

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL

October 16, 2018

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

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

5:00 p.m. – Regular Session

Adjourn to Closed Session

6:00 p.m. – Reconvene to Regular Session

Teleconference:

TownePlace Suites

10569 Fairway Drive

Roseville, CA 95678

CALL TO ORDER _____ p.m.

I. OPEN SESSION _____ p.m.

A. Flag Salute

B. Roll Call

BOARD OF TRUSTEES

John Curiel _____

Patricia Shaw _____

Jennifer Navarro _____

Steve DeMarzio _____

SUPERINTENDENT

Regina Rossall _____

II. ITEMS FROM THE FLOOR – Closed Session

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

III. CLOSED SESSION

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

Opened: _____ Closed: _____

a. Conference with Labor Negotiators (Gov't. Code §54957.6)

b. Existing/Anticipated/Pending Litigation (Gov't Code §54956.9)
1 Claim

c. Conference with Real Property Negotiator

10-16-18

- d. Public Employee Discipline/Dismissal/Release/Appointment (Gov't Code §54957)
- e. Pupil Personnel (Ed Code 35146 and 48918)
3 Cases

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

V. REPORT OF CLOSED SESSION ACTION

VI. INTRODUCTION OF BOARD CANDIDATES

VII. PRESENTATIONS

A. Cottonwood Site Presentation and Employee Recognitions

VIII. HEARING SESSION/STAFF REPORTS

A. Board Comments

B. Staff Reports

1. Assistant Superintendent Administrative Services
2. Assistant Superintendent Educational Services
3. Deputy Superintendent
4. Superintendent

IX. PERSONAL APPEARANCES

A. Westside Union Teachers Association Representatives

B. California School Employees Association Representatives

C. Parent Teacher Association Representatives

D. West Antelope Valley Educational Foundation Representatives

X. ITEMS FROM THE FLOOR

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

XI. PUBLIC HEARING

None

XII. BUSINESS SESSION

A. Organizational/Governance

1. Agenda

Item 1

Goal #

Moved by _____ Seconded by _____

To approve the Agenda of the Regular Meeting of
October 16, 2018

Ayes: _____ Noes: _____ Abstain: _____

Actions proposed for the Consent Calendar, are items with adopted policies and approved practices of the District and are deemed routine in nature. They will be acted upon in one motion, without discussions, unless members of the Board request

Items 2a -2e

10-16-18

an item's removal. The item will then be removed from the motion to approve and after the approval of the consent agenda the item(s) will be heard.

Goal #

2. Consent
 - a. Minutes of the Regular Meeting on October 2, 2018
 - b. Personnel Report
 - c. Purchase Orders
 - d. Consultant/Contract Schedule
 - e. Conference/Workshop Schedule

Moved by _____ Seconded by _____

Approval of the Consent Items as presented

Ayes: _____ Noes: _____ Abstain: _____

3. Interdistrict Attendance Agreement between Westside Union School District and Keppel Union School District effective July 1, 2018 – June 30, 2023. Item 3

Moved by _____ Seconded by _____

Approval of the Interdistrict Attendance Agreement between Westside Union School District and Keppel Union School District effective July 1, 2018 – June 30, 2023.

Ayes: _____ Noes: _____ Abstain: _____

4. Discussion Item Item 4
 - Board Governance

B. Educational Services

5. Revised Board Policy 5117, Interdistrict Attendance Item 5

Moved by _____ Seconded by _____

Approval of the second and final reading of revised Board Policy 5117, Interdistrict Attendance

Ayes: _____ Noes: _____ Abstain: _____

C. Personnel

6. Short Term Staff Permit (STSP) Item 6

Moved by _____ Seconded by _____

Approval of the Short Term Staff Permit (STSP)

Ayes: _____ Noes: _____ Abstain: _____

- D. Business Services Goal #
7. Revised Administrative Regulation 3350, Item 7
Travel/Conference Expenses

Moved by _____ Seconded by _____

Approval of the second and final reading of the revised
Administrative Regulation 3350, Travel/Conference
Expenses.

Ayes: _____ Noes: _____ Abstain: _____

8. Medallion Contracting Proposition 39 HVAC Upgrades: Item 8
Change Order 01

Moved by _____ Seconded by _____

Approval of the Medallion Contracting Proposition 39
HVAC Upgrades: Change Order 01

Ayes: _____ Noes: _____ Abstain: _____

XIII. INFORMATION SESSION

- A. Items From The Floor – Continued
- B. Dates to Remember:
 - 1. Board Candidate Orientation – October 17, 2018
 - 2. Board Candidate Orientation – October 30, 2018
 - 3. Regular Board Meeting – November 6, 2018
- C. Board Comments – Continued

XIV. NEW BUSINESS

Future Board Meeting Items

XV. CLOSED SESSION – Continued

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

XVII. REPORT OF CLOSED SESSION ACTION

XVIII. ADJOURNMENT

There being no further business to come before the Board, the regular meeting of October 16, 2018, is
adjourned at _____ p.m. by the Board President.

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

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

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Core Beliefs and Board Goals

2018-2019

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

- 1. WE BELIEVE THAT OUR TEACHERS AND STAFF ARE OUR MOST VALUABLE ASSETS AND RESOURCES**
- 2. WE OPERATE WITH TRANSPARENCY, TRUST AND INTEGRITY, GOVERNING IN A DIGNIFIED, PROFESSIONAL MANNER, TREATING EVERYONE WITH CIVILITY AND RESPECT**
- 3. WE ARE ABSOLUTELY COMMITTED TO PROVIDING A SAFE, DISTINGUISHED AND ENGAGING LEARNING ENVIRONMENT THAT ENSURES ALL STUDENTS LEARN TO THEIR HIGHEST POTENTIAL**
 - ❧ A. Build the capacity of board and district staff in developing and monitoring data related to goals and priorities specifically in the area of cultural responsiveness and educational equity
 - ❧ B. A key concern and priority for this governing board is improving the accuracy and consistency of grading which should measure what students know, as they play a crucial role in every aspect of students' academic lives and future lives as global citizens. Areas of concern are: 1) Grades reflect progressive and mastery of content. 2) They are predictable and understood by parents and third parties. 3) That non-academic factors are graded separately. 4) The system adopted is not overwhelming for teachers.
 - ❧ C. The district will continue to develop School Safety protocols.
 - ❖ Annual Report by Educational Services
- 4. WE ARE ABSOLUTELY COMMITTED TO PROVIDING THE NECESSARY FACILITIES TO MEET THE HOUSING AND EDUCATION NEEDS OF OUR CHANGING STUDENT POPULATION AND A VISION THAT PROMOTES AND SUPPORTS THEIR FUTURE**
 - ❧ A. Continue the Cottonwood Elementary School modernization
 - ❖ Annual Report by Business Services
- 5. WE ARE FISCALLY TRUSTWORTHY AND DEDICATED TO RESPONSIBLE FINANCIAL ACCOUNTABILITY**
- 6. WE BELIEVE IN AND PROMOTE PARENT AND COMMUNITY INVOLVEMENT IN WESTSIDE UNION SCHOOL DISTRICT**

2018-2019 Board Expectations

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

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

EXPECTATIONS:

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

☞ a, d & e - Annual Report by Human Resources

☞ b & c - Annual Report from Superintendent

☞ f - Annual Report by Business Services

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

EXPECTATIONS

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

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

EXPECTATIONS:

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

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

EXPECTATION

- a. Monitor and maintain high-quality information technology systems throughout the District
- b. Continue to implement sustainable clean energy programs that promote the long-term well-being of both the District's finances and the environment.
- c. Receive annual updates to the District's Facilities Master Plan while exploring and securing options to finance the plan.

~ b & c – Annual Report by Business Services

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

EXPECTATIONS:

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

~ g - Annual ADA Report by Business Services

~ a, b, c, d, e, f, h & i – Budget Presentations by Business Services

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

EXPECTATIONS:

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

✎ e - Posted on District Website

BOARD AGENDA

October 16, 2018

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

BACKGROUND:

The Board is requested to approve the Agenda for October 16, 2018.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

October 16, 2018

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

BACKGROUND:

The Board is requested to approve the Minutes of the Regular Meeting on October 2, 2018.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
MINUTES
October 2, 2018

I. CALL TO ORDER

At 6:07 p.m. John Curiel, President, called to order the Regular Board Meeting of the Westside Union School District Board of Trustees.

II. Flag Salute

Amaka Donn, Board Candidate

III. ROLL CALL

John Curiel, President – Present

Patricia K. Shaw, Vice President - Present

Jennifer Navarro, Member – Present

Steven DeMarzio, Member – Absent

SUPERINTENDENT

Regina Rossall – Present

IV. OTHERS PRESENT

Seleana Alden, Rosey Knight, Maria Tamuar, Lori Mann, Pancho Gonzalez, Ani Hyman, Cindy Boulais, Bill Lindoff, Nancy Shimer, Amy Brouwer, Rebecca Davis, Jody Reynolds, Kendra Scanlon, Jeri Gonzalez, Tina Nehen, Alva Torres, Alicia Ceroni, Professor Amaka Donn, Araceli Monreal

V. INTRODUCTION OF BOARD CANDIDATES

VI. PRESENTATIONS

A. Valley View Site and Employee Recognitions

VII. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Jennifer Navarro

- Valley View, your campus reminds me of the elementary school that I attended; it's familiar and comfortable to me.
- Thank you for your data. Students who enjoy being at school are learning.
- I love the free library book idea. I would love to donate books to your free library.

Patricia K. Shaw:

- I like the free library.
- Good job on your presentation this evening

John Curiel

- Valley View, I do appreciate the information you presented this evening.
- You make it work and do an excellent job with your goals.
- Ms. Brouwer, I appreciate the data on improving your school climate.
- Ms. Hynan, I love your innovated approach to student discipline.
- Thank you, Ms. Mann, for the free library.
- Thank you for embracing Standards-Based Grades. I hope Valley View's success will go district-wide.
- I enjoy visiting Valley View on Fridays.
- Thank you, everyone, for all your hard work.

B. Staff Reports:

1. Assistant Superintendent Administrative Services – Shawn Cabey
 - a. Absent
2. Assistant Superintendent Educational Services - Marguerite Johnson
 - a. Congratulations, Valley View, nicely done. Valley View, your staff has always been known for their collaborative spirit.
3. Deputy Superintendent - Robert Hughes
 - a. Absent
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

 - a. Valley View has always had a special place in my heart; my children attended there and I served as the principal.
 - b. As always, you are a hard working staff. You have had significant changes in your staff the last couple of years.
 - c. Lori, I always appreciate your view on reading and always providing students with reading material.
 - d. Thank you for all you do for students; it's always a special time when I visit Valley View.
 - e. Our next Board Orientation will be October 11, 2018, at 5:00 p.m. at the District Office.
 - f. The SAVE dinner will be on November 1, 2018.
 - g. Civil Air Patrol will be presenting the colors this year at the SAVE Dinner.

VIII. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
 - CSEA will also be interviewing the Board Candidates.
- C. Parent Teachers Association Representative -
- D. WAVE Representative – Jennifer Navarro and Robert Hughes

The October meeting has been changed to October 17, 2018, from October 10, 2018.

IX. ITEMS FROM THE FLOOR – Regular Session

None

X. PUBLIC HEARING

None

XI. BUSINESS SESSION

Organizational/Governance

1. M19-39 - Item 1. Approval of the revised agenda of the Regular Board Meeting of October 2, 2018, as submitted. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 3/0.
2. M19-40 - Items 2a – 2h. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 3/0 to approve the consent agenda.
 - 2a Minutes of the Regular Meeting on September 18, 2018
 - 2b Fundraising Authorizations
 - 2c Overnight Field Trip
 - 2d Williams Uniform Complaint Quarterly Summary
 - 2e Personnel Report

- 2f Purchase Orders
- 2g Consultant/Contract Agreement Schedule - Revised
- 2h Conference/Workshop Schedule
- 3. Item 3. Discussion Item
 - Board Governance

XII. EDUCATIONAL SERVICES

- 4. M19-41 - Item 4. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 3/0 to approve the Valley View Site Plan.
- 5. M19-42 - Item 6. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 3/0 to approve the first reading of the revised Board Policy 5117, Interdistrict Attendance

XIII. BUSINESS

- 6. M19-43 - Item 6. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 3/0 to approve the second and final reading of the revised Board Policies, Administrative Regulations and Board Bylaw:
 - BP 1340, Access to District Records
 - BP/AR 3312.2, Educational Travel Program Contracts
 - BP/AR 3320, Claims and Actions Against the District
 - AR 3541, Transportation Routes and Services
 - AR 3580, District Records
 - BB 9012, Board Member Electronic Communications
- 7. M19-44 - Item 7. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 3/0 to approve Medallion Contracting Proposition 39 HVAC Upgrades: Credit Change Orders
- 8. M19-45 - Item 8. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 3/0 to approve the first reading of the revised Administrative Regulation 3350, Travel/Conference Expenses.

XIV. NEW BUSINESS

None

XV. UNFINISHED BUSINESS

None

XVI. CLOSED SESSION

M19-46 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 3/0 to adjourn to closed session at 6:53 p.m. to consider:

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

XVII. RECONVENE TO OPEN SESSION at 7:06 p.m.

XVIII. CLOSED SESSION ACTION

M19-47 - The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 3/0 to approve Claim for Damages 1819-02

XIX. ADJOURNMENT – The meeting was adjourned at 7:07 p.m. by the Board President.

Jennifer Navarro, Clerk
October 16, 2018

WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA
October 16, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #19-06

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

MANAGEMENT

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Barker, Timothy	Certificated Management, Google Certified Educator/SD/ July 20, 2018/Title II/Req# CE116
Briggs, Jacob	Certificated Management, Google Certified Educator/AH and LV/ July 30, 2018/Title II/Req# CE079
Hernandez, Nicole	Certificated Management, Google Certified Educator/EZ/ July 20, 2018/Title II/Req# CE077
Kott, Jessica	Certificated Management, Google Certified Educator/DS/ July 30, 2018/Title II/Req# CE079
Kruizinga, Kristin	Certificated Management, Google Certified Educator/GA/ July 20, 2018/Title II/Req# CE077
Lots, Rodney	Certificated Management, Google Certified Educator/HV/ July 30, 2018/Title II/Req# CE079
Morreale, Thomas	Certificated Management, Google Certified Educator/WA/ April 2, 2018/Title II/Req# CE117
Paxton, Andrea	Certificated Management, Google Certified Educator/QH/ July 20, 2018/Title II/Req# CE077
Rossall, Shannon	Certificated Management, Google Certified Educator/AH and LV/ July 30, 2018/Title II/Req# CE079

<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
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<u>Separation</u>	<u>Position/Location/Effective Date</u>
Rendon, Gabrielle	Counselor I/SSS/December 17, 2018/Resignation

CERTIFICATED

<u>Employment</u>	
Albrecht, Rustin	Certificated Coach, Model UN/DS/August 8, 2018-May 31, 2019/Extra Curr/Req#CE152
Anderson, Janet	Certificated Coach, Cross Country/HV/August 15, 2018-November 1, 2018/Extra Curr/Req# CE184
Ausby, Hope	Teacher Hourly, Tutoring/DS/October 15, 2018 not to exceed May 31, 2019/Title I/Req# CE164
Arrale, Hussein	Certificated Coach, Basketball/DS/December 10, 2018-February 7, 2019/Extra Curr/Req# CE0149
Barker, Samantha	Certificated Coach, VEX/QH/2018-2019 School Year/Extra Curr/Req# CE158
Bastidas, Brian	Certificated Coach, Band/HV/2018-2019 School Year/Extra Curr/Req# CE190
Bow, Mary	Certificated Coach, Dancing Feet/QH/2018-2019 School Year/Extra Curr/Req# CE154
Brustuen, Jennifer	Teacher Hourly, Westside Writing/SD/October 2, 2018/Core Curr/Req# CE161
Byass, Godfrey	Certificated Coach, Basketball/HV/November 1, 2018-March 1, 2019/Extra Curr/Req# CE179
Byass, Godfrey	Certificated Coach, Cross Country/HV/August 15, 2018-November 1, 2018/ Extra Curr/Req# CE183
Cass, Monica	Teacher Hourly, AVID/Ed Svc/December 8, 2018/Suppl Grant/Req# CE147
Crowell, Lyndsie	Certificated Coach, ASB/AH/2018-2019 School Year/Extra Curr/Req# CE177

Denning, Louis	Certificated Coach, Dancing Feet/HV/September 1, 2018-April 1, 2019/ Extra Curr/Req# CE185
Dumayas, Melody	Teacher Hourly, Westside Writing/SD/October 2, 2018/Core Curr/Req# CE161
Ebert, Sharon	Teacher Hourly, Westside Writing/GA/October 2, 2018/Core Curr/Req# CE161
Elder, Gregg	Certificated Coach, Soccer/DS/February 1, 2019-March 6, 2019/Extra Curr/Req# CE150
Elder, Gregg	Certificated Coach, Track/DS/April 1, 2019-May 16, 2019/Extra Curr/Req# CE151
Elliott, Maralee	Teacher Hourly, Westside Writing/CW/October 2, 2018/Core Curr/ Req# CE161
Fizzolio, Maria	Teacher Hourly, AVID/Ed Svc/December 8, 2018/Suppl Grant/ Req# CE147
Ford, Janet	Long Term Substitute Teacher/DS/Shondale Cross/September 7, 2018/URGF/Req# CE163
Frederickson, Lorne	Certificated Coach, Student Council/QH/2018-2019 School Year/ Extra Curr/Req# CE153
Golyer-Blair, Melanie	Certificated Coach, VEX/QH/2018-2019 School Year/Extra Curr/ Req# CE157
Gomez, Else-Marieke	Teacher Hourly, AVID/Ed Svc/December 8, 2018/Suppl Grant/ Req# CE147
Gonzalez, Antonio	Certificated Coach, Basketball/HV/November 1, 2018 – March 1, 2019/ Extra Curr/Req# CE180
Gonzalez, Antonio	Teacher Hourly, Academic Intervention/HV/September 13, 2018 – May 16, 2019/LCAP/Req# CE162
Greco, Veronica	Certificated Coach, ASB/HV/2018-2019 School Year/Extra Curr/ Req# CE187

Gudim, Lori	Teacher Hourly, Westside Writing/GA/October 2, 2018/Core Curr/Req# CE161
Guenther, Rowyn	Certificated Coach, Track/AH/March 1, 2019-May 31, 2019/Extra Curr/Req#175
Guenther, Rowyn	Certificated Coach, Volleyball/AH/August 17, 2018-October 19, 2018/Extra Curr/Req#171
Hanson, Heather	Teacher Hourly, Westside Writing/GA/October 2, 2018/Core Curr/Req# CE161
Hendrix, David	Certificated Coach, Yearbook/HV/2018-2019 School Year/Extra Curr/Req# CE186
Husband, Michelle	Teacher Hourly, AVID/Ed Svc/December 8, 2018/Suppl Grant/Req# CE147
Iverson, Ty	Certificated Coach, Basketball/HV/November 1, 2018-March 1, 2019/Extra Curr/Req# CE181
Jakeway, Kristie	Teacher Hourly, AVID/Ed Svc/December 8, 2018/Suppl Grant/Req# CE147
Johnson, Laura	Certificated Coach, ASB/HV/2018-2019 School Year/Extra Curr/Req# CE188
Jones Jr., Lawrence	Substitute Teacher/October 05, 2018/URGF
Kelly, Rochelle	Certificated Coach, Basketball/HV/November 1, 2018-March 1, 2019/Extra Curr/Req# CE178
Lewis, Michael	Certificated Coach, Basketball/AH/December 3, 2018-March 15, 2019/Extra Curr/Req# CE168
Lewis, Michael	Certificated Coach, Track/AH/March 1, 2019-May 31, 2019/Extra Curr/Req#175
Lister, Dale	Certificated Coach, Cross Country/HV/August 15, 2018-November 1, 2018/Extra Curr/Req# CE182
Norlin, Marie	Teacher Hourly, Westside Writing/GA/October 2, 2018/Core Curr/Req# CE161

Nuss, Erica	Certificated Coach, Soccer/AH/September 28, 2018-March 15, 2019/ Extra Curr/Req# CE173
Raedeke, Robert	Certificated Coach, Matheletes/QH/2018-2019 School Year/Extra Curr/ Req# CE156
Rather, Geri	Teacher Hourly, Tutoring/DS/October 15, 2018 not to exceed May 31, 2019/Title I/Req# CE164
Rather, Geri	Teacher Hourly, AVID/Ed Svc/December 8, 2018/Suppl Grant/
Salas, Katherine	Certificated Coach, Yearbook/AH/September 10, 2018-June 6, 2019/ Extra Curr/Req# CE176
Sessions, Michelle	Teacher Hourly, Westside Writing/GA/October 2, 2018/Core Curr/Req# CE161
Smith, Janene	Certificated Coach, Soccer/AH/September 28, 2018-June 6, 2019/ Extra Curr/Req# CE174
Stanley, Brianne	Certificated Coach, Dancing Feet/QH/2018-2019 School Year/Extra Curr/ Req# CE155
Wertman, Jesse	Certificated Coach, Yearbook/AH/September 10, 2018-June 6, 2019/ Extra Curr/Req# CE176
Yeaw, Pamela	Certificated Coach, Yearbook/DS/September 3, 2018– May 30, 2019/Extra Curr/Req# CE138

<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
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<u>Leaves</u>	<u>Position/Location/Effective Date</u>
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<u>Separation</u>	<u>Position/Location/Effective Date</u>
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CLASSIFIED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Alvarez, Kimberly	Playground Supervisor/GA/.67 hrs/per/day/Step 1/ October 10, 2018/URGF/Req# CL-00201
Araniva, Keila	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/ October 8-9, 2018/Sup Grant/Req# CL-00185
Arnold, Amanda	Extra-Duty Clerk IV-Library/ESF/1.5 hrs/per/day/Step 1/Tuesday Only/ October 2-November 30, 2018/URGF/Req# CL-00182
Beckwith, Frances	Short-Term Instructional Assistant I/QH/.97 hrs/per/day/Step 1/ September 24-December 14, 2018/Title I/Req# CL-00149
Berumen-McGilbray, Delia	Short-Term Instructional Assistant II/VV/1.72 hrs/per/day/Step 2/ August 8-November 2, 2018/Sup Grant/Req# CL-00027
Betancourt, Natasha	Coaching-Prime Time/JW/Stipend/2018-2019/URGF/Req# CL-00152
Bosque, Francis	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 6/ October 8-9, 2018/Sup Grant/Req# CL-00185
Bravo, Lourdes	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 4/ October 8-9, 2018/Sup Grant/Req# CL-00185
Bravo, Lourdes	Short-Term Instructional Assistant II/HV/2.92 hrs/per/day/Step 4/ September 28-December 14, 2018/SDC/Req# CL-00169
Brown, Mary	Short-Term Instructional Assistant I/QH/.97 hrs/per/day/Step 1/ September 24-December 12, 2018/Title I/Req# CL-00150
Cardenas, Julietta	Short-Term Instructional Assistant I/QH/1 hr/per/day/Step 1/ Tues-Thurs Only/October 2-December 13, 2018/Title I/Req# CL-00157
Chavez, Liliana	Playground Supervisor/GA/1 hrs/per/day/Step 1/October 2, 2018/ URGF/Req# CL-00130 & CL-00181
Conaway, Kerrie	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 6/ October 8-9, 2018/Sup Grant/Req# CL-00185
Cossette, Vanessa	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/ October 8-9, 2018/Sup Grant/Req# CL-00185
De Leon, Karena	Instructional Assistant I-AVID/JW/3.6 hrs/per/day/Step 1/October 1, 2018/ Sup Grant/Req# CL-0094

Engstrom, Kari	Extra-Duty Instructional Assistant II/HV/2 hrs/per/day/Step 6/Tues & Thurs/ October 8-December 6, 2018/Sup Grant/Req# CL-00141
Espinoza, Carol	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/ October 8-9, 2018/Sup Grant/Req# CL-00185
Fast, Marcinda	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 6/ October 8-9, 2018/Sup Grant/Req# CL-00185
Figuerroa, Mark	Substitute Custodian/MO/Step 1/October 2, 2018/URGF
Green, John	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/ October 8-9, 2018/Sup Grant/Req# CL-00185
Hall, Noella	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 2/ October 8-9, 2018/Sup Grant/Req# CL-00185
Harrison, Kassandra	Instructional Assistant II/HV/3 hrs/per/day/Step 1/October 10, 2018/ SDC/Req# 15349
Hernandez, Charles	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 3/ October 8-9, 2018/Sup Grant/Req# CL-00185
Hernandez, Patricia	Extra-Duty Instructional Assistant II/HV/2 hrs/per/day/Step 6/Tues & Thurs/ October 8-December 6, 2018/Sup Grant/Req# CL-00141
Holmes, Ashley	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/ October 8-9, 2018/Sup Grant/Req# CL-00185
Horn, Glenn	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/ October 8-9, 2018/Sup Grant/Req# CL-00185
Humphrey, Shannon	Short-Term Instructional Assistant II/EZ/.25 hrs/per/day/ Step 7/ August 8-December 14, 2018/SDC/Req# CL-00176
Javier, Cindie	Extra-Duty Instructional Assistant II/HV/2 hrs/per/day/Step 6/Tues & Thurs/ October 8-December 6, 2018/Sup Grant/Req# CL-00141
Jones, April	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/ October 8-9, 2018/Sup Grant/Req# CL-00185
Lawrence, Steffanie	Extra-Duty Instructional Assistant II/RV/3 hrs/per/day/Step 7/ 4 days/September 13-December 4, 2018/SDC/Req# CL-0138
Lister, Tiffany	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/ October 8-9, 2018/Sup Grant/Req# CL-00185

Lopez, Carina	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/ October 8-9, 2018/Sup Grant/Req# CL-00185
Macias, Ivette	Extra-Duty Instructional Assistant II/RV/3 hrs/per/day/Step 5/ 4 days/September 13-December 4, 2018/SDC/Req# CL-0137
Magdaleno, Nicole	Playground Supervisor/DS/2.55 hrs/per/day/Step 1/October 1, 2018/ URGF/Req# CL-0049
Magdaleno, Nicole	Short-Term Playground Supervisor/DS/.5 hrs/per/day/Step 1/ October 1, 2018/URGF/Req# CL-00048
Mahoney, Nicole	Instructional Assistant II/AH/3 hrs/per/day/Step 1/October 1, 2018/ SDC/Req# CL-0162
Marino, Melissa	Coaching-Prime Time/JW/Stipend/2018-2019/URGF/Req# CL-00152
Martinez, Kelly	Extra-Duty Instructional Assistant II-Bilingual/ESF/2 hrs/per/day/ Step 6/October 2, 2018/SDC/Req# CL-000187
McBride, Nicole	Playground Supervisor/AH/1.25 hrs/per/day/Step 1/October 10, 2018/ URGF/Req# CL-00024
Morrow, Mandi	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/ October 8-9, 2018/Sup Grant/Req# CL-00185
Nono, Mirna	Extra-Duty Instructional Assistant II/HV/2 hrs/per/day/Step 4/Tues & Thurs/ October 8-December 6, 2018/Sup Grant/Req# CL-00141
Page, Darren	Extra-Duty Instructional Assistant II/HV/2 hrs/per/day/Step 7/Tues & Thurs/ October 8-December 6, 2018/Sup Grant/Req# CL-00141
Pearman, Marissa	Extra-Duty Instructional Assistant II/HV/1.25 hrs/per/day/Step 3/ Tues-Thurs./September 24-November 30, 2018/SDC/Req# CL-00142
Reyes, Traci	Extra-Duty Campus Climate Assistant/ESF/3 hrs/per/day/Step 1/ October 8-9, 2018/Sup Grant/Req# CL-00185
Rincon-Garcia, Maria	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/ October 8-9, 2018/Sup Grant/Req# CL-00185
Salcedo, Jenna	Playground Supervisor/AH/.92 hrs/per/day/Step 1/September 27, 2018/ URGF/Req# CL-00172
Santiago, Jocelyn	Coaching-Prime Time/JW/Stipend/2018-2019/URGF/Req# CL-00152

Seuser, Elisabeth	Extra-Duty Clerk III-Health/ESF/3.45 hrs/per/wk/Step 8/August 3-December 4, 2018/URGF/Req# CL-00113
Seuser, Elisabeth	Extra-Duty Clerk III-Health/ESF/3.45 hrs/per/wk/Step 8/Januray 15-May 7, 2019/URGF/Req# CL-00164
Shows, Leslie	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/October 8-9, 2018/Sup Grant/Req# CL-00185
Stone, Valerie	Coaching-Prime Time/JW/Stipend/2018-2019/URGF/Req# CL-00152
Uribe, Caroline	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/October 8-9, 2018/Sup Grant/Req# CL-00185
Valasek, Robyn	Short-Term Instructional Assistant I/QH/.97 hrs/per/day/Step 1/September 24-December 24, 2018/Title I/Req# CL-00151
Valasek, Robyn	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 7/October 8-9, 2018/Sup Grant/Req# CL-00185
Walker, Thaddeus	Campus Climate Assistant/VV/3 hrs/per/day/Step 1/October 1, 2018/LCAP/Req# CL-0166
Walker, Thaddeus	Playground Supervisor/VV/.5 hrs/per/day/Step 1/October 1, 2018/URGF/Req# CL-0039
Weathersby, Rashondra	Instructional Assistant II/GA/3 hrs/per/day/tep 1/October 11, 2018/SDC/Req# CL-000102
Weber, Jessica	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/October 8-9, 2018/Sup Grant/Req# CL-00185
Welsh, Kaetlyn	Instructional Assistant I-AVID/JW/3.6 hrs/per/day/Step 1/September 27, 2018/Sup Grant/Req# CL-0091
Wheeler, Brandi	Extra-Duty Instructional Assistant II/ESF/3 hrs/per/day/Step 1/October 8-9, 2018/Sup Grant/Req# CL-00185
Zopelis, John	Instructional Assistant II-RSP/HV/3 hrs/per/day/Step 1/October 5, 2018/SDC/Req# CL-00033
<u>Change</u> Aceves, Ashlie	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Playground Supervisor (2.92 hrs/per/day) to Instructional Assistant II (3 hrs/per/day)/GA/Step 1/October 1, 2018/SDC/Req# CL-0128

Carter, Kathy	Instructional Assistant II-(3 hrs/per/day) to (3.92 hrs/per/day)/AH/Step 3/ October 10, 2018/SDC/Req# CL-0120
Hayes, Brandy	Instructional Assistant II (3 hrs/per/day) to (3.25 hrs/per/day)/HV/Step 2/ September 24, 2018/SDC/Req# CL-0062
Jones, Aracely	Playground Supervisor (2.25 hrs/per/day) to <u>(2.59 hrs/per/day)</u> /SD/Step 2/ September 24, 2018/URGF/Req# CL-0156
Jones, Ashley	Playground Supervisor (2.42 hrs/per/day) to <u>Instructional Assistant II</u> <u>(3 hrs/per/day)</u> /GA/Step 1/October 15, 2018/SDC/Req# CL-00129
Manzo, Marisela	Instructional Assistant II (3.25 hrs/per/day) to <u>(3.5 hrs/per/day)</u> /QH/ Step 3/SDC/Req# CL-0124
Riegel, Kimberly	Substitute Playground Supervisor to Crossing Guard (.5 hrs/per/day)/CW/ Step 1/URGF/Req# CL-00019

<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
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<u>Separation</u>	<u>Position/Location/Effective Date/</u>
Beauregard, Katherine	Instructional Assistant II/SD/October 19, 2018/Resignation
Gutierrez, Monica	Campus Climate Assistant/AH/October 19, 2018/Resignation
Mazza, Cheyanne	Playground Supervisor/GA/September 21, 2018/Resignation
Nunez, Tricia	Instructional Assistant II/GA/October 16, 2018/Resignation
Palacios, Danielle	Instructional Assistant I-AVID/DS/October 9, 2018/Resignation
Rodriguez, Stephanie	Instructional Assistant I-AVID/JW/October 17, 2018/Resignation

BOARD AGENDA

October 16, 2018

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

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

Approval Items:

All Funds	7,763.42
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Ratification Items:

General Fund (01.0)	28,856.19
Child Nutrition Fund (13.0)	5,157.32
Deferred Maintenance Fund (14.0)	0.00
Building Fund: Bonds (21.0)	0.00
Capital Facilities Fund (25.0)	0.00
County Facilities Fund (35.0)	1,803.23
Anaverde Settlement (40.0)	5,986.91
CFD's (49.0)	0.00

Total	49,567.07
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ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS
Approved/Ratified at the Meeting of October 16, 2018

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

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
M20995	B&M Lawn and Garden Maintenance	Grounds Equipment Repair Supplies Operations	7,763.42

Total 7,763.42

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P53880	Staples	Microsoft Keyboard and Mouse	141.26
	Del Sur	Local Site Funds	
P53881	Staples	Desktop Organizers (2)	112.76
	Del Sur	Local Site Funds	
P53882	CDWG Computer Centers Inc	Computer Cables and Projector Bulbs	568.91
	Rancho Vista	General Funding	
P53883	PSAT 8/9	2018-19 PSAT Tests	750.00
	Anaverde Hills	Supplemental Grant	
P53884	ConvergeOne Inc	Dell Chromebooks (10)	2,660.85
	Anaverde Hills	Title I	
P53885	Lakeshore	Math Talk Bulleting Board Sets	208.73
	Anaverde Hills	Title I	
P53886	Really Good Stuff	Problem Solving Bulleting Board Sets	394.57
	Anaverde Hills	Title I	
P53887	Scholastic Inc	News Subscriptions: Grades K-1	1,402.26
	Anaverde Hills	Title I	
P53888	Craft Supplies USA	Wood Shop Supplies	317.21
	Del Sur	General Funding	
P53889	Sierra School Equipment	Corner Platform and Monitor Arm	387.64
	Technology	General Funding	
P53891	Proactive Work Health Services	Employee Exams	613.00
	Risk Management	General Funding	
P53892	Craft Supplies USA	Wood Shop Supplies	814.14
	Hillview	General Funding	
P53893	Demco	"Pete the Cat" Carpet for Library	580.34
	Cottonwood	General Funding	
P53895	Amazon.com Corporate Credit	Computer Cables	109.39
	Del Sur	General Funding	
P53896	Amazon.com Corporate Credit	Books: "Wonder"	1,060.01
	Anaverde Hills	Local Site Funds	
P53897	Amazon.com Corporate Credit	Dell Chromebook II Screens (2)	73.26
	Joe Walker	General Funding	
P53898	Amazon.com Corporate Credit	CCA Supplies and Resources for Program	384.97
	Cottonwood	Supplemental Grant	
P53899	Amazon.com Corporate Credit	ACSA Books: Framework for School Counseling Programs	639.86
	Educational Services	Supplemental Grant	
P53900	Amazon.com Corporate Credit	Data Vac Electric Duster	100.15
	Risk Management	General Funding	
P53901	Amazon.com Corporate Credit	CCA Supplies and Resources for Program	190.96
	Sundown	Supplemental Grant	
P53902	Amazon.com Corporate Credit	CCA Supplies and Resources for Program	242.08
	Valley View	Supplemental Grant	
P53903	Amazon.com Corporate Credit	CCA Supplies and Resources for Program	141.29
	Hillview	Supplemental Grant	
P53904	Amazon.com Corporate Credit	CCA Supplies and Resources for Program	147.76
	Esperanza	Supplemental Grant	
P53905	Amazon.com Corporate Credit	CCA Supplies and Resources for Program	335.16
	Quartz Hill	Supplemental Grant	
P53906	Amazon.com Corporate Credit	CCA Supplies and Resources for Program	130.91
	Rancho Vista	Supplemental Grant	

P53907	Amazon.com Corporate Credit Student Support Services	Occupational Therapy Materials Special Education	83.22
P53914	McGraw Hill Educational Services	My Math Student Editions (30) Lottery: Instructional Materials	329.16
P53915	CDWG Computer Centers Inc Quartz Hill	Projector Lamps and Presentation Remote Controls General Funding	453.83
P53916	ConvergeOne Inc Educational Services	Dell OptiPlex 7060 Computer (1) Supplemental Grant	889.14
P53918	Bohns Printing Business Services	Business Cards: N Skelton General Funding	21.90
P53919	ACS WASC AH, DS, JW	Accreditation Stamps, Embossers, Flags, and Banners Board of Trustees General Funding	965.00
P53920	All Things Engravable Board of Trustees	Plaque for L Jones General Funding	13.14
P53926	Bohns Printing Business Services	#10 Window Envelopes for Payroll General Funding	204.66
M21035	All Phase Electric Supply Co Various Sites	Electrical Supplies - September Maintenance	48.18
M21036	AutoZone Maintenance	Maintenance Supplies - September Maintenance	229.70
M21039	Desert Lock Various Sites	Locks and Lock Hardware - September Maintenance	450.74
M21040	DeWolfe Lumber Various Sites	Maintenance Supplies - September Maintenance	106.71
M21049	Omega Maintenance Maintenance	Maintenance Supplies - September Maintenance	338.36
M21054	US Air Conditioning Various Sites	HVAC Supplies - September Maintenance	125.33
M21057	Westside Equipment Rentals Maintenance	Equipment Rentals Operations	154.00
M21060	Tip Top Arborists Maintenance	Remove Several Trees and Tree Limbs Maintenance	4,260.00
M21066	3Wire Group Maintenance	Chain Door Assembly Maintenance	143.29
M21067	Resource Building Materials Hillview	Asphalt Patch Maintenance	193.49
M21072	Empire Floor Supply Maintenance	Noble Speed Scrubber Repair Parts Maintenance	268.06
M21074	Sigler Joe Walker	HVAC Circuit Board Maintenance	487.00
M21079	D&V Test Only Maintenance	Smog Testing - Truck 78 & 79 Maintenance	100.00
M21080	U.S. Breakers Quartz Hill	Circuit Breakers Maintenance	54.75
M21083	Universal Electronic Alarms Maintenance	Security Alarm System Repairs Maintenance	1,595.00
M21091	Skyline Book Binding Maintenance	Laminator Parts Maintenance	288.03
M21096	Northern Tool and Equipment Maintenance	8 Ton Piston Jack Operations	109.49
M21125	B&M Lawn and Garden Maintenance	Belt for Hustler Mower Maintenance	41.54
M21126	Clinical Lab of San Bernardino Del Sur	Nitrate Testing Maintenance	20.00
M21134	Universal Electronic Alarms Gregg Anderson	Provide and Install Roof Fire Doors Maintenance	4,375.00

Total 28,856.19

CHILD NUTRITION (13)

P53909	Tek Visions	Marathon Tablets (2)	4,684.43
P53917	EMS-Isite	Breakfast and Lunch Signs and Posters	472.89

			Total	5,157.32
<u>COUNTY FACILITIES (35)</u>				
P53890	Frank's Radio Services Inc	Roof Antenna for Cottonwood		1,803.23
			Total	1,803.23
<u>ANAVERDE SETTLEMENT (40)</u>				
P53908	Signs and Designs	Bronze Plaque for Cottonwood IDEA Academy		2,345.99
P53912	Sierra School Equipment Company	Additional Office Furniture at Cottonwood		3,640.92
			Total	5,986.91
<u>DEFERRED MAINTENANCE (14)</u>				
<u>BUILDING FUND: BONDS (21)</u>				
<u>CAPITAL FACILITIES (25)</u>				
<u>CFD's (49)</u>				
No Purchase Orders for Funds 14, 21, 25, or 49				
			Total	0.00

BOARD AGENDA

October 16, 2018

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

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

Student Assemblies	0.00
In-house Staff/Parent Workshops	32,280.00
Vendor Provided Services	28,651.10
Rental/Lease Contracts	0.00
<i>Total</i>	<u><i>60,931.10</i></u>

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

Approval

CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of October 16, 2018

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
March 28-29, 2019	AVID Center Educational Services	AVID Path to School Wide Training Supplemental Grant	21,600.00	
2018-2019	Baker Commodities Inc Child Nutrition	Grease Pick Up Child Nutrition	400.00	
2018-2021	California State University Los Angeles Human Resources	Internship Agreement N/A	0.00	
2018-2019	Mystery Science Inc Anaverde Hills	Mystery Science License/Membership Renewal Title I	1,367.66	
2018-2019	Nathan Brunskill Educational Services	School Board Video Production Supplemental Grant	4,625.28	
2018-2019	Newsela Anaverde Hills	Site Wide License (Leveled Readers) Title I	4,380.00	
2018-2019	Professional Tutors of America Inc Board of Trustees	Tutoring Services per Settlement Agreement General Funding	4,500.00	
2018-2019	Rosetta Stone Educational Services	Foundations for K-12 Licenses Supplemental Grant	11,826.00	
2018-2019	Starfall Education Student Support Services	Starfall Licensing Renewal Special Education	295.65	
2018-2019	Sumdog Inc Quartz Hill	Elementary Math Licensing/Subscription Title I	1,256.51	
2018-2019	The university Corporation Educational Services	Professional Development: ERWC for Middle School Restricted Core Curricula	10,680.00	

Change

No Changes

Total **60,931.10** **0.00**

Individual Services Agreements

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

<u>Nonpublic School/Agency</u>	<u>Service</u>	<u>Student ID</u>
None		

California Student Data Privacy Agreements

<u>Expiration Date</u>	<u>Vendor</u>	<u>Full Agreement or Exhibit E</u>
	None	

BOARD AGENDA

October 16, 2018

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

BACKGROUND:

Conference requests are processed in compliance with Board Policy 3350.

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of \$19,441.07.

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of October 16, 2018

<u>Dates/Location</u>	<u>Title/Attendees/Funding Location</u>	<u>Fund. Source</u>	<u>Registration</u>	<u>Lodging</u>	<u>Meals</u>	<u>Mileage</u>	<u>Parking</u>	<u>Subs</u>	<u>Other</u>
September 27, 2018 Glendale	Greater LA Area SELPA's (GLAAS) Fiscal Workshop Lisa Jehlicka Fiscal Services	General Funding	0.00	0.00	0.00	81.75	0.00	0.00	0.00
October 1-3, 2018 Sacramento	RTI at Work Shameka Andre, Lorne Frederickson, Melanie Golyer-Blair, Rebecca Gross, Lisa Mahan, Erin McCasland Quartz Hill	previously approved Title I		5,400.00	900.00	385.20	360.00	2,175.00	1,950.00
October 20 and December 1, 2018 Lancaster	Food Handlers Certification Class Heidi Myers, Masayo Todd, Tammy Martinez, Holly Jones, Nancy Zermeno, Monica Leger Child Nutrition	Child Nutrition	840.00	0.00	0.00	0.00	0.00	0.00	0.00
October 25, 2018 (Webinar)	Building a Better Budget Shawn Cabey Administrative Services	General Funding	70.00	0.00	0.00	0.00	0.00	0.00	0.00
October 25, 2018 (Webinar)	Building a Better Budget Lisa Jehlicka Fiscal Services	General Funding	70.00	0.00	0.00	0.00	0.00	0.00	0.00
October 26, 2018 Downey	CAST: Launching the 2019 Operational Assessment of NGSS Drew Warden, Samara Gugler Educational Services	General Funding	250.00	0.00	0.00	92.56	0.00	0.00	0.00
Nov 28 - Dec 2, 2018 Pasadena	CSTA Samara Gugler Educational Services	Lottery: Restricted Curricula	425.00	366.32	125.00	231.12	80.00	0.00	0.00
December 4-5, 2018 Fresno	California Induction Conference Lauri Massari, Rowdy Dyer, Felicia Goldovsky, Autumn Lawrence Superintendent	New Teacher Induction	1,500.00	1,300.72	500.00	0.00	0.00	0.00	0.00
December 5, 2018 (Webinar)	23rd Annual GAAP Update Shawn Cabey Administrative Services	General Funding	135.00	0.00	0.00	0.00	0.00	0.00	0.00
January 16, 2019 Ontario	Governor's January Budget Workshop Lisa Jehlicka, Shawn Cabey Fiscal Services	General Funding	450.00	0.00	0.00	0.00	0.00	0.00	0.00
February 14-16, 2019 Los Angeles	AASA Conference Robert Hughes Human Resources	General Funding	715.00	690.00	150.00	78.40	120.00	0.00	0.00
<u>Changes</u>	No Changes								
Subtotals			4,455.00	7,757.04	1,675.00	869.03	560.00	2,175.00	1,950.00
Grand Total			19,441.07						

BOARD AGENDA

October 16, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Inter District Attendance Agreement

BACKGROUND:

Attached is the Inter District Attendance Agreement between Westside Union School District and Keppel Union School District. Students from this district may apply for an Inter District Transfer to our District and will be approved on the availability of space based on current enrollment and anticipated growth on a case by case basis by the Administrator at the requested site.

PROGRAM/EDUCATIONAL IMPLICATION:

The formal agreement with the named district specify how transfers between the districts will be enacted.

COST ANALYSIS/FUNDING SOURCE:

Transfers require personnel time to process. ADA may be impacted by the transfer of students between the districts.

SUPERINTENDENT'S RECOMMENDATION:

Approval

INTERDISTRICT ATTENDANCE AGREEMENT

The Interdistrict Attendance Agreement ("Agreement") is entered into by and among the Governing Board of the KEPPEL UNION SCHOOL DISTRICT and the Governing Boards of Acton-Agua Dulce Unified School District, Eastside Union School District, Lancaster School District, Palmdale School District, Snowline Joint Unified School District, Southern Kern Unified School District, Westside Union School District, Wilsona School District in accordance with the provisions of Education Code sections 46600 et seq. All undersigned school districts are referred to in this Agreement individually as a "Party," and collectively as the "Parties," to this Agreement:

Applicability of this agreement is limited to grade levels mutually maintained by the contracting parties:

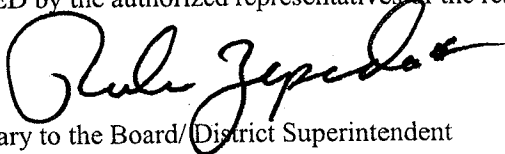
- I. Except as provided in Paragraph II thereof, each of these districts shall accept, insofar as facilities permit, pupils who are residents of the other of these districts who have proper permits for attendance from the Superintendent or authorized representative of the school district of residence and district of proposed attendance.
- II. For any program, each district shall establish the availability of space based on current enrollment and anticipated growth. Program includes any special program, alternative program, and any regular education grade level. Each district shall establish a specific maximum number of student transfers that may be accepted for each program. Each district may deny approval of a request for an interdistrict attendance permit for a student if there is no available space in the existing program or programs operated by the district that the student requires. A district shall not be required to establish new programs solely for the purpose of accepting requests for interdistrict attendance permits. This agreement applies only to those grade levels mutually operated by both districts.
- III. Parties may negotiate the cost and manner of delivery of services for pupils with an existing IEP prior to approval of the transfer to the requested district of attendance. Services to the students shall not be interrupted during the period of negotiations.
- IV. Pursuant to Education Code section 46600, as amended by AB 2444 (effective January 1, 2011), an interdistrict transfer permit issued under this agreement allows a pupil to continue to attend the school in which he/she is enrolled until culmination from that school.
- V. Revocation of an Interdistrict Transfer Permit shall be established by the district of attendance, pursuant to the district's board policies and administrative regulations, and include, but are not limited to, failure to maintain and meet the standards of academic performance, attendance and/or behavior, and the right to revoke upon the discovery by either Party of any information contained in the permit request that is of a fraudulent nature or that misrepresented the basis for the permit request.
- VI. The respective districts shall furnish pupils covered by this agreement with the same advantages, equipment, supplies, and services as are furnished to other pupils in attendance at their schools, exclusive of transportation between home and school, which may be furnished at the option of the district if attendance.
- VII. Notwithstanding Paragraph I above, the respective districts shall establish appropriate controls for issuance of permits and acceptance of pupils so that an appropriate balance is maintained in districts with regard to the number of interdistrict attending students. The district of residence shall provide the district of attendance a copy of all permits issued and the district of attendance shall notify the district of residence upon its acceptance of pupils with valid permits.
- VIII. Apportionments and average daily attendance shall be based upon, computed and distributed to the district of attendance in accordance with the provisions of the Education Code and on the Administrative Code of the State of California.

IX. No financial obligation shall be incurred by the district of residence for services rendered under this agreement unless pre-approved pupil excess cost rates have been agreed to by the district of residence and district of attendance.

X. This agreement shall be in effective July 1, 2018 and ending June 30, 2023.

SIGNED by the authorized representatives of the respective governing boards.

By:



Secretary to the Board/District Superintendent
Keppel Union School District

Date of Board Authorization: 9-6-2018

Acton-Agua Dulce Unified School District

Superintendent or Designee

Date

Eastside Union School District

Superintendent or Designee

Date

Lancaster School District

Superintendent or Designee

Date

Palmdale School District

Superintendent or Designee

Date

Snowline Joint Unified School District

Superintendent or Designee

Date

Southern Kern Unified School District

Superintendent or Designee

Date

Westside Union School District

Superintendent or Designee

Date

Wilsons School District

Superintendent or Designee

Date

BOARD AGENDA

October 16, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

October 16, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent, Educational Services

SUBJECT: Revised Board Policy and Administrative Regulation – Second and Final Reading

BACKGROUND:

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

Board Policy/Administrative Regulation 5117- Interdistrict Attendance

COST ANALYSIS:

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

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

Westside Union SD

Board Policy - Revised

Interdistrict Attendance

Students

BP 5117(a)

Effective January 1, 1994, the Westside Union School District does not participate in the Interdistrict Attendance Program as specified by AB19 legislation passed by the California State Legislature during the 1993 Legislative Session.

The Board of Trustees recognizes that students who reside in within the geographic boundaries of one district may choose to attend school in another district and that such choices are made for a variety of reasons.

(cf. 5111.1 - District Residency)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5118 - Open Enrollment Act Transfers)

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs.

The interdistrict attendance permit shall not exceed a term of five years and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied.—
(Education Code 46600)

(cf. 5116.1—Intradistrict Open Enrollment)

(cf. 5117.1—Interdistrict Attendance Agreements)

(cf. 5117.2—Alternative Interdistrict Attendance Program)

(cf. 5145.6—Parental Notifications)

The Superintendent or designee shall ensure that interdistrict permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication.

Because of overcrowding within district schools and limited district resources, the Board discourages transfers into the district and will consider approving such transfers only on a case-by-case basis through an interdistrict attendance agreement.

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts.
(Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication

and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

The district shall not provide transportation outside any school attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside an attendance area to and from designated bus stops within the attendance area based on case by case basis if space is available.

~~The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.~~

~~In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)~~

~~The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)~~

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

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

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: April 19, 2011 Quartz Hill, California

Westside Union SD

Administrative Regulation - Revised

Interdistrict Attendance

Students

AR 5117(a)

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)

(cf. 5131.2 - Bullying)

~~1.~~ 2. To meet the child care needs of the student when the parent/guardian is employed within the boundaries of the school district.

(cf. 6159 - Individualized Education Program)

2. 3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance

~~3.~~ 4. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year

4. 5. To allow the student to remain with a class graduating that year from an elementary or middle school

~~5.~~ 6. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district

~~6.~~ 7. When recommended by the School Attendance Review Board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence (cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.12 - District School Attendance Review Board)

7- 8. To provide a change in school environment for reasons of personal and social adjustment.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources if overcrowding of school facilities are overerowed at the relevant grade level or based on or other considerations that are not arbitrary.

However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

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

Within 30 calendar days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

(cf. 5145.6 - Parental Notifications)

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)

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

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. (Education Code 46600).

Interdistrict permit applications will not be considered for students enrolled in special education programs when the district's special education programs reach capacity. Resource specialist capacity limits are set at 15 for the purposes of consideration of Interdistrict Attendance Permits. Special Day Class (SDC) capacity limits are set at five for the purposes of consideration of Interdistrict Permits. These limits allow room for growth of district residents who enter programs during the school year through special education identification processes.

Limits assure that resident students receive the maximum amount of assistance by special education staff and programs are not impacted by nonresident students who cause a financial impact on state-mandated programs.

(cf. 5113.1 - Truancy)

An interdistrict attendance permit shall not exceed a term of five years. Each permit shall stipulate the terms and conditions established by both districts under which interdistrict attendance shall be permitted, denied, or revoked, and any standards for reapplication. (Education Code 46600)

This policy allows parents/guardians to request an interdistrict transfer into the district, however, specific school site assignments will be made on a space available basis. Parents/ guardians will be given written confirmation of the school to which the transfer has been granted.

A student's interdistrict agreement or may be revoked at any time for the following reasons:

- * Excessive truancy
- * Continual disruption of the educational program
- * Does not maintain satisfactory attendance
- * Citizenship or scholarship
- * Failure to notify the school of a change of address
- * Fraudulent registration and address
- * When it is determined that the actual facts supporting the issuance of an Interdistrict Permit are either false or are no longer in effect.

(cf. 5144 - Discipline)

Transportation

Transportation shall not be provided for students attending on an interdistrict agreement.

(cf. 3250 - Transportation Fees)

(cf. 3540 - Transportation)

The Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

(cf. 5145.6 - Parental Notifications)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending, or during

the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: June 29, 2011 Quartz Hill, California

BOARD AGENDA

October 16, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Short Term Staff Permit-STSP

BACKGROUND:

Short Term Staffing Permits are designed to allow employing agencies to hire qualified individuals to fill a position for which they have not yet completed a credential program. Short Term Staffing Permits are issued for the duration of the school year. Subject matter competence can be demonstrated through passing the CSET exams or accumulated units through college coursework. Candidates must also satisfy the basic skills requirement (CBEST or alternative method). Candidates on this permit must progress to an Intern or Preliminary Credential once this permit expires.

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

None

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

Teacher Assignments Authorized by Short Term Staff Permit

Cassandra Farrell

100% Multiple Subject

BOARD AGENDA

October 16, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Updated Administrative Regulation 3550, Travel/Conference Expenses – Second and Final Reading

BACKGROUND:

Administrative Regulation 3350, Travel/Conference Expenses – Revised Updated District Regulation to align with District practice. New Language. Language updated to reflect liability concerns with respect to requiring/encouraging employees to engage in shared travel and accommodations. Language updated to replace line item meal reimbursements with per diem allowance.

COST ANALYSIS // FUNDING:

Although we anticipate that in many cases individuals traveling on District business will continue to choose to share vehicles and/or accommodations (this policy does not prohibit sharing; it only ceases to encourage sharing), travel costs are nevertheless anticipated to be impacted upward by this change in policy. // General Fund.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

Westside Union SD

Administrative Regulation - Revised

Travel/Conference Expenses

Business and Noninstructional Operations

AR 3350(a)

Necessary Approval

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

Mileage Reimbursement

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

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

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

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

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

Advance of Funds

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

1. The employee would experience a financial hardship if required to pay for these items up front and be reimbursed at a later date, and
2. The travel/conference required of the employee is more than two days in duration.

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

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

Claim for Reimbursement

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

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

Means of Travel

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

Mileage Reimbursement

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

Per Diem Meal Allowance

A per diem allowance of \$60.00 will be provided only when authorized persons are traveling on approved District business and where an overnight stay is required per the standard overnight stay criteria described in this regulation. A per diem allowance of \$18.00 will be provided only when authorized persons are traveling on approved District business and will be gone from home one full day or more.

"One full day" shall be defined as 8 hours or more within a 24 hour period

Occasionally a meal is advertised to be provided in connection with attendance at an authorized function at no cost to the individual. In such cases, the per diem allowance will be discounted to reflect the anticipated meal expense savings, per the following schedule*:

(*The amounts below are inclusive of taxes and tips.)

Breakfast: \$12.00

Lunch: \$18.00

Dinner: \$30.00

When all three meals (breakfast, lunch, dinner) are advertised to be provided at no additional cost to the individual, per diem allowance will not be paid. ~~Employees are entitled to reimbursement for meals while attending conferences, workshops or meetings out of district with prior approval. Reimbursement shall be made only with documented itemized receipts attached to the claim form. The following rates are the maximum amounts which are reimbursable. There will be no meal reimbursement for travel of less than 24 hours. Any exception to this standard shall require the approval of a member of the Superintendent's Cabinet. The reimbursement rate for approved attendance at meetings or conferences in excess of 24 hours is as follows:~~

~~Breakfast — \$10~~

~~Lunch — \$15~~

~~Dinner — \$25~~

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

Incidentals

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

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

Supplies Purchased While on Conference/Travel

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

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

The claim for reimbursement of supplies or materials purchased while attending conferences or workshops is subject to the same timelines and itemized receipt requirements as any other travel cost.

Lodging

The following criteria will be used when authorizing lodging:

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

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

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

Failure to Attend

An employee who is unable to attend a prepaid conference may try to find an appropriate replacement (if this is acceptable with the conference people) or cancel the attendance and

arrange for a full refund to the district. If unable to do so, the employee may be required to reimburse the district for the cost of the conference.

Voluntary Resignation from Employment

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

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: December 16, 2008 Quartz Hill, California
revised: September 19, 2017

BOARD AGENDA

October 16, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Wayne Trussell, Director, Maintenance, Operations & Facilities

SUBJECT: Medallion Contracting Proposition 39 HVAC Upgrades: Change Order 001

BACKGROUND:

Corrections necessary to complete the HVAC upgrade project that were unforeseen on the drawings.

PROGRAM/EDUCATIONAL IMPLICATION:

Functionality and safety

COST ANALYSIS/FUNDING SOURCE:

Total cost: \$17,183.31

Funding Sources: Prop 39 Funding

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address) Prop 39 Energy Upgrades at Various Schools Esperanza Elementary School 40521 35th St. W., Palmdale, CA 93551 Joe Walker Middle School 5632 W. Ave. L8, Lancaster, CA 93536 Rancho Vista Elementary School 40641 Peonza Ln., Palmdale, CA 93551 Valley View Elementary School 3310 W. Ave. L8, Lancaster, CA 93536	CONTRACT INFORMATION: Contract For: General Construction Date: October 10, 2017	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: September 26, 2018
OWNER: (Name and address) Westside Union School District 41914 North 50th Street West Quartz Hill, CA 93536	ARCHITECT: (Name and address) Pacific West Energy Solutions 18543 Devonshire Street, Suite 128 Northridge, CA 91324	CONTRACTOR: (Name and address) Medallion Contracting, Inc. 41765 12th Street West, Suite G Palmdale, CA 93551

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

See attached sheets for explanation.

The original Contract Sum was	\$ 1,718,944.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,718,944.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 17,183.31
The new Contract Sum including this Change Order will be	\$ 1,736,127.31

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be unchanged.

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

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

Pacific West Energy Solutions ARCHITECT (Firm name)	Medallion Contracting, Inc. CONTRACTOR (Firm name)	Westside Union School District OWNER (Firm name)
SIGNATURE Robert Cho, President PRINTED NAME AND TITLE	SIGNATURE Craig Fries, CEO PRINTED NAME AND TITLE	SIGNATURE Shawn Cabey, Assistant Superintendent PRINTED NAME AND TITLE
DATE	DATE	DATE

CHANGE ORDER NO. 1
September 26, 2018

ITEM NO. 1

Description: Per RFI #3 response, provide credit to delete the PTAC unit.

Requested By: District

Reason: The unit was recently replace by the District.

Cost: DEDUCT: \$1727.36

Time Extension: N/A

ITEM NO. 2

Description: RFI Responses #3,6,7 install 2 pipe system, core1 hole, furnish & install (1) new 18x18 louver in existing door, extend (E) concrete

Requested By: District

Reason: Rework existing piping to accommodate new 20-ton split system, extend concrete and add a louver

Cost: ADD: \$11,928.37

Time Extension: N/A

ITEM NO. 3

Description: Per response to RFI #8, remove & reinstall existing angle iron supports and relocate electrical to allow new HVAC units to be installed at Rancho Vista School Site.

Requested By: District

Reason: Rancho Vista had an angle iron attachment system for support of the unit that was not shown on the drawings. Had to remove framework and relocate electrical to accommodate the larger units.

Cost: ADD: \$3752.62

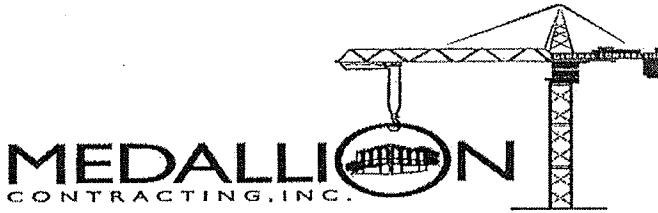
Time Extension: N/A

ITEM NO. 4

Description: Joe Walker rework existing condensate lines
Requested By: District
Reason: Rework existing condensate lines due to vandalism.
Cost: ADD: \$1,133.22
Time Extension: N/A

ITEM NO. 5

Description: Esperanza Bldg's 30 through #25 required existing plaster to be saw cut and removed to allow installation of new units
Requested By: District
Reason: Saw cut and remove plater to accommodate the larger Air Conditioning units.
Cost: ADD: \$2,096.46
Time Extension: N/A



PH# 661-949-3205

FAX# 661-949-3235

CONTRACTORS LICENSE #567084

ARCHITECT: Pacificwest Energy Solution

OWNER: Westside Union School District: Wayne Trussell

CONSTRUCTION MANAGER: Shane Russell

CHANGE ORDER #: 1

DATE: 5/3/2018

JOB #: 17-047

DESCRIPTION: Per RFI #3 response provide credit to delete
the PTAC unit

PROJECT: Prop 39 Energy Upgrades

LABOR

LABOR BURDEN

EQUIPMENT

MATERIALS

CLEAN UP

SUBTOTAL G.C.

MARK-UP

G.C. SUBTOTAL

SUBCONTRACTOR: Circulating Air

SUBCONTRACTOR:

SUBCONTRACTOR:

SUBTOTAL SUBCONTRACTORS

GENERAL LIABILITY

SUBCONTRACTOR SUBTOTAL

MARK-UP ON SUB

SUBTOTAL

BOND

TOTAL CHANGE ORDER AMOUNT

SUBMITTED BY: Craig Fries

APPROVED BY:

\$ (1,727.36)
\$ (1,727.36)
\$ (1,727.36)



1109 WEST COLUMBIA WAY, LANCASTER, CA 93534
PHONE (661) 942-2048 FAX (661) 949-2807

MECHANICAL CONTRACTORS | ENGINEERS | AIR CONDITIONING | HEATING | PIPING | SHEET METAL

CHANGE ORDER PROPOSAL NO.

1

PROJECT:	Westside Union School Dist.	PHONE:	661-722-0716
	41914 50th St. West	FAX:	
	Lancaster, CA 93538	DATE:	4/27/2018
BILL TO:	Medallion Contracting, Inc.	PHONE:	661-949-3205
	41765 12th St. West, Suite G	FAX:	661-949-3235
	Palmdale, CA 93551	RFC. NO.	RFI-3

Credit per RFI-3 (Valley View) PTAC unit

Field Labor = \$533.20
Equipment = \$895.00
Mark up 15% = \$214.13
Tax = \$85.03

Total credit = <\$1,727.36>

THIS CHANGE ORDER PROPOSAL BECOMES PART OF, AND IN CONFORMANCE WITH, THE TERMS AND CONDITIONS OF THE EXISTING CONTRACT.

ADDITIONAL CHARGE FOR THE ABOVE WORK:

<\$1,727.36>

CIRCULATING AIR, INC. IS HEREBY AUTHORIZED TO PERFORM THIS ADDITIONAL WORK. THE WORK TO BE PERFORMED AND PAYMENT MADE SHALL BE UNDER THE SAME TERMS AND CONDITIONS AS SPECIFIED IN THE ORIGINAL CONTRACT UNLESS OTHERWISE STIPULATED.

THE AUTHORIZING SIGNATURE BELOW INDICATES ACCEPTANCE OF THE CHANGE ORDER PROPOSAL AT THE ABOVE STATED PRICE.

AUTHORIZING SIGNATURE: _____

(GENERAL CONTRACTOR)

DATE

WE AGREE TO FURNISH ALL LABOR AND MATERIALS AND TO COMPLETE THE ADDITIONAL WORK AT THE ABOVE STATED PRICE.

AUTHORIZED SIGNATURE: Blayne Epps

(CIRCULATING AIR, INC. PROJECT MANAGER)

4/27/2018



Request for Information

Project: Westside Union School District Date: 11-9-2017 RFI NO 3
Prop 39 Upgrades

From: Medallion Contracting, Inc. Craig Fries, craig@medallioncontractinginc.com
PH#661-949-3205/FAX#661-949-3235

To: Shane Russell

Action Requested: Clarification: ☒ Direction: ☒ Approval: ☒

Information Needed: Valley View Elementary School, See attached RFI from Circulating Air regarding
the (E) PTAC unit located at the MP Building, also regarding the (E) 20 ton split system and existing
condensate drain located at Building 40. Please Advise!

Response: _____

Signed By: _____ Date: _____



Since 1965
Circulating Air, Inc.

State Contractors License #240778

MECHANICAL CONTRACTORS • ENGINEERS
AIR CONDITIONING • HEATING • PIPING • SHEET METAL

7337 VARNA AVENUE | NORTH HOLLYWOOD CA 91605 | PHONE 818.764.0530 | FAX 818.982.2571

DATE: November 8, 2017

PROJECT: Valley View

CONTRACTOR: Medallion Contracting

REQUESTED BY: Blayne Epps

TO: Westside Union school district

ATTN: Craig Fries

RFI # 3

COST IMPACT: TBD

FAX NO:

TIME DELAY: TBD

JOB NO:

SPEC NO. M.0 - M.4

REQUEST FOR INFORMATION:

The mechanical schedule calls out a PTAC unit for the MP bldg. This unit was recently replaced. Please advise.

The existing 20ton split system is a two pipe system from the condensing unit. during our recent walk we discovered that somewhere concealed in the attic this system branches off into a four pipe system prior to connecting to the air handler. Any replacement of this equipment would be either a 2 or 4 pipe install so the piping would need to be reworked accordingly as an additional cost. Please advise.

Bldg 40 has no drainage outlet. The condensate would drain onto the roof. please advise.

RESOLUTION OF PROBLEM:

1. Delete from scope and provide deductive change order.
2. Please provide photo's and sketches of existing conditions along with recommendation for 2 or 4 pipe work and cost change for each option.
3. Drain to roof. District will extend condensate line later or provide change order to extend the line.

ACCEPTED BY

GENERAL CONTRACTOR:

DATE:

ARCHITECT:

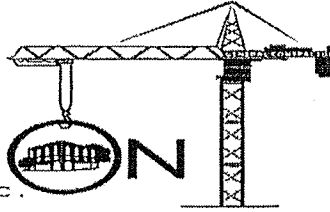
DATE:

ENGINEER:

DATE:

MEDALLION

CONTRACTING, INC.



PH# 661-949-3205

FAX# 661-949-3235

CONTRACTORS LICENSE #567084

ARCHITECT: Pacificwest Energy Solution

OWNER: Westside Union School District: Wayne Trussell

CONSTRUCTION MANAGER: Shane Russell

CHANGE ORDER #: 2-R

DATE: 5/31/2018/8-6-2018

JOB #: 17-047

DESCRIPTION: RFI Responses #3,6,7 Install 2 pipe system, core 1 hole,
furnish & install (1) new 18X18 louver in existing door, extend (E) concrete
slab

PROJECT: Prop 39 project -Valley View

LABOR	1 man 4 hrs	\$ 324.52
LABOR BURDEN		
EQUIPMENT		\$ -
MATERIALS	18X18 Louver	\$ 246.32
CLEAN UP		
SUBTOTAL G.C.		\$ 570.84
MARK-UP	10%	\$ 57.08
G.C. SUBTOTAL		\$ 627.92
SUBCONTRACTOR:	Circulating Air	\$ 8,423.00
SUBCONTRACTOR:	Sheppard Concrete	\$ 1,142.90
SUBCONTRACTOR:	ICC	\$ 395.00
SUBTOTAL SUBCONTRACTORS		\$ 9,960.90
GENERAL LIABILITY	1%	\$ 99.61
SUBCONTRACTOR SUBTOTAL		\$ 10,060.51
MARK-UP ON SUB	10%	\$ 1,006.05
SUBTOTAL		\$ 11,694.48
BOND	2%	\$ 233.89
TOTAL CHANGE ORDER AMOUNT		\$ 11,928.37

SUBMITTED BY: Craig Fries

APPROVED BY: _____

[Print](#) | [Close Window](#)**Subject:** Re: RFI #5**From:** Shane Russell <srussell@pacwestes.com>**Date:** Wed, May 09, 2018 9:24 am**To:** Craig Fries <craig@medallioncontractinginc.com>**Cc:** Wayne Trussell <w.trussell@westside.k12.ca.us>, Blayne Epps <bepps@circulatingair.com>**Attach:** sigimg0

Proceed with Option 1.

Thanks,
Shane Russell, P.E., LEED AP
Vice President, Engineering and Operations
PacificWest Energy Solutions

707-614-3860 Direct
800-310-9080 x110 Main
srussell@PacWestES.com

On Tue, May 8, 2018 at 2:05 PM, <craig@medallioncontractinginc.com> wrote:
Team,

just following up on RFI #5 and which way you would like us to proceed, I realize this was overlooked from when the original response was issued to RFI #3, however this equipment is 8 weeks out from date of order so I want to make sure we have it in time. If you could provide direction ASAP it would be much appreciated. I have CC'ed blayne with Circulating Air on this e-mail in-case you have technical questions in which would help expedite the response

Craig Fries,



41765 12th St. West, Suite G
Palmdale, Ca. 93551
Ph#661-949-3205
Fax#661-949-3235
Email: Craig@medallioncontractinginc.com

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Request for Information

Project: Westside Union School District Date: 11-9-2017 RFI NO 3
Prop 39 Upgrades

From: Medallion Contracting, Inc. Craig Fries, craig@medallioncontractinginc.com
PH#661-949-3205/FAX#661-949-3235

To: Shane Russell

Action Requested: Clarification: X Direction: X Approval: X

Information Needed: Valley View Elementary School, See attached RFI from Circulating Air regarding

the (E) PTAC unit located at the MP Building, also regarding the (E) 20 ton split system and existing

condensate drain located at Building 40. Please Advise!

Response: _____

Signed By: _____ Date: _____



Since 1965
Circulating Air, Inc.

State Contractors License #290778

MECHANICAL CONTRACTORS • ENGINEERS
AIR CONDITIONING • HEATING • PIPING • SHEET METAL

7337 VARNA AVENUE | NORTH HOLLYWOOD CA 91605 | PHONE 818.764.0530 | FAX 818.982.2571

DATE: November 8, 2017

PROJECT: Valley View

CONTRACTOR: Medallion Contracting

REQUESTED BY: Blayne Epps

TO: Westside Union school district

ATTN: Craig Fries

RFI # 3

COST IMPACT: TBD

FAX NO:

TIME DELAY: TBD

JOB NO:

SPEC NO. M.0 - M.4

REQUEST FOR INFORMATION:

The mechanical schedule calls out a PTAC unit for the MP bldg. This unit was recently replaced. Please advise.

The existing 20ton split system is a two pipe system from the condensing unit. during our recent walk we discovered that somewhere concealed in the attic this system branches off into a four pipe system prior to connecting to the air handler. Any replacement of this equipment would be either a 2 or 4 pipe install so the piping would need to be reworked accordingly as an additional cost. Please advise.

Bldg 40 has no drainage outlet. The condensate would drain onto the roof. please advise.

RESOLUTION OF PROBLEM:

1. Delete from scope and provide deductive change order.
2. Please provide photo's and sketches of existing conditions along with recommendation for 2 or 4 pipe work and cost change for each option.
3. Drain to roof. District will extend condensate line later or provide change order to extend the line.

ACCEPTED BY

GENERAL CONTRACTOR:

DATE:

ARCHITECT:

DATE:

ENGINEER:

DATE:



Request for Information

Project: Whetstone Union School District Date: 5-16-2018 RFI NO. 0
Prop 39 Upgrades

From: Medallion Contracting, Inc. Craig Fries, craig@medallioncontractinginc.com
PH 8661-949-3205/FAX 8661-949-3235

To: Shane Russel

Action Requested: Clarification: _____ Direction: ☒ Approval: _____

Information Needed:

Valley View school regarding the new 20 ton unit to be installed
in the existing mechanical room. Due to existing conditions with existing electrical
conducts, and panels, we suggest altering the existing low combustion ventilation ducting
to properly located the new refrigerant lines (2 pipe system) as directed in RFI #5.
we suggest removing section of the existing low combustion ventilation system and
changing it to a high combustion with a new grill to allow sufficient room to core holes
for new 2 pipe system. Also installing new door louver at existing exterior wood door to
serve as low combustion ventilation. Please advise.

Response:

MAKE CHANGES AS REQUESTED.

Signed By: [Signature] Date: 5/16/18



Request for Information

Project: Westside Union School District Date: 5-16-2018 BR NO. 7
Prop 58 Upgrades
From: Medallion Contracting, Inc. Craig Fries, craig@medallioncontractinginc.com
PH#661-949-3205/FAX#661-949-3235

To: Shane Russell

Action Requested: Clarification: _____ Direction: X Approval: _____

Information Needed:

Valley View School regarding the new 20 ton unit to be located inside
the existing mechanical room of the MPRL. It appears the existing concrete pad will need
to be extended due to the size of the new unit. The existing concrete pad inside the room
measures 62" X 84" X 6". The new unit (see attached) measures 96.6" which requires
the concrete pad to extend 6" beyond the new equipment footprint, thus requiring to
dowel and add an additional 20" to the overall length of the existing pad. Please Advise.

Response: Extend Pad As Requested.

Signed By: [Signature] Date: 5/14/18

S & S Hardware Company, Inc.
 1111 East Grand Avenue
 El Segundo, CA 90245-4218
 Phone: (310) 322-9404
 Fax: (310) 322-4818

QUOTATIONQUOTED TO:

Churchill Construction
 1341 West Kildare St

Lancaster CA 93534

PH : (661) 945-3750

FAX: (661) 723-9792

JOB NAME:

QUOTE NO.	QUOTE DATE	QUOTED TO	SALESPERSON	CUSTOMER TERMS	SALE TYPE
133663	5-29-18	Brad C.	Glen Porter	Net 30 Days	Taxable

L/N	QTY/Q	PRODUCT CODE/DESCRIPTION	U/M	PRICE	DISC%	EXTENDED
1	1	Louver PLSL 18x18 W/Screen Brz	EA	185.00		185.00
2	1	Freight Charge	EA	40.00		40.00
3		9.50% S/Tax-Los Angeles Co.		9.50		21.38

LABOR 1 man 4 hrs = \$324.52

Total Quote: 246.38

THE ABOVE NAMED COMPANY HEREBY RECOGNIZES AND AGREES TO PAY THE AMOUNT HERE LISTED FOR THESE MATERIALS.

Signature

Name and Title (please print)

324.52
 \$570.90



1109 WEST COLUMBIA WAY, LANCASTER, CA 93534
 PHONE (661) 942-2048 FAX (661) 949-2807

MECHANICAL CONTRACTORS | ENGINEERS | AIR CONDITIONING | HEATING | PIPING | SHEET METAL

CHANGE ORDER PROPOSAL NO.

2

PROJECT:	Westside Union School Dist.	PHONE:	661-722-0718
	41914 50th St. West	FAX:	
	Lancaster, CA 93536	DATE:	5/14/2018
BILL TO:	Medallion Contracting, Inc.	PHONE:	661-949-3205
	41765 12th St. West, Suite G	FAX:	661-949-3235
	Palmdale, CA 93551	RFC. NO.	RFI-S.1

Option 1 two pipe system

Field Labor = \$2,849.00
 Material = \$1,871.00
 Subcontractors = \$2,450.00
 Mark up 15% = \$1,075.50
 Tax = \$177.75

 Total = \$8,423.25

THIS CHANGE ORDER PROPOSAL BECOMES PART OF, AND IN CONFORMANCE WITH, THE TERMS AND CONDITIONS OF THE EXISTING CONTRACT.

ADDITIONAL CHARGE FOR THE ABOVE WORK:

\$8,423.00

CIRCULATING AIR, INC. IS HEREBY AUTHORIZED TO PERFORM THIS ADDITIONAL WORK. THE WORK TO BE PERFORMED AND PAYMENT MADE SHALL BE UNDER THE SAME TERMS AND CONDITIONS AS SPECIFIED IN THE ORIGINAL CONTRACT UNLESS OTHERWISE STIPULATED.

THE AUTHORIZING SIGNATURE BELOW INDICATES ACCEPTANCE OF THE CHANGE ORDER PROPOSAL AT THE ABOVE STATED PRICE.

AUTHORIZING SIGNATURE: _____
 (GENERAL CONTRACTOR)

DATE

WE AGREE TO FURNISH ALL LABOR AND MATERIALS AND TO COMPLETE THE ADDITIONAL WORK AT THE ABOVE STATED PRICE.

AUTHORIZED SIGNATURE: Blayne Epps
 (CIRCULATING AIR, INC. PROJECT MANAGER)

5/14/2018

SHEPPARD CONCRETE CONSTRUCTION

48521 80TH Street West
Lancaster, Ca. 93536

COST PROPOSAL

ATTENTION:

Medallion Contracting, Inc.
41765 12th St. West Suite G, Palmdale, Ca. 93551

DATE: 5/29/2018

COST PROPOSAL # 1-R

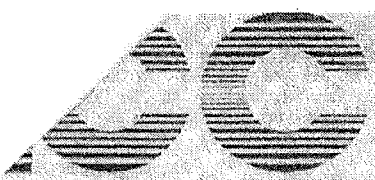
PROJECT: Valley View

JOB# 17-047

DESCRIPTION:

Extend Existing Equipment Pad located in utility Room of MPR
Per our discussion existing Pad size needs to be extended 20" in length
and match existing width

LABOR:	<u>\$77.37</u>	\$ 618.96
QUANTITY:	<u>8</u>	
 MATERIALS:	 1 yd concrete, 3000 psi	 \$ 114.87
	shortload \$15 per yd, 9 yds	\$ 135.00
	Rebar Dowels	\$ 125.00
EQUIPMENT:	Clean-out	
 SUBTOTAL:		 \$ 993.83
 O&P:	 <u>15%</u>	 \$ 149.07
 SUBTOTAL:		 \$1,142.90
 BOND:	 _____	
 TOTAL:		 \$1,142.90



INVOICE

DEPENDENT CONCRETE CUTTING, INC.

9411 CAMINO DEL SOL
OXNARD, CA 93030-8985
LIC #543268
(818) 785-8498 (805) 988-0016
(561) 274-0206

Job Site Information

VALLEY VIEW
3310 W AVE L8
X 35TH W
LANCASTER.

Customer Information

MEDALLION CONTRACTING INC.
41765 12TH STREET WEST #G
PALMDALE, CA 93551

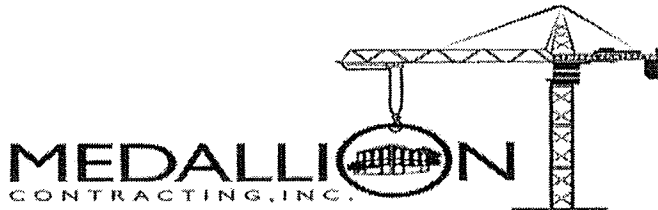
Information

INVOICE: 90417 DATE: 07/24/16
P.O. No:
Date of work: 07/13/18
Job Ticket: 335967

PAYMENT TO BE PAID C.O.D. OR NET 30 DAYS

QUANTITY	DESCRIPTION	RATE	AMOUNT
1.00	CORE DRILL 1-5" DIAMETER HOLE THROUGH 8" BLOCK WALL	395.00	395.00
	TOTAL DUE: \$395.00		
		SUB-TOTAL:	395.00

GRAND TOTAL: 395.00



PH# 661-949-3205

FAX# 661-949-3235

CONTRACTORS LICENSE #567084

ARCHITECT: Pacificwest Energy Solution

OWNER: Westside Union School District: Wayne Trussell

CONSTRUCTION MANAGER: Shane Russell

CHANGE ORDER #: 3-R

DATE: 6/8/2018 / 8-6-2018

JOB #: 17-047

DESCRIPTION: Per response to RFI #8, remove & reinstall
existing angle iron supports and relocate electrical to allow new HVAC
Units to be installed at Rancho Vista School Site

PROJECT:

LABOR

LABOR BURDEN

EQUIPMENT

MATERIALS

CLEAN UP

SUBTOTAL G.C.

MARK-UP

G.C. SUBTOTAL

SUBCONTRACTOR: Circulating Air

SUBCONTRACTOR: Wire Rite

SUBCONTRACTOR:

SUBTOTAL SUBCONTRACTORS

GENERAL LIABILITY 1%

SUBCONTRACTOR SUBTOTAL

MARK-UP ON SUB 10%

SUBTOTAL

BOND 2%

TOTAL CHANGE ORDER AMOUNT

SUBMITTED BY: Craig Fries

APPROVED BY:

\$	2,527.47
\$	784.00
\$	3,311.47
\$	33.11
\$	3,344.58
\$	334.46
\$	3,679.04
\$	73.58
\$	3,752.62



1109 WEST COLUMBIA WAY, LANCASTER, CA 93534
PHONE (661) 942-2048 FAX (661) 949-2807

MECHANICAL CONTRACTORS | ENGINEERS | AIR CONDITIONING | HEATING | PIPING | SHEET METAL

CHANGE ORDER PROPOSAL NO.

3

PROJECT:	Westside Union School Dist.	PHONE:	661-722-0716
	41914 50th St. West	FAX:	
	Lancaster, CA 93536	DATE:	6/4/2018
BILL TO:	Medallion Contracting, inc.	PHONE:	661-949-3205
	41765 12th St. West, Suite G	FAX:	661-949-3235
	Palmdale, CA 93551	RFC. NO.	RFI-8

Rancho Vista equipment rails

Field Labor = \$2,132.80
Material = \$65.00
Subcontractors = \$0.00
Mark up 15% = \$329.67
Tax = \$0.00

Total = \$2,527.47

THIS CHANGE ORDER PROPOSAL BECOMES PART OF, AND IN CONFORMANCE WITH, THE TERMS AND CONDITIONS OF THE EXISTING CONTRACT.

ADDITIONAL CHARGE FOR THE ABOVE WORK:

\$2,527.47

CIRCULATING AIR, INC. IS HEREBY AUTHORIZED TO PERFORM THIS ADDITIONAL WORK. THE WORK TO BE PERFORMED AND PAYMENT MADE SHALL BE UNDER THE SAME TERMS AND CONDITIONS AS SPECIFIED IN THE ORIGINAL CONTRACT UNLESS OTHERWISE STIPULATED.

THE AUTHORIZING SIGNATURE BELOW INDICATES ACCEPTANCE OF THE CHANGE ORDER PROPOSAL AT THE ABOVE STATED PRICE.

AUTHORIZING SIGNATURE: _____

(GENERAL CONTRACTOR)

DATE

WE AGREE TO FURNISH ALL LABOR AND MATERIALS AND TO COMPLETE THE ADDITIONAL WORK AT THE ABOVE STATED PRICE.

AUTHORIZED SIGNATURE: Blayne Epps

(CIRCULATING AIR, INC. PROJECT MANAGER)

6/4/2018



Wire Rite, Inc.

CA LICENSE NO. 674036
LICENSED • BONDED • INSURED

1720 W. Avenue L-4 • Lancaster, California 93534
(661) 942-5277
FAX (661) 942-0144

JUNE 7, 2018

TO: MEDALLION CONTRACTING

ATTN: CRAIG FRIES

RE: WESTSIDE SCHOOL DISTRICT – RANCHO VISTA

RFI #8 – MOVE ELECTRICAL – BLDG. ~~112, 113, 114,~~ 115, 116, ~~117, 118,~~ 119, ~~120.~~

We propose to provide all labor, material and equipment necessary to perform the following:

SCOPE OF WORK

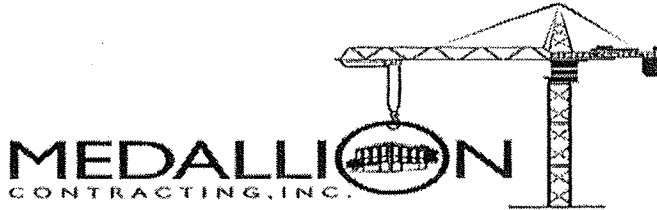
To provide labor and material to move existing electrical conduit and wiring in the way of new A/C units and rework once units are in place.

TOTAL COST: ~~\$2,352.~~

\$784.00

Thank you

Paul Hartwig
Wire Rite Inc.



PH# 661-949-3205

FAX# 661-949-3235

CONTRACTORS LICENSE #567084

ARCHITECT: Pacificwest Energy Solution

OWNER: Westside Union School District: Wayne Trussell

CONSTRUCTION MANAGER: Shane Russell

CHANGE ORDER #: 4-R

DATE: 6/28/2018

JOB #: 17-047

DESCRIPTION: Joe Walker rework existing condensate lines
furnish & install new redwood block supports

PROJECT: Prop 39

LABOR

LABOR BURDEN

EQUIPMENT

MATERIALS

CLEAN UP

SUBTOTAL G.C.

MARK-UP 10%

G.C. SUBTOTAL

SUBCONTRACTOR: Bear State Plumbing

SUBCONTRACTOR:

SUBCONTRACTOR:

SUBTOTAL SUBCONTRACTORS

GENERAL LIABILITY 1%

SUBCONTRACTOR SUBTOTAL

MARK-UP ON SUB

SUBTOTAL

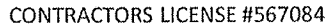
BOND 2%

TOTAL CHANGE ORDER AMOUNT

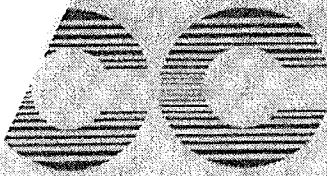
SUBMITTED BY: Craig Fries

APPROVED BY:

\$ 1,000.00
\$ 1,000.00
\$ 10.00
\$ 1,010.00
\$ 101.00
\$ 1,111.00
\$ 22.22
\$ 1,133.22



APPROVED BY:



INVOICE

3411 CAMINO DEL SOL
OXNARD, CA 93030-8935
LIC. #543268
(818) 785-8498 (905) 988-0018
(661) 274-0206

Job Site Information

ESPERANZA
40521 35TH ST W
PALMDALE,

Customer Information

EDALLION CONTRACTING INC.
1765 12TH STREET WEST #G
PALMDALE, CA 93551

Information

INVOICE: 89440 DATE: 03/31/18
P.O. No.
Date of work: 03/20/18
Job Ticket: 326132, 326134

PAYMENT TO BE PAID C.O.D. OR NET 30 DAYS

QUANTITY	DESCRIPTION	RATE	AMOUNT
1.00	SAW CUT AND CHIP OUT STUCCO AT CUSTOMER DIRECTION 8 HOUR DAY SAW TRUCK INCLUDING PREVAILING WAGES AND MOBILIZATION TOTAL DUE: \$1,850.00	1,850.00	1,850.00

SUB-TOTAL: 1,850.00

GRAND TOTAL: 1,850.00