

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL

November 14, 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

Teleconference:
Renaissance Hotel Las Vegas
3400 Paradise Rd.
Las Vegas, NV 89169

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. Del Sur's Site Presentation and Employee Recognition
- B. Local Control and Accountability Plan Report on Local Indicators
- C. Human Resources – Robert Hughes, Deputy Superintendent

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 | | Goal # |
| 1. | Agenda | Item1 | |

Moved by _____ Seconded by _____

To approve the Agenda of the Regular Meeting of
November 14, 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 -2g Goal #

2. Consent
 - a. Minutes of the Regular Meeting on November 7, 2017
 - b. Fundraising Authorizations
 - c. Gifts to the District
 - d. Personnel Report
 - e. Purchase Orders
 - f. Consultant/Contract Schedule
 - g. Conference/Workshop Schedule

Moved by _____ Seconded by _____

Approval of the Consent Items as presented.

Ayes: _____ Noes: _____ Abstain: _____

3. Nomination for CSBA Delegate Assembly Item 3

Moved by _____ Seconded by _____

Approval of the nomination of _____ for
CSBA Delegate Assembly

Ayes: _____ Noes: _____ Abstain: _____

4. Change of Board Meeting Date from December 19, 2017, Item 4
to December 12, 2017

Moved by _____ Seconded by _____

Approval of the change of Board Meeting Date from
December 19, 2017 to December 12, 2017

Ayes: _____ Noes: _____ Abstain: _____

5. Discussion Item Item 5
 - Governance

B. Educational Services

6. Local Control and Accountability Plan Report on Local Item 6
Indicators

Moved by _____ Seconded by _____

Approval of the Local Control and Accountability Plan
Report on Local Indicators

Goal #

Ayes: _____ Noes: _____ Abstain: _____

C. Personnel

7. Revised and New Board Policies and Administrative Regulations: Item 7

- AR 4112, Appointment and Conditions of Employment
- BP 4112.2, Certification
- AR 4112.21, Interns
- AR 4112.23, Qualifications/Assignment of Special Education Teachers
- BP 4113, Assignment
- AR 4115, Evaluation/Supervision
- AR 4222, Teacher Aides/Paraprofessionals
- AR 4261.1, Personal Illness/Injury Leave

Moved by _____ Seconded by _____

Approval of the second and final reading of the revised and new Board Policies and Administrative Regulations

Ayes: _____ Noes: _____ Abstain: _____

D. Business

8. Resolution 18-04, Acknowledging the Use of Routine Restricted Maintenance Account Funds for Emergency/Disaster Storage Containers Item 8

Moved by _____ Seconded by _____

Approval of Resolution 18-04, Acknowledging the Use of Routine Restricted Maintenance Account Funds for Emergency/Disaster Storage Containers.

Ayes: _____ Noes: _____ Abstain: _____

9. Cottonwood Modernization, Change Order No. 3 to Monet Construction, Inc. Item 9 4A

Moved by _____ Seconded by _____

Approval of the Cottonwood Modernization, Change Order No. 3 to Monet Construction, Inc.

Ayes: _____ Noes: _____ Abstain: _____

XII. INFORMATION SESSION

A. Items From The Floor – Continued

- B. Dates to Remember:
 - 1. Regular Meeting on December 5, 2017
 - 2. Regular Meeting on December 12, 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 November 14, 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.).

BOARD AGENDA

November 14, 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 November 14, 2017.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

November 14, 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 Regular Meeting on November 7, 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
November 7, 2017

I. CALL TO ORDER

At 5:02 p.m. Steve DeMarzio, President, called to order the Regular Board Meeting of the Westside Union School District Board of Trustees.

II. Flag Salute

Robert Hughes, Deputy Superintendent

III. ROLL CALL

Steven DeMarzio, President– Present
John Curiel, Vice President – Present (Arrived at 5:06 p.m.)
Patricia K. Shaw, Clerk - Present
Dr. Linda Jones, Member – Present (Arrived at 5:25 p.m.)
Jennifer Navarro, Member - Present

SUPERINTENDENT

Regina Rossall – Present

IV. ITEMS FROM THE FLOOR

None

V. OTHERS PRESENT

Samara Gugler, Erin Belcher, Anne Marie Sharma, Sophie Frukhtman, Jeri Holmes, Kim Campbell, Landa West, Amy Brouwer, Kristin Frye, Rebecca Livingston, Rob Garza, Elvia Valenzuela, Nicole Hernandez, Laura Duran, Rebecca Davis

VI. M18-58 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 3/0 to adjourn to closed session at 5:03 p.m. to consider:

- 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 Unrepresented Management (Gov't Code §54957)
- e. Pupil Personnel (Ed Code 35146 and 48918)
- f. Threat to Public Services or Facilities (Gov't Code §54957) – Detective Knittel was present during the presentation by Frank Ciraci, Social Sentinel

VII. RECONVENE TO OPEN SESSION at 6:05 p.m.

VIII. CLOSED SESSION ACTION

None

IX. PRESENTATIONS

- A. Cottonwood Site Presentation and Employee Recognition
- B. Doctorate Project – Amy Brouwer -
- C. Human Resources Presentation – Robert Hughes – Pulled by Administration

X. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Jennifer Navarro – I just wanted to thank Cottonwood for my shirt and great job on your presentation this evening. I enjoyed hearing about your idea lab and the construction update this evening. I visited Joe Walker and was a judge for Del Sur's door decorating contest.

Linda Jones – Cottonwood, I am excited about all that is going on at your school. Laura, thank you for the t-shirt and tonight's presentation. Congratulations, Joe Walker, for your Golden Bell Nomination.

Patricia K. Shaw – Cottonwood, I love the way you greet your students in the morning!!

John Curiel – Cottonwood, thank you for the t-shirt. Well done Cottonwood staff, I appreciate all you do. You were able to maintain and improve slightly on your test scores and I look forward to next year's scores with the implementation of this year's programs.

Steve DeMarzio – Cottonwood, excellent job this evening, you had a very comprehensive presentation this year. I enjoyed seeing your test scores broken down by gender.

B. Staff Reports

1. Assistant Superintendent Administrative Services – Shawn Cabey

- a. Amy, replacing detention with the skills lab is a really cool reflection of the change in mentality and I am sure you will see excellent results with this change.
- b. Laura, thank you for your flexibility and patience in the modernization of Cottonwood.

2. Assistant Superintendent Educational Services - Marguerite Johnson

- a. Congratulations, Laura, that was an excellent presentation. We all love visiting your site.
- b. Amy, what a positive impact your project will have on the students. I hope you are able to make a positive phone call for every student.
- c. Hillview Inclusion League's last game is on November 14, starting about 2:15 p.m. at Hillview.
- d. A copy of the dashboard information is at your seat.
- e. A copy of the Information that is given to the parents at the standard-based grading (SBG) school site meetings is also at your seat. Chris has met with about 84 parents total. She has met with parents at every school that is piloting the new report card. Parents like the layout of the report card but have concerns on the following items:
 - How can students demonstrate exceeds standards?
 - Concerns with moving to SBG will reduce the number of students who can stand out and shine.
 - Parents wanted to be able to vote on the new grading system.
 - Opting students out of the pilot program
 - Including new teachers into the pilot.

Chris has been working to address these concerns. The committee thought that we should stay with letter grades but we are finding that is not the best direction. We will be looking at a different way of demonstrating mastery - how do we reflect mastery by special ed students and what is the roll of homework. Parents feel that homework plays an important roll in the family and this is how parents feel involved. A list of all the concerns and responses will be communicated to the parents.

3. Deputy Superintendent - Robert Hughes
 - a. Nice job Cottonwood. You have created a wonderful culture at your site. I am amazed how excited students are about school.
 - b. Our monthly WAVE meeting for November is cancelled.
4. Superintendent – Regina Rossall
Mrs. Rossall reviewed the following items with the Trustees:
 - a. Very nice job, Laura. You have been very patient with all the ups and downs on your construction progress. Your students are doing a great job and I am looking forward to coming by and seeing your labs.
 - b. I would like to thank the Board for coming to the SAVE Dinner last week. The Marroquin's were well recognized at the dinner. We don't have an amount yet as far as what was raised for our dreams.
 - c. Our enrollment is fluctuating; it is really an interesting trend. We have a higher enrollment now than what we had last year at this time.
 - d. Chris, I would like to thank you for all your work on the SBG. I have attended many of your presentations and you have done a great job trying to explain the change to parents.

XI. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
- C. Parent Teachers Association Representative
- D. WAVE Representative – Patricia Shaw and Robert Hughes
 - a. November meeting has been cancelled.

XII. ITEMS FROM THE FLOOR - Continued

None

XIII. PUBLIC HEARING

None

XIV. BUSINESS SESSION

- A. Organizational/Governance
 1. M18-59 - Item 1. Approval of the agenda of the Regular Board Meeting of November 7, 2017, as submitted. The motion was made by Patricia K. Shaw seconded by John Curiel and carried 5/0.
 2. M18-60 - Items 2a – 2g. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 5/0 to approve the consent agenda.
 - 2a Minutes of the Regular Meeting on October 17, 2017
 - 2b Fundraising Authorizations – Revised
 - 2c Personnel Report
 - 2d Job Description
 - 2e Purchase Orders
 - 2f Consultant/Contract Agreement Schedule
 - 2g Conference/Workshop Schedule
 3. Item 3 - Discussion Item
 - Board Governance
 - Board Goal 3B on Standard-Based Grading

XV. EDUCATIONAL SERVICES

4. M18-61 - Item 4. The motion was made by John Curiel seconded by Jennifer Navarro and carried 5/0 to approve the Site Plans for Hillview and Joe Walker Middle Schools.

XVI. PERSONNEL

5. M18-62 - Item 5. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 5/0 to approve the first reading of the revised and new Board Policies and Administrative Regulations:
AR 4112, Appointment and Conditions of Employment
BP 4112.2, Certification
AR 4112.21, Interns
AR 4112.23, Qualifications/Assignment of Special Education Teachers
BP 4113, Assignment
AR 4115, Evaluation/Supervision
AR 4222, Teacher Aides/Paraprofessionals
AR 4261.1, Personal Illness/Injury Leave

XVII. BUSINESS

6. M18-63 - Item 6. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 5/0 to approve the second and final reading of the revised Board Policies and Administrative Regulations:
- AR 3580, District Records – Pulled by Administration
 - BP/AR 5113, Absences and Excuses
 - BP 6176, Weekend/Saturday Classes
 - BP 7212, Mello-Roos Districts
7. M18-64 - Item 7. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 5/0 to approve the Notice of Completion, Del Sur Exterior Paint

XVIII. NEW BUSINESS

None

XIX. UNFINISHED BUSINESS

None

- XX. ADJOURNMENT** – The meeting was adjourned at 8:22 p.m. by Steve DeMarzio, President.

Patricia K. Shaw, Clerk
November 14, 2017

BOARD AGENDA

November 14, 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:

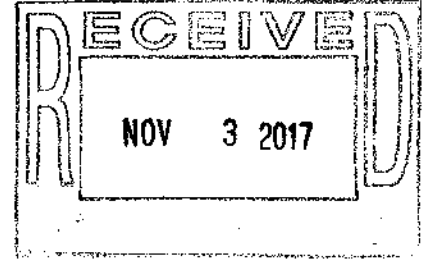
Approval

FUND RAISER APPROVAL LIST

Approved at the Board Meeting of November 14, 2017

| | | |
|--------------|-------------------|---|
| Hillview | Description: | Collect donations for Winter Ball |
| | Date: | January 30 – February 2, 2018 |
| | Purpose: | Winter Ball dance |
| | Requesting Group: | Hillview ASB |
| Joe Walker | Description: | Selling class t-shirts |
| | Date: | December 4-25, 2017 |
| | Purpose: | To raise funds to help fund merit trips. |
| | Requesting Group: | Joe Walker ASB |
| Leona Valley | Description: | Barnes & Noble book Fair |
| | Date: | December 4-10, 2017 |
| | Purpose: | To raise funds for PTO sponsored enrichment activities. |
| | Requesting Group: | Leona Valley PTO |
| Valley View | Description: | Wreaths Across America |
| | Date: | November 15-17, 2017 |
| | Purpose: | To raise money to buy wreaths and honor Veterans. |
| | Non-Profit Group: | Wreaths Across America |

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



FUNDRAISING AUTHORIZATION
Middle School

School HV Date 11/1/17

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

Date(s) of Fund Raiser 1/30/18 - 2/2/18 Event Start Time 6:00

Location of Fund Raiser Hillview M.S.

Description of Fund Raiser Collect donations for winter ball

Purpose of the Fund Raiser Collection of donations for winterball

For the benefit of (be specific) All students

Person Supervising Fund Raiser Veronica Greco

Person Responsible for the Money Veronica Greco / Betty Dyer

Projected Expenses \$ 2200

Projected Profit \$ 500

Approved by ASB in the meeting minutes of 11/01/17

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, CURRFL 11,3700-114455, 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 [Signature] Date 11/1/17

Signature of ASB Advisor [Signature] Date 11/01/17

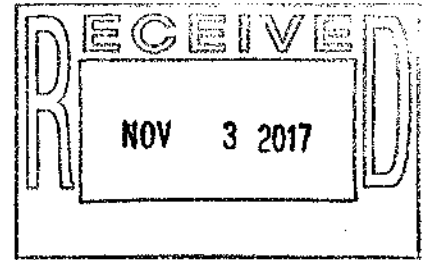
Signature of PTA/PTO/PTSA President _____ Date _____

Signature of Principal or Assistant [Signature] Date 11/3/17
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 JW Date 11/2/17

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 December 4-19 Event Start Time _____

Location of Fund Raiser SCHOOL SITE

Description of Fund Raiser SELL CLASS T-SHIRTS

Purpose of the Fund Raiser RAISE FUNDS TO HELP FUND MERIT TRIPS

For the benefit of (be specific) ALL STUDENTS ATTENDING TRIP

Person Supervising Fund Raiser LIZ ANDERSON

Person Responsible for the Money Liz Anderson / CHRISSEY BASTIAN

Projected Expenses \$5 each x 300 = \$1500

Projected Profit \$1500

Approved by ASB in the meeting minutes of 11/2/17

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 Chinnery

Date 11/2/17

Signature of ASB Advisor L Anderson

Date 11/2/17

Signature of PTA/PTO/PTSA President _____

Date _____

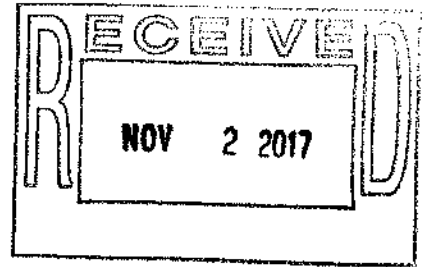
Signature of Principal or Assistant [Signature] Date 11/3/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

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) 206-3645



FUNDRAISING AUTHORIZATION
Elementary School

School Leona Valley School

Date 10-30-17

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser 12/4 - 12/10 Event Start Time all day

Location of Fund Raiser Barnes + Noble Store + online

Description of Fund Raiser Barnes + Noble Book Fair, in-store + online plus gift wrapping in store - see attached

Purpose of the Fund Raiser to raise funds for PTO sponsored enrichment activities

For the benefit of (be specific) all students

Person Supervising Fund Raiser Katherine Henderson + PTO

Person Responsible for the Money Katherine Henderson + PTO

Projected Expenses \$ 0 Projected Profit \$ 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)

(first time so not sure)

Signature of PTA/PTO/PTSA President K Henderson

Date 10-30-17

Signature of Principal or Assistant A Byg

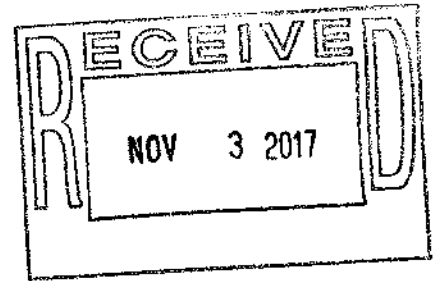
Date 11/1/17

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

Non-Profit Organizations

Community Service Project (Funds to be raised to donate to a charity organization)

School Valley View Elem - AVID Leaders Date 10/31/2017

Non-Profit Organization Wreaths Across America

Date(s) of Fund Raiser Nov. 15, 16, 17 Event Start Time 7:00-8:00

Location of Fund Raiser At morning drop off

Description of Fund Raiser Wreaths Across America - sponsored wreaths are placed on grave markers at Lancaster Cemetary.

Annual Event - Raise from donations.
Purpose of the Fund Raiser Donate money to buy wreaths and honor Veterans.

For the benefit of (be specific) Wreaths Across America TM 111 E. Lancaster Blvd., Lancaster, CA 93535

Person Supervising Fund Raiser Rebecca Davis, Amy Brauwer

Person Responsible for the Money Rebecca Davis

Signature of Principal or Assistant Rebecca A Davis Date 11/3/2017

Approved by the Board of Trustees on _____

BOARD AGENDA

November 14, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Gifts to the District

BACKGROUND:

Contained in the agenda are Gifts to the District. The Universal Gift form, which reflects the following donations:

- \$100.00 , PE Supplies – Hillview Middle School

The Board is requested to approve this list and direct Administration to provide the appropriate acknowledgment to the donors.

PROGRAM/EDUCATIONAL IMPLICATION:

This donation will provide for much needed equipment and supplies to support our education program.

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

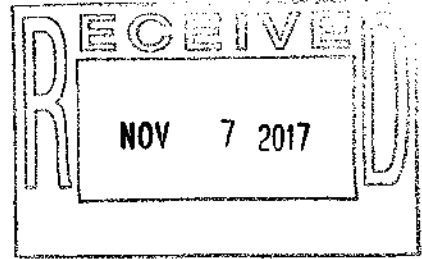
Approval

UNIVERSAL GIFT FORM SCHEDULE

Approved at the Board Meeting of November 14, 2017

DONATION: \$100.00 for P.E. Supplies
DONOR: Alexandra Schroer
RECIPIENT: Hillview Middle School
DATE: November 3, 2017

WESTSIDE UNION SCHOOL DISTRICT
41914 50th St. W.
Quartz Hill, California 93536
(661) 722-0716
FAX (661) 722-5223



UNIVERSAL GIFT FORM

I/We hereby give, transfer and deliver all of my/our right, title and interest in and to the property described below to the Board of Trustees of the Westside Union School District as an unrestricted gift and dedicate to the public without restriction, thereby, placing in the public domain, whatever literary rights I/we may possess to this property.

Date 11/03/17

1. AS

Signature ALEXANDER SCHROEDER

Print Name 5702 REGENT HILL TERR

Street Address PALMDALE, CA 93551

City, State & Zip

2. _____

Signature

Print Name

Street Address

City, State & Zip

Description of gift: 100 \$ FOR P.E. PROGRAM (SUPPLIES WHATEVER MR. A. CALICA PHYSICAL EDUCATION NEEDS TO BUY

Recipient of donation, if specified by Donor: FOR HIS PE PROGRAM / CLASSES

Accepted by: Margaret Estenazi
Name

clerk
Title

Date: 11-3-17

HV
Location

This donation of new (not used) equipment requires a District equipment number. A receipt may be requested to verify age of donation. After Board approval, make arrangements for the donation to be delivered to the Warehouse for marking and return to your site.

(For District Office Use Only)

The Board of Trustees of the Westside Union School District hereby accepts and acknowledges, as an unrestricted gift to the Westside Union School District, the offering described above and agree to administer it in accordance with its established policies.

Dated this _____ day of _____, 20____

Accepted by: _____
Name and Title Signature

After Board approval, the donor will be mailed a signed copy of the Universal Gift Form.

WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA
November 14, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Robert Hughes, Deputy Superintendent
SUBJECT: Personnel Report #18-08
BACKGROUND: The Board is requested to approve/ratify the following personnel Recommendations:

MANAGEMENT

CERTIFICATED

Employment

| | |
|-----------------|--|
| Arrale, Hussein | Certificated Coach, Boys Soccer/DS/Stipend/2017-2018 School Year/ URGF/Req# 14522 |
| Arrale, Hussein | Certificated Coach, Cross Country/DS/Stipend/2017-2018 School Year/ URGF/Req# 14518 |
| Arrale, Hussein | Certificated Coach, Robotics/DS/Stipend/2017-2018 School Year/ URGF/Req# 14524 |
| Arrale, Hussein | Certificated Coach, Boys Basketball/DS/Stipend/2017-2018 School Year/ URGF/Req# 14521 |
| Elder, Greg | Certificated Coach, Boys Soccer/DS/Stipend/2017-2018 School Year/ URGF/Req# 14522 |
| Hill, Joanne | Certificated Coach, Yearbook/DS/Stipend/2017-2018 School Year/ URGF/Req# 14515 |
| Wilson, Timothy | Teacher Tutor/JW/September 12, 2017-May 31, 2018/ Title 1/Req# 14497 |
| Yeaw, Pamela | Certificated Coach, Yearbook/DS/Stipend/2017-2018 School Year/ URGF/Req# 14515 |

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

Leaves Position/Location/Effective Date

Separation Position/Location/Effective Date

CLASSIFIED

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

Acuna, Yliana Playground Supervisor/CW/1.25 hrs/per/day/Step 1/
November 6, 2017/URGF/Req# 14613

Aguina, Stacey Basketball Coach-7th/8th Grade/DS/Stipend/2017-2018 School Year/
URGF/Req# 14521

Arce, Suzanne Instructional Assistant I-Tutor/AH/1.25 hrs/per/wk/Step 1/October 17, 2017-
March 16, 2018/AH Title 1/Req# 14714

Betancourt,
Natasha Extra-Duty Instructional Assistant I/ESF/Not to Exceed 12 hrs/Step 1/
December 2, 2017/Sup Grant-AVID/Req# 14751

Castellanos,
Samantha Extra-Duty Instructional Assistant I/ESF/Not to Exceed 12 hrs/Step 3/
December 2, 2017/Sup Grant-AVID/Req# 14751

Cardenas, Julie Instructional Assistant I/AH/3 hrs/per/day/Step 1/November 6, 2017/
URGF/Req# 14670

Coddington, Ashley Playground Supervisor/AH/.5 hrs/per/day/Step 1/November 6, 2017/
URGF/Req# 14756

Contreras, Yolanda Child Nutrition Assistant I/Step 1/November 7, 2017/URGF

Cristales, Daisy Playground Supervisor/DS/2.92 hrs/per/day/Step 1/November 6, 2017/
URGF/Req# 14723

Diaz Salazar, Karla Instructional Assistant II-Bilingual/HV/3.95 hrs/per/day/Step 1/
November 6, 2017/Sup Grant/Req# 14606

Faison, Donisha Crossing Guard/EZ/.58 hrs/per/day/Step 1/November 1, 2017/
URGF/Req# 13650

Faison, Donisha Playground Supervisor/1.67 hrs/per/day/Step 1/November 1, 2017/
URGF/Req# 13650

| | |
|---------------------------------|---|
| Garcia, Moises | Playground Supervisor/QH/1 hr/per/day/Step 1/November 6, 2017/ URGF/Req# 14703 |
| Halsey, Shayna | Instructional Assistant I/EZ/3 hrs/per/day/Step 1/November 8, 2017/ URGF/Req# 14648 |
| Howard, Stephanie | Extra-Duty Instructional Assistant I/ESF/Not to Exceed 12 hrs/Step 1/ December 2, 2017/Sup Grant-AVID/Req# 14751 |
| Leathers, Brenda | Short-Term Instructional Assistant II/SD/3.25 hrs/per/day/Step 8/ October 11, 2017-January 31, 2018/SDC/Req# 14673 |
| Lozano, Daniel | Substitute Playground Supervisor/Step 1/November 2, 2017/URGF |
| Munguia Moreno Jessie | Playground Supervisor/HV/.92 hrs/per/day/Step 1/November 7, 2017/ URGF/Req# 14690 |
| Palacios, Danielle | Extra-Duty Instructional Assistant I/ESF/Not to Exceed 12 hrs/Step 1/ December 2, 2017/Sup Grant-AVID/Req# 14751 |
| Redecker, Morgan | Extra-Duty Instructional Assistant I/ESF/Not to Exceed 12 hrs/Step 2/ December 2, 2017/Sup Grant-AVID/Req# 14751 |
| Riley, Denise | Short-Term Instructional Assistant II/SD/3.25 hrs/per/day/Step 7/ October 11, 2017-January 31, 2018/SDC/Req# 14672 |
| Rodriguez, Janet | Instructional Assistant I-Tutor/AH/1.25 hrs/per/wk/Step 1/October 17, 2017- March 16, 2018/AH Title 1/Req# 14714 |
| Rodriguez, Stephanie | Extra-Duty Instructional Assistant I/ESF/Not to Exceed 12 hrs/Step 1/ December 2, 2017/Sup Grant-AVID/Req# 14751 |
| Santiago, Jocelyn | Extra-Duty Instructional Assistant I/ESF/Not to Exceed 12 hrs/Step 2/ December 2, 2017/Sup Grant-AVID/Req# 14751 |
| Sisson, Tammie | Extra-Duty Instructional Assistant I/ESF/Not to Exceed 12 hrs/Step 1/ December 2, 2017/Sup Grant-AVID/Req# 14751 |
| Tapia, Liliana | Instructional Assistant II/JW/2 hrs/per/day/Step 2/October 5, 2017/ Base Fund/Req# 14706 |
| <u>Change</u> Delgado, Sarah | <u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Instructional Assistant II (3 hrs/per/day) to (3.25 hrs/per/day)/QH/Step 2/ November 6, 2017/SDC/Req# 14665 |

| | |
|---------------------|--|
| Dickerson, Linda | Instructional Assistant II (3 hrs/per/day) to <u>Instructional Assistant I (3 hrs/per/day)</u> /EZ/Step 2/November 3, 2017/EZ Title 1/Req# 14545 |
| Gracia, Claudia | Playground Supervisor (1.5 hrs/per/day) to <u>(2.5 hrs/per/day)</u> /AH/Step 1/November 6, 2017/URGF/Req# 14755 |
| Halstead, Breanna | Playground Supervisor (2.92 hrs/per/day) to <u>Instructional Assistant II (3 hrs/per/day)</u> /DS/Step 1/October 25, 2017/SDC/Req# 14532 |
| Parkhurst, Kimberly | Instructional Assistant II (3 hrs/per/day) to <u>(3.5 hrs/per/day)</u> /SD/Step 2/November 6, 2017/SDC/Req# 14734 |

| | |
|---------------|--|
| <u>Leaves</u> | <u>Position/Location/Effective Date/</u> |
|---------------|--|

| | |
|--------------------|---|
| <u>Separation</u> | <u>Position/Location/Effective Date/</u> |
| Lombardo, Angela | Playground Supervisor/AH/November 3, 2017/Resignation |
| Montalvo, Sandra | Instructional Assistant II/HV/November 7, 2017/Resignation |
| Patterson, Jeffrey | Instructional Assistant II/VV/November 7, 2017/ Resignation |
| Sinayoro, Fanta | Instructional Assistant II/QH/October 20, 2017/Resignation |
| Suttle, Ashley | Instructional Assistant II/SD/November 3, 2017/Resignation |

BOARD AGENDA

November 14, 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 | 0.00 |
| Ratification Items: | |
| General Fund (01.0) | 30,975.43 |
| Child Nutrition Fund (13.0) | 498.01 |
| Deferred Maintenance Fund (14.0) | 0.00 |
| Building Fund: Bonds (21.0) | 0.00 |
| Capital Facilities Fund (25.0) | 1,737.50 |
| County Facilities Fund (35.0) | 0.00 |
| Anaverde Settlement (40.0) | 0.00 |
| CFD's (49.0) | 0.00 |
| Total | 33,210.94 |

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS
Approved/Ratified at the Meeting of November 14, 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> |
|---------------------------------|------------------------|--|---------------|
| No Purchase Orders for Approval | | | |
| | | | Total |
| | | | 0.00 |

PO's for Board Ratification

| <u>P.O. #</u> | <u>Vendor/Location</u> | <u>Description/Funding Source Detail</u> | <u>Amount</u> |
|---------------|---|--|---------------|
| P52620 | Ellison Educational Equipment Inc Sundown | Roller Machine, Letter Machine, and Replacement Pads Local Site Funds | 1,501.50 |
| P52644 | Lauren Hetland Del Sur | Reimburse: Science Enrichment Elective Supplies General Funding | 200.00 |
| P52645 | Kristin Gellinck-Frye Educational Services | Reimburse: Parent Outreach Supplies Supplemental Grant | 500.00 |
| P52646 | Rhonda Pratt Hillview | Reimburse: Home Economics Supplies General Funding | 150.00 |
| P52647 | Christina Fitzgerald Educational Services | Reimburse: Supplies Restricted Textbook/Core Curricula | 500.00 |
| P52648 | Southwest School Supply Gregg Anderson | School and Office Supplies General Funding | 2,000.00 |
| P52649 | Southwest School Supply Educational Services | Office Supplies General Funding | 2,500.00 |
| P52650 | American Business Machines Valley View | Copier Staples General Funding | 420.00 |
| P52651 | Southwest School Supply Business Services | Binders for MAA Program MAA - Medi-Cal Admin Activities | 115.25 |
| P52652 | Law Offices of Liu and Naime Board of Trustees | Attorney Fees for OAH Case General Funding | 2,400.00 |
| P52653 | Nasco Cottonwood | Pottery Clay General Funding | 75.15 |
| P52654 | School Datebooks Del Sur | Elementary Datebooks General Funding | 240.72 |
| P52655 | Baudville Inc Del Sur | Assorted Award Papers General Funding | 133.05 |
| P52656 | Wards Science Joe Walker | NASA Beginning Engineering, Science & Tech Student Kits Title I | 513.39 |
| P52657 | The Library Store Inc Joe Walker | Library Supplies General Funding | 283.51 |
| P52658 | Pro-Ed Student Support Services | Student Response Booklets Special Education | 1,197.92 |
| P52659 | Theatrical Education Group Hillview | Shakespeare Field Trip Performance Local Site Funds | 1,340.00 |
| P52660 | Triarco Valley View | Stubby Brush Assortments General Funding | 43.64 |
| P52661 | Apple Inc Student Support Services | iPad (1) Special Education | 332.41 |
| P52662 | Amazon.com Corporate Credit Educational Services | Facial Tissue Pocket Packs for Playground/First Aid General Funding | 115.57 |
| P52663 | Amazon.com Corporate Credit Gregg Anderson | Callfone Headsets General Funding | 155.49 |
| P52664 | Amazon.com Corporate Credit Student Support Services | Flavored Tongue Depressors Special Education | 21.88 |
| P52665 | Amazon.com Corporate Credit Student Support Services | Folding Cane and Case Special Education | 79.54 |
| P52666 | Amazon.com Corporate Credit Student Support Services | Laminating Pouches and Velcro Tape Special Education | 85.19 |
| P52667 | Follett School Solutions Inc Educational Services | Social Studies Materials Lottery: Instructional Materials | 491.33 |
| P52668 | Amazon.com Corporate Credit | iPad Case | 43.26 |

| | | | |
|--------|--|---|------------------|
| P52672 | Risk Management Jeremy Pontius Joe Walker | General Funding Reimburse: Techno Classic Supplies Local Site Funds | 500.00 |
| P52673 | Jeremy Pontius Joe Walker | Reimburse: Techno Classic Supplies Local Site Funds | 100.00 |
| P52674 | Southwest School Supply Rancho Vista | School and Office Supplies General Funding | 3,000.00 |
| P52675 | Lancaster Chamber of Commerce Board of Trustees | 2017-2018 Membership Dues General Funding | 150.00 |
| P52676 | Southwest School Supply Educational Services | Dry Erase Easels (7) for AVID Electives Supplemental Grant | 1,014.08 |
| P52677 | CDWG Computer Centers Inc Anaverde Hills | Projector Lamps (15) General Funding | 1,879.18 |
| P52678 | American Business Machines Rancho Vista | Copier Staples General Funding | 562.83 |
| P52679 | Skillpath Seminars Fiscal Services | Annual Star12 Membership General Funding | 249.00 |
| P52681 | TCI Del Sur | Medieval World & Beyond Placards Local Site Funds | 93.38 |
| P52682 | Demco Sundown | Book Jacket Covers Local Site Funds | 68.02 |
| P52687 | CDWG Computer Centers Inc Technology | Computer Supplies General Funding | 72.91 |
| P52688 | Grainger Risk Management | LED Stop Paddle Signs (5) General Funding | 1,397.60 |
| P52690 | AVSTA All Sites | Field Trip Transportation: October 1-15, 2017 Reimbursable | 1,319.93 |
| M20377 | Consolidated Electric Maintenance | Electrical Supplies - October Maintenance | 1,568.61 |
| M20383 | Ferguson Heating and Cooling Maintenance | HVAC Supplies - October Maintenance | 13.39 |
| M20385 | Johnstone Supply Various Sites | Maintenance Supplies - October Maintenance | 474.76 |
| M20387 | Lowe's Various Sites | Maintenance Supplies - October Operations | 97.12 |
| M20393 | United Refrigeration Various Sites | HVAC Supplies - October Maintenance | 1,112.04 |
| M20451 | Northern Tool and Equipment Operations | Vacuum Chipper Bagger Operations | 1,863.78 |
| | | Total | 30,975.43 |
| | | <u>CHILD NUTRITION (13)</u> | |
| P52680 | ISITE Software LLC | Assorted Posters | 498.01 |
| | | Total | 498.01 |
| | | <u>CAPITAL FACILITIES (25)</u> | |
| P52683 | Division of the State Architect | DSA Plan Check Fees: Modular Building Relocation at RV | 1,237.50 |
| P52684 | Division of the State Architect | DSA Landscaping Fees: Modular Building Relocation at RV | 500.00 |
| | | Total | 1,737.50 |
| | | <u>DEFERRED MAINTENANCE (14)</u> | |
| | | <u>BUILDING FUND: BONDS (21)</u> | |
| | | <u>COUNTY FACILITIES (35)</u> | |
| | | <u>ANAVERDE SETTLEMENT (40)</u> | |
| | | <u>CFD's (49)</u> | |

No Purchase Orders for Funds 14, 21, 35, 40, or 49

BOARD AGENDA

November 14, 2017

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

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 | 0.00 |
| Vendor Provided Services | 62,824.20 |
| Rental/Lease Contracts | 0.00 |
| Total | <u>62,824.20</u> |

Incoming Funds **0.00**

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of November 14, 2017

| <u>Dates</u> | <u>Name/School Site</u> | <u>Description/Funding Source</u> | <u>Cost</u> | <u>Income</u> |
|--|--|---|-------------------|---------------|
| November 29, 2017 | County Public Works Graffiti Abatement Joe Walker | Anti-Graffiti Assembly N/A | 0.00 | |
| 2017-2018 | Dimension Data Technology | Meraki Systems Manager Licensing Technology Maintenance | 27,500.00 | |
| 2017-2018 | Document Tracking Services LLC Educational Services | Document Tracking Licensing and Spanish School Accountability Report Card (Year 2 of 3) General Funding | 3,255.00 | |
| 2017-2018 | Palmdale School District Educational Services | Clear Administrative Credential Program: Cusack, Valenzuela, Penaloza, Belcher, Borg-Otting General Funding | 25,000.00 | |
| 2017-2018 | PowerSchool Group LLC Educational Services | PS SIS Keys to Ownership (20 hours) General Funding | 3,750.00 | |
| <u>Change</u> | | | | |
| 2017-2018 | Dimension Data North American Cottonwood | Extron AV: Add Ceiling-Mounted Projector in Computer Lab General Funding | 3,319.20 | |
| | | Total | 62,824.20 | 0.00 |
| Individual Services Agreements | | | | |
| <i>These individual service agreements fall under previously Board approved Master Contracts. All agreements are funded through Special Education general funds.</i> | | | | |
| | <u>Nonpublic School/Agency</u> | <u>Service</u> | <u>Student ID</u> | |
| | None | | | |

BOARD AGENDA

November 14, 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 \$6,625.75.

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of November 14, 2017

| <u>Dates/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> |
|--|---|---------------------|---------------------|----------------|--------------|----------------|----------------|-------------|--------------|
| October 19-20, 2017 San Luis Obispo | SISC Board Meeting Robert Hughes Human Resources | General Funding | 0.00 | 0.00 | 65.00 | 0.00 | 0.00 | 0.00 | 200.00 |
| Nov 3-Dec 14, 2017 Online | Mindfulness Fundamentals Lisa Fiore, Karla Butler Del Sur | Local Site Funds | 250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| January 24-26, 2018 Anaheim | 2018 ASBWorks Conference: We Can Be Heroes Jacob Briggs, Scott Cusack, Reyna Smith, Christine Bastian, Heidi Thompson, Jeri Holmes Fiscal Services | General Funding | 2,130.00 | 1,800.00 | 330.00 | 214.00 | 150.00 | 0.00 | 0.00 |
| February 1-2, 2018 San Diego | 2018 Illuminate National User Conference Cheree Simons Educational Services | General Funding | 399.00 | 600.00 | 100.00 | 240.75 | 147.00 | 0.00 | 0.00 |
| Changes | No Changes | | | | | | | | |
| | | Subtotals | 2,779.00 | 2,400.00 | 495.00 | 454.75 | 297.00 | 0.00 | 200.00 |
| | | Grand Total | 6,625.75 | | | | | | |

BOARD AGENDA

November 14, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Nominations for CSBA Delegate Assembly

BACKGROUND:

Annually CSBA has nominations for the delegates for our region. The names of the delegates whose terms expire in 2018 are:

Susan Christopher (Castaic Union SD)
Steven DeMarzio (Westside Union SD)
Nancy Smith (Palmdale ESD)

At this time the Board is requested to determine if they would like to make a nomination to the CSBA Delegate Assembly.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

The Board of Trustees to determine if they would like to submit a nomination.

BOARD AGENDA

November 14, 2017

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

BACKGROUND:

The Board is requesting the change of date for the following regular meeting:
December 19, 2017 to December 12, 2017

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

BOARD REQUEST

BOARD AGENDA

November 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

November 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent Educational Services

SUBJECT: Local Control and Accountability Plan Report on Local Indicators

BACKGROUND:

Based on the Local Control Funding Formula (LCFF), which was passed in 2013, California's new accountability system is based on multiple measures. These measures are used to determine local educational agency (LEA) and school progress toward meeting the needs of their students. The measures are based on factors that contribute to a quality education, including high school graduation rates, college/career readiness, student test scores, English learner (EL) progress, suspension rates, and parent engagement.

Performance on these multiple measures is reported through the California School Dashboard (Dashboard). The new accountability system reflects a clear expectation that all LEAs and schools can and should improve and emphasizes equity by focusing on student group performance. This new multiple measures system replaces the former Academic Performance Index (API), which was based solely on testing results, and the federal requirement to calculate Adequate Yearly Progress (AYP).

LEA and school performance in the ten LCFF priority areas are measured using a combination of state and local indicators.

State Indicators in the New State and Federal Accountability System

The criteria established for state indicators include: (1) being valid and reliable measures, (2) having comparable, state-level data, and (3) the ability to disaggregate data by student groups. These criteria ensure a common and comparable way of measuring performance on the indicators across the state.

The state indicators apply to all LEAs, schools, student groups (e.g., race/ethnicity, socioeconomically disadvantaged, ELs, and students with disabilities [SWD]), and progress on the indicators is reported through the Dashboard.

Local Indicators in the New State and Federal Accountability System

There are several LCFF priority areas that do not meet the criteria established for the state indicators. These remaining priority areas are considered local indicators and will require LEAs to determine whether they have Met, Not Met, or Not Met for Two or More Years for each applicable local indicator. The local indicators only apply at the LEA level. LEAs will use the local indicators to evaluate and report their progress on priority areas. The local indicators will only appear on the LEA Dashboard.

The four local indicators for LEAs are:

- Basic Services
- Implementation of State Academic Standards
- Parent Engagement
- School Climate

Local educational agencies receive one of three ratings based on whether they have measured and reported their progress through the Dashboard using locally collected data. The ratings are: Met, Not Met, or Not Met for Two or More Years.

For local educational agencies that receive a Met rating, the local data that is collected will be included in a Detailed Report within the Dashboard. The Dashboard includes self-reflection tools that the State Board of Education approved as part of the new accountability system.

Data for the local indicators must be uploaded into the Dashboard by December 1, 2017 to receive a rating of MET.

COST ANALYSIS/FUNDING SOURCE:

There are no costs associated with reporting on the local indicators.

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

BOARD AGENDA

November 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Revised and New Board Policies and Administrative Regulations – Second and 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:

Administrative Regulation 4112, Appointment and Conditions of Employment – New

This new regulation outlines the priorities for hiring when a teacher with a preliminary or clear credential is unavailable. The regulation also reflects Title 5 regulations which provide that the provisional internship permit is not renewable and change the timelines for reissuance of emergency permits. Material on advanced certification through the National Board for Professional Teacher Standards (NBPTS) updated to reflect AB97-2013, which eliminated categorical funding for incentive awards to NBPTS-certificated teachers

Board Policy 4112.2, Certification - Revised

The policy was updated to add requirement, as amended by the Every Student Succeeds Act, to notify parents/guardians of each student attending a school receiving Title I funds that they may request certain information regarding the qualifications of their child's teacher.

Administrative Regulation 4112.21, Interns – Revised

The regulation was reorganized to delete separate sections for university and district intern programs since all programs are subject to the same CTC program standards and Title 5 regulations addressing support/supervisions of interns. The regulation also deletes material on the enhanced intern program as well as the alternative certification program designed to address teacher shortages in geographic or subject matter areas, as those programs were eliminated by AB 97, 2013.

Administrative Regulation 4112.23, Qualifications/Assignment of Special Education Teachers - New

This new regulation outlines the qualifications and assignments of Special Education Teachers and Resource Specialists, as well as, caseloads for each.

Board Policy 4113, Assignment - New

This policy reflects the continuing requirement to describe in the Title I local educational agency plan how the district will address any disparities that result in low-income or minority students being taught at higher rates by ineffective, inexperienced, or out-of-field teachers.

Administrative Regulation 4115, Evaluation/Supervision - New

This new regulation outlines the evaluation/supervision procedures for certificated employees.

Administrative Regulation 4222, Teacher Aides/Paraprofessionals – Revised

The regulation has been updated to delete material on the qualifications and duties of paraprofessionals working in a program supported by Title I funds, as those requirements were repealed by the Every Student Succeeds Act. The regulation also consolidates options for the requirement that paraprofessionals demonstrate proficiency in reading, writing and mathematics equivalent to or exceeding the proficiency required for high school seniors.

Administrative Regulation 4261.1, Personal Illness/Injury Leave – Revised

The regulation has been updated to reflect AB 304, which amends the Healthy Workplaces, Healthy Families Act to authorize sick leave accrual on a basis other than one hour for each 30 hours worked; exclude retired annuitants who have not reinstated to the applicable public retirement system from participation in these leave benefit provisions; and provide that the district has no obligation to inquire into or record the purposes for which an employee uses sick leave or paid time off.

COST ANALYSIS/FUNDING SOURCE:

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

DEPUTY SUPERINTENDENT’S RECOMMENDATION:

Approval

WESTSIDE UNION SD

Administrative Regulation - New

Appointment And Conditions Of Employment

Personnel

AR 4112(a)

Upon recommendation from the Superintendent or designee, the Governing Board shall approve the appointment of all certificated personnel. The position and the salary classification shall be reported to the Board at a regular meeting.

(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4121 - Temporary/Substitute Personnel)

Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and Board policy (Education Code 44250-44279, 44330)

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)

2. Demonstrate proficiency in basic skills as required by law and Board policy (Education Code 44252.5, 44830)

3. Submit to fingerprinting as required by law (Education Code 44830.1)

4. Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (Education Code 44830.1)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

5. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 44836)

6. Not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

7. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 44837)

8. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 44836)

9. Submit to a physical examination, tuberculosis testing and/or provide a medical certificate as required by law and Board policy (Education Code 44839, 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

10. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service or, if no such document is available, other suitable evidence of the termination of service (Education Code 44838)

11. File the oath or affirmation of allegiance required by Government Code 3100-3109

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

12. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Legal Reference:

EDUCATION CODE

- 35161 Powers and duties
- 44008 Effect of termination of probation
- 44009 Conviction of specified crimes; definitions
- 44010 Sex offense
- 44011 Controlled substance offense
- 44066 Limitation on certification requirements
- 44250-44277 Credential types
- 44330 Effect of registration of certification document
- 44830.1 Felons; certificated positions; criminal record summary; fingerprints
- 44836 Employment of person convicted of sex offenses or controlled substance offenses
- 44837 Employment of sexual sociopath
- 44838 Statement of military service
- 44839 Medical certificate
- 44839.5 Medical certificate for retirant
- 49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oaths or affirmations of allegiance for disaster service workers and public employees

12940-12950 Unlawful employment practices

HEALTH AND SAFETY CODE

1596.7995 Immunization requirements for employees in child care center or preschool

1597.055 Teachers in day care centers

PENAL CODE

290 Registration of sex offenders

290.95 Disclosure by persons required to register as sex offenders

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

WELFARE AND INSTITUTIONS CODE

6300-6332 Sexual psychopaths

(3/02 7/04) 5/16

WESTSIDE UNION SD

Board Policy - Revised

Certification

Personnel

BP 4112.2(a)

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

- (cf. 4111/4211/4311 - Recruitment and Selection)
- (cf. 4112.21 - Interns)
- (cf. 4112.22 - Staff Teaching English Learners)
- (cf. 4112.23 - Special Education Staff)
- (cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
- (cf. 4113 - Assignment)
- (cf. 4121 - Temporary/Substitute Personnel)
- (cf. 5148 - Child Care and Development)
- (cf. 6178 - Career Technical Education)
- (cf. 6200 - Adult Education)

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

- (cf. 4131 - Staff Development)
- (cf. 4131.1 - Teacher Support and Guidance)

Priorities for Hiring Based on Unavailability of Credentialed Teacher

1. A candidate who enrolls in an approved intern program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC

The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who holds an emergency permit or for whom a credential waiver has been granted by the CTC

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily complete the requirements for the advanced certification awarded by the National Board for Professional Teaching Standards.

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. In accordance with the collective bargaining agreement and the district budget, the Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program.

(cf. 4161.3 - Professional Leaves)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived

3. Is teaching in the field of discipline of his/her certification

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Legal Reference:

EDUCATION CODE

8360-8370 Qualifications of child care personnel
32340-32341 Unlawful issuance of a credential
35186 Complaints regarding teacher vacancy or misassignment
44066 Limitations on certification requirements
44200-44399.1 Teacher credentialing, especially:
44250-44277 Credential types; minimum requirements
44300-44302 Emergency permit
44325-44328 District interns
44330-44355 Certificates and credentials
44420-44440 Revocation and suspension of credentials
44450-44468 University intern program
44830-44929 Employment of certificated persons; requirement of proficiency in basic skills
56060-56063 Substitute teachers in special education

CODE OF REGULATIONS, TITLE 5

80001-80674.6 Commission on Teacher Credentialing

UNITED STATES CODE, TITLE 20

6312 Title I local educational agency plans; notifications regarding teacher qualifications

CODE OF FEDERAL REGULATIONS, TITLE 34

200.61 Parent notification regarding teacher qualifications

COURT DECISIONS

Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-667 Basic Skills Requirement

CL-856 Provisional Internship Permit

CL 858 Short-Term Staff Permit

13-01 Hiring Hierarchy in Education Code 44225.7, Coded Correspondence, January 30, 2013

Subject Matter Authorization Guideline Book, 2012

Supplementary Authorization Guideline Book, 2012

California Standards for the Teaching Profession, 2009

The Administrator's Assignment Manual, rev. September 2007

WEB SITES

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Commission on Teacher Credentialing, Credential Information Guide (for employers' use only):

<http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

U.S. Department of Education: <http://www.ed.gov>

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WESTSIDE UNION ESD

Administrative Regulation - Revised

Interns

Personnel

AR 4112.21(a)

Memorandum of Understanding

Before interns employed by the district assume daily teaching responsibilities, a signed memorandum of understanding shall be in place between the district and the partner college/university detailing the support and supervision that will be provided to interns. (5 CCR 80033)

(cf. 4112.2 - Certification)

The memorandum of understanding shall include, but not be limited to:

1. Specific responsibilities of the program supervisor
2. Qualifications, identification, terms of employment, roles and responsibilities, and training of individual(s) to provide on-site support to interns
3. Allocation of additional personnel, time, and resources for interns who have not yet earned an English learner authorization
4. Expectations regarding the type and frequency of support
5. The process of communication between the program supervisor and on-site support personnel
6. Documentation, monitoring, and evaluation of site support

The district may enter into an agreement to employ college/university staff to supervise interns and may pay for the supervision of interns out of district funds. Salary payments may be met by proportionately reducing the salaries of paid interns, provided that no more than eight interns are supervised by one staff member, the district salary normally paid to interns is not reduced by more than one-eighth, and the intern is not paid less than the minimum salary required by the state for a regularly certificated teacher. (Education Code 44461-44462)

Support and Supervision of Interns

The Superintendent or designee shall collaborate with the college/university teacher preparation program to design structured guidance of interns, regular site-based support and supervision, and a sequence of supervised fieldwork that includes planned observations, consultations, reflections,

and individual and small-group teaching opportunities.

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

Support and supervision provided to interns shall include the following: (Education Code 44830.3; 5 CCR 80033)

1. **Professional Development Plan:** The Superintendent or designee shall, in cooperation with the college/university, counsel each intern and, with the concurrence of the intern, shall develop a plan for the intern to complete the requirements to earn a credential in the content or specialty area(s) of the intern credential.

The plan shall include the components described in Education Code 44830.3, including, but not limited to, provisions for at least 120 clock hours (or the semester or quarter unit equivalent) of mandatory preservice training tailored to the grade level or class to be taught, additional instruction during the first semester or first year of service when required, and an annual evaluation of the intern.

2. **Assignment of Mentor Teacher:** Before an intern assumes daily teaching responsibilities, the Superintendent or designee shall assign him/her a mentor teacher who possesses a valid corresponding life or clear teaching credential and a minimum of three years of successful teaching experience.

The intern shall receive support from a mentor teacher who is assigned to the same school. If two or more mentor teachers are assigned to an intern, at least one of them shall be experienced in the curricular area(s) of the intern's assignment.

3. **Support During School Year:** Support and supervision shall include coaching, modeling, and demonstrating within the classroom. In addition, the intern shall receive assistance with course planning and with problem-solving regarding students, curriculum, and effective teaching methodologies.

Such support and supervision shall be provided for a minimum of 144 hours per school year or, for late hires, four hours multiplied by the number of instructional weeks remaining in the school year. At least two hours of support and supervision shall be provided every five instructional days.

4. **Additional Support Addressing the Needs of English Learners:** For any intern who enters the intern program without a valid English learner authorization, bilingual authorization, or crosscultural, language, and academic development certificate, the Superintendent or designee shall identify an individual who will be immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language-accessible instruction through in-classroom modeling and coaching as needed. This individual may be the same mentor identified

in item #2 above, provided he/she possesses an English learner authorization and will be immediately available to assist the intern.

In addition, the district and college/university shall provide such interns with additional support and supervision, including in-classroom coaching, specific to the needs of English learners. Such support and supervision shall be provided for 45 hours per school year or, for late hires, five hours multiplied by the number of months remaining in the school year.

An intern who passes the California Teaching English Learners examinations may be exempted from these requirements.

(cf. 4112.22 - Staff Teaching English Language Learners)

Early Completion Option

The Superintendent or designee shall inform qualified interns preparing for a multiple or single subject credential of the early completion option which allows them to challenge certain requirements of the intern program in areas where they have demonstrated competence.

In order to complete the intern program early and be recommended for a preliminary credential, candidates shall meet all requirements of the intern credential and the additional assessments and coursework specified in Education Code 44468.

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WESTSIDE UNION SD

Administrative Regulation - New

Special Education Staff

Personnel

AR 4112.23(a)

Qualifications/Assignment of Special Education Teachers

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization issued by the Commission on Teacher Credentialing (CTC) that specifically authorizes him/her to teach students with the primary disability within the program placement recommended in the students' individualized education program (IEP). (5 CCR 80046.1-80048.9.4)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

The district may employ a person with an appropriate district intern credential to provide classroom instruction to students with disabilities, provided he/she has met the subject matter requirement specified in Education Code 44325 and receives guidance, supervision, and professional development through an established district intern program. (Education Code 44325, 44326, 44830.3)

(cf. 4112.21 - Interns)

The Superintendent or designee may request that the CTC issue a special education limited assignment teaching permit which authorizes a qualified special education teacher, with his/her written consent, to serve outside the specialty area of his/her credential. If the teacher has not yet obtained permanent status, the Superintendent or designee shall assign one or more experienced educators in the special education subject area(s) of the permit, who have at least three years of full-time teaching experience in each of the subject area(s) of the permit, to provide guidance and assistance to the permit holder. (5 CCR 80026, 80027.1)

As needed, the district may apply to the CTC for an emergency permit for resource specialist services pursuant to 5 CCR 80023.2 and 80024.3.1.

When requesting either a limited assignment teaching permit or an emergency resource specialist permit, the Superintendent or designee shall submit a Declaration of Need for Fully Qualified Educators that satisfies the requirements of 5 CCR 80026 and has been approved by the Board at a regularly scheduled Board meeting. (5 CCR 80026)

If there is a need to immediately fill a classroom vacancy or a suitable credentialed teacher

cannot be found after a diligent search, the Superintendent or designee may, as appropriate, apply to the CTC for a short-term staff permit pursuant to 5 CCR 80021, a provisional internship permit pursuant to 5 CCR 80021.1, or, as a last resort, a credential waiver.

Individuals providing related services to students with disabilities, including developmental, corrective, and other supportive and related services, shall meet the applicable qualifications specified in 5 CCR 3051-3051.24. (5 CCR 3051; 34 CFR 300.34, 300.156)

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)

The Superintendent or designee shall provide ongoing professional development as needed to assist special education staff in updating and improving their knowledge and skills.

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

Whenever a candidate for a clear education specialist credential is employed by the district, the Superintendent or designee shall, within 60 days of employment, collaborate with the candidate and, as applicable, with the college or university to develop an individualized induction plan including supported induction and job-related course of advanced preparation. (5 CCR 80048.8.1)

(cf. 4131.1 - Teacher Support and Guidance)

Resource Specialists

The duties of resource specialists shall include, but are not limited to: (Education Code 56362; 5 CCR 80070.5)

1. Providing instruction and services for students with disabilities whose needs have been identified in an IEP
2. Conducting educational assessments
3. Providing information and assistance for students with disabilities and their parents/guardians
4. Providing consultation, resource information, and material regarding students with disabilities to staff members in the regular education program and the students' parents/guardians
5. Coordinating special education services with the regular school program for each student with disabilities enrolled in the resource specialist program

6. Monitoring student progress on a regular basis, participating in the review and revision of IEPs as appropriate, and referring students who do not demonstrate appropriate progress to the IEP team

Any student who receives resource specialist services shall be assigned to regular classroom teacher(s) for a majority of the school day, unless his/her IEP team approves enrollment in the resource specialist program for a majority of the school day. (Education Code 56362; 5 CCR 80070.5)

Resource specialists shall not simultaneously be assigned to serve as resource specialists and to teach regular classes. (Education Code 56362)

The district's resource specialist program shall be under the direction of a resource specialist who possesses the qualifications specified in Education Code 56362.

Caseloads

The Superintendent or designee shall ensure that caseloads for special education teachers are within the maximum caseloads established by law, the collective bargaining agreement, and/or the comprehensive plan of the Special Education Local Plan Area (SELPA) in which the district participates.

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4141/4241 - Collective Bargaining Agreement)

No resource specialist shall have a caseload which exceeds 28 students. As necessary and with the agreement of the resource specialist, the Governing Board may request a waiver from the State Board of Education to increase the caseload to no more than 32 students, provided that an individual resource specialist does not have a caseload exceeding 28 students for more than two school years and has the assistance of an instructional aide at least five hours daily during the period of the waiver. (Education Code 56362, 56362.1; 5 CCR 3100)

(cf. 1431 - Waivers)

The average caseload for language, speech, and hearing specialists shall not exceed 55 cases, unless the SELPA plan specifies a higher average caseload and states the reasons for the higher average caseload. The maximum caseload for speech and language specialists exclusively serving children with disabilities age 3-5 years shall not exceed 40. (Education Code 56363.3, 56441.7)

Legal Reference:
EDUCATION CODE
8264.8 Staffing ratios

44250-44279 Credentials, especially:
44256 Credential types, specialist instruction
44258.9 Assignment monitoring
44265-44265.9 Special education credential
44325-44328. District interns
44830.3 District interns, supervision and professional development
56000-56865 Special education, especially:
56195.8 Adoption of policies
56361 Program options
56362-56362.5 Resource specialist program
56363.3 Maximum caseload; language, speech, and hearing specialists
56440-56441.7 Programs for individuals between the ages of three and five years; caseloads

CODE OF REGULATIONS, TITLE 5

3051.1-3051.24 Staff qualifications to provide related services to students with disabilities
3100 Waivers of maximum caseload for resource specialists
80021 Short-term staff permit
80021.1 Provisional internship permit
80023.2 Emergency permits
80025.4 Substitute teaching, special education
80026 Declaration of need for fully qualified educators
80027.1 Special education limited assignment teaching permit
80046.1 Adapted physical education specialist
80046.5 Credential holders authorized to serve students with disabilities
80047-80047.9 Credentials to provide instructional services to students with disabilities
80048-80048.9.4 Credential requirements and authorizations
80070.1-80070.6 Resource specialists

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

300.8 Definition of autism
300.34 Related services
300.156 Special education personnel requirements

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Special Education Teaching and Services Credentials, Added Authorizations in Special Education, and Limited Assignment Permits for California Prepared Teachers: Frequently Asked Questions, May 26, 2014

Education Specialist Teaching and Other Related Services Credential Program Standards, 2012

WEB SITES

California Association of Resource Specialists and Special Education Teachers:

<http://www.carsplus.org>

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

California Speech-Language-Hearing Association: <http://www.csha.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Association of Special Education Teachers: <http://www.naset.org>

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WESTSIDE UNION SD

Board Policy - New

Assignment

Personnel

BP 4113(a)

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which their preparation, certification, professional experience, and aptitude qualify them.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

(cf. 4141/4241 - Collective Bargaining Agreement)

Assignment to Courses/Classes

The Superintendent or designee shall assign teachers to courses based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare him/her to provide instruction in that subject.

When specifically authorized by law or regulation, the Superintendent or designee may assign a teacher, with his/her consent, to a position outside his/her credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Assignments made pursuant to Education Code 44256, 44258.2, and 44263 shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

(cf. 3580 - District Records)

The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or CTC, as applicable, the Superintendent or designee shall report the results to the Board and shall provide

recommendations for remedying any identified issues.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Equitable Distribution of Qualified Teachers

The Superintendent or designee shall ensure that highly qualified and experienced teachers are equitably distributed among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. He/she shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

(cf. 0520.2 - Title I Program Improvement Schools)

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 4111 - Recruitment and Selection)

(cf. 4114 - Transfers)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

(cf. 6171 - Title I Programs)

Legal Reference:

EDUCATION CODE

33126 School accountability report card

35035 Additional powers and duties of superintendent

35186 Complaint process

37616 Assignment of teachers to year-round schools

44225.6 Commission report to the legislature re: teachers

44250-44277 Credentials and assignments of teachers

44314 Subject matter programs, approved subjects

44824 Assignment of teachers to weekend classes

44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

80003-80005 Credential authorizations

80020-80020.5 Additional assignment authorizations

80335 Performance of unauthorized professional services

80339-80339.6 Unauthorized certificated employee assignment
UNITED STATES CODE, TITLE 20
6311 State plan
6312 Local educational agency plans
6601-6651 Teacher and Principal Training and Recruiting Fund

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California State Plan to Ensure Equitable Access to Excellent Educators
Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016
COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
Administrator's Assignment Manual - Updates and Revisions, May 2014
The Administrator's Assignment Manual, rev. September 2007
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May
4, 2016
Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006
WEB SITES
CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
U.S. Department of Education: <http://www.ed.gov>

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WESTSIDE UNION SD

Administrative Regulation - New

Evaluation/Supervision

Personnel

AR 4115(a)

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

(cf. 4112.9 - Employee Notifications)

Frequency of Evaluations

Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664)

(cf. 4116 - Probationary/Permanent Status)
(cf. 4117.6 - Decision Not to Rehire)

Each certificated employee with permanent status shall be evaluated and assessed at least every other year. If the employee receives an unsatisfactory evaluation, he/she shall be annually evaluated until he/she achieves a positive evaluation or is separated from the district. (Education Code 44664)

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

Evaluation Results

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

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

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teaching standards approved by the Governing Board pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

The Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

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WESTSIDE UNION SD

Administrative Regulation - Revised

Teacher Aides/Paraprofessionals

Personnel

AR 4222

Qualifications

No person shall be initially assigned to assist in instruction as a paraprofessional unless he/she has demonstrated proficiency in reading, writing, and mathematics skills up to or exceeding that required for local high school seniors pursuant to Education Code 51220(a) and (f). (Education Code 45330, 45344.5, 45361.5)

A paraprofessional who has passed a proficiency test in another district and was employed in the same capacity shall be considered to have met the district's proficiency standards, unless the district determines that the other district's test is not comparable. (Education Code 45344.5, 45361.5)

Duties

A paraprofessional shall perform only such duties as, in the judgment of the certificated personnel to whom the paraprofessional is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45330)

(cf. 4112.2 - Certification)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6171 - Title I Programs)

Instructional aides need not perform their duties only in the physical presence of the teacher, but the teacher shall retain responsibility for the instruction and supervision of the students in his/her charge. (Education Code 45344)

Parental Notification

At the beginning of each school year, parents/guardians shall be notified that they may request information regarding whether their child is provided services by a paraprofessional and, if so, the paraprofessional's qualifications. (20 USC 6312)

(cf. 5145.6 - Parental Notifications)

Westside Union ESD

Administrative Regulation - Revised

Personal Illness/Injury Leave

Personnel

AR 4261.1(a)

Classified employees employed five days a week are entitled to 12 days leave of absence with full pay per fiscal year for personal illness or injury (sick leave). Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee whose work hours are so few as to entitle him/her to less than 24 hours of paid sick leave per fiscal year shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 45191; Labor Code 245-249)

(cf. 4161/4261/4361 - Leaves)

Use of Sick Leave

A classified employee may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact with other persons having a contagious disease during the employee's performance of his/her duties (Education Code 45199)

2. Pregnancy, childbirth, and recovery (Education Code 45193)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity as specified in Education Code 45207

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

4. Medical or dental appointments, in increments of not less than one hour

5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

(cf. 4261.11 - Industrial Accident/Illness Leave)

6. Illness of the employee's child, parent, spouse, domestic partner, or domestic partner's child for up to the amount of leave that would be accrued during six months for personal illness or injury (Labor Code 233)

7. Need of the employee or his/her family member, as defined in Labor Code 245.5, for diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 246.5)

8. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 246.5)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if he/she accepts employment in another district, county office of education, or community college district within one year of the termination of employment, he/she shall be entitled to request that the district transfer his/her accumulated sick leave to his/her new employer. (Education Code 45202)

Notification of Absence

An employee shall notify their immediate supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

Each year, each regular classified employee shall be credited with no fewer than 100 working days of paid leave for personal illness or injury, including current year and accumulated days of leave. When the current year and accumulated days at full pay are exhausted, the remainder of the 100 days shall be compensated at 50 percent of the employee's regular salary. Any of the 100 days of leave not used during the year in which they are credited shall be forfeited and shall not accumulate from year to year. This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled. (Education Code 45196)

Extension of Leave

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

(cf. 4216 - Probationary/Permanent Status)

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be offered reemployment in the first vacancy in the classification of his/her previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)

Verification Requirements

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may, at any time, require additional written verification by the employee's physician or medical practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to work and stipulating any recommended restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Short-Term and Substitute Employees

Except for a retired annuitant who is not reinstated to the retirement system, any short-term or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

Any short-term or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee

shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
 - a. That an employee is entitled to accrue, request, and use paid sick days
 - b. The amount of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days
 - d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Legal Reference:

EDUCATION CODE

45103 Substitute employees

45190 Leaves of absence and vacations

45191 Leaves of absence for illness and injury

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45202 Transfer of accumulated sick leave and other benefits

LABOR CODE

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

245-249 Healthy Workplaces, Healthy Families Act of 2014

COURT DECISIONS

AR 4261.1(f)

California School Employees Association v. Colton Joint Unified School District, (2009) 170

Cal.App.4th 957

California School Employees Association v. Tustin Unified School District, (2007) 148

Cal.App.4th 510

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 111 (1970)

(7/07 12/14) 12/15

BOARD AGENDA

November 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Wayne Trussell, Maintenance and Operations Director

SUBJECT: Resolution 18-04, Acknowledging the Use of Routine Restricted Maintenance Account Funds for Emergency/Disaster Storage Containers

BACKGROUND:

Education Code Section (E.C.) 17014(b)(1) requires the establishment of a restricted account within the general fund of the school district for the exclusive purpose of providing moneys for regular maintenance and routine repair for school buildings. This account is referred to as the Routine Restricted Maintenance Account (RRMA) and is reserved for major maintenance, repair and replacement of facilities and equipment. Since not all expenditures fit neatly into the definition of maintenance, School Services of California, Inc. advises school districts to use sound logic and rationale for its determination of appropriate expenditures of the RRMA.

The Maintenance and Operations Department is asking for the Board's approval to use RRMA funds for the purchase and outfitting of emergency/disaster storage containers, as these can logically be deemed a storage building/room that is detached and removed from any main school building. Should there be a disaster or emergency, hopefully they will not be subject to the same damage/hazards as other school buildings, allowing for the safe storage and access of emergency/disaster supplies.

PROGRAM/EDUCATIONAL IMPLICATION:

Safe storage and access of emergency/disaster supplies as part of the District's emergency preparedness plan

COST ANALYSIS/FUNDING:

\$60,000.00 / Routine Restricted Maintenance Account

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

RESOLUTION NO. 18-04

RESOLUTION OF THE BOARD OF TRUSTEES OF THE WESTSIDE UNION
SCHOOL DISTRICT ACKNOWLEDGING THE USE OF
ROUTINE RESTRICTED MAINTENANCE ACCOUNT FUNDS
TO ACQUIRE CORRUGATED STEEL STORAGE CONTAINERS
FOR THE PURPOSE OF HOUSING EMERGENCY/DISASTER RELIEF SUPPLIES

WHEREAS, Education Code Section (E.C.) 17014(b)(1) requires the establishment of a restricted account within the general fund of the school district for the exclusive purpose of providing moneys for regular maintenance and routine repair for school buildings. This account is referred to as the Routine Restricted Maintenance Account (RRMA or RMA); and,

WHEREAS, Education Code Section 17014(c), which is a part of the old State School Building Program states, "*For purposes of this subdivision, the term 'major maintenance, repair and replacement' means roofing, siding, painting, floor and window coverings, fixtures, cabinets, heating and cooling systems, landscaping, fences, and other items designated by the governing board of the school district*"; and,

WHEREAS, School Services of California, Inc. issued a Fiscal Report dated January 10, 2014 stating in part, "*Because not all expenditures fit neatly into the definition [of maintenance], it is important the district use sound logic and rationale for its determination of appropriate expenditures to the RRMA*"; and,

WHEREAS, a corrugated steel storage container can logically be deemed a storage building/room that is detached and removed from any main school building, which should there be a disaster or emergency, hopefully will not be subject to the same damage/hazards as other school buildings; and,

WHEREAS, the District's emergency preparedness plan includes certain procedures where all personnel vacate school buildings, this storage container will be accessible without personnel re-entering possibly hazardous school buildings to retrieve emergency/disaster relief supplies;

NOW, THEREFORE, the Board of Trustees of the Westside Union School District hereby finds, determines, declares and resolves as follows:

Section 1. The Governing Board of Trustees designate the acquisition and outfitting of one corrugated steel storage container at each district site/campus that will house emergency/disaster relief supplies as an allowable expenditure, utilizing RRMA moneys.

Section 2. This designation by the Governing Board of Trustees does not extend to funding the emergency/disaster relief supplies that will be housed in the storage container

with RRMA moneys, rather just the acquisition, and placement/delivery of the storage container and outfitting it with locks, shelving and a locking storage cabinet.

PASSED AND ADOPTED by the Board of Trustees of the Westside Union School District of the County of Los Angeles, this ___ day of _____, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President of the Board of Trustees of
Westside Union School District

Clerk of the Board of Trustees
Westside Union School District

BOARD AGENDA

November 14, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Wayne Trussell, Director Maintenance & Operations
SUBJECT: Cottonwood Modernization, Change Order No. 3 to Monet Construction, Inc.

BACKGROUND:

Changes required to accommodate added safety features, replacements as requested by the District, and missing or unforeseen items found during the course of construction. Such items include:

- Changing broadloom carpet to carpet tile to facilitate maintenance
- Additional low voltage drops not included in the Bid Set drawings
- Replacing plastic laminate colors per District request
- Addition of blocking as required to support interior partition wall
- Addition of tile colors and pattern in cafeteria and kindergarten per District request
- Structural revisions to existing portable classrooms due to deficiencies that deviated from original plans

PROGRAM/EDUCATIONAL IMPLICATION:

Functionality and safety

COST ANALYSIS/FUNDING SOURCE:

\$169,999.61

Funding Sources: GO Bond Funds/School Facilities Fund/Anaverde Settlement Fund/General Fund.

Note: As previously noted in the Board presentation on March 3, 2015 authorizing the Cottonwood Modernization, the District does not currently have enough Bond funds to complete the project and as a result it may be necessary to use General Fund sources, at least until the School Facilities State-Matching funds owed to the District for previous school construction projects are allocated from the Proposition 51 School Facilities Bonds.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval



AIA Document G701™ – 2001

Change Order

| | | |
|--|---|---|
| PROJECT (Name and address): Coltonwood Elementary School - Phase 3 2740 West Avenue P8 Palmdale, CA 93551 | CHANGE ORDER NUMBER: 003 DATE: July 5, 2017 | OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/> |
| TO CONTRACTOR (Name and address): Monet Construction, Inc. 3455 Ocean View Blvd., Suite 200 Glendale, CA 91208 | ARCHITECT'S PROJECT NUMBER: 2540.300 CONTRACT DATE: February 28, 2017 CONTRACT FOR: General Construction | |

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See attached sheets for explanation.

| | |
|--|-----------------|
| The original Contract Sum was | \$ 2,595,000.00 |
| The net change by previously authorized Change Orders | \$ 384,382.50 |
| The Contract Sum prior to this Change Order was | \$ 2,979,382.50 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ 169,999.61 |
| The new Contract Sum including this Change Order will be | \$ 3,149,382.11 |

The Contract Time will be increased by forty-eight (48) days.
The date of Substantial Completion as of the date of this Change Order therefore is October 1, 2017.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

| | | |
|--|--|---|
| <u>Flewelling & Moody, Inc.</u> ARCHITECT (Firm name) | <u>Monet Construction, Inc.</u> CONTRACTOR (Firm name) | <u>Westside Union School District</u> OWNER (Firm name) |
| <u>1035 West Lancaster Blvd.</u> <u>Lancaster, CA 93534</u> ADDRESS | <u>3455 Ocean View Blvd., Suite 200</u> <u>Glendale, CA 91208</u> ADDRESS | <u>41914 North 50th Street West</u> <u>Quartz Hill, CA 93536</u> ADDRESS |
| <u>BY (Signature)</u> | <u>BY (Signature)</u> | <u>BY (Signature)</u> |
| <u>Matthew C. Buchanan, AIA, LEED® AP</u> <i>(Typed name)</i> | <u>Richard Boctor, President</u> <i>(Typed name)</i> | <u>Shawn Cabey, Asst. Superintendent</u> <i>(Typed name)</i> |
| <u>DATE</u> | <u>DATE</u> | <u>DATE</u> |



FLEWELLING & MOODY
architects for education

Cottonwood Elementary School – Phase 3
Flewelling & Moody Job No. 2540.300
Change Order No. 3; Page 1 of 3

CHANGE ORDER NO. 3

July 5, 2017

ITEM NO. 1

Description: Provide credit for all labor and material to delete Shaw broadloom carpet and provide all labor and material to install Mannington carpet tile per Instruction Bulletin No. 7.

Requested By: District

Reason: Broadloom carpet was changed to carpet tile to facilitate maintenance should replacement be required.

Cost: ADD: \$10551.24

Time Extension: 0 days

ITEM NO. 2

Description: Provide credit for all labor and material associated with the Knox box, chair trucks and safe per Instruction Bulletin No. 8.

Requested By: District

Reason: Items specified are to be provided under the Phase 2 contract and are hereby deleted from Phase 3 contract.

Cost: DEDUCT: <-\$10,000.00>

Time Extension: 0 days

ITEM NO. 3

Description: Provide all labor and material to install additional low voltage drops throughout project per Instruction Bulletin No. 4.

Requested By: District

Reason: Issued Dimension Data drawings included additional scope than scope described in the Bid Set.

Cost: ADD: \$23,615.01

Time Extension: 0 days



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architects for education

Cottonwood Elementary School – Phase 3
Flewelling & Moody Job No. 2540.300
Change Order No. 3; Page 2 of 3

ITEM NO. 4

Description: Provide all labor and material to replace plastic laminate colors per Instruction Bulletin No. 3.

Requested By: District

Reason: District requested a Plastic Laminate selected from a higher price category than was included in the contractor's bid.

Cost: ADD: \$1,975.71

Time Extension: 0 days

ITEM NO. 5

Description: Provide all labor and material to add blocking and bolts at the end of wall condition per Instruction Bulletin No. 9.

Requested By: District

Reason: Due to existing conditions additional blocking was required to provide support of interior partition wall. This is a unforeseen condition.

Cost: ADD: \$1,541.26

Time Extension: 0 days

ITEM NO. 6

Description: Provide all labor and material to add tile colors and pattern at cafeteria and kindergarten per Instruction Bulletin No. 18.

Requested By: District

Reason: District requested floor tile patterns. This is added scope of work.

Cost: ADD: \$4,067.02

Time Extension: 0 days



FLEWELLING & MOODY
architects for education

Cottonwood Elementary School – Phase 3
Flewelling & Moody Job No. 2540.300
Change Order No. 3; Page 3 of 3

ITEM NO. 7

Description: Provide all labor and material for structural revisions to the existing portables per CCD-A No. 2.

Requested By: District

Reason: Due to discovered deficiencies that deviated from original plans, CCD-A #2 was prepared to mitigate the deviations under A#55599.

Cost: ADD: \$138,249.37

Time Extension: 48 days



FLEWELLING & MOODY

architects for education

July 3, 2017

Richard Boctor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Boctor:

On behalf of the Westside Union School District, your Proposed Change Order No. 17, to add tile colors and pattern at cafeteria and kindergarten per Instruction Bulletin No. 18, in the amount of \$4,067.02, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200
Glendale, CA 91208
(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

| | | | |
|-----------------|--|----------------------------------|------------|
| TITLE: | IB 18 Added Color pattern at Cafateria and Kindergarten | PROPOSED CHANGE ORDER NO. | 17 |
| PROJECT: | Cottonwood Elementary School Modernizaion of Existing Modular Buildings | DATE: | 05/19/2017 |
| TO: | Attn: Irvine Carrillo Flewelling & Moody, Inc. 1035 W Lancaster Blvd Lancaster, CA 93534 Phone:661-949-0771 Fax:661-949-2843 | JOB: | 2540.0300 |
| | | SUBMITTED: | |
| | | COMPLETED: | |
| | | REQUIRED: | |

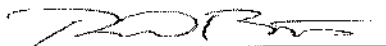
DESCRIPTION

The following are the costs associated with the added tile colors and pattern as depicted in your IB 18. Please see attached proposal from JJJ flooring to complete the work. Please review this PCO and let me know if you have any concerns,

Thanks

| Num | Item | Description | Ref | Qty | Unit | Unit Price | Amount |
|-----|------|--------------------|-----|-------|------|--------------------|-------------------|
| 1 | | JJJ Flooring quote | | 1.000 | | 3,835.00 | 3,835.00 |
| 4 | | Markup @ 5% | | 0.050 | | 3,835.00 | 191.75 |
| 5 | | Bond @1% | | 0.010 | | 4,026.75 | 40.27 |
| | | | | | | Item Total: | \$4,067.02 |
| | | | | | | Total: | \$0.00 |
| | | | | | | Total: | \$4,067.02 |

APPROVAL

By: 
Richard Bactor

Date: 05/19/2017

By: _____

Date: _____



4831-A PASSONS BLVD. PICO RIVERA, CA. 90660
Tel. (562) 692-9008 Fax (562) 692-5979 website: jjjfloorcovering.com

Pico Rivera * San Diego * Sacramento
License #327775
DIR# 1000003812 SB 785 Compliant



PROJECT: Cottonwood ES: VCT Patterns

DATE: May 19, 2017

SECTION: email

ADDENDUM: N/A

PROPOSAL: Add extra VCT material, add labor to layout and install patterns in cafeteria and Kindergarten rooms; tax included.

PRICE: \$3,835.00

EXCLUSIONS: Major concrete/wood floor repair or leveling, sanding, skim coating, waterproof membrane, demolition, moving furniture, overtime, cleaning and waxing, vacuuming, finish floor protection, patching and temperature control. **Also Excluded are;** any allowances for safety/security clearances and or training not specifically included. Price valid for 60 days.

All prices are predicated upon: 1) Clear & unobstructed access to work areas 2) Clean & ready sub floors. 3) Stairs where 2nd floors occur 4) Compliance with flooring manufacturers' moisture vapor emission limits when concrete sub floors are used.

**J
J
J FLOOR COVERING, INC.**

John Kells (ext. 123)-jkells@jjjfloorcovering.com

**UNION
BONDABLE
MBA/SBA/WBE**

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby **ACCEPTED**. You are authorized to do the work as specified.

Customer: _____ **Signed:** _____ **Date:** _____

Acceptance of this proposal (contract) requires Customer to pay in full the amount due within thirty (30) days of the invoice date. Payments not received within thirty (30) days are subject to an interest charge of 1.5% per month on the unpaid balance. If any action or arbitration is brought to interpret or enforce this agreement (contract), JJJ Floor Covering, Inc., shall be entitled to recover all costs and reasonable attorney's fees.



FLEWELLING & MOODY

architects for education

July 3, 2017

Richard Boctor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Boctor:

On behalf of the Westside Union School District, your Proposed Change Order No. 22R, for structural revisions to the existing portables per CCD-A No. 2, in the amount of \$138,249.37, has been accepted with an additional forty-eight (48) days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200
Glendale, CA 91208
(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

| | | |
|-----------------|--|--|
| TITLE: | CCDA #2 Shear wall and Siding | PROPOSED CHANGE ORDER |
| | | NO. 22R |
| PROJECT: | Cottonwood Elementary School Modernizaion of Existing Modular Buildings | DATE: 06/29/2017 |
| | | JOB: 2540.0300 |
| TO: | Attn: Irvine Carrillo Flewelling & Moody, Inc. 1035 W Lancaster Blvd Lancaster, CA 93534 Phone:661-949-0771 Fax:661-949-2843 | SUBMITTED: COMPLETED: REQUIRED: |

DESCRIPTION

Revised Per your request. We have reduced the qty. Of T 1-11 in 1000/1100 to 55 sheets from 70 sheets. Please keep in mind we have to account for waste as well. Also I decreased the plumbing to 2 days total.

Please note that we will require a 48 day extension of time to complete this work which includes the delay to date.

The following are the costs associated with CCDA #2 and the structural revisions to the existing portables. I have detailed the work by Monet and our subs in the line items. Further, I have attached the subs proposals with break downs for your review. As directed, Jam has not included the large box's and conduits with low voltage in them and will do this work on a T&M basis. Star has priced the door frames, Simco the removal and reinstallation of the HVAC units, and Raymac painting indicated they were only to spot prime and now they have to prime the entire buildings. As you know this work is impacting the project schedule so please expedite your review.


Please note that we will need a 25 day extension of time to complete this work and we still have the impact of the delays to date per our submitted schedules.

Call with any questions or concerns,

Thanks

| Num | Item | Description | Ref | Qty | Unit | Unit Price | Amount |
|-----|------|--|-----|-----------|---------|------------|----------|
| 1 | | 900 Demo 2 men 2 days | | 32.000 | Hrs | 67.31 | 2,153.92 |
| 2 | | 2 loads to dump | | 2.000 | | 300.00 | 600.00 |
| 3 | | install 50 sheets of 5/8 shear Plywood | | 2,000.000 | Sq. Ft. | 4.23 | 8,460.00 |
| 4 | | Install paper | | 1,680.000 | Sq. Ft. | 0.51 | 856.80 |

APPROVAL

By: 
Richard Boctor

By: _____

Date: 06/26/2017

Date: _____

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200
Glendale, CA 91208
(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE: CCDA #2 Shear wall and Siding
PROJECT: Cottonwood Elementary School
Modernizaion of Existing Modular Buildings
TO: Attn: Irvine Carrillo
Flewelling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843

PROPOSED CHANGE ORDER
NO. 22R
DATE: 06/29/2017
JOB: 2540.0300

SUBMITTED:
COMPLETED:
REQUIRED:

| Num Item | Description | Ref | Qty | Unit | Unit Price | Amount |
|----------|--|-----|-----------|---------|------------|-----------|
| 5 | Install 42 Sheets of 4x10 T1-11 | | 1,680.000 | Sq. Ft. | 5.58 | 9,374.40 |
| 6 | Install Trims | | 400.000 | Ft. | 7.00 | 2,800.00 |
| 7 | Demo Blocking, screw exterior plate and reinstall blocking 2 men 5 days | | 80.000 | Hrs | 74.73 | 5,978.40 |
| 8 | Install girder bolts, demo 4 sheets plywood install bolts and new ply 2 men 3day | | 48.000 | Hrs | 74.73 | 3,587.04 |
| 9 | 4 sheets plywood floor, 500 screws, and bolts for floor lump sum | | 1.000 | | 500.00 | 500.00 |
| 10 | 1000/1100 Demo 2 men 5 days | | 80.000 | | 67.31 | 5,384.80 |
| 11 | Install 80 sheets shear ply | | 3,200.000 | Sq. Ft. | 4.23 | 13,536.00 |
| 12 | 4 loads trash to dump | | 4.000 | | 300.00 | 1,200.00 |
| 14 | Install paper | | 2,800.000 | Sq. Ft. | 0.51 | 1,428.00 |
| 15 | Install 55 Sheets T 1-11 Sliding | | 2,200.000 | Sq. Ft. | 5.58 | 12,276.00 |
| 16 | Install trims for siding | | 600.000 | Ft. | 7.00 | 4,200.00 |
| 17 | Take apart Interior partitions and then reinstall 2 men 2 day | | 32.000 | | 74.73 | 2,391.36 |
| 18 | Remove plumbing and reinstall plumber 1 day each | | 16.000 | | 90.09 | 1,441.44 |
| 19 | Mark up on Monet's work @15% | | 0.150 | | 76,168.16 | 11,425.22 |
| 20 | Jam Fire protection quote | | 1.000 | | 35,363.25 | 35,363.25 |
| 21 | Simco Mechanical remove and reinstall Bard units | | 1.000 | | 4,487.35 | 4,487.35 |
| 22 | RayMac Painting | | 1.000 | | 4,237.00 | 4,237.00 |

APPROVAL

By: 
Richard Boctor

Date: 06/26/2017

By: _____

Date: _____

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200
Glendale, CA 91208
(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE: CCDA #2 Shear wall and Siding

PROJECT: Cottonwood Elementary School
Modernizaion of Existing Modular Buildings


TO: Attn: Irvine Carrillo
Fleweiling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843

PROPOSED CHANGE ORDER
NO. 22R
DATE: 06/29/2017
JOB: 2540.0300

SUBMITTED:
COMPLETED:
REQUIRED:

| Num Item | Description | Ref | Qty | Unit | Unit Price | Amount |
|--------------------|---------------------------|-----|-------|------|------------|---------------------|
| 23 | Star Hardware door frames | | 1.000 | | 2,852.57 | 2,852.57 |
| 24 | Mark up on Subs @5% | | 0.050 | | 46,940.17 | 2,347.01 |
| 25 | Bond @1% | | 0.010 | | 136,880.56 | 1,368.81 |
| Item Total: | | | | | | \$138,249.37 |
| Total: | | | | | | \$0.00 |
| Total: | | | | | | \$138,249.37 |

APPROVAL

By: 
Richard Boctor

Date: 06/26/2017

By: _____

Date: _____



FLEWELLING & MOODY
architects for education

July 3, 2017

Richard Bactor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Bactor:

On behalf of the Westside Union School District, your Proposed Change Order No. 14, to add blocking and bolts at the end of wall condition per Instruction Bulletin No. 9, in the amount of \$1,541.26, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200
Glendale, CA 91208
(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE: IB 9, Blocking at end of walls

PROJECT: Cottonwood Elementary School
Modernizaion of Existing Modular Buildings

TO: Attn: Irvine Carrillo
Flewelling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843

PROPOSED CHANGE ORDER

NO. 14
DATE: 05/05/2017
JOB: 2540.0300

SUBMITTED:
COMPLETED:
REQUIRED:


DESCRIPTION

The following are the costs associated with IB 9 and the added blocking and bolts at the end of wall condition. I have detailed the costs in the unit items for your review. Please let me know if you have any concerns,

Thanks

| Num Item | Description | Ref | Qty | Unit | Unit Price | Amount |
|--------------------|---|-----|--------|------|------------|-------------------|
| 1 | 2 men 8 hrs install bolts and blocking | | 16.000 | | 67.31 | 1,076.96 |
| 2 | Bolts,nuts washers, 10/ 6x6x8' with delivery lump sum | | 1.000 | | 250.00 | 250.00 |
| 3 | Mark up @15% | | 0.150 | | 1,326.96 | 199.04 |
| 4 | Bond @ 1% | | 0.010 | | 1,526.00 | 15.26 |
| Item Total: | | | | | | \$1,541.26 |
| Total: | | | | | | \$0.00 |
| Total: | | | | | | \$1,541.26 |

APPROVAL

By: 
Richard Boctor

Date: 05/05/2017

By: _____

Date: _____



FLEWELLING & MOODY
architects for education

July 3, 2017

Richard Boctor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Boctor:

On behalf of the Westside Union School District, your Proposed Change Order No. 13, to replace plastic laminate colors per Instruction Bulletin No. 3, in the amount of \$1,975.71, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200

Glendale, CA 91208

(818)-330-7306 PH (818)-330-7308 Fax, info@monetine.net

| | | |
|-----------------|--|------------------------------|
| TITLE: | IB 3, Plastic Laminate | PROPOSED CHANGE ORDER |
| | | NO. 13 |
| PROJECT: | Cottonwood Elementary School Modernizaion of Existing Modular Buildings | DATE: 05/03/2017 |
| | | JOB: 2540.0300 |
| TO: | Attn: Irvine Carrillo Flewelling & Moody, Inc. 1035 W Lancaster Blvd Lancaster, CA 93534 Phone:661-949-0771 Fax:661-949-2843 | SUBMITTED: |
| | | COMPLETED: |
| | | REQUIRED: |

DESCRIPTION


The following are the costs to replace the Plastic Laminate colors. Please see attached quote from Stolo Cabinets.

Please review and let me know if you have any concerns,

Thanks

| Num Item | Description | Ref | Qty | Unit | Unit Price | Amount |
|--------------------|---------------------------|-----|-------|------|------------|-------------------|
| 1 | Bond @1% | | 0.010 | | 1,956.15 | 19.56 |
| 1 | Stolo Quote and Breakdown | | 1.000 | | 1,863.00 | 1,863.00 |
| 2 | Mark up @5% | | 0.050 | | 1,863.00 | 93.15 |
| Item Total: | | | | | | \$1,975.71 |
| Total: | | | | | | \$0.00 |
| Total: | | | | | | \$1,975.71 |

APPROVAL

By: 
Richard Boctor

Date: 04/26/2017

By: _____

Date: _____



CONTRACT CHANGE ORDER 03

DATE: May 2, 2017 TO: Monet Construction, Inc
JOB NAME: Cottonwood ES Ph 3 ATTN: Sam Naguib

Stolo Cabinets, Inc. proposes to furnish the materials and services as listed below. All inclusions, exclusions, and terms and conditions of the original bid remain in effect and any new change(s) will be listed below.

Delete all Fomica laminate at casework. Provide Wilsonart laminte.
Countertops shall be Carbon EV - 4820-60
Body laminate shall be Misty Zephyr - 4843-60

- 1. THE ABOVE CHANGE WILL INCREASE THE CONTRACT AMOUNT BY **\$1,863.00**
- 2. TIME IMPACT: [] YES [**XX**] NO
- 3. WE ARE NOT PROCEEDING. PLEASE ISSUE A CHANGE ORDER FOR THE AMOUNT LISTED ABOVE OR SIGN AND RETURN A COPY OF THIS DOCUMENT. THIS QUOTE IS GOOD FOR 30 DAYS.

Matt James
Project Manager

John Park
Prepared By

ALTHOUGH THE REQUIREMENTS OF A WRITTEN CHANGE ORDER AND NOTICE OF A CLAIM FOR ADDITIONAL COMPENSATION ARE NOT BEING STRICTLY OBSERVED, WE EXPECT AN ADJUSTMENT OF THE CONTRACT PRICE TO COMPENSATE FOR THE WORK DESCRIBED ABOVE. THIS WORK HAS BEEN OR IS BEING PERFORMED BY OUR FIRM TO ACCOMMODATE THE OWNER AND GENERAL CONTRACTOR AND FACILITATE COMPLETION OF THE PROJECT WITHOUT PREJUDICE TO ANY LEGAL OR EQUITABLE RIGHT OF REMEDY TO WHICH WE MAY BE ENTITLED. THE ABOVE DESCRIBED CHANGES ARE ACCEPTED AND STOLO CABINETS IS AUTHORIZED TO PROCEED. YOUR SIGNATURE AUTHORIZES BILLING AND PAYMENT FOR THE ABOVE WORK.

General Contractor/Authorized Representative Date



FLEWELLING & MOODY
architects for education

July 3, 2017

Richard Bactor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: Cottonwood Elementary School – Phase 3
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Bactor:

On behalf of the Westside Union School District, your Proposed Change Order No. 6, to install additional low voltage drops per Instruction Bulletin No. 4, in the amount of \$23,615.01, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200
Glendale, CA 91208
(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

| | | |
|-----------------|--|--|
| TITLE: | IB #4 Low Voltage Drops | PROPOSED CHANGE ORDER |
| | | NO. 6 |
| PROJECT: | Cottonwood Elementary School Modernizaion of Existing Modular Buildings | DATE: 04/19/2017 |
| | | JOB: 2540.0300 |
| TO: | Attn: Irvine Carrillo Flewelling & Moody, Inc. 1035 W Lancaster Blvd Lancaster, CA 93534 Phone:661-949-0771 Fax:661-949-2843 | SUBMITTED: COMPLETED: REQUIRED: |

DESCRIPTION


The following are the costs associated with IB #4 and the additional Low Voltage Drops.
Please see attached quote from JAM Corp.

Please review and let me know if you have any concerns,

Thanks

| Num | Item | Description | Ref | Qty | Unit | Unit Price | Amount | |
|-----|------|----------------|-----|------------|------|------------|--------------------|--------------------|
| 1 | | Jam IB#4 Quote | | 1.000 | | 22,267.81 | 22,267.81 | |
| 3 | | Mark up @ 5% | | 22,267.810 | | 0.05 | 1,113.39 | |
| 4 | | Bond at 1% | | 23,381.200 | | 0.01 | 233.81 | |
| | | | | | | | <hr/> | |
| | | | | | | | Item Total: | \$23,615.01 |
| | | | | | | | Total: | \$0.00 |
| | | | | | | | <hr/> | |
| | | | | | | | Total: | \$23,615.01 |

APPROVAL

By: 
Richard Boctor

Date: 04/19/2017

By: _____

Date: _____



FLEWELLING & MOODY
architects for education

July 3, 2017

Richard Boctor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Boctor:

On behalf of the Westside Union School District, your Proposed Change Order No. 4, for credit associated with the Knox box, chair trucks and safe per Instruction Bulletin No. 8, in the amount of <-\$10,000.00>, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200
Glendale, CA 91208
(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE: IB 8 Knox Box, Chair Trucks and safe Credit

PROPOSED CHANGE ORDER

NO. 4

PROJECT: Cottonwood Elementary School
Modernizaion of Existing Modular Buildings

DATE: 04/07/2017

JOB: 2540.0300

TO: Attn: Irvine Carrillo
Flewelling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843

SUBMITTED:

COMPLETED:

REQUIRED:

DESCRIPTION


The following are the costs associated with IB 8 and the Knox box, Chair Trucks and safe. We have used the value on our schedule of values.

Please review and let me know if you have any concerns,

Thanks

| Num Item | Description | Ref | Qty | Unit | Unit Price | Amount |
|--------------------|---------------------------------------|-----|-------|------|------------|----------------------|
| 1 | Chair truck, Knox box and safe credit | | 1.000 | | -10,000.00 | -10,000.00 |
| Item Total: | | | | | | (\$10,000.00) |
| Total: | | | | | | \$0.00 |
| Total: | | | | | | (\$10,000.00) |

APPROVAL

By: 
Richard Bactor

By: _____

Date: 03/24/2017

Date: _____



FLEWELLING & MOODY
architects for education

July 3, 2017

Richard Bactor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Bactor:

On behalf of the Westside Union School District, your Proposed Change Order No. 3, to delete Shaw broadloom carpet and install Mannington carpet tile per Instruction Bulletin No. 7, in the amount of \$10,551.24, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200
Glendale, CA 91208
(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

| | |
|---|------------------------------|
| TITLE: IB 7 Carpet Tile | PROPOSED CHANGE ORDER |
| | NO. 3 |
| PROJECT: Cottonwood Elementary School Modernizaion of Existing Modular Buildings | DATE: 04/03/2017 |
| | JOB: 2540.0300 |
| TO: Attn: Irvine Carrillo Flewelling & Moody, Inc. 1035 W Lancaster Blvd Lancaster, CA 93534 Phone:661-949-0771 Fax:661-949-2843 | SUBMITTED: |
| | COMPLETED: |
| | REQUIRED: |

DESCRIPTION


The following are the costs associated with IB 7 and the carpet tile.
Please see attached quote from JJ flooring with breakdown.

Please review and let me know if you have any concerns.

Thanks

| <u>Num</u> | <u>Item</u> | <u>Description</u> | <u>Ref</u> | <u>Qty</u> | <u>Unit</u> | <u>Unit Price</u> | <u>Amount</u> | |
|------------|-------------|--------------------|------------|------------|-------------|-------------------|--------------------|-------------|
| 1 | | JJ Flooring Quote | | 1.000 | | 9,949.30 | 9,949.30 | |
| 2 | | Monet Mark up @5% | | 9,949.300 | | 0.05 | 497.47 | |
| 3 | | Bond @1% | | 10,446.770 | | 0.01 | 104.47 | |
| | | | | | | | Item Total: | \$10,551.24 |
| | | | | | | | Total: | \$0.00 |
| | | | | | | | Total: | \$10,551.24 |

APPROVAL

By: 
Richard Boctor

Date: 03/24/2017

By: _____

Date: _____



4831-A PASSONS BLVD. PICO RIVERA, CA. 90660
Tel. (562) 692-9008 Fax (562) 692-5979 website: jjjfloorcovering.com

Pico Rivera * San Diego * Sacramento
License #327775
DIR# 1000003812 SB 785 Compliant



PROJECT: Cottonwood ES: Change carpet

DATE: March 30, 2017

SECTION: per email

ADDENDUM: N/A

PROPOSAL: Delete Shaw broadloom carpet and install Mannington carpet tile; tax included.

PRICE: \$9,949.30

EXCLUSIONS: Major concrete/wood floor repair or leveling, sanding, skim coating, waterproof membrane, demolition, moving furniture, overtime, cleaning and waxing, vacuuming, finish floor protection, patching and temperature control. Also Excluded are; any allowances for safety/security clearances and or training not specifically included. Price valid for 60 days.

All prices are predicated upon: 1) Clear & unobstructed access to work areas 2) Clean & ready sub floors. 3) Stairs where 2nd floors occur 4) Compliance with flooring manufacturers' moisture vapor emission limits when concrete sub floors are used.

J
J
J FLOOR COVERING, INC.

John Kells (ext. 123)-jkells@jjjfloorcovering.com

UNION
BONDABLE
MBA/SBA/WBE

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby ACCEPTED. You are authorized to do the work as specified.

Customer: _____ Signed: _____ Date: _____

Acceptance of this proposal (contract) requires Customer to pay in full the amount due within thirty (30) days of the invoice date. Payments not received within thirty (30) days are subject to an interest charge of 1.5% per month on the unpaid balance. If any action or arbitration is brought to interpret or enforce this agreement (contract), JJJ Floor Covering, Inc., shall be entitled to recover all costs and reasonable attorney's fees.

| <u>MATERIALS</u> | <u>UNIT</u> | <u>AMOUNT</u> | <u>PRICE</u> | <u>MISC.</u> | <u>FRT</u> | <u>TOTAL</u> |
|----------------------------|-------------|---------------|--------------|--------------|------------|--------------|
| A) Delete Chaw carpet | yds | 611.0 | -11.85 | | -0.85 | (7,240.35) |
| B) delete adhesive | ea | 19.0 | -31.25 | | | (593.75) |
| C) | | | | | | 0.00 |
| D) Add Mannington | yds | 609.6 | 22.99 | | 1.90 | 14,013.78 |
| E) manufactures overage 4' | yds | 24.4 | 22.99 | | 1.90 | 560.50 |
| F) adhesive | yds | 6.0 | 89.70 | | | 538.20 |
| G) | | | | | | 0.00 |
| H) | | | | | | 0.00 |
| I) | | | | | | 0.00 |
| J) | | | | | | 0.00 |
| K) | | | | | | 0.00 |
| L) | | | | | | 0.00 |
| M) | | | | | | 0.00 |
| N) | | | | | | 0.00 |
| O) | | | | | | 0.00 |

NOTES:

| | |
|--------------------|------------|
| MATERIAL | 7,278.38 |
| INFLA. | 0.00 |
| TAX | 0.09 |
| FREIGHT | 685.14 |
| TOTAL MATL. | \$8,618.57 |

| <u>LABOR</u> | <u>UNITS</u> | <u>RATE</u> | <u>TOTAL</u> |
|--------------------------|--------------|-------------|--------------|
| A) carpet assessment tax | 24.0 | 0.25 | 6 |
| B) | | | 0 |
| C) | | | 0 |
| D) | | | 0 |
| E) | | | 0 |
| F) | | | 0 |
| G) | | | 0 |
| H) | | | 0 |
| I) | | | 0 |
| J) | | | 0 |
| K) | | | 0 |
| L) | | | 0 |
| M) | | | 0 |
| N) | | | 0 |
| O) | | | 0 |

SUBTOTAL 6.00

| | |
|---------------------------|----------|
| MATERIAL&LABOR | 8,624.57 |
| OVERHEAD | 0.12 |
| PROFIT | 0.03 |

ADDENDUMS:

| | |
|------------------|------------|
| INFLATION | |
| BASE BID | \$9,949.30 |
