

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL

September 5, 2017

Mission Statement: Recognizing the exceptionalism of every child, the mission of Westside Union School District is to educate all students to universally high levels of academic competence. We are committed to comprehensive systems of instructional delivery that include research-based best practices to assure this outcome by “pointing the way, providing the path” to success.

Vision Statement: Our vision is to graduate students who have acquired the knowledge, skills and attitudes necessary to achieve significant career, educational, civic and personal goals, which will enrich our society as positive role models and responsible citizens.

5:00 p.m. – Regular Session
Adjourned to Closed Session
6:00 p.m. – Reconvene to Regular Session

CALL TO ORDER _____ p.m.

- I. OPEN SESSION _____ p.m.
A. Flag Salute
B. Roll Call

BOARD OF TRUSTEES

Steve DeMarzio _____
John Curiel _____
Patricia Shaw _____
Linda Jones _____
Jennifer Navarro _____

SUPERINTENDENT

Regina Rossall _____

II. ITEMS FROM THE FLOOR

Please submit a yellow “Request To Speak To The Board of Trustees” in the folder on the exhibit table for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This portion of the agenda is for presentations to the Board regarding closed session items only. This is not a question and answer period where the Board enters into dialogue. Testimony is not protected from damage claims for libel. Public Charges or allegations may result in legal action being brought by those individuals. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

III. CLOSED SESSION

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

Opened: _____ Closed: _____

- a. Conference with Labor Negotiators (Gov’t. Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov’t Code §54956.9)
- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment (Gov’t Code §54957)

e. Pupil Personnel (Ed Code 35146 and 48918)

IV. RECONVENE TO OPEN SESSION AT _____ p.m.

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS

- A. Gregg Anderson Academy Site Presentation and Employee Recognition
- B. 2016-17 Unaudited Actuals

VII. HEARING SESSION/STAFF REPORTS

- A. Board Comments
- B. Staff Reports
 - 1. Assistant Superintendent Administrative Services
 - 2. Assistant Superintendent Educational Services
 - 3. Deputy Superintendent
 - 4. Superintendent

VIII. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representatives
- B. California School Employees Association Representatives
- C. Parent Teacher Association Representatives
- D. West Antelope Valley Educational Foundation Representatives

IX. ITEMS FROM THE FLOOR

Please submit a yellow "Request To Speak To The Board of Trustees" in the folder on the exhibit table for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This is not a question and answer period where the Board enters into dialogue. Testimony is not protected from damage claims for libel. Public Charges or allegations may result in legal action being brought by those individuals. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

X. PUBLIC HEARING

None

XI. BUSINESS SESSION

A. Organizational/Governance

1. Agenda

Item 1

Goal #

Moved by _____ Seconded by _____

To approve the Agenda of the Regular Meeting of
September 5, 2017

Ayes: _____ Noes: _____ Abstain: _____

Actions proposed for the Consent Calendar, are items with adopted policies and approved practices of the District and are deemed routine in nature. They will be acted upon in one motion, without discussions, unless members of the Board request an item's removal. The item will then be removed from the motion to approve and after the approval of the consent agenda the item(s) will be heard.

Items 2a -2f Goal #

2. Consent
 - a. Minutes of the Regular Meeting on August 15, 2017
 - b. Fundraising Authorizations
 - c. Personnel Report
 - d. Purchase Orders
 - e. Consultant/Contract Schedule
 - f. Conference/Workshop Schedule

Moved by _____ Seconded by _____

Approval of the Consent Items as presented.

Ayes: _____ Noes: _____ Abstain: _____

3. Revised Conflict of Interest code Item 3

Moved by _____ Seconded by _____

Approval of the revised Conflict of Interest Code

Ayes: _____ Noes: _____ Abstain: _____

4. Discussion Item Item 4
 - Governance

B. Educational Services

5. Title III Plan Item 5

Moved by _____ Seconded by _____

Approval of the Title III Plan

Ayes: _____ Noes: _____ Abstain: _____

6. Revised Board Policy, 5030, Student Wellness Item 6

Moved by _____ Seconded by _____

Approval of the first and final reading of revised Board Policy 5030, Student Wellness

Ayes: _____ Noes: _____ Abstain: _____

- | C. | Personnel | Goal # |
|-----|--|---------|
| 7. | Provisional Intern Permits (PIP)

Moved by _____ Seconded by _____

Approval of the Provisional Intern Permits (PIP)

Ayes: _____ Noes: _____ Abstain: _____ | Item 7 |
| 8. | Short Term Staffing Permits

Moved by _____ Seconded by _____

Approval of the Short Term Staffing Permits (STSP)

Ayes: _____ Noes: _____ Abstain: _____ | Item 8 |
| 9. | Memorandum of Understanding 18-01 between Westside
Union School District and Westside Union Teachers
Association (WUTA): Article 11.6.4.1 Personal Necessity
Leave

Moved by _____ Seconded by _____

Approval of Memorandum of Understanding 18-01
between Westside Union School District and Westside
Union Teachers Association (WUTA): Article 11.6.4.1
Personal Necessity

Ayes: _____ Noes: _____ Abstain: _____ | Item 9 |
| D. | Business | |
| 10. | Revised Administrative Regulation and Exhibit 3350,
Travel/Conference Expenses

Moved by _____ Seconded by _____

Approval of the first reading of the revised Administrative
Regulation and Exhibit 3350 Travel/Conference Expenses

Ayes: _____ Noes: _____ Abstain: _____ | Item 10 |
| 11. | Resolution 18-01, Revised 2016-17 Actual Gann Limit
and Projected 2017-18 Gann Limit

Moved by _____ Seconded by _____

Approval of Resolution 18-01, Revised 2016-17 Actual
Gann Limit and Projected 2017-18 Gann Limit

Ayes: _____ Noes: _____ Abstain: _____ | Item 11 |

12. 2016-17 Unaudited Actuals

Item 12

Moved by _____ Seconded by _____

Approval of the 2016-17 Unaudited Actuals

Ayes: _____ Noes: _____ Abstain: _____

XII. INFORMATION SESSION

- A. Items From The Floor – Continued
- B. Dates to Remember:
 - 1. Regular Meeting on September 19, 2017
 - 2. Regular Meeting on October 3, 2017
- C. Board Comments - Continued

XIII. NEW BUSINESS

Future Board Meeting Items

XIV. CLOSED SESSION - Continued

XV. RECONVENE TO OPEN SESSION at _____ p.m.

XVI. REPORT OF CLOSED SESSION ACTION

XVII. ADJOURNMENT

There being no further business to come before the Board, the regular meeting of September 5, 2017, is adjourned at _____ p.m. by the Board President.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Tonya Williams at (661) 722-0716. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting room.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection on the District Web Site, www.westside.k12.ca.us or in the District Office located at 41914 50th St. West, Quartz Hill, CA 93536 during normal business hours (8:00 a.m. – 4:00 p.m.).

Core Beliefs and Board Goals 2017-2018

The District uses data to create a learning-oriented culture for both staff and students which defines success in terms of improvement and progress.

- 1. WE BELIEVE THAT OUR TEACHERS AND STAFF ARE OUR MOST VALUABLE ASSETS AND RESOURCES**
- 2. WE OPERATE WITH TRANSPARENCY, TRUST AND INTEGRITY, GOVERNING IN A DIGNIFIED, PROFESSIONAL MANNER, TREATING EVERYONE WITH CIVILITY AND RESPECT**
- 3. WE ARE ABSOLUTELY COMMITTED TO PROVIDING A SAFE, DISTINGUISHED AND ENGAGING LEARNING ENVIRONMENT THAT ENSURES ALL STUDENTS LEARN TO THEIR HIGHEST POTENTIAL**

- ❧ A. Build the capacity of board and district staff in developing and monitoring data related to goals and priorities specifically in the area of cultural responsiveness and educational equity
- ❧ B. A key concern and priority for this governing board is improving the accuracy and consistency of grading which should measure what students know, as they play a crucial role in every aspect of students' academic lives and future lives as global citizens. Areas of concern are: 1) Grades reflect progressive and mastery of content. 2) They are predictable and understood by parents and third parties. 3) That non-academic factors are graded separately. 4) The system adopted is not overwhelming for teachers.

❖ Annual Report by Educational Services

- 4. WE ARE ABSOLUTELY COMMITTED TO PROVIDING THE NECESSARY FACILITIES TO MEET THE HOUSING AND EDUCATION NEEDS OF OUR CHANGING STUDENT POPULATION AND A VISION THAT PROMOTES AND SUPPORTS THEIR FUTURE**
- ❧ A. Continue the Cottonwood Elementary School modernization
 - ❧ B. Receive annual updates to the District's Facilities Master Plan while exploring and securing options to finance the plan.
 - ❧ C. Continue to implement sustainable clean energy programs that promote the long-term well-being of both the District's finances and the environment.

❖ Annual Report by Business Services

- 5. WE ARE FISCALLY TRUSTWORTHY AND DEDICATED TO RESPONSIBLE FINANCIAL ACCOUNTABILITY**
- 6. WE BELIEVE IN AND PROMOTE PARENT AND COMMUNITY INVOLVEMENT IN WESTSIDE UNION SCHOOL DISTRICT**

2017-2018 Board Expectations

The District uses data to create a learning-oriented culture for both staff and students which defines success in terms of improvement and progress.

1. **WE BELIEVE THAT OUR TEACHERS AND STAFF ARE OUR MOST VALUABLE ASSETS AND RESOURCES**

EXPECTATIONS:

- a. Provide staff development to enable employees in a job classifications to maintain and improve their skills to meet stated goals of the Board to meet the needs of students. Continuously monitor and re-evaluate formula-driven staffing levels that adequately address student ratios and campus needs for all classifications of employees (classified, certificated, confidential, and administration)
- b. Maintain and monitor administrative training programs to enable existing staff to become administrators or to increase the skills of current administrators to assume increasing levels of responsibility in the future as well as immediately assisting with the reduction of attendance issues, traffic safety and student discipline at all school sites. Create programs that enable classified employees who want to become teachers to obtain the necessary information to do so, and work with the CSEA Board to make sure members know about contractual benefits available when taking college classes. As grants become available to help classified employees become teachers, apply for any for which the District is eligible.
- c. Provide ongoing recognition for school achievement, program development, i.e., California Gold Ribbon, Golden Bell, Employee of the Year, and Program Innovation: Joe Walker STEALTH, Gregg Anderson Academy, The IDEA Academy at Cottonwood, Westside Academy and Hillview 6th Grade Academy
- d. Continue a long-term plan to provide total compensation for all positions within the district that is competitive with the surrounding Antelope Valley elementary school districts
- e. Provide ongoing training to ensure a safe work place for all employees
- f. As funds are available revenues will be placed in a separate account to pay for long term post-employment benefits

- a. a, d & e - Annual Report by Human Resources
- b. b & c - Annual Report from Superintendent
- c. f - Annual Report by Business Services

2. **WE OPERATE WITH TRANSPARENCY, TRUST AND INTEGRITY, GOVERNING IN A DIGNIFIED, PROFESSIONAL MANNER, TREATING EVERYONE WITH CIVILITY AND RESPECT**

EXPECTATIONS

- a. Continue to improve the knowledge level of trustees through ongoing training, participation in political actions that influence improved funding and legislation for educational programs, and programs of independent study. All Board Members will attend the CSBA Annual Education Conference, with a report of sessions attended at a future Board Meeting, and receive a Masters in Governance certification
- b. The board will initiate the annual process for self-evaluation in June
- c. Annually set objectives to meet the goals of the district in June
- d. Continue to improve working relationship with employee unions to enable communications that enhance the overall well-being of the district including all employees
- e. A public-friendly version of the three major budget reports of the year shall be posted on the website

3. WE ARE ABSOLUTELY COMMITTED TO PROVIDING A SAFE, DISTINGUISHED AND ENGAGING LEARNING ENVIRONMENT THAT ENSURES ALL STUDENTS LEARN TO THEIR HIGHEST POTENTIAL

EXPECTATIONS:

- a. Staff will monitor comprehensive plans for improving student achievement including the Local Control Accountability Plan (LCAP) and the Comprehensive Safety Plans including the sections related to student discipline.
- b. All students will receive rigorous and effective instruction, support and intervention that afford equitable access to a high quality educational experience in an environment that nurtures critical thinking, communication, collaboration, creativity and social responsibility.
- c. Teachers will use research-based best practices to design and deliver instruction, which addresses the knowledge, concepts and skills outlined in the State Standards. Teachers will design lessons that actively engage the minds of all learners with that which is to be learned. Learning objectives that describe what students will be able to do successfully and independently at the end of each lesson will be clearly articulated. Formative assessment will be used to guide and inform instruction. Summative assessment will be used to measure student learning.
- d. Professional Development will be aligned to improve student outcomes. Data will be collected to substantiate growth in student achievement.

4. WE ARE ABSOLUTELY COMMITTED TO PROVIDING THE NECESSARY FACILITIES TO MEET THE HOUSING AND EDUCATION NEEDS OF OUR CHANGING STUDENT POPULATION AND A VISION THAT PROMOTES AND SUPPORTS THEIR FUTURE

EXPECTATION

- a. Monitor and maintain high-quality information technology systems throughout the District

5. WE ARE FISCALLY TRUSTWORTHY AND DEDICATED TO RESPONSIBLE FINANCIAL ACCOUNTABILITY

EXPECTATIONS:

- a. Continue to decrease encroachment of general funds by Special Education
- b. Continue to update and implement the adopted Technology Plan
- c. Continue to increase operational efficiency
- d. Citizens Oversight Committee will hold required meetings
- e. Set budget priorities based on the goals of the District
- f. Support and retain partnerships that have a mutual priority to maximize the available dollars for improving programs for students
- g. Maintain student Average Daily Attendance to exceed 96% percent.
- h. Senior Staff to hold twice-yearly fiscal status updates at employee work locations in order to educate and inform our stakeholders
- i. Maintain a financially responsible, positive District budget for the current year and two out years in order to preserve Westside's financial solvency, educational programs and the continued payment of employee salaries.

↻ g - Annual ADA Report by Business Services

↻ a, b, c, d, e, f, h & i - Budget Presentations by Business Services

6. WE BELIEVE IN AND PROMOTE PARENT AND COMMUNITY INVOLVEMENT IN WESTSIDE UNION SCHOOL DISTRICT

EXPECTATIONS:

- a. Continue to monitor and implement plans to increase communication and participation with parents regarding their children's education including the use of PowerSchool/PowerTeacher by all teachers.
- b. Implement plans to improve parent communication and participation with parents of all students.
- c. Explore ongoing efforts to increase communication with the community, utilizing methods that are cost effective.
- d. Strengthen partnerships with businesses, community organizations, and public agencies.
- e. Annually share the Board's goals and accomplishments with the stakeholders. Each school year will begin with a State of the District presentation by Superintendent and staff where maximum efforts are made to assure that the meeting is well-attended by the public.
- f. Create, administer and compile surveys for constituents that will generate data to measure district effectiveness to drive district decisions.
- g. Continue to explore means of obtaining input from stakeholders.
- h. Each Trustee will regularly attend community and school site events
- i. The Board will play an active role in promoting our district's image in the community and positive working relationships with all stakeholders.
- j. Keep public postings and communications current. Staff will monitor weekly. Partner with parents and community to develop and implement school programs.

• e - Posted on District Website

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Board Meeting Agenda

BACKGROUND:

The Board is requested to approve the Agenda for September 5, 2017.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Board Minutes

BACKGROUND:

The Board is requested to approve the Minutes of the Special Meeting on August 15, 2017.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None associated with the approval of Board Minutes.

SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
MINUTES
August 15, 2017

I. CALL TO ORDER

At 5:00 p.m. Steve DeMarzio, President, called to order the Regular Board Meeting of the Westside Union School District Board of Trustees.

II. Flag Salute

Tonya Williams, Administrative Secretary

III. ROLL CALL

Steven DeMarzio, President– Present
John Curiel, Vice President – Present
Patricia K. Shaw, Clerk - Present
Dr. Linda Jones, Member – Absent
Jennifer Navarro, Member - Present

SUPERINTENDENT

Regina Rossall – Present

IV. ITEMS FROM THE FLOOR

General Remarks - Bob Dunham, WUTA President

V. OTHERS PRESENT

Bob Dunham, Jeri Holmes

VI. M18-10 - The motion was made by John Curiel seconded by Jennifer Navarro and carried 4/0 to adjourn to closed session at 5:02 p.m. to consider:

- a. Conference with Labor Negotiators (Gov't Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov't Code §54956.9)
Claim for Damages 1718-01
- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment Unrepresented
Management (Gov't Code §54957)
- e. Pupil Personnel (Ed Code 35146 and 48918)

VII. RECONVENE TO OPEN SESSION at 6:01 p.m.

VIII. CLOSED SESSION ACTION

M18-11 - The motion was made by John Curiel seconded by Patricia K. Shaw and carried 4/0 to deny the 1718-01 Claim for Damages.

IX. PRESENTATIONS

None

X. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Jennifer Navarro – It was an honor to be at Hillview's Gold Ribbon Flag Raising Ceremony last week. Congratulations to Hillview students and staff.

Patricia K. Shaw – I also attended Hillview’s Gold Ribbon Flag Raising Ceremony, it was very nice.

John Curiel – Welcome back everyone, it’s going to be a good year.

Steve DeMarzio - Thank you everyone for coming this evening. I attended the Gold Ribbon Flag Raising Ceremony at Hillview. It’s going to be a great year.

1. Assistant Superintendent Administrative Services – Shawn Cabey
 - a. Nothing at this time.
2. Assistant Superintendent Educational Services - Marguerite Johnson
 - a. Standardized Report Card - We appreciate the Board’s decision to allow the committee additional time to develop the new standardized report card. You have a copy of a letter, the current report card and the proposed standardized report card that will go to the parents whose teachers will be pilot using the new report card. At a few of our schools, several teachers will be piloting the new report card.
3. Deputy Superintendent - Robert Hughes
 - a. We are currently reviewing our staffing and it looks like we will be hiring two additional teachers.
4. Superintendent – Regina Rossall
Mrs. Rossall reviewed the following items with the Trustees:
 - a. We had a really good opening with staff.
 - b. Our first day of school was very quiet.
 - c. We are looking at leveling classes across the district.
 - d. Rancho Vista had many students enroll during the last week of school.
 - e. All but four of our schools have had Back to School Nights. The parents seemed to be very enthusiastic about the start of school.
 - f. You should have received a postcard from the Register Records Office regarding the change in odd to even voting years for Board Members. You will also receive one from the high school district and AV College.

XI. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
Welcome Back, we look forward to a very good year.
- C. Parent Teachers Association Representative
- D. WAVE Representative – Patricia Shaw and Robert Hughes
 - Grants were approved at our last meeting, August 9, 2017.
 - The Fair Race, 5k Run, will be on Saturday, August 19, 2017, as well as, the registration at Vince’s Pizza on Friday night, August 18.

XII. ITEMS FROM THE FLOOR - Continued

None

XIII. PUBLIC HEARING

None

XIV. BUSINESS SESSION

- A. Organizational/Governance
1. M18-12 - Item 1. Approval of the agenda of the Regular Board Meeting of August 15, 2017, as submitted. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0.
 2. M18-13 - Items 2a – 2e. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 4/0 to approve the consent agenda.
 - 2a Minutes of the Regular Meeting on August 1, 2017
 - 2b Personnel Report
 - 2c Purchase Orders
 - 2d Consultant/Contract Agreement Schedule
 - 2e Conference/Workshop Schedule
 3. Item 3. The motion was made by seconded by and carried 0/0 to approve the revised Conflict of Interest Code. – **Pulled by Administration**
 4. M18-14 - Item 4. The motion was made by John Curiel seconded by Jennifer Navarro and carried 4/0 to approve the Inter District Transfer Agreement between Westside Union School District and Keppel Union School District.
 5. Item 5 - Discussion Item
 - Board Governance

XV. EDUCATIONAL SERVICES

6. M18-15 - Item 6. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 4/0 to approve the second and final reading of the Revised Board Policies, Administrative Regulations and Exhibit:
 - BP/AR/E 0520.2, Title I Program Improvement Schools
 - BP/AR 0520.3, Title I Program Improvement Districts
 - BP 4131.62, Tobacco
 - BP/AR 5121, Grades/Evaluation of Student Achievement
 - AR 6158, Independent Study
 - BP/AR 6164.41, Children with Disabilities Enrolled in Private School
 - BP 6179, Supplemental Instruction

XVI. PERSONNEL

7. M18-16 - Item 7. The motion was made by John Curiel seconded by Jennifer Navarro and carried 4/0 to approve the Provisional Intern Permits (PIP).
8. M18-17 - Item 8. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 4/0 to approve the Variable Term Waivers
9. M18-18 - Item 9. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the Short Term Staffing Permits (STSP)

XVII. BUSINESS

10. M18-19 - Item 10. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 4/0 to approve the Notice of Completion: Dimension Data for Low-voltage and Information Technology Equipment, Supplies and Related Services for Phase I of the Cottonwood Elementary School Modernization.
11. M18-20 - Item 11. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the 21st Century Districtwide Network Upgrade, Physical Security Change Order No. 3 to Dimension Data

Minutes
Regular Board Meeting
August 15, 2017

XVIII. NEW BUSINESS

None

XIX. UNFINISHED BUSINESS

None

XX. ADJOURNMENT – The meeting was adjourned at 6:35 p.m. by Steve DeMarzio, President.

Patricia K. Shaw, Clerk
September 5, 2017

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Fund Raiser Approval List

BACKGROUND:

Attached for review and approval by the Board are individual requests from school organizations for fund raising activities. Each is presented on the District's pre-approved form.

PROGRAM/EDUCATIONAL IMPLICATION:

Funds raised as a result of the activities benefit the individual schools as described in each form.

COST ANALYSIS/FUNDING SOURCE:

Approval of these activities increases the funding available for the affected schools as noted on each form.

SUPERINTENDENT'S RECOMMENDATION:

Approval

FUND RAISER APPROVAL LIST

Approved at the Board Meeting of September 5, 2017

Anaverde Hills Description: Fuss Free Fundraising - Box Tops Collection, Amazon Smile and Shoparro App
Date: 2017-18 School Year
Purpose: To raise funds for the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

 Description: Viper Store
Date: 2017-18 – 2 Friday’s per month
Purpose: To raise funds for the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

 Description: Little Cesar’s Pizza Kit Sales
Date: 8/21 – 9/6, 2017
Purpose: To raise funds for the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

 Description: Eat 4 Anaverde – Dine-outs
Dates: 2017-18 School Year (9/20, 10/18, 11/8, 1/24, 3/13, 4/10)
Purpose: To raise funds for the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

 Description: Middle School Fundraisers
Dates: 2017-18 School Year (TBD)
Purpose: To raise funds for the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

Esperanza Description: Color-A-Thon
Dates: 9/19 – 10/13/2017
Purpose: to raise funds for fieldtrips, assemblies and school support.
Requesting Group: Esperanza PTA

Joe Walker Description: Spiritwear Sales
Date: 9/1 – 10/2/2017
Purpose: To provide an opportunity to purchase school spiritwear.
Requesting Group: Joe Walker PTA

Joe Walker

Description: Haunted Houpla Dance
Date: 10/27/17
Purpose: To raise money for ASB
Requesting Group: Joe Walker ASB

Description: Winterball School Dance
Date: 1/26/17
Purpose: Celebrating the winter season
Requesting Group: Joe Walker ASB

Description: Graduation Dance
Date: June 4, 2018
Purpose: Celebrating the 8th grade graduates
Requesting Group: Joe Walker ASB

Leona Valley

Description: Rally Auto Group Oil Change Donation Fundraiser
Date: 2017-18 School Year
Purpose: To raise money for PTO events, assemblies and fieldtrips.
Requesting Group: Leona Valley PTO

Description: Spirit Wear Sales
Date: 2017-18 School Year
Purpose: Community spirit and fundraising.
Requesting Group: Leona Valley PTO

Description: PTO Membership Drive
Date: 2017-18 School Year
Purpose: To raise money for PTO Activities and increase membership and volunteers.
Requesting Group: Leona Valley PTO

Description: Snacks for \$1 at after school movie
Date: 9/14 & 12/7, 2017
Purpose: School spirit, funds go to PTO for assemblies and fieldtrips.
Requesting Group: Leona Valley PTO

Description: Fall Festival
Date: 9/13/17
Purpose: School and community spirit building.
Requesting Group: Leona Valley PTO

Description: After school dance and snacks
Date: 9/22/17
Purpose: School spirit, funds go to PTO for assemblies and fieldtrips.
Requesting Group: Leona Valley PTO

Leona Valley

Description: LVIA Garage Sale
Date: 9/30/17
Purpose: Raise money for PTO enrichment activities.
Requesting Group: Leona Valley PTO

Description: After school activities – Arts and Crafts
Date: 10/5 & 11/16 2017
Purpose: Art enrichment, funds go to PTO for assemblies and field trips.
Requesting Group: Leona Valley PTO

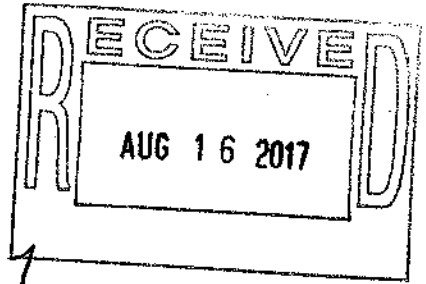
Description: Book Fair
Date: 10/9-12/17
Purpose: To raise money for PTO enrichment activities.
Requesting Group: Leona Valley PTO

Quartz Hill

Description: Fall Fundraiser
Date: 9/8-22/17
Purpose: To provide service and goods to the students.
Requesting Group: Quartz Hill PTA

Description: Scholastic Book Fair
Date: 10/16-20/17
Purpose: To raise funds for field trips, student incentives.
Requesting Group: Quartz Hill PTA

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School Anaverde Hills K-8 Date 8-2-17

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser all year Event Start Time N/A

Location of Fund Raiser N/A

Description of Fund Raiser Fast Free Fundraising - box tops collection, Amazon Smile, and Shoparoo app.

Purpose of the Fund Raiser raise funds for the programs, events, and work of the Anaverde Hills PTSA

For the benefit of (be specific) the students, staff, and families of Anaverde Hills School

Person Supervising Fund Raiser Amanda Steinacher, PTSA President

Person Responsible for the Money Cameo Bruckner, Treasurer

Projected Expenses \$ 500 Projected Profit \$ 1000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CUREFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

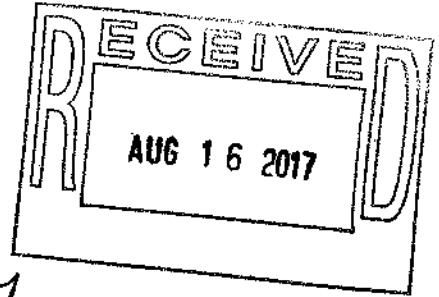
Signature of PTA/PTO/PTSA President Amanda Steinacher Date 8-2-17

Signature of Principal or Assistant Shannon Rollall Date 8/14/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION

Elementary School

School Anaverde Hills

K-8

Date 8-2-17

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser two Fridays a month Event Start Time 2pm - 2:45

Location of Fund Raiser Community Room

Description of Fund Raiser Viper store includes sales of spirit sticks, snack shack items, and school supplies

Purpose of the Fund Raiser raise funds for the programs, events, and work of the Anaverde Hills PTSA

For the benefit of (be specific) the students, staff, and families of Anaverde Hills School

Person Supervising Fund Raiser Amanda Steinacher, PTSA President

Person Responsible for the Money Camea Bruckner, Treasurer

Projected Expenses \$ 4.00

Projected Profit \$ 2.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

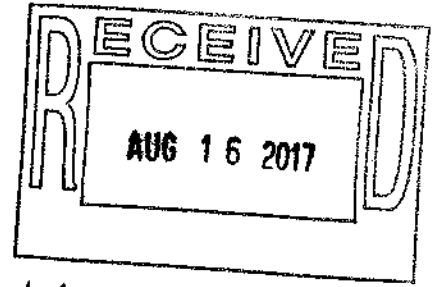
Signature of PTA/PTO/PTSA President Amanda Steinacher Date 8-2-17

Signature of Principal or Assistant Shannon Russell Date 8/14/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note -- Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School Anaverde Hills K-8 Date 8-2-17

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser 8/21 - 9/6/17 Event Start Time Assembly kick off Monday 8/21

Location of Fund Raiser N/A

Description of Fund Raiser Little Cesaris Pizza kit sales - at home

Purpose of the Fund Raiser raise funds for the programs, events, and work of the Anaverde Hills PTSA

For the benefit of (be specific) the students, staff, and families of Anaverde Hills School

Person Supervising Fund Raiser Amanda Steinacher, PTSA President

Person Responsible for the Money Cameo Bruckner, Treasurer

Projected Expenses \$ 10,500 Projected Profit \$ 3,500

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

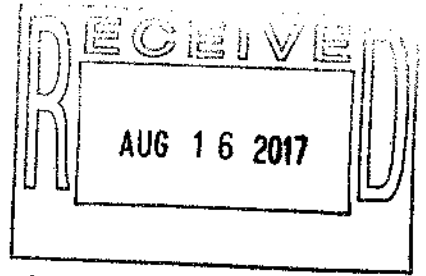
Signature of PTA/PTO/PTSA President Amanda Steinacher Date 8-2-17

Signature of Principal or Assistant Shannon Russell Date 8/14/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School Anaverde Hills K-8 Date 8-2-17

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser 9/20, 10/10, 11/8, 12/4, 3/13, 4/10 Event Start Time Varies

Location of Fund Raiser restaurants in town

Description of Fund Raiser Eat 4 Anaverde restaurant dinners for family and a percent comes to PTSA

Purpose of the Fund Raiser raise funds for the programs, events, and work of the Anaverde Hills PTSA

For the benefit of (be specific) the students, staff, and families of Anaverde Hills School

Person Supervising Fund Raiser Amanda Steinacher, PTSA President

Person Responsible for the Money Camea Bruckner, Treasurer

Projected Expenses \$ 0 Projected Profit \$ 1200

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CUREFPL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

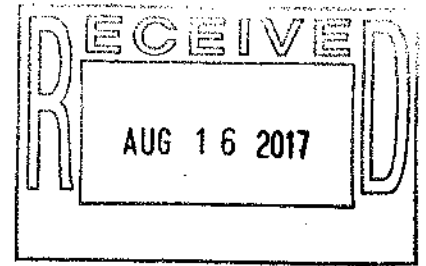
Signature of PTA/PTO/PTSA President Amanda Steinacher Date 8-2-17

Signature of Principal or Assistant Shannon Russell Date 8/14/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588



FUNDRAISING AUTHORIZATION

Middle School

School Anaverde Hills

Date 8-2-17

Requesting Group Anaverde Hills School PTSA

Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ASB PTA/PTSA/PTO

Date(s) of Fund Raiser 8 Date TBD 8 Full Spring Event Start Time varies

Location of Fund Raiser on campus

Description of Fund Raiser Middle School Fundraiser - raising funds for middle school activities - To be determined

Purpose of the Fund Raiser raise funds for the programs, events, and work of the Anaverde Hills PTSA

For the benefit of (be specific) the student staff, and families of Anaverde Hills School

Person Supervising Fund Raiser Amanda Steinacher, PTSA President

Person Responsible for the Money Cameo Bruckner, Treasurer

Projected Expenses \$ 500

Projected Profit \$ 1500

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFPL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Approved by ASB in the meeting minutes of

N/A

Signature of ASB President N/A

Date _____

Signature of ASB Advisor _____

Date _____

Signature of PTA/PTO/PTSA President Amanda Steinacher

Date 8-2-17

Signature of Principal or Assistant Shannon Kallie

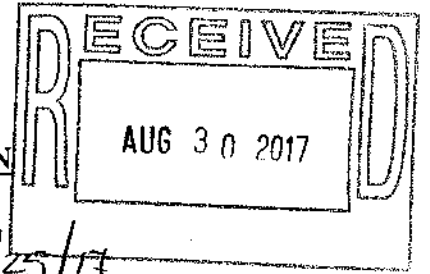
Date 8/14/17

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School Esperanza

Date 8/25/17

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser 9-19-17 to 10-13-17 Event Start Time 10-13-17 11:30am

Location of Fund Raiser Esperanza field

Description of Fund Raiser Color-A-Thon / School athon.org
Colorful Walk-Run-A-thon - colored Cornstarch tossed below
neck on participants

Purpose of the Fund Raiser TO Raise funds for fieldtrips, assemblies, School Support
ect. for Esperanza students

For the benefit of (be specific) Esperanza Elementary School Students.

Person Supervising Fund Raiser Carrie Mechem

Person Responsible for the Money Brian Schiller / Gary Graves / Carrie Mechem

Projected Expenses \$ 1,000

Projected Profit \$ 4,000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

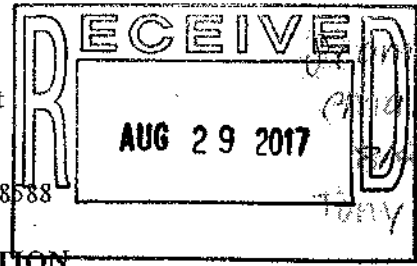
Signature of PTA/PTO/PTSA President _____ Date _____

Signature of Principal or Assistant Candice Jones Date 8/25/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588



FUNDRAISING AUTHORIZATION
Middle School

School Joe Walker Date 8/17/17
Requesting Group PTA Joe Walker
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ASB PTA/PTSA/PTO

Date(s) of Fund Raiser 9/1/17 - 10/2/17 Event Start Time _____

Location of Fund Raiser Online & At Joe Walker Middle School

Description of Fund Raiser Spiritwear sales with
raffle

Purpose of the Fund Raiser to provide opportunity to purchase
school spiritwear

For the benefit of (be specific) staff and students school
spirit

Person Supervising Fund Raiser Flora Keough

Person Responsible for the Money Jennifer McCarty

Projected Expenses \$ 0

Projected Profit \$ 100

Approved by ASB in the meeting minutes of _____

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President _____

Date _____

Signature of ASB Advisor [Signature]

Date 8/17/17

Signature of PTA/PTO/PTSA President [Signature]

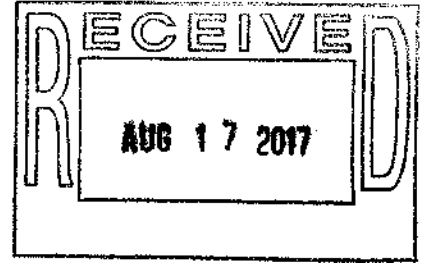
Date 8/17/17

Signature of Principal or Assistant [Signature] Date 8/17/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588



FUNDRAISING AUTHORIZATION
Middle School

School Joe Walker

Date 5/18/17

Requesting Group ASB

Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ASB PTA/PTSA/PTO

Date(s) of Fund Raiser 10/27/17 Event Start Time 6:00 pm

Location of Fund Raiser Joe Walker Cafeteria

Description of Fund Raiser Haunted Hoopla Dance

Purpose of the Fund Raiser To raise money for ASB

For the benefit of (be specific) For the benefit of the students to raise money for ASB

Person Supervising Fund Raiser _____

Person Responsible for the Money _____

Projected Expenses \$ N.T.E 4700

Projected Profit \$ 1000 or more

Approved by ASB in the meeting minutes of _____

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President April Chaine

Date 8/16/17

Signature of ASB Advisor E. Anderson

Date 8/16/17

Signature of PTA/PTO/PTSA President _____

Date _____

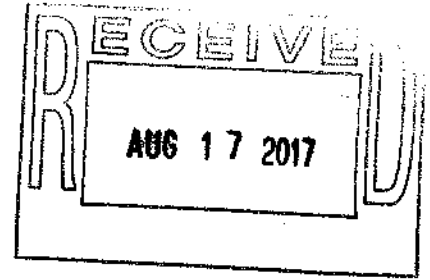
Signature of Principal or Assistant [Signature] Date 8/16/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

BU-13b 10-14 Original to District Office for Approval at next Board Meeting. An approved copy will be sent back to school site.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588



FUNDRAISING AUTHORIZATION
Middle School

School Joe Walker

Date 5/1/17

Requesting Group ASB

Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ASB PTA/PTSA/PTO

Date(s) of Fund Raiser 11/2/18 Event Start Time 6:00 pm

Location of Fund Raiser Joe Walker Cafeteria

Description of Fund Raiser Winterball-School Dance

Purpose of the Fund Raiser Celebrating the winter season.

For the benefit of (be specific) For the benefit of the students/to raise profit for ASB.

Person Supervising Fund Raiser _____

Person Responsible for the Money _____

Projected Expenses \$ N.T.E \$800

Projected Profit \$ 624 or more

Approved by ASB in the meeting minutes of _____

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President April Chainey

Date 8/16/17

Signature of ASB Advisor [Signature]

Date 8/16/17

Signature of PTA/PTO/PTSA President _____

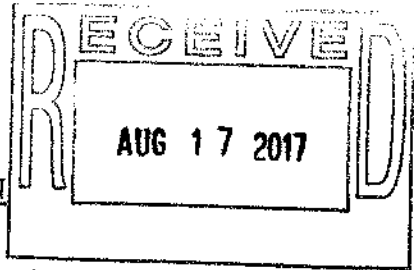
Date _____

Signature of Principal or Assistant [Signature] Date 8/16/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588



FUNDRAISING AUTHORIZATION
Middle School

School Joe Walker

Date 5/15/17

Requesting Group ASB

Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ASB PTA/PTSA/PTO

Date(s) of Fund Raiser 6/4/17

Event Start Time 6:00 PM

Location of Fund Raiser Joe Walker Cafeteria

Description of Fund Raiser Graduation Dance

Purpose of the Fund Raiser Celebrating the 8th grade graduates

For the benefit of (be specific) Graduates/To raise money for ASB

Person Supervising Fund Raiser _____

Person Responsible for the Money _____

Projected Expenses \$ 11,650.00

Projected Profit \$ 0

Approved by ASB in the meeting minutes of _____

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President April Chaimoy

Date 8/16/17

Signature of ASB Advisor A Anderson

Date 8/16/17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature]

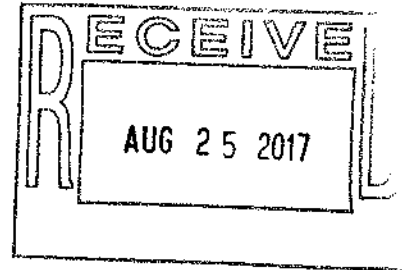
Date 8/16/17

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School Leona Valley Elementary Date 8-9-17

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser 8-9-17 → 6-1-18 ~~pending approval~~ Event Start Time NA

Location of Fund Raiser Ø

Description of Fund Raiser Rally Auto group Oil change donation fundraiser

Purpose of the Fund Raiser Raise money for PTO events, assemblies + field trips

For the benefit of (be specific) all LV Elem. students

Person Supervising Fund Raiser K. Henderson - PTO Board

Person Responsible for the Money Bree Anderson

Projected Expenses \$ Ø Projected Profit \$ 1000 -

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

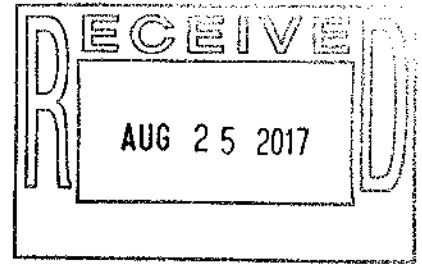
Signature of PTA/PTO/PTSA President K Henderson Date 8-9-17

Signature of Principal or Assistant [Signature] Date 8-16-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School LEDNA VALLEY ELEMENTARY

Date 08-09-2017

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser 8-9-17 → 6-1-18 Event Start Time NA -

Location of Fund Raiser LEDNA VALLEY ELEMENTARY

Description of Fund Raiser SPIRIT WEAR

Purpose of the Fund Raiser COMMUNITY SPIRIT AND FUNDRAISING

For the benefit of (be specific) ALL THE CHILDREN

Person Supervising Fund Raiser KATY HENDERSON + BERTHA VLACH + PTO

Person Responsible for the Money BREE ANDERSON

Projected Expenses \$ 500.00 Projected Profit \$ 100.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President K Henderson

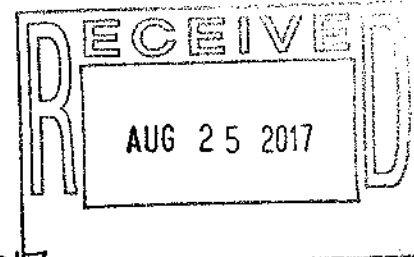
Date 08-09-2017

Signature of Principal or Assistant [Signature] Date 8-16-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School LEDNA VALLEY ELEMENTARY

Date 08-09-2017

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser SCHOOL YEAR Event Start Time _____
AUGUST 09, 2017 - JUNE 01, 2018

Location of Fund Raiser LEDNA VALLEY ELEMENTARY

Description of Fund Raiser PTO MEMBERSHIP DRIVE

Purpose of the Fund Raiser RAISE MONEY FOR PTO ACTIVITIES AND
INCREASE MEMBERSHIP + VOLUNTEERS

For the benefit of (be specific) ALL CHILDREN

Person Supervising Fund Raiser KATIE HENDERSON

Person Responsible for the Money BREE ANDERSON

Projected Expenses \$ 20.00 Projected Profit \$ 200.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

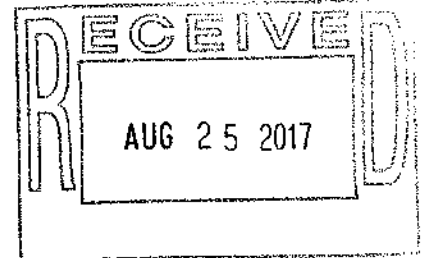
Signature of PTA/PTO/PTSA President KHender Date 08-09-2017

Signature of Principal or Assistant [Signature] Date 8-16-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note -- Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School LEDNA VALLEY ELEMENTARY

Date 08.09.2017

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser SEPTEMBER 14 + DEC 07, 2017 Event Start Time 1:55 PM - 3:30 PM

Location of Fund Raiser LEDNA VALLEY ELEMENTARY

Description of Fund Raiser SNACKS FOR \$1.00 AT AFTERSCHOOL MOVIE

Purpose of the Fund Raiser SCHOOL SPIRIT, MOVIE, FUNDS GO TO PTO FOR ASSEMBLIES + FIELDTRIPS

For the benefit of (be specific) ALL CHILDREN

Person Supervising Fund Raiser KATY HENDERSON

Person Responsible for the Money BREE ANDERSON

Projected Expenses \$ 20.00

Projected Profit \$ 50.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President K Henderson

Date 08.09.2017

Signature of Principal or Assistant [Signature]

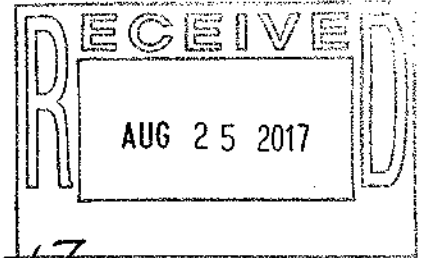
Date 8-16-17

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School Leona Valley Elementary School Date 8-9-17

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser Friday October 13th Event Start Time 4:30 - 8:30 PM

Location of Fund Raiser Leona Valley Elementary School

Description of Fund Raiser Fall Festival
food, activities, activities games, raffle items
silent auction

Purpose of the Fund Raiser school & community spirit building
Funds go to PTO for assemblies & field trips.

For the benefit of (be specific) Students, families, community

Person Supervising Fund Raiser Katie Henderson

Person Responsible for the Money Bree Anderson

Projected Expenses \$ 2000 — Projected Profit \$ 1000 —

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5, 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

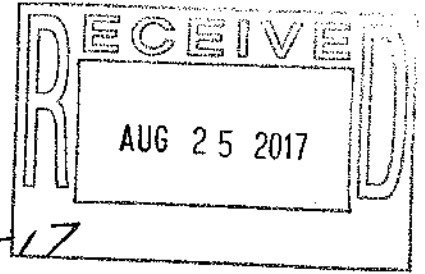
Signature of PTA/PTO/PTSA President K Henderson Date 8-9-17

Signature of Principal or Assistant [Signature] Date 8-9-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School Leona Valley Elementary School 8-9-17
Date

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser 9-22-17 Event Start Time 1:55

Location of Fund Raiser LV Elementary Multipurpose Room

Description of Fund Raiser After school Dance & snacks
\$5 entry, \$1 snacks

Purpose of the Fund Raiser School spirit, funds to PTO for
assemblies, field trips.

For the benefit of (be specific) all of the students

Person Supervising Fund Raiser Katie Henderson

Person Responsible for the Money Brian Anderson

Projected Expenses \$ 20- Projected Profit \$ 100-

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

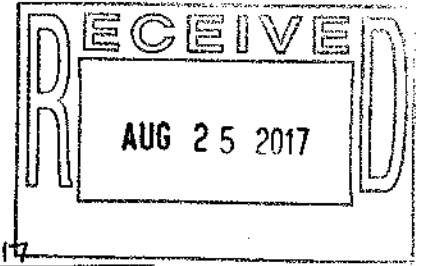
Signature of PTA/PTO/PTSA President K Henderson Date _____

Signature of Principal or Assistant [Signature] Date 8-16-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School LEDNA VALLEY

Date 08.09.2017

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser SEPTEMBER 30, 2017 Event Start Time 7A.M.

Location of Fund Raiser LEDNA VALLEY ELEMENTARY

Description of Fund Raiser LVI A GARAGE SALE

Purpose of the Fund Raiser RAISE MONEY FOR PTO ENRICHMENT ACTIVITIES

For the benefit of (be specific) ALL CHILDREN

Person Supervising Fund Raiser KATIE HENDERSEN

Person Responsible for the Money BREE ANDERSON

Projected Expenses \$ 50.00 Projected Profit \$ 200.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFPL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

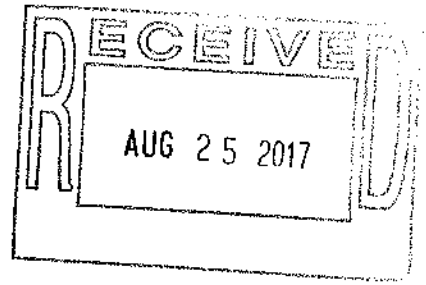
Signature of PTA/PTO/PTSA President [Signature] Date 08.09.2017

Signature of Principal or Assistant [Signature] Date 8/21/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School Leona Valley Elementary Date 8-9-17

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser 10/5 + 11/16 Event Start Time 1:55-3:30

Location of Fund Raiser Leona Valley Elementary School Multipurpose Room

Description of Fund Raiser After School Activity - Arts + Crafts
\$5 to participate, \$1 Snack or Drink

Purpose of the Fund Raiser art enrichment, funds go to PTO
for assemblies + field trips

For the benefit of (be specific) all students

Person Supervising Fund Raiser Katie Henderson + PTO Board

Person Responsible for the Money Bree Anderson

Projected Expenses \$ 20-

Projected Profit \$ 100-

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

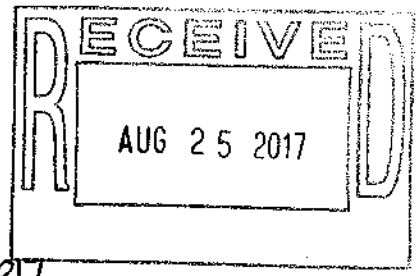
Signature of PTA/PTO/PTSA President K Henderson Date 8-9-17

Signature of Principal or Assistant [Signature] Date 8-16-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School LEONA VALLEY ELEMENTARY

Date 08.09.2017

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser OCT. 9-12th, 2017 Event Start Time 1:55 - 2:30 PM
6pm - 8:00 PM

Location of Fund Raiser LEONA VALLEY ELEMENTARY

Description of Fund Raiser BOOK FAIR - SELL BOOKS TO RAISE MONEY FOR PTO ENRICHMENT ACTIVITIES

Purpose of the Fund Raiser RAISE MONEY FOR PTO ENRICHMENT ACTIVITIES

For the benefit of (be specific) ALL CHILDREN

Person Supervising Fund Raiser KATIE HENDERSON

Person Responsible for the Money BREE ANDERSON

Projected Expenses \$ 0 Projected Profit \$ 300

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

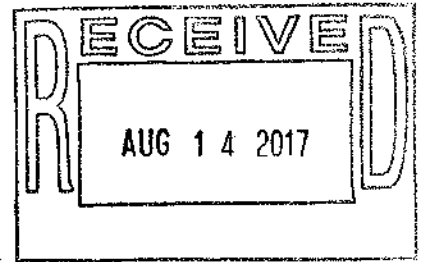
Signature of PTA/PTO/PTSA President K Henderson Date 08.09.2017

Signature of Principal or Assistant [Signature] Date 8-16-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School Q.H.S.

Date 8-10-17

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser ~~AUG 31 2017~~ 9/8/17-9/22/17 Event Start Time _____

Location of Fund Raiser Quartz Hill Elementary School.

Description of Fund Raiser Fall Fundraiser

Purpose of the Fund Raiser Proceeds of this program will be used to provide service and goods to the children

For the benefit of (be specific) proceeds of this program will be used to provide service and goods to the children of Quartz Hill Elementary School

Person Supervising Fund Raiser Beverly Adams

Person Responsible for the Money Shannon Marshall

Projected Expenses \$ 9,218.¹⁰

Projected Profit \$ 19,502

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

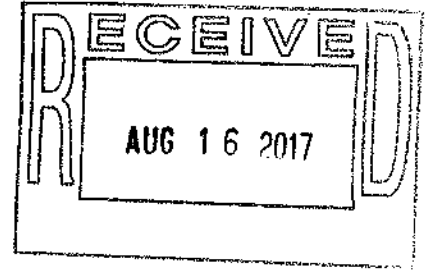
Signature of PTA/PTO/PTSA President Beverly Adams Date 8-10-17

Signature of Principal or Assistant [Signature] Date 8-10-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School QHE

Date Aug. 10, 2017

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser Oct. 16 - 20, 2017 Event Start Time _____

Location of Fund Raiser QHE Cafeteria Stage

Description of Fund Raiser Scholastic Book Fair

Purpose of the Fund Raiser Raise funds for field trips,
Student incentives

For the benefit of (be specific) Students

Person Supervising Fund Raiser Meagan Myers

Person Responsible for the Money Shannon Marshal

Projected Expenses \$ 0

Projected Profit \$ 3,000.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President Benny Adams

Date 8/11/17

Signature of Principal or Assistant [Signature]

Date 8-11-17

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA
September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Robert Hughes, Deputy Superintendent
SUBJECT: Personnel Report #18-03
BACKGROUND: The Board is requested to approve/ratify the following personnel Recommendations:

MANAGEMENT

CERTIFICATED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Anderson, Liz	Certificated Coach Stipend, ASB 6 th , 7 th , 8 th Grade/JW/Req# 14279
Anderson, Matt	Certificated Coach Stipend, VEX Coach/JW/Req# 14280
Andre, Shameka	Teacher, TESS Training/QH/6 hrs/per/day/August 2, 2017/Title 1/ Req# 14224
Banks, Brittany	Teacher, TESS Training/QH/6 hrs/per/day/August 2, 2017/Title 1/ Req# 14224
Bastidas, Brian	Teacher, 1/6 th /HV/2017-2018 school year/URGF/Req# 14367
Bergman, Karen	Teacher, TESS Training/QH/6 hrs/per/day/August 2, 2017/Title 1/ Req# 14224
Bow, Mary	Teacher, TESS Training/QH/6 hrs/per/day/August 2, 2017/Title 1/ Req# 14224
Christensen, Sharon	Teacher, TESS Training/QH/6 hrs/per/day/August 2, 2017/Title 1/ Req# 14224
Dyer, Rowdy	Teacher, BTSA Provider/July 1, 2017/NT1/Req# 14240
Firouzabadi, Michelle	Teacher, TESS Training/QH/6 hrs/per/day/August 2, 2017/Title 1/ Req# 14224

Gass, Natalie	Teacher, TESS Training/QH/6 hrs/per/day/August 2, 2017/Title 1/ Req# 14224
Goldovsky, Felicia	Teacher, BTSA Provider/July 1, 2017/NT1/Req# 14241
Gomez, Else-Marieke	Teacher, 1/6 th /HV/2017-2018 school year/URGF/Req# 14370
Gonzales, Michael	Teacher, 1/6 th /HV/2017-2018 school year/URGF/Req# 14368
Greaver, Mary	Teacher, 1/6 th /HV/2017-2018 school year/URGF/Req# 14371
Griffiths, Dave	Teacher, 1/6 th /JW/1.13 hrs/per/day/August 9 to December 31, 2017/ URGF/Req# 14266
Gross, Rebecca	Teacher, TESS Training/QH/6 hrs/per/day/August 2, 2017/Title 1/ Req# 14224
Irvin, Virginia	Certificated Coach Stipend, Yearbook/JW/Req# 14277
Jacobs, Sarah	Teacher, TESS Training/QH/6 hrs/per/day/August 2, 2017/Title 1/ Req# 14224
Lawrence, Autumn	Teacher Hourly, Compensatory Education Hours/SSS/August 9, 2017/ UR/Req# 14332
Linstrom, Julie	Teacher, TESS Training/QH/6 hrs/per/day/August 2, 2017/Title 1/ Req# 14224
Mann, Michael	Teacher, 1/6 th /HV/2017-2018 school year/URGF/Req# 14369
McMillin, Caitlyn	Teacher, TESS Training/QH/6 hrs/per/day/August 2, 2017/Title 1/ Req# 14224
Oman, Larry	Teacher, 1/6 th /HV/2017-2018 school year/URGF/Req# 14372
Schumaker, Hyacinth	Certificated Coach Stipend, CJSK 6 th -8 th Grade/JW/Req# 14278
Sinclair, David	Teacher, RSP/September 5, 2017/URGF
Sorensen, Todd	Certificated Coach Stipend, Ballroom Dancing/JW/Req# 14276
Statsmann, Amanda	Teacher, Regular Ed/RV/August 21, 2017/URGF
Webb, Justin	Teacher, SDC/TBD/September 1, 2017/URGF

Young, Amy Teacher, TESS Training/QH/6 hrs/per/day/August 2, 2017/Title 1/
Req# 14224

Young, Amy Certificated Coach Stipend, Ballroom Dancing/JW/Req# 14276

Change Position/Location/Effective Date/Salary/Funding/Req. #

Leaves Position/Location/Effective Date

Separation Position/Location/Effective Date
Chappelle, Jerome Teacher, Physical Education/DS/August 9, 2017/Resignation

CLASSIFIED

Employment Position/Location/Effective Date/Salary/Funding/Req.#
Aceves, Jessica Playground Supervisor/JW/.95 hrs/per/day/Step 1/August 9, 2017/
URGF/Req# 14089

Aceves, Jessica Playground Supervisor/VV/2.5 hrs/per/day/Step 1/August 9, 2017/
URGF/Req# 14154

Alvarez, Adriana Instructional Assistant I-PE/GA/3.5 hrs/per/day/Step 1/August 15, 2017/
URGF/Req# 14230

Badillo, Leyda Extra-Duty Instructional Assistant II/SD/1.5 hrs/per/day/Step 6/
August 8, 2017/URGF/Req# 14361

Ballard, Joanna Crossing Guard/GA/.5 hrs/per/day/Step 1/August 14, 2017/URGF/Req# 14392

Belian, Isabel Child Nutrition Assistant I/AH/2.25 hrs/per/day/Step 1/August 14, 2017/
URGF/Req# 14184

Belian, Isabel Child Nutrition Assistant I/AH/1 hrs/per/day/Step 1/August 14, 2017/
URGF/Req# 14183

Berumen-McGilbray, Extra-Duty Instructional Assistant II/VV/2.5 hrs/per/day/Step 1/
Delia August 8, 2017/URGF/Req# 14351

Berumen-McGilbray, Instructional Assistant II-Bilingual/VV/3.95 hrs/per/day/Step 1/
Delia August 1, 2017/SDC/Req# 14225

Boulais, Cindy Extra-Duty Playground Supervisor/VV/.75 hrs/per/day/Step 5/
August 8, 2017/URGF/Req# 14343

Campbell, Kimberly Short-Term Playground Supervisor/CW/.5 hrs/per/day/Step 7/
August 9, 2017-February 28, 2018/URGF/Req# 14104

Chadwick, Jennifer Substitute Child Nutrition Assistant I/CN/Step 1/August 9, 2017/URGF

Chatham, Noelle Campus Climate Assistant/CW/3 hrs/per/day/Step 1/August 16, 2017/
Sup Grant/Req# 14310

Cooper, Matthew Extra-Duty Clerk I-Tech Assistant/IT/4.05 hrs/per/day/Step 1/
August 1-31, 2017/URGF/Req# 14334

Cousin, Linda Extra-Duty Clerk I/HR/5.5 hrs/per/day/Step 6/August 15, 2017/
URGF/Req# 14400

Dorowsky, Nancy Extra-Duty Playground Supervisor/VV/.75 hrs/per/day/Step 8/
August 8, 2017/URGF/Req# 14343

Dowd, America Extra-Duty Instructional Assistant II/DS/3 hrs/per/day/Step 1/
August 7, 2017/URGF/Req# 14402

Grinder, Cyndi Cheer Advisor/JW/2017-2018 School Year/Stipend/URGF/Req# 14274

Hall, Jocelyn Instructional Assistant I-PE/SD/3hrs/per/day/Step 1/August 18, 2017/
URGF/Req# 14320

Hall, Noella Short-Term Playground Supervisor/CW/.5 hrs/per/day/Step 1/
August 9, 2017-February 28, 2018/URGF/Req# 14103

Hayes, Brandy Instructional Assistant II/GA/3 hrs/per/day/Step 1/August 15, 2017/
SDC/Req# 13955

Helferty, Catherine Substitute Child Nutrition Assistant I/CN/Step 1/August 15, 2017/URGF/

Hinton, Hannah Substitute Child Nutrition Assistant I/CN/Step 1/August 9, 2017/URGF

Ibarra, Cristy Short-Term Instructional Assistant II/QH/.5 hrs/per/day/Step 4/
August 9, 2017/SDC/Req# 14355

Juarez, Nury Extra-Duty Instructional Assistant II/DS/3 hrs/per/day/Step 1/
August 7, 2017/URGF/Req# 14402

Kraus, Miranda Playground Supervisor/RV/.67 hrs/per/day/Step 1/August 9, 2017/
URGF/Req# 14348

Leathers, Brenda Short-Term Instructional Assistant II/SD/.25hrs/per/day/Step 8/
August 9, 2017-June 7, 2018/SDC/Req# 14337

Lee, Jackeline Substitute Child Nutrition Assistant I/CN/Step 1/August 9, 2017/URGF

McMichael, Quintin Instructional Assistant II/AH/3 hrs/per/day/Step 1/August 14, 2107/
SDC/Req# 14302

Meadows, Samantha Substitute Child Nutrition Assistant I/CN/Step 1/August 19, 2017/URGF

Nadolny, Annie Extra-Duty Instructional Assistant II/HR/3.75 hrs/per/day/Step 6/
August 15, 2017/URGF/Req# 14401

Olson, Amanda Short-Term Instructional Assistant II/SD/.25 hrs/per/day/Step 1/
August 9, 2017-June 7, 2018/SDC/Req# 14336

Perez, Carina Extra-Duty Instructional Assistant II/SD/1.5 hrs/per/day/Step 3/
August 8, 2017/URGF/Req# 14361

Piller, Winter Short-Term Instructional Assistant II/QH/.5 hrs/per/day/Step 4/
August 9, 2017-June 7, 2018/SDC/Req# 14325

Rischar, Rebecca Substitute Playground Supervisor/Step 1/August 9, 2017/URGF

Rischar, Rebecca Substitute Crossing Guard/Step 1/August 9, 2017/URGF

Ruvalcaba, Sonia Extra-Duty Instructional Assistant II/VV/2.5 hrs/per/day/Step 1/
August 8, 2017/URGF/Req# 14351

Serrano, Jessica Short-Term Instructional Assistant II/SD/.5 hrs/per/day/Step 1/
August 7-October 31, 2017/SDC/Req# 14040

Vazquez, Kandice Short-Term Instructional Assistant II/SD/.75 hrs/per/day/Step 1/
August 9, 2017/SDC/Req# 14346

Villada, Jennifer Instructional Assistant II/GA/3.25 hrs/per/day/Step 1/August 14, 2017/
SDC/Req# 14193

Welch, Belinda Instructional Assistant II/GA/3hrs/per/day/Step 1/August 15, 2017/
SDC/Req# 14188

Wolanski, Lillian Soccer Coach-6th-8th Grade/JW/Stipend/2017-2018 School Year/URGF/
Req# 14275

Wood, Laura Child Nutrition Assistant I/CN/3.75 hrs/per/day/Step 1/August 14, 2017/
URGF/Req# 14227

Yanez, Rocio	Short-Term Instructional Assistant II/QH/.25 hrs/per/day/Step 1/ August 9, 2017/SDC/Req# 14356
<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Aceves, Ashlie	Playground Supervisor (2.5 hrs/per/day) to (3.45 hrs/per/day)/GA/ Step 1/August 16, 2017/URGF/Req# 14342
Anderson, Breanna	Instructional Assistant I (3 hrs/per/day) to <u>Instructional Assistant II</u> (3 hrs/per/day)/LV/Step 1/August 9, 2017/SDC/Req# 14352
Aranda, Julie	Instructional Assistant I (3 hrs/per/day) to <u>Instructional Assistant II</u> (3 hrs/per/day)/SD/Step 3/August 21, 2017/SDC/Req# 14210
Bistany, Auna	Playground Supervisor (3 hrs/per/day) to <u>Child Nutrition Assistant I</u> (2.75 hrs/per/day)/GA/Step 5/August 21, 2017/URGF/Req# 14229
Cons, Gregory	Instructional Assistant I-AVID (2.67 hrs/per/day) to (3.6 hrs/per/day)/JW/ Step 1/August 14, 2017/URGF/Req# 14379
Kariger, Amy	Child Nutrition Assistant I (2.5 hrs/per/day) to <u>Instructional Assistant II</u> (3 hrs/per/day)/GA/Step 4/August 20, 2017/SDC/Req# 14220
Lindsey, Christopher	Instructional Assistant I-AVID (2.67 hrs/per/day) to (3.6 hrs/per/day)/JW/ Step 6/August 14, 2017/URGF/Req# 14377
Lopez-Velazquez, Yahaira	Campus Climate Assistant/QH/Step 1/August 3, 2017/Sup Grant/Req# 14163
McLaughlin, Jennifer	Instructional Assistant II (3 hrs/per/day) to (3.25 hrs/per/day)/SD/Step 1/ August 1, 2017/SDC/Req# 14324
Mera, Lulu	Instructional Assistant I (3hrs/per/day) to <u>Instructional Assistant II</u> (3 hrs/per/day)/AH/Step 2/August 9, 2017/SDC/Req# 14301
Merritt, Daniel	Playground Supervisor (1 hr/per/day) to <u>Instructional Assistant I-PE</u> (3.5 hrs/per/day)/SD/Step 1/August 11, 2017/URGF/Req# 14357
Rodriguez, Stephanie	Instructional Assistant I-AVID (2.67 hrs/per/day) to (3.6 hrs/per/day)/JW/ Step 1/August 14, 2017/URGF/Req# 14376
Santiago, Jocelyn	Instructional Assistant I-AVID (2.67 hrs/per/day) to (3.6 hrs/per/day)/JW/ Step 2/August 14, 2017/URGF/Req# 14378
Swick, Christine	Playground Supervisor (1.17 hrs/per/day) to <u>Instructional Assistant II</u> (3 hrs/per/day)/GA/Step 4/SDC/Req# 13967

Valenzuela, Carmen Crossing Guard (1.08 hrs/per/day) to (.58 hrs/per/day)/AH/Step 4/
August 9, 2017/URGF/Req#14383

Walsh, Marlene Playground Supervisor (.78 hrs/per/day) to (.33 hrs/per/day)/DS/Step 2/
August 9, 2017/URGF/Req# 14347

Leaves Position/Location/Effective Date/

Separation Position/Location/Effective Date/

Bayer, Veronica Instructional Assistant II/HV/July 28, 2017/Resignation

Bruckner, Cameo Playground Supervisor/AH/August 9, 2017/Resignation

Gutierrez, Janet Instructional Assistant II-Bilingual/ESF/August 11, 2017/Resignation

Hernandez, Rebecca Campus Climate Assistant/GA/June 7, 2017/Resignation

Lujan, Taylor Instructional Assistant II/SD/August 11, 2017/Resignation

Mauk, Quayla Instructional Assistant II-Computer/EZ/June 20, 2017/Resignation

Mejia, Jennifer Instructional Assistant II/HV/August 2, 2017/Probationary Release

Porres, Monique Instructional Assistant II/GA/August 10, 2017/Resignation

Salas, Norah Instructional Assistant II/HV/August 1, 2017/Resignation

Suttle, Ashley Instructional Assistant II/SD/August 4, 2017/Resignation

Turner, Kelei Instructional Assistant II/RV/August 2, 2017/Resignation

Williams, Ashley Campus Climate Assistant/CW/August 16,2017/Resignation

Willis, Najee Instructional Assistant II/GA/August 1, 2017/Probationary Release

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Jeri Holmes, Purchasing
SUBJECT: Purchase Order Approval List

BACKGROUND:

Purchase orders are submitted for pre-approval if the purchase is over \$7,500. Purchase orders are submitted for ratification for items under \$7,500 per the adopted policy. Items that have already been approved by virtue of individual board action/direction are also included on the ratification list, even if their value is over \$7,500

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of:

Approval Items:	
All Funds	400,267.75
Ratification Items:	
General Fund (01.0)	95,045.93
Child Nutrition Fund (13.0)	6,964.99
Deferred Maintenance Fund (14.0)	0.00
Building Fund: Bonds (21.0)	0.00
Capital Facilities Fund (25.0)	0.00
County Facilities Fund (35.0)	0.00
Anaverde Settlement (40.0)	0.00
CFD's (49.0)	0.00
Total	502,278.67

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS
Approved/Ratified at the Meeting of September 5, 2017

PO's for Board Approval (note: General Fund (01.0) moneys unless otherwise noted)

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P52381	Registrar-Recorder/County Clerk Board of Trustees	Rescheduling Fee for Board Member Elections General Funding	13,845.14
P52384	Tel/Pro Voice and Data Inc Valley View	Extron Voice Lift System Technology Maintenance	9,129.95
P52385	Allied Storage Containers All Sites	8x20 Storage Containers for Earthquake Supplies (13) Maintenance General Funding	53,685.46
P52386	Paradigm Healthcare Services LLC District	LEA and CRCS Services (year 2 of 3) Fiscal Services	95,500.00
P52388	AVSTA Student Support Services	Aides for SpEd Buses Special Education	150,000.00
P52408	UZBL Educational Services	iPad Air 2 Cases (470) Supplemental Grant	16,431.20
P52421	Sierra School Equipment Company Anaverde Hills	Classroom Furniture Fund 25.0 (Developer Fees)	61,676.00
Total			400,267.75

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P52197A	Reyna Smith Joe Walker	Reimburse: Positive Behavior Support Supplies General Funding	500.00
P52363	Shawn Cabey Administrative Services	Reimburse: Materials and Supplies General Funding	500.00
P52364	Brian Hurlburt Joe Walker	Reimburse: Media Arts Supplies General Funding	200.00
P52365	Matthew Anderson Joe Walker	Reimburse: PLTW Supplies General Funding	250.00
P52366	Noelle Jones Joe Walker	Reimburse: SDC Rewards General Funding	250.00
P52367	Dora Navarro-Duenas Educational Services	Reimburse: Counselor Program Materials and Supplies Supplemental Grant	300.00
P52369	Regina Rossali Board of Trustees	Reimburse: Management Retreat Lunch General Funding	655.22
P52371	Bolts in the Bathtub Joe Walker	Home Economics Supplies Local Site Funds	400.00
P52372	Southwest School Supply Gregg Anderson	School Materials and Supplies General Funding	2,000.00
P52373	Southwest School Supply Joe Walker	School Materials and Supplies General Funding	2,500.00
P52374	Southwest School Supply Hillview	School Materials and Supplies General Funding	5,000.00
P52375	Southwest School Supply Educational Services	New Teacher Induction Materials and Supplies New Teacher Induction	500.00
P52382	Mel Booker Music Joe Walker	Band Instrument Repairs Band	2,000.00
P52383	TCI Joe Walker	H8th Grade History Alive General Funding	277.50
P52389	Mystery Science Inc Sundown	2017-2018 School Membership Local Site Funds	818.28
P52390	Proactive Work Health Services Human Resources	Employee Screening Fees General Funding	35.00
P52391	CA Comm on Teacher Credentialing Educational Services	Institution and Program Fees New Teacher Induction	1,600.00
P52392	All Things Engravable Board of Trustees	Plates for Employee of the Year Plaques General Funding	52.44
P52393	Follett School Solutions Inc Educational Services	Textbooks Lottery: Instructional Materials	1,011.89

P52394	McGraw Hill Educational Services	Textbooks Lottery: Instructional Materials	7,232.35
P52397	Follett School Solutions Inc Educational Services	Textbooks Unrestricted Textbook/Core Curricula	1,397.53
P52399	School Administrators Publishing Co Gregg Anderson	Book: Words for School Administrators General Funding	53.65
P52400	Boys Town Press Student Support Services	Administrative Materials Supplemental Grant	174.46
P52401	Ward's Media Tech Various Sites	HoverCam Solo 8 Document Cameras (10) Technology Maintenance	3,211.95
P52402	Demco Sundown	Library Supplies Local Site Funds	187.65
P52403	Boys Town Press Sundown	Administrative Materials Supplemental Grant	286.28
P52404	Atkinson, Andelson, Loya, Ruud, Romo Human Resources	FRISK Books General Funding	220.73
P52405	LA County Office of Education Educational Services	Administrative Materials Title I	272.04
P52406	Hodge Products Inc Del Sur	Combination Locks and Keys for PE Local Site Funds	315.74
P52407	TCI Del Sur	Subscription: The Ancient World Local Site Funds	277.50
P52409	Southwest School Supply Cottonwood	Classroom Manual Pencil Sharpeners (36) General Funding	989.15
P52410	Pitney Bowes Supply Line Reprographics	Ink and Sealing Solution for Postage Machine General Funding	307.83
P52411	Kevin Bice Hillview	Reimburse: Registration for American Assoc of Chem Tchrs Local Site Funds	50.00
P52412	Rhonda Pratt Hillview	Reimburse: Home Economics Supplies General Funding	200.00
P52413	Rodney Lots Hillview	Reimburse: Supplies Local Site Funds	500.00
P52414	Jennifer Slater-Sanchez Hillview	Reimburse: Supplies Local Site Funds	500.00
P52415	Home Depot Hillview	Wood Shop Supplies General Funding	1,000.00
P52416	Andrea Paxton Quartz Hill	Reimburse: Attendance Program Incentives General Funding	200.00
P52417	CDWG Computer Centers Inc Quartz Hill	Cables General Funding	173.33
P52418	Amazon.com Corporate Credit Student Support Services	Cables Special Education	55.16
P52419	Southwest School Supply Joe Walker	Art Supplies General Funding	105.98
P52420	SEA Supply Warehouse	Facial Tissue (40 cases) General Funding	1,081.14
M20117	Fastenal Industrial Various Sites	Maintenance Supplies - June Maintenance	145.35
M20177	Consolidated Electric Various Sites	Electrical Supplies - July Maintenance	285.75
M20180	Dewolfe Lumber Maintenance	Maintenance Supplies - July Operations	66.85
M20183	Ferguson HVAC Various Sites	HVAC Supplies - July Maintenance	33.35
M20184	Home Depot Various Sites	Maintenance Supplies - July Maintenance	538.19
M20185	Johnstone Supply Various Sites	HVAC Supplies - July Maintenance	757.91
M20186	Lancaster Plumbing Maintenance	Plumbing Supplies - July Maintenance	349.94
M20188	Motion Industries	Maintenance Supplies - July	345.30

M20190	Various Sites PPG Architectural Maintenance	Maintenance Paint Supplies - July Maintenance	53.88
M20192	Smith Pipe and Supply Various Sites	Landscape Supplies - July Operations	5,362.12
M20193	United Refrigeration Various Sites	HVAC Supplies - July Maintenance	483.97
M20194	US Air Conditioning Various Sites	HVAC Supplies - July Maintenance	292.17
M20195	Van Dam Farms Various Sites	Maintenance Supplies - July Maintenance	392.84
M20197	West Side Equipment Rentals Maintenance	Propane Operations	25.16
M20226	Empire Floor Supply Maintenance	Fan Vacuum Operations	374.06
M20229	Tel Pro Voice and Data Anaverde Hills	Valcom Speaker Repair Maintenance	884.37
M20233	USA Blue Book Maintenance	Plumbing Supplies Maintenance	1,874.66
M20234	B&M Lawn and Garden Maintenance	Equipment Repair Parts Operations	536.92
M20235	Tel Pro Voice and Data Maintenance	Heavy Duty HDMI Cable Maintenance	46.43
M20252	SEA Supply Various Sites	Custodial Supplies - August Operations	26,188.86
M20259	HD Supply Waterworks Del Sur Pump	Plumbing Supplies Maintenance	29.15
M20266	Independent Concrete Cutting Cottonwood	Asphalt Cutting Operations	350.00
M20269	School Specialty Anaverde Hills	Trikes Maintenance	428.91
M20270	Resource Building Materials Rancho Vista	Green Sand Maintenance	530.96
M20271	Trane Joe Walker	Compressor Maintenance	881.88
M20273	Pro Sharp Various Sites	Paper Cutter and Knife Sharpening Maintenance	1,640.00
M20276	Resource Building Materials Del Sur Sand Box	Washed Plaster Sand Operations	111.11
M20277	Northern Tool and Equipment Maintenance	Safety Cans Maintenance	578.96
M20278	Valley Construction Supply Quartz Hill	Diamond Cup Wheel Operations	73.19
M20283	Bob Howle Automotive Maintenance	Repairs - Truck 81 Maintenance	169.21
M20289	Tire Xpress Maintenance	Tire - Truck 84 Maintenance	190.00
M20287	Wire Rite Maintenance	New Electrical Circuit for Evaporative Cooling Unit Maintenance	4,335.00
M20293	Westside Body and Paint Maintenance	Window Repair - Van 83 Operations	142.44
M20294	Tire Xpress Operations	Repairs - Truck 80 Operations	253.71
M20295	School Health Corp Gregg Anderson, Quartz Hill	Diaper Disposal Liners Operations	232.30
M20296	Universal Electronic Alarms Leona Valley, Anaverde Hills	Alarm Repairs Maintenance	748.76
M20303	Cummins Pacific LLC Various Sites	Generator Maintenance Maintenance	7,428.47
M20304	Elemental Plumbing Esperanza	Plumbing Repairs Operations	195.00

M20306	The National Locksmith Maintenance	Subscription Renewal Maintenance	46.00
			Total 95,045.93
		<u>CHILD NUTRITION (13)</u>	
P52368	Chris Soliz	Reimburse: Standard SSL Renewal Mealform	69.99
M20177	Consolidated Electric	Electrical Supplies - July	1,359.38
M20210	Fire Ace	Kitchen Hood Grease Cleaning	1,350.00
M20288	Terry LLC	SM2 Replacement Cartridge	1,786.67
M20291	Rick Shipp Truck	Repairs - Truck 77	2,398.95
			Total 6,964.99
		<u>DEFERRED MAINTENANCE (14)</u>	
		<u>BUILDING FUND: BONDS (21)</u>	
		<u>CAPITAL FACILITIES (25)</u>	
		<u>COUNTY FACILITIES (35)</u>	
		<u>ANAVERDE SETTLEMENT (40)</u>	
		<u>CFD's (49)</u>	
		No Purchase Orders for Funds 14, 21, 25, 35, or 40	
			Total 0.00

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Jeri Holmes, Purchasing
SUBJECT: Consultant/Contract Agreement Schedule

BACKGROUND:

Consultant agreements and contracts are brought to the Board in accordance with Board Policy 3312 for various purposes including student assemblies, in-house staff workshops, and vendor provided services.

PROGRAM/EDUCATIONAL IMPLICATION:

These Consultant Agreements and Contracts provide support to the District's Educational Program

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures and incoming funds of:

Student Assemblies	0.00
In-house Staff/Parent Workshops	5,000.00
Vendor Provided Services	192,915.56
Rental/Lease Contracts	0.00
Total	<u>197,915.56</u>

Incoming Funds	0.00
----------------	-------------

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of September 5, 2017

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
TBD	Boys Town Press Student Support Services	Specialized Classroom Management Training (5-day) Supplemental Grant	24,788.44	
2017-2024	Discovery Education Educational Services	Social Studies TechBook Licensing for Middle Schools Lottery: Instructional Materials	128,800.00	
TBD	Discovery Education Educational Services	On-Site Training for TechBooks Restricted Core Curricula	5,000.00	
2017-2018	Library Video Company Educational Services	SAFARI Montage Annual Enterprise License Renewal Restricted Core Curricula	38,281.62	
Ongoing	University of La Verne Human Resources	Partnership Award Agreement (Tuition Discount Program) N/A	N/A	
<u>Change</u>				
2017-2018	SHI International Corp Technology	Adobe Creative Cloud CETPA Renewal Technology Maintenance <i>Change: Originally approved at \$12,341.00. Cost adjusted for additional FTE's</i>	1,045.50	

Total **197,915.56** **0.00**

Individual Services Agreements

These individual service agreements fall under previously Board approved Master Contracts. All agreements are funded through Special Education general funds.

<u>Nonpublic School/Agency</u>	<u>Service</u>	<u>Student ID</u>
--------------------------------	----------------	-------------------

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Jeri Holmes, Purchasing
SUBJECT: Conference/Workshop Schedule
BACKGROUND:

Conference requests are processed in compliance with Board Policy 3350.

PROGRAM/EDUCATIONAL IMPLICATION:

On-going staff development is a key to the success of the District's programs.

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of \$26,352.67.

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of September 5, 2017

<u>Date/Location</u>	<u>Title/Attendees/Funding Location</u>	<u>Fund. Source</u>	<u>Registration</u>	<u>Lodging</u>	<u>Meals</u>	<u>Mileage</u>	<u>Parking</u>	<u>Subs</u>	<u>Other</u>
2017-2018	ACSA Clear Administrative Credential Program Year 1 Trudy Valenzuela Educational Services	General Funding	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2017-2018 Downey & El Monte	Multilingual Academic Support Unit Workshop Bilingual/EL Directors Meetings Krislin Gellinck-Frye Educational Services	Supplemental Grant	0.00	0.00	0.00	734.40	0.00	0.00	0.00
2017-2018 Ontario	Personnel Administrators Academy Steve Wood, Laura Duran Educational Services	Supplemental Grant	2,510.00	2,450.00	700.00	786.24	105.00	0.00	0.00
2017-2018 Ontario	Pupil Services Academy Sandy Jones, Shannon Rossall Educational Services	Supplemental Grant	2,510.00	2,450.00	700.00	599.20	105.00	0.00	0.00
Sept 27-29, 2017 Newport Beach	2017 AASA/ACSA Women in School Leadership Forum Shelly Dearing Educational Services	Supplemental Grant	399.00	450.00	100.00	124.12	50.00	0.00	0.00
Sep-Dec 2017 Victorville	ACSA Innovative Technology Academy Erin Belcher, Cathy Bennett, Rebecca Davis, Nicole Hernandez Educational Services	Supplemental Grant	4,380.00	0.00	0.00	163.71	0.00	0.00	0.00
October 13, 2017 Santa Barbara	AALRR 2017 EdLaw Tech Ingenuity at Work Shawn Cabey Administrative Services	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oct-Dec 2017 Bakersfield	Thinking Maps Training of Trainers Tara Connor, Denise Woolston Educational Services	Restricted Core Curricula	2,400.00	750.00	500.00	214.00	0.00	1,300.00	0.00
Changes October 22-24, 2017 Riverside	CASC Conference Additional Attendees: Gregory Lee Educational Services	Supplemental Grant	434.00	338.00	100.00	0.00	0.00	0.00	0.00
	Subtotals		13,633.00	6,438.00	2,100.00	2,621.67	260.00	1,300.00	0.00
	Grand Total		26,352.67						

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Revised Conflict of Interest Code

BACKGROUND:

Every other year the Los Angeles County Board of Supervisors reviews our Conflict of Interest Code. We have revised our Code as follows:

1. Modification of language in Category 1
2. Addition of Designated Positions:
 - Deputy Superintendent
 - Consultants/New Positions.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

Conflict of Interest Code
of the

WESTSIDE UNION SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its School Board Members, and Superintendent, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

WESTSIDE UNION SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

~~Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.~~

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. **(See footnote in Exhibit "B" for clarification.)**

PROPOSED CODE

WESTSIDE UNION SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, School Board	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent, Administrative Services	1, 2, 3
Assistant Superintendent, Educational Services	4
Assistant Superintendent, Human Resources	2, 3
Deputy Superintendent	2, 3 Add
Director of Maintenance	4
Director of Food Services	4
Director of Technology	4
Director of Administrative Services	4
Purchasing Specialist	4
Consultants/New Positions*	5

***Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:**

The Superintendent or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE DATE:

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Kristin Gellinck-Frye, Director of Special Programs
SUBJECT: Title III Year 2 Improvement Plan

BACKGROUND:

Title III of the Elementary and Secondary Education Act provides supplemental funding to local educational agencies to implement language instruction educational programs designed to help English learners and immigrant students attain English language proficiency and meet the state's academic and content standards.

The number of English Learners in the district is approximately 640 students. According to 2016 -2017 data, 78.18% of English Learners speak Spanish as their primary language. A variety of other languages are spoken in the district, which include Arabic, Vietnamese, Filipino, among others.

All English Learners receive English Language Development within the classroom through supports in the adopted core curriculum. It is the goal of the English Language program that English Learners simultaneously learn English through content instruction with supports embedded in the instruction. The progress of English Learners is monitored through state assessments and local district measures. 64% of English Learners are making progress on the annual English Language Proficiency assessment (CELDT). Students demonstrating fluency in English are reclassified to Fluent English Proficient. In 2016 – 2017, 85 (12.6%) students were reclassified.

Title III funds provide supplemental supports for English Learners, additional professional development for staff working with English Learners, and ongoing parent outreach and supports. These supports strengthen supplemental programs and interventions to promote English fluency, reclassification, and progress on both the English Language Proficiency assessment and the Smarter Balanced Assessment.

PROGRAM/EDUCATIONAL IMPLICATION:

English Learners are making progress as monitored using local measures and on the state CELDT assessment. There are 69 students that are Long-Term English Learners (LTEL) in the district with 79 English Learners at-risk of becoming an LTEL. Performance on the Smarter Balanced Assessment demonstrate that 91% of English Learners are scoring in the standards nearly met and standards not met levels compared to 51% of English only students scoring in the standards nearly met and standards not met levels on the ELA assessment.

COST ANALYSIS/FUNDING SOURCE:

2017-2018 Entitlement
Title III LEP \$59,477 Title III Immigrant Not requesting funding

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

Title III LEA Plan Performance Goal 2

All limited English proficient (LEP) students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

CDS Code: 1965102 LEA Name: Westside Union Title III Improvement Status: N/A

Fiscal Year: 2017 - 2018 LEP Amount Eligibility: \$59,477 Immigrant Amount Eligibility: 0

Plan to Provide Services for Limited English Proficient Students

Please summarize information from district-operated programs and provide descriptions of how the LEA is meeting or plans to meet each requirement.

How the LEA will:

A. Required Content	<p>Implement programs and activities in accordance with Title III</p> <p>Teachers of English Learners provide integrated ELD supports across the district for all English Learners in all content areas. Designated supports for English Learners occur during ELA instruction. The newly adopted ELA curriculum provides integrated and designated strategies. The adopted ELA materials for K through 5th grade is HMH Journeys and for grades 6th through 8th is McGraw Hill Study Sync. Both curriculums are program 2 approved curriculums, which include ELA/ELD. Additional resources within this curriculum include materials to support all three EL levels, Emerging, Expanding, and Bridging.</p> <p>The LEA District Director of Special Programs works with teachers and administrators on a team called the English Language Leadership Team. Ongoing district professional development is held for this team of instructional leaders. This team works with English Learner data, discusses ELD strategies to support English Learners, and reviews the legal requirements of an English Learner program. The English Language Leadership Team then facilitates trainings and communicates to their school site staff to continue to support ongoing and systematic implementation for staff and EL students at all school sites. In addition to the English Language Leadership Team, professional development sessions including ELD instruction for district wide certificated staff are scheduled throughout the school year in connection with the new ELA/ELD adoption.</p> <p>All teachers hired in the district hold the appropriate certification to teach English Learners. English Language Development is part of the instruction provided by a certificated teacher, which is monitored both by the site administrator and District Director of Special Programs.</p>
----------------------------	--

The district employs classified bilingual assistants at each school site to assist with supports in the classroom for English Learners under the direction of the certificated teacher. The bilingual assistants also assist with facilitation of parent outreach workshops using the Latino Literacy Project materials and other supplemental literacy and curriculum materials. The site bilingual assistants also work to facilitate biannual parent/teacher conferences for all English Learners and assist with translation as needed. Topics of discussion at Parent/Teacher conferences include academic progress, instructional strategies, and information about the EL program.

Three bilingual assistants are staffed at the district level. The district bilingual assistants, funded with base funds, help facilitate the annual English Language Proficiency Assessment testing requirements and documentation as well as translate for a variety of IEP, CST, and parent meetings. An additional bilingual assistant, funded with supplemental grant funds, is hired to work with parents learning English as well as ongoing parent outreach.

Supplemental programs and services to be implemented include:

1. The continuance of an English Learner Summer Bridge program for first through 8th grade to increase language acquisition and academic achievement, including focused interventions for Long Term English Learners.
2. Ongoing support for the Latino Literacy program, which will increase literacy opportunities for parents and students learning English.
3. Providing additional supplemental research-based professional development for teachers with English Learners with emphasis on academic and content vocabulary.
4. Providing additional supplemental research-based professional development for administrators and district CRTs and management with emphasis on teaching instructional strategies to support designated and integrated supports to increase reading comprehension and writing.
5. Ongoing outreach for parents, teachers, and paraprofessionals to attend professional development, such as state and local trainings sponsored by the California Association of Bilingual Educators (CABE), the Latino Literacy Project, and/or others.
6. Supplemental tutoring, as needed, either before or after school to provide additional assistance for students in learning content and academic language in the curriculum.

Use the subgrant funds to meet all annual measurable achievement objectives

Supplemental grant funds will be used to meet accountability measures:

- The implementation of an English Learner Summer Bridge program for kindergarten through 8th grade will provide additional opportunities for EL students including LTELs to gain proficiency on the English Language Proficiency assessment and for increasing academic achievement.

- Additional supplemental research-based professional development will increase strategic language acquisition strategies for teachers working with Long-term English Learners to increase proficiency on the CELDT, increase academic achievement, and increase reclassification rates.
- Both continuing with the Latino Literacy program and providing additional opportunities for parents of English Learners will increase parent participation levels.
- Additional supplemental tutoring either before or after school, will assist with the support of content and academic language mastery.

Hold the school sites accountable

Each school site participates in ongoing progress monitoring for their EL students through analysis of data, such as SBAC scores, CELDT scores, and academic achievements. District wide teams are currently rewriting and implementing district benchmarks. When benchmarks are made available, each school site will analyze the progress of EL students using these assessments.

Program monitoring of ELD instruction is conducted by each site administrator through observation in all content areas. The district English Language Leadership Team, facilitated by the Director of Special Programs, reviews data such as reclassification of students, and communicates the data to the school staff. The English Language Leadership Team also collaborates with site principals to appropriately and strategically place EL students in classes based on each student's English Language Proficiency level, academic progress, and time in the English Learner program.

Each school staff reviews academic progress of English Learners quarterly to monitor students and provide additional interventions for students not meeting standards. The LEA as well as the school site will continue to promote parent participation on committees such as DELAC and site parent workshops. Every site administrator monitors the biannual parent/teacher conferences.

Additional ongoing program monitoring of supplemental programs by the site administrator include:

1. Continuing ongoing Latino Literacy and parent outreach programs
2. Enrolling ELs and LTELs to participate in the English Learner Summer Bridge program
3. Contacting parents to attend workshop events such as CABE

Promote parental and community participation in programs for ELs

The following activities will promote community participation:

- Facilitation of the Latino Literacy Project. This program provides parents with additional supports to increase literacy skills for both the children and parents.
- Facilitation of parent outreach through workshops at each school site that support the AVID program, curriculum content, social/emotional supports, and literacy.
- Encouraging parents to attend outside workshops such as CAFE as well as site based workshops for parents.
- Attendance at the biannual parent/teacher conferences for all EL students at every school site. During the biannual parent/teacher conferences the following information is reviewed with parents: CELDT results, strategies for language acquisition, academic progress, attendance concerns, and additional interventions available. If EL students are struggling, interventions and next steps are documented.
- Inviting parents to participate in site level committees, such as site council, ELAC, DELAC, and the Superintendent's Advisory.
- Inviting parents to attend welcome meetings and tours at school sites. These sessions are provided by the site bilingual assistants to welcome new EL families to the school community.

	How the LEA will:	Persons Involved/ Timeline	Related Expenditures	Estimated Cost	Funding Source (LEP, Immigrant, Other)
B. Required Content	<p>Provide high quality language instruction and professional development</p> <p>Provide high quality language instruction for all school sites, which include integrated and designated supports</p> <ol style="list-style-type: none"> 1. Training for certificated staff in integrated and designated supports at all school sites will be integrated into the professional development required trainings district wide. 	Director of Special Programs, certificated staff, administration	Salaries, materials, supplies	\$100,000	Base Grant Supplemental Grant

	<p>Provide bilingual assistants at all school site</p> <p>2. Site bilingual assistants provide additional support for EL students, translation, and parent outreach. Site bilingual assistants support biannual parent/teacher conferences.</p> <p>Provide district bilingual assistants</p> <p>3. Three district bilingual assistants to provide support for CELDT requirements and documentation in alignment with title III requirements.</p> <p>Provide district bilingual assistant – Parent outreach and parent literacy</p> <p>4. One bilingual assistant provides additional parent outreach to support and work with parents on a literacy program to increase English fluency skills.</p> <p>English Language Leadership Team – Instructional Coaches</p> <p>5. The English Language Leadership Team (ELLT) is comprised of teachers across the school district. The Instructional Coaches on the ELLT facilitates professional development to increase language acquisition, knowledge of the ELA/ELD Standards, and implement ELD supports.</p>	<p>Director of special Programs, site administrators, bilingual assistants</p> <p>Director of Special Programs, site administrators, bilingual assistants</p> <p>Director of Special Programs, district bilingual assistants</p> <p>Director of Special Programs, certificated staff, and administration</p>	<p>Salaries</p> <p>Salaries</p> <p>Salaries</p> <p>Stipend for professional development</p>	<p>\$250,000</p> <p>\$90,000</p> <p>\$65,000</p> <p>\$9,000</p>	<p>Supplemental Grant</p> <p>Base Grant</p> <p>Base Grant</p> <p>Supplemental Grant</p>
--	---	--	---	---	---

	<p>ELA/ELD Curriculum Materials</p> <p>6. The district has purchased state adopted standards aligned instructional materials, Program, 2, ELA/ELD materials for grades K through 8 district wide.</p> <p>Professional Development to support ELA/ELD Instruction</p> <p>7. Provide professional development for teachers and administrators in the effective use of newly adopted ELA/ELD materials.</p>	LEA wide	Curriculum and digital supports	\$1,200,000	Base Grant
		LEA wide	Professional development	\$5,000	Base Grant
C. Required	<p>Goal for improvement plan addendum for (IPA) for items A-B:</p> <p>Please describe the factors contributing to the lack of academic progress on measures</p> <p>Factors contributing to not meeting sufficient academic progress include:</p> <ul style="list-style-type: none"> Consistent progress monitoring of EL students not gaining one performance level each year on the CELDT. Site administration is now responsible for progress monitoring of CELDT scores. However, the English Language Leadership Team also collaborates with the administration to review CELDT scores and student progress. The English Language Leadership Team also collaborates with principals to appropriately place students in classes based on common language levels. 				

	<p>Students not making adequate academic progress are now consistently monitored quarterly to help support EL and LTELs.</p> <ul style="list-style-type: none"> • Consistent and ongoing progress impacts enrollment in academic intervention programs. An additional intervention led to development of the Summer Bridge Program to assist with strategies for all ELs particularly LTELs. The Summer Bridge program will enhance accelerated language acquisition through intentional strategies and hands-on activities promoting reading, writing, listening, and speaking. ELs and LTELs not making academic progress are also invited to participate in intervention opportunities, such as tutoring, learning labs, and the AVID elective in middle school. Ongoing professional development to support EL students may also have been a factor for EL students not progressing consistently on the CELDT and SBAC scores. ELA/ELD curriculum instruction has been provided with the purchase of the new curriculum across the district. Additional supplemental professional development is now in place to focus on strategies that help to differentiate and scaffold lessons to support all ELs at various language levels. The additional professional development will assist administrators with program monitoring and enhance the teacher's ability to monitor student progress. • Input from parents at ELAC/DELAC and parent conferences included comments that the ongoing Latino Literacy Program was beneficial in their ability to learn English as well as lead to an increased comfort level at the school site. This program has helped to increase parent participation of EL students in school activities as well promote reading at home. The Latino Literacy Program promotes literacy using dual language books for both parents and their children. Positive outcomes of this program have led to continuing the program through the 2017 - 2018 school year. 				
D. Required for year 4	Goal 2 for IPA A and B				

LEAs receiving or planning to receive Title III LEP funding may include allowable activities.		Persons Involved/ Timeline	Related Expenditures	Estimated Cost	Funding Source
E. Allowable Activities	Describe all allowable activities chosen by LEA relating to: Supplementary services as part of the language instruction program for LEP students				
	1. High quality supplemental professional development to enhance instructional strategies, scaffolding, and differentiation for all ELs with additional focus on LTELs. The professional development programs will also enhance the instruction used in the Summer Bridge EL Program. Professional development attended by the ELLTs will be a Trainer of Trainer model to ensure cross-training throughout the district.	Director of Special Programs and ELLT	Professional Development	\$8,000	Title III
	2. Extended learning opportunities for ELs will be provided through the Summer Bridge EL Program. The program will consist of 10 additional days in June to include frontloading of curriculum, academic and content vocabulary instruction, ELD, hands-on activities, technology, application of core content areas such as science, and differentiation. The program will support ELs and LTELs.	Director of special Programs, ELLT, certificated staff, classified support staff, and administrator	Certificated staff to run the Summer Bridge Program	\$20,000	Title III
			Paraprofessionals to assist with Summer Bridge	\$3,077	Title III
			Materials and Supplies	\$5,000	Title III
		Transportation	\$8,000	Title III	
3. Parent outreach opportunities through the Latino Literacy Program as well as parent workshops. Each elementary site provides literacy support and instruction for parents in a workshop setting	School administrator, Director of	Bilingual assistants extra	\$5,000	Title III	

	that promote technology use, curriculum supports, and district social/emotional programs. This activity also includes the training needed for the bilingual assistants running the program.	Special Programs, bilingual assistants	duty, materials and supplies		
	4. Parent and bilingual assistant registration to outreach opportunities such as CABE.	School administrator, Director of Special Programs, bilingual assistants, teachers	Training for bilingual assistants	\$1,200	Title III
	5. Supplemental intervention after school tutoring for EL students to promote additional support for content vocabulary and academic language, which may include assistance with student homework.	School administrator, Director of special Programs, bilingual assistants, teachers	Registration	\$500	Title III
			Extra Duty for tutoring services	\$8,700	Title III
F. LEP Overall Budget		LEP 2% for Administrative/Indirect Costs:		\$1,166	
		LEP Estimated Costs Total:		\$59,477	

Plan to Provide Services for Immigrant Students

Please complete this table <u>IF</u> the LEA is receiving or planning to receive Title III Immigrant funding.		Persons Involved/ Timeline	Related Expenditures	Estimated Cost	Funding Source
G. Allowable Activities	<p>Describe all allowable activities chosen by LEA relating to: Enhanced instructional opportunities to immigrant students and their families</p> <p>*Please see http://www.cde.ca.gov/sp/e1/t3/immprogrview.asp for a list of allowable Immigrant activities</p>				
H. Immigrant Overall Budget		Immigrant Administrative/Indirect Costs:		0	
		Immigrant Estimated Costs Total:		0	

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Marguerite Johnson, Assistant Superintendent, Educational Services
SUBJECT: Revised Board Policy- First & Final Reading

BACKGROUND:

Annually policies are reviewed by CSBA and changes are suggested as a result of either recent judicial rulings or legislative enactment. Changes suggested by CSBA make our policies consistent with law.

PROGRAM/EDUCATIONAL IMPLICATION:

Board Policy 5030- Student Wellness- Revise

The policy has been updated to reflect federal regulations which address the content of the wellness policy, assurance of stakeholder participation in the development and updates of the policy, and periodic assessment and disclosure of compliance. Revisions also reflect SB 1169 which no longer requires posting of district policy on nutrition and physical activity within cafeterias/eating areas, but does require annually informing the public of the content and implementation of the policy.

COST ANALYSIS/FUNDING SOURCE:

There are no costs associated with updating these policies and administrative regulations.

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

Westside Union SD

Board Policy - Revised

Student Wellness

Students

BP 5030(a)

The Board of Trustees recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

- (cf. 1020 - Youth Services)
- (cf. 3513.3 - Tobacco-Free Schools)
- (cf. 3514 - Environmental Safety)
- (cf. 5131.6 - Alcohol and Other Drugs)
- (cf. 5131.61 - Drug Testing)
- (cf. 5131.62 - Tobacco)
- (cf. 5131.63 - Steroids)
- (cf. 5141 - Health Care and Emergencies)
- (cf. 5141.23 - Infectious Disease Prevention)
- (cf. 5141.3 - Health Examinations)
- (cf. 5141.31 - Immunizations)
- (cf. 5141.32 - Health Screening for School Entry)
- (cf. 5141.6 - Student Health and Social Services)
- (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)
- (cf. 6164.2 - Guidance/Counseling Services)

District Health Council

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b)

The Superintendent or designee may appoint a district health council or other committee and a wellness council coordinator. The council may include representatives of the groups listed above consisting of ~~parents/guardians, students, school food service professionals, school administrators, Board representatives, and members of the public.~~ The council may also include ~~district administrators, health professionals, school nurses, health educators, physical education teachers, counselors,~~ as well as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

and/or others interested in school health issues.

(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The district health council shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the council's charges may include planning implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt specific goals for nutrition promotion and physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.30)

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

(cf. 5148.2 - Before/After School Programs)
(cf. 6177 - Summer Learning Programs)

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging

students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

- (cf. 5142.2 - Safe Routes to School Program)
- (cf. 6145 - Extracurricular and Cocurricular Activities)
- (cf. 6145.2 - Athletic Competition)

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

- (cf. 1330.1 - Joint Use Agreements)

Professional development shall be regularly offered to health education and physical education teachers, coaches, activity supervisors, food services staff, and other staff as appropriate to enhance their health knowledge and skills.

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

The Superintendent or designee may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

- (cf. 1100 - Communication with the Public)
- (cf. 1112 - Media Relations)
- (cf. 1113 - District and School Web Sites)
- (cf. 1114 - District-Sponsored Social Media)
- (cf. 6020 - Parent Involvement)

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

- (cf. 5131.2 - Bullying)
- (cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall encourage staff to serve as positive role models for healthy

eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutrition Guidelines for Foods Available at School

For all foods available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1758, 1766, 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 3552 - Summer Meal Program)
- (cf. 3553 - Free and Reduced Price Meals)
- (cf. 5141.27 - Food Allergies/Special Dietary Needs)
- (cf. 5148 - Child Care and Development)
- (cf. 5148.3 - Preschool/Early Childhood Education)

The Superintendent or designee shall provide access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

The Board believes that all foods and beverages available to students at district schools, including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for all foods and beverages provided through student stores, vending machines, or other venues, shall meet or exceed state and federal nutrition standards.

- (cf. 3312 - Contracts)
- (cf. 3554 - Other Food Sales)

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

- ~~(cf. 1230 - School Connected Organizations)~~

School staff shall encourage parents/guardians or other volunteers to support the district's

nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period ~~when possible~~. The Board recommends that classes hold only one party per month to include birthdays and holidays.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.

(cf. 1325 - Advertising and Promotion)

Program Implementation and Evaluation

~~The Superintendent shall designate one or more district or school employees, as appropriate, to ensure that each school site complies with this policy. (42 USC 1758b)~~

The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district's wellness policy. (42 USC 1758b; 7 CFR 210.30)

Rhonda Hanson, Risk Manager
(661) 722-0716

(cf. 0500 - Accountability)
(cf. 3555 - Nutrition Program Compliance)

The Superintendent or designee shall assess the implementation and effectiveness of this policy annually ~~at least once every two years~~. (42 USC 1758b; 7 CFR 210.30)

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy.

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements

2. An analysis of the nutritional content of school meals served in all district programs, based on a sample of menus
3. Student participation rates in school meal programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards
5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards.
5. Results of the state's physical fitness test at applicable grade levels
6. Number of minutes of physical education instruction offered at each grade span
7. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
8. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results. (42 USC 1758b)

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's wellness policy conducted by the California Department of Education (CDE) every three years.

In addition, the assessment results shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Notifications

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy and shall make the policy, and any updates to the policy, available.

the public on an annual basis. He/she shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.30)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall distribute this information through the most effective methods of communication, including district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

(cf. 1100 - Communication with the Public)
 (cf. 1112 - Media Relations)
 (cf. 1113 - District and School Web Sites)
 (cf. 1114 - District-Sponsored Social Media)
 (cf. 6020 - Parent Involvement)

Posting Requirements

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

Records

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.30, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.30)

Legal Reference:

EDUCATION CODE

~~33350-33354~~ CDE responsibilities re: physical education
~~49430-49434~~ Pupil Nutrition, Health, and Achievement Act of 2001
~~49490-49494~~ School breakfast and lunch programs
~~49500-49505~~ School meals
~~49510-49520~~ Nutrition
~~49530-49536~~ Child Nutrition Act
~~49540-49546~~ Child care food program
~~49547-49548.3~~ Comprehensive nutrition services
~~49550-49561~~ Meals for needy students

~~49565-49565.8—California Fresh Start pilot program~~
~~49570—National School Lunch Act~~
~~51210—Course of study, grades 1-6~~
~~51220—Course of study, grades 7-12~~
~~51222—Physical education~~
~~51223—Physical education, elementary schools~~
~~51795-51796.5—School instructional gardens~~
~~51880-51921—Comprehensive health education~~
~~CODE OF REGULATIONS, TITLE 5~~
~~15500-15501—Food sales by student organizations~~
~~15510—Mandatory meals for needy students~~
~~15530-15535—Nutrition education~~
~~15550-15565—School lunch and breakfast programs~~
~~UNITED STATES CODE, TITLE 42~~
~~1751-1769—National School Lunch Program, especially:~~
~~1758b—Local wellness policy~~
~~1771-1791—Child Nutrition Act, especially:~~
~~1773—School Breakfast Program~~
~~1779—Rules and regulations, Child Nutrition Act~~
~~CODE OF FEDERAL REGULATIONS, TITLE 7~~
~~210.1-210.31—National School Lunch Program~~
~~220.1-220.23—National School Breakfast Program~~
~~COURT DECISIONS~~
~~Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781~~

~~Management Resources:~~

~~CSBA PUBLICATIONS~~

~~Increasing Access to Drinking Water in Schools, Policy Brief, March 2013~~

~~Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012~~

~~Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012~~

~~Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012~~

~~Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009~~

~~Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009~~

~~Physical Education and California Schools, Policy Brief, rev. October 2007~~

~~School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006~~

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009~~

~~Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003~~

~~CALIFORNIA PROJECT LEAN PUBLICATIONS~~

~~Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006~~

~~CENTER FOR COLLABORATIVE SOLUTIONS~~

~~Changing Lives, Saving Lives: A Step by Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, March 2010~~

~~CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS~~

~~School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, 2005~~

~~FEDERAL REGISTER~~

~~Rules and Regulations, January 26, 2012, Vol. 77, Number 17, pages 4088-4167~~

~~NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS~~

~~Fit, Healthy and Ready to Learn, 2000~~

~~U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS~~

~~Dietary Guidelines for Americans, 2005~~

~~Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000~~

~~WEB SITES~~

~~CSBA: <http://www.esba.org>~~

~~Action for Healthy Kids: <http://www.actionforhealthykids.org>~~

~~California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>~~

~~California Department of Public Health: <http://www.cdph.ca.gov>~~

~~California Healthy Kids Resource Center: <http://www.californiahealthykids.org>~~

~~California Project LEAN (Leaders Encouraging Activity and Nutrition):-~~

~~<http://www.californiaprojectlean.org>~~

~~California School Nutrition Association: <http://www.calsna.org>~~

~~Center for Collaborative Solutions: <http://www.ccscenter.org>~~

~~Centers for Disease Control and Prevention: <http://www.cdc.gov>~~

~~Dairy Council of California: <http://www.dairycouncilofca.org>~~

~~National Alliance for Nutrition and Activity: <http://www.espinet.org/nutritionpolicy/nana.html>~~

~~National Association of State Boards of Education: <http://www.nasbe.org>~~

~~School Nutrition Association: <http://www.schoolnutrition.org>~~

~~Society for Nutrition Education: <http://www.sne.org>~~

~~U.S. Department of Agriculture, Food Nutrition Service, wellness policy:-~~

~~<http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>~~

33350-33354 CDE responsibilities re: physical education

38086 Free fresh drinking water

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49562 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51210 Course of study, grades 1-6

51210.1-51210.2 Physical education, grades 1-6
51210.4 Nutrition education
51220 Course of study, grades 7-12
51222 Physical education
51223 Physical education, elementary schools
51795-51798 School instructional gardens
51880-51921 Comprehensive health education
CODE OF REGULATIONS, TITLE 5
15500-15501 Food sales by student organizations
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 42
1751-1769j National School Lunch Program, especially:
1758b Local wellness policy
1771-1793 Child Nutrition Act, especially:
1773 School Breakfast Program
1779 Rules and regulations, Child Nutrition Act
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.33 National School Lunch Program, especially:
210.30 Wellness policy
220.1-220.22 National School Breakfast Program
COURT DECISIONS
Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:

CSBA PUBLICATIONS

Integrating Physical Activity into the School Day, Governance Brief, April 2016
Increasing Access to Drinking Water in Schools, Policy Brief, April 2013
Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012
Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012
Physical Activity and Physical Education in California Schools, Research Brief, April 2010
Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009
Physical Education and California Schools, Policy Brief, rev. October 2007
School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009
Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003
CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

CENTER FOR COLLABORATIVE SOLUTIONS

Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, January 2015

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, rev. 2012

FEDERAL REGISTER

Rules and Regulations, July 29, 2016, Vol. 81, Number 146, pages 50151-50170

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, rev. 2012

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2016

WEB SITES

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

Action for Healthy Kids: <http://www.actionforhealthykids.org>

Alliance for a Healthier Generation: <http://www.healthiergeneration.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Center for Collaborative Solutions: <http://www.ccscenter.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Dairy Council of California: <http://www.dairycouncilofca.org>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: <http://www.nasbe.org>

School Nutrition Association: <http://www.schoolnutrition.org>

Society for Nutrition Education: <http://www.sne.org>

U.S. Department of Agriculture, Food Nutrition Service, wellness policy:

<http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>

U.S. Department of Agriculture, Healthy Meals Resource System:

<http://healthymeals.fns.usda.gov>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: December 9, 2014 Quartz Hill, California

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Robert Hughes, Deputy Superintendent
SUBJECT: Provisional Intern Permit

BACKGROUND:

Provisional Intern Permits are designed to allow employing agencies to hire qualified individuals to fill a position for which they have not yet completed a credential program. Provisional Intern Permits are issued in 1 year periods and require adequate progress toward the requirements for admittance into a university internship for renewal.

PROGRAM/EDUCATIONAL IMPLICATION:

The Provisional Intern Permit allows for utilization and retention of qualified candidates who have yet to start or complete the appropriate credential program.

COST ANALYSIS/FUNDING SOURCE:

Not applicable

SUPERINTENDENT'S RECOMMENDATION:

Approval

Teacher Assignments Authorized by Provisional Intern Permit

Amanda Statsmann
Dillon Bennewitz

100% Multiple Subject
100% Educational Specialist

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Robert Hughes, Deputy Superintendent
SUBJECT: Short Term Staffing Permits

BACKGROUND:

Short Term Staffing Permits are designed to allow employing agencies to hire qualified individuals to fill a position for which they have not yet completed a credential program. Short Term Staffing Permits are issued in periods for 1 school year and are not renewable. Requirements include passage of appropriate subject matter examinations (CSET). Individuals must make adequate progress toward the requirements for admittance into a university internship.

PROGRAM/EDUCATIONAL IMPLICATION:

The Short Term Staffing Permit allows for utilization and retention of qualified candidates who have yet to start or complete the appropriate credential program.

COST ANALYSIS/FUNDING SOURCE:

Not applicable

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

Teacher Assignments Authorized by Short Term Staffing Permit

Justin Webb

100% Educational Specialist

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Memorandum of Understanding, 18-01, between Westside Union School District and Westside Union Teachers Association: 2017-18 School Year

BACKGROUND:

The District and the Westside Union Teachers Association have agreed to the following items:

- 18-01 Article 11.6.4.1 – Personal Necessity Leave

PROGRAM/EDUCATIONAL IMPLICATION:

Revised language: Employees may request additional days of Personal Necessity Leave for “Exceptional Circumstances” that are outside of those listed in Article 11.6.3 after exhausting all days specified in 11.6.3.1 through the Superintendent or his/her designee.

COST ANALYSIS/FUNDING SOURCE:

None

DEPUTY SUPERINTENDENT’S RECOMMENDATION:

Approval



WESTSIDE UNION SCHOOL DISTRICT

August 22, 2017

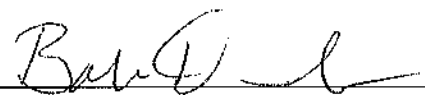
MEMORANDUM OF UNDERSTANDING
 Between the WESTSIDE UNION SCHOOL DISTRICT and
 WESTSIDE UNION TEACHERS ASSOCIATION

This Agreement is between the Westside Union Teachers Association ("WUTA") and Westside Union School District regarding Article 11.6.4.1 of the WUTA collective bargaining agreement.

11.6.4.1

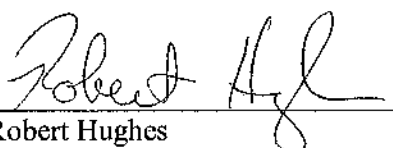
An employee may use 15 days per year of accumulated sick leave for all purposes enumerated as an approved Personal Necessity Leave. Employees may request additional days of *Personal Necessity Leave* for "*Exceptional Circumstances*" that are outside of those listed in Article 11.6.3 after exhausting all days specified in 11.6.3.1 through the Superintendent or his/her designee.

Unless the parties agree to an extension, this Memorandum of Understanding will end on June 30, 2018.



 Bob Dunham
 WUTA President

8-22-17
 Date



 Robert Hughes
 Deputy Superintendent

8-22-17
 Date

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Updated Administrative Regulation and New Exhibit
First Reading

BACKGROUND:

Administrative Regulation 3350, Travel/ Conference Expenses – Revised Updated District Regulation to align with District practice. New verbiage: Voluntary Resignation from Employment. This new verbiage coincides with the new exhibit.

Exhibit 3350, Travel/Conference Expenses – New District Exhibit to align with District practice Management Employee Educational Expenses Repayment Agreement – To assist its employees in their pursuit of ongoing career development; employees who avail themselves may be required to agree to remain employed with the District for a period of three years following completion of the reimbursed/prepaid program or repay the amount of the expense incurred by the District based on the pro rata schedule.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING:

There are no costs associated with updating this regulation

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

Westside Union SD

Administrative Regulation - Revised

Travel/Conference Expenses

Business and Noninstructional Operations

AR 3350(a)

Necessary Approval

Necessary approval for attendance at conference, workshops and out-of-district meetings is required prior to the travel taking place. A conference request shall be submitted to the Superintendent or designee on time for inclusion on a regular Board of Trustees meeting agenda. All allowable expenses shall be included as estimates on the conference request. This includes registration, mileage, and meals and lodging if the trip meets the criteria of this policy. Upon approval of the conference or workshop, a reimbursement claim form will be sent to the employee. Without this paper work, the employee is not authorized to travel.

Mileage Reimbursement

Mileage reimbursement shall not be paid to employees unless the driver's license and insurance information of the employee is on file with the district.

Individuals who drive their personal vehicle on district business shall be aware that if they are involved in an accident, the coverage provided by the individual's own liability insurance policy applies first. The district liability coverage would be used only after individual limits have been exceeded. The district does not cover collision or comprehensive coverage for personal automobiles.

The mileage reimbursement paid by the district is tied to the federal IRS rate and is meant to cover all operating expenses on personal automobiles including, but not limited to, insurance, gas, oil and maintenance. The Board will adopt an updated mileage rate that is consistent with the Internal Revenue Service (IRS) standard mileage reimbursement.

State law requires that automobile owners meet at minimum financial responsibility. This requirement may be met by providing either automobile liability insurance or a bond.

If personal automobile liability insurance is not in place, the employee must immediately notify his/her supervisor and not use their personal automobile for district business until the minimum requirements have been met.

Advance of Funds

Funds to cover the costs associated with travel/conference may be advanced to any employee only under the following circumstances:

1. The employee would experience a financial hardship if required to pay for these items up

front and be reimbursed at a later date, and

2. The travel/conference required of the employee is more than two days in duration.

A request to advance funds must be made in writing to the Business Office at least two weeks in advance of the Board meeting at which the travel is to be approved. If the advance is approved, it will be processed through the county payment system. Receipt of a warrant for payment to the employee may take up to 10 working days after all necessary approvals have been secured.

Advances may be disallowed if a previous claim has not been timely or properly filed, or a prior advance is not resolved.

Claim for Reimbursement

Immediately upon return from a conference or workshop, employees are required to file reimbursement claims through their immediate supervisor. If funds were advanced, a claim must be filed, even if the advance exactly covered the expense. Employees will be reimbursed only for authorized expenses which are documented by itemized receipts attached to the claim.

Expense claims must be submitted within 30 days after the completion of each trip. Expense claims for travel in June must be submitted no later than July 10th of each year. Claims for reimbursement not filed within 30 days or prior to July 10th (whichever is sooner) will not be honored.

Means of Travel

Travel shall be made by means most advantageous to the district. If two or more employees are scheduled to attend the same conference or workshop, it is expected that they shall share a ride, thereby minimizing the mileage cost to the district. It is expected that at least four employees can share a ride in one car. Mileage reimbursement for more than one vehicle with less than four employees riding in the car shall not be made without the approval of an Assistant Superintendent and the administrator in charge of the budget to be charged for the expense.

Mileage Reimbursement

Employees will be entitled to reimbursement for approved mileage at the current Board adopted rate. Whenever possible, employees are encouraged to car pool to group meetings. Mileage reimbursement for travel on a normal workday is calculated from the employee's work site or from home, whichever is less. Requests for monthly mileage reimbursements must be submitted to the Business Office by the 10th day of the month following that in which the mileage was incurred.

Meals

Employees are entitled to reimbursement for meals while attending conferences, workshops or

meetings out of district with prior approval. Reimbursement shall be made only with documented itemized receipts attached to the claim form. The following rates are the maximum amounts which are reimbursable. There will be no meal reimbursement for travel of less than 24 hours. Any exception to this standard shall require the approval of a member of the Superintendent's Cabinet. The reimbursement rate for approved attendance at meetings or conferences in excess of 24 hours is as follows:

Breakfast \$10
Lunch \$15
Dinner \$25

No reimbursement shall be made for the cost of alcoholic beverages. Gratuities may be reimbursed if the total payment of the meal and gratuity do not exceed the limit for meal reimbursement. Maximum gratuity allowed will be 20 percent of the reimbursable meal amount. No reimbursement shall be made for meals purchased by an employee when that meal is provided as a part of the conference fee. Employees are expected to use discretion regarding the cost of meals.

Incidentals

Employees may be reimbursed for approved incidental costs associated with the travel/conference. Such items include, but are not limited to parking fees, and bus or taxi fares. Receipts for incidental expenses are required.

The cost of automobile rental will not be reimbursed when shuttle service is available to and from the hotel, conference or meeting site. The cost of rental cars must be expressly preapproved by the Superintendent or designee prior to an employee incurring this cost. The most economical rental car model shall be used whenever car rentals are required. When renting a car for school business use, Loss and Damage Waiver and Additional Liability Insurance must be purchased from the rental agency regardless of a staff member's private insurance status.

Supplies Purchased While on Conference/Travel

Employees may be reimbursed for the cost of supplies or materials they purchase while attending conferences or workshops only under the following conditions:

1. The purchase was preapproved up to a set limit through the normal preapproval process established by the district; or
2. The employee receives verbal approval from the Superintendent or designee by telephone to make such purchases. Normally, the Superintendent or designee would need to consult with the administrator in charge of the budget to be charged for the expense prior to giving approval.

The claim for reimbursement of supplies or materials purchased while attending conferences or

workshops is subject to the same timelines and itemized receipt requirements as any other travel cost.

Lodging

The following criteria will be used when authorizing lodging:

1. A minimum of two employees to a room when applicable
2. The conference or workshop is of multiple days' duration and the conference location exceeds 100 miles from the district office. Any exception to this standard shall require the approval of a member of the Superintendent's Cabinet.

No employee shall travel by car in excess of 350 miles in one day. Should a district-approved conference/workshop require an employee to travel by car more than 350 miles in one day, a hotel room shall be authorized.

Where lodging is required that is not provided for at a conference rate, employees are expected to use discretion regarding the cost of accommodations.

Failure to Attend

An employee who is unable to attend a prepaid conference may try to find an appropriate replacement (if this is acceptable with the conference people) or cancel the attendance and arrange for a full refund to the district. If unable to do so, the employee may be required to reimburse the district for the cost of the conference.

Voluntary Resignation from Employment

Management employees who voluntarily resign from the District may be subject to reimbursement requirements related to career development course fee and/or tuition expenses or direct costs incurred by the District on the employee's behalf. These reimbursement obligations will be governed by the terms outlined in the executed *Management Employee Educational Expenses Repayment Agreement*.

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: December 16, 2008 Quartz Hill, California

MANAGEMENT EMPLOYEE EDUCATIONAL EXPENSES REPAYMENT AGREEMENT

The Westside Union School District (District) provides, pursuant to its policies, programs to assist its employees in their pursuit of ongoing career development. Among the other requirements, employees who avail themselves of these opportunities for career growth must agree to remain employed with the District for a period of three years following completion of the reimbursed/prepaid program or, as provided for below, repay the amount of the expense incurred by the District on their behalf per the pro rata schedule shown below. The purpose of this Agreement, then, is to define and memorialize the understanding and agreement of the District and the undersigned employee. Specifically, it is acknowledged and understood as follows:

1. The undersigned employee hereby acknowledges that he or she has obtained prior written approval from the appropriate District representative to participate in said professional development program and has familiarized him/herself with the terms and conditions of the applicable District policy. It is further understood and agreed that this agreement will remain in full force and effect for such time as the undersigned employee takes advantage of the District's assistance/reimbursement program. Therefore, in the event that the undersigned employee takes a leave of absence during the period of their training, this agreement will apply with regard to non-consecutive fiscal year assistance/reimbursements.
2. The undersigned employee further acknowledges and agrees that nothing contained in this Agreement, or in the referenced assistance/reimbursement policy, guarantees his or her employment for any period of time and is not a contract for employment. The undersigned employee understands and agrees that his/her continued employment is conditioned on his/her performance, behavior and or the availability of work as determined by the District and pursuant to all of the applicable employment policies.
3. If the undersigned employee voluntarily leaves employment within 12 months of receipt of reimbursement from the District, or the District having paid expenses on his/her behalf, he/she agrees to reimburse the full amount of any tuition/course fee reimbursements/expenses paid by the District.
4. If the undersigned employee voluntarily leaves employment with the District between 12 and 24 months of receipt of reimbursement

from the District, or the District having paid expenses on his/her behalf, he/she agrees to reimburse the District two thirds (2/3) of the tuition/course fee reimbursements/expenses paid by the District.

5. If the undersigned employee voluntarily leaves employment with the District between 24 and 36 months of receipt of reimbursement from the District, or the District having paid expenses on his/her behalf, he/she agrees to reimburse the District one third (1/3) of the tuition/course fee reimbursements/expenses paid by the District.

6. The undersigned employee agrees to timely complete the course for which the District is paying reimbursement/expenses, and to provide a completion certificate or equivalent proof of course completion within 90 days of course completion. The undersigned employee hereby acknowledges that if he/she fails to do so the District reserves the right to require full repayment of any tuition/course fee reimbursements/expenses paid by the District.

7. In the event that the undersigned employee owes a refund pursuant to the above noted terms and conditions, the undersigned employee hereby authorizes the District to withhold from his/her final paycheck or disbursement of any kind, the amount necessary to satisfy any balance due pursuant to this agreement. Such withholding may equal the entire amount of said final paycheck or disbursement. If the entire amount of the undersigned employee's final paycheck or disbursement does not satisfy the balance due, the District hereby reserves the right to pursue all legal means at its disposal to collect such balance due.

COURSE/TRAINING INFORMATION

Description of Course/Training: _____

Location: _____

Start Date: _____

End Date: _____

EXECUTION OF AGREEMENT

Employee Signature

Date

Cabinet Member Approval

Date

Employee Name

Cabinet Member Name

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Lisa Jehlicka, Fiscal Services Supervisor

SUBJECT: Resolution 18-01, Revised 2016-17 Actual Gann Limit and Projected 2017-18 Gann Limit

PLACE HOLDER

BOARD AGENDA

September 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Lisa Jehlicka, Fiscal Services Supervisor
SUBJECT: Annual Approval of 2016-17 Unaudited Actuals

BACKGROUND:

On or before September 15th, the governing board of each school district shall approve an annual financial statement for the preceding fiscal year and shall file the statement with the county superintendent of schools.

The Unaudited Actuals report is the District's 2016-17 annual financial statements for each fund. These statements are presented in the Standardized Account Code Structure or the "SACS Forms". The Board is required to have a full copy of the report within its Board packet as the assertion of the certification that the Board is approving the whole document and has had access to it as well

At this time the Board is being asked to approve the 2016-17 Unaudited Actuals Report.

PROGRAM/EDUCATIONAL IMPLICATION:

Preparation of the Unaudited Actuals provides final carry-over figures for all funds that can be used in the new fiscal year.

COST ANALYSIS/FUNDING SOURCE:

There is no cost associated with filing this report.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

2016-17 Unaudited Actuals

Will be handed out at the Board Meeting