Internship Agreement with National University

Page 86

Recommend the Board of Education approve the internship agreement with National University.

III.E.5. New Board Policy 4151, 4251, 4351 Personnel—Employee Compensation

Page 92

Recommend the Board of Education approve the new Board Policy 4151, 4251, 4351 Personnel—Employee Compensation.

IV. INFORMATION

IV.A. BUSINESS SERVICES

IV.A.1. Revision of Board Policy and Administrative Regulation 3314.3 Business and Noninstructional Operations—Use of District Credit Cards

Page 96

Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 3314.3 Business and Noninstructional Operations—Use of District Credit Cards.

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

IV.B.1. Revision of Board Policy and Deletion of Administrative Regulation 0000 Philosophy-Goals-Objectives and Comprehensive Plans—Concepts and Goals

Page 100

Recommend the Board of Education receive for information the revision of Board Policy and deletion of Administrative Regulation 0000 Philosophy-Goals-Objectives and Comprehensive Plans—Concepts and Goals.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

VI. ADJOURNMENT

Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education
Date posted: September 29, 2017

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
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DATE: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
**SUBJECT: PUBLIC HEARING REGARDING OXFORD PREPARATORY
ACADEMY – RISE CHARTER SCHOOL PETITION**

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BACKGROUND

On September 8, 2017, Oxford Preparatory Academy – Rise submitted a charter school petition to the Chino Valley Unified School District.

California Education Code Section 47605 establishes the procedures and timelines for charter school petitions. California Education Code section 47605(b) requires the Board of Education to hold a public hearing no later than 30 days after receiving the petition to consider the level of support for the petition by teachers employed by the District, other employees of the District, and parents.

RECOMMENDATION

It is recommended the Board of Education conduct a public hearing regarding the Oxford Preparatory Academy – Rise charter school petition.

FISCAL IMPACT

None.

WMJ

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
**SUBJECT: PUBLIC HEARING REGARDING SYCAMORE PREPARATORY
ACADEMY CHARTER SCHOOL PETITION**

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BACKGROUND

On September 14, 2017, Sycamore Preparatory Academy submitted a charter school petition to the Chino Valley Unified School District.

California Education Code Section 47605 establishes the procedures and timelines for charter school petitions. California Education Code section 47605(b) requires the Board of Education to hold a public hearing no later than 30 days after receiving the petition to consider the level of support for the petition by teachers employed by the District, other employees of the District, and parents.

RECOMMENDATION

It is recommended the Board of Education conduct a public hearing regarding the Sycamore Preparatory Academy charter school petition.

FISCAL IMPACT

None.

WMJ

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
SUBJECT: SUPERINTENDENT SEARCH

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BACKGROUND

Pursuant to Board Policy 2120, the Board of Education has a direct responsibility to select and employ the superintendent. Whenever it becomes necessary for the Board to fill a vacancy for the position of superintendent, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with District needs.

At the Board's June 15 meeting, Superintendent Joseph announced his retirement effective July 2018. As a result, at its August 17 meeting, the Board voted to begin the superintendent search process by conducting internal interviews. The Board conducted an interview during a special closed session meeting on October 3.

RECOMMENDATION

It is recommended the Board of Education either:

- a) Appoint the internal candidate interviewed on October 3, 2017, contingent upon contract negotiations; or
- b) Identify the next steps in the superintendent search process.

FISCAL IMPACT

To be determined.

WMJ:pk

Chino Valley Unified School District

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DATE: October 5, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
Luke Hackney, Director, Elementary Curriculum
Julian Rodriguez, Director, Secondary Curriculum
Troy Ingram, Coordinator, Innovation and Creative Services

SUBJECT: PUBLIC HEARING REGARDING THE SUFFICIENCY OF INSTRUCTIONAL MATERIALS 2017/2018 AND ADOPTION OF RESOLUTION 2017/2018-20

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BACKGROUND

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

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

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

RECOMMENDATION

It is recommended the Board of Education conduct a public hearing regarding the Sufficiency of Instructional Materials 2017/2018, and adopt Resolution 2017/2018-20.

FISCAL IMPACT

None.

WMJ:GP:LH:JR:TI:rtt

**Chino Valley Unified School District
Resolution 2017/2018-20
Sufficiency of Instructional Materials**

WHEREAS, the Board of Education of the Chino Valley Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on October 5, 2017, at 7:00 pm, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours;

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

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

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

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

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

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

English/Language Arts/English Language Development

- TK MacMillan/McGraw-Hill; Little Treasurers (All Day National Kit, Read Aloud Big Books, Trade Books, plus additional components) 2012
- K-6 McGraw-Hill School Education; CA Reading Wonders ELA/ELD, 2017
- 7-8 McDougal Littell; McDougal Littell Reading and Language Arts Program, 2002
- 7-12 Houghton Mifflin; Scholastic: Read 180, 2002
- 9-12 Prentice Hall: Timeless Voices; Timeless Themes, 2002
- 9-12 Center for Advancement of Reading, California State University: Expository Reading and Writing Course, Student Reader, Second Edition, 2013
- 7-12 Hampton Brown; High Point, 2001
- *7-12 Hampton Brown; EDGE, 2000

*9-12 National Geographic Learning/Cengage Learning; EDGE, Second Edition, 2014

*Once EDGE, 2014 materials have been received the EDGE, 2000 materials will be phased out, and will no longer be used in classrooms.

Mathematics

- TK MacMillan/McGraw-Hill; Little Treasures (All Day National Kit, Read Aloud Big Books, Trade Books, plus additional components) 2012
- TK Center for Innovation in Education; Math Their Way
- K-5 Pearson Scott Foresman; enVision Math, 2015
- 6-8 Houghton Mifflin & Harcourt, Big Ideas Math, Course 1, Course 2, and Course 3, 2015
- 8-12 McGraw Hill – Integrated Math I, Integrated Math II, and Integrated Math III, 2012
- 9-12 Carnegie Learning; Geometry, A Common Core Math Program, 2011
- 9-12 Glencoe; Elementary Statistics, 2006
- 9-12 Holt McDougal; Mathematics Explorations in Core Math for Common Core Algebra 2, 2010
- 9-12 Houghton Mifflin & Harcourt: PreCalculus with Limits, 2010
- 9-12 Pearson Addison Wesley: Stats Modeling the World, Second Edition, 2010
- 9-12 Pearson Prentice Hall: Calculus, Third Edition, 2010
- 9-12 Pearson Prentice Hall: PreCalculus, 2010

History/Social Science

- TK MacMillan/McGraw-Hill; Little Treasures (All Day National Kit, Read Aloud Big Books, Trade Books, plus additional components) 2012
- K-5 Harcourt School Publishers; Reflections: California Series, 2007
- 6-8 Holt, Rinehart and Winston; Holt California Social Studies, 2006
- 9-12 Prentice Hall; World History: The Modern World, 2007
- 9-12 Holt, Reinhart and Winston; American Anthem: Modern American History, 2007
- 9-12 Bedford; American's History, 2007
- 9-12 Glencoe/McGraw-Hill; United States Government: Democracy in Action, 2006
- 9-12 McDougal Littell; American Government: Institutions & Policies, 2006
- 9-12 Prentice Hall; Economics, Principles in Actions, 2007
- 9-12 Prentice Hall; Foundations of Economics, 2007

Science

- TK MacMillan/McGraw-Hill; Little Treasures (All Day National Kit, Read Aloud Big Books, Trade Books, plus additional components) 2012
- K-5 Houghton Mifflin Company; Houghton Mifflin California Science, 2007
- 6-8 Pearson Prentice Hall; Prentice Hall California Science Explorer, Focus on Earth, Life, and Physical Science, 2008
- 9-12 Pearson Prentice Hall; Earth Science, 2006
- 9-12 Pearson Prentice Hall; Biology, 2007
- 9-12 Pearson Prentice Hall: Physical Science: Concepts in Action with Earth and Space Science, 2009
- 9-12 Pearson Prentice Hall; Chemistry, 2007
- 9-12 Glencoe; Physics: Principles and Problems, 2008
- 9-12 Wiley; Environmental Science: Earth as a Living Planet, 2007

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

Foreign Language

- 9-12 Prentice Hall; Realidades, Book 1 and 2, 2004
- 9-12 Wayside Publishing; Azulejo, 2002
- 9-12 Harcourt School Publishers; Nuevas Vista, Book 1 and 2, 2003
- 9-12 Vista Higher Learning; Descubre 3, 2017
- 9-12 Vista Higher Learning; Temas, AP Spanish Language and Culture, 2014
- 9-12 Houghton Mifflin Harcourt; Abriendo Puertas: Ampliando Perspectives, 2013
- 9-12 EMC/Paradigm Publishing; C'est a Toi Book 1 and 2, 2002
- 9-12 Vista Higher Learning; D'accord! 3, 2015
- 9-12 Vista Higher Learning; Themes AP French Language and Culture, 2016
- 9-12 Yale University Press; French in Action, Part 2, 2015
- 9-12 Holt, Reinhart and Winston; Komm Mit! Book 1, 2, and 3, 2003
- 9-12 Spinner Publications; Bom Dia! Book 1 and 2, 2004 and 2007
- 9-12 Joint Publishing; Chinese Made Easy, 2006
- 9-12 EMC Publishing, LLC; Zhen Bang!, Chinese 3, 2013
- 9-12 Cheng and Tsui; Adventures in Japanese 1 and 2, 1998
- 9-12 The Japan Times; Genki: An Integrated Course in Elementary Japanese II, 2011

Health

- 9-12 Glencoe; Glencoe Health, 2009

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

NOW, THEREFORE, BE IT RESOLVED that for the 2017/2018 school year, the Chino Valley Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in all courses required by Education Code 60119.

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

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 5th day of October 2017.

Wayne M. Joseph, Superintendent
Secretary, Board of Education

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Human Resources
SUBJECT: COMPENSATION INCREASE FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) STUDENTS

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BACKGROUND

Effective January 1, 2018, the minimum wage will increase to \$11.00 an hour. The District currently provides an hourly rate ranging from \$10.50 to \$17.26 for the Workforce Innovation and Opportunity Act (WIOA) Students. To address the increase in minimum wage, attached is a new proposed salary schedule. The proposed increase will reflect an hourly rate that ranges from \$11.00 to \$17.26.

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

RECOMMENDATION

It is recommended the Board of Education approve a compensation increase for Workforce Innovation and Opportunity Act (WIOA) Students.

FISCAL IMPACT

The fiscal impact is unknown at this time due to the fluctuation of student workers.

WMJ:LF:mcm

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
CLASSIFIED SUBSTITUTE SALARY SCHEDULE**

Effective ~~October 6, 2016~~ JANUARY 1, 2018

<u>RANGE</u>	<u>POSITIONS</u>	<u>HOURLY RATE</u>
25	District Media Center Helper	13.66
26	Instructional Aide District Mail Clerk Noonground Supervisor Typist Clerk I	13.99
27	ASB Student Store Clerk District Receptionist Duplicating Dept. Clerk High School Receptionist	14.34
28	Account Clerk I Bilingual Typist Clerk I District Community Attendance Liaison Elementary Library/Media Center Asst.	14.70
29	Attendance Clerk Custodian I Duplication Operator Groundswoker I Typist Clerk II	15.07
30	Child Care Specialist Health Technician Secondary Library/Media Assistant	14.81
31	Warehouse Delivery Person	15.83
32	Assistant Principal Secretary Account Clerk II Custodian II District Secretary Offset Press Operator Payroll Clerk II Maintenance I - General Maintenance Registrar	15.56
33	Counseling Assistant	16.63
34	Career Guidance Technician ROP Technician Security Person	16.34
36	Payroll Clerk III School Secretary I	16.42
38	Custodian Specialist School Secretary II	17.26
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	Nutrition Services Assistant I	12.00
	Bus Drivers	17.00
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	WIOA Students	40.50-11.00
	AVID Tutor	12.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT
SPECIAL CLOSED SESSION MEETING OF THE BOARD OF EDUCATION
September 14, 2017

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER

1. Roll Call
President Orozco called to order the special closed session meeting of the Board of Education, Thursday, September 14, 2017, at 5:00 p.m. with Cruz, Feix, Na, and Orozco present. Mrs. Blair was absent.

2. Public Comment on Closed Session Items
None.

I.B. CLOSED SESSION

President Orozco adjourned to closed session at 5:00 p.m. regarding public employee employment: superintendent.

I.C. RECONVENE TO OPEN MEETING

1. Report Closed Session Action
President Orozco reconvened the special closed session meeting of the Board of Education at 5:51 p.m. The Board met in closed session from 5:00 p.m. to 5:51 p.m. regarding public employee employment: superintendent. No action was taken that required public disclosure.

II. ADJOURNMENT

President Orozco adjourned the special closed session meeting of the Board of Education at 5:51 p.m.

Sylvia Orozco, President

James Na, Clerk

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
September 21, 2017

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER

1. Roll Call

President Orozco called to order the regular meeting of the Board of Education, Thursday, September 21, 2017, at 5:15 p.m. with Cruz, Feix, and Orozco present. Mr. Na arrived at 5:25 p.m. and Mrs. Blair was absent.

Administrative Personnel

Wayne M. Joseph, Superintendent
Norm Enfield, Ed.D., Deputy Superintendent
Sandra H. Chen, Assistant Superintendent, Business Services
Lea Fellows, Assistant Superintendent, Human Resources
Grace Park, Ed.D., Assistant Superintendent, CIIS
Gregory J. Stachura, Asst. Supt., Facilities, Planning, & Operations

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Orozco adjourned to closed session at 5:15 p.m. regarding conference with legal counsel existing and anticipated litigation; a student readmission; conference with labor negotiators (A.C.T. and CSEA); and public employee discipline/dismissal/release.

I.B. RECONVENE TO REGULAR OPEN MEETING

1. Report Closed Session Action

President Orozco reconvened the regular meeting of the Board of Education at 7:00 p.m. The Board met in closed session from 5:15 p.m. to 6:59 p.m. regarding conference with legal counsel existing and anticipated litigation; a student readmission; conference with labor negotiators (A.C.T. and CSEA); and public employee discipline/dismissal/release.

2. Pledge of Allegiance

Heidi Cortes, Briggs K-8 student, led the Pledge of Allegiance.

I.C. PRESENTATIONS

1. Briggs K-8

Debra Boeve, Briggs K-8 Principal, introduced students who spoke about implementation of Welcome Week, which focused on team building and self-esteem.

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

Jonah Botello announced Ayala HS's theatre play *The Curious Savage*; and said more information about student business will be shared after the September 26 SAC meeting.

I.E. EMPLOYEE REPRESENTATIVES' COMMUNICATIONS

Denise Arroyo, CSEA President, thanked the District for responding to her concerns she mentioned at the last Board meeting; said CSEA is looking forward to sponsoring staff to attend the annual paraeducators conference in February at the Ontario Convention center; and closed by speaking about respect.

Steve Ball, A.C.T. President, said he doesn't have to look far in this District to see employees being exceptional at their job; noted that elementary teachers have agreed to take extra students to avoid the formation of combination classes at their school sites; spoke about two programs that teacher Mauvi Keene had fully funded through *donorschoose.org*; and said he is honored to represent an exceptional group of teachers.

I.F. COMMUNITY LIAISONS' COMMUNICATIONS

Paul Rodriguez, Chino City Council, thanked the District for partnership in providing mental health services to students and highlighting Suicide Prevention Month in Chino; reviewed programs that the city has provided to the community; reported on the yellow-bus program and said Chino brought the most kids at Chino Day at the Fair.

Gloria Negrete McLeod extended invitations to the Board for Chaffey Colleges' 18th Annual Report to the Community scheduled for Tuesday, October 24.

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

Dick Holk, theater arts teacher, extended invitations to Ayala HS’s fall theatre comedy *The Curious Savage*; Larry Casias addressed the Board regarding the science of cooking program at Townsend JHS; Veronica Nunez addressed the Board regarding the need for PLC uniformity across the District; and Cathy Osman addressed the Board regarding GATE.

I.H. CHANGES AND DELETIONS

The following changes/deletions were read into the record Item II.A.2., Revision of Bylaws of the Board 9121—President, deleted number 3; Item II.C.2, School-Sponsored Trips under Chino HS “music festival, Long Beach, February 8 thru 11,” corrected to read Chino Hills HS; and Item II.E.1., Certificated Personnel, under Hired at the Appropriate Placement on the Certificated Management Salary Schedule, Carol Unterseher, amended effective date to read October 2, 2017.

II. CONSENT

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

II.A. ADMINISTRATION

II.A.1. Minutes of the Special Meeting of August 31, 2017, and Regular Meeting of September 7, 2017

Approved the minutes of the special meeting of August 31, 2017, and September 7, 2017.

II.A.2. Revision of Bylaws of the Board 9121—President

Approved the revision of Bylaws of the Board 9121—President, as amended.

II.A.3. Revision of Bylaws of the Board 9230—Orientation

Approved the revision of Bylaws of the Board 9230—Orientation.

II.A.4. Revision of Bylaws of the Board 9400—Self-Evaluation

Approved the revision of Bylaws of the Board 9400—Board Self-Evaluation.

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. Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students

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

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

II.C.1. Student Readmission Case 16/17-35

Moved (Feix) seconded (Na) motion carried (4-0, Blair absent) to approve student readmission case 16/17-35.

II.C.2. School Sponsored Trips

Moved (Na) seconded (Cruz) motion carried (4-0, Blair absent) to approve/ratify the following school-sponsored trips: Chaparral ES; Cortez ES; Glenmeade ES; Hidden Trails ES; Wickman ES; Townsend JHS; Ayala HS; Chino HS (as amended); and Chino Hills HS. Student representative voted yes.

II.C.3. Revision of Board Policy 5145.3 Students—Nondiscrimination/Harassment of Students

Approved the revision of Board Policy 5145.3 Students—Nondiscrimination/Harassment students.

II.C.4. Baldy View Regional Occupational Program 2017/2018 Contract for Embedded BVROP Classes

Approved the Baldy View Regional Occupational Program 2017/2018 Contract for Embedded BVROP Classes.

II.C.5. Baldy View Regional Occupational Program 2017/2018 Contract for Services and Participation Incentive

Approved the Baldy View Regional Occupational Program 2017/2018 Contract for Services and Participation Incentive.

II.C.6. Baldy View Regional Occupational Program 2017/2018 District Operated Program Contract

Approved the Baldy View Regional Occupational Program 2017/2018 District Operated Program Contract.

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. Revision of Board Policy 7212 Facilities—Mello-Roos Districts

Approved the revision of Board Policy 7212 Facilities—Mello-Roos Districts.

II.D.5. Resolution 2017/2018-19 for Authorization to Utilize a Piggyback Contract

Adopted Resolution 2017/2018-19 for authorization to utilize a piggyback contract.

II.D.6. RFP 16-17-04, Solid Waste Disposal and Recycling

Awarded RFP 16-17-04, Solid Waste Disposal and Recycling to Ware Disposal, Inc.

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

Approved/ratified the certificated/classified personnel items.

II.E.2. Rejection of Claim

Rejected the claim and referred it to the District's insurance adjuster.

II.E.3. Revision of Board Policy 4312.1 Management, Supervisory and Confidential Personnel—Contracts

Approved the revision of Board Policy 4312.1 Management, Supervisory and Confidential Personnel—Contracts.

II.E.4. Resolution 2017/2018-21 Week of the School Administrator

Moved (Na) seconded (Feix) motion carried (4-0, Blair absent) to adopt Resolution 2017/2018-21 Week of the School Administrator. Student representative voted yes.

II.E.5. Revision of the Job Description for Director of Purchasing

Approved the revision of the job description for Director of Purchasing.

II.E.6. Revision of the Job Description for Maintenance & Operations Supervisor Logistics and Compliance

Approved the revision of the job description for Maintenance & Operations Supervisor Logistics and Compliance.

III. INFORMATION

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

III.A.1. Revision of Board Policy and Administrative Regulation 5141.21 Students—Administering Medication and Monitoring Health Conditions

Received for information the revision of Board Policy and Administrative Regulation 5141.21 Students—Administering Medication and Monitoring Health Conditions.

III.B. HUMAN RESOURCES

III.B.1. New Board Policy 4151, 4251, 4351 Personnel—Employee Compensation

Received for information the new Board Policy 4151, 4251, 4351 Personnel—Employee Compensation.

IV. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

Andrew Cruz encouraged everyone to attend Ayala HS's theatre company play *The Curious Savage*; and acknowledged district- and community-wide efforts to help the victims of the recent natural disasters.

James Na acknowledged Mr. Holk and his efforts and service; attended the #ICANHELP club meeting at Ayala HS where students are working against bullying; said Chino Hills Crime Prevention program was excellent; saw Jonah Botello at Chino Hills HS; spoke about a Chino HS nutrition lady who was mourning the loss of her co-worker; commended Chino Hills HS math teacher Mr. Macintosh for supporting students; asked President Orozco to close the meeting in memory of the 25 students who died in the recent earthquake in Mexico; and spoke about respecting life.

Pamela Feix said she attended the 110 Annual Awards Assembly at Boys Republic HS where over \$100,000.00 was awarded to both boys and girls.

Superintendent Joseph congratulated Don Lugo HS's LEAD Academy for being a finalist in the California School Boards Association's 2017 Golden Bell Awards; announced the annual College Night scheduled for October 2 from 6:00 p.m. to 8:00 p.m. at Chino Hills HS; said Friday is the Milk Can game; and read an email from Board member Blair regarding her absence from the meeting.

President Orozco announced retirees on the agenda; commented on Item II.C.4 BVROP classes and applauded schools for taking advantage of BVROP offerings; announced the San Bernardino County and Riverside County School Board Associations' Fall Joint meeting on October 16 and said the Chino Hills HS chamber singers will be leading the National Anthem; asked Superintendent Joseph to look into Professional Learning Communities uniformity across the District; and closed by commenting on respect and spoke about her hopes that the District develops a culture of exceptional customer service.

<p>V. ADJOURNMENT</p>

President Orozco adjourned the regular meeting of the Board of Education at 8:07 p.m. in memory and thoughts of those who have lost lives or have suffered in the recent natural disasters.

Sylvia Orozco, President

James Na, 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: October 5, 2017
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

=====

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

\$1,383,956.26 to all District funding sources.

WMJ:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 5, 2017
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

=====

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
October 5, 2017

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Borba ES</u>		
PFA	Bi-Monthly Student Store	10/11/17 - 5/16/18
<u>Chaparral ES</u>		
PTO	Family Movie Night	11/9/17
PTO	Family Fun Night	12/1/17
<u>Country Springs ES</u>		
Student Council	Gobble Gram Sale	10/6/17 - 10/16/17
Student Council	"Socktober" - Sock Sale	10/6/17 - 10/31/17
PFA	Book Fair	10/23/17 - 10/27/17
PFA	Off Campus Krispy Kreme Donut Sale	10/29/17 - 11/10/17
Student Council	Winter Wishes Gram Sale	12/4/17 - 12/15/17
Student Council	Valentine Gram Sale	2/1/18 - 2/12/18
Student Council	Aloha Gram Sale	5/14/18 - 5/25/18
<u>Dickey ES</u>		
SOAR Program	Hurricane Harvey Relief School Supply Drive	10/6/17 - 12/19/17
PTO	Trunk or Treat	10/27/17
<u>Dickson ES</u>		
PTA	S.T.E.A.M. Parent Workshop Snack Sale	10/24/17 & 11/28/17
PTA	S.T.E.A.M. Parent Workshop Snack Sale	1/24/18 & 2/13/18
PTA	S.T.E.A.M. Parent Workshop Snack Sale	3/20/18 & 4/10/18
<u>Glenmeade ES</u>		
PTA	Holiday Boutique	12/4/17 - 12/8/17
<u>Rhodes ES</u>		
PEP Club	Hurricane Harvey Relief School Supply Drive	10/9/17 - 11/9/17
<u>Cal Aero K-8</u>		
ASB	Holiday Boutique	12/11/17 - 12/19/17

CHINO VALLEY UNIFIED SCHOOL DISTRICT
October 5, 2017

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Townsend JHS</u>		
East Coast Travel Club	Off Campus Candle Sale	9/15/17 - 10/30/17
<u>Ayala HS</u>		
Choral Boosters	Off Campus Candy Apple Sale	10/6/17 - 10/13/17
Girls Tennis Boosters	Serve-A-Thon Donation Drive	10/6/17 - 10/13/17
Choral Boosters	Madrigal Feaste Program Advertisement Sale	10/6/17 - 12/1/17
Cowboy Huddle Club	After School Taco/Burrito Sale	10/6/17 - 1/31/18
Cowboy Huddle Club	After School Nothing Bundt Cake Sale	10/6/17 - 1/31/18
Cowboy Huddle Club	After School Popcorn Sale	10/6/17 - 1/31/18
Psychology Club	T-Shirt Sale	10/6/17 - 5/1/18
AVID	College Tour Ticket Sale	10/6/17 - 5/30/18
BAC Boosters	Off Campus Krispy Kreme Donut Sale	10/9/17 - 10/30/17
BAC Boosters	Inspirational Gram Sale	10/9/17 - 11/13/17
BAC Boosters	Snowy Village Dessert Cafe Take Out Tuesday	10/10/17
Make-A-Wish Club	Bracelet Sale	10/10/17 - 10/24/17
Girls Volleyball Teams	After School Snack Bar Sale	10/11/17
Choral Boosters	Cannataro's Family Night Out	10/17/17
2018 Grad Night	Chick-fil-A Family Night Out	10/20/17
BAC Boosters	Off Campus See's Candy Sale	11/1/17 - 11/24/17
BAC Boosters	Off Campus Poinsettia Sale	11/1/17 - 11/27/17
Girl Up Club	Chipotle Family Night Out	11/2/17
Spirit Team Boosters	Spirit Showcase	11/4/17
BAC Boosters	Woodstone Pizzeria Take-Out Tuesday	11/6/17
Choral Boosters	Chipotle Family Night Out	11/9/17
Choral Boosters	Off Campus Poinsettia Sale	11/16/17 - 11/27/17
Girls Soccer Boosters	Chipotle Family Night Out	12/12/17
<u>Chino HS</u>		
Athletics	Stadium Scoreboard Advertisement Sale	10/6/17 - 12/15/17
<u>Chino Hills HS</u>		
General Boosters	Sunday Bingo (Approved by the Department of Justice)	8/1/17 - 6/30/18
Best Buddies	After School Smoothie Sale	10/6/17 - 5/30/18
Fashion Club	After School Fashion Classes	10/9/17 - 10/12/17
Operation Smile Club	Smile Gram Sale	10/9/17 - 10/13/17
World Vision Club	Tastea Family Nights Out	10/11/17 - 10/14/17

CHINO VALLEY UNIFIED SCHOOL DISTRICT
October 5, 2017

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Chino Hills HS</u> (cont.)		
Health Science Academy	Snap! Raise Donation/Sponsorship Drive	10/15/17 - 11/15/17
Choir ASB	BJ's Restaurant Family Night Out	10/18/17
Boys Soccer Teams	Wetzel Pretzels Family Night Out	10/20/17
World Vision Club	California Pizza Kitchen Family Nights Out	10/25/17 - 10/27/17
Music Boosters	Comedy Night	10/27/17
Music Boosters	USA Flag Sale	11/1/17
Health Science Academy	Chipotle Family Night Out	11/15/17
Health Science Academy	Subway Family Night Out	11/15/17
Operation Smile Club	Coin Donation Drive	3/19/18 - 3/23/18
<u>Don Lugo HS</u>		
Grad Night 2018 Boosters	Donation Drive	10/6/17 - 10/27/17
French Club	After School French Café'	10/6/17 - 5/30/18
Engineering Club	VEX Robotics Tournament	11/4/17

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 5, 2017
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
October 5, 2017

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>H.O.P.E. Program</u>		
Knights of Columbus	Cash	\$500.00
<u>Cattle ES</u>		
Howard Cattle PFA	Cash	\$4,300.00
<u>Hidden Trails ES</u>		
Kula Foundation	Cash	\$1.00
SchoolStore.com	Cash	\$36.00
Hidden Trails PTA	Cash	\$3,650.00
<u>Canyon Hills JHS</u>		
Mr. & Mrs. Mario Velarde	Cash	\$25.00
Mr. & Mrs. Robert Todd	Cash	\$50.00
Peter Choi & Ann Chung	Cash	\$100.00
Global Direct Electronics Outlet	Cash	\$120.00
Mathavan Venugopal	Cash	\$200.00
Karnold Lee & Dao Khouasavath	Cash	\$300.00
Vace Select, Inc.	Cash	\$500.00
<u>Magnolia JHS</u>		
Pete & Mary Asuncion	American Flag With Stand	\$250.00
<u>Don Lugo HS</u>		
Kula Foundation	Cash	\$7.00
Nikki Busch	P.E. Uniform	\$31.00
Gary & Betty Ann Banks	Cash	\$100.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 5, 2017
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: LEGAL SERVICES

=====

BACKGROUND

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

FIRM	MONTH	INVOICE AMOUNTS	2016/2017 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	-	-	\$ 218,628.04
Chidester, Margaret A. & Associates	May/June 2017	\$ 113,337.62	\$1,396,461.20
McCune & Harber, LLP	-	-	\$ 7,814.41
Parker & Covert LLP	-	-	\$ 2,091.00
Thompson & Colegate LLP	-	-	\$ 115.50
	Total	\$ 113,337.62	\$1,625,110.15

FIRM	MONTH	INVOICE AMOUNTS	2017/2018 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	August 2017	\$ 24,104.55	\$ 41,780.82
Margaret A. Chidester & Associates	July 2017	\$ 29,533.64	\$ 29,533.64
McCune & Harber, LLP	August 2017	\$ 45.00	\$ 45.00
Parker & Covert LLP	-	-	\$ 247.50
	Total	\$ 53,683.19	\$ 71,606.96

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

RECOMMENDATION

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

FISCAL IMPACT

\$113,337.62 to the 2016/17 General Fund.
\$ 53,683.19 to the 2017/18 General Fund.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: SCHOOL-SPONSORED TRIPS

=====

BACKGROUND

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

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

RECOMMENDATION

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

School-Sponsored Trips	Date	Fiscal Impact
Site: Rolling Ridge ES Event: Ocean Institute Place: Dana Point, CA Chaperone: 40 students/5 chaperones	April 27-28, 2018	Cost: \$100.00 per student Funding Source: Parents
Site: Don Lugo HS Event: Orange Section Future Farmers of America Leadership Conference Place: Buena Park, CA Chaperone: 5 students/3 chaperones	October 6-7, 2017	Cost: \$13.00 per student Funding Source: Parents and CTE Agricultural Grant

Site: Don Lugo HS Event: Western Band Association Place: Fresno, CA Chaperone: 49 students/7 chaperones	November 17-19, 2017	Cost: \$200.00 per student Funding Source: Parents and Fundraising
Site: Don Lugo HS Event: 75 th Anniversary Pearl Harbor Parade Place: Honolulu, HI Chaperone: 23 students/8 chaperones	December 5-9, 2017	Cost: \$1,800.00 per student Funding Source: Parents and Fundraising
Site: Don Lugo HS Event: Senior Retreat Place: Idylwild, CA Chaperone: 130 students/20 chaperones	February 9-11, 2018	Cost: \$170.00 per student Funding Source: Parents and Fundraising
Site: Don Lugo HS Event: California Association of Student Leaders Place: Ontario, CA Chaperone: 16 students/3 chaperones	April 7-9, 2018	Cost: \$325.00 per student Funding Source: Parents and Fundraising

FISCAL IMPACT

None.

WMJ:GP:rtt

Chino Valley Unified School District

Our Motto:

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DATE: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
SUBJECT: REVISION OF BOARD POLICY 5141.21 STUDENTS – ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

=====
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 5141.21 Students – Administering Medication and Monitoring Health Conditions is being updated to reflect the revised definition of epinephrine auto-injector pursuant to new law (AB 1386, 2016). This item was presented to the Board of Education on September 21, 2017, as information.

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

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

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 5141.21 Students – Administering Medication and Monitoring Health Conditions.

FISCAL IMPACT

None.

WMJ:GP:rtt

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

THE BOARD OF EDUCATION BELIEVES THAT REGULAR SCHOOL ATTENDANCE IS CRITICAL TO STUDENT LEARNING AND THAT STUDENTS WHO NEED TO TAKE MEDICATION PRESCRIBED OR ORDERED FOR THEM BY THEIR AUTHORIZED HEALTH CARE PROVIDERS SHOULD HAVE AN OPPORTUNITY TO PARTICIPATE IN THE EDUCATIONAL PROGRAM.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

~~The Board of Education recognizes that during the school day some students may need to take ANY medication prescribed or ordered by an authorized health care provider, to be functional at school and participate in the educational program. The Superintendent or designee shall develop processes for the administration of medication to these students by school personnel. Ffor any student with a disability, as defined WHO IS QUALIFIED TO RECEIVE SERVICES under the Individuals with Disabilities Education Act or Section 504 Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's Individualized Education Program or Section 504 services plan-, AS APPLICABLE.~~

(cf. 5141.24 - Specialized Health Care Services)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education under Section 504)

FOR THE ADMINISTRATION OF MEDICATION TO OTHER STUDENTS DURING SCHOOL OR SCHOOL-RELATED ACTIVITIES, THE SUPERINTENDENT OR DESIGNEE SHALL DEVELOP PROTOCOLS WHICH SHALL INCLUDE OPTIONS FOR ALLOWING ~~If a parent/guardian chooses, he/she may~~ TO administer the medication to his/her child at school ~~or, designate another individualS who is not a school employee to do so on his/her behalf, AND, WITH THE CHILD'S AUTHORIZED HEALTH CARE PROVIDER'S APPROVAL, REQUEST THE DISTRICT'S PERMISSION FOR HIS/HER CHILD TO SELF-ADMINISTER A MEDICATION OR SELF-MONITOR AND/OR SELF-TEST FOR A MEDICAL CONDITION.~~

(cf. 1250 - Visitors/Outsiders)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Asthma Management)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 6116 - Classroom Interruptions)

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)

handling of blood and other bodily fluids. SUCH PROCESSES SHALL BE IMPLEMENTED IN A MANNER THAT PRESERVES CAMPUS SECURITY, MINIMIZES INSTRUCTIONAL INTERRUPTIONS, AND PROMOTES SAFETY AND PRIVACY.

(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Asthma Management)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)

THE SUPERINTENDENT OR DESIGNEE SHALL MAKE AVAILABLE EPINEPHRINE AUTO-INJECTORS AT EACH SCHOOL FOR PROVIDING EMERGENCY MEDICAL AID TO ANY PERSON SUFFERING, OR REASONABLY BELIEVED TO BE SUFFERING, FROM AN ANAPHYLACTIC REACTION. (Education Code 49414)

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

WHEN ALLOWED BY LAW, ~~Any~~ medication prescribed TO A STUDENT by an authorized health care provider may be administered by ~~the~~ A school nurse or, WHEN A SCHOOL NURSE OR OTHER MEDICALLY LICENSED PERSON IS UNAVAILABLE AND THE PHYSICIAN HAS AUTHORIZED ADMINISTRATION OF MEDICATION BY UNLICENSED PERSONNEL FOR A PARTICULAR STUDENT, BY other designated school personnel ~~only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider.~~

School nurses and other designated school personnel, WITH APPROPRIATE TRAINING, shall administer medications TO STUDENTS in accordance with law, board policy, and administrative regulation, and, AS APPLICABLE, THE WRITTEN STATEMENT PROVIDED BY THE STUDENT'S PARENT/GUARDIAN AND AUTHORIZED HEALTH CARE PROVIDER. SUCH PERSONNEL shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event such licensed school personnel are unavailable, the District may contract with a licensed nurse from a public or private agency to administer insulin to the student. However, in an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer an insulin injection to a student.

(cf. 5141.24 - Specialized Health Care Services)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)

~~To the extent that the administration of a medication, such as epinephrine auto-injector or glucagon, is authorized by law, †~~The Superintendent or designee shall ensure that ~~unlicensed SCHOOL personnel designated to administer it to students~~ ANY MEDICATION receive appropriate training AND, AS NECESSARY, RETRAINING from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with emergency IMMEDIATE communication access to a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.3, 49414.5, 49423, 49423.1)

The Superintendent or designee shall maintain documentation of the training AND ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

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

Legal Reference:EDUCATION CODE

48980 Notification at beginning of term
 49407 Liability for treatment
 49408 Emergency information
 49414 Emergency epinephrine auto-injectors
 49414.3 Emergency medical assistance; administration of medication for opioid overdose
 49414.5 Providing school personnel with voluntary emergency training
 49422-49427 Employment of medical personnel, especially:
 49423 Administration of prescribed medication for student
 49423.1 Inhaled asthma medication
 49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:
 2726 Authority not conferred
 2727 Exceptions in general
 3501 Definitions
 4119.2 Acquisition of epinephrine auto-injectors
 4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974
 1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. Torlakson, (2013) 57 Cal.4th 570

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

Program Advisory on Medication Administration, 2005

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

WEBSITES

California School Boards Association: www.csba.org

American Diabetes Association: www.diabetes.org

California Department of Education: www.cde.ca.gov/ls/he/hn

National Diabetes Education Program: www.ndep.nih.gov

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: www.nhlbi.nih.gov/health/public/lung/index.htm#asthma

Chino Valley Unified School District

Policy adopted: January 23, 1997

Revised: May 7, 2009

Revised: May 5, 2011

REVISED:

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

DATE: October 5, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support

**SUBJECT: PROCLAMATION FOR RED RIBBON WEEK,
OCTOBER 23-31, 2017**

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BACKGROUND

The Chino Valley Unified School District supports Red Ribbon Week and encourages its students and staff to participate in drug prevention education activities, making a visible statement that we are firmly committed to a drug-free and alcohol abuse-free community and lifestyle. The attached proclamation is a means of recognizing the District's support of the official Red Ribbon Week scheduled for October 23-31, 2017. Red Ribbon Week is the oldest and largest drug prevention campaign in the country.

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

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

RECOMMENDATION

It is recommended the Board of Education adopt the proclamation for Red Ribbon Week, October 23-31, 2017.

FISCAL IMPACT

None.

WMJ:GP:rtt

Chino Valley Unified School District
Proclamation
Red Ribbon Week
October 23-31, 2017

WHEREAS, alcohol and other drug abuse has reached epidemic stages in the United States;

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

WHEREAS, Californians for Drug-Free Youth, Inc., is coordinating the California Red Ribbon Campaign in cooperation with the National Red Ribbon Campaign to offer our citizens the opportunity to demonstrate their commitment to drug-free and alcohol abuse-free lifestyles;

WHEREAS, the Red Ribbon Campaign will be celebrated in every community in America during Red Ribbon Week, October 23-31, 2017; and

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

NOW, THEREFORE, BE IT RESOLVED the Board of Education of the Chino Valley Unified School District does hereby support October 23-31, 2017, as Red Ribbon Week, and encourages its students and staff to participate in drug prevention education activities, making a visible statement that we are firmly committed to a drug-free and alcohol abuse-free community and lifestyle.

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: October 5, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
Anna G. Hamilton, Director, Purchasing

SUBJECT: PURCHASE ORDER REGISTER

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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

\$1,260,917.47 to all District funding sources.

WMJ:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
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DATE: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
Anna G. Hamilton, Director, Purchasing
SUBJECT: AGREEMENTS FOR CONTRACTOR/CONSULTANT SERVICES

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BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

As indicated.

WMJ:GJS:AGH:pw

SUPERINTENDENT	FISCAL IMPACT
S-1718-005 Atkinson, Andelson, Loya, Ruud & Romo. To provide legal services. Submitted by: Superintendent Duration of Agreement: July 1, 2017 – June 30, 2018	Contract amount: Per rate sheet Funding source: Various

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS 1718-089 Mary Jo Madda. To provide keynote speaker at the Chino Ed. Tech Day 2018. Submitted by: Assessment and Instructional Technology Duration of Agreement: October 6, 2017 – June 30, 2018	Contract amount: \$3,000.00 Funding source: General Fund
CIIS 1718-090 Apex Learning. To provide digital curriculum. Submitted by: Alternative Education Center Duration of Agreement: October 6, 2017 – September 30, 2018	Contract amount: \$20,115.75 Funding source: School Site Budget
CIIS 1718-091 Follett School Solutions Inc. To provide textbook management hosted service. Submitted by: Technology Duration of Agreement: October 31, 2017 – October 31, 2020	Contract amount: \$41,467.00 annually Funding source: General Fund
CIIS 1718-092 Don Johnston, Inc. To provide annual subscription renewal for Snap and Read Universal program. Submitted by: Special Education Duration of Agreement: October 18, 2017 – October 17, 2018	Contract amount: \$2,328.00 Funding source: Special Education

FACILITIES, PLANNING, AND OPERATIONS	FISCAL IMPACT
F-1718-008 PlaceWorks. To provide preparation of mandated California Environmental Quality Act (CEQA) documentation for the reconstruction of Chino HS. Submitted by: Facilities, Planning, and Operations Duration of Agreement: October 6, 2017 – June 30, 2018	Contract amount: \$76,329.00 Funding source: Capital Facilities

MASTER CONTRACTS	FISCAL IMPACT
MC-1718-025 Fireworks & Stage FX America. To provide professional aerial firework displays. Submitted by: Chino HS Duration of Agreement: October 6, 2017 – June 30, 2020	Contract amount: Per rate sheet Funding source: Various
MC-1718-026 Young Kim's Tae Kwon Do. To provide Tae Kwon Do demonstration. Submitted by: Rolling Ridge ES Duration of Agreement: October 6, 2017 – June 30, 2020	Contract amount: No Cost Funding source: N/A
MC-1718-027 Herc Rentals. To provide equipment rental for school events. Submitted by: Rolling Ridge ES Duration of Agreement: October 6, 2017 – June 30, 2020	Contract amount: Per rate sheet Funding source: Various

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<p>CIIS 1718-035-1 Aeries Software Inc. dba Eagle Software. To provide one time customization - Structured Query Language (SQL) custom import for eTriton. Submitted by: Assessment and Instructional Technology Duration of Agreement: July 1, 2017 – June 30, 2018 Original Agreement Board Approved: June 29, 2017</p>	<p>Increase contract amount from \$80,000.00 to \$82,500.00</p> <p>Reason: Required custom import to meet compliance mandates</p> <p>Funding source: General Fund</p>
<p>F-1617-008 J2 Builders. To provide constructability review services for various construction projects. Submitted by: Facilities, Planning, and Operations Duration of Agreement: April 21, 2017 – June 30, 2021 Original Agreement Board Approved: April 20, 2017</p>	<p>Add construction project oversight services.</p> <p>Reason: Additional services required</p> <p>Funding source: Various</p>

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 5, 2017
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
October 5, 2017**

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Printer	HP	CNBH408708	Secondary Curriculum
Computer	GX520	9BX8Q91	Eagle Canyon ES
Computer	Optiplex 745	2WBFPC1	Eagle Canyon ES
Computer	Optiplex 745	8GC3RC1	Eagle Canyon ES
Computer	Optiplex 745	5P525C1	Eagle Canyon ES
Computer	Optiplex 745	4NBFPC1	Eagle Canyon ES
Computer	Optiplex 745		Eagle Canyon ES
Computer	Optiplex 745		Eagle Canyon ES
Computer	Dell	42R5QN1	Rhodes ES
Netbook	Dell	JRZNY1	Rhodes ES
Monitor	Dell	VS10867	Rhodes ES
Monitor	Dell	VLCDS27944-4W	Rhodes ES
Boom Box	Panasonic	A26579	Rolling Ridge ES
Boom Box	Califone	DC023997	Rolling Ridge ES
Boom Box	RCA		Rolling Ridge ES
Boom Box	Jensen	201400322241	Rolling Ridge ES
Boom Box	Califone	HA22639	Rolling Ridge ES
Boom Box	Panasonic	A26593	Rolling Ridge ES
Boom Box	RCA		Rolling Ridge ES
Boom Box	School Mate		Rolling Ridge ES
Boom Box	Califone	IZ23720	Rolling Ridge ES
Boom Box	Califone	IA23907	Rolling Ridge ES
Boom Box	Panasonic	CO5300	Rolling Ridge ES
Boom Box	Califone	DD04243	Rolling Ridge ES
Boom Box	Califone	IA24035	Rolling Ridge ES
Electric Eraser Cleaner	Weber Costello		Rolling Ridge ES
Electric Eraser Cleaner	Weber Costello		Rolling Ridge ES
Printer	Canon	NVW14303	Rolling Ridge ES

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA PROJECT

=====

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 project listed below.

CUPCCAA Project	Project Description	Contractor	Original Quotation	Change Order	Total	Funding Source
CC2017-04	Kitchen Hood Replacement at Ayala HS and Chino HS	Leading Edge Air Conditioning	\$89,900.00	N/A	\$89,900.00	01

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

Staff recommends approval of the Notice of Completion for this project.

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 Project.

FISCAL IMPACT

\$89,900.00 to General Fund 01.

WMJ:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 5, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
Anna G. Hamilton, Director, Purchasing

SUBJECT: RFP 17-18-01, CHARTER BUS SERVICES

=====

BACKGROUND

The Request for Proposals (RFP) process requires vendors to submit proposals within a framework created to fit the District's unique needs. The District is able to customize the services to be purchased on its specific needs, receive better responses, and ultimately receive a better product or solution for less money.

RFP 17-18-01, Charter Bus Services was published in the Inland Valley Daily Bulletin on August 11 and 18, 2017. Proposals were accepted on August 28, 2017, at 3:00 p.m. Proposals were received from six vendors, as follows:

Contractor	Bus Type	Hourly Rate
Empire Transportation Services	School/Recliner	\$475.00 - \$650.00
Certified Transportation	School/Recliner	\$495.00 - \$705.00
Visser Bus Services	School	\$399.00
California Bus Service	School/Recliner	\$448.20 - \$702.00
H&L Charter	Recliner	\$676.00 - \$716.00
Student Transportation of America	School	\$445.00

The basic scope of work for this project is for charter bus services. Charter bus services are utilized throughout the District and require timely pickup and delivery of students and staff to functions within Chino Valley Unified School District, as well as throughout the state when requested. The District required proposers with knowledge and experience in charter bus services for schools.

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

RECOMMENDATION

It is recommended the Board of Education award RFP 17-18-01, Charter Bus Services to Empire Transportation Services, Certified Transportation, Visser Bus Services, California Bus Service, H&L Charter, and Student Transportation of America.

FISCAL IMPACT

Expenditures will exceed \$500,000.00 annually to various budgets.

WMJ:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 5, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
Anna G. Hamilton, Director, Purchasing

**SUBJECT: APPROVAL OF CONSTRUCTION MANAGEMENT FIRMS UNDER
REQUEST FOR QUALIFICATIONS/PROPOSALS 17-18-02,
CONSTRUCTION MANAGEMENT SERVICES**

=====

BACKGROUND

The Office of Public School Construction (OPSC) requires contracts for construction management services be obtained pursuant to a competitive process consistent with the requirements of Chapter 10, Section 4525 of the Government Code. August 4, 2017, the District issued a Request for Qualifications/Proposals (RFQ/P) to seek qualified construction management firms for new construction, modernization and campus expansion projects. Thirty-one (31) firms were solicited and twenty-three (23) firms submitted their qualifications/proposals for consideration.

The review and evaluation panel consisted of four members of the District's Facilities, Planning and Operations Division, one member of the Business Services Division, and the Executive Director of Facilities and Construction with the Irvine Unified School District. The review and evaluation of qualifications/proposals was based on the following criteria and the firms that scored the highest were invited to an interview:

- California K-12 school district experience
- The ability to provide high quality services in a cost-effective manner
- Firm's overall capability, stability, and available resources
- The ability to complete tasks within a timely and efficient manner
- Experience in working large, highly diverse urban school districts
- Familiarity with CVUSD's educational facilities
- Knowledge of the positives and negatives of the District as perceived by the community
- The ability to deliver projects within budget and on time
- Past/Current litigation
- Proposed fee schedule
- References

Nine (9) firms participated in 45 minute interviews with the evaluation panel and the firms were evaluated on the following criteria:

- Overall experience
- Fee schedule
- Proximity to the District
- Projects/References
- Budget/Cost/Schedule management
- Added value

Based on these criteria, it is recommended that the following firms be approved for construction management services on an as-needed, project-by-project basis as projects develop:

Arcadis
Balfour Beatty Construction
C.W. Driver, Inc.
Neff Construction, Inc.

Formal contracts/agreements will be brought forward for Board approval as projects develop and are assigned to the respective construction management firm(s).

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

RECOMMENDATION

It is recommended the Board of Education authorize staff to enter into agreements with Arcadis, Balfour Beatty Construction, C.W. Driver, Inc., and Neff Construction, Inc. on an as needed, project-by-project basis as projects develop for construction management services under Request for Qualifications/Proposals 17-18-02, Construction Management Services.

FISCAL IMPACT

To be determined.

WMJ:GJS:AGH:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
SUBJECT: SELECTION OF CITIZENS’ ADVISORY COMMITTEE MEMBERS FOR THE NAMING OF FACILITIES

=====

BACKGROUND

In accordance with Board Policy 7310 Facilities–Naming of Facilities, a Citizens’ Advisory Committee shall be appointed to review name suggestions and make a recommendation to the Board of Education on the proposed naming or renaming of facilities. In accordance with Administrative Regulation 1220 Community Relations–Citizen Advisory Committees, advisory committee members will be appointed by Board members from applications submitted by interested community members. This committee is subject to Brown Act requirements.

On September 6, 2012, the Board of Education appointed six (6) community members to the Citizens’ Advisory Committee on Naming of Facilities. Four of those members are no longer able to serve on the committee leaving Kevin Cisneroz and Mike Kreeger as the sole remaining members.

During the month of September 2017, the District solicited the community seeking new members to serve on the committee. The following community members have submitted letters of interest/qualifications; Tony Flores and Mark Hargrove

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

RECOMMENDATION

It is recommended the Board of Education approve Tony Flores and Mark Hargrove as members to the Citizens’ Advisory Committee for Naming of Facilities.

FISCAL IMPACT

None.

WMJ:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Human Resources
Suzanne Hernandez, Ed.D., 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/or class size reduction.

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

RECOMMENDATION

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

FISCAL IMPACT

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

WMJ:LF:SH:RR:mcm

CERTIFICATED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2017/2018 SCHOOL YEAR</u>			
CHIN, Amber	Special Education Teacher	Wickman ES	10/06/2017
FERNANDEZ, Anthony	Special Education Teacher	Chino Hills HS	09/25/2017

TEACHING OUT OF CREDENTIAL AREA PER EDUCATION CODE §44258.7(b) EFFECTIVE JULY 1, 2017, THROUGH JUNE 30, 2018

ALLEN, Jeffrey	Athletic PE	Ayala HS	2017/2018
CAMPBELL, Amy	Athletic PE	Ayala HS	2017/2018
DRAUCKER, Sheena	Athletic PE	Ayala HS	2017/2018
GRACIA, Arthur	Athletic PE	Ayala HS	2017/2018
MARCEAU, Paul	Athletic PE	Ayala HS	2017/2018
REED, Warren	Athletic PE	Ayala HS	2017/2018
ANGULO, Alex	Athletic PE	Chino HS	2017/2018
STARICKA, Damian	Athletic PE	Chino HS	2017/2018
SURINA, Michael	Athletic PE	Chino HS	2017/2018
BERGMANN, James	Athletic PE	Chino Hills HS	2017/2018
CASEY, Sean	Athletic PE	Chino Hills HS	2017/2018
LATIMORE, Dennis	Athletic PE	Chino Hills HS	2017/2018
PALMER, Robert	Athletic PE	Chino Hills HS	2017/2018
CICCONE, Thomas	Athletic PE	Don Lugo HS	2017/2018
POTEET Jr., Ronald	Athletic PE	Don Lugo HS	2017/2018

TEACHING OUT OF CREDENTIAL AREA PER EDUCATION CODE §44263 EFFECTIVE JULY 1, 2017, THROUGH JUNE 30, 2018

RUSSELL, Kevin	Exploring Technology	Ayala HS	2017/2018
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TEACHING OUT OF CREDENTIAL AREA PURSUANT TO T5 §80020.4(a) & (b) EFFECTIVE JULY 1, 2016, THROUGH JUNE 30, 2017

NANCE, Loretta	Instructional Coach	Borba ES	2017/2018
HOO, Penelope	Instructional Coach	Cattle ES	2017/2018
FINNERAN-HOFMANN, Susan	Instructional Coach	Chaparral ES	2017/2018
MADKIN, Kitt	Instructional Coach	Cortez ES	2017/2018
LEONG, Eileen	Instructional Coach	Country Springs ES	2017/2018
HERR, Tonia	Instructional Coach	Dickey ES	2017/2018
PARGA, Marcia	Instructional Coach	Dickson ES	2017/2018
STRADLING, Sandra	Instructional Coach	Eagle Canyon ES	2017/2018

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>TEACHING OUT OF CREDENTIAL AREA PURSUANT TO T5 §80020.4(a) & (b)</u>			
<u>EFFECTIVE JULY 1, 2016, THROUGH JUNE 30, 2017</u> (cont.)			
BAKER, Andrea	Instructional Coach	Glenmeade ES	2017/2018
OLGIN, Patricia	Instructional Coach	Hidden Trails ES	2017/2018
PERA, Belma	Instructional Coach	Liberty ES	2017/2018
BEACH, Terry	Instructional Coach	Litel ES	2017/2018
MILVERSTED, Angela	Instructional Coach	Marshall ES	2017/2018
LONG, Amanda	Instructional Coach	Newman ES	2017/2018
GROSS, Heidi	Instructional Coach	Oak Ridge ES	2017/2018
COLBY, Stacy	Instructional Coach	Rolling Ridge ES	2017/2018
IVES, Kristine	Instructional Coach	Walnut ES	2017/2018
LANE, Cheryl	Instructional Coach	Wickman ES	2017/2018
SCRANTON, Alison	Instructional Coach	Wickman ES	2017/2018
EMHOFF, Elizabeth	Instructional Coach	Briggs K-8	2017/2018
MOUNCE, Erin	Instructional Coach	Cal Aero K-8	2017/2018
SENSAT, Pamela	Instructional Coach	Canyon Hills JHS	2017/2018
VALDEZ, Maria	Instructional Coach	Magnolia JHS	2017/2018
SMYSER, Robyn	Instructional Coach	Ramona JHS	2017/2018
LISTA, Lisa	Instructional Coach	Woodcrest JHS	2017/2018
DESARRO, Diana	TOA – PI – Inst. Coach	District Office	2017/2018
FEWINS, Nancy	TOA – PI – Inst. Coach	District Office	2017/2018
MENDOZA, Norma	TOA – PI – Inst. Coach	District Office	2017/2018
MUHR, Lauren	TOA – PI – Inst. Coach	District Office	2017/2018
SAAVEDRA, Diana	TOA – PI – Inst. Coach	District Office	2017/2018

LEAVE OF ABSENCE

FERNANDEZ, Anthony	Special Education Teacher	Chino Hills HS	09/06/2017 through 09/12/2017
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RESIGNATION

CACHO, Dalia	Social Science Teacher	Buena Vista HS	09/29/2017
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PLACEMENT ON 24 MONTH RE-EMPLOYMENT LIST

FERNANDEZ, Anthony	Special Education Teacher	Chino Hills HS	09/12/2017
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CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>APPOINTMENT – EXTRA DUTY – DEPARTMENT CHAIR</u>			
CRAFT, Jerri Lynn	2-3 Grade Level Chair	Borba ES	10/06/2017
DANIELS, Denise	K-1 Grade Level Chair	Borba ES	10/06/2017
GRACIA, Valerie	4-6 Grade Level Chair	Borba ES	10/06/2017
ALVAREZ, Sherry	2-3 Grade Level Chair	Butterfield ES	10/06/2017
BOZIKIS-COCCIA, Tina	K-1 Grade Level Chair	Butterfield ES	10/06/2017
CRUM, Gina	4-6 Grade Level Chair	Butterfield ES	10/06/2017
CURRIE, Karen	4-6 Grade Level Chair	Butterfield ES	10/06/2017
ROMO, Melody	2-3 Grade Level Chair	Butterfield ES	10/06/2017
SCHAFFER, Georgina	4-6 Grade Level Chair	Butterfield ES	10/06/2017
SCHULTZ, Patricia	K-1 Grade Level Chair	Butterfield ES	10/06/2017
ARREY, Amanda	K-1 Grade Level Chair	Cattle ES	10/06/2017
DIPAOLLO, Marisol	2-3 Grade Level Chair	Cattle ES	10/06/2017
FREGOZO, Erika	2-3 Grade Level Chair	Cattle ES	10/06/2017
GARRISON, Meg	2-3 Grade Level Chair	Cattle ES	10/06/2017
HIPPEN, Denise	4-6 Grade Level Chair	Cattle ES	10/06/2017
SHINTAKU, Mari	2-3 Grade Level Chair	Cattle ES	10/06/2017
VAN DELL, Julie	K-1 Grade Level Chair	Cattle ES	10/06/2017
VANDESTEEG, Carla	4-6 Grade Level Chair	Cattle ES	10/06/2017
WOODRUFF-YOUNG, Glenda	4-6 Grade Level Chair	Cattle ES	10/06/2017
CLAUSEN, Traci	K-1 Grade Level Chair	Chaparral ES	10/06/2017
FOSS, Raechel	2-3 Grade Level Chair	Chaparral ES	10/06/2017
GALLEGOS, Bonni	4-6 Grade Level Chair	Chaparral ES	10/06/2017
KEANE, Mavi	4-6 Grade Level Chair	Chaparral ES	10/06/2017
LES, Joseph	4-6 Grade Level Chair	Chaparral ES	10/06/2017
SIROTA, Valerie	2-3 Grade Level Chair	Chaparral ES	10/06/2017
VALENZUELA, Jean	K-1 Grade Level Chair	Chaparral ES	10/06/2017
BARTEL, Mari	4-6 Grade Level Chair	Cortez ES	10/06/2017
CHAPIN, Stephanie	4-6 Grade Level Chair	Cortez ES	10/06/2017
CHUN, Esther	2-3 Grade Level Chair	Cortez ES	10/06/2017
DAVIS, Mary	K-1 Grade Level Chair	Cortez ES	10/06/2017
FELLER, Emily	K-1 Grade Level Chair	Cortez ES	10/06/2017
KILLAM, Amy	2-3 Grade Level Chair	Country Springs ES	10/06/2017
LANDGRAF, Krista	4-6 Grade Level Chair	Country Springs ES	10/06/2017
MACKLIFF, Carly	4-6 Grade Level Chair	Country Springs ES	10/06/2017
RICKMAN, Irene	K-1 Grade Level Chair	Country Springs ES	10/06/2017
SMITH, Adrienne	K-1 Grade Level Chair	Country Springs ES	10/06/2017
SOHNS, Michelle	K-1 Grade Level Chair	Country Springs ES	10/06/2017
TRUEMAN, Trudy	2-3 Grade Level Chair	Country Springs ES	10/06/2017
YI, Elise	4-6 Grade Level Chair	Country Springs ES	10/06/2017

CERTIFICATED PERSONNEL (cont.)

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

ARROYO, Sabrina	2-3 Grade Level Chair	Dickey ES	10/06/2017
CU, Abigail	4-6 Grade Level Chair	Dickey ES	10/06/2017
HANSEN, Sarah	4-6 Grade Level Chair	Dickey ES	10/06/2017
HAYNES, Michael	K-1 Grade Level Chair	Dickey ES	10/06/2017
HUBBARD, Amanda	2-3 Grade Level Chair	Dickey ES	10/06/2017
LUGO, Karen	K-1 Grade Level Chair	Dickey ES	10/06/2017
MCCALL, Amber	4-6 Grade Level Chair	Dickey ES	10/06/2017
BAEZA, Art	4-6 Grade Level Chair	Dickson ES	10/06/2017
DONOHUE, Renee	4-6 Grade Level Chair	Dickson ES	10/06/2017
KERTESZ, Kathryn	2-3 Grade Level Chair	Dickson ES	10/06/2017
KOSEN, Kathleen	4-6 Grade Level Chair	Dickson ES	10/06/2017
NAVARRETE, Hilda	K-1 Grade Level Chair	Dickson ES	10/06/2017
PITTS, Melinda	K-1 Grade Level Chair	Dickson ES	10/06/2017
SNOW, Lisa	2-3 Grade Level Chair	Dickson ES	10/06/2017
BECKMAN, Hilda	4-6 Grade Level Chair	Eagle Canyon ES	10/06/2017
DALY, Nanette	2-3 Grade Level Chair	Eagle Canyon ES	10/06/2017
EVERHART, Helene	2-3 Grade Level Chair	Eagle Canyon ES	10/06/2017
LEE, John	4-6 Grade Level Chair	Eagle Canyon ES	10/06/2017
MCFARLAND, Andrea	K-1 Grade Level Chair	Eagle Canyon ES	10/06/2017
SOLIS, Gina	K-1 Grade Level Chair	Eagle Canyon ES	10/06/2017
VELEZ-LYNCH, Arcelia	4-6 Grade Level Chair	Eagle Canyon ES	10/06/2017
BROWN, Gretchen	2-3 Grade Level Chair	Glenmeade ES	10/06/2017
LAGUNAS, Silvia	K-1 Grade Level Chair	Glenmeade ES	10/06/2017
PETERS, Jami	4-6 Grade Level Chair	Glenmeade ES	10/06/2017
BODEN, Richard	4-6 Grade Level Chair	Hidden Trails ES	10/06/2017
FULKERSON, Amy	4-6 Grade Level Chair	Hidden Trails ES	10/06/2017
HARRISON, Renee	K-1 Grade Level Chair	Hidden Trails ES	10/06/2017
ZUBER, LauraLee	2-3 Grade Level Chair	Hidden Trails ES	10/06/2017
BRAZYNETZ, Jacqueline	K-1 Grade Level Chair	Liberty ES	10/06/2017
BUSS, Tracy	2-3 Grade Level Chair	Liberty ES	10/06/2017
COOPER, Sarah	K-1 Grade Level Chair	Liberty ES	10/06/2017
DEGROOT, Elizabeth	2-3 Grade Level Chair	Liberty ES	10/06/2017
DURHAM, Patricia	4-6 Grade Level Chair	Liberty ES	10/06/2017
GASIO, Janet	K-1 Grade Level Chair	Liberty ES	10/06/2017
KESSLER, Kimberly	2-3 Grade Level Chair	Liberty ES	10/06/2017
MILLARD, Robin	4-6 Grade Level Chair	Liberty ES	10/06/2017
SUMNERS, Curt	4-6 Grade Level Chair	Liberty ES	10/06/2017
WEISS, Samantha	K-1 Grade Level Chair	Liberty ES	10/06/2017
WHITE, Sonya	2-3 Grade Level Chair	Liberty ES	10/06/2017

CERTIFICATED PERSONNEL (cont.)

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

BARBOSA, Jenny	K-1 Grade Level Chair	Litel ES	10/06/2017
LOURENCO, Angela	K-1 Grade Level Chair	Litel ES	10/06/2017
PATALANO, Catherine	2-3 Grade Level Chair	Litel ES	10/06/2017
RUPERT, Cynthia	4-6 Grade Level Chair	Litel ES	10/06/2017
STEINBRINK, Ann	4-6 Grade Level Chair	Litel ES	10/06/2017
WEITZ, Gina	2-3 Grade Level Chair	Litel ES	10/06/2017
YOON, Cecilia	4-6 Grade Level Chair	Litel ES	10/06/2017
ARAGON, Loraine	4-6 Grade Level Chair	Marshall ES	10/06/2017
DAY, Cindy	2-3 Grade Level Chair	Marshall ES	10/06/2017
FLORES-CORNEJO, Sindy	4-6 Grade Level Chair	Marshall ES	10/06/2017
FORDYCE, Jennifer	4-6 Grade Level Chair	Marshall ES	10/06/2017
GALLEGOS, Elizabeth	K-1 Grade Level Chair	Marshall ES	10/06/2017
RIVERA, Carla	K-1 Grade Level Chair	Marshall ES	10/06/2017
SAENZ-RODRIGUEZ, Patricia	2-3 Grade Level Chair	Marshall ES	10/06/2017
SIMS, Crista	K-1 Grade Level Chair	Marshall ES	10/06/2017
YI, Jennifer	4-6 Grade Level Chair	Marshall ES	10/06/2017
CUNNINGHAM, Courtney	4-6 Grade Level Chair	Newman ES	10/06/2017
DE BIE, Rhonda	4-6 Grade Level Chair	Newman ES	10/06/2017
GARZANELLI, Kerry	K-1 Grade Level Chair	Newman ES	10/06/2017
GREEN, Nathan	2-3 Grade Level Chair	Newman ES	10/06/2017
GUZMAN, Diana	4-6 Grade Level Chair	Newman ES	10/06/2017
PETTINGER, Denise	K-1 Grade Level Chair	Newman ES	10/06/2017
SANDOVAL-GARZA, Susana	2-3 Grade Level Chair	Newman ES	10/06/2017
WILSON, Lisa	K-1 Grade Level Chair	Newman ES	10/06/2017
ALONSO, Selina	4-6 Grade Level Chair	Oak Ridge ES	10/06/2017
COOPER, Jill	K-1 Grade Level Chair	Oak Ridge ES	10/06/2017
COUCHOIS, Sharon	2-3 Grade Level Chair	Oak Ridge ES	10/06/2017
CURTIN, Helen	K-1 Grade Level Chair	Oak Ridge ES	10/06/2017
LARSSON, Monica	K-1 Grade Level Chair	Oak Ridge ES	10/06/2017
MARTINEZ, Selena	2-3 Grade Level Chair	Oak Ridge ES	10/06/2017
MILLER, Beth	4-6 Grade Level Chair	Oak Ridge ES	10/06/2017
SINGER, Ellen	4-6 Grade Level Chair	Oak Ridge ES	10/06/2017
SINKWICH, Dana	2-3 Grade Level Chair	Oak Ridge ES	10/06/2017
BANKS, Christina	2-3 Grade Level Chair	Rhodes ES	10/06/2017
BERNARD-SANDOVAL, Michelle	K-1 Grade Level Chair	Rhodes ES	10/06/2017
CALAWAY, Joleen	2-3 Grade Level Chair	Rhodes ES	10/06/2017
CARTHAN, Amber	4-6 Grade Level Chair	Rhodes ES	10/06/2017
RABINS, Julie	4-6 Grade Level Chair	Rhodes ES	10/06/2017
ROSSEN, Scott	4-6 Grade Level Chair	Rhodes ES	10/06/2017

CERTIFICATED PERSONNEL (cont.)

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

SAAVEDRA, Monica	K-1 Grade Level Chair	Rhodes ES	10/06/2017
SHIFFLET, Sheila	K-1 Grade Level Chair	Rhodes ES	10/06/2017
WENDLING, Michael	4-6 Grade Level Chair	Rhodes ES	10/06/2017
BURRIS, Claire	K-1 Grade Level Chair	Rolling Ridge ES	10/06/2017
FARMAKIS, Stephanie	4-6 Grade Level Chair	Rolling Ridge ES	10/06/2017
HAN, Samantha	4-6 Grade Level Chair	Rolling Ridge ES	10/06/2017
LUGO, Michelle	2-3 Grade Level Chair	Rolling Ridge ES	10/06/2017
MCKINNEY, Natalie	4-6 Grade Level Chair	Rolling Ridge ES	10/06/2017
PETERSON, Mary	K-1 Grade Level Chair	Rolling Ridge ES	10/06/2017
WHYTE, Anne	2-3 Grade Level Chair	Rolling Ridge ES	10/06/2017
ANDREAS, Christina	2-3 Grade Level Chair	Walnut ES	10/06/2017
CASTELLANOS, Tara	4-6 Grade Level Chair	Walnut ES	10/06/2017
HUNTER-BUFFINGTON, Carri	4-6 Grade Level Chair	Walnut ES	10/06/2017
IVERSON, Christine	K-1 Grade Level Chair	Walnut ES	10/06/2017
RITCHIE, Lauryi	2-3 Grade Level Chair	Walnut ES	10/06/2017
SU, Linda	4-6 Grade Level Chair	Walnut ES	10/06/2017
VALADEZ, Jessica	K-1 Grade Level Chair	Walnut ES	10/06/2017
GARCIA, Kirstie	4-6 Grade Level Chair	Wickman ES	10/06/2017
GRAF, Roseann	4-6 Grade Level Chair	Wickman ES	10/06/2017
HARIRCHI, Maria	K-1 Grade Level Chair	Wickman ES	10/06/2017
HARRIS, Marlene	2-3 Grade Level Chair	Wickman ES	10/06/2017
KHADEMI, Joan	2-3 Grade Level Chair	Wickman ES	10/06/2017
MOBARAK, Cynthia	K-1 Grade Level Chair	Wickman ES	10/06/2017
RILEY, Robert	4-6 Grade Level Chair	Wickman ES	10/06/2017
SOUTHARD, Kelly	K-1 Grade Level Chair	Wickman ES	10/06/2017
YANG, Grace	2-3 Grade Level Chair	Wickman ES	10/06/2017
ARMSTRONG, Lawana	4-6 Grade Level Chair	Briggs K-8	10/06/2017
BADER, Lisa	Dept. Chair Voc. Ed./Music/Art	Briggs K-8	10/06/2017
COLLINS, Celia	Dept. Chair Eng./Read/LA	Briggs K-8	10/06/2017
GILBERT-MCKELLIP, Laurie	2-3 Grade Level Chair	Briggs K-8	10/06/2017
HAMBLIN, Sheri	K-1 Grade Level Chair	Briggs K-8	10/06/2017
MILLSAP, Mark	Dept. Chair Math	Briggs K-8	10/06/2017
PLASCENCIA, Diana	4-6 Grade Level Chair	Briggs K-8	10/06/2017
RICHARDSON, Bradley	Dept. Chair P.E.	Briggs K-8	10/06/2017
SILVA, Michael	Dept. Chair Soc. Science	Briggs K-8	10/06/2017
SPORMAN, Mary Jean	Dept. Chair Special Ed.	Briggs K-8	10/06/2017
TRUJILLO, Veronika	2-3 Grade Level Chair	Briggs K-8	10/06/2017
WEINSTEIN, Danielle	Dept. Chair Science	Briggs K-8	10/06/2017
ZORRILLA, Linda	K-1 Grade Level Chair	Briggs K-8	10/06/2017

CERTIFICATED PERSONNEL (cont.)

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

ADAMS, Christopher	Dept. Chair Math	Cal Aero K-8	10/06/2017
ADAMS, Christopher	Dept. Chair Voc. Ed./Music/Art	Cal Aero K-8	10/06/2017
ATHERTON, Mari	2-3 Grade Level Chair	Cal Aero K-8	10/06/2017
BALLEIN, Michele	4-6 Grade Level Chair	Cal Aero K-8	10/06/2017
BRODACK, Megan	2-3 Grade Level Chair	Cal Aero K-8	10/06/2017
BUNSELMEIER, James	Dept. Chair P.E.	Cal Aero K-8	10/06/2017
BURTON, Michelle	Dept. Chair P.E.	Cal Aero K-8	10/06/2017
CEBALLOS, Marcus	Dept. Chair Social Science	Cal Aero K-8	10/06/2017
DONALD, Ashley	Dept. Chair Eng./Read/LA	Cal Aero K-8	10/06/2017
FELLOWS, Amber	Dept. Chair Science	Cal Aero K-8	10/06/2017
FELLOWS, Jeremiah	4-6 Grade Level Chair	Cal Aero K-8	10/06/2017
HAZEM, Wafa	4-6 Grade Level Chair	Cal Aero K-8	10/06/2017
KING, Brittany	2-3 Grade Level Chair	Cal Aero K-8	10/06/2017
LABRUCHERIE, Kassandra	K-1 Grade Level Chair	Cal Aero K-8	10/06/2017
LEE, Rebecca	4-6 Grade Level Chair	Cal Aero K-8	10/06/2017
NIEBLAS, Michael	Dept. Chair Eng./Read/LA	Cal Aero K-8	10/06/2017
NOVICK, Jennifer	2-3 Grade Level Chair	Cal Aero K-8	10/06/2017
PANDURO, Iliana	4-6 Grade Level Chair	Cal Aero K-8	10/06/2017
POPE, Jamie	K-1 Grade Level Chair	Cal Aero K-8	10/06/2017
PROULX, Lesley	Dept. Chair Special Ed.	Cal Aero K-8	10/06/2017
RUDY, Natalee	4-6 Grade Level Chair	Cal Aero K-8	10/06/2017
BOOTH, William	Dept. Chair P.E.	Canyon Hills JHS	10/06/2017
BROMLEY, Maureen	Dept. Chair Voc. Ed./Music/Art	Canyon Hills JHS	10/06/2017
BUCK, Michelle	Dept. Chair Math	Canyon Hills JHS	10/06/2017
CAREW, Kimberly	Dept. Chair Eng./Read/LA	Canyon Hills JHS	10/06/2017
HARTLEY, Sally	Dept. Chair Soc. Science	Canyon Hills JHS	10/06/2017
HEACOCK, Jacqueline	Dept. Chair Science	Canyon Hills JHS	10/06/2017
SHARP, Erin	Dept. Chair Special Ed.	Canyon Hills JHS	10/06/2017
WALKER, Carri	Dept. Chair P.E.	Canyon Hills JHS	10/06/2017
BARTOLO, Monica	Dept. Chair Math	Magnolia JHS	10/06/2017
MENSEN, Desiree	Dept. Chair Math	Magnolia JHS	10/06/2017
NOVEK, Frank	Dept. Chair Science	Magnolia JHS	10/06/2017
ROE, Gaylen	Dept. Chair Voc. Ed./Music/Art	Magnolia JHS	10/06/2017
SANDOVAL, Salvador	Dept. Chair Science	Magnolia JHS	10/06/2017
SCHAUER, Tina	Dept. Chair Special Ed.	Magnolia JHS	10/06/2017
SPICER, Scott	Dept. Chair P.E.	Magnolia JHS	10/06/2017
ST CLAIR, Tracy	Dept. Chair Eng./Read/LA	Magnolia JHS	10/06/2017
STANFIELD, Julie	Dept. Chair Social Science	Magnolia JHS	10/06/2017
ALBERS, Victoria	Dept. Chair Eng./Read/LA	Ramona JHS	10/06/2017

CERTIFICATED PERSONNEL (cont.)

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

ARMIJO, Michelle	Dept. Chair Special Ed.	Ramona JHS	10/06/2017
GONZALEZ, Joseph	Dept. Chair Science	Ramona JHS	10/06/2017
MEHAFFIE, James	Dept. Chair P.E.	Ramona JHS	10/06/2017
RODGERS, Eric	Dept. Chair Soc. Science	Ramona JHS	10/06/2017
VAZQUEZ, Alberto	Dept. Chair Math	Ramona JHS	10/06/2017
BALES, Alison	Dept. Chair Special Ed.	Townsend JHS	10/06/2017
CALLACI, Robert	Dept. Chair Eng./Read/LA	Townsend JHS	10/06/2017
DYER, Mark	Dept. Chair P.E.	Townsend JHS	10/06/2017
ESPINOSA, Norkio	Dept. Chair Science	Townsend JHS	10/06/2017
HARPER, Clifford	Dept. Chair Voc. Ed/Music/Art	Townsend JHS	10/06/2017
MURILLO, Christopher	Dept. Chair Math	Townsend JHS	10/06/2017
NOBLETT, Jodie	Dept. Chair Social Science	Townsend JHS	10/06/2017
DARROW, Sherrie	Dept. Chair Science	Woodcrest JHS	10/06/2017
DEGRAAF, Walter	Dept. Chair Math	Woodcrest JHS	10/06/2017
DREW, Scot	Dept. Chair P.E.	Woodcrest JHS	10/06/2017
GREEN, Maria	Dept. Chair Social Science	Woodcrest JHS	10/06/2017
GREGORY, Nikki	Dept. Chair Special Ed.	Woodcrest JHS	10/06/2017
IVEY, Steven	Dept. Chair Voc. Ed./Music/Art	Woodcrest JHS	10/06/2017
LOCKMAN, Kelly	Dept. Chair Eng./Read/LA	Woodcrest JHS	10/06/2017
MOORE, Teressa	Dept. Chair Virtual High	Alternative Ed.	10/06/2017
MOREY, Robert	Dept. Chair Ind. Study	Alternative Ed.	10/06/2017
CAPPS, Ronald	Dept. Chair P.E.	Ayala HS	10/06/2017
DAVIS, Ashley	Dept. Chair Science	Ayala HS	10/06/2017
ELLINGTON, Matthew	Dept. Chair Soc. Science	Ayala HS	10/06/2017
FRANCIS, Carolyn	Dept. Chair Special Ed.	Ayala HS	10/06/2017
HARMON, Jane	Dept. Chair Foreign Lang.	Ayala HS	10/06/2017
KING, Alexis	Dept. Chair English	Ayala HS	10/06/2017
KOENIG, Christy	Dept. Chair SWAS	Ayala HS	10/06/2017
MEHAFFIE, Jennifer	Dept. Chair Home Econ.	Ayala HS	10/06/2017
OJINAGA, Paulette	Dept. Chair P.E.	Ayala HS	10/06/2017
O'KEEFE, Martha	Dept. Chair Counseling	Ayala HS	10/06/2017
PITTMAN, Anthony	Dept. Chair Com. Science	Ayala HS	10/06/2017
ROBLETO, Sergio	Dept. Chair Art	Ayala HS	10/06/2017
SJOL, Adam	Dept. Chair Math	Ayala HS	10/06/2017
STEVENS, Deborah	Dept. Chair Science	Ayala HS	10/06/2017
STONE, Mark	Dept. Chair Per. Arts	Ayala HS	10/06/2017
UY, Erika	Dept. Chair Special Ed.	Ayala HS	10/06/2017
YEH, Wei	Dept. Chair ESL	Ayala HS	10/06/2017
BURNS, John	Dept. Chair Math/Science	Boys Republic	10/06/2017

CERTIFICATED PERSONNEL (cont.)

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

CHRISTENSEN, Niel	Dept. Chair Eng./Soc. Studies	Boys Republic	10/06/2017
WOODS, Kristen	Dept. Chair P.E./Voc. Ed./Sp. Ed.	Boys Republic	10/06/2017
ARAUJO-SALINAS, Laura	Dept. Chair Core Classes	Buena Vista HS	10/06/2017
BREMER, Robert	Dept. Chair Elect. Classes	Buena Vista HS	10/06/2017
BARTMAN, Wendy	Dept. Chair English	Chino HS	10/06/2017
BUTLER, Deborah	Dept. Chair Special Ed.	Chino HS	10/06/2017
CAHILL, Daniel	Dept. Chair Art	Chino HS	10/06/2017
CARDENAS-ISLEY, Adriana	Dept. Chair Foreign Lang.	Chino HS	10/06/2017
GIBBS, Lucia	Dept. Chair Counseling	Chino HS	10/06/2017
INGLIMA, Tom	Dept. Chair P.E.	Chino HS	10/06/2017
RAYA, Joseph	Dept. Chair Math	Chino HS	10/06/2017
SCHUMANN, Donald	Dept. Chair Social Science	Chino HS	10/06/2017
WENDLING, Jacqueline	Dept. Chair Science	Chino HS	10/06/2017
WILLIAMS, Elizabeth	Dept. Chair Home Economics	Chino HS	10/06/2017
ACKER, Jennell	Dept. Chair Home Economics	Chino Hills HS	10/06/2017
BATEMAN, Shelley	Dept. Chair Counseling	Chino Hills HS	10/06/2017
BENTON, Megan	Dept. Chair P.E.	Chino Hills HS	10/06/2017
GUTIERREZ, Anjel	Dept. Chair Counseling	Chino Hills HS	10/06/2017
HAMPTON, Joel	Dept. Chair Math	Chino Hills HS	10/06/2017
HERNANDEZ, Robyn	Dept. Chair English	Chino Hills HS	10/06/2017
KOPECKY, Michael	Dept. Chair Science	Chino Hills HS	10/06/2017
LANATHOUA, Gilbert	Dept. Chair Foreign Lang.	Chino Hills HS	10/06/2017
LINDEMULDER, Charlene	Dept. Chair English	Chino Hills HS	10/06/2017
LINDEMULDER, Craig	Dept. Chair Computer Science	Chino Hills HS	10/06/2017
LOPEZ, Cathy	Dept. Chair Special Ed.	Chino Hills HS	10/06/2017
MEYERS, Eric	Dept. Chair Social Science	Chino Hills HS	10/06/2017
REYES, Albert	Dept. Chair Art	Chino Hills HS	10/06/2017
ROGERS, Cayce	Dept. Chair Social Science	Chino Hills HS	10/06/2017
RUTHERFORD, Laura	Dept. Chair Perform. Arts	Chino Hills HS	10/06/2017
SCHEMPP, Michele	Dept. Chair Math	Chino Hills HS	10/06/2017
TAKENOKA, Ryan	Dept. Chair Special Ed.	Chino Hills HS	10/06/2017
VAZQUEZ-ALVARADO, Socorro	Dept. Chair Foreign Lang.	Chino Hills HS	10/06/2017
CANTOS, Odyssees	Dept. Chair Science	Don Lugo HS	10/06/2017
DELEON, Steven	Dept. Chair Counseling	Don Lugo HS	10/06/2017
DOMINGUEZ, Christine H	Dept. Chair English	Don Lugo HS	10/06/2017
GUZMAN, Alexis	Dept. Chair Soc. Science	Don Lugo HS	10/06/2017
LACKEY, Teresa	Dept. Chair Special Ed.	Don Lugo HS	10/06/2017
LIN, James	Dept. Chair Com. Science	Don Lugo HS	10/06/2017
MILLER, Angelin	Dept. Chair Perform. Arts	Don Lugo HS	10/06/2017

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
NELSON, Kenya	Dept. Chair Science	Don Lugo HS	10/06/2017
ROBINSON, David	Dept. Chair Math	Don Lugo HS	10/06/2017
ROBLES, Daniel	Dept. Chair P.E.	Don Lugo HS	10/06/2017
SALES, Diana	Dept. Chair Foreign Lang.	Don Lugo HS	10/06/2017
BYRNE, Leslie	Dept. Chair Special Ed.	Special Education	10/06/2017
PRIETO, Lucina	Dept. Chair Special Ed.	Special Education	10/06/2017
TOTAL GF			\$369,304.14

APPOINTMENT – EXTRA DUTY – ACTIVITIES

COLLINS, Celia	Activities Director	Briggs K-8	10/06/2017
COLLINS, Celia	Jr. High Drama Director	Briggs K-8	10/06/2017
ENCARNACION, Danielle	Pep Squad Advisor	Briggs K-8	10/06/2017
JONES, Douglas	Band Director	Briggs K-8	10/06/2017
MILLER, Amy	Drill Team Advisor	Briggs K-8	10/06/2017
PEASE, Adam	Yearbook Advisor	Briggs K-8	10/06/2017
WEINSTEIN, Danielle	Pep Squad Advisor	Briggs K-8	10/06/2017
NARAMORE, Michele	Yearbook Advisor	Cal Aero K-8	10/06/2017
NIEBLAS, Michael	Drama Director	Cal Aero K-8	10/06/2017
QUEZADA, Melissa	Activities Director	Cal Aero K-8	10/06/2017
SOUTHERN, Richard	Band Director	Cal Aero K-8	10/06/2017
BERG, Alison	Drill Team Advisor	Canyon Hills JHS	10/06/2017
BERG, Alison	Yearbook Advisor	Canyon Hills JHS	10/06/2017
BERG, Alison	Drama Director	Canyon Hills JHS	10/06/2017
CAREW, Kimberly	Drill Team Advisor	Canyon Hills JHS	10/06/2017
CAREW, Kimberly	Yearbook Advisor	Canyon Hills JHS	10/06/2017
CAREW, Kimberly	Drama Director	Canyon Hills JHS	10/06/2017
HEACOCK, Jacqueline	Jr. High Pep Squad Advisor	Canyon Hills JHS	10/06/2017
VERA-MINER, Valerie	Activities Director	Canyon Hills JHS	10/06/2017
WILEY, Jeffrey	Band Director	Canyon Hills JHS	10/06/2017
JENKINS, Sean	Band Director	Magnolia JHS	10/06/2017
JENKINS, Sean	Drill Team Advisor	Magnolia JHS	10/06/2017
MITCHELL, Brandi	Yearbook Advisor	Magnolia JHS	10/06/2017
ST CLAIRE, Tracy	Activities Director	Magnolia JHS	10/06/2017
TAYLOR, Collette	Pep Squad Advisor	Magnolia JHS	10/06/2017
BALARA, Phillip	7th Grade Decathlon Advisor	Ramona JHS	10/06/2017
CERVANTES, Kirstie	Activities Director	Ramona JHS	10/06/2017
CERVANTES, Kirstie	Jr. High Yearbook Advisor	Ramona JHS	10/06/2017
LEATHERWOOD, Joe	8th Grade Decathlon Advisor	Ramona JHS	10/06/2017
YANIK, Stephen	Band Director	Ramona JHS	10/06/2017

CERTIFICATED PERSONNEL (cont.)

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

HALE, Sierra	Drama Director	Townsend JHS	10/06/2017
KUKLINSKI, Kamila	Drama Director	Townsend JHS	10/06/2017
MURILLO, Christopher	Activities Director	Townsend JHS	10/06/2017
NOBLETT, Jodie	Yearbook Advisor	Townsend JHS	10/06/2017
ROBB, Anne	Band Director	Townsend JHS	10/06/2017
BELL, Pamela	Band Director	Woodcrest JHS	10/06/2017
BELL, Pamela	Drama Director	Woodcrest JHS	10/06/2017
GARRET, Edana	Drill Team Advisor	Woodcrest JHS	10/06/2017
IVEY, Steven	Pep Squad Advisor	Woodcrest JHS	10/06/2017
IVEY, Steven	Yearbook Advisor	Woodcrest JHS	10/06/2017
CLARK, Taylor	Junior Class Advisor	Ayala HS	10/06/2017
CROSS, Jessica	Coach/Acad. Comp. Team	Ayala HS	10/06/2017
CROSS, Jessica	Junior Class Advisor	Ayala HS	10/06/2017
DAVIS, Ashley	Sophomore Class Advisor	Ayala HS	10/06/2017
DAVIS, Robert	Choral Director	Ayala HS	10/06/2017
ELLINGTON, Matthew	Audio/Visual Coordinator	Ayala HS	10/06/2017
GARCIA, Lisa	Coach/Acad. Comp. Team	Ayala HS	10/06/2017
GILLESPIE, Stacy	Pep Squad Advisor	Ayala HS	10/06/2017
HIGGINS, John	Publication Advisor	Ayala HS	10/06/2017
HIGGINS, John	Senior Class Advisor	Ayala HS	10/06/2017
HOLK, Richard	Drama Director	Ayala HS	10/06/2017
KING, Alexis	FBLA/DECCA	Ayala HS	10/06/2017
LOWE, Maxwell	Assistant Band Director	Ayala HS	10/06/2017
MEHAFFIE, Jennifer	FHA/HERO	Ayala HS	10/06/2017
PARK, Joanne	Senior Class Advisor	Ayala HS	10/06/2017
PITTMAN, Anthony	Photo Advisor	Ayala HS	10/06/2017
PITTMAN, Anthony	Coach/Acad. Comp. Team	Ayala HS	10/06/2017
RAMIREZ, Mario	Drill Team Advisor	Ayala HS	10/06/2017
REED Jr., Warren	Athletic Director	Ayala HS	10/06/2017
REEVES, Matthew	Sophomore Class Advisor	Ayala HS	10/06/2017
SCHULD, Jeffery	Yearbook Advisor	Ayala HS	10/06/2017
SERRANO, Jonathon	Freshman Class Advisor	Ayala HS	10/06/2017
SPELLMAN, Daniel	Freshman Class Advisor	Ayala HS	10/06/2017
STONE, Mark	Band Director	Ayala HS	10/06/2017
SYIEM, Esibon	Coach/Acad. Comp. Team	Ayala HS	10/06/2017
WEISS, Deborah	Activities Director	Ayala HS	10/06/2017
BOWDEN, Douglas	Band Director	Chino HS	10/06/2017
BOWDEN, Douglas	Choral Director	Chino HS	10/06/2017
DEAL, Katherine	Junior Class Advisor	Chino HS	10/06/2017

CERTIFICATED PERSONNEL (cont.)

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

EDWARDS, Jorge	Audio/Visual Coordinator	Chino HS	10/06/2017
HATCH, Annette	Senior Class Advisor	Chino HS	10/06/2017
HINKLE, Michael	Athletic Director	Chino HS	10/06/2017
HYSLOP, Jaclyn	Audio/Visual Coordinator	Chino HS	10/06/2017
KEYS, Kinnette	Drill Team Advisor	Chino HS	10/06/2017
KEYS, Kinnette	Choreographer	Chino HS	10/06/2017
LERMA, Breanne	Yearbook Advisor	Chino HS	10/06/2017
NELSON, Lindsey	Sophomore Class Advisor	Chino HS	10/06/2017
NORMAN, Jasmine	Activities Director	Chino HS	10/06/2017
OTTMAN, Peter	Publication Advisor	Chino HS	10/06/2017
SCHUMANN, Donald	Junior Class Advisor	Chino HS	10/06/2017
SMOUSE, Frank	Drama Director	Chino HS	10/06/2017
WILLIAMS, Elizabeth	FHA/HERO	Chino HS	10/06/2017
BATEMAN, Shelley	Senior Class Advisor	Chino Hills HS	10/06/2017
CARDENAS CASILLAS, Luis	Assistant Band Director	Chino Hills HS	10/06/2017
CHIOTTI, Michelle	Activities Director	Chino Hills HS	10/06/2017
CROW, Gregory	Coach/Acad. Comp. Team	Chino Hills HS	10/06/2017
DORADO, Margo	Publication Advisor	Chino Hills HS	10/06/2017
GUTIERREZ, Tiffany	Coach/Acad. Comp. Team	Chino Hills HS	10/06/2017
KRUMBINE, Steve	Band Director	Chino Hills HS	10/06/2017
LINDEMULDER, Craig	Audio/Visual Coordinator	Chino Hills HS	10/06/2017
MYERS, Eric	Junior Class Advisor	Chino Hills HS	10/06/2017
REYES, Albert	Sophomore Class Advisor	Chino Hills HS	10/06/2017
REYES, Karen	Senior Class Advisor	Chino Hills HS	10/06/2017
ROLLAND, Michael	Freshman Class Advisor	Chino Hills HS	10/06/2017
RUPE, Kerry	Drama Director	Chino Hills HS	10/06/2017
RUPE, Kerry	Freshman Class Advisor	Chino Hills HS	10/06/2017
RUTHERFORD, Laura	Choral Director	Chino Hills HS	10/06/2017
SABBARA, Samer	Athletic Director	Chino Hills HS	10/06/2017
THOMAS, Jonathan	Photo Advisor	Chino Hills HS	10/06/2017
TRIBE, Danielle	Drill Team Advisor	Chino Hills HS	10/06/2017
VELEZ, Christopher	Choreographer	Chino Hills HS	10/06/2017
AVERY, Cassandra	Drill Team Advisor	Don Lugo HS	10/06/2017
BELLOSO, Rodrigo	Freshman Class Advisor	Don Lugo HS	10/06/2017
CRISAFI, William	Senior Class Advisor	Don Lugo HS	10/06/2017
CURETON, Ashley	Agriculture Advisor	Don Lugo HS	10/06/2017
DEMING, Annette	Drama Director	Don Lugo HS	10/06/2017
DEMING, Annette	Publication Advisor	Don Lugo HS	10/06/2017
DOMINGUEZ, Christine H.	VICA	Don Lugo HS	10/06/2017

CERTIFICATED PERSONNEL (cont.)

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

DONOHO, James	Athletic Director	Don Lugo HS	10/06/2017
DONOHO, James	Audio/Visual Coordinator	Don Lugo HS	10/06/2017
GREBEL, Robert	Coach/Acad. Comp. Team	Don Lugo HS	10/06/2017
HENSLEY, Irene	Assistant Pep Squad	Don Lugo HS	10/06/2017
LIN, James	Yearbook Advisor	Don Lugo HS	10/06/2017
PARTIDA, Patricia	Pep Squad Advisor	Don Lugo HS	10/06/2017
POTEET Jr., Ronald	Junior Class Advisor	Don Lugo HS	10/06/2017
RIGO-WITT, Farrah	Activities Director	Don Lugo HS	10/06/2017
RIGO-WITT, Farrah	Audio/Visual Coordinator	Don Lugo HS	10/06/2017
SIPPRELLE, Delaney	Choreographer	Don Lugo HS	10/06/2017
YANIK, Stephen	Band Director	Don Lugo HS	10/06/2017
YU, Sophie	FBLA/DECCA	Don Lugo HS	10/06/2017
YU, Sophie	Coach/Acad. Comp. Team	Don Lugo HS	10/06/2017
YU, Sophie	Sophomore Class Advisor	Don Lugo HS	10/06/2017

TOTAL GF			\$249,321.00
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APPOINTMENT – EXTRA DUTY SPORTS

CHILTON, Jana	Assistant Pep Squad (GF)	Ayala HS	10/06/2017
FLORES, Bryan	Boys Basketball (GF)	Ayala HS	10/06/2017
HEYER, Gabriela (NBM)	Volleyball (GF)	Ayala HS	10/06/2017
MALOOF, Stephen	Boys Basketball (GF)	Ayala HS	10/06/2017
MOUNCE, John	Boys Basketball (GF)	Ayala HS	10/06/2017
ABILEZ, Peter (NBM)	Boys Basketball (GF)	Chino HS	10/06/2017
MURILLO, Diane	Boys Basketball (GF)	Chino HS	10/06/2017
NGUYEN, Jimmy (NBM)	Band (B)	Chino HS	10/06/2017
PRESCOTT, Renay	Pep Squad Advisor (GF)	Chino HS	10/06/2017
SURINA, Michael	Baseball (GF)	Chino HS	10/06/2017
JONES, Brian	Assistant Pep Squad (GF)	Chino Hills HS	10/06/2017
MACKAY, Suzanne	Pep Squad Advisor (GF)	Chino Hills HS	10/06/2017
MAIZLAND, Marrisona	Assistant Pep Squad (GF)	Chino Hills HS	10/06/2017
PLASCENCIA, Andy (NBM)	Girls Soccer (GF)	Chino Hills HS	10/06/2017
BUCKLEY, Camille (NBM)	Girls Basketball (B)	Don Lugo HS	10/06/2017
CELESTINO, Lisbet (NBM)	Girls Water Polo (B)	Don Lugo HS	10/06/2017
DELEON, Steven	Boys Basketball (GF)	Don Lugo HS	10/06/2017
LIZER, Toby	Girls Water Polo (GF)	Don Lugo HS	10/06/2017
SINGLETON, Carlyle (NBM)	Girls Basketball (GF)	Don Lugo HS	10/06/2017

CERTIFICATED PERSONNEL (cont.)

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

WALTZ, Eric (NBM)	Boys Basketball (GF)	Don Lugo HS	10/06/2017
WALTZ, Eric (NBM)	Girls Basketball (GF)	Don Lugo HS	10/06/2017
		TOTAL:	\$50,068.00

APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2017, THROUGH JUNE 30, 2018

HEMMING, Carolina	MUNOZ, Jorge	PRIETO, Gabriel
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CLASSIFIED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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CLASSIFIED MANAGEMENT SALARY SCHEDULE

RETIREMENT

GOBIN, Julie (15 years of service)	Director, Communications (GF)	Communications	10/21/2017
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HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE

APPOINTMENT

MOGENSEN, Jessica	IA/Special Ed. (SELPA/GF)	Butterfield Ranch ES	10/06/2017
MORENO, Laura	IA/Special Ed. (SELPA/GF)	Cattle ES	10/06/2017
SOTELO, Mike	Custodian I (GF)	Buena Vista HS	10/06/2017
KATSUHIRO, Leticia	Nutrition Services Asst. II (NS)	Chino Hills HS	10/06/2017
HERNANDEZ, Ashley	IA/Special Ed./SH (SELPA/GF)	Special Education	10/16/2017
RIOS RAMIREZ, Claudia	Bus Driver (GF)	Transportation	10/06/2017
STEDFAST, Stormy	Bus Driver (GF)	Transportation	10/06/2017

PROMOTION

LOPEZ, Iryna	FROM: Nutrition Services Asst. I (NS) 2 hrs./181 contract days TO: IA/Special Ed./SH (SELPA/GF) 5 hrs./181 contract days	Dickey ES Special Education	10/06/2017
HERNANDEZ OLVERA, Oscar	FROM: Groundswoker I (GF) 8 hrs./261 work days TO: Groundswoker II (GF) 8 hrs./261 work days	Maintenance Maintenance	10/06/2017

PLACED ON 39 MONTH RE-EMPLOYMENT LIST

WEST, Craig	Maintenance III/Plumber (GF)	Maintenance	09/21/2017
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RESIGNATION

RAMIREZ CRESPO, Adbethza	IA/Special Ed. (SELPA/GF)	Chino Hills HS	10/27/2017
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CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>RETIREMENT</u>			
SOTELO, Carrie (12 years of service)	Elementary Library/Media Center Asst. (GF)	Rolling Ridge ES	11/18/2017
ASUNCION, Mary (21 years of service)	Typist Clerk II (GF)	Magnolia JHS	09/30/2017
ARROYO, Martha (27 years of service)	Central Kitchen Asst. I (NS)	Townsend JHS	12/16/2017

APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JULY 1, 2017, THROUGH DECEMBER 31, 2017

MORREIRA, Richard	IA/Special Ed./SH	Walnut ES
CRUMP, Laura	IA/Special Ed./SH	Chino HS
MISSERI, Monica	IA/Special Ed./SH	Don Lugo HS

APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2017, THROUGH JUNE 30, 2018

ALVARADO, Erika	BRENES, James	BURLINGAME, Anaka
CHOW, Ryan	CUOMO, April	DENVER, Donna
MACDONALD, Diana	MCKINNEY, Rella	MENDEZ, Xochitl
MENDOZA, Madison	PULLIAM, Scott	RAMOS, Francisca
ROCK, Cassie	SPINELLI, Samantha	SUAREZ, Aurelio
ULTRERAS, Kristy	VALENZUELA, Joseph	VAN VOORHIS, Alison
WILSON, Sarah		

(504) = Federal Law for Individuals with Handicaps
 (ACE) = Ace Driving School
 (ABG) = Adult Education Block Grant
 (ASB) = Associated Student Body
 (ASF) = Adult School Funded
 (ATE) = Alternative to Expulsion
 (B) = Booster Club
 (BTSA) = Beginning Teacher Support & Assessment
 (C) = Categorically Funded
 (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: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Human Resources
Craig Frame, Director, Risk Management and Human Resources
SUBJECT: REJECTION OF CLAIM

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BACKGROUND

Claim 17-09-15 was submitted on September 12, 2017, by Gregory Peacock, Esq. on behalf of Martha Torres and her son, a student at Chino HS. Claimant alleges that he was unlawfully arrested at his home for making online threats to Chino HS. Claimant seeks unspecified damages and seeks a settlement demand that lies within the jurisdiction of the Superior Court.

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

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

RECOMMENDATION

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

FISCAL IMPACT

Unknown at present.

WMJ:LF:CF:lag

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 5, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Lea Fellows Assistant Superintendent, Human Resources
Suzanne Hernandez, Ed. D., Director, Human Resources
Richard Rideout, Director, Human Resources

SUBJECT: REVISIONS TO THE JOB DESCRIPTIONS FOR DIRECTOR OF HEALTH SERVICES/CHILD DEVELOPMENT; DIRECTOR OF NUTRITION SERVICES; AND DIRECTOR OF TECHNOLOGY

=====

BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education approve the revisions to the job descriptions for:

- a) Director of Health Services/Child Development;
- b) Director of Nutrition Services; and
- c) Director of Technology.

FISCAL IMPACT

The impact to the general fund will be \$17,255.00 for Director, Health Services/Child Development, and \$18,795.00 for Director of Nutrition Services.

WMJ:LF:SH:RR:mcm

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Health/Child Development	REPORTS:	Assistant Superintendent, Curriculum, Instruction, Innovation, and Support
DIVISION:	Curriculum, Instruction, Innovation, and Support	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	226
ISSUED:	September 9, 2000	SALARY:	16A 15

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Curriculum, Instruction, Innovation, and Support provide District-wide leadership in the planning and implementation of Child Development, Early Childhood Education and Health Services (including substance abuse/violence prevention programs) that promote good student health habits and successful learning in the elementary and secondary schools.

REPRESENTATIVE DUTIES:

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

Implement policies and procedures as directed by the Superintendent and Board of Education.

COORDINATE AND monitor the completion of District-wide mandated health services, ASSIGNED PROJECTS AND/OR PROGRAM COMPONENTS FOR THE PURPOSE OF COMPLETING ACTIVITIES AND DELIVERING SERVICES IN COMPLIANCE WITH ESTABLISHED GUIDELINES and facilitate the appropriate year-end reports.

Prepare, recommend, and advise regarding policies, procedures, and activities affecting the health of students and staff.

Provide general supervision of health services to students, families and staff.

Coordinate with private and public agencies, dentists, physicians and other health professionals to initiate, plan and implement services for students and staff, including liaison activities with the designated Chino community agencies for direct free vision and dental services to qualifying students.

Monitor referral program for physical, mental and social health problems of qualifying students.

Provide information and/or clarification to parents and staff on federal, state, county and district laws and policies.

Coordinate employee wellness activities.

Supervise, schedule, observe train and evaluate school nurse practitioners, certificated school nurses , health technicians,

Prepare and maintain annual District Health Services and Child Development budgets, specifically funded project budgets, i.e., grants.

Supervise program administration and the effective implementation of specially funded projects.

COLLABORATE WITH OTHER DEPARTMENTS, PARENTS, STUDENTS, HEALTH CARE PROVIDERS, AND/OR PUBLIC AGENCIES FOR THE PURPOSE OF PROMOTING AND/OR SECURING STUDENT HEALTH SERVICES, PROVIDING INFORMATION AND COMPLYING WITH LEGAL REQUIREMENTS.

Supervise the certificated and classified staff in developing components of an effective instructional program.

Develop curriculum that falls within the District's philosophy and meets the District goals and objectives.

PLAN, ORGANIZE, IMPLEMENT, AND FACILITATE SUSTAINABILITY FOR POSITIVE BEHAVIOR INTERVENTION PROGRAM DISTRICTWIDE THAT SUPPORT SCHOOL SITES TO ACHIEVE POSITIVE STUDENT OUTCOMES AND ACADEMIC SUCCESS.

DEVELOP COLLABORATION WITH MULTIPLE DISTRICT DEPARTMENTS AND SCHOOLS FOR SUCCESSFUL IMPLEMENTATION OF SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION PROGRAMS.

OVERSEE, COLLECT, AND MONITOR DISTRICT LEVEL DATA COLLECTION, MANAGEMENT, AND THE ANALYSIS OF THE DISTRICT'S POSITIVE BEHAVIOR INTERVENTION PROGRAMS.

Direct the business operation of the assigned programs in accordance with the District's procedures and policies, state or program guidelines, and all other legal requirements as prescribed by law.

Interpret and publicize assigned programs through various means, including open houses, bulletins, parent meetings and news media.

Direct and articulate child development and early childhood education programs within a K-12 structure.

Direct the recruiting, interviewing and hiring of qualified certificated and classified personnel. Evaluate assigned staff.

Establish an effective program of staff development and in-service training to maintain a consistent level of professional service.

Serve as the Superintendent's designee in determining appropriate placement of students and staff with identified communicable and infectious diseases.

Participate on District and county committees as appropriate.

Perform other related duties as assigned.

MINIMUM REQUIREMENTS:

Education, Experience, Licenses, and other Requirements:

Completion of a Bachelor's Degree or higher degree with an emphasis on education or related field from an accredited college or university. Master's Degree in a related field preferred.

Valid Administrative Credential authorizing service in pre-school – 12.

Three (3) years teaching, school nursing, and/or administrative experience. Professional experience at both elementary and secondary levels desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Budget preparation and control.
- Principles of administration, supervision and training.
- Effective oral and written communication skills.
- Laws and regulations applicable to School Health Programs.
- Various computer programs.
- Record-keeping techniques.

Ability to:

- Plan, organize, coordinate, and direct multiple programs.
- Train, supervise and evaluate assigned staff.
- Ensure compliance with programs, procedures and legal requirements.
- Develop annual budget recommendations.
- Monitor and control expenditures.
- Prepare oral and written reports.
- Keep current professionally.
- Operate computers.
- Interpret, apply and explain laws, rules, regulations, policies, procedures, and contracts.
- Establish and maintain effective and cooperative working relationships with all persons contacted in the course of performing assigned duties.
- Communicate effectively orally and in writing.

WORKING CONDITIONS:

Environment:

- Office environment.
- ~~— Some on the road driving.~~
- Some contact with pre-school age students, K-12 students, parents and community members.
- **SUBJECT TO DRIVING TO A VARIETY OF LOCATIONS TO CONDUCT WORK DURING DAY AND EVENING HOURS.**

Physical Demands:

- Hearing and speaking to exchange information in person and on the telephone. Visual ability to read, prepare/process documents and to direct staff.
- Sitting or standing for extended periods of time.
- Gross and fine motor abilities for occasional lifting of small students.
- Dexterity of hands and fingers to operate computer keyboard and standard office equipment.
- Occasional carrying, pushing, pulling or lifting light equipment and supplies.
- Occasional kneeling, crouching or stooping.

Hazards:

- Occasional exposure to communicable and infectious diseases.
- Some contact with toxic materials.
- Stress from work complexities.
- May be exposed to contact with uncooperative or abusive individuals.
- Working around and with office and other equipment having moving parts.

Supervision:

- Accountable for: Coordinator, Child Development; other assigned certificated and classified personnel

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, Secondary Curriculum and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(SIGNATURE OF EMPLOYEE)

(DATE)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the division of Human Resources.

Board Approved: 09/09/2000
Revised: 06/15/2017
REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Nutrition Services	REPORTS:	Assistant Superintendent Business Services
DEPARTMENT:	Nutrition Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	226
ISSUED:	8-18-05	SALARY:	Range 16-15

BASIC FUNCTION:

Under direction of the Assistant Superintendent, Business Services plans, organizes, coordinates and directs the Nutrition Services Program throughout the District. Provides training and supervision for all the Nutrition Services Department staff in the District and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

E = ESSENTIAL FUNCTIONS

Directs the District-wide school Nutrition Services Program in conformance with federal and state laws and regulations, local and state health ordinances, and School District Policies. **(E)**

Develops and recommends changes in Nutrition Services policies and procedures to District administrators, including application processing and meal accountability procedures under the School Breakfast Program and National School Lunch Program.

Prepares and administers the Nutrition Services Department budget, including subsidy and other income projections and control of expenditures. **(E)**

Develops and implements standards for the operation of an efficient, sanitary and high quality Nutrition Services Program. **(E)**

Orders United States Department of Agriculture (USDA) donated food when available and assures its proper use in accordance with government regulations.

Works with vendors regarding new products and services and/or problems involving their products or delivery service.

Develops and tests menus and recipes, plans menus that provide nutritious and appetizing foods and recommends prices for all operations.

Plans and directs District-wide meetings and workshops to provide training on food preparation and service, sanitation and nutrition. **(E)**

Selects, assigns, transfers and recommends disciplining of Nutrition Services personnel in accordance with District policies and procedures. **(E)**

Meets with students, teachers, parents, vendors, employee and community groups on school Nutrition Services Program matters. **(E)**

Supervises the purchasing of food, related supplies, and food service equipment through formal and informal bid solicitation and the awarding of purchase orders in accordance with District policies and state and federal laws. **(E)**

Analyzes Nutrition Services Department financial statements and takes corrective action when necessary to prevent financial losses. **(E)**

Provides liaison between education and Nutrition Services staffs in establishing and conducting nutrition education programs.

Provides consultation on the construction or modernization of kitchen facilities.

Performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

A Bachelor's Degree from an accredited college or university with a major in dietetics, foods and nutrition, hotel and restaurant management, institutional management, business or public administration, or a related field is desirable.

Status as a Registered Dietitian with the American Dietetic Association and/or certification as a Director, Nutrition Services from the School Nutrition Association is desirable.

Three years of administrative or supervisory experience in school food service, hospital food service, institutional or contract food service programs, or restaurant management.

Multi-unit supervisory food experience is desirable.

Employment eligibility that may include fingerprints, health (TB) and/or other employment clearance.

Must have a valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal and state regulations governing child nutrition programs, such as free and reduced price meals for needy students, USDA donated food usage and competitive food sales;
- Principles of good nutrition and their application to school nutrition service and the nutritional well-being of students;
- Food sanitation principles and control of microbiological and physical contamination of food;
- Menu planning to meet nutritional needs and taste preferences of students and to control plate waste;
- Kitchen layout and food supply, food service equipment specification preparation;
- Institutional food purchasing procedures, manpower scheduling, cost control, budget planning, control and reorder time schedules;
- Computer programs used in food service operations.

ABILITY TO:

- Apply professional knowledge and administrative ability in directing a comprehensive School Nutrition Services Program;
- Establish and maintain cooperative working relationships with those encountered throughout the course of the work day;
- Direct and supervise employees for maximum productivity and morale;
- Analyze situations accurately and adopt appropriate courses of action;
- Provide positive customer service.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment;
- Attend meetings;
- Considerable distraction from office activities;
- Constant interruptions;
- Demanding time lines;
- Emergency call-out;
- Occasional evening and/or variable hours;
- Subject to driving to a variety of locations to conduct work during day and evening hours.

PHYSICAL DEMANDS:

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing or pulling equipment;
- Dexterity of hands and fingers to operate standard office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read and prepare/process documents.

HAZARDS:

- Extended viewing of computer monitor;
- May be exposed to contact with hostile or abusive individuals.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Director of Nutrition Services and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Office.

Revised: 11/16/00
Revised: 08/18/05
Revised: 08/26/16
REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Director, Technology –Certificated	REPORTS: Assistant Superintendent, Curriculum, Instruction, INNOVATION, AND SUPPORT
DEPARTMENT: Curriculum, Instruction, INNOVATION AND SUPPORT	CLASSIFICATION: Certificated- MANAGEMENT
FLSA: Exempt	WORK YEAR: 226 (Classified), 261 (Certificated)
ISSUED: August 15, 2013	SALARY: Range 15

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Curriculum, ~~and~~ Instruction, INNOVATION, AND SUPPORT provides technical assistance to all District personnel in the use of technology AND STUDENT INFORMATION SYSTEMS; provides and supervises staff development regarding technology AND STUDENT INFORMATION SYSTEMS; assists in the coordination, implementation and supervision of the District’s technology master plan; supervises staff; coordinates with District Human Resources in support of District technology; demonstrates understanding of development of networking, i.e. local area networks and wide area networks; and is the District’s manager for all projects associated with technology. Develops and coordinates District’s applications for state and federal discounts;

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities, associated with this classification but is intended to accurately reflect the principle job elements.

E = ESSENTIAL FUNCTIONS

Responsible for screening, interviewing, selecting, assigning and evaluating ~~all certificated and classified~~ employees to the department. **(E)**

Exercises leadership in achieving District goals and objectives related to technology and assessing the student education program and overall program effectiveness. **(E)**

Development and implementation of staff development in-service programs for ~~certificated and classified~~ staff, which emphasize and encourage the use of technology. **(E)**

Directs the review and selection of ~~educational~~ technology hardware and software; consults with staff on future educational hardware selections to ensure maximum compatibility of new hardware with existing District technology resources and maintenance coordination. **(E)**

COLLABORATES WITH OTHER INSTRUCTIONAL LEADERS TO DETERMINE APPROPRIATE USE OF TECHNOLOGY FOR INSTRUCTION IN VARIOUS SUBJECT AREAS.

Coordinates and supervises the implementation of a District-wide technology master plan, to include installation and maintenance of infrastructure and needed equipment. **(E)**

Supervises and directs the audio/video production of the District including school Board meetings, graduations, and other District functions. **(E)**

Prepares and coordinates the District's application for federal and state programs that support telecommunications and infrastructure development. **(E)**

Directs and supervises the District network and assures that it is safe and efficient. **(E)**

Recommends the purchase of hardware and software needed to carry out the District's technology plan; develops appropriate bid and quotation specifications; consolidates record keeping for asset management and software licensing. **(E)**

MANAGES THE DISTRICT'S STUDENT INFORMATION SYSTEMS. (E)

CONSULTS WITH AND PROVIDES TECHNICAL ASSISTANCE TO SCHOOLS AND CENTRAL OFFICE ADMINISTRATORS REGARDING STUDENT INFORMATION ANALYSIS, ACTIVITIES AND REPORTS. (E)

MANAGES, PLANS, AND COORDINATES DISTRICT COMPLIANCE WITH MANDATED ELECTRONIC STATE, FEDERAL AND OTHER REPORTING SYSTEMS, INCLUDING THE CALIFORNIA LONGITUDINAL PUPIL ACHIEVEMENT DATA SYSTEM (CALPADS) AND OTHER DATA COLLECTIONS AS ASSIGNED. (E)

MONITORS RELEVANT DISTRICT INFORMATION SYSTEMS FOR CHANGING AND EMERGING DATA REQUIREMENTS, AND COORDINATES ALL ENHANCEMENTS OF THESE INFORMATION SYSTEMS TO ENSURE QUALITY CONTROL OF DATA ITEMS FOR ALL ASSIGNED DATA COLLECTIONS. (E)

~~Develops and maintains systems for improving articulation between elementary, secondary, adult, and college levels in educational technology. (E)~~

ASSISTS IN THE MANAGEMENT/OPERATION OF STUDENT MANAGEMENT/GRADING DISTRICT APPLICATIONS

Assists in enduring District-wide compliance with various licensing and copyright requirements; **ENSURES THAT ALL SOFTWARE LICENSES ARE UP TO DATE AND ARE ADEQUATE TO COVER THE SOFTWARE USAGE IN THE DISTRICT. (E)**

Initiates liaison with business sources; solicits donations of hardware, courseware, and expert time to further enhance the District's use of technology. **(E)**

Meets with staff and architects regarding the design for and implementation of technology in the classrooms, libraries, and offices; develops technology specifications for facilities. **(E)**

Represents the District at ~~educational~~ technology councils, committees, boards, and technology/media support groups, and keeps current on trends and developments in the use of ~~educational~~ technology to improve student achievement. **(E)**

Works effectively with the District's technology advisory group in planning for and implementing Board approved actions related to the use of ~~educational~~ technology; and performs related duties as assigned. **(E)**

Directs the District's **DIGITAL COMMUNICATION SYSTEMS (i.e. WEB, TELEPHONE, Intercom, bells, and fire alarm systems, ELECTRONIC SECURITY AND MONITORING DEVICES) telephone,**

security, intercom, bells and fire alarm by developing and supervising new projects and directing the support and maintenance of these systems. (E)

Performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Bachelor's degree required in mathematics, technology or related field. Master's degree in related field preferred.

A minimum of three (3) years of increasingly responsible experience supporting instructional programs through technology or INFORMATION SYSTEMS, experience providing staff development in technology utilization, successful experience in the supervision of personnel, and K-12 classroom teaching PREFERRED.

~~Possession of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher.~~

Possession of a valid California administrative credential authorizing service as an administrator IF EVALUATING CERTIFICATED STAFF.

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearance. Must have valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Various forms of ~~educational~~ technology, including state-of-the-art technology.
- Laws, rules, and regulations affecting the selection, purchase, computers, and other technology.
- Computer hardware and software, major operating systems, and hardware platforms, including methods of integrating instructional technology within Board-adopted curriculum.
- Computer networking and telecommunications trends and practices, including methods to effectively analyze and interpret data; apply and communicate applicable federal, state, and local policies, procedures, laws and regulation.
- Prepare and present oral and written reports and findings to a diverse audience, and effectively represent the District in the community.
- Successful strategies to supervise certificated and technical staff.
- Integration of telephone and data over a wide area network to produce savings.
- Elementary, secondary, and adult school curriculum applicable to educational technology.
- District organization, operations, policies, and procedures.
- Principles of organization, operation, and supervision.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties.
- Budget preparation and control.
- STUDENT INFORMATION SYSTEMS.
- CALIFORNIA LONGITUDINAL PUPIL ACHIEVEMENT DATA SYSTEM.

ABILITY TO:

- Plan, present, and direct high quality professional development.
- Plan and implement the effective use of educational and administrative technology.
- Train staff in a variety of technology skills.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Operate a computer terminal and audio-visual equipment.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.
- Analyze situations carefully and adopt an effective course of action.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive, narrative, and statistical reports.
- Establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS: ENVIRONMENT:

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Director, Technology – ~~Certificated~~ and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board approved: August 15, 2013

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Lea Fellows, Assistant Superintendent, Human Resources
Suzanne Hernandez, Ed.D., Director, Human Resources
Richard Rideout, Director, Human Resources
SUBJECT: INTERNSHIP AGREEMENT WITH NATIONAL UNIVERSITY

=====

BACKGROUND

Internship agreements provide a high quality of learning, support and practical classroom experience for professionals in training. The Chino Valley Unified School District has an opportunity to establish internship agreement with National University.

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

RECOMMENDATION

It is recommended the Board of Education approve the internship agreement with National University.

FISCAL IMPACT

None.

WMJ:LF:SH:RR:mcm



INTERNSHIP CREDENTIAL PROGRAM AGREEMENT

This Internship Credential Program Agreement (“**Agreement**”) is entered into effective October 6, 2017 (“**Effective Date**”) by and between Chino Valley Unified School District, a legal association of school districts who have partnered for the purpose of providing contractual services for students, or state-supported K-12 educational service unit, which is located in the State of California, County of San Bernardino (individually or collectively, “**District**”), and National University (“**University**”), a California nonprofit, private university.

RECITALS

- A. **University** is accredited by the Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). **University** has met all of the preconditions prescribed by the California Commission on Teacher Credentialing (CTC) to offer the following internship credential programs (“**Programs**”): Teacher Education Internship Credential, Special Education Internship Credential, Preliminary Administrative Services Internship Credential, and Pupil Personnel Services Internship Credential – School Counseling, Pupil Personnel Services Internship Credential – School Psychology;
- B. California Education Code Sections 44452 and 44321 authorize a public school district or county office of education in cooperation with an approved college or university to establish an internship program meeting the provisions of applicable California statutes and CTC regulations. **District** is a public school district (or state-supported K-12 educational service unit) or county office of education and **University** is an approved university within the meaning of Ed Code Section 44452; and
- C. **District** and **University** wish to partner to deliver services in support of the Programs that meet the regulations and standards of CTC. Attached as Exhibit “A” to this Agreement and incorporated herein by this reference is a list of the Programs that **District** and **University** will be supporting through this partnership.

Based on these recitals, **District** and **University** agree as follows:

1. Term. The term of this Agreement shall commence as of the Effective Date above and shall continue until such time as either party gives 30 days notice of its intent to terminate this Agreement. All Interns placed with **District** and who are in good standing with **District** and **University** as of the date of termination of this Agreement shall be permitted to complete their internship experience with **District**.
2. Placement of Interns. **University** students, certified as qualified and competent by **University** to provide intern services to **District**, may, at **District**’s discretion, be accepted and assigned to its schools for services as interns (“**Interns**”). **University** and **District** shall coordinate the process of selection and placement of Interns. **University** reserves the right to make the final determination on any Intern’s acceptance into the Program, while **District** reserves the right to make the final determination on any Intern’s employment. Neither **University** nor **District** shall discriminate in the selection or acceptance of, or participation by, any Intern pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran’s status, medical condition, marital status, or citizenship, within the limits imposed by law.
3. Program Requirements. Each Intern accepted into the Program must have met all of the following qualifying minimum criteria:
 - a. Recommendation to a Program by a **District** designee.
 - b. Interview and screening by **District** staff, including a background check, district administrator interview and paper screening, Department of Justice fingerprint clearance, and a baccalaureate degree from an accredited institution.
 - c. Interview and screening by **University** staff, including a personal interview, written self-evaluation regarding teaching and learning, and verification of coursework and prior experience with K-12 students in a multicultural, multilingual setting.
 - d. Interview with a **University** Support Provider/Supervisor and a lead faculty member for the Program.
 - e. Passage of the CBEST exam or proof of basic skills assessment and verification of subject matter competence by completion of an approved program or passage of the CSET.
 - f. All service preconditions required by the CCTC shall have been met.
4. Intern Employment Status. Interns shall be **District** employees for all purposes, including for the payment of any federal, state, or local income or occupational taxes, FICA taxes, unemployment compensation or workers’ compensation contributions, vacation pay, sick leave, retirement benefits or any other payments or benefits for or on behalf of Interns.

5. Reservation of Right to Payment. Pursuant to Education Code Section 44462, **District** reserves the right to request an adjustment of any Intern's salary to cover supervision services pursuant to this Agreement.
6. Non-Displacement of Certificated Employees. Pursuant to CTC requirements, upon request **District** shall provide written certification to **University** that each Intern placed with **District** has not displaced a certificated **District** employee, which shall enable **University** to verify to CTC that all statutory and CTC requirements have been met.
7. Intern Advisory Committee. **District** and **University** will collaborate to develop an Intern Advisory Committee comprised of community members, institutional administrators, teachers, faculty members, and at least one Intern representative, which will serve to provide guidance and support for the Programs.
8. Teacher and Special Education Intern Support.
 - a. To support Education Credential Interns, **District** and **University** will each provide a qualified supervisor to assist each Intern in a Program. **District** supervisors are called "Site Support Providers". **University** supervisors are called "University Support Providers". **District** Site Support Providers will mentor, coach and consult with interns on all areas of responsibility as a teacher of record by visiting the classroom to conduct real time observations with pre- and post-debriefing protocols to provide weekly course planning, modeling and coaching with attention to differentiated instruction for English Learners; assessment of language needs and progress; and support for language accessible instruction. A minimum of two hours of support / mentoring and supervision must be provided to an intern every five instructional days
 - b. **District** Site Support Providers will hold a valid Clear or Life Credential, three years of successful teaching experience, and a valid English Learner Authorization or CLAD Certificate issued pursuant to section 80015 or valid bilingual authorization issued pursuant to section 80015.1. Interns without an English Language Authorization must receive a minimum of 45 hours of focused English Language instruction support each school year. **University** Support Providers will have current knowledge in their subject-matter area; ability to model best practices in teaching, scholarship and service; working knowledge about diversity (abilities, culture, language, ethnic, gender); and understanding of academic standards, frameworks and accountability for public schools.
 - c. **District's** Site Support Provider and **University's** Support Provider will together meet periodically with Interns to ensure Interns are following the California standards for the specific credential each Intern is seeking to obtain.
 - d. **District's** Site Support Provider/Site Supervisors and **University's** Support Providers will meet without the Intern to discuss the Intern's progress, as needed.
 - e. Concurrent with an Intern's experience at **District**, **University** will hold Program orientation seminars for Interns and training seminars for **District** Site Support Providers/Supervisors. During the Site Support Providers'/Site Supervisors' training, **University** representatives will review supervising techniques, establish procedures for conducting observations and providing assistance, introduce forms used in the Program, communicate seminar schedules, and offer further training and materials to Site Support Providers.
 - f. **District** will include Interns in appropriate **District** support programs and regularly scheduled staff development activities.
 - g. **District** will designate a liaison, who may or may not be on the Intern Advisory Committee, to ensure supervisory and support assistance to Interns at **District**.
 - h. **Employer** will provide supervision and ongoing support for a minimum of 100 hours per school year. Interns without English Language Authorization must receive focused English Language instruction support. (b)(5)(B) Requires the employer to identify and individual with EL authorization who will be immediately available to assist an intern teacher who does not yet hold EL authorization. **University** Support Providers will provide supervision and ongoing support for a minimum of 44 hours per school year. **University** Support Providers will monitor the completion of employer-provided support via an Intern Support Verification Form to verify the clockwork hours provided by Site Support Providers and/or employer support personnel. Forms must be turned in as part of the intern's clinical practice course assignments.
 - i. National University begins intern support four times a year (September, November, February, and April). Schools who hire/place interns outside these start dates are required to provide 100% of the state mandated support (4 hours per week of general support, and 1.25 hours of EL specific support if the intern does not hold EL authorization) until the next available start date (September, November, February, April) at which point the University Support provider will provide University support services as noted in article (8.h.).
9. Counseling, Psychology and Administrative Services Intern Support
 - a. To support Services Credential Interns, **District** and **University** will each provide a qualified supervisor to assist each Intern in a Pupil Personnel Services School Counseling, Pupil Personnel Services School Psychology, and Administrative Services Programs. **District** supervisors are called "Site Support Providers/Site Supervisors". **University** supervisors are called "Support Providers/University Supervisors".
 - b. **District** and **University** shall independently determine the qualifications of their respective supervisors.
 - c. **District's** Site Support Provider/Site Supervisors and **University's** Support Provider/University Supervisors will together meet periodically with Interns to ensure Interns are following the California standards for the services credential each intern is seeking to obtain.
 - d. **District's** Site Support Provider/Site Supervisors and **University's** Support Providers/University Supervisors will meet without the Intern to discuss the Intern's progress, as needed.
 - e. Concurrent with an Intern's experience at **District**, **University** will hold Program orientation seminars for Interns and training seminars for **District** Site Support Providers/Supervisors. During the Site Support Providers'/Site Supervisors' training, **University** representatives will review supervising techniques, establish procedures for conducting observations and providing

assistance, introduce forms used in the Program, communicate seminar schedules, and offer further training and materials to Site Support Providers.

- f. **District** will include Interns in appropriate **District** support programs and regularly scheduled staff development activities.
 - g. **District** will designate a liaison, who may or may not be on the Intern Advisory Committee, to ensure supervisory and support assistance to Interns at **District**.
 - h. **University** Support Providers will visit Interns at their sites on a regularly scheduled basis to monitor each Intern's progress.
10. **Academic Responsibility.** **University** shall have exclusive control over all academic issues involving the Programs, which shall include, without limitation: selection of course content and required textbooks; delivery of instructional programs; selection and approval of faculty; admission, registration, and retention of Interns; evaluation of Interns' prior experience and education; evaluation of Interns' academic progress; scheduling courses; awarding academic credit; and conferring degrees.
 11. **Duration of Internship.** Once a student has been accepted as an Intern by **District**, and if the student remains in good standing in the Program at **University** and within the **District's** policies and performance standards, the Intern will be permitted to finish his/her internship at **District**. However, an Intern who performs below acceptable **District** or **University** standards, after appropriate support and advice efforts have been exhausted, may be removed from the paid internship position by the **District** and/or removed from his/her Program by the **University**. All services provided by **University** and **District** pursuant to this Agreement shall terminate upon an Intern's removal from the **District** or termination of participation in a Program.
 12. **Assessment.** Assessment is a function of the Teacher Education Internship Seminar course (for the Teacher Education Internship Credential), Specialist Education Clinical Practice Seminar courses (for the Special Education Internship Credential), Intern Field Experience course (for the Preliminary Administrative Services Internship Credential) and Best Practices Internship Seminar for School Counseling and School Psychology (for the Pupil Personnel Services Internship Credential). Students in those classes will pre-assess their teaching or administrative skills, develop a plan for growth, and assess their growth at the close of the course. This pre-assessment, development and post-assessment will occur in collaboration with the **District** Site Support Provider/Site Supervisor and the **University** Support Provider/University Supervisor.
 13. **Indemnity.** The **District** shall defend, indemnify and hold the **University**, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the **District**, its officers, employees, or agents.

The **University** shall defend, indemnify and hold the **District**, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the **University**, its officers, employees, or agents.
 14. **Relationship of Parties.** Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, or a joint venture, partnership or agency relationship between the parties.
 15. **Publicity.** Neither **University** nor **District** shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to this Agreement, without the prior written consent of the other party. In addition, neither party may use the names, logos, or trademarks of the other party without its prior written consent.
 16. **Records.** It is understood and agreed that all employment records shall remain the property of **District**, and all student records, including Intern assessments, will remain the property of **University**.
 17. **Entire Agreement and Severability.** If a court or arbitrator holds any provision of this Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended unless in writing, signed by both parties.
 18. **Assignment.** Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.
 19. **Notices.** All notices or other communications given under this Agreement will be in writing and sent to the addressee listed below (unless a party has changed its address by giving notice), and will be effective upon receipt if delivered personally or by overnight mail, or effective three days after mailing if by certified mail, return receipt requested.
 20. **Representations.** Each party represents that: (a) it will abide by all applicable federal, state, or local statutes or regulations; (b) the individual signing this Agreement has the authority to do so; and (c) it has the ability and authority to perform each of its obligations under this Agreement. These representations will continue after the Agreement terminates.
 21. **General Provisions.** The Agreement: (a) will be binding and enforceable by the parties and their respective successors or assigns, but not by any individual or organization not a party to this Agreement; (b) may be executed in counterparts and effective with original or facsimile signatures; (c) will be governed by California law; and (d) has been executed at San Diego, California.

This Agreement is executed by and between:

University: National University

Contact: Frank Adame
Credentials Contract Coordinator
9980 Carroll Canyon Road
San Diego, CA 92131
Telephone (858) 642-8300
Facsimile (858) 642-8717
credcontracts@nu.edu

By: _____
Dave C. Lawrence
Vice Chancellor, Finance

Dated: _____

District: Chino Valley Unified School District

By: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Dated: _____

EXHIBIT A

Internship Programs

District and University wish to partner to support the following Programs:

Teacher Education Internship Credential

Special Education Internship Credential

Preliminary Administrative Services Internship Credential

Pupil Personnel Services Internship Credential – School of Counseling

Pupil Personnel Services Internship Credential – School of Psychology

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 5, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Lea Fellows, Assistant Superintendent, Human Resources
Suzanne Hernandez, Ed.D., Director, Human Resources
Richard Rideout, Director, Human Resources

**SUBJECT: NEW BOARD POLICY 4151, 4251, 4351 PERSONNEL –
EMPLOYEE COMPENSATION**

=====

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 4151, 4251, 4351 Personnel – Employee Compensation is being established to reflect the adjustments of the salary level at which employees become eligible to receive overtime pay. Policy also revised to reflect the requirement to classify nonadministrative, nonsupervisory certificated employees on the salary schedule based on years of training and experience, the prohibition against paying certificated employees different salaries solely on the basis of the grade levels they teach, and the requirement to post a notice of federal minimum wage provisions. This item was presented to the Board of Education on September 21, 2017, as 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 4151, 4251, 4351 Personnel – Employee Compensation.

FISCAL IMPACT

None.

WMJ:LF:SH:RR:mcm

EMPLOYEE COMPENSATION

THE BOARD SHALL ADOPT SEPARATE SALARY SCHEDULES FOR CERTIFICATED, CLASSIFIED, CONFIDENTIAL AND SUPERVISORY AND ADMINISTRATIVE PERSONNEL. THESE SCHEDULES SHALL COMPLY WITH LAW AND COLLECTIVE BARGAINING AGREEMENTS. (Education Code 45022, 45023, 45160, 45162)

(cf. 4121 - Temporary/Substitute Personnel)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)

EACH CERTIFICATED EMPLOYEE, EXCEPT AN EMPLOYEE IN AN ADMINISTRATIVE OR SUPERVISORY POSITION, SHALL BE CLASSIFIED ON THE SALARY SCHEDULE ON THE BASIS OF UNIFORM ALLOWANCE FOR YEARS OF TRAINING AND YEARS OF EXPERIENCE, UNLESS THE BOARD AND EMPLOYEE ORGANIZATION NEGOTIATE AND MUTUALLY AGREE TO A SALARY SCHEDULE BASED ON DIFFERENT CRITERIA. CERTIFICATED EMPLOYEES SHALL NOT BE PLACED IN DIFFERENT CLASSIFICATIONS ON THE SCHEDULE, NOR PAID DIFFERENT SALARIES, SOLELY ON THE BASIS OF THE GRADE LEVELS AT WHICH THEY TEACH. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

SALARY SCHEDULES FOR STAFF WHO ARE NOT A PART OF A BARGAINING UNIT SHALL BE DETERMINED BY THE BOARD AT THE RECOMMENDATION OF THE SUPERINTENDENT OR DESIGNEE.

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4312.1 - Contracts)

THE SUPERINTENDENT OR DESIGNEE SHALL POST A NOTICE EXPLAINING THE FAIR LABOR STANDARDS ACT'S WAGE AND HOUR PROVISIONS IN A CONSPICUOUS PLACE AT EACH WORK SITE. (29 CFR 516.4)

A DISTRICT EMPLOYEE SHALL BE PAID AN OVERTIME RATE OF NOT LESS THAN ONE AND ONE-HALF TIMES HIS/HER REGULAR RATE OF PAY FOR ANY HOURS WORKED IN EXCESS OF EIGHT HOURS IN ONE DAY OR 40 HOURS IN ONE WORK WEEK. HOWEVER, EMPLOYEES SHALL BE EXEMPT FROM OVERTIME RULES IF THEY ARE EMPLOYED AS TEACHERS OR SCHOOL ADMINISTRATORS OR IF THEY QUALIFY AS BEING EMPLOYED IN AN EXECUTIVE, ADMINISTRATIVE, OR PROFESSIONAL CAPACITY AND ARE PAID A FIXED SALARY AT OR ABOVE THE SALARY LEVEL ESTABLISHED BY FEDERAL REGULATIONS. (Labor Code 510; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

EMPLOYEE COMPENSATION (cont.)

OVERTIME COMPENSATION

WHEN AUTHORIZED IN A COLLECTIVE BARGAINING AGREEMENT OR OTHER AGREEMENT BETWEEN THE DISTRICT AND EMPLOYEES, AN EMPLOYEE MAY TAKE COMPENSATORY TIME OFF IN LIEU OF OVERTIME COMPENSATION, PROVIDED HE/SHE HAS NOT ACCRUED COMPENSATORY TIME IN EXCESS OF THE LIMITS SPECIFIED IN 29 USC 207 OR AS INDICATED IN THE COLLECTIVE BARGAINING AGREEMENT. AN EMPLOYEE WHO HAS REQUESTED THE USE OF COMPENSATORY TIME SHALL BE ALLOWED TO USE SUCH TIME WITHIN A REASONABLE PERIOD AFTER MAKING THE REQUEST IF THE USE OF THE COMPENSATORY TIME DOES NOT UNDULY DISRUPT DISTRICT OPERATIONS OR AS DELINEATED IN THE COLLECTIVE BARGAINING AGREEMENT. (29 USC 207; 29 CFR 553.20-553.25)

FOR EACH NONEXEMPT EMPLOYEE, THE SUPERINTENDENT OR DESIGNEE SHALL MAINTAIN RECORDS ON THE EMPLOYEE'S WAGES, HOURS, AND OTHER INFORMATION SPECIFIED IN 29 CFR 516.5-516.6.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:

EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

510 Overtime compensation; length of work day and week; alternative schedules

UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

EMPLOYEE COMPENSATION (cont.)

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

Management Resources:

WEBSITES

California School Boards Association: www.csba.org

Internal Revenue Service: www.irs.gov

School Services of California, Inc.: www.sscal.com

U.S. Department of Labor, Wage and Hour Division: www.dol.gov/whd

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: October 5, 2017
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: REVISION OF BOARD POLICY AND ADMINISTRATIVE
REGULATION 3314.3 BUSINESS AND NONINSTRUCTIONAL
OPERATIONS – USE OF DISTRICT CREDIT CARDS**

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BACKGROUND

Board policies and regulations are routinely developed as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and Administrative Regulation 3314.3 Business and Noninstructional Operations – Use of District Credit Cards are being revised to reflect updates to both current authorized District credit cardholders and current practice.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 3314.3 Business and Noninstructional Operations – Use of District Credit Cards.

FISCAL IMPACT

None.

WMJ:SHC:LP:wc

USE OF DISTRICT CREDIT CARDS

The Board of Education recognizes the value of an efficient method of purchasing authorized goods, supplies and services, including method of payment and record keeping for expenses. It is understood that travel accommodations, online purchases and occasional emergency purchases require the use of a bank credit card.

Use of District issued credit cards is not intended to replace effective procurement planning that enables volume discounts, best value purchasing practices, transactions that should be purchase order based, or to acquire items available through established purchase contracts. **USE OF DISTRICT ISSUED CREDIT CARDS IS SUBJECT TO ALL APPLICABLE EXPENDITURE/PURCHASING PROCEDURES.**

This policy governs the use of a District credit card and applies uniformly to authorized District staff and members of the Board of Education.

The Superintendent or his/her designee shall develop administrative regulations specifying in part:

- Positions authorized to use a District credit card
- Credit/spending limit per billing cycle
- Proper use of a District credit card
- Cardholder procedures/responsibilities

Under no circumstances ~~will~~ **MAY** personal OR **UNALLOWABLE** expenses be charged on District CREDIT cards.

Chino Valley Unified School District

Policy adopted: March 3, 2005

Revised: July 20, 2006

Revised: November 16, 2006

Revised: August 21, 2008

Revised: October 6, 2011

REVISED:

USE OF DISTRICT CREDIT CARDS

The intent of a District credit card is to replace or complement existing processes available for the most efficient yet accountable method for typical small dollar volume transactions. The District credit card is not intended to avoid or bypass the purchasing department or other established purchasing programs/contracts. **DISTRICT ISSUED CREDIT CARDS ARE TO BE USED PRUDENTLY AND ONLY FOR OFFICIAL SCHOOL BUSINESS.**

AUTHORIZED CARDHOLDERS

A cardholder is an authorized employee issued a credit card that is responsible for committing small dollar purchases for the District in accordance with program guidelines and District policies and procedures. The credit card is issued in an individual employee's name and may not be used by anyone else. A person in an authorized position may elect not to have a District credit card issued.

The following positions are authorized to be issued a district credit card:

- Board of Education members
- Superintendent
- DEPUTY SUPERINTENDENT
- Assistant Superintendent, Business Services
- Assistant Superintendent,
Curriculum, and Instruction, INNOVATION, AND SUPPORT
- ~~Assistant Superintendent, Educational Services~~
- Assistant Superintendent, Human Resources
- Assistant Superintendent, Facilities, Planning, and Operations
- DIRECTOR, BUSINESS SERVICES
- DIRECTOR, COMMUNICATIONS
- Director, Purchasing Department

All District credit cards will have a credit limit of ~~\$2,000~~ \$4,000 per billing cycle (30 day) unless a higher limit is authorized by the Superintendent.

Cardholder Responsibilities

The cardholder is responsible for ensuring that the credit card is used appropriately and that all purchases of goods or services are within the Chino Valley Unified School District's purchasing procedures and policies. Prior to receiving a credit card, each cardholder must sign a receipt acknowledgement form and the cardholder agreement form acknowledging the understanding of all policies, regulations, and guidelines governing the use of a District issued credit card.

USE OF DISTRICT CREDIT CARDS (cont.)

The cardholder is responsible for the security of the credit card and all transactions made by it. A lost or missing card is to be reported immediately to the designated accounts payable clerk.

CARDHOLDER PROCEDURES

The cardholder is responsible for reviewing the monthly credit card statement for accuracy. The statement must be signed and submitted to the business department within five days of receipt with appropriate back-up documentation attached, including original itemized receipt(s)/invoice(s) from vendor(s).

Itemized receipt/invoice shall consist of the following:

1. Description of services or items purchased
2. Quantity purchased
3. Unit price per item
4. Sales tax, if applicable
5. Shipping charges, if applicable
6. Purchase total

For travel/conference related charges, a copy of the approved conference application must be attached. Personal items and alcoholic beverages may not be charged to the credit card. Valid account number(s) should be written on the statement in order for the charges to be expensed to the correct budget.

The cardholder is responsible for contacting the vendor regarding questionable or disputed transactions on the monthly bankcard statement. The cardholder is responsible for notifying the designated accounts payable clerk of the circumstances so the appropriate follow-up action can be made in a timely manner.

Use of District Credit Cards

Should the cardholder leave the District or transfer to a position not authorized to carry a credit card, the credit card must be returned to the designated accounts payable clerk for cancellation.

Chino Valley Unified School District

Regulation adopted: March 3, 2005

Revised: November 2, 2006

Revised: September 22, 2011

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: October 5, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Norm Enfield, Ed.D., Deputy Superintendent
SUBJECT: REVISION OF BOARD POLICY AND DELETION OF ADMINISTRATIVE REGULATION 0000 PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS – CONCEPTS AND ROLES

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BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 0000 Philosophy-Goals-Objectives and Comprehensive Plans – Concepts and Roles is being revised to address data sources for vision setting, set expectations that the District’s vision will drive all Board decisions and District operations, and align the process of reviewing the District’s vision with the process for reviewing and updating the Local Control and Accountability Plan (LCAP). Administrative Regulation 0000 Philosophy-Goals-Objectives and Comprehensive Plans – Concepts and Roles is being deleted and key concepts are incorporated into the board policy.

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

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

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy and deletion of Administrative Regulation 0000 Philosophy-Goals-Objectives and Comprehensive Plans – Concepts and Roles.

FISCAL IMPACT

None.

WMJ:NE:smr

CONCEPTS AND ROLES VISION

The Board of Education believes that ~~public education is of fundamental importance to a free society and to the continued development of democratic values, individual liberty and an appreciation for cultural diversity. There must be an ongoing partnership between parents/guardians, students, educators, and the community in order for education to succeed~~ A CLEARLY STATED PURPOSE AND DIRECTION FOR THE DISTRICT PROVIDE THE FOUNDATION FOR CONTINUOUS IMPROVEMENT AND ACCOUNTABILITY.

Vision Statement

The Board of Education shall adopt a long-range vision ~~statement that sets direction for the District in order to provide a clear focus for District programs, AND activities, THAT FOCUSES ON THE ACHIEVEMENT AND WELL-BEING OF ALL STUDENTS AND REFLECTS THE IMPORTANCE OF PREPARING STUDENTS FOR THE FUTURE ACADEMICALLY, PROFESSIONALLY, AND PERSONALLY. THE VISION SHALL RECOGNIZE THE UNIQUE ROLE OF STUDENTS, PARENTS/GUARDIANS, STAFF, AND COMMUNITY PARTNERS IN CONTRIBUTING TO A HIGH-QUALITY EDUCATION FOR ALL STUDENTS. and operations. This vision statement shall focus on student learning and describe the Board of Education's expectations for schools within the District.~~

The District's vision ~~statement~~ may be incorporated into ITS ~~various documents, including the district's mission or purpose statement, philosophy, OR MOTTO, long-term goals, short-term objectives, and/or comprehensive plans SUCH AS THE LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP).~~

(cf. 0100 - Philosophy)
 (cf. 0200 - Goals for the School District)
 (cf. 0400 - Comprehensive Plans)
 (cf. 0460 - Local Control and Accountability Plan)
 (cf. 9000 - Role of the Board)

The Superintendent or designee shall recommend an appropriate process, WITH CLEARLY DEFINED PROCEDURES, TIMELINES, AND RESPONSIBILITIES, for establishing, ~~and/or reviewing, AND UPDATING the District's vision statementS. which is inclusive of THIS PROCESS SHALL INCLUDE A REVIEW OF RELEVANT DISTRICT DOCUMENTS AND DATA INCLUDING, BUT NOT LIMITED TO, INFORMATION ABOUT STUDENT DEMOGRAPHICS, STUDENT ACHIEVEMENT, CURRENT PROGRAMS, AND EMERGING EDUCATIONAL ISSUES. THE PROCESS SHALL INCORPORATE AN ANALYSIS AND IDENTIFICATION OF DISTRICT STRENGTHS AND AREAS IN WHICH GROWTH IS NEEDED. INPUT SHALL BE SOLICITED FROM parents/guardians, students, staff, and community members THROUGH METHODS SUCH AS SURVEYS, FOCUS GROUPS, ADVISORY COMMITTEES, AND/OR PUBLIC MEETINGS AND FORUMS.~~

~~CONCEPTS AND ROLES VISION~~ (cont.)

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 6020 - Parent Involvement)

The Board of Education shall review the District's vision statementS ~~at least every three (3) years, or whenever a new Board Member or Superintendent joins the District~~ ANNUALLY, IN CONJUNCTION WITH THE UPDATE TO THE LCAP, TO ENSURE CONSISTENCY AMONG ALL DOCUMENTS THAT SET DIRECTION FOR THE DISTRICT. FOLLOWING THESE REVIEWS, ~~the Board of Education may revise or reaffirm the vision and direction it has established for the District after reviewing the District's vision statement.~~

The Superintendent or designee shall communicate the District's vision ~~statement~~ to staff, parents/guardians, and the community.

(cf. 1113 - District and School Web Sites)
(cf. 1100 - Communication with the Public)

THE BOARD OF EDUCATION'S DECISIONS REGARDING CURRICULUM, POLICIES, THE BUDGET, COLLECTIVE BARGAINING AGREEMENTS, AND OTHER DISTRICT OPERATIONS SHALL BE ALIGNED WITH THE DISTRICT'S VISION. IN ADDITION, THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT STAFF'S IMPLEMENTATION OF DISTRICT PROGRAMS AND ACTIVITIES SUPPORTS ATTAINMENT OF THE DISTRICT'S VISION.

The Superintendent or designee shall regularly report ~~the District's progress under the vision statement~~ to the Board of Education REGARDING DISTRICT PROGRESS TOWARD THE VISION.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

52060-52077 Local Control and Accountability Plan

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research, May 2017

Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014

Defining Governance, Issue 4: Governance Decisions, Governance Brief, June 2014

Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014

WEBSITES

California School Boards Association: www.csba.org

Chino Valley Unified School District

Policy adopted: September 21, 1995

Revised: May 1, 2008

REVISED:

CONCEPTS AND ROLES

Vision

The Superintendent or designee shall establish a process for developing and regularly reviewing the District's vision and direction which includes the following:

1. Clearly defined procedures, timelines, and responsibilities;
2. Identification of the strengths and needs of the District;
3. Input from staff, parents/guardians, students, and community members obtained through procedures which may include surveys, focus groups, advisory committees, and/or public meetings and forums; and
4. Board adoption of the District's vision statement at a public meeting.

As part of this process, the Superintendent or designee shall provide the Board of Education with relevant district documents and data. Such documents and data may include current district mission and/or purpose statements, if any, and information about student demographics, student achievement, student enrollment patterns, current programs, recent program cuts, staffing and professional development needs, budget trends, facilities, technology, and emerging educational issues.

Definitions

The Board of Education adopts the following definitions as they relate to the development of the District's vision statement, and sound and responsible educational policies:

1. "Educational program" means the entire school-sponsored offering for students of the District, including in-class and out-of-class activities;
2. "Philosophy" means a composite statement of the relationship between the individual and society based upon beliefs, concepts, and attitudes from which the goals and objectives of the District are derived;
3. "Goal" means a statement of broad direction or intent which is general and timeless and is not concerned with a particular achievement within a specified time period; and
4. "Objective" means a devised accomplishment that can be verified within a given time and under specifiable conditions which, if attained, advances the system toward a corresponding goal.

Commitment to Sound Educational Policies

The Board of Education is committed to providing the guidance and resources necessary to ensure the development of sound and responsible educational policies that are in line with the expectations and goals established in the District's vision statement. The Board of Education desires to foster parental participation in the education process to reinforce the positive and healthy development of the child. However, it is important to emphasize that the goal of our educational system is not to supplant parental responsibilities throughout the learning process.

The Board of Education's educational goal is to provide each student with the basic skills necessary to participate and function effectively in society. In addition, the Board of Education is committed to achieving academic excellence through instruction that provides each student an opportunity to develop to the maximum of his/her individual capabilities.

(cf. 0100 — Philosophy)
(cf. 0200 — Goals for the School District)
(cf. 0400 — Comprehensive Plans)
(cf. 0500 — Accountability)
(cf. 1100 — Communications with the Public)
(cf. 1220 — Citizen Advisory Committees)
(cf. 2230 — Representative and Deliberative Groups)
(cf. 6020 — Parent Involvement)
(cf. 9000 — Role of the Governing Board)

Legal Reference:

EDUCATION CODE

35160 et Seq. Authority of Governing Boards
51002 Development of Local Programs Within Guidelines
51003 Statewide Academic Standards
51004 Education Goals
51011 Definition: Educational Program
51019 Definition: Philosophy
51020 Definition: Goal
51021 Definition: Objective
51041 Educational Program

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

WEB SITES

CSBA: <http://www.csba.org>

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Regulation Approved: April 17, 2008