



CHINO VALLEY  
UNIFIED SCHOOL DISTRICT

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

# BOARD OF EDUCATION AGENDA

**November 15, 2012**

BOARD OF EDUCATION  
Charles E. Dickie, President  
Sylvia Orozco, Vice President  
Fred Youngblood, Jr., Clerk  
David A Black, Member  
James Na, Member  
Alexa Uekert, Student Representative



SUPERINTENDENT  
Wayne M. Joseph

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5130 Riverside Drive • Chino, California 91710  
909.628.1201 • [www.chino.k12.ca.us](http://www.chino.k12.ca.us)

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**5130 Riverside Drive, Chino, CA**  
**5:45 p.m. – Closed Session • 7:00 p.m. – Regular Meeting**  
**November 15, 2012**

**AGENDA**

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

**I. OPENING BUSINESS**

**I.A. CALL TO ORDER – 5:45 P.M.**

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

**Discussion and possible action:**

- a. Student Discipline Matters (Education Code 35146.48918 (c) & (j)): Expulsion cases 12/13-07, 12/13-08, 12/13-09, and 12/13-10. (30 minutes)
- b. Student Readmission Matter: (Education Code 35146, 48916 (c)): Case 11/12-19. (5 minutes)
- c. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Dr. Norm Enfield, Sandra Chen, Dr. Michelle Harold, and Dr. Heather Williams. (30 minutes)
- d. Public Employee Discipline/Dismissal/Release (Government Code 54957): (10 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance
3. Invocation

**I.C. PRESENTATIONS**

1. Student Showcase: Anna Borba Elementary School
2. Chino Valley Independent Fire District
3. Program Improvement

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

**The proceedings of this meeting are being recorded.**

In accordance with Board Bylaw 9323 Bylaws of the Board – Meeting Conduct, please: a) limit remarks to three minutes (total for all remarks); b) if a topic has been covered, limit remarks to new points; and c) please contact the Superintendent’s Office for procedures regarding complaints against employees, or see the Administrative Secretary, Board of Education, for the form.

- I.E. COMMENTS FROM STUDENT REPRESENTATIVE**
- I.F. COMMENTS FROM EMPLOYEE REPRESENTATIVES**
- I.G. COMMENTS FROM COMMUNITY LIAISONS**
- I.H. CHANGES AND DELETIONS**

**II. ACTION**

**II.A HUMAN RESOURCES**

**II.A.1. Public Notice and Hearing Regarding the Associated Chino Teachers’ Initial Bargaining Proposal to the Chino Valley Unified School District for Bargaining a Successor Collective Bargaining Agreement**

Page 1

Recommend the Board of Education:

- a) Give public notice, and
- b) Conduct a public hearing of the Association’s Initial Bargaining Proposal for bargaining a successor Collective Bargaining Agreement.

Motion \_\_\_ Second \_\_\_

Preferential Vote: \_\_\_

Vote: Yes \_\_\_ No \_\_\_

Open Hearing \_\_\_\_\_

Close Hearing \_\_\_\_\_

**III. CONSENT**

Motion \_\_\_ Second \_\_\_

Preferential Vote: \_\_\_

Vote: Yes \_\_\_ No \_\_\_

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the Regular Meeting of November 1, 2012**

Page 4

Recommend the Board of Education approve the minutes of the regular meeting of November 1, 2012.

**III.A.2. Establishment of Date and Time for Annual Organizational Meeting**

Page 11

Recommend the Board of Education establish December 13, 2012, at 7:00 p.m. as the annual organizational meeting of the Chino Valley Unified School District Board of Education.

**III.B. BUSINESS SERVICES**

**III.B.1. Purchase Order Register**

Page 12 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

**III.B.2. Warrant Register**

Page 13 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

**III.B.3. Fundraising Activities**

Page 14 Recommend the Board of Education approve/ratify the fundraising activities.

**III.B.4. Donations**

Page 17 Recommend the Board of Education accept the donations.

**III.B.5. Legal Services**

Page 19 Recommend the Board of Education approve payment for legal services to the law offices of Fagen, Friedman & Fulfrost, LLP; and Thompson & Colegate LLP.

**III.B.6. Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students**

Page 20 Recommend the Board of Education approve/ratify the applications to operate fundraising activities and other activities for the benefit of students.

**III.C. CURRICULUM AND INSTRUCTION**

**III.C.1. School Sponsored Trips**

Page 23 Recommend the Board of Education approve the following school sponsored trips: Canyon Hills JHS; Workforce Investment Act; Ayala HS; Chino Hills HS; and Don Lugo HS.

**III.C.2. Revised Agricultural Vocational Education Incentive Grant 2012/2013 Application for Funding for Don Lugo HS**

Page 25 Recommend the Board of Education approve the revised Agricultural Vocational Education Incentive Grant 2012/2013 Application for Funding for Don Lugo HS.

**III.C.3. Revision of Board Policy 3513.1 Instruction—Use and Reimbursement of Cellular Phones**

Page 29 Recommend the Board of Education approve the revision of Board Policy 3513.1 Instruction—Use and Reimbursement of Cellular Phones.

**III.C.4. Instructional Materials**

Page 32 Recommend the Board of Education approve the following novels: Into the Wild – 1996 Knopf Doubleday Publishing; and Left Hand of Darkness – 1991 – Penguin Group Publishing as instructional materials for the ERWC program.

**III.D. EDUCATIONAL SERVICES**

**III.D.1. Student Expulsion Cases 12/13-07, 12/13-08, 12/13-09, and 12/13-10**

Page 33 Recommend the Board of Education approve the student expulsion cases 12/13-07, 12/13-08, 12/13-09, and 12/13-10.

**III.D.2. Student Readmission Case 11/12-19**

Page 34 Recommend the Board of Education approve the student readmission case 11/12-19.

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

**III.E.1. Agreements for Contractor/Consultant Services**

Page 35 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services with: Prismatic Magic, Purchasing Department; and STEM Center USA, Purchasing Department.

**III.E.2. Surplus/Obsolete Property**

Page 37 Recommend the Board of Education declare the District property surplus/obsolete and authorize the Purchasing Department to sell/dispose of said property.

**III.E.3. Resolutions 2012/2013-26 and 2012/2013-27 for Authorization to Utilize Piggyback Contracts**

Page 39 Recommend the Board of Education adopt the following resolutions for authorization to utilize piggyback contracts:  
a) Resolution 2012/2013-26, and  
b) Resolution 2012/2013-27.

**III.E.4. Change Order for Request for Proposals 11-12-02, Chino Hills HS Swimming Pool**

Page 45 Recommend the Board of Education approve the change order for Request for Proposals 11-12-02, Chino Hills HS Swimming Pool.

**III.E.5. Resolution 2012/2013-28 Annual and Five Year Developer Fee Reports for Fiscal Year 2011/2012**

Page 49 Recommend the Board of Education adopt Resolution 2012/2013-28 Annual and Five Year Developer Fee Reports for Fiscal Year 2011/2012.

**III.E.6. Community Facilities District 4 (College Park) Special Tax Accountability Report**

Page 56

Recommend the Board of Education accept and file the Community Facilities District 4 (College Park) Special Tax Accountability Report for Fiscal Year 2011/2012.

**III.E.7. Revision of Board Policy 7214 Facilities—General Obligation Bonds**

Page 62

Recommend the Board of Education approve the revision of Board Policy 7214 Facilities—General Obligation Bonds.

**III.F. HUMAN RESOURCES**

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

Page 68

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

**III.F.2. Rejection of Claims**

Page 74

Recommend the Board of Education reject the claims and refer them to the District's insurance adjuster.

<b>IV. INFORMATION</b>
------------------------

**IV.A. BUSINESS SERVICES**

**IV.A.1. Adopted 2012/2013 Organized and Unorganized Student Body Budgets**

Page 75

Recommend the Board of Education receive for information the adopted 2012/2013 organized and unorganized student body budgets.

**IV.B. CURRICULUM AND INSTRUCTION**

**IV.B.1. Revision of Board Policy and Administrative Regulation 5126 Instruction—Awards for Achievement**

Page 77

Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 5126—Awards for Achievement.

**IV.C. HUMAN RESOURCES**

**IV.C.1. Revision of Board Policy 4111 All Personnel—Recruitment and Selection**

Page 86

Recommend the Board of Education receive for information the revision of Board Policy 4111 All Personnel—Recruitment and Selection.

**IV.C.2. Revision of Board Policy 4112.6 All Personnel—Personnel Files**

Page 90

Recommend the Board of Education receive for information the revision of Board Policy 4112.6 All Personnel—Personnel Files.

**V. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**VI. ADJOURNMENT**







**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 15, 2012

**TO:** Members, Board of Education

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

**PREPARED BY:** Norm Enfield, Ed.D., Assistant Superintendent, Human Resources  
Michelle J. Harold, Ed.D., Director, Human Resources  
Heather Williams, Ed.D., Director, Human Resources

**SUBJECT: PUBLIC NOTICE AND HEARING REGARDING THE ASSOCIATED CHINO TEACHERS' INITIAL BARGAINING PROPOSAL TO THE CHINO VALLEY UNIFIED SCHOOL DISTRICT FOR BARGAINING A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT**

=====

**BACKGROUND**

The present Collective Bargaining Agreement between the Chino Valley Unified School District (District) and the Associated Chino Teachers (Association) expires on June 30, 2013. Pursuant to Government Code Section 3547, the Association gave notice to the District regarding its initial bargaining proposal for a successor agreement on October 31, 2012.

In accordance with Article 2.1 of the Collective Bargaining Agreement, the Board is required to conduct a public hearing regarding the Association's initial proposal in order to receive public input.

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

**RECOMMENDATION**

It is recommended the Board of Education:

- a) Give public notice, and
- b) Conduct a public hearing of the Association's Initial Bargaining Proposal for bargaining a successor Collective Bargaining Agreement.

## **FISCAL IMPACT**

The fiscal impact of a successor agreement has not yet been evaluated. Pursuant to Board Policy 4143.1 and Government Code 3547, a fiscal impact will be made public prior to a successor agreement being approved by the Board as required.

WMJ:NE:MJH:HW:smr

**Associated Chino Teachers**  
A.C.T.-CTA-NEA

**TO: Mr. Wayne Joseph, Superintendent**  
**Norm Enfield, Ed. D., Assistant Superintendent, Human Resources**  
**Chino Valley Unified School District**

**FROM: Justine Cunningham, President** *JC*  
**Todd Hancock, Bargaining Chairperson**  
**Associated Chino Teachers**

**SUBJECT: Initial Proposal for Successor Agreement to the Master Collective Bargaining Agreement between the Associated Chino Teachers/CTA/NEA and the Chino Valley Unified School District.**

**DATE: October 31, 2012**

**As required under the provisions of Educational Employment Relations Act, Section 3547, and other applicable codes and statutes governing the collective bargaining process in the State of California, the Associated Chino Teachers/CTA/NEA hereby submits the following proposals for modification(s) of the Master Collective Bargaining Agreement between the Associated Chino Teachers/CTA/NEA and the Chino Valley Unified School District:**

**Article 7: Class Size**

**Article 12: Working Conditions**

**Article 13: Leaves**

**Article 14: Hours**

**Additionally, the Association proposes:**

**To incorporate into the Master Collective Bargaining Agreement between the Associated Chino Teachers and the Chino Valley Unified School District all pertinent Memoranda of Understanding, Side Letters, and Accepted Practices.**

**Cc. A.C.T. Executive Board**

**Cc. A.C.T. Bargaining Team**

**Assistant Superintendent**  
**Division of Human Resources**  
**RECEIVED**

**OCT 31 2012**

**Chino Valley Unified School District**

**CONSENT**



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
November 1, 2012

**AGENDA**

<b>I. OPENING BUSINESS</b>
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**I.A. CALL TO ORDER – 6:00 P.M.**

1. Roll Call

President Dickie called to order the regular meeting of the Board of Education, Thursday, November 1, 2012, at 6:00 p.m. with Black, Orozco, Youngblood, and Dickie present. Mr. Na was absent during closed session.

Administrative Personnel

Wayne M. Joseph, Superintendent

Victoria L. Broberg, Assistant Superintendent, Curriculum and Instruction

Sandra H. Chen, Assistant Superintendent, Business Services

Norm Enfield, Ed.D., Assistant Superintendent, Human Resources

Patricia M. Miller, Assistant Superintendent, Educational Services

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

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Dickie adjourned to closed session at 6:00 p.m. regarding a student discipline matter; a student readmission; conference with labor negotiators; and public employee discipline/dismissal/release.

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

1. Report Closed Session Action

President Dickie reconvened the regular meeting of the Board of Education at 7:00 p.m. The Board met in closed session from 6:00 p.m. to 6:30 p.m. regarding a student discipline matter; a student readmission; conference with labor negotiators; and public employee discipline/dismissal/release. No action was taken that required public disclosure.

2. Pledge of Allegiance

Matthew Greathouse, senior at Chino Hills High School, led the Pledge of Allegiance.

3. Invocation  
Board Member James Na gave the invocation.

**I.C. PRESENTATIONS**

1. Student Showcase: Ayala High School  
Ayala HS choir students performed a medley of music and invited the public to attend the annual *Madrigal Feaste* production at Ayala HS scheduled each night from December 12 through 15.
2. Chino Valley Veterinary Express  
This item was not presented.

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

Felix Sandoval, Oxford Preparatory Academy student, invited the Board to its Living Museum.

**I.E. COMMENTS FROM STUDENT REPRESENTATIVE**

Alexa Uekert spoke about recent school site activities; said that last Monday, Ayala HS hosted a District-wide college fair; said the first Student Advisory Council meeting took place last Tuesday, and that they are scheduled twice a month; and said all sports are starting CIF competition soon.

**I.F. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

Denise Arroyo, CSEA President, recognized security person Danny Guaracha for his acts in saving the life of a student at school by performing the Heimlich maneuver; thanked the administration for working with employees so that they can attend the November 7 *All Employee Wellness Fair*; and reminded everyone not to forget to vote on Tuesday, November 6.

**I.G. COMMENTS FROM COMMUNITY LIAISONS**

None.

**I.H. CHANGES AND DELETIONS**

The following changes were on the evening's agenda: Item III.E.3., Bid 12-13-03, Rebid Installation of Scoreboard at Chino HS, was yellow sheeted.

Alexa Uekert left the meeting at 7:25 p.m.



**II. ACTION****II.A HUMAN RESOURCES****II.A.1. Resolution 2012/2013-25 Authorizing Submission of the Revised Conflict of Interest Code to the Board of Supervisors of San Bernardino County for Approval**

Moved (Youngblood) seconded (Black) carried unanimously (5-0) to adopt Resolution 2012/2013-25 Authorizing Submission of the Revised Conflict of Interest Code to the Board of Supervisors of San Bernardino County for Approval.

**III. CONSENT**

David Black pulled for separate action Item III.B.5., Legal Services, and III.D.3., Proclamation for the Great American Smokeout on November 15, 2012. President Dickie pulled for separate action Item III.B.3., Fundraising Activities. Moved (Na) seconded (Orozco) carried unanimously (5-0) to approve the remainder of the consent items.

**III.A. ADMINISTRATION****III.A.1. Minutes of the Regular Meeting of October 18, 2012**

Approved the minutes of the regular meeting of October 18, 2012.

**III.B. BUSINESS SERVICES****III.B.1. Purchase Order Register**

Approved/ratified the purchase order register.

**III.B.2. Warrant Register**

Approved/ratified the warrant register.

**III.B.3. Fundraising Activities**

Jennifer Mitchell addressed the Board on this item. Moved (Youngblood) seconded (Na) carried unanimously (5-0) to approve/ratify the fundraising activities.

**III.B.4. Donations**

Accepted the donations.

**III.B.5. Legal Services**

Moved (Black) seconded (Youngblood) carried unanimously (5-0) to approve payment for legal services to the law office of Atkinson, Andelson, Loya, Ruud & Romo.

**III.C. CURRICULUM AND INSTRUCTION**

**III.C.1. School Sponsored Trips**

Approved the school sponsored trips for Hidden Trails ES; Magnolia JHS; Ayala HS; and Chino Hills HS.

**III.C.2. Revision of Board Policy 6178 Instruction—Career Technical Education**

Approved the revision of Board Policy 6178 Instruction—Career Technical Education.

**III.C.3. Course Revisions: 3D Animation, Digital Imaging, Digital Imaging 2; Computer Technology 2, Desktop Publishing 1, Web Design and Management, Computer Science, and Digital Video Production 1**

Approved the revised courses: 3D Animation, Digital Imaging, Digital Imaging 2, Computer Technology 2, Desktop Publishing 1, Web Design and Management, Computer Science, and Digital Video Production 1.

**III.D. EDUCATIONAL SERVICES**

**III.D.1. Student Expulsion Case 12/13-04**

Approved the student expulsion case 12/13-04.

**III.D.2. Student Readmission Case 11/12-32**

Approved the student readmission case 11/12-32.

**III.D.3. Proclamation for the Great American Smokeout on November 15, 2012**

Moved (Black) seconded (Na) carried unanimously (5-0) to adopt the Proclamation for the Great American Smokeout on November 15, 2012.

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

**III.E.1. Agreements for Contractor/Consultant Services**

Approved/ratified the Agreements for Contractor/Consultant Services with: California Polytechnic University, Woodcrest JHS and Don Lugo HS; Ray Lozano, Health Services; and Creative Child Care Solutions, Child Development.

**III.E.2. Surplus/Obsolete Property**

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

- III.E.3. Bid 12-13-03, Rebid Installation of Scoreboard at Chino HS**  
Awarded Bid 12-13-03, Rebid Installation of Scoreboard at Chino HS to Ted Enterprises, Inc.
- III.E.4. Notice of Completion for Bid 10-11-12, Modernization/HVAC Replacement at Briggs K-8**  
Approved the Notice of Completion for Bid 10-11-12, Modernization/HVAC Replacement of Briggs K-8.
- III.E.5. Change Order 3 and Notice of Completion for Bid 10-11-16, Construction of One Classroom Wing at Cattle ES**  
Approved Change Order 3 and Notice of Completion for Bid 10-11-16, Construction of One Classroom Wing at Cattle ES.
- III.E.6. Change Order and Notice of Completion for Bid 11-12-10, Glenmeade ES Interior Renovation**  
Approved the change order and Notice of Completion for Bid 11-12-10, Glenmeade ES Interior Renovation.
- III.F. HUMAN RESOURCES**
- III.F.1. Certificated/Classified Personnel Items**  
Approved/ratified the certificated/classified personnel items.
- III.F.2. Rejection of Claims**  
Rejected the claims and referred them to the District's insurance adjuster.

<b>IV. INFORMATION</b>
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- IV.A. CURRICULUM AND INSTRUCTION**
- IV.A.1. Revision of Board Policy and Administrative Regulation 3513.1 Instruction—Use and Reimbursement of Cellular Phones**  
Received for information the revision of Board Policy and Administrative Regulation 3513.1 Instruction—Use and Reimbursement of Cellular Phones.
- IV.A.2. Instructional Materials**  
Received for information the following novels: Into the Wild – 1996 – Knopf Doubleday Publishing; and Left Hand of Darkness – 1991 – Penguin Group Publishing as instructional materials for the ERWC program.

**IV.B. EDUCATIONAL SERVICES**

**IV.B.1. San Bernardino County Superintendent of Schools Williams Report of Findings Decile 1-3 Schools**

Received for information the San Bernardino County Superintendent of Schools Williams Report of findings decile 1-3 schools.

**IV.C. FACILITIES, PLANNING, AND OPERATIONS**

**IV.C.1. Revision of Board Policy and Administrative Regulation 7214 Facilities—General Obligation Bonds**

Received for information the revision of Board Policy and Administrative Regulation 7214 Facilities—General Obligation Bonds.

<p><b>V. COMMUNICATIONS</b></p>
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**BOARD MEMBERS AND SUPERINTENDENT**

Mr. Na said that he was at the Shoppes yesterday and heard Christmas music similar to the music heard earlier in the evening from the Ayala HS choir, and believes we need to continue the tradition where families gather under the Christmas tree and celebrate our families; said he met with Greg Devereaux, a County CEO, along with other partners in the corporate business world and a topic of conversation was building relationships; said that today many kids are involved with electronic equipment instead of being with friends and family; shared that one of the executives had grown up without a father and his mother worked hard to provide for the family, but in the midst of those hard times, his teachers gave him hope and he is now a corporate CEO building homes around the country; thanked teachers and those involved in education for being part of young peoples' lives; and said he attended the Don Lugo HS FFA pumpkin patch drive, and thanked everyone involved with the great programs at our schools.

Mr. Black attended the Music in Motion marching band competition recently at Ayala HS, and said that Don Lugo HS, Chino Hills HS, and Ayala HS captured many awards and titles in their divisions; spoke about music program concerns because of the budget problems, and said the Board works hard to continue to have a music program and that it is a valued activity among many more in the District; said that none of that would happen without the support of staff, parents, and administrators; said that there is an opportunity to attend one of the District extra-curricular activities at Chino HS this Saturday where a music program will take place including a variety of competitions, and encouraged the community to take advantage and go see the young people and what they do with music; and reminded the public to vote on Tuesday - election day.

Mr. Youngblood said he received a call a couple of weekends ago inviting him to a Chino Hills HS choir car wash, and that students sang the National Anthem when they had finished washing his car, which was very special to him; thanked Matthew Greathouse for his speech on service, and said the spirit of service is a wonderful thing to have; said he attended a meeting where a presentation was made by a members of the school boards association on Proposition 30 indicating that support had dropped below 50%, and asked us to read the impact to schools if it is not passed; thanked Justine Cunningham for her note and is glad the lines of communication are still open.

Mrs. Orozco encouraged the public to attend the Madrigal Feaste production at Ayala HS; attended the Don Lugo HS Fall Festival and would like to see the District promoting this event more in the future; attended the Music in Motion program and said that Ayala HS and Chino Hills HS received first in their divisions, and Don Lugo HS received second in its division; and thanked Danny Guaracha for his service to the District and for helping the student who needed help - it is a testament as to why people stay in our city.

Superintendent Joseph announced the annual Principal for a Day event scheduled for Friday, December 7 with a kick off breakfast at 7:00 a.m. at Cal Aero Preserve Academy; announced the upcoming parent forum on drugs and technology scheduled for November 14 at 6:30 p.m. at Don Lugo HS; said the Communications Office has been awarded two top honors for two different campaigns – Attendance Counts! and Campaign Against Drugs; reminded everyone of the fourth annual CVUSD Golf Tournament, which raises scholarship funds for the Class of 2013 scheduled for November 12 at Vellano Country Club; and reminded the public to vote on Tuesday.

President Dickie said it was his pleasure to be able to affirm at the *State of the District Address* a few weeks ago that CVUSD is a great district; said he attended the Music in Motion program at Ayala HS, and said it reminded him that he misses being a band parent, and plans to attend 77<sup>th</sup> Calvary event in Chino this Saturday; and encouraged the public to vote on Tuesday.

**VI. ADJOURNMENT**

President Dickie adjourned the regular meeting of the Board of Education at 7:49 p.m.

\_\_\_\_\_  
Charles E. Dickie, President

\_\_\_\_\_  
Fred Youngblood, Jr., Clerk

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**SUBJECT: ESTABLISHMENT OF DATE AND TIME FOR ANNUAL ORGANIZATIONAL MEETING**

=====

**BACKGROUND**

Education Codes 5017, 35143 and 72000(c)(2)(a) require that governing boards hold an annual organizational meeting and that each member of the board be notified in writing of the date and time selected. The 2012 organizational meeting must be held between December 7 and December 21, 2012.

It is recommended that the annual organizational meeting be held on December 13, 2012, at 7:00 p.m. At that time, a president, vice president, clerk, and representatives to various organizations will be elected.

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

**RECOMMENDATION**

It is recommended the Board of Education establish December 13, 2012, at 7:00 p.m. as the annual organizational meeting of the Chino Valley Unified School District Board of Education.

**FISCAL IMPACT**

None.

WMJ:pk



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services  
**SUBJECT: PURCHASE ORDER REGISTER**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$240,774.29 to all District funding sources.

WMJ:SHC:LP:wc



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**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services  
**SUBJECT: WARRANT REGISTER**

=====

**BACKGROUND**

Education Code 42650 requires the Board to approve and/or ratify all warrants. These payments are made in the form of warrants, and the warrant (check) form is approved by the County Superintendent.

All items listed are within previously budgeted amounts. There is no fiscal impact beyond currently available appropriations.

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$3,446,198.08 to all District funding sources.

WMJ:SHC:LP:wc

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**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services  
**SUBJECT: FUNDRAISING ACTIVITIES**

=====

**BACKGROUND**

Board Policy 3452 Business and Noninstructional Operations – Student Activity Funds and Board Policy 1230 Community Relations – School Connected Organizations require that fundraising activities be submitted to the Board of Education for approval.

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

**RECOMMENDATION**

It is recommended the Board of Education approve/ratify the fundraising activities.

**FISCAL IMPACT**

None.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**November 15, 2012**

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<b><u>Cortez ES</u></b>		
PFA	Popcorn Sale	11/26/12 - 12/3/12
PFA	Mountain Mike's Pizza Days	12/3/12 - 12/6/12
<b><u>Dickey ES</u></b>		
PTA	Holiday Gift Shop	12/10/12 - 12/14/12
<b><u>Dickson ES</u></b>		
ASB	Barnes & Noble Night	12/12/12
<b><u>Glenmeade ES</u></b>		
PTA	Student Council Store	11/16/12 - 6/10/13
<b><u>Liberty ES</u></b>		
PFA	After School Juice Sale	12/4/12 - 6/6/13
<b><u>Litel ES</u></b>		
PTA	Family Fun Nights Out	11/16/12 - 6/7/13
PTA	Family Game Night	1/10/13
PTA	Family Game Night	1/25/13
<b><u>Rhodes ES</u></b>		
PEP Club	Carl's Jr. Family Fun Night	11/30/12
<b><u>Magnolia JHS</u></b>		
Music Boosters	Holiday Gift Wrapping	12/15/12
Music Boosters	Applebee's Pancake Breakfast	2/23/13
Music Boosters	Bunco Night	3/8/13
Music Boosters	Goodwill Donation Drive	4/20/13
Music Boosters	Off Campus Car Wash	5/18/13

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**November 15, 2012**

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<b><u>Ramona JHS</u></b>		
ASB	Ticket Sale for Musical Performance	12/7/12 -12/15/12
<b><u>Townsend JHS</u></b>		
ASB - Dance Team	Poinsettia Sale	12/3/12 - 12/10/12
ASB - Advanced Art	Yard Sale	2/23/13
<b><u>Ayala HS</u></b>		
French Club	Family Night Out at La Creperie Café	11/16/12
Girls Water Polo	Ontario Reign Ticket Sale	11/16/12 - 12/15/12
BAC Boosters	Spaghetti Dinner	11/30/12
BAC Boosters	Clothing Drive	12/1/12 - 3/6/13
Girls Water Polo	Bathing Suit Sale	12/13/12 - 12/15/12
BAC Boosters	E-Waste Recycling	1/5/13
<b><u>Chino HS</u></b>		
Girls Soccer	Discount Card Sale	12/3/12 - 12/7/12
French Club	After School Candy Sale	12/3/12 - 12/7/12
French Club	La Creperie Café Day	1/23/13
French Club	After School Candy Sale	3/4/13 - 3/8/13
<b><u>Chino Hills HS</u></b>		
Key Club	Family Nights Out at the Habit Burger Grill	11/21/12 - 5/21/13
International Involvement	World Vision Donations	11/28/12
Theatre Club	Barnes & Noble Nights	12/1/12 - 12/7/12
<b><u>Don Lugo HS</u></b>		
ASB	Family Night Out at McDonald's	12/5/12

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services  
**SUBJECT: DONATIONS**

=====

**BACKGROUND**

Board Policy 3290 Business and Noninstructional Operations - Gifts, Grants, and Bequests states the Board of Education may accept any bequest or gift of money or property on behalf of the District. All gifts, grants, and bequests shall become property of the District. Use of the gift shall not be impaired by restrictions or conditions imposed by the donor.

Approximate values are determined by the donor.

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

**RECOMMENDATION**

It is recommended the Board of Education accept the donations.

**FISCAL IMPACT**

Any cost for repairs of donated equipment will be a site expense.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**November 15, 2012**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Cal Aero K-8</u></b>		
Preserve Academy Flight Crew	School Agendas	\$2,000.00
<b><u>Oak Ridge ES</u></b>		
Target/Take Charge of Education	Cash	\$512.11
<b><u>Rhodes ES</u></b>		
Rhodes PEP Club	Cash	\$3,500.00
<b><u>Briggs K-8</u></b>		
Howard's Appliances	Hewlett Packard Notebook	\$899.00
<b><u>Chino Hills HS</u></b>		
Christina Tenney	Cash	\$60.00
Eddie Lopez	Cash	\$120.00
Paul Edeson	Cash	\$399.99
Maria Valenzuela	Cash	\$480.00
Walter Lickteig	Cash	\$500.01

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
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**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
 Liz Pensick, Director, Business Services  
**SUBJECT: LEGAL SERVICES**

=====

**BACKGROUND**

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

FIRM	MONTH	INVOICE AMOUNTS	2012/2013 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	-	-	\$ 9,253.66
Chidester, Margaret A. & Associates	-	-	\$154,574.00
Fagen, Friedman & Fulfroost, LLP	September 2012	\$ 2,467.00	\$ 6,879.93
Parker & Covert LLP	-	-	\$ 296.00
Thompson & Colegate LLP	October 2012	\$ 119.77	\$ 119.77
Total			\$171,123.36

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

**RECOMMENDATION**

It is recommended the Board of Education approve payment for legal services to the law offices of Fagen, Friedman & Fulfroost, LLP; and Thompson & Colegate LLP.

**FISCAL IMPACT**

\$2,586.77 to the General Fund.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services  
**SUBJECT: APPLICATIONS TO OPERATE FUNDRAISING ACTIVITIES AND  
OTHER ACTIVITIES FOR THE BENEFIT OF STUDENTS**

=====

**BACKGROUND**

Administrative Regulation 1230 Community Relations – School Connected Organizations requires that any person or group of people desiring to raise money to benefit a student or students at one or more schools within the District shall request authorization to operate by applying to the Chino Valley Unified School District Board of Education.

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

**RECOMMENDATION**

It is recommended the Board of Education approve/ratify the applications to operate fundraising activities and other activities for the benefit of students.

**FISCAL IMPACT**

None.

WMJ:SHC:LP:wc



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**November 15, 2012**

**AUTHORIZATION TO OPERATE FUNDRAISING ACTIVITIES  
AND OTHER ACTIVITIES FOR THE BENEFIT OF STUDENTS**

**Elementary Schools**

**Organization**

Borba	PFA
Butterfield Ranch	PTA
Cattle	PTA
Chaparral	PTA
Cortez	PFA
Country Springs	PFA
Dickey	PTA
Dickson	PTA
Eagle Canyon	PTA
Glenmeade	PTA
Hidden Trails	PTA
Liberty	PFA
Litel	PTA
Marshall	PTO
Newman	PTA
Oak Ridge	PTA
Rhodes	PFA (PEP Club)
Rolling Ridge	PTA
Walnut	PFA
Wickman	PTO
Gate	AdvoGATE

**Jr. High Schools**

**Organization**

Cal Aero K-8	PTA (Flight Crew)
Canyon Hills	Music Club
Canyon Hills	PTSA
Magnolia	PFA
Magnolia	Music Boosters
Ramona	Band & Pageantry Boosters
Townsend	Music Boosters
Townsend	PTSA

CHINO VALLEY UNIFIED SCHOOL DISTRICT  
November 15, 2012

**AUTHORIZATION TO OPERATE FUNDRAISING ACTIVITIES  
AND OTHER ACTIVITIES FOR THE BENEFIT OF STUDENTS**

**High Schools**

**Organization**

Ayala	Band & Colorguard Boosters
Ayala	Baseball Boosters
Ayala	Boys Golf Club Boosters
Ayala	Boys Soccer Boosters
Ayala	Boys Water Polo Boosters
Ayala	Bulldog Boosters
Ayala	Choral & Handbell Choir Boosters
Ayala	Cross Country Boosters
Ayala	Football Boosters
Ayala	Girls Basketball Boosters
Ayala	Girls Golf Club Boosters
Ayala	Girls Soccer Boosters
Ayala	Girls Water Polo Boosters
Ayala	Grad Night 2013 Boosters
Ayala	Grad Night 2014 Boosters
Ayala	PTSA
Ayala	Spirit Team Boosters
Ayala	Swim Team Boosters
Ayala	Theatre Arts Boosters
Ayala	Track & Field Boosters
Chino	Band Boosters
Chino	CHAPPS
Chino	Chino Cowboy Huddle
Chino	Drama Boosters
Chino	Pep Squad Boosters
Chino	Sports Boosters
Chino Hills	Aquatics Committee
Chino Hills	General Boosters
Chino Hills	Dance Boosters
Chino Hills	Football Boosters
Chino Hills	Grad Night 2013 Boosters
Chino Hills	Music Boosters
Chino Hills	Spirit Boosters
Don Lugo	Band Boosters
Don Lugo	FFA Boosters
Don Lugo	Grad Night 2013 Boosters
Don Lugo	Performing Arts Boosters
Don Lugo	PTSA
Don Lugo	Spirit Boosters



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Victoria L. Broberg, Asst. Superintendent, Curriculum and Instruction  
**SUBJECT: SCHOOL SPONSORED TRIPS**

=====

**BACKGROUND**

Board Policy 6153 Instruction – School Sponsored Trips, states that field trips are to be considered a method of instruction and shall be planned as such, with definite instructional objectives to advance the learning of the District’s adopted course of study. The purpose of student travel is to provide the student with educational experiences other than those provided within the regular classroom setting and/or experiences.

School Sponsored Trips requires Board approval for all overnight trip(s) and trip(s) in excess of 250 miles (one way). Resources will be identified and established at the school site to assist economically disadvantaged students in obtaining funding for field trips and, in some cases, student travel.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the following school sponsored trips:

<b>School Sponsored Trips</b>	<b>Date</b>	<b>Fiscal Impact</b>
Site: Canyon Hills JHS Event: Washington, D.C. trip Place: Virginia and New York Chaperone Ratio: 27 students/6 chaperones	April 1-6, 2013	Cost: \$2,065.00 per student Funding Source: Parent
Site: Workforce Investment Act (WIA) Event: CWA Annual Youth Conference Place: Garden Grove and Yorba Linda, CA Chaperone Ratio: 2 students/2 chaperones	January 15-17, 2013	Cost: \$612.00 per student Funding Source: WIA funds
Site: Ayala HS Event: FBLA Leadership Institute Place: Irvine, CA Chaperone Ratio: 20 students/2 chaperones	November 17-18, 2012	Cost: \$100.00 Funding Source: Parents

<b>School Sponsored Trips</b>	<b>Date</b>	<b>Fiscal Impact</b>
Site: Chino Hills HS Event: Jr. AVID trip Place: Santa Barbara, Santa Cruz, San Francisco, Berkeley, Stanford, San Luis Obispo, CA Chaperone Ratio: 37 students/4 chaperones	February 5-6, 2013	Cost: \$200.00 Funding Source: Parent/fundraising
Site: Don Lugo HS Event: CADA Leadership Conference Place: Anaheim, CA Chaperone Ratio: 10 students/3 chaperones	November 17-19, 2012	Cost: \$250.00 per student Funding Source: Parent
Site: Don Lugo HS Event: Presidential Inauguration Place: Washington, D.C. Chaperone Ratio: 36 students/4 chaperones	January 17-22, 2013	Cost: \$1,879.00 per student Funding Source: Parent

### **FISCAL IMPACT**

As indicated above.

WMJ:VLB:jaf

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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**DATE:** November 15, 2012

**TO:** Members, Board of Education

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

**PREPARED BY:** Victoria L. Broberg, Asst. Superintendent, Curriculum and Instruction  
Jaime R. Anderson, Director, Curriculum and Instruction

**SUBJECT: REVISED AGRICULTURAL VOCATIONAL EDUCATION  
INCENTIVE GRANT 2012/2013 APPLICATION FOR FUNDING  
FOR DON LUGO HS**

=====

**BACKGROUND**

The purpose of the Agricultural Vocational Educational Incentive Grant is to improve the quality of Agricultural Vocational Programs by upgrading agricultural equipment. Equipment is defined as “any non-salary” item of expenditure.

Agriculture Vocational Education Incentive Grant funds, in addition to those applied for and approved on July 19, 2012, are being requested to support the Don Antonio Lugo High School Agriculture Program. Funding for Part IV Criterion 10 was not previously awarded due to the requirement for a permanent teacher not having been met. With the hiring of a permanent teacher, additional funds are being requested.

Districts are required to provide matching funds. Matching funds can come from several sources including the Carl D. Perkins Vocational and Applied Technology Act, ROP, and the general fund.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revised Agricultural Vocational Education Incentive Grant 2012/2013 Application for Funding for Don Lugo HS.

**FISCAL IMPACT**

Agricultural Vocational Incentive Grant funds in the amount of \$8,216.00 for Don Lugo HS.

WMJ:VLB:JRA:ede

California Department of Education  
**AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT**  
**2012-13 APPLICATION FOR FUNDING**  
 (Due Date: To be received in Regional Supervisor's Office by June 30, 2012)

**DATES OF PROJECT DURATION - JULY 1, 2012, TO JUNE 30, 2013**


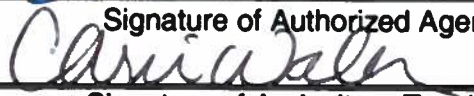
Don Antonio Lugo

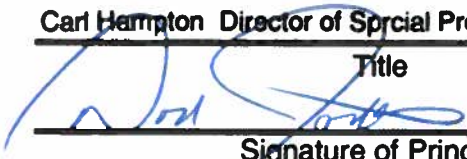
(School Site)

Chino Valley Unified School District

(District)

**Certification:** I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

  
 Signature of Authorized Agent  
  
 Signature of Agriculture Teacher  
 Responsible for the Program

Carl Hampton Director of Spcial Programs  
 Title  
  
 Signature of Principal  
 Contact Phone Number: \_\_\_\_\_

Date of Approval of Local Agency Board: \_\_\_\_\_

Funds Requested - Part I	<u>\$4,000.00</u>	
Part II	<u>\$616.00</u>	
Part III	<u>\$1,600.00</u>	
Part IV	<u>\$2,000.00</u>	
Part V	<u>\$0.00</u>	
Total		<u>\$8,216.00</u>

Number of Different Agriculture Teachers at Site: 1

**PART I - QUALITY CRITERIA 1-9 (REQUIRED) ALLOCATION**

<u>Quality Criteria</u>	<u>Will Meet Criteria</u>	<u>Variance Requested</u>
1. Curriculum and Instruction	<u>X</u>	<u>          </u>
2. Leadership and Citizenship Development	<u>X</u>	<u>          </u>
3. Practical Application of Occupational Skills	<u>X</u>	<u>          </u>
4. Qualified and Competent Personnel	<u>X</u>	<u>          </u>
5. Facilities, Equipment, and Materials	<u>X</u>	<u>          </u>
6. Community, Business, and Industry Involvement	<u>X</u>	<u>          </u>
7. Career Guidance	<u>X</u>	<u>          </u>
8. Program Promotion	<u>X</u>	<u>          </u>
9. Program Accountability and Planning	<u>X</u>	<u>          </u>

**Formal Variance Request must be included if requesting a variance.** A variance is a proposed plan for bringing the program into compliance with required quality criteria. Variances should result in compliance prior to the following year's application. All variances must be approved with the application. Non-compliance with the terms of the approved variance will result in a loss of funds.

**PART I - CONTINUED**

Departmental Allocation: Meeting the criteria in PART I makes the program eligible for the following amounts based on the number of teachers in the program.

Total Number of Teachers	Amount Eligible	Amount Requested
One Teacher or Less	\$4,000	\$4,000.00
Two Teachers	\$4,500	
Three Teachers or More	\$5,000	

**PART II - PROGRAM ENROLLMENT ALLOCATION**

Total Number of Students	2011-12 R2 Number	Amount Requested
List Number from R2 Report (\$8/Member)	77	\$616.00

**PART III - SAE AND RETENTION ALLOCATION**

Number of State Degrees in 2012	8	
Percent of Students (R2) Receiving State Degree	10%	
SAE/Retention Standard Funds - If percentage of State Degree recipients is 5 percent or greater, then you are eligible for \$200 per degree awarded with a maximum of \$10,000.		\$1,600.00

**PART IV - QUALITY CRITERIA 10-11 (OPTIONAL) ALLOCATION**

Schools which qualify for a Departmental Allocation may apply for additional amounts for each specific Quality Criteria (10 and 11) met.

- \* Amounts requested in Quality Criterion 10 will be the indicated amount for that criterion, multiplied by the full-time equivalent (FTE). To count a preparation period, the teacher must be teaching Career Technical Education courses in Agriculture for 50 percent or more of their teaching periods.
- \* Amounts requested in Quality Criterion 11A will be the indicated amount for each teacher who was compensated a minimum of \$2,000 for year-round employment.
- \* Amounts requested in Quality Criterion 11B will be the indicated amount for each teacher who is provided a project supervision period. Project periods will be counted if the teacher has a preparation period as part of the regular teaching day.

Number of FTE Agriculture Teachers at Site:	1	
List the Names of the Agriculture Teachers:		
Carrie Walker	1	
2.	5.	
3.	6.	
	Number Meeting Criteria	Amount Requested
Criterion 10 - Student/Teacher Ratio	1	\$2,000.00
Criterion 11A - Year-Round Employment		\$0.00
Criterion 11B - Project Supervision Period		\$0.00
<b>TOTAL FUNDS REQUESTED PART IV</b>		<b>\$2,000.00</b>

**PART V - QUALITY CRITERION 12 (OPTIONAL) ALLOCATION**

Quality Criterion 12 Form is attached and all criteria has been met. If the answer is yes, list \$3,000 (funds requesting) in space to the right.



**PART VI - FINANCIAL SCHEDULE**

**Part A**

Line	Acct. No.	Classification	A Description of Item for Which Funds Will be Expended	B Incentive Grant Funds	C Matching Funds
1	4000	Books & Supplies		2,500.00	2,500.00
2			Subtotal for 4000	<b>\$2,500.00</b>	<b>\$2,500.00</b>
3	5000	Services and Other Operating Expenses such as: Services of Consultants, Staff Travel, and Conference; Rentals, Leases, and Repairs; Bus Transportation	1. Conferences	1,500.00	1,500.00
4			2. Fuel & Trans	2,000.00	2,000.00
5			3. Repairs	500.00	500.00
6			4.		
			5.		
7			6.		
8			Subtotal for 5000	<b>\$4,000.00</b>	<b>\$4,000.00</b>
9	6000	Capital Outlay: Includes Sites and Improvements of Sites; Buildings and Improvement of Buildings; Equipment	1.		
10			2. equipment	1716.00	1,716.00
11			3.		
			4.		
12			5.		
13			Subtotal for 6000	<b>\$1,716.00</b>	<b>\$1,716.00</b>
14			Total for 4000-6000 Lines 2, 8, 13	<b>\$8,216.00</b>	<b>\$8,216.00</b>

TOTAL 2012-13 Incentive Grant Allocation:

\$8,216.00

Part B - Complete this portion if a waiver of the matching requirement is requested:

Line	Acct No.	Classification	A Description of Item for Which Funds Were Expended	B Incentive Grant Funds	C Amount of Salary and Benefits
15	1000	Salaries	Teachers' Summer Service Salaries		
16	1000	Salaries	Teachers' Salaries for Project Supervision Period		
17	3000	Benefits	Benefits for the Above Items (1000)		
18			TOTAL		<b>\$0.00</b>

TOTAL Amount of Waiver Requested:

\$0.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Victoria L. Broberg, Asst. Superintendent, Curriculum and Instruction  
**SUBJECT: REVISION OF BOARD POLICY 3513.1 INSTRUCTION – USE AND REIMBURSEMENT OF CELLULAR PHONES**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and 3513.1 Instruction – Use and Reimbursement of Cellular Phones is being revised to reflect updated laws and current district practice. This item was presented to the Board of Education on November 1, 2012, for information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 3513.1 Instruction – Use and Reimbursement of Cellular Phones.

**FISCAL IMPACT**

None.

WMJ:VLB:jaf

## **USE AND REIMBURSEMENT OF CELLULAR PHONES**

The Board of Education recognizes that cellular phones and other mobile communication devices are an efficient and important method of conducting district business and can help to ensure the safety and security of staff, students, and others, as well as helping to protect district property.

The Superintendent or designee shall determine whether an employee needs a cellular phone and/or other mobile communication device for business use. "Business use" is any use in the course of performing specific job-related duties on behalf of and for the benefit of the District, including school safety.

### **Monthly Allowance**

~~The District may provide an allowance to an employee for the use of his/her personally owned cellular phone or mobile communication device for district-related business. The allowance shall be based on the business requirements of the employee. The allowance shall be given to the employee, who shall be responsible for purchasing their own cell phone, establishing a service plan, and making monthly payments to their service provider.~~

~~The Internal Revenue Service (IRS) considers the allowance a taxable benefit to the employee. Therefore, the allowance is reportable to the IRS by the District and the employee. The allowance is not an increase in base pay and will not be included in calculations of salary increases or retirement benefits.~~

### **Use of a District Owned Cellular Phone**

Certain employees may be provided with a District owned cellular phone or mobile communication device as a condition of employment.

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of district landline phones. Excessive personal calls during the workday, regardless of what type of phone used, can interfere with employee productivity and be distracting to others. District employees are asked to restrict personal calls to non-work times, where possible, and to ensure friends and family members are aware of the District's policy. Flexibility will be provided in circumstances demanding immediate attention.

### **Safety Issues for Cellular Phone Use**

District employees are reminded to use their cellular devices in a professional and safe manner. Distracted drivers are more likely to cause vehicle collisions, and drivers may be cited for driving and using a cellular phone without a hands-free device. (California BP 3513.1(b))

## **USE AND REIMBURSEMENT OF CELLULAR PHONES (cont.)**

Vehicle Code 23123) Therefore the District requires that when driving, employees use only hands-free cellular phone technology and keep both hands on the steering wheel. If making or receiving a call, it is recommended that the employee pull safely off the road to complete the call.

Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violation of this policy will be subject to disciplinary action up to and including termination.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3515 - Campus Security)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)  
(cf. 3542 - School Bus Drivers)  
(cf. 4040 - Employee Use of Technology)  
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)  
(cf. 5131 - Conduct)

### **Legal Reference:**

#### EDUCATION CODE

35213 Reimbursement for loss or damage of personal property  
44032 Travel expense payment  
48901.5 Electronic signaling devices

#### VEHICLE CODE

23123 Wireless telephones in vehicles  
23125 Wireless telephones in school buses

#### CODE OF FEDERAL REGULATIONS, TITLE 26

1.132-5 Working conditions fringe benefit

### **Management Resources:**

#### WEBSITES

Internal Revenue Service: [www.irs.gov](http://www.irs.gov)

## **Chino Valley Unified School District**

Policy adopted: February 5, 2009

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Victoria L. Broberg, Asst. Superintendent, Curriculum and Instruction  
Jaime R. Anderson, Director, Curriculum and Instruction  
**SUBJECT: INSTRUCTIONAL MATERIALS**

=====

**BACKGROUND**

To provide current curriculum and materials to the students in the Chino Valley Unified School District, the instructional materials specified below are proposed. Selection of these materials was made by the appropriate teachers and the process involved evaluating the materials based on the alignment to the Expository Reading and Writing Course (ERWC) program. These approved novels will be added to the Core Novel list for grades 9-12. This item was presented to the Board of Education on November 1, 2012, for information.

The instructional materials were presented to the Curriculum Council and A.C.T. has been consulted.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the following novels: Into the Wild – 1996 – Knopf Doubleday Publishing; and Left Hand of Darkness – 1991 – Penguin Group Publishing as instructional materials for the ERWC program.

**FISCAL IMPACT**

Instructional materials are purchased using Instructional Materials Funding Realignment Program funds (IMFRP).

WMJ:VLB:JRA:ede



**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Patricia M. Miller, Assistant Superintendent, Educational Services  
Stephanie Johnson, Director, Student Support Services  
**SUBJECT: STUDENT EXPULSION CASES 12/13-07, 12/13-08, 12/13-09,  
AND 12/13-10**

=====

**BACKGROUND**

The Board of Education has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

A student may be expelled only by the Board of Education. The Board shall expel, as required by law, any student found to have committed certain offenses listed in Education Code 48915.

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

**RECOMMENDATION**

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve the student expulsion cases 12/13-07, 12/13-08, 12/13-09, and 12/13-10.

**FISCAL IMPACT**

None.

**Chino Valley Unified School District**

**Our Motto:**

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Humility • Civility • Service

**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Patricia M. Miller, Assistant Superintendent, Educational Services  
Stephanie Johnson, Director, Student Support Services  
**SUBJECT: STUDENT READMISSION CASE 11/12-19**

=====

**BACKGROUND**

Administrative Regulation 5144.1 Students, Suspension and Expulsion/Due Process Readmission after Expulsion states:

- The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met.
- School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
- The Superintendent or designee shall transmit his/her recommendation regarding readmission to the Board. The Board shall consider this recommendation, in closed session, if information disclosed would be in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the student readmission case 11/12-19.

**FISCAL IMPACT**

None.

WMJ:PMM:SJ:Imc





**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
Carol F. Vernava, Director, Purchasing  
**SUBJECT: AGREEMENTS FOR CONTRACTOR/CONSULTANT SERVICES**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

As indicated.

WMJ:GJS:CFV:ljt

MASTER CONTRACTS	FISCAL IMPACT
<p><b>MC-1213-183-Prismatic Magic.</b> To provide patriotic assemblies at sites.  Submitted by: Purchasing Department  Duration of Agreement: November 16, 2012 – June 30, 2013</p>	<p>Contract Amount: Per rate sheet  Funding Source: Various</p>
<p><b>MC-1213-184-STEM Center USA.</b> To provide engaging robotics experience by elementary and middle school student.  Submitted by: Purchasing Department  Duration of Agreement: November 16, 2012 – June 30, 2013</p>	<p>Contract Amount: \$100.00 per student for six hours  Fund Source: Parents</p>

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
Carol F. Vernava, Director, Purchasing  
**SUBJECT: SURPLUS/OBSOLETE PROPERTY**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

Increase to the General Fund from proceeds of sale.

WMJ:GJS:CFV:ijt

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
SURPLUS/OBSOLETE PROPERTY  
November 15, 2012**

<u>DESCRIPTION</u>	<u>BRAND</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Printer	Xerox	26808	Program Improvement
Coffee Maker	Coffee Pro (12 cup)		Program Improvement
Tower	Optiplex	23708	Special Education
Tower	CBS	21090	Special Education
Monitor	ViewSonic	PPJ054502875	Special Education
Monitor	ViewSonic	21091	Special Education
Laptop	Dell	16039	Special Education
iBook	Apple	19037	Special Education
Laptop	Dell	16773	Special Education
Laptop	Dell	15360	Special Education
Laptop	Dell	15349	Special Education
Laptop	Dell	15361	Special Education
Laptop	Dell	15366	Special Education
VCR	Sharp	811713707	Special Education
Combo Desks (25)			Don Lugo HS
File Cabinet (4 Drawer)			Don Lugo HS
Bookcase			Don Lugo HS
Easy Up Frame			Don Lugo HS

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 15, 2012

**TO:** Members, Board of Education

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

**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
Carol F. Vernava, Director, Purchasing

**SUBJECT: RESOLUTIONS 2012/2013-26 AND 2012/2013-27 FOR  
AUTHORIZATION TO UTILIZE PIGGYBACK CONTRACTS**

=====

**BACKGROUND**

Public Contract Code (PCC) 20111 requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than \$81,000.00 to the lowest responsible bidder.

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

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

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

<b>Resolution</b>	<b>Contract</b>	<b>Contractor</b>	<b>Description</b>
2012/2013-26	County of Los Angeles (COLA) MA-IS-1140174-5	Xerox Corporation	Copier fleet upgrade
2012/2013-27	COLA MA-IS-1140181-1	Canon Business Solutions	Copier fleet upgrade

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

## **RECOMMENDATION**

It is recommended the Board of Education adopt the following resolutions for authorization to utilize piggyback contracts:

- a) Resolution 2012/2013-26, and
- b) Resolution 2012/2013-27.

## **FISCAL IMPACT**

Unknown.

WMJ:GJS:CFV:ljt

**Chino Valley Unified School District**  
**Resolution 2012/2013-26**  
**Authorization to Utilize the County of Los Angeles MA-IS-1140174-5**  
**Contract for Copier Fleet Upgrade through the Piggyback Contract**

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

**WHEREAS**, the County of Los Angeles (COLA) currently has a piggyback contract, MA-IS-1140174-5, in accordance with Public Contract Code 20118 with Xerox Corporation that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase of a copier fleet upgrade through the piggyback contract procured by the COLA.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of a copier fleet upgrade through the piggyback contract originally procured by the COLA is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of a copier fleet upgrade in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the COLA MA-IS-1140174-5.



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

Section 5. Effective Date. This resolution shall be effective as of the date of its adoption.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 15<sup>th</sup> day of November 2012 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

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

---

Wayne M. Joseph, Superintendent  
Secretary, Board of Education

**Chino Valley Unified School District**  
**Resolution 2012/2013-27**  
**Authorization to Utilize the County of Los Angeles MA-IS-1140181-1**  
**Contract for Copier Fleet Upgrade through the Piggyback Contract**

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

**WHEREAS**, the County of Los Angeles (COLA) currently has a piggyback contract, MA-IS-1140181-1, in accordance with Public Contract Code 20118 with Canon Business Solutions that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase of a copier fleet upgrade through the piggyback contract procured by the COLA.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of a copier fleet upgrade through the piggyback contract originally procured by the COLA is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of a copier fleet upgrade in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the COLA MA-IS-1140181-1.

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

Section 5. Effective Date. This resolution shall be effective as of the date of its adoption.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 15<sup>th</sup> day of November 2012 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

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

---

Wayne M. Joseph, Superintendent  
Secretary, Board of Education

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
Michael J. Chapko, Director, Maintenance, Operations, and Construction  
**SUBJECT: CHANGE ORDER FOR REQUEST FOR PROPOSALS 11-12-02,  
CHINO HILLS HS SWIMMING POOL**

=====

**BACKGROUND**

On March 15, 2012, the Board of Education awarded the Request for Proposals (RFP) 11-12-02, Chino Hills HS Swimming Pool, to Construct 1 One Corp. The awarded RFP included a 10% contingency fund not to exceed \$529,146.20, which is to be used for change orders during the course of construction for modifications to the original approved plans due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff, Bernards Management Services, and WLC Architects.

10% Contingency Fund	\$529,146.20
Change Order 1	\$129,238.08
Remaining Contingency Fund	\$399,908.12

The change order results in a net increase of \$129,238.08 to the construction cost and no change in contract time. The remaining contingency fund is \$399,908.12. Any unused portion of the contingency fund shall be credited back to the District upon project completion. Approval of the change order allows for compensation to the contractor to perform the additional work as described.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the change order for Request for Proposals 11-12-02, Chino Hills HS Swimming Pool.

**FISCAL IMPACT**

\$129,238.08 to 10% Contingency Fund (Measure M Building Fund 21).

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

DSA Application # 04-111885  
 DSA File # 36-H3  
 OPSC Application # N/A  
 STRUCTURAL \_\_\_\_\_ Non-Structural X

PROJECT:	Chino Hills High School Swimming Pool	PROJECT #:	1020600.54
OWNER:	Chino Valley Unified School District	CHANGE ORDER #:	1
CONTRACTOR:	Construct One Corporation	DATE:	10/3/2012

## CHANGE ORDER # 1

STARTING CONTRACT AMOUNT \$ 5,291,462.00

THE CONTRACTOR IS HEREBY AUTHORIZED TO DO THE FOLLOWING:

	DAYS	EXTRA	CREDIT
ITEM: <u>1.1</u> PCO2 Description: Add labor and material to add power to the drinking fountain condenser.		\$ 478.61	
ITEM: <u>1.2</u> PCO 3 Description: Credit for change in stadium sound system specification.			\$ 4,460.98
ITEM: <u>1.3</u> PCO 4 Description: Credit for the extra terminal cabinet.			\$ 532.65
ITEM: <u>1.4</u> PCO 5 Description: Credit for using permanent power/data to the stadium and omit temporary installation.			\$ 2,250.00
ITEM: <u>1.5</u> PCO 7 Description: Add labor and material for concrete bleachers installation per the approved FCD-1 (attached).		\$ 147,558.32	
ITEM: <u>1.6</u> PCO 8 Description: Add labor and material to enlarge rebar ties size by 1" longer and 1" wider to accommodate other embedments.		\$ 1,759.60	
ITEM: <u>1.7</u> PCO 9 Description: Credit for using existing underground signal conduits in lieu of installing new ones.			\$ 14,450.93
ITEM: <u>1.8</u> PCO 10 Description: Credit for exporting soil to the local area provided by the District instead of a remote site quoted by the Contractor.			\$ 3,620.00
ITEM: <u>1.9</u> PCO 11 Description: Add labor and material to chip off unforeseen concrete encasement to tap the existing gas line.		\$ 1,337.86	

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

DSA Application # 04-111885  
 DSA File # 36-H3  
 OPSC Application # N/A  
 STRUCTURAL        Non-Structural X

PROJECT:	Chino Hills High School Swimming Pool	PROJECT #:	1020600.54
OWNER:	Chino Valley Unified School District	CHANGE ORDER #:	1
CONTRACTOR:	Construct One Corporation	DATE:	10/3/2012

## CHANGE ORDER # 1

STARTING CONTRACT AMOUNT \$ 5,291,462.00

ITEM: <u>1.10</u>	PCO 12			
Description:	Add labor and material to fix broken plumbing line per the District's direction.		\$	1,646.79
ITEM: <u>1.11</u>	PCO 13			
Description:	Add cost to upsize water pressure regulator to match the specified pipe.		\$	1,771.46
<b>Total</b>		<b>0</b>	\$	154,552.64
			\$	25,314.56

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

DSA Application # 04-111885  
 DSA File # 36-H3  
 OPSC Application # N/A  
 STRUCTURAL \_\_\_\_\_ Non-Structural X

PROJECT:	Chino Hills High School Swimming Pool	PROJECT #:	1020600.54
OWNER:	Chino Valley Unified School District	CHANGE ORDER #:	1
CONTRACTOR:	Construct One Corporation	DATE:	10/3/2012

## CHANGE ORDER # 1

STARTING CONTRACT AMOUNT \$ 5,291,462.00

The Original Contract Sum was	\$ 5,291,462.00
Net Change by Previously Authorized Change Orders	\$ -
The Contract Sum Prior to this Change Order was	\$ 5,291,462.00
The Contract Sum will be increased by this Change Order in the Amount of	\$ 129,238.08
The New Contract Sum including this Change Order will be	\$ 5,420,700.08
The Contract time will be increased by zero (0) Days.	
Project Change Order to Date	\$ 129,238.08

**APPROVED**

*[Signature]*  
 GREG STACHURA, Assistant Superintendent of Facilities & Planning  
 Chino Valley Unified School District  
 5130 Riverside Drive  
 Chino, CA 91710-4310

10/9/12  
DATE

*[Signature]*  
 MICHAEL CHAPKO, Director of Maintenance and Operations  
 Chino Valley Unified School District  
 5130 Riverside Drive  
 Chino, CA 91710-4310

10/9/12  
DATE

*[Signature]*  
 WILLIAM CHILDRESS, Construction Coordinator  
 Chino Valley Unified School District  
 5130 Riverside Drive  
 Chino, CA 91710-4310

10/9/12  
DATE

*[Signature]*  
 JOHN GENTA, Vice President  
 Construct One Corporation  
 2832 Walnut Avenue, Suite C  
 Tustin, CA 92780-7002

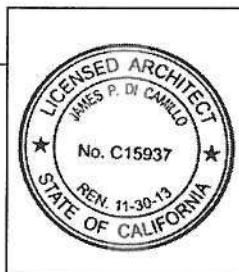
10-8-12  
DATE

*[Signature]*  
 KENNETH BURR, Inspector  
 Knowland Construction Services, LLC  
 33 Narcissa Drive  
 Rancho Palos Verdes, CA 90275

10/8/12  
DATE

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

10/3/12  
DATE



APPROVED  
 DIVISION OF THE STATE ARCHITECT

ACS \_\_\_\_\_ FLS \_\_\_\_\_ SSS \_\_\_\_\_

A# 04-111885 DATE \_\_\_\_\_

SA:rg/P51020600x1-co

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 15, 2012

**TO:** Members, Board of Education

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

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

**SUBJECT: RESOLUTION 2012/2013-28 ANNUAL AND FIVE YEAR DEVELOPER FEE REPORTS FOR FISCAL YEAR 2011/2012**

=====

**BACKGROUND**

Pursuant to Government Codes 66006(b) and 66001(d), the District is required to prepare an Annual and Five Year Report of the developer fees collected for residential, commercial and industrial development projects within 180 days of the end of the fiscal year, which must be reviewed by the Board of Education at a regularly scheduled public meeting.

The Chino Valley Unified School District Annual and Five Year Developer Fee Reports for fiscal year 2011/2012 are attached.

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2012/2013-28 Annual and Five Year Developer Fee Reports for Fiscal Year 2011/2012.

**FISCAL IMPACT**

None.

WMJ:GJS:IC:ljt



**Chino Valley Unified School District  
Resolution 2012/2013-28  
Annual and Five Year Developer Fee Reports  
For Fiscal Year 2011/2012**

**WHEREAS**, pursuant to its authority under Education Code 17620, *et seq.*, and Government Code 65995, *et seq.*, the Board of Education has previously adopted and imposed statutory and Level 1 school fees for the 2011/2012 fiscal year on residential, commercial, and industrial development (Developer Fees) to mitigate the impact of new development on the Chino Valley Unified School District (District);

**WHEREAS**, the District has deposited all Developer Fees that it has received in a separate, non-comingled capital facilities fund (Capital Facilities Fund) established for such a purpose, pursuant to Government Code 66006(a) and (b);

**WHEREAS**, the District has made available to the public within one hundred and eighty (180) days of the end of the 2011/2012 fiscal year the Annual and Five Year Developer Fee Reports for Fiscal Year 2011/2012;

**WHEREAS**, the District has reviewed the information provided in the Annual and Five Year Developer Fee Reports and has determined the information contained therein to be true and correct;

**WHEREAS**, the Annual Developer Fee Report was prepared in accordance with Government Code 66006(b)(1);

**WHEREAS**, the Five Year Developer Fee Report was prepared in accordance with Government Code 66001(d); and

**WHEREAS**, the Board of Education has reviewed and considered the Annual and Five Year Developer Fee Reports at a duly noticed, regularly scheduled public meeting at least fifteen (15) days after the District made this information publicly available, pursuant to Government Code 66006(b)(2).

**NOW, THEREFORE, BE IT RESOLVED** as follows:

- Section 1. The Board has reviewed the information provided in the Annual and Five Year Developer Fee Reports, and finds it to be true and correct.
- Section 2. The Board, based upon the information contained in the Annual Developer Fee Report, finds as follows:
  - 2.1 That the Annual Developer Fee Report describes the types of fees contained in the Capital Facilities Fund, including the amount of the fees, the beginning and ending balance of the Capital Facilities Fund, as well as the amount of fees collected, and the interest earned thereon.

- 2.2 That the Annual Developer Fee Report identifies each public improvement on which Developer Fees were expended.
- 2.3 That sufficient funds have not been collected to complete the financing on any incomplete public improvement.
- 2.4 That sufficient funds have not been collected to complete the financing of any incomplete public improvement, and that there were refunds made of Developer Fees.

Section 3. The Board, based upon the information contained in the Five Year Developer Fee Report, finds as follows:

- 3.1 That the purpose of Developer Fees imposed on new residential, commercial, and industrial development within the District is to fund the school facilities required to serve the additional grade K-12 students generated by such new development and that the Developer Fees will be used for the construction and/or acquisition of additional school facilities and the remodeling of existing school facilities to provide additional capacity.
- 3.2 That there is a proportional and reasonable relationship between the Developer Fees imposed on new development and the need for additional District school facilities because new development will generate new students to be enrolled in the District which will lead to increased need for school facilities, and that the Developer Fees imposed do not exceed the cost of providing such additional school facilities.
- 3.3 That there is a further proportional and reasonable relationship between the unexpended Developer Fees contained in the Capital Facilities Fund and the need for additional school facilities because the Developer Fees imposed on new developments will not fully cover the costs of providing such school facilities for these new students.
- 3.4 That the portion of the Capital Facilities Fund that remains unexpended will be used for the construction and/or acquisition of additional school facilities, remodeling existing school facilities in order to increase capacity, and the acquisition of additional portable classrooms to accommodate students generated from new development.
- 3.5 That the funding anticipated completing the financing of incomplete projects would be obtained from the State School Facilities Program and additional Developer Fees as set forth in the Five Year Developer Fee Report.

3.6 That the dates upon which the District's school facilities projects employing the unexpended funds in the Capital Facilities Fund will commence are not presently known.

Section 4. The Annual and Five Year Developer Fee Reports have been made available to the public within one hundred and eighty (180) days after the last day of the fiscal year pursuant to Government Code 66001(d) and 66006(b).

Section 5. The District made the Annual and Five Year Developer Fee Reports available for public review at least fifteen (15) days prior to the Board's consideration of these reports.

**APPROVED, PASSED AND ADOPTED** by the Board of Education of the Chino Valley Unified School District on November 15, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Wayne M. Joseph, Superintendent of the Chino Valley Unified School District of San Bernardino County, California, do hereby certify that the foregoing Resolution was duly and regularly adopted by the said Board at the regular meeting hereof held on the 15<sup>th</sup> day of November 2012, and passed by a \_\_\_\_\_ vote of said Board.

---

Wayne M. Joseph, Superintendent  
Secretary, Board of Education

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
ANNUAL DEVELOPER FEE REPORT  
FOR FISCAL YEAR 2011/2012**

I. Introduction

This Annual Developer Fee Report for Fiscal Year 2011/2012 ("Report") provides an annual accounting of school facilities fees collected by the Chino Valley Unified School District ("District") during fiscal year 2011/2012 as required by Government Code 66006(b).

II. Description of School Facilities Fees in Capital Facilities Fund

The District collects school facilities fees from the owners of residential, commercial and industrial development projects to mitigate the costs of providing interim and permanent school facilities to students generated from such development projects. School facilities fees collected by the District consist of the following:

- A. Fees collected pursuant to Education Code 17620, *et seq.*, and Government Code 65995, *et seq.*, referred to herein collectively as "Statutory School Fees," in the following amounts:

Level 1 Fee: \$3.20 per square foot of residential development

Level 2 Fee: N/A

Commercial/Industrial Fee: \$0.51 per square foot of commercial and/or industrial development

- B. Special Tax "A" payments collected in accordance with those certain Special Tax "A" Agreements entered into between the District and the City of Chino Hills.

III. Activity for Fiscal Year

See Exhibit A, as attached.

IV. Public Improvement Expenditures

- A. Growth projects: Lease of existing modular buildings; additional furniture and equipment at Cal Aero Preserve Academy.
- B. Site Improvement: Installation of fencing at various schools, Alternative Education Center field/slope repair, Glenmeade ES playground equipment replacement, Townsend JHS science classroom upgrade, Oxford Preparatory Academy locker room conversion.
- C. Administrative support and reporting.
- D. Repayment of COP issued for past growth projects.

V. Planned Future Improvements

- |  |               |
|--|---------------|
| A. Lease of existing modular buildings       | District-wide |
| B. School site improvements at various sites | District-wide |
| C. Modernization at various sites            | District-wide |

VI. Description of Each Interfund Transfer or Loan Made from the Capital Facilities Fund and Description of Public Improvement on which the Transferred or Loaned Fees will be Expended

None.

VII. Refunds Made Pursuant to Government Code Section 66001(e) and (f)

None.

Developer Fees and Special Tax A  
 Summary of Revenues, Expenditures and Changes in Fund Balance  
 Fiscal Year Ending June 30, 2012

	Special Tax A Fund 25.9812	General Fund 25.9815	CFD4 Fund 25.9816	Preserve Fund 25.9817	Total
<b>REVENUES</b>					
Fees and Taxes	61,354.02	574,337.53	151,059.00	16,900.02	803,650.57
Interest	2,622.15	149,207.39	10,942.27	498,205.26	660,977.07
All Other Local Revenue		2,721.00			2,721.00
All Other State Revenue					0.00
Transfers In From Other Funds		260,512.90	28,685.56		289,198.46
<b>Total Revenues</b>	<b>63,976.17</b>	<b>986,778.82</b>	<b>190,686.83</b>	<b>515,105.28</b>	<b>1,756,547.10</b>
<b>EXPENDITURES</b>					
Supplies					0.00
Other Operating Expenses		1,320.34			1,320.34
Rentals & Leases	17,079.00	5,126.30			22,205.30
Repairs	14,990.00	1,950.00			16,940.00
Contracts/Legal Expense/Administration Fees		73,859.26	8,159.00		82,018.26
Improvements to Sites		187,818.18			187,818.18
Buildings & Improvements to Buildings	5,319.19	85,068.01	8,748.20		99,135.40
Indirect Costs to General Fund		15,897.43			15,897.43
<b>Total Expenditures</b>	<b>37,388.19</b>	<b>371,039.52</b>	<b>16,907.20</b>	<b>0.00</b>	<b>425,334.91</b>
<b>TRANSFERS OUT</b>					
Transfers Out To Other Funds					0.00
Transfers to Debt Service	238,577.16	316,810.56			555,387.72
<b>Total Transfers Out</b>	<b>238,577.16</b>	<b>316,810.56</b>	<b>0.00</b>	<b>0.00</b>	<b>555,387.72</b>
<b>Total Expenditures and Transfers</b>	<b>275,965.35</b>	<b>687,850.08</b>	<b>16,907.20</b>	<b>0.00</b>	<b>980,722.63</b>
<b>Excess (Deficiency) of Revenue over Expenditures/Transfers</b>	<b>(211,989.18)</b>	<b>298,928.74</b>	<b>173,779.63</b>	<b>515,105.28</b>	<b>775,824.47</b>
<b>BEGINNING BALANCE 7/1/11</b>	<b>603,392.08</b>	<b>9,343,471.23</b>	<b>2,175,777.15</b>	<b>3,313,670.79</b>	<b>15,436,311.25</b>
<b>ENDING BALANCE 6/30/12</b>	<b>391,402.90</b>	<b>9,642,399.97</b>	<b>2,349,556.78</b>	<b>3,828,776.07</b>	<b>16,212,135.72</b>

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
FIVE YEAR DEVELOPER FEE REPORT  
FOR FISCAL YEAR 2011/2012**

Pursuant to Government Code 66001(d), the Chino Valley Unified School District ("District") shall make all of the following findings with respect to that portion of the Capital Facilities Fund remaining unexpended, whether committed or uncommitted:

I. Identification of the Purpose to Which the Fees are to be Put:

The purpose of the developer fees imposed and collected on new residential, commercial and industrial development within the District is to fund school facilities required to serve the additional grade K-12 students generated by such new development within the District. Specifically, the fees will be used for the construction and/or acquisition of additional school facilities, remodeling existing school facilities to add new classrooms and technology, as well as acquiring and installing additional portable classrooms.

II. Demonstration of a Reasonable Relationship Between Developer Fees and the Purposes for Which They are Charged:

The District's Fee Justification Study ("Fee Justification Study") dated April 5, 2012, is incorporated herein by this reference and on file at the District office, demonstrates the reasonable relationship between the new residential, commercial, and industrial development upon which fees are charged and the need for additional school facilities. Additional students will be generated from new development within the District and the District does not have existing capacity in its schools to accommodate these new students. The fees charged on new development will be used to fund school facilities necessary to serve the students generated from new development. The fees do not exceed the costs of providing school facilities for new students as demonstrated in the Fee Justification Study. In addition to developer fees, the District also collects Special Tax "A" payments in accordance with those certain Special Tax "A" agreements entered into between the District and the City of Chino Hills.

III. All sources and amounts of funding currently in the District's Capital Facilities Fund anticipated to complete financing of incomplete school facilities improvements and identified in the District's Fee Justification Study:

The District maintains a fund that reflects sources and uses of funds collected from Developer Fees and Special Tax "A" payments.

IV. Approximate date on which unexpended funding is expected to be deposited into a specific school facilities improvement account/fund:

The District levies developer fees in accordance with the rate structure approved by the State Allocation Board and expends them as needed for growth.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 15, 2012

**TO:** Members, Board of Education

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

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

**SUBJECT: COMMUNITY FACILITIES DISTRICT 4 (COLLEGE PARK) SPECIAL TAX ACCOUNTABILITY REPORT**

=====

**BACKGROUND**

The Local Agency Special Tax and Bond Accountability Act was enacted by California State Legislature through Senate Bill 165 to provide accountability measures for any local special tax and/or bond measure subject to voter approval on or after January 1, 2001. In accordance with the requirements of the Accountability Act, Sections 50075.1 and 53410 of the Government Code of the State of California, an annual report must be filed by the local agency levying a special tax and/or issuing a bond measure and shall contain a description of the amount of funds collected and expended and the status of any project required or authorized to be funded by the special tax and/or bond measure.

On July 20, 2006, the Board of Education adopted resolutions establishing Community Facilities District 4 (College Park) (CFD 4) and the qualified electors within CFD 4 approved the levy of a special tax for the purpose of providing for public school and infrastructure facilities; and the incurrence of bonded indebtedness. No bonds have been issued as of this date.

Koppel & Gruber Public Finance, CFD administrator contracted by the District, prepared the Special Tax Accountability Report for Fiscal Year 2011/2012, as attached.

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

**RECOMMENDATION**

It is recommended the Board of Education accept and file the Community Facilities District 4 (College Park) Special Tax Accountability Report for Fiscal Year 2011/2012.

**FISCAL IMPACT**

None.

WMJ:GJS:IC:ljt



**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 4  
(COLLEGE PARK)**

**SPECIAL TAX ACCOUNTABILITY REPORT  
FISCAL YEAR 2011/12**

**KOPPEL & GRUBER**  
PUBLIC FINANCE

334 VIA VERA CRUZ, SUITE 256  
SAN MARCOS  
CALIFORNIA 92078

T. 760.510.0290  
F. 760.510.0288



## **District Administration**

Chino Valley Unified School District  
Wayne M. Joseph, Superintendent  
Gregory J. Stachura, Assistant Superintendent  
Facilities, Planning, and Operations  
Iris Chu, Director of Planning  
5130 Riverside Drive  
Chino, CA 91710-4310  
T. 909.628.1201  
F. 909.548.6034

## **Special Tax Administrator**

Koppel & Gruber Public Finance  
Lyn Gruber/Douglas Floyd  
334 Via Vera Cruz, Suite 256  
San Marcos, California 92078  
T. 760.510.0290  
F. 760.510.0288

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## **I. Background**

The Local Agency Special Tax and Bond Accountability Act (“Accountability Act”) was enacted by California State Legislature through Senate Bill 165 to provide accountability measures for any local special tax and/or bond measure subject to voter approval on or after January 1, 2001. According to the requirements of the Accountability Act (*Sections 50075.1 and 53410 of the Government Code of the State of California*), an annual report must be filed by the local agency levying a special tax and/or issuing a bond measure on or before each January 1, commencing January 1, 2002 and shall contain a description of the following:

- (1) The amount of funds collected and expended to fund authorized facilities.
- (2) The status of any project required or authorized to be funded by the special tax and/or bond measure.

The information contained in this Special Tax Accountability Report has been compiled and is being presented for Fiscal Year 2011/12 pursuant to and in accordance with the requirements outlined in the Accountability Act.

## **II. Authorized Facilities**

The qualified electors within CFD No. 4 authorized the School District to approve the levy of a special tax and the incurrence of bonded indebtedness in an amount not to exceed \$12,000,000 for Improvement Area A and \$18,000,000 for Improvement Area B to provide for the cost of the financing, design, construction, installation, rehabilitation and acquisition of certain school facilities, including repayment of existing indebtedness, the payment of statutory school fees, and incidental expenses.

The authorized school facilities are generally described as elementary, junior and high school buildings and facilities for grades kindergarten through twelve (12), including equipment and furnishing thereof, with an estimated useful life of five (5) years or more.

The construction, installation, rehabilitation and acquisition of certain authorized school facilities described have been financed through the use of lease payments, installment purchase payments or other payments (any such payments shall be hereinafter described as the “Certificates of Participation” or “COPs”). CFD No. 4 may repay in part or in full existing indebtedness, including COPs issued by the School District, to finance authorized facilities.

As of the date of this Report, no bonds have been issued. Special Taxes were levied by CFD No. 4 for the first time in FY 2007/08.

### III. Collection of Special Taxes and Expenditures

A separate account is held by the School District for the deposit of special taxes levied by the CFD and for the disbursement of authorized expenditures. The following table provides a description of the collection of special taxes and the funds disbursed for authorized expenditures in FY 2011/12.

DESCRIPTION	AMOUNT
<b>BEGINNING BALANCE AS OF JULY 1, 2011</b>	<b>\$1,918,535.28</b>
<b><i>Sources of Funds</i></b>	
Annual Special Tax Collections <sup>1</sup>	\$665,209.05
Interest Earnings	16,543.57
<i>Subtotal Sources of Funds</i>	<i>\$681,752.62</i>
<b><i>Expenditures</i></b>	
Administrative Expenses	(\$32,911.50)
Facilities	0.00
<i>Subtotal Expenditures</i>	<i>(\$32,911.50)</i>
<b>ENDING BALANCE AS OF JUNE 30, 2012</b>	<b>\$2,567,376.40</b>

<sup>1</sup> Represents the actual special tax collections received from the County, including any penalties and interest accrued from prior year delinquent special taxes that have been paid within the past fiscal year.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
**SUBJECT: REVISION OF BOARD POLICY 7214 FACILITIES – GENERAL OBLIGATION BONDS**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and Administrative Regulation 7214 Facilities – General Obligation Bonds is being revised to reflect updated laws and current District practice. This agenda item was presented to the Board on November 1, 2012, for information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 7214 Facilities – General Obligation Bonds.

**FISCAL IMPACT**

None.

WMJ:GJS:ljt

## GENERAL OBLIGATION BONDS

The Board of Education RECOGNIZES THAT SCHOOL FACILITIES ARE AN ESSENTIAL COMPONENT OF THE EDUCATIONAL PROGRAM AND THAT THE BOARD HAS A RESPONSIBILITY TO ENSURE THAT THE DISTRICT'S FACILITIES NEEDS ARE MET IN THE MOST COST-EFFECTIVE MANNER POSSIBLE. WHEN THE BOARD DETERMINES THAT IT IS IN THE BEST INTEREST OF DISTRICT STUDENTS, IT MAY ORDER AN ELECTION ON THE QUESTION OF WHETHER BONDS SHALL BE ISSUED FOR SCHOOL FACILITIES. ~~desires to provide adequate facilities in order to enhance student learning and to help the District achieve its vision for educating District students. To that end, the Board may order an election on the question of whether bonds shall be issued for school facilities when, in the Board's judgment, it is advisable and in the best interest of District students.~~

~~The District may use District funds to hire a consultant to assess the feasibility of developing a bond measure and to assess the public's support and opposition. However, the District may not use District funds to hire a consultant to develop and implement a strategy to build a coalition to support the bond because such activities would be an impermissible use of public funds for campaign purposes in violation of Education Code 7054.~~

(cf. 1160 - Political Processes)  
 (cf. 7110 - Facilities Master Plan)  
 (cf. 7210 - Facilities Financing)

The Board shall determine the appropriate size of the bond in accordance with law.

### Bonds Requiring 55 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agree to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. ~~The District must comply with the accountability provisions required for 55 percent approval, even if the bond ultimately passes by a 66.67 percent majority of the voters. (Education Code 15266)~~

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the school district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the District shall be used only for the FOLLOWING PURPOSES: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(a))

**GENERAL OBLIGATION BONDS (cont.)**

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities.
2. The acquisition or lease of real property for school facilities.

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. A requirement that proceeds from the sale of the bonds be used only for the purposes specified IN ITEMS 1-2 above, ~~as detailed in California Constitution Article 13a, Section 1(b)(3)~~, and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school facility projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list.

(cf. 0440 - District Technology Plan)  
(cf. 0450 - Comprehensive Safety Plan)  
(cf. 6151 - Class Size)

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed.
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects.

IF A DISTRICT GENERAL OBLIGATION BOND REQUIRING A 55 PERCENT MAJORITY IS APPROVED BY THE VOTERS, THE BOARD SHALL APPOINT AN INDEPENDENT CITIZENS' ADVISORY OVERSIGHT COMMITTEE. THIS COMMITTEE SHALL BE APPOINTED WITHIN 60 DAYS OF THE DATE THAT THE BOARD ENTERS THE ELECTION RESULTS IN ITS MINUTES PURSUANT TO EDUCATION CODE 15274. (EDUCATION CODE 15278)

(cf. 1220 - Citizen Advisory Committees)  
(cf. 9324 - Minutes and Recordings)

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT THE ANNUAL, INDEPENDENT PERFORMANCE AND FINANCIAL AUDITS CONDUCTED PURSUANT TO ITEMS 3 AND 4 ABOVE ARE ISSUED IN ACCORDANCE WITH THE U.S. COMPTROLLER GENERAL'S GOVERNMENT AUDITING STANDARDS. HE/SHE SHALL SUBMIT THE AUDITS TO THE CITIZENS' OVERSIGHT COMMITTEE BY MARCH 31 OF EACH YEAR. (EDUCATION CODE 15286)

**GENERAL OBLIGATION BONDS (cont.)**

**Bonds Requiring 66.67 Percent Approval by Local Voters**

Bonds shall be sold to raise money for the following purposes: (Education Code 15100)

1. Purchasing school lots.
2. Building or purchasing school buildings.
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs.
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity.
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature.
6. Permanently improving school grounds.
7. Refunding any outstanding valid indebtedness of the District, evidenced by bonds or state school building aid loans.
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577.
9. Purchasing school buses with a useful life of at least 20 years.
10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location.

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by order of the Board and entered into the minutes. (Education Code 15100)

THE BOARD MAY APPOINT A CITIZENS' OVERSIGHT COMMITTEE TO REVIEW AND REPORT TO THE BOARD AND THE PUBLIC AS TO WHETHER THE EXPENDITURE OF BOND REVENUES COMPLIES WITH THE INTENDED PURPOSES OF THE BOND.

**CERTIFICATE OF RESULTS**

IF THE CERTIFICATE OF ELECTION RESULTS RECEIVED BY THE BOARD SHOWS THAT THE APPROPRIATE MAJORITY OF THE VOTERS ARE IN FAVOR



**GENERAL OBLIGATION BONDS (cont.)**

OF ISSUING THE BONDS, THE BOARD SHALL RECORD THAT FACT IN ITS MINUTES. THE BOARD SHALL THEN CERTIFY TO THE COUNTY BOARD OF SUPERVISORS ALL PROCEEDINGS IT HAD IN CONNECTION WITH THE ELECTION RESULTS. (EDUCATION CODE 15124, 15274)

**RESOLUTION REGARDING SALE OF BONDS**

FOLLOWING PASSAGE OF THE BOND MEASURE BY THE APPROPRIATE MAJORITY OF VOTERS, THE BOARD SHALL PASS A RESOLUTION TO ISSUE THE SALE OF BONDS. THE RESOLUTION SHALL PRESCRIBE THE TOTAL AMOUNT OF BONDS TO BE SOLD AND MAY ALSO PRESCRIBE THE MAXIMUM ACCEPTABLE INTEREST RATE, NOT TO EXCEED EIGHT PERCENT, AND THE TIME(S) WHEN THE WHOLE OR ANY PART OF THE PRINCIPAL OF THE BONDS SHALL BE PAYABLE, WHICH SHALL NOT BE MORE THAN 25 YEARS FROM THE DATE OF THE BONDS. (EDUCATION CODE 15140)

PRIOR TO THE SALE OF BONDS, THE BOARD SHALL ADOPT, AS AN AGENDA ITEM AT A PUBLIC MEETING, ANOTHER RESOLUTION, WHICH INCLUDES ALL OF THE FOLLOWING ITEMS: (EDUCATION CODE 15146)

1. EXPRESS APPROVAL OF THE METHOD OF SALE
2. STATEMENT OF THE REASONS FOR THE METHOD OF SALE SELECTED
3. DISCLOSURE OF THE IDENTITY OF THE BOND COUNSEL, AND THE IDENTITIES OF THE BOND UNDERWRITER AND THE FINANCIAL ADVISER IF EITHER OR BOTH ARE UTILIZED FOR THE SALE, UNLESS THESE INDIVIDUALS HAVE NOT BEEN SELECTED AT THE TIME THE RESOLUTION IS ADOPTED, IN WHICH CASE THE BOARD SHALL DISCLOSE THEIR IDENTITIES AT THE PUBLIC MEETING OCCURRING AFTER THEY HAVE BEEN SELECTED
4. ESTIMATES OF THE COSTS ASSOCIATED WITH THE BOND ISSUANCE

AFTER THE SALE, THE BOARD SHALL BE PRESENTED WITH THE ACTUAL COST INFORMATION AND SHALL DISCLOSE THAT INFORMATION AT THE BOARD'S NEXT SCHEDULED MEETING. THE BOARD SHALL ENSURE THAT AN ITEMIZED SUMMARY OF THE COSTS OF THE BOND SALE AND ALL NECESSARY INFORMATION AND REPORTS REGARDING THE SALE ARE SUBMITTED TO THE CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION. (EDUCATION CODE 15146)

**GENERAL OBLIGATION BONDS (cont.)**

**Legal Reference:**

EDUCATION CODE

7054 Use of district property, campaign purposes

15100-15254 Bonds for school districts and community college districts

15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000

17577 Sewers and drains

17584.1 Deferred maintenance, reports

47614 Charter school facilities

ELECTIONS CODE

324 General election

328 Local election

341 Primary election

348 Regular election

356 Special election

357 Statewide election

1302 School district election

15372 Elections official certificate

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

8855 California Debt and Investment Advisory Commission

53580-53595.5 Bonds

54952 Definition of legislative body, Brown Act

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation

Article 16, Section 18 Debt limit

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 46 (2005)

87 Ops.Cal.Atty.Gen. 157 (2004)

**Management Resources:**

CALIFORNIA SCHOOLS BOARDS ASSOCIATION PUBLICATIONS

Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

WEBSITES

California Schools Board Association: [www.csba.org](http://www.csba.org)

California Debt and Investment Advisory Commission: [www.treasurer.ca.gov/cdiac](http://www.treasurer.ca.gov/cdiac)

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

California Office of Public School Construction: [www.opsc.dgs.ca.gov](http://www.opsc.dgs.ca.gov)

**Chino Valley Unified School District**

Policy Adopted: October 2, 2008

REVISED:



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

**DATE:** November 15, 2012

**TO:** Members, Board of Education

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

**PREPARED BY:** Norm Enfield, Ed.D., Assistant Superintendent, Human Resources  
Michelle J. Harold, Ed.D., Director, Human Resources  
Heather Williams, Ed.D., Director, Human Resources

**SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS**

=====

**BACKGROUND**

Board approval of personnel transactions is required by Board Bylaw 9324 Bylaws of the Board - Minutes and Recordings and Education Code 35163. Included are new hires based on need, which includes replacements, growth, and class size reduction.

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

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

WMJ:NE:MJH:HW:jmr

**CERTIFICATED PERSONNEL**

**HIRED AT APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
MITWALLI-OTHMAN, Sawsan	Intervention Specialist 50%	Cortez ES	11/16/2012
LOPEZ, Caroline	Intervention Counselor 50%	Briggs K-8	11/16/2012
WINANS, Douglas	Secondary Teacher	Cal Aero K-8	11/16/2012
BASSETT, Lindsey	Intervention Counselor	Ramona JHS	11/16/2012

**APPOINTMENT – EXTRA DUTY**

PALMIRE, Ashley (NBM)	Color Guard (B)	Canyon Hills JHS	11/16/2012
STOLL, Justin (NBM)	Cheer (B)	Ayala HS	11/16/2012
WEAVER, Jaime (NBM)	Girls Soccer (GF)	Ayala HS	11/16/2012
FALLON, Lindsay (NBM)	Girls Soccer (GF)	Chino HS	11/16/2012
HARRIES, Chad (NBM)	Boys Soccer (GF)	Chino HS	11/16/2012
HILL, Joshua (NBM)	Boys Soccer (GF)	Chino HS	11/16/2012
PRESCOTT, Chris	Soph. Class Advisor	Chino HS	11/16/2012
ROSALEZ, Victor (NBM)	Boys Soccer (GF)	Chino HS	11/16/2012
TAYLOR, Shane (NBM)	Boys Soccer (GF)	Chino HS	11/16/2012
BROWN, Dennis (NBM)	Girls Basketball (GF)	Chino Hills HS	11/16/2012
COWLING, Chris (NBM)	Band (B)	Chino Hills HS	11/16/2012
EDGAR, John (NBM)	Boys Basketball (GF)	Chino Hills HS	11/16/2012

**DELETE – EXTRA DUTY**

HUNTER, Mark	Soph. Class Advisor	Chino HS	11/01/2012
ROSALEZ, Victor	Girls Soccer	Chino HS	11/01/2012
GRANT, Don	Boys Basketball	Chino Hills HS	11/01/2012

**RETIREMENT**

FOSTER, Kathleen	Secondary Teacher	Magnolia JHS	12/21/2012
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**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2012, THROUGH JUNE 30, 2013**

BREITENSTEIN, Denise  
CALLEJAS, Amelia  
DE LA CRUZ, Brizelda  
EDWARDS, Nathan  
GARCIA, Jeniffer

**CERTIFICATED PERSONNEL** (cont.)

**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2012,  
THROUGH JUNE 30, 2013** (cont.)

INMAN LEGG, Jill  
LARZO, Melinda  
LIEBHART, Christopher  
MILBURN, Jessica  
OCHOA, Daniella  
SCHNEIDMILLER, Marcy  
STOLL, Justin  
VOZNICK, Tricia  
YEPEZ, Nerissa

**CLASSIFIED PERSONNEL**

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

**PROMOTION**

KAMORA, Lisa	FROM: Nutrition Srvcs. Assistant I (NS) 2 hrs./181 work days	Eagle Canyon ES	11/16/2012
	TO: Nutrition Srvcs. Manager I (NS) 3.75 hrs./183 work days	Eagle Canyon ES	
RAYA, Darlene	FROM: IA/Elem. (C) 3 hrs./150 work days	Butterfield Ranch ES	11/16/2012
	TO: Attendance Clerk (GF) 4 hrs./195 work days	Woodcrest JHS	

**APPOINTMENT**

SPEAR, Tamara	Noon Ground Supv. (GF)	Briggs K-8	11/16/2012
TRIMBACH, Regan	Elem. Library Media Center Assistant (GF)	Cattle ES	11/16/2012
GATEB, Aracely	Noon Ground Supv. (GF)	Wickman ES	11/16/2012
SHIRLEY, Colleen	Noon Ground Supv. (GF)	Wickman ES	11/16/2012
TRAIN, Xenia	Noon Ground Supv. (GF)	Wickman ES	11/16/2012

**TRANSFER/VOLUNTARY DECREASE IN HOURS AND DAYS**

JARVIS, Shelly	FROM: Childcare Specialist (CDF) 3.0 hrs./210 work days	Hidden Trails FC	11/26/2012
	TO: Childcare Specialist (CDF) 2.5 hrs./175 work days	Butterfield Ranch FC	

**TRANSFER/VOLUNTARY DECREASE IN HOURS**

LIMON, Loretta	FROM: Nutrition Srvcs. Assistant I (NS) 3 hrs./181 work days	Marshall ES	11/13/2012
	TO: Nutrition Srvcs. Assistant I (NS) 2 hrs./181 work days	Cattle ES	

**CLASSIFIED PERSONNEL** (cont.)

**REHIRED FROM LAYOFF – CHANGE IN ASSIGNMENT**

JAUREGUI, Noemi	IA/Sped. (SELPA/GF)	Newman ES	11/26/2012
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**PLACEMENT ON 39-MONTH RE-EMPLOYMENT LIST**

BURELL, Jason	Bus Driver (GF)	Transportation	11/02/2012
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**RESIGNATION**

BODART, Laura	Noon Ground Supv. (GF)	Hidden Trails ES	09/21/2012
PEREZ, Veronica	Nutrition Svcs. Asst. I (NS)	Cattle ES	12/20/2012
OSBORN, Christine	IA/Sped./TMR (SELPA/GF)	Rolling Ridge ES	11/12/2012
SCHOTT, Carri	Noon Ground Supv. (GF)	Hidden Trails ES	11/02/2012
CORREA, Lucia	Noon Ground Supv. (GF)	Wickman ES	10/22/2012
SAUNDERS, Melinda	Noon Ground Supv. (GF)	Wickman ES	08/27/2012
VAKA, Nancy	Noon Ground Supv. (GF)	Wickman ES	10/26/2012

**APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2012, THROUGH JUNE 30, 2013**

CHAVARRIA, Theresa  
LOZANO, Dominic  
MALDONADO, Miguel  
MOUW, Jacqueline  
NIXON, Angie  
TERRY, George



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

(504) = Federal Law for Individuals with Handicaps  
(ACE) = Ace Driving School  
(ASB) = Associated Student Body  
(ASF) = Adult School Funded  
(ATE) = Alternative to Expulsion  
(B) = Booster Club  
(BTSA) = Beginning Teacher Support & Assessment  
(C) = Categorically Funded  
(CAHSEE)= California High School Exit Exam  
(CC) = Children's Center (Marshall)  
(CDF) = Child Development Fund  
(CSR) = Class Size Reduction  
(CVLA) = Chino Valley Learning Academy  
(E-rate) = Discount Reimbursements for Telecom.  
(G) = Grant Funded  
(GF) = General Fund  
(HBE) = Home Base Education  
(MM) = Measure M – Fund 21  
(MAA) = Medi-Cal Administrative Activities  
(NBM) = Non-Bargaining Member  
(ND) = Neglected and Delinquent  
(NS) = Nutrition Services Budget  
(OPPR) = Opportunity Program  
(R) = Restricted  
(ROP) = Regional Occupation Program  
(SAT) = Saturday School  
(SB813) = Medi-Cal Admin. Activities Entity Fund  
(SELPA) = Special Education Local Plan Area  
(SOAR) = Students on a Rise  
(SPEC) = Spectrum Schools  
(SS) = Summer School  
(SWAS) = School within a School  
(VA) = Virtual Academy  
(WIA) = Workforce Investment Act

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 15, 2012

**TO:** Members, Board of Education

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

**PREPARED BY:** Norm Enfield, Ed.D., Assistant Superintendent, Human Resources  
Daniel P. Mellon, ARM-P, Director, Risk Management and Human Resources

**SUBJECT: REJECTION OF CLAIMS**

=====

**BACKGROUND**

Claim 12-10-17 submitted on October 24, 2012, by Elizabeth O'Banion on behalf of her son, a student at Butterfield Ranch ES. Claimant alleges that the son's prescription glasses were broken after another student pulled them off his face during class time. Claimant makes a settlement demand for reimbursement for cost of the prescription glasses of \$170.00.

Claim 12-10-18 submitted on October 29, 2012, by State Farm Mutual Insurance Company on behalf of their clients William and Claudia Ospina, parents of a Townsend JHS student. Claimant alleges vehicle damage after being clipped by a District school bus as it was exiting the school parking lot. Claimant makes a settlement demand for reimbursement for vehicle damages of \$2,041.57.

The Board is requested to reject the claims against the District to allow the insurance carriers to investigate the merit of the claims and make a recommendation regarding disposition.

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

Unknown at present.





**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services  
**SUBJECT: ADOPTED 2012/2013 ORGANIZED AND UNORGANIZED STUDENT  
BODY BUDGETS**

=====

**BACKGROUND**

Board Policy 3452 Business and Noninstructional Operations – Student Activity Funds requires organized and unorganized student body budgets to be submitted to the Board of Education each year for information. The list that follows reflects the adopted student body budgets for fiscal year 2012/2013.

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the adopted 2012/2013 organized and unorganized student body budgets.

**FISCAL IMPACT**

None.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
ASSOCIATED STUDENT BODY  
ADOPTED BUDGET 2012/2013**

**ORGANIZED STUDENT BODIES**

**COMPREHENSIVE HIGH SCHOOLS**

	<b>TOTAL</b>	
Ayala HS	\$ 1,300,115	
Chino HS	\$ 1,128,300	
Chino Hills HS	\$ 1,555,188	
Don Lugo HS	\$ 980,337	
<b>TOTAL HIGH SCHOOLS</b>		<b>\$ 4,963,940</b>

**JUNIOR HIGH SCHOOLS**

Cal Aero Preserve Academy	\$ 52,266	
Canyon Hills JHS	\$ 243,550	
Magnolia JHS	\$ 131,807	
Ramona JHS	\$ 145,472	
Townsend JHS	\$ 187,229	
Woodcrest JHS	\$ 70,412	
<b>TOTAL JUNIOR HIGH SCHOOLS</b>		<b><u>\$ 830,736</u></b>

**TOTAL ORGANIZED STUDENT BODIES** **\$ 5,794,676**

**UNORGANIZED STUDENT BODIES**

**DISTRICT ASB/ELEMENTARY GENERAL**

District ASB/Elementary General	\$ 1,800	\$ 1,800
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**CONTINUATION HIGH SCHOOL**

Buena Vista HS	\$ 26,890	\$ 26,890
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**ELEMENTARY SCHOOLS**

Briggs K-8*	\$ -	
Butterfield Ranch ES	\$ 45,555	
Cattle ES	\$ 49,959	
Chaparral ES	\$ 36,996	
Cortez ES*	\$ -	
Country Springs ES*	\$ -	
Dickey ES	\$ 2,802	
Dickson ES	\$ 41,236	
Eagle Canyon ES	\$ 42,788	
Glenmeade ES*	\$ -	
Hidden Trails ES	\$ 34,141	
Liberty ES	\$ 63,961	
Litel ES	\$ 2,482	
Marshall ES	\$ 60,160	
Newman ES	\$ 58,020	
Oak Ridge ES	\$ 25,883	
Rhodes ES	\$ 120	
Rolling Ridge ES	\$ 45,256	
<b>TOTAL ELEMENTARY SCHOOLS</b>		<b><u>\$ 509,359</u></b>

**TOTAL UNORGANIZED STUDENT BODIES** **\$ 538,049**

**TOTAL ASB BUDGETS** **\$ 6,332,725**

\* ASB Dormant Accounts/Zero Balances



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 15, 2012

**TO:** Members, Board of Education

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

**PREPARED BY:** Victoria L. Broberg, Assistant Superintendent, Curriculum & Instruction  
Jaime Anderson, Director, Curriculum & Instruction

**SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE  
REGULATION 5126 INSTRUCTION – AWARDS FOR  
ACHIEVEMENT**

=====  
**BACKGROUND**

Board policies and administrative regulations are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and Administrative Regulation 5126 – Awards for Achievement is being revised to reflect updated laws and align with current district practice.

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

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 5126 Instruction - Awards for Achievement.

**FISCAL IMPACT**

None.

WMJ:VLB:ele



**AWARDS FOR ACHIEVEMENT**

The Board of Education encourages excellence as a goal for all students and wishes to publicly recognize students for unique or exemplary achievements in academic, ATHLETIC, extracurricular or community service activities. The purpose of such awards shall be consistent with school goals.

(cf. 5121 - Grades/Evaluation of Student Achievement)  
(cf. 5127 - Graduation Ceremonies and Activities)  
(cf. 6142.4 - Service Learning/Community Service Classes)

**DISTRICT/SCHOOL AWARDS**

Student awards may include verbal recognition, a letter, certificate or Board resolution, a public ceremony, trophy, gift, plaque, or cash gift.

The Superintendent or designee shall develop CRITERIA procedures for the appropriate selection of student award recipients.

**GOLDEN STATE SEAL MERIT DIPLOMA**

A separate awards program may be held to recognize graduating students receiving other school and nonschool awards.

**Merit Diplomas**

At graduation from high school, special recognition shall be awarded to those students whose academic achievements IN CORE CURRICULUM AREAS have been outstanding.

The Superintendent or designee shall identify high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma. (Education Code 51454)

(cf. 6162.51 - Standardized Testing and Reporting Program)

**BILITERACY AWARD**

THE DISTRICT SHALL PRESENT THE STATE SEAL OF BILITERACY TO EACH GRADUATING HIGH SCHOOL STUDENT WHO HAS ATTAINED A HIGH LEVEL OF PROFICIENCY IN SPEAKING, READING, AND WRITING IN ONE OR MORE LANGUAGES IN ADDITION TO ENGLISH. (Education Code 51460-51464)

(cf. 6142.2 – World/Foreign Language Instruction)  
(cf. 6174 – Education for English Language Learners)

**AWARDS FOR ACHIEVEMENT (cont.)****Distinguished Scholar**

The Superintendent or designee shall identify high school students who have met the criteria for the Distinguished Scholar award for graduation.

**Graduate with Honors**

The Superintendent or designee shall identify high school students who have met the criteria for the Graduate with Honors award for graduation.

**Valedictorian and Salutatorian**

To honor superior academic achievement, graduation ceremonies shall include recognition of a valedictorian and salutatorian. The Superintendent or designee shall establish procedures that ensure a fair determination of the students who have achieved the highest grade point average in the graduating class. If a tie exists, the principal may honor more than one valedictorian and/or salutatorian.

**Scholarship Fund**

The Board may maintain a scholarship fund which shall be used to provide, scholarships to qualifying students or graduates of district schools. (Education Code 35315) Scholarship funds shall be collected, deposited, administered and audited in accordance with law.

(cf. 1260 - Educational Foundation)  
(cf. 3290 - Gifts, Grants, and Bequests)

**Legal Reference:****EDUCATION CODE**

220 Nondiscriminaton

35160 Authority of Governing Boards

35310-35319 Scholarship and Loan Funds

44015 Awards to Employees and Pupils

51243-51245 Credit for private school foreign language instruction

51450-51455 Golden State Seal Merit Diploma

51460-51464 State Seal of Biliteracy

52164.1 Assessment of English language skills of English learners

**Code of Regulation, Title 5**

876 Golden State Seal Merit Diploma

1632 Credit for private school foreign language instruction

11510-11516 California English Language Development Test

**Management Resources:****WEBSITES**California School Boards Association: [www.csba.org](http://www.csba.org)California Department of Education: [www.cde.ca.gov](http://www.cde.ca.gov)Californias Together: [www.californiasttogether.org](http://www.californiasttogether.org)

**AWARDS FOR ACHIEVEMENT (cont.)**

**Chino Valley Unified School District**

Policy adopted: January 23, 1997

Revised: February 4, 1999

Revised: June 5, 2003

Revised: March 5, 2009

REVISED:

**AWARDS FOR ACHIEVEMENT****Criteria for the Selection of Valedictorian and Salutatorian**

The selection of valedictorian and salutatorian at the high school level will be based on the following criteria:

1. The valedictorian shall be the graduating high school senior in attendance with the highest grade point average.
2. The salutatorian shall be the graduating high school senior in attendance with the second highest grade point average.
3. Grade point average, will be based on a 4.0 scale (A=4 points; B=3 points; C=2 points; D=1 point; F=0 points) for non-weighted courses.
4. Weighted credit will be given to students who successfully complete advanced placement or international baccalaureate diploma program courses of study (A=5 points; B=4 points; C=3 points; D=1 point; F=0 points).
5. Each candidate for valedictorian and salutatorian must have completed all the requirements for the distinguished scholar program AT A COMPREHENSIVE HIGH SCHOOL.
6. ~~Seven semesters are used rather than eight in determining valedictorian and salutatorian as well as any other honors designation.~~

DETERMINATION FOR VALEDICTORIAN AND SALUTATORIAN ARE MADE AFTER THE FIRST SEMESTER OF THE SENIOR YEAR HAS BEEN COMPLETED.

7. If a tie exists, the principal may honor more than one valedictorian and/or salutatorian.

**Merit Diploma**

The Superintendent or designee shall identify students who qualify for the Golden State Seal Merit Diploma. In order to qualify, students shall achieve the standards or achievement levels established by the State Board of Education, to include:

1. Complete all requirements for a high school diploma, and
2. Earn a scaled score of 370 or above on six (6) separate high school level California Standards Tests (CST's), not including the Algebra 1, General Mathematics, and/or Integrated Mathematics 1 CST. (Education Code 51451, 51452, CCR 876)

**AWARDS FOR ACHIEVEMENT (cont.)****Distinguished Scholar**

The Distinguished Scholar Program is offered by the Chino Valley Unified School District to increase academic motivation, broaden university admission options, provide access to competitive majors, prepare for college admission exams, and develop strong academic skills in university prep students. Counselors will identify seniors who may qualify as a distinguished scholar by reviewing student transcripts.

To qualify as a distinguished scholar a student must:

1. Complete all prescribed courses in grades 9-12 to meet the UC/CSU a-g requirements;
2. Receive a minimum of a 3.9 WEIGHTED GPA in all courses, grades 9-12;
3. Receive a grade of C or higher in all courses, grades 9-12;
4. Demonstrate evidence of school and/or community service and;
5. Complete 29 28 semesters of coursework in the prescribed course of study.

**Prescribed Course of Study**

English 4 Years

English 9 H  
English 10 H  
English 11 AP  
English 12 AP

Advanced Math 4 Years

Geometry  
Algebra 2 H  
Trig/Pre-Calculus H  
Calculus AB AP  
Calculus BC AP  
Statistics AP

Social Sciences 3 ½ Years

World History H or AP  
US History AP  
US Government AP  
European History AP  
Economics H or AP

Science 3 Years

Biology H or AP  
Chemistry H or AP  
Physics H or AP  
Human Anatomy and Physiology H  
Environmental Science AP

**AWARDS FOR ACHIEVEMENT (cont.)**

Foreign Language                      Three Years of the same Language approved by  
UC/CSU

Note: ~~The 7th semester is used rather than 8th semester in determining distinguished scholar designation.~~ GPA CALCULATIONS ARE BASED UPON THE FIRST SEVEN (7) SEMESTERS FROM HIGH SCHOOL.

**Graduate with Honors**

To qualify as a graduate with honors, a student must:

1. Complete all prescribed courses in grades 9-12 to meet the CVUSD graduation requirements and the UC/CSU a-g requirements;
2. Receive a minimum of a 3.75 WEIGHTED GPA in all courses, grades 9-12;
3. Receive a grade of C or higher in all courses, grades 9-12 and;
4. COMPLETE 28 SEMESTERS OF COURSEWORK IN THE PRESCRIBED COURSE OF STUDY.

Furthermore, it is recommended that the student demonstrates evidence of school and/or community service.

**Prescribed course of study for graduate with honors:**

English 4 Years                      English 9 H  
English 10 H  
English 11AP  
EXPOSITORY READING AND WRITING COURSE  
(ERWC), ENGLISH 12 CP OR ENGLISH 12 AP

Math 4 Years                      Algebra 1  
Geometry  
Algebra 2 or Algebra 2 H  
Probability and Statistics  
Trig/Pre-Calculus or Trig/Pre-Calculus H  
Calculus AB AP  
Calculus BC AP  
Statistics AP

**AWARDS FOR ACHIEVEMENT (cont.)**

Social Sciences 3 Years	World History or World History H US History or US History H AP US Government or US Government AP Econ, Econ H, or Econ AP European History AP
Science 3 Years	<del>Biology CP</del> , Biology H or Biology AP Earth Science or Earth Science H <del>Applied Physical Science</del> Chemistry, Chemistry H, or Chemistry AP Physics, Physics H, or Physics AP Environmental Science AP Human Anatomy and Physiology H Environmental Science AP
Foreign Language	Three Years of the same Language approved by UC/CSU

Note: ~~The 7th semester is used rather than 8th semester in determining distinguished scholar designation.~~ GPA CALCULATIONS ARE BASED UPON THE FIRST SEVEN (7) SEMESTERS FROM HIGH SCHOOL.

**Scholarship Fund**

The District's scholarship fund shall be administered by a committee composed of board members, the Superintendent and other community, faculty, administrative and/or student representatives determined by the Board. (Education Code 35310)

Members of this committee shall be appointed by the Board and shall serve one-year terms.

The Superintendent shall serve as chairperson of the committee and chief executive officer of the fund. (Education Code 35311)

The committee shall meet at least once each fiscal year and at other such times as it may be called into session by the Superintendent. (Education Code 35312)

Scholarship funds shall be deposited, administered and audited in accordance with Education Code 35314 and 35318.

The committee may accept gifts, donations and bequests made for the purposes of the fund. The committee also may prescribe conditions or restrictions on these gifts and bequests. The committee shall review any conditions imposed by the donor and make a

**AWARDS FOR ACHIEVEMENT (cont.)**

recommendation to the Board as to the compatibility of such conditions with the intent and purpose of the fund. The Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intent and purpose. (Education Code 35313)

(cf. 1260 - Educational Foundation)  
(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee shall establish procedures governing applications for scholarship awards from the fund. Eligibility for a scholarship award shall be determined based on objective criteria and without discrimination.

(cf. 0410 - Nondiscrimination in District Activities and Programs)

The Superintendent or designee shall make at least annual reports to the Board regarding the status and activity of the fund. (Education Code 35319)

**Chino Valley Unified School District**

Regulation approved: June 5, 2003

Revised: March 5, 2009

Revised: June 18, 2009

Revised: June 17, 2010

REVISED:





**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Norm Enfield, Ed.D., Assistant Superintendent, Human Resources  
Michelle J. Harold, Ed.D., Director, Human Resources  
Heather Williams, Ed.D., Director, Human Resources  
**SUBJECT: REVISION OF BOARD POLICY 4111 ALL PERSONNEL –  
RECRUITMENT AND SELECTION**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 4111 All Personnel – Recruitment and Selection has been revised to reflect updated laws and current District practice.

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

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the revision of Board Policy 4111 All Personnel – Recruitment and Selection.

**FISCAL IMPACT**

None.

WMJ:NE:MJH:HW:smr

## RECRUITMENT AND SELECTION

The Board of Education IS COMMITTED TO EMPLOYING SUITABLE, QUALIFIED INDIVIDUALS TO CARRY OUT THE DISTRICT'S MISSION TO PROVIDE HIGH-QUALITY EDUCATION TO ITS STUDENTS AND TO ENSURE THE EFFICIENT RUNNING OF ~~desires to employ the most highly qualified and appropriate person available for each open position to improve student achievement and efficiency in District operations.~~

(cf. 0100 - Goals for the School District)  
(cf. 4000 - Concepts and Roles)  
(cf. 4100 - Certificated Personnel)  
(cf. 4200 - Classified Personnel)  
(cf. 4300 - Administrative and Supervisory Personnel)  
(cf. 9000 - Role of the Board)

THE SUPERINTENDENT OR DESIGNEE SHALL DEVELOP FAIR, OPEN, AND TRANSPARENT RECRUITMENT AND SELECTION PROCESSES AND PROCEDURES WHICH ENSURE THAT EMPLOYEES ARE SELECTED BASED ON DEMONSTRATED KNOWLEDGE, SKILLS, AND COMPETENCE AND NOT ANY BIAS, PERSONAL PREFERENCE, OR UNLAWFUL DISCRIMINATION.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4031 - Complaints Concerning Discrimination in Employment)  
(cf. 4032 - Reasonable Accommodation)  
(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

WHEN A VACANCY OCCURS, ~~the Superintendent or designee shall REVIEW THE recruit candidates for open positions based on an assessment of the District's needs for specific skills, knowledge and abilities. He/she shall develop~~ job descriptions FOR THE POSITION TO ENSURE that IT accurately describeS THE MAJOR ~~all essential and marginal~~ functions and duties of THE ~~each~~ position., and HE/SHE ALSO shall disseminate job announcements to ensure a wide range of candidates.

The DISTRICT'S ~~Superintendent or designee shall develop~~ selection procedures SHALL INCLUDE ~~that identify the best possible candidate for each position based on~~ screening processes, interviews, observations and recommendations from previous employers AS NECESSARY TO IDENTIFY THE BEST POSSIBLE CANDIDATE FOR A POSITION. THE SUPERINTENDENT OR DESIGNEE ~~He/she~~ may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

## **RECRUITMENT AND SELECTION (cont.)**

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4031 - Complaints Concerning Discrimination in Employment)  
(cf. 4032 - Reasonable Accommodation)  
(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee. The Board of Education shall be presented with one finalist who may be elected or rejected by the Board. The Board shall make the final decision on the election of all employees.

(cf. 4112 - Appointment and Conditions of Employment)  
(cf. 4112.2 - Certification)  
(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)  
(cf. 4212 - Appointment and Conditions of Employment)  
(cf. 4312.1 - Contracts)

### **Legal Reference:**

#### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex  
44066 Limitations on certification requirement  
44259 Teaching credential; exception; designated subjects; minimum requirements  
44735 Incentive grants for recruiting teachers for low-performing schools  
44740-44741 Personnel Management Assistance Teams  
44750 Teacher recruitment resource center  
44830-44831 Employment of certificated persons  
44858 Age or marital status in certificated positions  
44859 Prohibition against certain rules and regulations re residency  
45103-45139 Employment (classified employees)  
49406 Examination for tuberculosis  
52051 Academic Performance Index

#### GOVERNMENT CODE

815.2 Liability of public entities and public employees  
12900-12996 Fair Employment and Housing Act, including:  
12940-12956 Discrimination prohibited; unlawful practices

#### UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens  
1324b Unfair immigration related practices

## **RECRUITMENT AND SELECTION (cont.)**

### UNITED STATES CODE, TITLE 42

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

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

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

### COURT DECISIONS

C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

## **Management Resources**

### WEBSITES

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

Education Job Opportunities Information Network: [www.edjoin.org](http://www.edjoin.org)

Teach USA: [www.calteach.org](http://www.calteach.org)

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

## **Chino Valley Unified School District**

Policy adopted: November 16, 1995

Revised: January 6, 2011

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** November 15, 2012  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Norm Enfield, Ed.D., Assistant Superintendent, Human Resources  
Michelle J. Harold, Ed.D., Director, Human Resources  
Heather Williams, Ed.D., Director, Human Resources  
**SUBJECT: REVISION OF BOARD POLICY AND NEW ADMINISTRATIVE  
REGULATION 4112.6 ALL PERSONNEL – PERSONNEL FILES**

=====

**BACKGROUND**

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and new Administrative Regulation 4112.6 All Personnel – Personnel Files have been revised/created to reflect updated laws and current District practice.

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

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the revision of Board Policy and new Administrative Regulation 4112.6 All Personnel – Personnel Files.

**FISCAL IMPACT**

None.

WMJ:NE:MJH:HW:smr

All Personnel

BP 4112.6(a)  
BP 4212.6(a)  
BP 4312.6(a)

## PERSONNEL FILES

The Board of Education recognizes the importance of keeping accurate personnel files.

The Superintendent or designee shall establish and maintain ELECTRONIC files for all employees and ensure confidentiality in accordance with law and collective bargaining agreements.

~~A file shall be kept for all former employees, including such information as shall deem appropriate to the administration, for a period of three years. Files beyond that period of time shall be micro filmed and stored.~~

~~All personnel files are confidential and shall be available only to the employee, persons authorized by the employee, the Superintendent, and those authorized by the Superintendent. For legitimate reasons, the Board of Education also has access to personnel records and may delegate a specific member to review any file.~~

~~Ratings, reports, or records shall not be available for inspection by employees if they were obtained prior to the employment of the person involved, prepared by identifiable examination committee members, or obtained in connection with a promotional examination. However, noncredentialed employees shall have access to any numerical scores obtained as result of written examinations. (Education Code 44031)~~

~~Except for the ratings, reports or records specified above as not open to inspection, employees shall be notified whenever derogatory information is to be placed in their personnel files. Any employee so notified may ask to review and comment on the contents. Such a review shall take place during normal school hours. The employee shall be released from duty for this purpose without a salary reduction. All other written materials filed in personnel records shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an authorized employee.~~

(cf. 1312.1 - Complaints concerning District Employees)  
(cf. 1340 - Access to District Records)  
(cf. 3580 - District Records)  
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)  
(cf. 4115 - Evaluation/Supervision)  
(cf. 4117.4 - Dismissal)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential Privileged Information)  
(cf. 4141/4241 - Collective Bargaining Agreement)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 9321 - Closed Session Purposes and Agendas)  
(cf. 9321.1 - Closed Session Actions and Reports)

BP 4112.6(b)  
BP 4212.6(b)  
BP 4312.6(b)

## **PERSONNEL FILES (cont.)**

### Legal Reference:

#### EDUCATION CODE

35253 Regulations to Destroy Records

44031 Personnel File contents and inspection

44663 Performance appraisals and related materials

#### GOVERNMENT CODE

6254.3 Disclosure of Home Address and Phone Number

#### PENAL CODE

11165.14 Report of investigation of child abuse complaint

#### CODE OF REGULATIONS, TITLE 5

16020-16022 Records-General Provision 1023

16027 Retention of Records Attorney General's Office No. CV 75-73 June 6, 1975

## **Chino Valley Unified School District**

Policy adopted: November 16, 1995

Revised: April 1, 1999

REVISED:



All Personnel

AR 4112.6(a)  
AR 4212.6(a)  
AR 4312.6(a)

## **PERSONNEL FILES**

THE SUPERINTENDENT OR DESIGNEE SHALL MAINTAIN ELECTRONIC PERSONNEL FILES FOR ALL CURRENT EMPLOYEES AT THE DISTRICT'S CENTRAL OFFICE.

THE SUPERINTENDENT OR DESIGNEE SHALL DETERMINE THE TYPES OF INFORMATION TO BE INCLUDED IN PERSONNEL FILES, INCLUDING, BUT NOT LIMITED TO, RECORDS REQUIRED BY LAW, AND SHALL PROCESS ALL MATERIAL TO BE PLACED IN SUCH FILES.

PERSONNEL RECORDS FOR CURRENT AND FORMER EMPLOYEES SHALL BE RETAINED IN ACCORDANCE WITH 5 CCR 16023.

(cf. 3580 - District Records)

## **PLACEMENT OF MATERIAL IN PERSONNEL FILES**

ANY SUPERVISOR OR ADMINISTRATOR WHO PLACES WRITTEN MATERIAL OR DRAFTS WRITTEN MATERIAL FOR PLACEMENT IN AN EMPLOYEE'S FILE SHALL SIGN THE MATERIAL AND INDICATE THE DATE OF THE PLACEMENT.

WHEN AN EMPLOYEE IS ASKED TO SIGN ANY MATERIAL THAT IS TO BE PLACED IN HIS/HER FILE, HE/SHE SHALL BE INFORMED THAT THE SIGNATURE ONLY SIGNIFIES THAT HE/SHE HAS READ THE MATERIAL AND DOES NOT NECESSARILY INDICATE THAT HE/SHE AGREES WITH ITS CONTENTS.

ANY REQUEST BY AN EMPLOYEE TO INCLUDE MATERIALS IN HIS/HER PERSONNEL FILE MUST BE APPROVED BY THE SUPERINTENDENT OR DESIGNEE.

AN EMPLOYEE MAY INITIATE A WRITTEN REACTION OR RESPONSE TO HIS/HER PERFORMANCE EVALUATION. THE RESPONSE SHALL BE PERMANENTLY ATTACHED TO THE EVALUATION AND PLACED IN THE EMPLOYEE'S PERSONNEL FILE.

(cf. 4115/4215/4315 - Evaluation/Supervision)

## **PERSONNEL FILES (cont.)**

### **DEROGATORY INFORMATION**

INFORMATION OF A DEROGATORY NATURE SHALL NOT BE ENTERED INTO AN EMPLOYEE'S PERSONNEL FILE UNLESS AND UNTIL THE EMPLOYEE IS GIVEN NOTICE AND AN OPPORTUNITY TO REVIEW AND COMMENT ON THAT INFORMATION. SUCH A REVIEW SHALL TAKE PLACE DURING NORMAL BUSINESS HOURS. THE EMPLOYEE SHALL BE RELEASED FROM DUTY FOR THIS PURPOSE WITHOUT A SALARY REDUCTION. THE EMPLOYEE MAY ENTER HIS/HER OWN COMMENTS AND HAVE THEM ATTACHED TO THE DEROGATORY STATEMENT. (EDUCATION CODE 44031)

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 4112.9 - Employee Notifications)  
(cf. 4117.4 - Dismissal)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)

### **PERSONS WITH AUTHORIZED ACCESS**

THE SUPERINTENDENT OR DESIGNEE SHALL MAINTAIN THE CONFIDENTIALITY OF ANY PERSONNEL RECORDS WHICH, IF INAPPROPRIATELY DISCLOSED, WOULD CONSTITUTE AN UNWARRANTED INVASION OF THE EMPLOYEE'S PRIVACY.

ACCESS TO AN EMPLOYEE'S PERSONNEL FILE SHALL BE GRANTED ONLY TO THE EMPLOYEE, PERSONS AUTHORIZED BY THE EMPLOYEE, DISTRICT PERSONNEL, AND OTHERS WITH A VALID "RIGHT TO KNOW" OR "NEED TO KNOW" WHO ARE AUTHORIZED ACCESS BY THE SUPERINTENDENT OR DESIGNEE.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

INDIVIDUAL BOARD OF EDUCATION MEMBERS SHALL NOT BE ALLOWED TO ACCESS PERSONNEL FILES, BUT THE BOARD MAY REQUEST PERTINENT INFORMATION FROM AN EMPLOYEE'S FILE IN CASES OF PERSONNEL ACTION.

(cf. 9011 - Disclosure of Confidential/Privileged Information)  
(cf. 9321 - Closed Session Purposes and Agendas)  
(cf. 9321.1 - Closed Session Actions and Reports)

**PERSONNEL FILES** (cont.)

ANY AUTHORIZED REVIEWER SHALL MAINTAIN STRICT CONFIDENCE OF THE CONTENTS OF A PERSONNEL FILE.

**FILE REVIEW BY EMPLOYEE**

ANY EMPLOYEE WISHING TO INSPECT HIS/HER PERSONNEL RECORD SHALL CONTACT THE SUPERINTENDENT OR DESIGNEE.

WITH THE EXCEPTIONS NOTED BELOW, ALL PERSONNEL RECORDS RELATED TO THE EMPLOYEE'S PERFORMANCE OR TO ANY GRIEVANCE CONCERNING THE EMPLOYEE SHALL BE MADE AVAILABLE FOR INSPECTION BY THE EMPLOYEE. (EDUCATION CODE 44031; LABOR CODE 1198.5)

THE SUPERINTENDENT OR DESIGNEE SHALL NOT BE REQUIRED TO MAKE AVAILABLE TO THE EMPLOYEE: (EDUCATION CODE 44031; LABOR CODE 1198.5)

1. RECORDS RELATED TO THE INVESTIGATION OF A POSSIBLE CRIMINAL OFFENSE.
2. LETTERS OF REFERENCE.
3. RATINGS, REPORTS, OR RECORDS THAT WERE OBTAINED PRIOR TO THE EMPLOYEE'S EMPLOYMENT, PREPARED BY IDENTIFIABLE EXAMINATION COMMITTEE MEMBERS, OR OBTAINED IN CONNECTION WITH A PROMOTIONAL EXAMINATION.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

PERSONNEL RECORDS RELATED TO THE EMPLOYEE'S JOB PERFORMANCE OR TO ANY GRIEVANCE CONCERNING HIM/HER SHALL BE MADE AVAILABLE TO THE EMPLOYEE AT REASONABLE INTERVALS AND AT REASONABLE TIMES.

THE SUPERINTENDENT OR DESIGNEE SHALL NOT BE REQUIRED TO MAKE SUCH RECORDS AVAILABLE AT A TIME WHEN THE EMPLOYEE IS REQUIRED TO RENDER SERVICES TO THE DISTRICT, UNLESS THE EMPLOYEE IS REQUIRED TO VIEW THE FILE WHERE IT IS STORED. (EDUCATION CODE 44031; LABOR CODE 1198.5)

AR 4112.6(d)  
AR 4212.6(d)  
AR 4312.6(d)

## **PERSONNEL FILES (cont.)**

THE SUPERINTENDENT OR DESIGNEE SHALL PERMIT THE EMPLOYEE TO INSPECT THE PERSONNEL RECORDS AT THE LOCATION WHERE THE DISTRICT STORES THE PERSONNEL RECORDS, WITH NO LOSS OF COMPENSATION TO THE EMPLOYEE. (LABOR CODE 1198.5)

THE EMPLOYEE MAY BE ACCOMPANIED BY A REPRESENTATIVE OF HIS/HER CHOICE WHILE REVIEWING HIS/HER PERSONNEL RECORDS.

INSPECTION SHALL TAKE PLACE IN THE PRESENCE OF THE SUPERINTENDENT OR DESIGNEE. THE SUPERINTENDENT OR DESIGNEE SHALL KEEP A RECORD OF THE DATE AND TIME THE FILE WAS REVIEWED AND THE NAME AND TITLE OF THE PERSON(S) PRESENT DURING THE REVIEW.

IN NO INSTANCE SHALL ANY MATERIAL BE REMOVED FROM THE RECORDS. REQUESTS FOR COPIES OF MATERIAL IN A PERSONNEL RECORD MUST BE MADE IN WRITING.

### **Legal Reference:**

#### EDUCATION CODE

35253 Regulations to destroy records  
44031 Personnel file contents and inspection  
44663 Performance appraisals and related materials

#### GOVERNMENT CODE

6250-6270 California Public Records Act, especially:  
6254 Exemption for personnel records if invasion of personal privacy  
6254.3 Disclosure of home address and phone number

#### LABOR CODE

1198.5 Inspection of personnel files

#### PENAL CODE

11165.14 Report of investigation of child abuse complaint

#### CODE OF REGULATIONS, TITLE 5

16020-16022 Records, general provisions  
16023-16027 Retention of records

#### COURT DECISIONS

Marken v. Santa Monica-Malibu Unified School District, (2012) 202 Cal.App.4th 1250  
Bakersfield City School District v. Superior Ct. (2004) 118 Cal.App.4th 1041

#### ATTORNEY GENERAL OPINIONS

Cal. Atty. Gen., Indexed Letter, no. IL 75-73 (June 6, 1975)

**Chino Valley Unified School District**  
REGULATION APPROVED: