

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL

December 5, 2017

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

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

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

CALL TO ORDER ____ p.m.

I. OPEN SESSION ____ p.m.

- A. Flag Salute
- B. Roll Call

BOARD OF TRUSTEES

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

SUPERINTENDENT

Regina Rossall	_____
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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)

12-5-17

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

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS

- A. Joe Walker Site Presentation and Employee Recognition
- B. Plaque for Outgoing President - Steve DeMarzio

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. ANNUAL REORGANIZATIONAL MEETING

- A. ELECTION OF OFFICERS - As required by Education Code, Section 35143, the Board of Trustees Officers are to be elected annually at the first meeting in December after the first Friday in December. At this time nominations and elections of officers for the period of December 5, 2017 until the Organizational Meeting in December of 2018 will commence:

- 1. Election of President:

Moved by _____ Seconded by _____

NOMINEE

NOMINATED BY

SECONDED BY

Close Nominations

Vote:

Ayes: _____ Noes: _____ Abstain: _____

2. Election of Vice President:

Moved by _____ Seconded by _____

NOMINEE	NOMINATED BY	SECONDED BY
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_____	_____	_____
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_____	_____	_____
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Close Nominations

Vote:

Ayes: _____ Noes: _____ Abstain: _____

3. Election of Clerk:

Moved by _____ Seconded by _____

NOMINEE	NOMINATED BY	SECONDED BY
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_____	_____	_____
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_____	_____	_____
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Close Nominations

Vote:

Ayes: _____ Noes: _____ Abstain: _____

4. Election of Representative to the Antelope Valley School Boards Association:

Moved by _____ Seconded by _____

NOMINEE	NOMINATED BY	SECONDED BY
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_____	_____	_____
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_____	_____	_____
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Close Nominations

Vote:

Ayes: _____ Noes: _____ Abstain: _____

12-5-17

5. Election of Board Representative to the West Antelope Valley Educational Foundation (WAVE):

Moved by _____ Seconded by _____

NOMINEE NOMINATED BY SECONDED BY

Close Nominations

Vote:

Ayes: _____ Noes: _____ Abstain: _____

XII. SEAT THE NEW OFFICERS FOR THE BOARD YEAR 2015 - PROCEDURAL MATTERS

1. Approval of the Schedule of Meeting Dates, Times and Location for the 2018 Board of Trustee Meetings Page i

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

2. Roberts' Rules of Order, Revised, be adopted as the ruling authority for all questions pertaining to Parliamentary Procedure.

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

3. Appointment of the District Superintendent, Regina L. Rossall, to serve as Secretary of the Board of Trustees per Board Bylaw 9122.

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

4. Approval to empower in the following order in the absence of the Superintendent the next in command are members of the Cabinet with the Deputy Superintendent first, Assistant Superintendent Educational Services second, Assistant Superintendent Administrative Services third. (BP 2110)

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

5. On behalf of the District approval that the Superintendent, Deputy Superintendent, Assistant Superintendent Educational Services, Assistant Superintendent Administrative Services, Supervisor of Fiscal Services, Director of Student Services, President of the Board of Trustees, and/or the Clerk of the Board of Trustees be authorized to sign all documents as the Authorized Agent of the District, and to sign warrants, orders for salary payment, Notices of Employment, and Contracts for the period of December 6, 2017, until the Organizational Meeting in December of 2018.

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

6. Approval to grant authority to the District Superintendent or designee to submit proposals and applications for state, local and federally supported programs for which the District may qualify.

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

7. Approval for the District to join the Antelope Valley School Boards Association and the California School Boards Association.

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

8. Approval to authorize Members of the Board of Trustees, Superintendent and Deputy Superintendent, to attend all special executive and regular meetings of the Antelope Valley School Boards Association, with their necessary expenses to be paid from the district's budgeted conference funds.

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

XIII. BUSINESS SESSION

A. Organizational/Governance

1. Agenda

Item1

Goal #

Moved by _____ Seconded by _____

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

Ayes: _____ Noes: _____ Abstain: _____

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

Items 2a -2g

2. Consent

- a. Minutes of the Regular Meeting on November 14, 2017
- b. Fundraising Authorizations
- c. Personnel Report
- d. Job Description
- e. Purchase Orders
- f. Consultant/Contract Schedule
- g. Conference/Workshop Schedule

Moved by _____ Seconded by _____

Goal #

Approval of the Consent Items as presented.

Ayes: _____ Noes: _____ Abstain: _____

3. Revised CSBA Delegate Assembly Nomination Item 3

Moved by _____ Seconded by _____

Approve the nomination of Stacy Dobbs in place of Susan Christopher to Delegate Assembly Region 22.

Ayes: _____ Noes: _____ Abstain: _____

4. Discussion Item Item 4
• Governance

B. Educational Services

5. Sundown Site Plan Item 5

Moved by _____ Seconded by _____

Approval of Sundown's Site Plan

Ayes: _____ Noes: _____ Abstain: _____

6. Revised Board Policies Item 6

- BP 1250, Visitors
- AR 3516, Emergencies and Disaster Preparedness
- AR 3516.2, Bomb Threats
- BP/AR 5131.4, Student Disturbances
- BP 5131.5, Vandalism and Graffiti

Moved by _____ Seconded by _____

Approval of the first reading of the revised Board Policies and Administrative Regulations

Ayes: _____ Noes: _____ Abstain: _____

D. Business

7. Piggyback on the Savanna School District Bid with Elite Modular Leasing and Sales Inc. Item 7

Moved by _____ Seconded by _____

Approval to approve to piggyback on the Savanna School District Bid with Elite Modular Leasing and Sales Inc.

Ayes: _____ Noes: _____ Abstain: _____

12-5-17

8. Revised Board Policies and Administrative Regulation: Item 8 Goal #
- BP 3280, Sale or Lease of District-Owned Real Property
 - BP 3513.4, Drug and Alcohol Free Schools
 - AR 3515.6, Criminal Background Checks for Contractors

Moved by _____ Seconded by _____

Approval of the first reading of the revised Board Policies and Administrative Regulation

Ayes: _____ Noes: _____ Abstain: _____

XIV. INFORMATION SESSION

- A. Items From The Floor – Continued
- B. Dates to Remember:
1. Regular Meeting on December 12, 2017
 2. Regular Meeting on January 16, 2018
- C. Board Comments - Continued

XV. NEW BUSINESS

Future Board Meeting Items

XVI. CLOSED SESSION - Continued

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

XVIII. REPORT OF CLOSED SESSION ACTION

XIX. ADJOURNMENT

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

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

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

Core Beliefs and Board Goals 2017-2018

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

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

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

❖ Annual Report by Educational Services

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

❖ Annual Report by Business Services

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

2017-2018 Board Expectations

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

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

EXPECTATIONS:

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

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

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

EXPECTATIONS

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

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

EXPECTATIONS:

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

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

EXPECTATION

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

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

EXPECTATIONS:

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


➤ g - Annual ADA Report by Business Services

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

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

EXPECTATIONS:

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

 e - Posted on District Website

WESTSIDE UNION SCHOOL DISTRICT
41914 50th Street West
Quartz Hill, Ca. 93536

TO: Board of Trustees
FROM: Regina L. Rossall, Superintendent
DATE: Approved on December 5, 2017
RE: Suggested Board Meeting Dates and Site for 2018

Regular Board Meetings are scheduled on the 1st and 3rd Tuesdays of each month at 5:00 p.m.

The following is a suggested list of Regular Board Meetings with recommended site.

<u>Meeting Date</u>	<u>Place of Meeting</u>	<u>Time of Meeting</u>
Jan 16, 2018	Hillview Multipurpose Rm	5:00 p.m.
Feb 6, 2018	Hillview Multipurpose Rm	5:00 p.m.
Feb 20, 2018	Hillview Multipurpose Rm	5:00 p.m.
Mar 6, 2018	Hillview Multipurpose Rm	5:00 p.m.
Mar 20, 2018	Hillview Multipurpose Rm	5:00 p.m.
Apr 3, 2018	Hillview Multipurpose Rm	5:00 p.m.
Apr 17, 2018	Hillview Multipurpose Rm	5:00 p.m.
May 8, 2018	Hillview Multipurpose Rm	5:00 p.m.
May 22, 2018	Hillview Multipurpose Rm	5:00 p.m.
June 5, 2018	District Office Rooms 3 & 4	5:00 p.m.
June 19, 2018*	District Office Rooms 3 & 4	5:00 p.m.
June 26, 2018	District Office Rooms 3 & 4	5:00 p.m.
Aug 7, 2018	Hillview Multipurpose Rm	5:00 p.m.
Aug 21, 2018	Hillview Multipurpose Rm	5:00 p.m.
Sept 4, 2018	Hillview Multipurpose Rm	5:00 p.m.
Sept 18, 2018	Hillview Multipurpose Rm	5:00 p.m.
Oct 2, 2018	Hillview Multipurpose Rm	5:00 p.m.
Oct 16, 2018	Hillview Multipurpose Rm	5:00 p.m.
Nov 6, 2018	Hillview Multipurpose Rm	5:00 p.m.
Nov 20, 2018	Hillview Multipurpose Rm	5:00 p.m.
Dec 4, 2018	Hillview Multipurpose Rm	5:00 p.m.
Dec 11, 2018	Hillview Multipurpose Rm	5:00 p.m.

This schedule is subject to change.

*Superintendent's Evaluation

BOARD AGENDA

December 5, 2017

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

December 5, 2017

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

BACKGROUND:

The Board is requested to approve the Minutes of the Regular Meeting on November 14, 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 14, 2017

I. CALL TO ORDER

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

II. Flag Salute

Patricia K. Shaw, Clerk

III. ROLL CALL

Steven DeMarzio, President– Present (Teleconference)

John Curiel, Vice President – Present

Patricia K. Shaw, Clerk - Present

Dr. Linda Jones, Member – Absent

Jennifer Navarro, Member - Present

SUPERINTENDENT

Regina Rossall – Present

IV. ITEMS FROM THE FLOOR

None

V. OTHERS PRESENT

Rhonda Hanson, Autumn Lawrence, Jake Briggs, Susan Price, Michael Mann, Nancy Hemstreet, Patricia Bothuel, Pamela Johnson, Sophie Frukhtman, Lisa Fiore, Tom Morreale, Jeri Holmes, Deborah Jones, Tina Turner, Evelyn Hossner, Aubrey Roadhouse, Pancho Gonzalez, Kim Blackstone, George Blackstone.

VI. M18-65 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to adjourn to closed session at 5:02 p.m. to consider:

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

VII. RECONVENE TO OPEN SESSION at 6:03 p.m.

VIII. CLOSED SESSION ACTION

None

IX. PRESENTATIONS

A. Del Sur Site Presentation and Employee Recognition

B. Local Control and Accountability Plan Report on Local Indicators – Marguerite Johnson

C. Human Resources Presentation – Robert Hughes

X. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Jennifer Navarro – Mrs. Kott and Mr. Cusack, thank you for your presentation this evening. I enjoyed hearing about your front office staff survey; I think this is important and a great idea. I see you have a good plan to address your areas of weakness. Thank you for having me on your campus at Halloween; I enjoyed my visit. Thank you Robert, Rob and Marguerite for your presentations this evening. I appreciate all your hard work; thank you very much for everything you do.

Patricia K. Shaw – Jessica, don't let the test results for grades 3 and 5, get you down. You set a goal for 96% and you exceeded that. Robert and Marguerite, great job on your presentations.

John Curiel – Thank you, Mr. Cusack, for your hard work and your focus on discipline and early intervention. I see the data is showing that suspensions are down this year from last year. Mrs. Kott, thank you for the review of your deficiencies and your plan; I look forward to seeing your data next year. Thank you also for the pencils. Thank you, Marguerite, for your presentation. Robert and Rob, thank you for your presentation this evening. Hats off to your departments for all your hard work. Excellent teachers produce excellent students.

Steve DeMarzio – Mrs. Kott, thank you for your presentation. I see that you have an engaged staff. I enjoyed your review of Goal #3, your positive approach to reduce suspensions and how you plan to face your challenges. Congratulations to your staff who received service pins this evening.

Our last AVSBA dinner meeting of the year was last Thursday. We had an excellent speaker who spoke on charter schools.

I think both John and Patty should attend the New President Workshop sometime in 2018.

Marguerite, great presentation on Local Indicators. Mr. Hughes and Mr. Garza, great presentation, you both have a great staff. It looks like you are going above and beyond to make sure we don't have any vacancies in the classroom.

B. Staff Reports

1. Assistant Superintendent Administrative Services – Shawn Cabey
 - a. What a privilege it is to work with such excellent people. I always learn something new when I see my colleagues' presentations.
 - b. Del Sur, what a positive site, you always leave the campus with a smile on your face. Thank you to your staff for making it such a positive place.
 - c. Congratulations on your PSAT scores.
2. Assistant Superintendent Educational Services - Marguerite Johnson
 - a. I would like to echo what Mr. Cabey said regarding leaving Del Sur campus with a smile. I appreciate the balance of your presentation, celebrating and identifying the needs of your site.
 - b. Robert and Rob, thank you for all that you do. There is no way we could pull off the training and support without what you do for the district.
3. Deputy Superintendent - Robert Hughes
 - a. Del Sur, I love your campus. Nice job on your presentation; ditto on what has already been said, thank you.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

 - a. Jessica and Scott, great presentation, Thank you, Lisa, for sharing your data and I am glad you are seriously looking at the data.
 - b. I appreciate all of the fun things you do at Del Sur. It's a fun place to work and staff appreciates being there.

- c. Marguerite, thank you for all of the great work you have done with the LCAP.
- d. Robert and Rob, great job on your presentation, HR always has an interesting presentation, as it's a look back on what has been done. It's interesting that we are a limited staff for all that we support. I appreciate everything that HR does.
- e. Friday, November 17, 2017, is a minimum day to start the Thanksgiving break. The district office will be open Monday and Tuesday of next week, November 20-21, 2017.
- f. I would like to wish everyone a very Happy Thanksgiving.

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. The December meeting will be on December 13, 2017, at 6:30 p.m. at the District Office Room 4.

XII. ITEMS FROM THE FLOOR - Continued

None

XIII. PUBLIC HEARING

None

XIV. BUSINESS SESSION

- A. Organizational/Governance
 - 1. M18-66 - Item 1. Approval of the agenda of the Regular Board Meeting of November 14, 2017, as submitted. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0.
 - 2. M18-67 - Items 2a – 2g. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve the consent agenda.
 - 2a Minutes of the Regular Meeting on November 7, 2017 - Revised
 - 2b Fundraising Authorizations
 - 2c Gifts to the District
 - 2d Personnel Report
 - 2e Purchase Orders
 - 2f Consultant/Contract Agreement Schedule
 - 2g Conference/Workshop Schedule
 - 3. M18-68 - Item 3. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the Nomination of Nancy Smith, Steve DeMarzio and Susan Christopher for CSBA Delegate Assembly Region 22.
 - 4. M18-69 - Item 4. The motion was made by Steve DeMarzio seconded by Jennifer Navarro and carried 4/0 to approve the Change of Board Meeting Date from December 19, 2017, to December 12, 2017
 - 5. Item 3 - Discussion Item
 - Board Governance

XV. EDUCATIONAL SERVICES

6. M18-70 - Item 6. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the Local Control and Accountability Plan Report on Local Indicators.

XVI. PERSONNEL

7. M18-71 - Item 7. The motion was made by Jennifer Navarro seconded by Steve DeMarzio and carried 4/0 to approve the second and final 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

8. M18-72 - Item 8. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 4/0 to approve Resolution 18-04, Acknowledging the Use of Routine Restricted Maintenance Account Funds for Emergency/Disaster Storage Containers
9. M18-73 - Item 9. The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0 to approve the Cottonwood Modernization, Change Order No. 3 to Monet Construction, Inc.

XVIII. NEW BUSINESS

Solar Panels at Hillview – December 5, 2017, Agenda
CSBA Conference Session Review

XIX. UNFINISHED BUSINESS

None

XX. ADJOURNMENT – The meeting was adjourned at 8:14 p.m. by John Curiel, Vice President.

Patricia K. Shaw, Clerk
December 5, 2017

BOARD AGENDA

December 5, 2017

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

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

SUPERINTENDENT'S RECOMMENDATION:

Approval

FUND RAISER APPROVAL LIST

Approved at the Board Meeting of December 5, 2017

Esperanza

Description: Movie Night
Date: December 1, 2017
Purpose: A family event
Requesting Group: Esperanza PTA

Description: Collecting Socks and Underwear
Date: December 1-15, 2017
Purpose: To donate to Grace Resources
Non-Profit Organization: Grace Resources

Description: Holiday Boutique
Date: December 4-13, 2017
Purpose: To allow students to purchase gifts for family and friends.
Requesting Group: Esperanza PTA

Description: Toys for Tots
Date: December 4-15, 2017
Purpose: Collect toys for community service project
Requesting Group: Toys for Tots

Description: Holiday Celebration
Date: December 13, 2017
Purpose: To celebrate family time during the holidays.
Requesting Group: Esperanza PTA

Description: Pennies for Patients
Date: January 16-30, 2018
Purpose: To collect funds to help provide services to cancer patients.
Non-Profit Organization: The Leukemia Foundation

Hillview

Description: Shakeys Pizza Night
Date: December 7, 2017
Purpose: To raise funds for cheer competition
Requesting Group: Hillview PTSA

Description: Community Sponsored T-Shirts
Date: December 7, 2017 – January 10, 2018
Purpose: To raise funds to participate in cheer national competition in Las Vegas.
Requesting Group: Hillview PTSA

Rancho Vista Description: Holiday Boutique
 Date: December 4-12, 2017
 Purpose: To raise funds for students and field trips.
Requesting Group: Rancho Vista PTA

Joe Walker Description: Rockin Jump Trampoline Park Fundraiser
 Date: December 1, 8 & 15, 2017
 Purpose: To raise funds to support activities and school staff.
Requesting Group: Joe Walker PTA

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

NOV 29 2017

FUNDRAISING AUTHORIZATION
Elementary School

School Esperanza

Date 11/17/17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 12/1/17 Event Start Time 6:30pm

Location of Fund Raiser Esperanza Cafeteria

Description of Fund Raiser Movie Night

Purpose of the Fund Raiser a family event

For the benefit of (be specific) PTA for Assemblies and Fieldtrip

Person Supervising Fund Raiser Gary Graves PTA President

Person Responsible for the Money PTA Treasu

Projected Expenses \$ 100.⁰⁰ Projected Profit \$ 200.⁰⁰

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

Signature of PTA/PTO/PTSA President [Signature] Date 11/17/17

Signature of Principal or Assistant [Signature] Date 11/17/17

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

Approved by the Board of Trustees on _____

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

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NOV 29 2017

FUNDRAISING AUTHORIZATION

~~Elementary School~~

Non-Profit Organization

School Esperanza

Date 11/15/2017

Requesting Group: ☐ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 12/1/17 - 12/15/17 Event Start Time 12/1/2017


Location of Fund Raiser Esperanza Elementary School

Description of Fund Raiser Students will collect new socks and underwear for homeless shelter Grace Resource.

Purpose of the Fund Raiser To provide lesson in leadership by having students work together, using teamwork and communicating with others. A philanthropic lesson through charitable work.

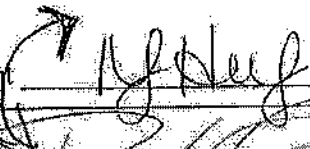
For the benefit of (be specific) Providing essential items to our local homeless shelter, to be distributed to those in need.

Person Supervising Fund Raiser Mr. Gordon

Person Responsible for the Money: 

Projected Expenses \$  Projected Profit \$ 

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Signature of PTA/PTO/PTSA President 

Date 11/17/17

Signature of Principal or Assistant 

Date 11/15/2017

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 _____

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FUNDRAISING AUTHORIZATION
Elementary School

NOV 29 2017

School Esperanza

Date 11/17/17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 12/1/17 to 12/13/17 Event Start Time 9:30-2:30

Location of Fund Raiser Stage in Cafe

Description of Fund Raiser Holiday Boutique - to provide an opportunity for students to purchase gifts for family members.

Purpose of the Fund Raiser to bring a store to campus to allow students who participate to purchase gifts for family & friends

For the benefit of (be specific) PTA to help offset costs of fieldtrips and assemblies

Person Supervising Fund Raiser Gary Groves PTA President

Person Responsible for the Money Esperanza PTA Treasurer Brian Schiller

Projected Expenses \$ 8,000.00

Projected Profit \$ 1,500.00

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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)
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Organizations are encouraged to select items of good nutritional quality. (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President [Signature]

Date 11/17/17

Signature of Principal or Assistant [Signature]

Date 11/17/17

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

Approved by the Board of Trustees on _____

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

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NOV 29 2017

FUNDRAISING AUTHORIZATION

~~Elementary School~~ Non-Profit

School Esperanza

Date 11/17/17

Requesting Group: ☐ PTA ☐ PTO ☐ PTSA Teacher Amanda Canter

Date(s) of Fund Raiser 12/04/17 to 12/15/17 Event Start Time _____

Location of Fund Raiser Esperanza

Description of Fund Raiser toys for Tots - collection boxes
to collect toys for families in need.

Purpose of the Fund Raiser To raise collect toys for Community Service
Project and to help families in need.

For the benefit of (be specific) Toys for Tots

Person Supervising Fund Raiser Amanda Canter

Person Responsible for the Money money collected

Projected Expenses \$ 0 Projected Profit \$ 100 Toys.

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)
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Signature of PTA/PTO/PTSA President Teacher Amanda Canter Date 11/17/17

Signature of Principal or Assistant [Signature] Date 11/17/17

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

Approved by the Board of Trustees on _____

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NOV 29 2017

FUNDRAISING AUTHORIZATION
Elementary School

School Esperanza

Date 11/17/17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 12/13/17 Event Start Time 5pm

Location of Fund Raiser Esperanza Cafeteria

Description of Fund Raiser Holiday Celebration

Purpose of the Fund Raiser to celebrate family time during the holidays and to support PTA programs.

For the benefit of (be specific) PTA - Programs, fieldtrips

Person Supervising Fund Raiser Gary Graves PTA President

Person Responsible for the Money PTA Treasurer - Brian Schiller

Projected Expenses \$ 250.00 Projected Profit \$ 500.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
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Signature of PTA/PTO/PTSA President

Date 11/17/17

Signature of Principal or Assistant

Date 11/17/17

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

Approved by the Board of Trustees on _____

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

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NOV 29 2017

FUNDRAISING AUTHORIZATION

~~Elementary School~~ Non-Profit

School Esperanza

Date 11/17/17

Requesting Group: ☐ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 11/16/18 to 11/30/18 Event Start Time _____

Location of Fund Raiser Esperanza Campus

Description of Fund Raiser Pennies For Patients - Collecting change to help make a difference in a patient's life. Community Project.

Purpose of the Fund Raiser to collect funds to help provide services to Cancer Patients

For the benefit of (be specific) The Leukemia Foundation.

Person Supervising Fund Raiser Deannette Jenkins

Person Responsible for the Money Deannette Jenkins

Projected Expenses \$ 0 Projected Profit \$ 1,000.00 +

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Signature of PTA/PTO/PTSA President Deannette Jenkins Date 11/17/17

Signature of Principal or Assistant [Signature]

Date 11/17/17

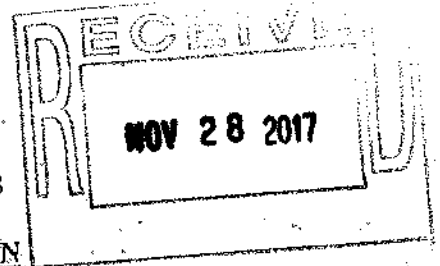
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Westside Union School District
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FUNDRAISING AUTHORIZATION
Middle School

School HV

Date 11-28-17

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

Date(s) of Fund Raiser 12-7-17 Event Start Time 5:00pm

Location of Fund Raiser Hillview M.S.

Description of Fund Raiser Shakeys Pizza Night

Purpose of the Fund Raiser Raise Funds For Cheer Competition

For the benefit of (be specific) Cheer

Person Supervising Fund Raiser Amy Lomeli

Person Responsible for the Money Amy Lomeli

Projected Expenses \$ 0

Projected Profit \$ 500.-

Approved by ASB in the meeting minutes of _____

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Signature of ASB President _____

Date _____

Signature of ASB Advisor _____

Date _____

Signature of PTA/PTO/PTSA President Randy Evans

Date 11/28/17

Signature of Principal or Assistant [Signature] Date 11/28/17
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 _____

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NOV 29 2017

FUNDRAISING AUTHORIZATION
Middle School

School HV

Date 11-29-17

Requesting Group HVPTSA

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

Date(s) of Fund Raiser 12-7-17/1-10-18 Event Start Time _____

Location of Fund Raiser Hillview M.S.

Description of Fund Raiser Community sponsored T-shirts

Purpose of the Fund Raiser Raise funds to participate in cheer nationals competition in Las Vegas 2-23/2-24-18

For the benefit of (be specific) HV Cheer Squad (14 cheerleaders)

Person Supervising Fund Raiser Amy Lomeli

Person Responsible for the Money Amy Lomeli

Projected Expenses \$ 400.-

Projected Profit \$ 1000.-

Approved by ASB in the meeting minutes of _____

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Signature of ASB President _____ Date _____

Signature of ASB Advisor _____ Date _____

Signature of PTA/PTO/PTSA President Brian Ford Date 11/29/17

Signature of Principal or Assistant [Signature] Date 11/29/17

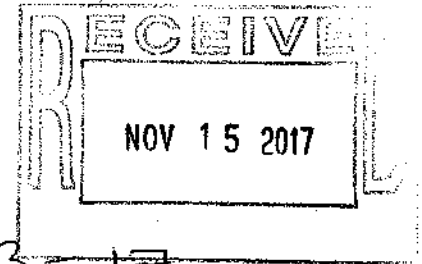
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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FUNDRAISING AUTHORIZATION
Elementary School

School Rancho Vista

Date 11-13-17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser Dec 4-12th Event Start Time 9³⁰ AM

Location of Fund Raiser Cafeteria Stage

Description of Fund Raiser Holiday Boutique

Purpose of the Fund Raiser Give back

For the benefit of (be specific) Students, field trips

Person Supervising Fund Raiser Chi Hye Tyson

Person Responsible for the Money Chi Hye Tyson

Projected Expenses \$ 500 Projected Profit \$ 1000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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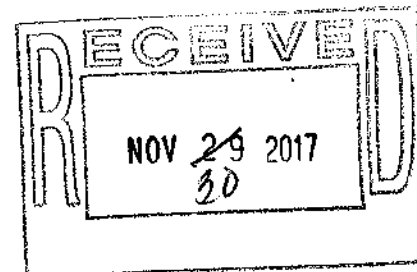
Signature of PTA/PTO/PTSA President [Signature] Date 11/13/17

Signature of Principal or Assistant Cathy Bennett Date 11-13-17
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 _____

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FUNDRAISING AUTHORIZATION
Middle School

School Jeweleer

Date 11/30/17

Requesting Group PTA

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

Date(s) of Fund Raiser 12/1, 12/8, 12/15 Event Start Time 3:30pm

Location of Fund Raiser Rockin Jump Palmdale AV Mall

Description of Fund Raiser Trampoline park fundraiser to raise funds for PTA sponsored activities.

Purpose of the Fund Raiser To raise funds to support student activities and school staff.

For the benefit of (be specific) Students and staff support.

Person Supervising Fund Raiser _____

Person Responsible for the Money Jennifer McCarty

Projected Expenses \$ 0

Projected Profit \$ 1500⁰⁰

Approved by ASB in the meeting minutes of _____

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Signature of ASB President _____

Date _____

Signature of ASB Advisor _____

Date _____

Signature of PTA/PTO/PTSA President [Signature]

Date 11/30/17

Signature of Principal or Assistant [Signature]

Date 11/30/17

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 _____

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WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA
December 5, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #18-09

BACKGROUND: The Board is requested to approve/ratify the following personnel Recommendations:

MANAGEMENT

CERTIFICATED

Employment

Blua-Contreras, Andria	Teacher Tutor/AH/October 17, 2017-March 16, 2018/Title 1/Req# 14713
Crowell, Lyndsie	Teacher Tutor/AH/October 17, 2017-March 16, 2018/Title 1/Req# 14713
Grace, Kathryn	Teacher Tutor/AH/October 17, 2017-March 16, 2018/Title 1/Req# 14713
Hughes, Sandra	Teacher Tutor/SD/November 2-December 7, 2017/Title 1/Req# 14700
Jensen, Christine	Teacher Tutor/AH/October 17, 2017-March 16, 2018/Title 1/Req# 14713
Miller, Pamela	Teacher Tutor/SD/November 2-December 7, 2017/Title 1/Req# 14700
Nuss, Erica	Teacher Tutor/AH/October 17, 2017-March 16, 2018/Title 1/Req# 14713
Sarkisyan-Patel, Anna	Teacher Tutor/AH/October 17, 2017-March 16, 2018/Title 1/Req# 14713
Skinner, Dana	Teacher Tutor/AH/October 17, 2017-March 16, 2018/Title 1/Req# 14713
Smith, Janene	Teacher Tutor/AH/October 17, 2017-March 16, 2018/Title 1/Req# 14713
Starr, Tara	Teacher Tutor/AH/October 17, 2017-March 16, 2018/Title 1/Req# 14713
Weber, Jonathan	Teacher Tutor/AH/October 17, 2017-March 16, 2018/Title 1/Req# 14713

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.#

Amador, Ileana Clerk I/AH/2 hrs/per/day/Step 4/November 13, 2017/URGF/Req# 14790

Andrade, Ashley Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 1/
December 18-22, 2017/SDC/Req# 14772

Ashmore-Green, Campus Climate Assistant/LV/3 hrs/per/day/Step 1/November 15, 2017/
Alfreda Sup Grant/Req# 14483

Attanasio, Rebecca Short-Term Playground Supervisor/EZ/.17 hrs/per/day/Step 7/
August 9, 2017-June 8, 2018/URGF/Req# 14805

Bailey, LaTouya Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 2/
December 18-22, 2017/SDC/Req# 14772

Bosque, Francis Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 6/
December 18-22, 2017/SDC/Req# 14772

Bozigian, Karen Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 6/
December 18-22, 2017/SDC/Req# 14772

Cuillerier, Michelle Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 8/
December 18-22, 2017/SDC/Req# 14772

Densing, Calista Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 1/
December 18-22, 2017/SDC/Req# 14772

Garcia-Mahoney, Instructional Assistant II/SD/3.75 hrs/per/day/Step 1/November 27, 2017/
Jolene SDC/Req# 14777

Goldovsky, Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 2/
Elizabeth December 18-22, 2017/SDC/Req# 14772

Henning, Angela	Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 7/ December 18-22, 2017/SDC/Req# 14772
Judkins, Alexis	Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 2/ December 18-22, 2017/SDC/Req# 14772
Kemp, Kimberly	Short-Term Playground Supervisor/LV/2 hrs/per/day/Step 6/ November 15-December 15, 2017/URGF/Req# 14829
McKnight, Patricia	Short-Term Playground Supervisor/LV/2 hrs/per/day/Step 7/ November 16-December 15, 2017/URGF/Req# 14830
May, Jenna	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 10hrs/Step 1/ November 7-December 15, 2017/Base Grant/Req# 14767
Neria, Kristie	Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 6/ December 18-22, 2017/SDC/Req# 14772
Nitchy, Jill	Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 5/ December 18-22, 2017/SDC/Req# 14772
Pearman, Marissa	Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 2/ December 18-22, 2017/SDC/Req# 14772
Pimentel, Amanda	Short-Term Instructional Assistant II/SD/3 hrs/per/day/Step 4/ October 30, 2017-January 31, 2018/SDC/Req# 14739
Prim, Sandra	Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 4/ December 18-22, 2017/SDC/Req# 14772
Rangel, Luis	Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 6/ December 18-22, 2017/SDC/Req# 14772
Rhodes, Synthia	Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 1/ December 18-22, 2017/SDC/Req# 14772
Sinayoko, Fanta	Instructional Assistant II/QH/2.5 hrs/per/day/Step 1/November 27, 2017/ SDC/Req# 14709
Srivastava, Parul	Short-Term Instructional Assistant II/RV/3 hrs/per/day/Step 1/ November 4 1-17, 2017/SDC/Req# 14761
Stiglich-Ronge, Janet	Short-Term Instructional Assistant II/SD/3.25 hrs/per/day/Step 7/ October 30, 2017-January 31, 2018/SDC/Req# 14740

Tovar, Viviana	Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 4/ December 18-22, 2017/SDC/Req# 14772
Winslow, Lavon	Extra-Duty Clerk IV-Library/ESF/4hrs/per/day/Step 8/ September 25-29, 2017/Base Grant/Req# 14599
Vaca, Valerie	Short-Term Playground Supervisor/EZ/.25 hrs/per/day/Step 4/ August 9, 2017-June 8, 2018/URGF/Req# 14804
Virgen, Ruben	Extra-Duty Instructional Assistant II/SSS/6.5 hrs/per/day/Step 6/ December 18-22, 2017/SDC/Req# 14772
Yribe-Caceres, Selena	Instructional Assistant II/QH/2.5 hrs/per/day/Step 1/November 14, 2017/ SDC/Req# 14687
<u>Change</u> Alvarado, Natalie	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Playground Supervisor (1.17 hrs/per/day) to <u>Instructional Assistant II</u> <u>(2.5 hrs/per/day)/QH/Step 1/November 14, 2017/SDC/Req# 14744</u>
Ayala-Martinez, Raquel	Clerk I (6 hrs/per/day) to <u>(7 hrs/per/day)/GA/VV/Step 1/</u> November 13, 2017/URGF/Req# 14784
Clark, Raina	Clerk I (.95 hrs/per/day) to <u>(3.95 hrs/per/day)/LV/Step 8/</u> November 13, 2017/URGF/Req# 14789
Cousin, Linda	Clerk I (2.5 hrs/per/day) to <u>(3.95 hrs/per/day)/LV/Step 6/</u> November 13, 2017/URGF/Req# 14783
Hensler, Lisa	Clerk II (6 hrs/per/day) to <u>(8 hrs/per/day)/AH/Step 9/November 13, 2017</u> URGF/Req# 14791
Means, Victoria	Clerk II (6 hrs/per/day) to <u>(8 hrs/per/day)/AH/Step 10/</u> November 13, 2017/URGF/Req# 14785
Smith, Sarah	Instructional Assistant II (3.75 hrs/per/day) to <u>Clerk I (3 hrs/per/day)/GAA/</u> Step 4/November 13, 2017/URGF/Req# 14788
Soper, Patricia	School Secretary (6.5 hrs/per/day) to <u>(8 hrs/per/day)/GAA/Step 8/</u> November 13, 2017/URGF/Req# 14781
Stark, Rachel	Clerk II (6 hrs/per/day) to <u>(8 hrs/per/day)/RV/Step 3/November 13, 2017/</u> URGF/Req# 14786

Strattan, Magda
Denise Instructional Assistant II-Computer (3 hrs/per/day) to Clerk II (6 hrs/per/day)/
SD/Step 4/November 13, 2017/URGF/Req# 14787

Thompson, Heidi School Secretary (8 hrs/per/day) to School Office Coordinator (8 hrs/per/day)/
AH/November 13, 2017/URGF/Req# 14782

Leaves Position/Location/Effective Date/

<u>Separation</u>	<u>Position/Location/Effective Date/</u>
Babcock, Danielle	Instructional Assistant II/GA/November 27, 2017/Resignation
Chisholm, Denise	Instructional Assistant II/CW/November 24, 2017/Resignation
Clark, Raina	Instructional Assistant II/LV/November 13, 2017/Resignation
Cousin, Linda	Playground Supervisor/GA/November 13, 2017/Resignation
Dorris, Brigitte	Instructional Assistant II/VV/November 30, 2017/Resignation
Fuentes, Christina	Instructional Assistant II/JW/November 27, 2017/Resignation
Garcia, Dana	Instructional Assistant II/SD/November 17, 2017/Resignation
Gonzalez, Jose	Instructional Assistant II/EZ/November 13, 2017/Resignation
Johnson, Chantel	Playground Supervisor/QH/November 8, 2017/Resignation
Mercado, Biviana	Playground Supervisor/SD/November 17, 2017/Resignation
Perez, Sandy	Instructional Assistant II/QH/November 15, 2017/Resignation
Romo, Roxanne	Instructional Assistant II/EZ/November 27, 2017/Resignation
Taylor, Yesenia	Instructional Assistant I-PE/AH/November 13, 2017/Resignation

BOARD AGENDA

December 5, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Robert Hughes, Deputy Superintendent
SUBJECT: Job Description

BACKGROUND:

The following job description is submitted for approval:

- Director IV, Business Services

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

No cost at this time.

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval



CLASSIFIED SERVICE JOB SPECIFICATION

JOB CLASS: *DIRECTOR*
LEVEL: *IV*
POSITION TITLE: *BUSINESS SERVICES*

CLASS DEFINITION:

The director level class is characterized by management and supervisory responsibilities in a major department and may or may not have a supervisor as second in line in support of the director's responsibilities. The director is responsible for all staff and functions in the program, including evaluating subordinates and directing their work, all planning for budget and operations forecasting. The director is generally responsible to a cabinet-level manager. Levels within this class are differentiated by virtue of the size of the budget monitored, the number of staff evaluated, and the level of independence from supervision required to perform the assignment, and the level of education and experience required to perform the specifications of the assignment.

POSITION DEFINITION:

Under direction of the Assistant Superintendent of Administrative Services, plans, organizes and directs the fiscal accounting and budget, payroll, attendance accounting and internal control activities and functions of the District. To monitor and supervise directly staff assigned within the accounting functions of the district including payroll and accounts payable staff, and to give direction in terms of policies and procedures to other district staff who are responsible for budget and accounting functions. Provides training, supervision, and evaluation of assigned personnel/programs.

EXAMPLES OF DUTIES:

- Plans, organizes and directs a variety of activities and functions related to fiscal services, including but not limited to, fiscal accounting and budget, payroll, attendance accounting, cafeteria accounting, special projects accounting.
- Develops and implements procedures for internal control for various District fiscal programs including special internal audits, as directed; serves as an administrative financial officer for the District.
- Plans, prepares and recommends District budget to the Assistant Superintendent; acts as primary financial advisor to the Superintendent providing technical expertise, information and assistance to maintain fiscal solvency and budget control.

- Provides prior and current year data from accounting records for the budgetary process; translates budget into controls for accounting systems to regulate financial stability; supervises and participates in the annual closing of the accounting books, and coordinates the District's independent audit.
- Performs financial or statistical research analytical studies, attends meetings and makes reports, to assist administration and the Board in the formulation of policies and planning of new or revised programs.
- Prepares or directs the preparation and maintenance of a variety of financial, attendance, narrative and statistical reports, records and files related to assigned activities.
- Prepare and administer reports required by the State and Federal government.
- Analyze, interpret, and assure compliance with Federal, State and District regulations and policies related to Business Services to determine the impact on District finances and new or existing programs.
- Coordinates/manages electronic data processing systems related to financial services.
- Controls and authorizes expenditures in accordance with established limitations; reviews and verifies fund balances.
- Assumes a participating role on the District's financial committees; attend conferences and workshops related to fiscal services in order to keep abreast of current issues.
- Trains, supervises, and evaluates the performance of assigned personnel/programs; organize, schedule and delegate work assignments.
- Perform other related duties as assigned.
- Attend board meetings and other evening meetings as required.

EMPLOYMENT STANDARDS:

Education and Experience - Graduation from college with baccalaureate degree in accounting, business, public administration or related field. An advanced degree, or Certified Public Accountant (CPA) status, or completion of a recognized school of business management certification program is desirable. Five years of increasingly responsible professional experience in business management, accounting and budget analysis, including at least three years in a supervisory capacity. At least three years significant knowledge and direct experience with California school finance accounting and data processing. A master's degree in business administration may be substituted for up to one year of the required experience.

Knowledge and Abilities – Knowledge of current theory, principles, and practice of modern school district business and financial management. Budget preparation and control; methods and

techniques of cost analysis. Financial analysis and projection techniques. Principles and practices of public and business administration, supervision, and training. Pertinent federal, state, and local laws, codes and regulations. The application of electronic data processing to financial transactions. Cash management and investing. Principles of organization, management and supervision. Audit and fiscal control strategies, techniques and procedures. Knowledge of office practices and procedures; knowledge of supervisory methods and the ability to train, supervise and motivate personnel. Plan, direct and coordinate activities with other business management functions. Ability to prepare clear, concise financial reports and analysis; analyze and interpret budget data. Perform long-range budget planning. Organize, motivate and direct the activities of subordinates. Work effectively with officials and employees of the District, public agencies and the community. Speak and write clearly and concisely. Ensure compliance of fiscal policies and procedures with applicable statutes and regulations. Present clear and concise management, finance, and related reports. Effectively utilize spreadsheet and graphing programs to present data.

Licenses and Other Requirements: Must maintain a valid California driver's license.

PHYSICAL ABILITIES:

- ___ Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines
- ___ Able to conduct verbal conversation in English
- ___ Able to hear normal range verbal conversation (approximately 60 decibels)
- ___ Able to sit, stand, stoop, kneel, bend, walk
- ___ Able to lift up to 20 pounds frequently and 50 pounds occasionally
- ___ Able to push and pull objects weighing up to 100 pounds
- ___ Able to exhibit full range of motion for shoulder external rotation and internal rotation
- ___ Able to exhibit full range of motion for shoulder abduction and adduction
- ___ Able to exhibit full range of motion for elbow flexion and extension
- ___ Able to exhibit full range of motion for back flexion
- ___ Able to exhibit full range of motion for hip flexion and extension
- ___ Able to exhibit full range of motion for knee flexion
- ___ Able to exhibit manual dexterity needed to operate a computer and other classroom and office equipment

SALARY SCHEDULE:

Classified Management

EVALUATED BY:

Assistant Superintendent of Administrative Services

EVALUATION REVIEWED BY:

Superintendent or designee

BOARD AGENDA

December 5, 2017

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

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

Approval Items:

All Funds	85,676.53
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Ratification Items:

General Fund (01.0)	22,683.14
Child Nutrition Fund (13.0)	2,967.21
Deferred Maintenance Fund (14.0)	0.00
Building Fund: Bonds (21.0)	0.00
Capital Facilities Fund (25.0)	0.00
County Facilities Fund (35.0)	0.00
Anaverde Settlement (40.0)	0.00
CFD's (49.0)	0.00

Total	111,326.88
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ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS

Approved/Ratified at the Meeting of December 5, 2017

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

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P52703	Scoreboard Solutions Inc Valley View	Replace School Sign with Red LED Message Center Vandalism	12,816.13
P52720	Carolina Biological Supply Co. Educational Services	Science Materials Restricted Textbook/Core Curricula	36,930.25
P52721	Powergistics Educational Services	Charging Towers (10) Restricted Textbook/Core Curricula	9,844.05
M20444	S.E.A. Supply Operations	Custodial Supplies - November Operations	26,086.10
Note: PO released to facilitate timely payment of materials already received			

Total 85,676.53

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P52694	Rhonda Pratt Hillview	Reimburse: Home Economics Supplies General Funding	290.00
P52695	Robert Garza Human Resources	Reimburse: ACA 1095 Reporting Subscription Renewal General Funding	300.00
P52696	THSMUN Hillview	Model United Nations Delegate Registration Fees Local Sites Funds	925.00
P52697	American Business Machines Esperanza	Staple Cartridges for Copiers General Funding	278.13
P52698	2nd Gear LLC Hillview	E6540 Laptop for Counselor Local Sites Funds	562.98
P52699	Supplies Outlet.com Inc Gregg Anderson	Printer Cartridges General Funding	711.70
P52700	Amazon.com Corporate Credit Educational Services	Samsonite Luggage Wheeled Catalog Case (Bilingual Asst) Supplemental Grant	90.33
P52701	Bruce Barron Joe Walker	Reimburse: Freedom Pens and Bottle Stoppers Local Sites Funds	250.00
P52702	Donnelle McMillan Quartz Hill	Reimburse: Campus Climate Assistant Supplies Local Sites Funds	200.00
P52707	CDWG Computer Centers Quartz Hill	Cables and Adapters General Funding	194.25
P52708	2nd Gear LLC Technology	Computers for Classrooms (10) Technology Maintenance	3,756.35
P52709	JW Pepper and Son Inc Joe Walker	Band Music Band	418.60
P52710	Fire Island Grill Student Support Services	Lunches for Boys Town Trainings Supplemental Grant	1,981.25
P52711	Submarina Student Support Services	Lunches for Boys Town Trainings Supplemental Grant	804.00
P52712	Upper Crust Student Support Services	Lunches for Boys Town Trainings Supplemental Grant	209.91
P52713	Greenhouse Café Student Support Services	Lunches for Boys Town Trainings Supplemental Grant	369.89
P52714	The Library Store Inc Quartz Hill	Library Supplies General Funding	235.50
P52715	Demco Quartz Hill	Library Supplies General Funding	24.65
P52722	Southwest School Supply Joe Walker	School Supplies General Funding	1,000.00
P52723	Panera Bread Student Support Services	Lunches for Boys Town Trainings Supplemental Grant	384.82
P52726	Antelope Valley Press Board of Trustees	Ads: Welcome Kids General Funding	250.00

P52727	National Seminars Training Administrative Services	Annual Star 12 Subscription: P Sterk General Funding	299.00
P52784	Educational Data Systems Educational Services	Shipping Charges for CELDT Retest Materials Title III LEP	60.00
P52785	Headsets.com Joe Walker	Headset and Hookswitch General Funding	284.60
M20376	AutoZone Maintenance	Maintenance Supplies - October Maintenance	75.73
M20379	Desert Lock Company Maintenance	Lock Hardware Maintenance	39.42
M20380	DeWolfe Lumber Various Sites	Maintenance Supplies - October Maintenance	21.22
M20384	Home Depot Various Sites	Maintenance Supplies - October Operations	872.77
M20389	Omega Maintenance Various Sites	Maintenance Supplies - October Maintenance	158.78
M20395	Van Dam Farms Various Sites	Maintenance Supplies - October Operations	170.69
M20424	B&M Lawn and Garden Center Maintenance	Grounds Equipment Repair Parts Operations	242.65
M20453	American Time and Signal Maintenance	Clocks Operations	2,274.56
M20455	McMor Chlorination Del Sur	Provide and Install Chlorine Operations	298.50
M20456	USA Blue Book Del Sur	Chlorine Sampling Packets Maintenance	37.62
M20459	Patriot Plumbing Del Sur	Plumbing Repairs Operations	275.00
M20463	D and V Test Only Maintenance	Smog Test - Truck 74 & 75 Operations	100.00
M20466	Empire Floor Maintenance	Drain Hose Maintenance	118.05
M20467	Northern Tool Maintenance	8 top Long Double Piston Jack Maintenance	98.54
M20468	Patriot Plumbing Joe Walker	Plumbing Repairs Maintenance	238.00
M20470	Waxie Various Sites	Slip Cover Floor Savers Operations	702.55
M20473	D&V Test Only Maintenance	Smog Test Truck 80 Operations	50.00
M20474	Harbor Freight Anaverde Hills/Valley View	Gas Valve Wrenches Maintenance	43.78
M20476	Meldon Glass Joe Walker	Repair Window at Snack Bar Maintenance	787.00
M20477	D&V Test Only Maintenance	Smog Test Truck 79 & 66 Operations	105.00
M20478	Department of Public Health Various Sites	Backflow Assembly Fee Maintenance	256.00
M20483	Home Depot Maintenance	Steel Shelves Maintenance	1,836.32

Total 22,683.14

CHILD NUTRITION (13)

P52728	Costco Wholesale Membership	Annual Membership Fee	60.00
M20454	3Wire Group	Dishwasher Repair Parts	276.44
M20457	Industrial Electric	Food Warmer Parts	1,890.00
M20471	Industrial Electric	Food Cart Parts	740.77

Total 2,967.21

No Purchase Orders for Funds 14 (Deferred Maintenance), 21 (Building Fund: Bonds), 25 (Capital Facilities), 35 (County Facilities), 40 (Anaverde Settlement), or 49 (CFD's)

BOARD AGENDA

December 5, 2017

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

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

Student Assemblies	0.00
In-house Staff/Parent Workshops	0.00
Vendor Provided Services	216,597.17
Rental/Lease Contracts	0.00
<i>Total</i>	<u><i>216,597.17</i></u>

Incoming Funds	<i>0.00</i>
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ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONSULTANT/CONTRACT AGREEMENT SCHEDULE

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

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
2017-2018	3K Building Services Inc Various Sites	Non-DS Inspection Services: Prop 39 HVAC Upgrade Project Maintenance General Funding	12,640.00	
2017-2018	CS and Associates Inc Various Sites	Labor Compliance Monitoring: Prop 39 HVAC Upgrade Project Maintenance General Funding	4,469.25	
2017-2020	Hope International University of Fullerton Human Resources	Student Teaching Agreement N/A	N/A	
2017-2018	Jeanette L Garcia and Associates Board of Trustees	Audit Services for Year Ending 06/30/18 (year 3 of 3) General and Bond Funding	38,200.00	
2017-2018	Northwest Capital Recovery Group Fiscal Services	Utility Consulting (Summer 2017 Refuse Savings) General Funding	3,463.92	
2017-2018	Villa Esperanza Services Student Support Services	IEE Occupational Therapy for Student(s) Special Education	1,200.00	
<u>Change</u>				
2017-2018	Academy for Advancement of Children Student Support Services	Educational Services for Student: Additional Services Special Education	45,000.00	
2018-2020	Illuminate Education Technology	DnA Licenses, Grading Software, Content Inspect: Years 2-3 Technology Maintenance	111,624.00	
2017-2018	PowerSchool Educational Services	Unused Training Funds transferred to PS SIS Keys to Ownership Hours General Funding	0.00	
Total			216,597.17	0.00

Individual Services Agreements

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

<u>Nonpublic School/Agency</u>	<u>Service</u>	<u>Student ID</u>
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BOARD AGENDA

December 5, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Jeri Holmes, Purchasing

SUBJECT: Conference/Workshop Schedule

BACKGROUND:

Conference requests are processed in compliance with Board Policy 3350.

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of \$15,157.33.

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of December 5, 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>
Fall 2017 San Diego	CLSBA Luncheon John Curiel Board of Trustees	General Funding	79.00	0.00	0.00	0.00	0.00	0.00	0.00
November 30, 2017 San Diego	CSBA Golden Bell John Curiel, Steve DeMarzio, Jennifer Navarro, Patricia Shawn, Linda Jones, Regina Rossall, Liz Anderson, Steve Wood, Matt Anderson Board of Trustees	General Funding	632.00	0.00	0.00	0.00	0.00	0.00	0.00
January 23-26, 2018 Monterey	ACSA Superintendent's Symposium Regina Rossall Superintendent	General Funding	798.00	900.00	225.00	326.00	80.00	0.00	0.00
February 2-3, 2018 Ontario	CARS Plus Noelle Jones, Nikki Penner, Cherish, Moore, Christina Stricklen Joe Walker	Title I	1,420.00	599.86	380.00	46.03	0.00	440.00	0.00
February 9, 2018 Camarillo	FCS: Empowering FCS Superheroes Rhonda Pratt Joe Walker and Hillview	Local Site Funds (HV) and General Funding (JW)	130.00	0.00	0.00	94.44	12.00	130.00	0.00
Feb 28-March 3, 2018 Reno, Nevada	CADA State Convention Liz Anderson Joe Walker	Title I	350.00	480.00	75.00	0.00	0.00	360.00	200.00
March 16-18, 2018 Garden Grove	CTA 2018 Good Teaching Conference (South) Up to 40 Attendees Educational Services	Title I	7,400.00	0.00	0.00	0.00	0.00	0.00	0.00
Changes	No Changes								
		Subtotals	10,809.00	1,979.86	680.00	466.47	92.00	930.00	200.00
		Grand Total	15,157.33						

BOARD AGENDA

December 5, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Revised Nominations for CSBA Delegate Assembly

BACKGROUND:

At the November 14, 2017, Board Meeting the Board nominated Susan Christopher (Castaic Union SD) for Delegate Assembly. Since that meeting, Susan Christopher has withdrawn her name as a nominee. Stacy Dobbs (Castaic Union SD) has expressed interest in being nominated for Delegate Assembly.

At this time, the Board is requested to determine if they would like to nominate Stacy Dobbs in place of Susan Christopher to 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

December 5, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

December 5, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent Educational Services

SUBJECT: Site Plan for Sundown School

BACKGROUND:

Throughout the year, our schools look in depth at student achievement. As a result of that focus on student achievement, School Site Councils utilize that information to assist in the development of the school plan (Single Plan for Student Achievement), which incorporates student improvement goals with a spending plan. As required by the Every Student Succeeds Act (ESSA), all plans must be aligned with the LEA Plan approved by the Board in March 2010. Emphasis in the Single Plan must be on language arts and math, and include strategies to improve performance of student groups that are not meeting grade level standards as measured by the Smarter Balanced Assessment. School Site Councils have also been working to align Site Plans with the Local Control Accountability Plan.

PROGRAM/EDUCATIONAL IMPLICATION:

The sites' Single Plans reflect:

- Alignment with the District's areas of instructional focus
- Alignment with the Local Education Association Plan (LEAP) Addendum and the Local Control and Accountability Plan (LCAP)
- Differentiated instruction for English Learners and at-risk students
- Intervention plans for those students at risk of not meeting grade level expectations

This SPSA is for the 2017-2018 school year.

COST ANALYSIS:

These plans contain the spending plans for each of the school sites, and will be balanced to the income received.

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

SEPARATE ATTACHMENT

Site Plan:
Sundown

BOARD AGENDA

December 5, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent, Educational Services

SUBJECT: Revised Board Policies and Regulations –First Reading

BACKGROUND:

Annually policies are reviewed by CSBA and changes are suggested as a result of either recent judicial rulings or legislative enactment. Changes to these policies and regulations make our policies consistent with law. All will be included in our school sites' Comprehensive Safety Plans.

PROGRAM/EDUCATIONAL IMPLICATION:

BP 1250, Visitors - Revised
AR 3516, Emergencies and Disaster Preparedness - Replace
AR 3516.2, Bomb Threats - Replace
BP/AR 5131.4, Student Disturbances - Revised
BP 5131.5, Vandalism and Graffiti - Revised

COST ANALYSIS:

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

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

Westside Union SD

Board Policy - Revised

Visitors

Community Relations

BP 1250(a)

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board of Trustees encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

To ensure the safety of students and staff and ~~To ensure minimum~~ minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. ~~If a conference is desired~~ When a visit involves a conference with a teacher or the principal, an appointment should be set with the teacher during noninstructional time.

(cf. 6116 - Classroom Interruptions)

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

(cf. 1112 - Media Relations)

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

~~No commercial vendors/sales representatives shall have access to school facilities unless they have an appointment with a district employee.~~

~~(cf. 3515.2 - Disruptions)~~

(cf. 5144 - Discipline)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

(cf. 1312.1 - Complaints Concerning District Employees)
 (cf. 1312.2 - Complaints Concerning Instructional Materials)
 (cf. 1312.3 - Uniform Complaint Procedures)
 (cf. 1312.4 - Williams Uniform Complaint Procedures)
 (cf. 3515.2 - Disruptions)

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting
 32211 Threatened disruption or interference with classes; misdemeanor
 32212 Classroom interruptions
 35160 Authority of governing boards
 35292 Visits to schools (board members)
 49091.10 Parental right to inspect instructional materials and observe school activities
 51101 Parent Rights Act of 2002
 51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off to participate in child's educational activities

PENAL CODE

290 Sex offenders

626-626.10 Schools

626.81 Misdemeanor for registered sex offender to come onto school grounds

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

COURT DECISIONS

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: July 19, 2011 Quartz Hill, California

Westside Union ESD

Administrative Regulation - Replace

Emergencies And Disaster Preparedness Plan

Business and Noninstructional Operations

AR 3516(a)

Components of the Plan

The Superintendent or designee shall ensure that district and site comprehensive safety plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

(cf. 3516.1 - Fire Drills and Fires)

2. Earthquake or other natural disasters

(cf. 3516.3 - Earthquake Emergency Procedure System)

3. Environmental hazards

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

4. Attack or disturbance, or threat of attack or disturbance, by an individual or group

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 5131.4 - Student Disturbances)

5. Bomb threat or actual detonation

(cf. 3516.2 - Bomb Threats)

6. Biological, radiological, chemical, and other activities, or heightened warning of such activities

7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks

(cf. 3530 - Risk Management/Insurance)

2. Instruction and practice for students and employees regarding emergency plans, including:

- a. Training of staff in first aid and cardiopulmonary resuscitation
- b. Regular practice of emergency procedures by students and staff

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:

- a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
- b. Individuals responsible for specific duties
- c. Designation of the principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
- d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
- e. Assignment of responsibility for identification of injured persons and administration of first aid

4. Personal safety and security, including:

- a. Identification of areas of responsibility for supervision of students
- b. Procedures for evacuation of students and staff, including posting of evacuation routes
- c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible

(cf. 5141 - Health Care and Emergencies)

(cf. 5142 - Safety)

d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety

(cf. 3543 - Transportation Safety and Emergencies)

e. Provision of a first aid kit to each classroom

f. Arrangements for students and staff with special needs

(cf. 4032 - Reasonable Accommodation)

(cf. 6159 - Individualized Education Program)

g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease

(cf. 4161.1/4361.1 - Personal Illness/ Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 5113 - Absences and Excuses)

(cf. 6183 - Home and Hospital Instruction)

5. Closure of schools, including an analysis of:

a. The impact on student learning and methods to ensure continuity of instruction

b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

(cf. 3516.5 - Emergency Schedules)

6. Communication among staff, parents/guardians, the Board of Trustees, other governmental agencies, and the media during an emergency, including:

a. Identification of spokesperson(s)

(cf. 1112 - Media Relations)

b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites

(cf. 1113 - District and School Web Sites)

c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand

d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians

7. Cooperation with other state and local agencies, including:

- a. Development of guidelines for law enforcement involvement and intervention
- b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease

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

8. Steps to be taken after the disaster or emergency, including:

- a. Inspection of school facilities
- b. Provision of mental health services for students and staff, as needed

(cf. 6164.2 - Guidance/Counseling Services)

(6/96 11/04) 7/06

Westside SD

Administrative Regulation - Replace

Bomb Threats

Business and Noninstructional Operations

AR 3516.2(a)

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee who sees a suspicious package shall promptly notify the Superintendent or designee.
3. The Superintendent or designee shall immediately use fire drill signals and initiate

standard evacuation procedures as specified in the emergency plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.1 - Fire Drills and Fires)

4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. No school staff shall search for or handle any explosive or incendiary device.

(cf. 3515.3 - District Police/Security Department)

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

(cf. 3516.5 - Emergency Schedules)

To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

(cf. 1112 - Media Relations)

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

(cf. 6164.2 - Guidance/Counseling Services)

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE

44810 Willful interference with classroom conduct
48900 Grounds for suspension or expulsion
51202 Instruction in personal and public health and safety

PENAL CODE

17 Felony, misdemeanor, classification of offenses

148.1 False report of explosive or facsimile bomb

245 Assault with deadly weapon or force likely to produce great bodily injury; punishment

Management Resources:

CSBA PUBLICATIONS

911: A Manual for Schools and the Media During a Campus Crisis, 2001

U.S. DEPARTMENT OF HOMELAND SECURITY PUBLICATIONS

Bomb Threat Checklist

WEB SITES

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

U.S. Department of Homeland Security: <http://www.dhs.gov>

U.S. Department of Treasury, Bureau of Alcohol, Tobacco, Firearms and Explosives:
<http://www.THREATPLAN.org>

(9/91 10/96) 7/10

Westside Union SD

Board Policy - Replace

Student Disturbances

Students

BP 5131.4(a)

The Governing Board desires to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Superintendent or designee may request law enforcement assistance.

The Superintendent or designee and the principal of each school shall establish a school disturbance response plan that is intended to curb disruptions which may lead to riots, violence, or vandalism at school or at school-sponsored events. In developing each school's plan, the Superintendent or designee shall consult with local law enforcement authorities to create guidelines for law enforcement support and intervention.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5131.5 - Vandalism and Graffiti)

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believe that a disturbance is imminent, or who see a disturbance occurring, shall immediately contact the principal and invoke the school disturbance response plan.

(cf. 4131 - Staff Development)
(cf. 5136 - Gangs)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 5145.9 - Hate-Motivated Behavior)

Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board policy and administrative regulations.

(cf. 3515 - Campus Security)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Legal Reference:
EDUCATION CODE
32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes
32280-32288 School safety plans
35160 Authority of governing boards
38000-38005 Security patrols
44810 Willful interference with classroom conduct
44811 Disruption of classwork or extracurricular activities
48900 Grounds for suspension or expulsion
48907 Student exercise of free expression
51512 Prohibited use of electronic listening or recording device

PENAL CODE

243.5 Assault or battery on school property
403-420 Crimes against the public peace, especially:
415 Fighting; noise; offensive words
415.5 Disturbance of peace of school
416 Assembly to disturb peace; refusal to disperse
626-626.10 Crimes on school grounds
627-627.7 Access to school premises
653b Loitering about schools or public places

Management Resources:

CSBA PUBLICATIONS

911! A Manual for Schools and the Media During a Campus Crisis, 2001

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>

U.S. Department of Education, Emergency Planning:

<http://www.ed.gov/admins/lead/safety/emergencyplan>

(6/90) 7/06

Westside SD

Administrative Regulation - Replace

Student Disturbances

Students

AR 5131.4(a)

Prohibited Activities

A student involved or attempting to be involved in any of the following prohibited activities shall be subject to discipline:

1. Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight

(cf. 3515 - Campus Security)

2. Disrupting school operations, including, but not limited to, exercising free expression which is obscene, libelous, or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or substantially disrupting the orderly operation of the school (Education Code 48907)

(cf. 5145.2 - Freedom of Speech/Expression)

Other examples of activities that may be considered disrupting school operations include, but are not limited to:

- a. Organizing or participating in unauthorized assemblies on school premises
- b. Participating in sit-ins or stand-ins which deny students or employees normal access to school premises
- c. Interfering with or unauthorized use of the district's computer system

(cf. 6163.4 - Student Use of Technology)

3. Refusing to disperse, including, but not limited to, assembling for the purpose of causing a disruption and refusing to disperse upon the direction of school personnel

4. Boycotting school, including, but not limited to, participating in any protest that involves nonattendance where attendance is required at school, class, or at a school activity

Any student who participates in a boycott shall be given an unexcused absence and may

be classified as truant, regardless of any parent/guardian approval of the absence.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5144 - Discipline)

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

Extension of Class Period and/or Dismissal of School

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that any class currently in session will be extended until further notice. Upon receiving this notification, staff shall ensure that all students in their charge remain in one location under their supervision and shall ask all students who are in the halls to return to their classes immediately.

The principal may also request that the Superintendent dismiss school in accordance with the school disturbance response plan.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(6/90) 7/06

Westside Union SD

Board Policy - Replace

Vandalism And Graffiti

Students

BP 5131.5(a)

The Board of Trustees desires to enhance student learning by striving to provide an environment where students and staff can feel safe and secure and can take pride in their school. To that end, the Superintendent or designee shall develop strategies for preventing graffiti and vandalism on school grounds, including collaborating with local law enforcement and city and county officials, as appropriate, to help develop a coordinated response to graffiti and vandalism in the community.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 5137- Positive School Climate)

(cf. 5136 - Gangs)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Students and staff are encouraged to report any graffiti or vandalism to the principal or designee for investigation. The principal or designee shall determine whether the incident necessitates an investigation pursuant to the district's sexual harassment, hate-motivated behavior, or nondiscrimination grievance procedure.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

As appropriate, the principal or designee may contact local law enforcement in instances when the graffiti is repetitive, identifies particular targets or groups, identifies the perpetrator, and/or contains incitements to violence, threats, or intimidation. Photographs or other evidence of the vandalism or graffiti shall be preserved as necessary for investigation by the district or law enforcement and as evidence in any district disciplinary proceedings.

The principal or designee shall ensure that graffiti on school grounds is removed and covered as soon as possible, and if practicable before the beginning of the school day.

A student who commits an act of vandalism or graffiti on school grounds shall be subject to disciplinary action, including, but not limited to, suspension or expulsion in accordance with Board policy and administrative regulation. If reparation for damages is not made, the district also may withhold the student's grades, diploma, and/or transcripts in accordance with law.

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension or expulsion
48904 Willful misconduct, limit of liability of parent or guardian
48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury

CIVIL CODE

51.7 Right to be free from violence
52.1 Discrimination liability
1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information

PENAL CODE

594.1 Aerosol containers of paint
594.2 Intent to commit vandalism or graffiti
594.6 Vandalism or graffiti, community service
640.5 Graffiti; facilities or vehicles of governmental entity
640.6 Graffiti

CODE OF REGULATIONS, TITLE 5

305 Student responsible for care of property

Management Resources:

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

(6/87 12/91) 7/09

BOARD AGENDA

December 5, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Jeri Holmes, Purchasing Specialist

SUBJECT: Approval to Piggyback on Savanna School District Bid for the Purchase or Lease of DSA Approved Portable Buildings from Elite Modular Leasing & Sales, Inc.

BACKGROUND:

Public Contract Code Section 20111 requires that contracts be awarded for the purchase of equipment, materials or supplies involving an expenditure of more than \$88,300. Piggybacking on an awarded bid meets this requirement.

PROGRAM/EDUCATIONAL IMPLICATION:

DSA Approved Portable Buildings meeting the current District standards are covered by the Savanna School District Bid awarded to Elite Modular Leasing & Sales, Inc. Piggybacking allows us to purchase or lease portable buildings meeting current standards while also meeting Code requirements for bidding.

COST ANALYSIS/FUNDING SOURCE:

Overall costs will be reduced as we will pay bid pricing regardless of the number of items ordered. Total costs will be determined by the number of buildings needed by the District within the school year.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

BOARD AGENDA

December 5, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Revised and New Board Policies and Administrative Regulation
First Reading

BACKGROUND:

Board Policy 3280 – Revised – Sale or Lease of District-Owned Real Property

[Revised District Policy to align with applicable statutes (CSBA)]

Policy updated to delete the requirement to first offer surplus property to a charter school with at least 80 students. Material regarding the appointment of the district advisory committee expanded to specify the circumstances under which the district is not required to appoint a committee, including the exception for the sale, lease, or rental of excess property to be used for teacher or other employee housing pursuant to NEW LAW (AB 1157, 2017). Policy expands section on "Use of Proceeds" to reflect additional legal requirements, and deletes the authority (repealed) to use the proceeds from the sale of surplus property for any one-time general fund purpose provided that the district adopted a plan and made certain certifications to the State Allocation Board.

Board Policy 3513.4 – BP added – Drug and Alcohol Free Schools

[New District Policy to align with applicable statutes (CSBA)]

New policy prohibits the possession, use, or sale of drugs or alcohol by any person on district property and addresses enforcement and discipline for violations of this policy. Policy also reflects NEW LAW (Proposition 64, 2016) which prohibits any person from possessing, smoking, or ingesting cannabis on school grounds while children are present.

Administrative Regulation 3515.6 – Revised – Criminal Background Checks for Contractors

[Revised Administrative Regulation to align with applicable statutes (CSBA)]

Regulation updated to reflect NEW LAW (AB 949, 2017) which requires criminal background checks for sole proprietors who contract with the district to provide specified services, if they will have contact with children, and provides that it is the responsibility of the district to prepare and submit the fingerprints of the sole proprietor to the Department of Justice. Regulation also reorganized to clarify criminal background check requirements applicable to entities contracting for construction, reconstruction, rehabilitation, or repair of a school facility.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING:

There are no costs associated with updating/adding the Board Policies and Administrative Regulation

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

Westside Union SD

Board Policy - Revised

Sale Or Lease Of District-Owned Real Property

Business and Noninstructional Operations

BP 3280(a)

The Board of Trustees believes that the district ~~should utilize its facilities and resources in the~~ should be utilized in an most economical and practical manner. ~~To that end, the Superintendent or designee shall periodically study the current and projected use of all district facilities in order to ensure the efficient utilization of space and the effective delivery of instruction in order to maximize student learning.~~

(cf. 1330 - Use of School Facilities)
(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7160 - Charter School Facilities)

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. Rentals of surplus property not exceeding 30 days are exempted from this requirement. When the sale, lease, or rental of surplus property is for the purpose of teacher or other employee housing or for the offering of summer school by a private educational institution, the Board may elect not to appoint a district advisory committee. (Education Code 173878 -173891)

(cf. 1220 - Citizen Advisory Committees)

If the local planning agency has adopted a general plan that affects or includes the area where the surplus property is located, the Board shall submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)

The Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)

~~Upon determination that district property is no longer needed or may not be needed until some future time, the Board shall first submit a report to the local planning agency as to what real property the district intends to offer for sale or lease. Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of district real property, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in law, including, but not limited to, When selling or leasing district real property, the Board shall comply with the priorities and procedures specified in applicable law.~~

Education Code 17230, ~~17387-17391, 17457.5, 17464, 17485-17499~~500,
Government Code 54222, ~~65402~~)

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9320 - Meetings and Notices)
(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

The Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it in accordance with Education Code 17470.

Acceptance/Rejection of Bids

At the public meeting specified in the resolution, of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is for the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in

the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid, after deducting commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 - Waivers)

Use of Proceeds

The Superintendent or designee shall ensure that proceeds from the sale or lease with an option to purchase, of district surplus property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. ~~in accordance with law.~~ (Education Code 17462; ~~2 CCR 1700~~)

Proceeds from a sale of surplus district property shall be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. (Education Code 17462)

Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

If the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. Proceeds from the sale or lease with option to purchase of district property may also be deposited in a special reserve fund for capital outlay or maintenance costs of district property that the Board determines will not recur within a five-year period. (Education Code 17462)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

~~Pursuant to the authorization in Education Code 17463.7, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on-~~

~~that real property, for any one-time general fund purpose(s). Prior to exercising this authority, the Board shall certify to the State Allocation Board that: (Education Code 17463.7)~~

~~1. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.~~

~~2. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.~~

~~(cf. 7214 - General Obligation Bonds)~~

~~3. The real property is not suitable to meet projected school construction needs for the next 10 years.~~

~~The Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district.~~

Legal Reference:

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property, especially:

~~17457.5 Offer to charter school~~

17462.3 State Allocation Board program to reclaim funds

~~17463.7 Proceeds for general fund purposes~~

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

GOVERNMENT CODE

50001-50002 Definitions

54220-54232 Surplus land, especially:

54222 Offer to sell or lease property

54950-54963 Brown Act, especially:

54952 Legislative body, definition

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, ~~May 2008~~ December 2015

WEB SITES

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

California Department of Education, School Facilities Planning Division:

<http://www.cde.ca.gov/ls/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.dgs.ca.gov/opsc>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: June 27, 2013 Quartz Hill, California

revised: August 19, 2014

Westside Union SD

Board Policy - New

Drug And Alcohol Free Schools

Business and Noninstructional Operations

BP 3513.4(a)

The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

(cf. 1325 - Advertising and Promotion)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 4159/4259/4359 - Employee Assistance Programs)
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.62 - Tobacco)
(cf. 6142.8 - Comprehensive Health Education)

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)
3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608

(cf. 1330 - Use of School Facilities)
(cf. 1330.1 - Joint Use Agreements)

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

(cf. 5141.21 - Administering Medications and Monitoring Health Conditions)

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

(cf. 1250 - Visitors/Outsiders)
(cf. 3515.2 - Disruptions)
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)
(cf. 5145.12 - Search and Seizure)

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)
(cf. 4117.7/4217.7/4317.7 - Employment Status Reports)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Legal Reference:

EDUCATION CODE

44940 Compulsory leave of absence for certificated persons
44940.5 Procedures when employees are placed on compulsory leave of absence
45123 Employment after conviction of controlled substance offense
45304 Compulsory leave of absence for classified persons
48900 Suspension or expulsion (grounds)
48900.5 Suspension, limitation on imposition; exception
48901 Smoking or use of tobacco prohibited
48901.5 Prohibition of electronic signaling devices
48902 Notification of law enforcement authorities; civil or criminal immunity
48909 Narcotics or other hallucinogenic drugs
48915 Expulsion; particular circumstances

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

8350-8357 Drug-free workplace

HEALTH AND SAFETY CODE

11053-11058 Standards and schedules

11353.6 Juvenile Drug Trafficking and Schoolyard Act

11362.1 Possession and use of cannabis, persons age 21 and over

11362.3 Limitations on possession and use of cannabis

11362.79 Limitations on medical use of cannabis

104559 Tobacco use prohibition

PENAL CODE

13860-13864 Suppression of drug abuse in schools

VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

UNITED STATES CODE, TITLE 20

7101-7122 Student Support and Academic Enrichment Grants

UNITED STATES CODE, TITLE 21

812 Schedules of controlled substances

844 Penalties for possession of controlled substance

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

COURT DECISIONS

Ross v. RagingWire Telecommunications, Inc., 42 Cal. 4th 920 (2008)

10/17

Westside Union SD

Administrative Regulation - Revised

Criminal Background Checks For Contractors

Business and Noninstructional Operations

AR 3515.6(a)

~~Whenever the district contracts for school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, student transportation, and school site food related services, the Superintendent or designee shall ensure that the contracting entity certifies in writing that any employees who may come into contact with students have not been convicted of a felony as defined in Education Code 45122.1, unless the employee has received a certificate of rehabilitation and a pardon.~~ When the employees of any entity contracting with the district to provide specified services will have contact with students, the entity shall certify in writing to the Superintendent or designee that none of those employees has been convicted of a violent or serious felony as defined in Education Code 45122.1. In the case of a sole proprietor, the Superintendent or designee shall prepare and submit the employee's fingerprints to the Department of Justice. If any contracting employee who may have contact with students has been convicted of a violent or serious felony as defined, a certificate of rehabilitation and a pardon as required pursuant to Education Code 45125.1 shall be submitted to the Superintendent or designee before the contracting employee is authorized to perform the work for the district. (Education Code 45125.1)

These requirements shall apply to a sole proprietor or entity contracting with the district to provide any of the following services: (Education Code 45125.1, 45125.2)

1. School and classroom janitorial services
2. School site administrative services
3. School site grounds and landscape maintenance services
4. Student transportation services
5. School site food-related services
6. Construction, reconstruction, rehabilitation, or repair of a school facility

(cf. 3540 - Transportation)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3600 - Consultants)
(cf. 7140 - Architectural and Engineering Services)

On a case-by-case basis, the Superintendent or designee may also require a contracting entity providing school site services, other than those listed above, to comply with these requirements. (Education Code 45125.1)

These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)

In addition, these requirements shall not apply if the Superintendent or designee determines that the employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including the following factors: (Education Code 45125.1)

1. The length of time the contractors will be on school grounds
2. Whether students will be in proximity with the site where the contractors will be working
3. Whether the contractors will be working by themselves or with others

Upon a determination that an employee shall have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any student who may come in contact with this employee. (Education Code 45125.1)

These steps may include, but not be limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds and/or providing the employee with a visible means of identification.

(cf. 3515.3 - District Police/Security Department)

Other Facility Contractors

When the district contracts for construction, reconstruction, rehabilitation or repair of a school facility ~~where the employees of the entity will have contact, other than limited contact with students,~~ the Superintendent or designee shall ensure the safety of students by utilizing one or more of the following methods: (Education Code 45125.2)

1. The installation of a physical barrier at the worksite to limit contact with students.
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

~~The supervising employee may submit his/her fingerprints to the Department of Justice pursuant to Education Code 45125.1.~~

3. Surveillance of employees of the entity by school personnel.

~~These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing construction, reconstruction, rehabilitation or repair services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.2)~~

Legal Reference:

EDUCATION CODE

41302.5 School districts, definition

45122.1 Classified employees, conviction of a violent or serious felony

45125.1 Criminal background checks for contractors

45125.2 Criminal background checks for construction

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

Management Resources:

WEB SITES

Department of Justice: <https://oag.ca.gov/fingerprints>

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: March 1, 1999 Lancaster, California