

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL

October 2, 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.

4:30 p.m. – Celebration of the
Retirement of Dr. Linda K. Jones

6:00 p.m. – Regular Session

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	_____
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II. INTRODUCTION OF BOARD CANDIDATES

III. PRESENTATIONS

- A. Valley View Site Presentation and Employee Recognitions

IV. 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

V. 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

VI. 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

10-02-18

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.

VII. PUBLIC HEARING

None

VIII. BUSINESS SESSION

A. Organizational/Governance

Goal #

1. Agenda

Item 1

Moved by _____ Seconded by _____

To approve the Agenda of the Regular Meeting of
October 2, 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 an item's removal. The item will then be removed from the motion to approve and after the approval of the consent agenda the item(s) will be heard.

Items 2a -2h

2. Consent

- a. Minutes of the Regular Meeting on September 18, 2018
- b. Fundraising Authorization
- c. Overnight Field Trip
- d. Williams Uniform Complaint Quarterly Summary
- e. Personnel Report
- f. Purchase Orders
- g. Consultant/Contract Schedule
- h. Conference/Workshop Schedule

Moved by _____ Seconded by _____

Approval of the Consent Items as presented

Ayes: _____ Noes: _____ Abstain: _____

3. Discussion Item

Item 4

- Board Governance

B. Educational Services

4. Valley View Site Plan

Item 4

Moved by _____ Seconded by _____

Approval of the Valley View Site Plan

Ayes: _____ Noes: _____ Abstain: _____

5. Revised Board Policy 5711, Item 5 Goal #

Moved by _____ Seconded by _____

Approval of the first reading of revised Board Policy 5711,

Ayes: _____ Noes: _____ Abstain: _____

C. Business Services

6. Revised Board Policies, Administrative Regulations and Board Bylaw: Item 6

- 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
- Board Bylaw 9012, Board Member Electronic Communications

Moved by _____ Seconded by _____

Approval of the second and final reading of the revised Board Policies, Administrative Regulations and Board Bylaw.

Ayes: _____ Noes: _____ Abstain: _____

7. Medallion Contracting Proposition 39 HVAC Upgrades: Credit Change Orders Item 7

Moved by _____ Seconded by _____

Approval of the Medallion Contracting Proposition 39 HVAC Upgrades: Credit Change Orders

Ayes: _____ Noes: _____ Abstain: _____

8. Revised Administrative Regulation, 3350, Travel/Conference Expenses Item 8

Moved by _____ Seconded by _____

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

Ayes: _____ Noes: _____ Abstain: _____

IX. INFORMATION SESSION

A. Items From The Floor – Continued

B. Dates to Remember:

1. Regular Meeting - October 2, 2018
2. Board Candidate Orientation – October 11, 2018

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- 3. Regular Meeting – October 16, 2018
- 4. Board Candidate Orientation – October 17, 2018
- C. Board Comments – Continued

X. NEW BUSINESS

Future Board Meeting Items

XI. ITEMS FROM THE FLOOR – Closed Session

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

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

XIV. REPORT OF CLOSED SESSION ACTION

XV. ADJOURNMENT

There being no further business to come before the Board, the regular meeting of October 2, 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.).

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 2, 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 2, 2018.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

October 2, 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 September 18, 2018.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
MINUTES
September 18, 2018

I. CALL TO ORDER

At 5:01 p.m. John Curiel, President, called to order the Regular Board Meeting of the Westside Union School District Board of Trustees.

II. Flag Salute

Scott Brewer, Director of Student Services

III. ROLL CALL

John Curiel, President – Present

Patricia K. Shaw, Vice President - Present

Jennifer Navarro, Member – Present

Steven DeMarzio, Member – Present - Teleconference

SUPERINTENDENT

Regina Rossall – Present

IV. ITEMS FROM THE FLOOR

None

V. OTHERS PRESENT

Judy Hatcher-DAR, Prof. Amaka Donn, Matthew Shelton, Amy Allington, Bill Lindoff, Jake Briggs, Jeri Gonzalez, Nancy Hemstreet, Ana Penaloza, Tom Lackey, Eric Evers, Dan Schradol, Russell Williams, Korina Barefield, Brian Schiller, Rachel Tucker, Carli Stecker, Erick Jackson, Wendy Richman, Pancho Gonzalez, Rebecca Davis

VI. M19-30- The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to adjourn to closed session at 5:03 p.m. to consider:

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

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

VIII. CLOSED SESSION ACTION

A. M19-31- The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the Settlement Agreement for OAH Case Number 2018060617.

IX. INTRODUCTION OF BOARD CANDIDATES

X. PRESENTATIONS

A. Judy Hatcher, Daughters of the American Revolution (DAR) – Constitution Week Proclamation

B. Leona Valley Site Presentation

- B. Master's Project – Erick Jackson
- C. Volunteer Security – Erik Evers

XI. RECESS

XII. RECONVENE TO OPEN SESSION at 7:30 p.m.

XIII. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Steve DeMarzio:

- Leona Valley, you have been small but mighty for almost 38 years!!!
- Daughters of the American Revolution, thank you for your presentation. Our constitution is a great document and has been relevant for 230 years.
- I would love to see the results of Erick Jackson's project.
- As a former veteran, I appreciated the direct approach of the security presentation by Erik Evers. However, I do have concerns about liability and this subject will require further discussion.
- To the California Legislature and to our next Governor. stop playing games with school funding. Fully funding education does not mean at 2007-year levels. That level is not adequate or sufficient.

Jennifer Navarro

- Leona Valley, great job on revising your mission statement it's nice to see it implemented.
- In regards to Mr. Evers presentation, I understand him wanting to make our schools safer. There is nothing more paramount than school safety and our students being safe at school.
- I visited Gregg Anderson with John Curiel last week. They are doing great things at that site.

Patricia K. Shaw:

- School Volunteer Security – Would there be any drop in our insurance rates if we had school security?

John Curiel

- Leona Valley, I really appreciate what you are doing, you are small and mighty. I also appreciate the staff and what they do for our students.
- I am looking forward to seeing the results from Mr. Jackson's project.
- I appreciate Judy Hatcher, DAR, coming this evening, making their presentation, and presenting Westside with a proclamation on Constitution Week. Another reminder on why we love our country so dearly. The principles of the Constitution are what unites us as a nation and we can never turn from what unites us as others try to divide us.
- I commend Mr. Evers on his presentation. We put a lot of emphasis on who is around our students. If the district had the resources that the high school district has, we would have more options. Westside is a proactive district, not a reactive district. Westside takes pride in our emphasis of professional development and training.
- As a 25-year peace officer working at the department of corrections, I understand the basics of security. I do put an emphasis on student and staff safety. There are a lot of moving parts that need to be identified and addressed prior to

implementation. There is a lot of training that will need to be done. The possible solution presented is appreciated. Vigilance and training is the most cost-effective and valuable security measure we can immediately take to protect our students and staff.

- I appreciate the Board Candidates attending the orientation meetings and putting themselves out there for our students.

B. Staff Reports:

1. Assistant Superintendent Administrative Services – Shawn Cabey
 - a. Nothing at this time.
2. Assistant Superintendent Educational Services - Marguerite Johnson
 - a. Thank you to Leona Valley, we appreciate all you are doing at your site.
3. Deputy Superintendent - Robert Hughes
 - a. Nice job, Leona Valley; you always do a great job. You started out the school year showing your passion and enthusiasm.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

 - a. Leona Valley, you have a lot to be proud of. Thank you to the staff who came out this evening.
 - b. Leona Valley will be having their Fall Festival on October 5, 2018, starting at 4:30 p.m..
 - c. Our Saturday Board Candidate Orientation Meeting is currently scheduled for 10:00 a.m. We are requesting to move the time to 8:30 a.m. or 1:00 p.m. There is a memorial service for Dr. Bud Reams that starts at 11:00 a.m. The Board Candidate Orientation Meeting will be rescheduled to 8:00 a.m. on Saturday, September 22, 2018.

XIV. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
- C. Parent Teachers Association Representative - Brian Schiller
 - Membership Drives
 - Book Fairs
 - Fall Festivals
 - Council DOT Day Celebration
- D. WAVE Representative – Jennifer Navarro and Robert Hughes

XV. ITEMS FROM THE FLOOR – Regular Session
None

XVI. PUBLIC HEARING

A hearing to receive public input on Resolution 19-04, Sufficiency of Textbooks or Instructional Materials opened at 7:44 p.m. and closed at 7:45p.m.

XVII. BUSINESS SESSION

Organizational/Governance

1. M19-32 - Item 1. Approval of the revised agenda of the Regular Board Meeting of September 18, 2018, as submitted. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0.

2. M19-33 - Items 2a – 2h. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the consent agenda.
 - 2a Minutes of the Regular Meeting on September 4, 2018
 - 2b Fundraising Authorizations
 - 2c Gifts to the District
 - 2d Personnel Report
 - 2e Purchase Orders
 - 2f Consultant/Contract Agreement Schedule
 - 2g Conference/Workshop Schedule
 - 2h Resolution 19-05, Non-routine Budget Revisions, Adjustments and Transfers
3. M19-34 - The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0 to elect Jennifer Navarro as Clerk of the Board.
4. Item 4. Discussion Item
 - Board Governance

XVIII. EDUCATIONAL SERVICES

5. M19-35 - Item 5. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 4/0 to approve Recognition of Teacher of the Year Day.
6. M19-36 - Item 6. The motion was made by Jennifer Navarro seconded by Steve DeMarzio and carried 4/0 to approve Resolution 19-04, Sufficiency of Textbooks or Instructional Materials.

XIX. PERSONNEL

7. M19-37 - Item 7. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the Memorandums of Understanding between Westside Union School District and Westside Union Teachers Association (WUTA)
 - 19-01 – Overage for Kindergarten Classes
 - 19-02 – Instructional Leader Position
 - 19-03 – Article 29 – Medigap
 - 19-04 – Article 7.2.1.3.2 – Official Transcripts

XX. BUSINESS

8. M12-38 - Item 8. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the first 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

XXI. NEW BUSINESS

None

XXII. UNFINISHED BUSINESS

None

Minutes

Regular Board Meeting

September 18, 2018

XXIII. ADJOURNMENT – The meeting was adjourned at 7:56 p.m. by the Board President.

Jennifer Navarro, Clerk

October 2, 2018

BOARD AGENDA

October 2, 2018

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

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

SUPERINTENDENT'S RECOMMENDATION:

Approval

FUND RAISER APPROVAL LIST

Approved at the Board Meeting of October 2, 2018

Anaverde Hills	Description:	Photo packets and buttons sold for volleyball players.
	Date:	September 14, 2018
	Purpose:	Raise funds for Anaverde Hills Athletics
	Requesting Group:	Anaverde Hills ASB

Esperanza	Description:	Canned Food and Dry Food Drive
	Date:	October 1 – November 1, 2018
	Purpose:	To collect food for Grace Resources.
	Non-Profit Organization:	Grace Resources

Description: Holiday Boutique
Date: November 28 – December 7, 2018
Purpose: Allow student to shop for family. Raise funds to provide field trips, assemblies, binder reminders and AR Program.
Requesting Group: Esperanza PTA

Description: Spring Catalog Sales
Date: February 4-22, 2019
Purpose: To raise funds to provide assemblies, field trips, AR Program and Mystery Science, etc.
Requesting Group: Esperanza PTA

Description:	Book Fair
Date:	February 22 – March 1, 2019
Purpose:	To earn money for school library and teachers.
Requesting Group:	Esperanza PTA

Description: Spring Carnival
Date: April 26, 2019
Purpose: To raise money to provide binder reminders, field trips, assemblies, etc.
Requesting Group: Esperanza PTA

Gregg Anderson	Description:	Boo Pops
	Date:	October 15-31, 2018
	Purpose:	To see Boo Pops to students to enhance the Halloween experience among their friends.
	Requesting Group:	Gregg Anderson PTA

Joe Walker

Description: Dine-Outs
Date: 1st Thursday of each month school is in session starting in October
2018 through June 2019
Purpose: To raise funds for binder reminders.
Requesting Group: Joe Walker PTA

Description: Donations for Science Club
Date: October 3, 2018
Purpose: Science Club Trips
Requesting Group: Joe Walker ASB

Description: Selling snacks and drinks at the Cross Country Meet
Date: October 5, 2018
Purpose: To raise funds for the AVID Program
Requesting Group: Joe Walker ASB

Description: Rockin Jump
Date: October 5, 12 & 19, 2018
Purpose: Binder Reminders
Requesting Group: Joe Walker PTA

Description: Snack Bar and Pizza Sale for lunch.
Date: October 13, 2018
Purpose: To raise money for bus to college trips for CJSF students.
Requesting Group: Joe Walker ASB

Description: Tournament fees for VEX teams.
Date: October 13, 2018
Purpose: Support league fees for teams.
Requesting Group: Joe Walker ASB

Description: Donations for 100 merit fall semester field trip.
Date: December 3-6, 2018
Purpose: To reward student who kept 100 merits for the fall semester.
Requesting Group: Joe Walker ASB

Description: Donations for 8th grade end of the year trip to Magic Mountain.
Date: April 29-May 9, 2019
Purpose: To offset cost of transportation and Magic Mountain ticket costs.
Requesting Group: Joe Walker ASB

Description: Donations for 100 merit Spring semester field trip.
Date: May 13-16, 2019
Purpose: To offset cost of transportation and movie tickets.
Requesting Group: Joe Walker ASB

Rancho Vista

Description: Movie Night
Date: September 28, 2018
Purpose: Social gathering
Requesting Group: Rancho Vista PTA

Description: Fall Carnival
Date: October 26, 2018
Purpose: To raise funds for field trips.
Requesting Group: Rancho Vista PTA

Description: Holiday Boutique
Date: November 4-7, 2018
Purpose: Raise funds for marquee.
Requesting Group: Rancho Vista PTA

Description: Turkey Gram Lollipops
Date: November 7-16, 2018
Purpose: To raise money for students.
Requesting Group: Rancho Vista PTA

Description: Family Game Night
Date: January 18, 2019
Purpose: Social gathering
Requesting Group: Rancho Vista PTA

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

SEP 20 2018

FUNDRAISING AUTHORIZATION

Middle School

All school

School Anaverde Hills

Date 9/6/2018

Requesting Group Anaverde Athletics

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

Date(s) of Fund Raiser 9/14/18 Event Start Time 2:15 pm

Location of Fund Raiser Gymnasium

Description of Fund Raiser Photopackets and buttons & sold for the volleyball players

Purpose of the Fund Raiser Raise funds for Anaverde Athletics

For the benefit of (be specific) Anaverde Athletics

Person Supervising Fund Raiser Jonathan Weber

Person Responsible for the Money Jonathan Weber

Projected Expenses \$ 45

Projected Profit \$ 200

Approved by ASB in the meeting minutes of

9/7/18

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

Signature of ASB President Francheska De Guzman

Date 9/7/18

Signature of ASB Advisor J. Aswell

Date 9/7/18

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant _____

Date 9/7/18

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

Approved by the Board of Trustees on _____

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

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

SEP 21 2018

FUNDRAISING AUTHORIZATION

Non-Profit Organizations

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

School Esperanza Elementary

Date Sept. 19, 2018

Non-Profit Organization Grace Resource Center

Date(s) of Fund Raiser 10-1-18 to 11-1-18 Event Start Time _____

Location of Fund Raiser Esperanza Elementary

Description of Fund Raiser Can food/ dry food drive

Purpose of the Fund Raiser Raise food for the less fortunate in the AV.

For the benefit of (be specific) Grace Resource Center

Person Supervising Fund Raiser Dianna Bartlett

Person Responsible for the Money Dianna Bartlett

Signature of Principal or Assistant

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

Date 9/12/18

Approved by the Board of Trustees on _____

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

SEP 13 2018

FUNDRAISING AUTHORIZATION
Elementary School

School Esperanza

Date 8/15/2018

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 11/28/18 - 12/7/18 Event Start Time n/a

Location of Fund Raiser Room 42

Description of Fund Raiser Holiday Boutique

Purpose of the Fund Raiser allow students to shop for family;
provide field trips, assemblies, binder reminders, A.R. Program

For the benefit of (be specific) entire student body

Person Supervising Fund Raiser Davina O'Connor

Person Responsible for the Money Davina O'Connor / PTA Board

Projected Expenses \$ n/a Projected Profit \$ 2,000

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

Signature of PTA/PTO/PTSA President Carrie mechem Date 8/15/2018

Signature of Principal or Assistant [Signature] Date 8/15/18
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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

Westside Union School District
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SEP 13 2018

FUNDRAISING AUTHORIZATION

Elementary School

School Esperanza

Date 8/15/2018

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 2/4/19 - 2/22/19 Event Start Time n/a

Location of Fund Raiser Esperanza

Description of Fund Raiser Catalog sales - Spring Fundraiser

Purpose of the Fund Raiser raise funds to provide assemblies, field trips, A.R. Program, Mystery Science, etc.

For the benefit of (be specific) entire student body

Person Supervising Fund Raiser Carrie Mecham / PTA Board

Person Responsible for the Money Carrie Mecham / PTA Board

Projected Expenses \$ n/a Projected Profit \$ 10,000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Signature of PTA/PTO/PTSA President Carrie Mecham Date 8/15/2018

Signature of Principal or Assistant [Signature] Date 8/15/18
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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

Westside Union School District
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SEP 13 2018

FUNDRAISING AUTHORIZATION

Elementary School

School Esperanza

Date 8/15/2018

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 2/22/19 - 3/1/2019 Event Start Time n/a

Location of Fund Raiser Room 42

Description of Fund Raiser Book Fair

Purpose of the Fund Raiser to earn money for school library and teachers

For the benefit of (be specific) entire school / student body

Person Supervising Fund Raiser Melissa Almaraz

Person Responsible for the Money Melissa Almaraz / PTA Board

Projected Expenses \$ 3,000

Projected Profit \$ 3,000

(Scholastic dollars)

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Signature of PTA/PTO/PTSA President Cari Mechem

Date 8/15/2018

Signature of Principal or Assistant [Signature]

Date 8/15/18

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

Approved by the Board of Trustees on _____

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

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SEP 13 2018

FUNDRAISING AUTHORIZATION

Elementary School

School Esperanza

Date 8/15/2018

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser April 26, 2019 Event Start Time 5pm

Location of Fund Raiser Esperanza

Description of Fund Raiser School-wide Spring Carnival

Purpose of the Fund Raiser raise money to provide binder reminders, field trips, assemblies, etc.

For the benefit of (be specific) entire student body

Person Supervising Fund Raiser PTA Board / Carrie Mechem

Person Responsible for the Money PTA Board / Carrie Mechem

Projected Expenses \$ 7-8,000 Projected Profit \$ 4-5,000

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Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CUREFL 113700-114455, AR3554)
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Signature of PTA/PTO/PTSA President Carrie Mechem Date 8/15/2018

Signature of Principal or Assistant [Signature] Date 8/15/18
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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SEP 17 2018

FUNDRAISING AUTHORIZATION
Elementary School

School GAA

Date 9-13-18

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser Oct. 15-31st Event Start Time Morning and Snack Recess

Location of Fund Raiser Gregg Anderson

Description of Fund Raiser Boo Pops

Purpose of the Fund Raiser To sell Boo Pops to students to enhance the Halloween experience among their friends.

For the benefit of (be specific) Sixth grade student funds for end of year activities "Mulligans, Breakfast"

Person Supervising Fund Raiser Maria Enzondo - 6th grade chair

Person Responsible for the Money Wendy Culhen - Treasurer

Projected Expenses \$ 500.00

Projected Profit \$ 700.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
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Signature of PTA/PTO/PTSA President GAA PTA President Beckm Date 9-13-18

Signature of Principal or Assistant J. Beaveng Date 9/14/18

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

Approved by the Board of Trustees on _____

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Westside Union School District
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SEP 27 2018

FUNDRAISING AUTHORIZATION

Middle School

School Joe Walker

Date Sept 27, 2018

Requesting Group PTA

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

Date(s) of Fund Raiser 1st Thursday of each month Event Start Time 4pm

Location of Fund Raiser Various Restaurants throughout Antelope Valley

Description of Fund Raiser Dine - Outs

Purpose of the Fund Raiser Raise funds for binder reminders

For the benefit of (be specific) all students, binder reminder

Person Supervising Fund Raiser _____

Person Responsible for the Money DeeAnn Kojnik - treasurer

Projected Expenses \$ 0

Projected Profit \$ 100 month

Approved by ASB in the meeting minutes of

8/16/18

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

Date _____

Signature of ASB Advisor _____

Date _____

Signature of PTA/PTO/PTSA President Laurel Marie

Date 9/21/18

Signature of Principal or Assistant [Signature]

Date 9/27/18

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

Approved by the Board of Trustees on _____

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SEP 24 2018

FUNDRAISING AUTHORIZATION

Middle School

School

JW

Date

9/18/18

Requesting Group

Science Club

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

Date(s) of Fund Raiser

Oct 3

Event Start Time

Location of Fund Raiser

JW

Description of Fund Raiser

Donations for Sci. Club

Purpose of the Fund Raiser

Sci. Club Trips

For the benefit of (be specific)

Sci Club Members

Person Supervising Fund Raiser

Chronos

Person Responsible for the Money

Bastian

Projected Expenses

\$

0

Projected Profit

\$

700

Approved by ASB in the meeting minutes of

9/20

Signature of ASB President

[Signature]

Date

9/20/18

Signature of ASB Advisor

[Signature]

Date

9/20/18

Signature of PTA/PTO/PTSA President

Date

Signature of Principal or Assistant

[Signature]

Date

9/21/18

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

Approved by the Board of Trustees on

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

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

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

SEP 24 2018

FUNDRAISING AUTHORIZATION
Middle School

School JW Date 9/18/18
Requesting Group Joe Walker AVID
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO
Date(s) of Fund Raiser 10/5/18 Event Start Time 2:15 - 6:15pm
Location of Fund Raiser JW Track & Field
Description of Fund Raiser Students will be selling Snacks & drinks at the Cross Country Meet
Purpose of the Fund Raiser to raise funds for the AVID program
For the benefit of (be specific) these funds will help AVID Students attend College Field Trips
Person Supervising Fund Raiser Coker & Jakeway
Person Responsible for the Money Coker, Jakeway, Bastian
Projected Expenses \$ 0
Projected Profit \$ 500.00
Approved by ASB in the meeting minutes of 9/20

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President [Signature]

Date 9/20/18

Signature of ASB Advisor Hannah Bueffer

Date 9/20/18

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature]

Date 9/21/18

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

Approved by the Board of Trustees on _____

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SEP 27 2018

FUNDRAISING AUTHORIZATION

Middle School

School Joe Walker

Date 9/27/18

Requesting Group PTA

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

Date(s) of Fund Raiser OCT 5, 12 & 19 Event Start Time all day

Location of Fund Raiser Rockin Jump - AV Mall

Description of Fund Raiser Portion of ~~my~~ sales

Purpose of the Fund Raiser Binder Reminders

For the benefit of (be specific) All students, binder reminders

Person Supervising Fund Raiser _____

Person Responsible for the Money Dee Ann Kojnik - treasurer

Projected Expenses \$ 0

Projected Profit \$ 250 total

Approved by ASB in the meeting minutes of
8/16/18

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

Signature of ASB Advisor _____ Date _____

Signature of PTA/PTO/PTSA President Kinder Mason Date 9/27/18

Signature of Principal or Assistant [Signature] Date 9/27/18

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

Approved by the Board of Trustees on _____

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SEP 18 2018

FUNDRAISING AUTHORIZATION

Middle School

School Joe Walker

Date 9/10/18

Requesting Group CJSF

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

Date(s) of Fund Raiser October 13th 2018 Event Start Time 7:00 Am

Location of Fund Raiser Joe Walker L-Pod

Description of Fund Raiser Snack bar and pizza Sale for lunch at VEX tournament

Purpose of the Fund Raiser raise money for bus to college trip for CJSF students.

For the benefit of (be specific) introducing students to college and having them be motivated to continue to work hard

Person Supervising Fund Raiser Hyacinth Schumaker

Person Responsible for the Money _____

Projected Expenses \$ ~~150.00~~ 150.00

Projected Profit \$ 700.00

Approved by ASB in the meeting minutes of

9/13

Signature of ASB President Hannah Duffee

Date 9/13

Signature of ASB Advisor Elizabeth Anderson

Date 9/13

Signature of PTA/PTO/PTSA President _____

Date _____

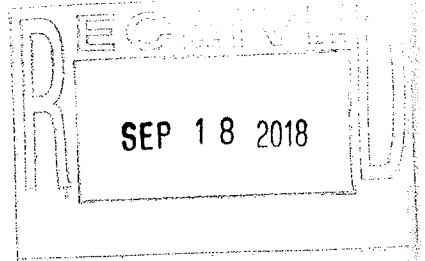
Signature of Principal or Assistant [Signature] Date 9/18/18
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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

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

Westside Union School District
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FUNDRAISING AUTHORIZATION
Middle School

School JW

Date 9-11-18

Requesting Group VEX JETS

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

Date(s) of Fund Raiser Oct 13

Event Start Time _____

Location of Fund Raiser JW

Description of Fund Raiser Tournament for middle school VEX teams in Southern California

Purpose of the Fund Raiser support league fees for teams

For the benefit of (be specific) students of the VEX teams at Joe Walker

Person Supervising Fund Raiser Matt & Liz Anderson

Person Responsible for the Money Matt & Liz Anderson

Projected Expenses \$ \$2000

Projected Profit \$ \$2500

Approved by ASB in the meeting minutes of 9/13

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Signature of ASB President Hannah Duffee

Date 9/13

Signature of ASB Advisor Liz Anderson

Date 9/13

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature] Date 9/18/18
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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

BU-135 10-14 Original to District Office for Approval at next Board Meeting. An approved copy will be sent back to school site.

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SEP 18 2018

FUNDRAISING AUTHORIZATION
Middle School

School JW

Date 9/5/18

Requesting Group ASB

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

Date(s) of Fund Raiser 12/13 - 12/16 Event Start Time 7:15am

Location of Fund Raiser Joe Walker back office window (ASB sales)

Description of Fund Raiser 100 merit fall semester field trip - Donation

Purpose of the Fund Raiser To reward students who kept 100 merits for the fall semester

For the benefit of (be specific) all students / off set transportation costs

Person Supervising Fund Raiser Reyna Smith, Steve Wood

Person Responsible for the Money Reyna Smith, Steve Wood, Chrissy Bastian

Projected Expenses \$ 7,000.00

Projected Profit \$ 8,000.00

Approved by ASB in the meeting minutes of

9/13

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Signature of ASB President Hannah Duffee

Date 9/13

Signature of ASB Advisor Erik Anderson

Date 9/13

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature] Date 9/7/18
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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SEP 18 2018

FUNDRAISING AUTHORIZATION
Middle School

School JW

Date 9/5/18

Requesting Group ASB

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

Date(s) of Fund Raiser 4/29-5/2 & 5/6-5/9 Event Start Time 7:15 am

Location of Fund Raiser Joe Walker back office window (ASB sales)

Description of Fund Raiser 8th grade end of the year trip to Magic Mountain - Donation for ticket

Purpose of the Fund Raiser To off set cost of transportation and Magic Mountain ticket costs

For the benefit of (be specific) 8th graders

Person Supervising Fund Raiser Reyna Smith, Steve Wood

Person Responsible for the Money Reyna Smith, Steve Wood, Chrissy Bratton

Projected Expenses \$ 10,000

Projected Profit \$ 9,500

Approved by ASB in the meeting minutes of

9/13

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Signature of ASB President Hannah Buffet

Date 9/13

Signature of ASB Advisor Bob Anderson

Date 9/13

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature]

Date 9/7/18

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

Approved by the Board of Trustees on _____

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SEP 18 2018

FUNDRAISING AUTHORIZATION
Middle School

School JW

Date 9/5/18

Requesting Group ASB

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

Date(s) of Fund Raiser 5/13 - 5/16 Event Start Time 7:15am

Location of Fund Raiser Joe Walker back office window (ASB window)

Description of Fund Raiser 100 merit spring semester field trip - Donation

Purpose of the Fund Raiser To off set cost of transportation and movie tickets

For the benefit of (be specific) To reward students who kept 100 merits for the Spring semester

Person Supervising Fund Raiser Reyna Smith, Steve Wood

Person Responsible for the Money Reyna Smith, Steve Wood, Chussy Boston

Projected Expenses \$ 5,500

Projected Profit \$ 6,000

Approved by ASB in the meeting minutes of

9/13

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

Signature of ASB President Hannah Duffee

Date 9/13

Signature of ASB Advisor Edith J. Anderson

Date 9/13

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature]

Date 9/7/18

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

Approved by the Board of Trustees on _____

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

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

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

SEP 14 2018

FUNDRAISING AUTHORIZATION

Elementary School

School Rancho Vista

Date 9/12/18

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser Sept 28, 2018 Event Start Time 5:30 pm

Location of Fund Raiser Cafeteria

Description of Fund Raiser Movie night

Purpose of the Fund Raiser Social gathering

For the benefit of (be specific) Students

Person Supervising Fund Raiser Norine Javorsek

Person Responsible for the Money Norine Javorsek

Projected Expenses \$ 250.⁰⁰ Projected Profit \$ 0

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

Signature of PTA/PTO/PTSA President [Signature] Date 9/12/18

Signature of Principal or Assistant Cathy Bennett Date 9/12/18
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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

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

SEP 14 2018

FUNDRAISING AUTHORIZATION

Elementary School

School Rancho Vista

Date 9/12/18

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser OCT 26, 2018 Event Start Time 5:30 pm

Location of Fund Raiser Cafeteria & basketball Court & field

Description of Fund Raiser Fall carnival

Purpose of the Fund Raiser to raise funds for field trips

For the benefit of (be specific) School events

Person Supervising Fund Raiser Monica Jovel

Person Responsible for the Money Monica Jovel

Projected Expenses \$ 3,000.00 Projected Profit \$ 5,000.00

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

Signature of PTA/PTO/PTSA President [Signature] Date 9/12/18

Signature of Principal or Assistant Cathy Bennett Date 9/12/18

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

Approved by the Board of Trustees on _____

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

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

SEP 14 2018

FUNDRAISING AUTHORIZATION

Elementary School

School Rancho Vista

Date 9/12/18

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser Nov 4 - Nov 7, 2018 Event Start Time _____

Location of Fund Raiser Cafeteria Stage

Description of Fund Raiser Holiday boutique

Purpose of the Fund Raiser Raise funds for marquee

For the benefit of (be specific) School

Person Supervising Fund Raiser Norine Javorsek

Person Responsible for the Money Norine Javorsek

Projected Expenses \$ 1,500⁰⁰ Projected Profit \$ 3,000⁰⁰

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

Signature of PTA/PTO/PTSA President [Signature] Date 9/12/18

Signature of Principal or Assistant Cathy Bennett Date 9/12/18

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

Approved by the Board of Trustees on _____

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

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

SEP 14 2018

FUNDRAISING AUTHORIZATION

Elementary School

School Rancho Vista

Date 9/12/18

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser Nov 7 - Nov 16, 2018 Event Start Time _____

Location of Fund Raiser _____

Description of Fund Raiser Turkey Gram lollipops

Purpose of the Fund Raiser _____

For the benefit of (be specific) students

Person Supervising Fund Raiser Norine Javorsek

Person Responsible for the Money Norine Javorsek

Projected Expenses \$ 500.00

Projected Profit \$ 700.00

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

Signature of PTA/PTO/PTSA President _____

Date 9/12/18

Signature of Principal or Assistant _____

Date 9/12/18

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

Approved by the Board of Trustees on _____

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

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

SEP 14 2018

FUNDRAISING AUTHORIZATION

Elementary School

School Rancho Vista

Date 9/12/18

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser Jan 18, 2019 Event Start Time 5:30pm

Location of Fund Raiser Cafeteria

Description of Fund Raiser Family ~~and~~ game night

Purpose of the Fund Raiser Social gathering

For the benefit of (be specific) Students and family

Person Supervising Fund Raiser Norine Javorsek

Person Responsible for the Money Norine Javorsek

Projected Expenses \$ 250.⁰⁰ Projected Profit \$ 0

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
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Signature of PTA/PTO/PTSA President [Signature] Date 9/12/18

Signature of Principal or Assistant Cathy Bennett Date 9/12/18

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

Approved by the Board of Trustees on _____

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

BOARD AGENDA

October 2 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Overnight Field Trip

BACKGROUND:

Middle school students have been able to participate in a number of elective, extracurricular events for some time now. An overnight trip is being requested for this school year that provides our students with a variety of extra field trip or performance opportunities.

Leadership Summit for 50 middle school students – Canyon Creek Summer Camp

PROGRAM/EDUCATIONAL IMPLICATION:

Students will have hands-on learning experiences, which both reinforce and extend their classroom learning. Research has shown that real life experiences often helps students better understand concepts taught in the classroom and to retain that learning into the future. Additionally, as students have community experiences, they observe a variety of career opportunities that may be available to them in the future.

COST ANALYSIS:

There is no cost to the district.

SUPERINTENDENT'S RECOMMENDATION:

Approval

FIELD TRIP REQUEST

Approved at the Board Meeting of October 2, 2018

Middle Schools

Destination:	Canyon Creek Summer Camp
Dates:	November 1-4, 2018
Person in Charge:	Chris Fitzgerald
Purpose of Trip:	Leadership Summit

WESTSIDE UNION SCHOOL DISTRICT
41914 50th St. W.
Quartz Hill, CA 93536

E6153

SEP 11 2018

FIELD TRIP REQUEST/AUTHORIZATION FORM

District-Sponsored Event (Attendance Voluntary)

Site District Office / Ed Services

Check One:

- ☐ One Day – School Day
☐ One Day – Non-School Day
☒ Overnight Trip of 3 Nights
☐ Out-of-State Trip
☐ Trip to Foreign Country

Number of Students: 50

Educational Benefit/Purpose of Trip: Leadership Summit for
Middle School Students.

Destination(s): Canyon Creek Summer Camp

Date(s) of Trip: Nov. 1-4, 2018

Departure Time: from JW 4:30 Nov. 1, 2018 to JW Return Time: 2:30pm Nov. 4, 2018

Funding: Supplemental Grant / School Climate

Person in Charge: Chris Fitzgerald

Other Adults on Trip: Two chaperones - TBD

Transportation:

District Vehicle: _____
Hired Vehicle: _____
Private Passenger Vehicle: _____

Trip Requested By: _____
Principal's Signature: [Signature]

Date: 9/10/18
Date: 9/10/18

Approved by Board of Trustees (Board approval needed if Field Trip is overnight, of any length,
or to another state or foreign country):

Clerk/Secretary: _____ Date: _____

Revised - 9-12-18

FIELD TRIP COST CONTROL SHEET

DESTINATION: <u>Canyon Creek Summer Camp</u>	DATES: <u>Nov. 1-4, 2018</u>
PARTICIPATING SCHOOLS:	

COSTS	
Registration =	# of students <u>50</u> x fee <u>200.00</u> + <u>10,000.00</u>
Chaperones =	# of chaperones <u>2</u> x fee <u>0</u> + <u>0</u>
Substitute teachers =	# of subs needed <u>3</u> x # of days <u>1</u> x \$120 <u>Fee, Nov 2, 2018</u> + <u>360.00</u>
Transportation =	# of buses required <u>3</u> (charter bus transports 40 students) x <u>3 days</u> x <u>\$75.42</u> = <u>678.78</u> + <u>678.78</u> + <u>658.26</u>
	# of students registered divided by 40 = # of buses + <u>approximate cost provided by bus company</u>
	(AVSTA bus transports 60 students)
	# of students registered divided by 60 = # of buses <u>2</u> + <u>507.68</u> approximate cost provided by bus company
	<u>219.42</u> x <u>3</u> = <u>658.26</u> <u>2 Trips</u> <u>1015.36</u>
Parking fees =	# of vehicles x cost of parking + <u>0</u>
	= incidental fees/parking for additional vehicles + <u>0</u>
TOTAL ESTIMATED COSTS = <u>12,712.40</u>	
INFLOW	
Contributions (i.e., WAVE, local business, the community)	<u>Serp Grr/School Climate</u> + <u>12,712.40</u>
Remaining Balance Needed to Fund Field Trip (total estimated costs - contributions)	+ <u>0</u>
TOTAL ESTIMATED INFLOW (Must Equal Total Estimated Costs) = <u>12,712.40</u>	
Remaining Balance Needed to Fund Trip (total estimated costs - contributions) <u>0</u>	
Number of Students Attending	Divided by + <u>50</u>
TOTAL COST PER STUDENT = <u>244.25</u>	
BOOKING DEPOSIT REQUIRED: \$ _____ Amount _____ Date _____	

Prepared by: [Signature] 9/10/18
Event Director

Board Meeting Approval Date: _____

Reviewed by: _____
Superintendent

Date Signed: _____

12/1/18 9/20/18

FIELD TRIP COST CONTROL SHEET

DESTINATION: <u>Canyon Creek Summer Camp</u>	DATES: <u>Nov. 1-4, 2018</u>
PARTICIPATING SCHOOLS:	

COSTS	
Registration = # of students x fee	<u>50</u> x <u>200.00</u> = <u>10,000.00</u>
Chaperones = # of chaperones x fee	<u>2</u> x <u>0</u> = <u>0</u>
Substitute teachers = # of subs needed x # of days	<u>3</u> x <u>1</u> = <u>3</u>
Overnight: <u>Nov. 1-4, 2018</u> <u>3</u> <u>charter</u> x <u>3</u> <u>days</u> x <u>\$120</u> <u>Fri, Nov 2, 2018</u>	<u>360.00</u>
Transportation = # of buses required (charter bus transports 40 students)	<u>1</u> x <u>\$75.42</u> = <u>75.42</u>
# of students registered divided by 40 = # of buses	<u>678.78</u> / <u>40</u> = <u>16.97</u>
(AVSTA bus transports 60 students)	<u>678.78</u> / <u>60</u> = <u>11.31</u>
# of students registered divided by 60 = # of buses	<u>678.78</u> / <u>60</u> = <u>11.31</u>
Parking fees = # of vehicles x cost of parking	<u>0</u> x <u>0</u> = <u>0</u>
= incidental fees/parking for additional vehicles	<u>0</u>
TOTAL ESTIMATED COSTS = <u>10,000.00</u>	
INFLOW	
Contributions (i.e., WAVE, local business, the community)	<u>Serp Gm / School Climate</u> = <u>12,204.72</u>
Remaining Balance Needed to Fund Field Trip (total estimated costs - contributions)	<u>0</u>
TOTAL ESTIMATED INFLOW (Must Equal Total Estimated Costs) = <u>0</u>	
Remaining Balance Needed to Fund Trip (total estimated costs - contributions)	
Number of Students Attending	Divided by <u>0</u>
TOTAL COST PER STUDENT = <u>0</u>	
BOOKING DEPOSIT REQUIRED: \$ <u>Amount</u> Date <u>9/10/18</u>	

Prepared by: <u>[Signature]</u> <u>9/10/18</u>	Board Meeting Approval Date: _____
Reviewed by: _____	Date Signed: _____
Event Director	Superintendent

Not Enrich
9/20/18

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

TRANSPORTATION REQUEST

DATE OF TRIP 11/1 - 11/4/18 TYPE OF VEHICLE REQUESTED Bus
SCHOOL REQUESTING TRIP WUSD / Depart & Return to Joe Walker
DESTINATION Canyon Creek Summer Camp
41600 Lake Hughes Road, Lake Hughes, CA
STREET ADDRESS, CITY, ZIP
LEAVE SCHOOL 4:30pm DATE 11/1/18 ARRIVE DESTINATION 5:30 pm DATE 11/1/18
LEAVE DESTINATION 1:30pm DATE 11/4/18 ARRIVE SCHOOL 2:30pm DATE 11/4/18
NO. OF PASSENGERS 52 GRADE LEVEL 6-8 MEAL STOP REQUESTED YES ☒ NO
STORAGE REQUIRED ☒ YES Suitcase / duffle bag and
NAME OF GROUP Legacy Leadership Summit sleeping bag / pillow.
TRIP REQUESTED BY Chris Fitzgerald 661-209-9239
(IF TRIP IS AFTER HOURS OR ON A WEEKEND, PLEASE PROVIDE CONTACT #)
HAS TRANSPORTATION AUTHORIZATION BEEN SIGNED BY EACH PARENT OR GUARDIAN YES ☐ NO
TRIP WILL BE PAID FOR BY Supplemental Grant / School Climate
ACCOUNT # 01.0 - 01111.0 - 11100 - 10000 - 5811 - 0110244
(IF BUDGET TRANSFER IS REQUIRED, PLEASE FILL OUT BUDGET TRANSFER REQUEST FORM)

APPROVED BY:

Tristin Hrye
SCHOOL PRINCIPAL

9/10/18
DATE

CLERK/SECRETARY (REQUIRED FOR OVERNIGHT ONLY)

DATE

ONLY ONE TRIP PER FORM

FORM MUST BE COMPLETELY FILLED OUT AND SUBMITTED AT LEAST 10 DAYS PRIOR TO TRIP

GROUP MUST PROVIDE A ROSTER FOR BOTH THE TRIP DESTINATION DRIVER AND RETURN DRIVER

BOARD AGENDA

October 2, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Board Certification of Williams Uniform Complaint Quarterly Report Summary

BACKGROUND:

As a result of the Williams Lawsuit, the Board must certify on a quarterly basis that its members have been informed of complaints made under this settlement.

PROGRAM/EDUCATIONAL IMPLICATION:

Since the District receives both state and federal funds for educational programs, we are required to comply with this part of the Williams settlement.

COST ANALYSIS:

There is no immediate cost to this action other than staff time required to track and respond to complaints. Currently that is minimal.

SUPERINTENDENT'S RECOMMENDATION:

Approval



**Los Angeles County
Office of Education**
Serving Students • Supporting Communities
Leading Educators

Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2018-2019

District Name: Westside Union School District

Date: October 2, 2018

Person completing this form: Tonya Williams

Title: Admin Assistant

Quarter covered by this report (Check One Below):

- | | | |
|---|--------------------------|-----------------|
| <input checked="" type="checkbox"/> 1st QTR | July 1 to September 30 | Due 19-Oct 2018 |
| <input type="checkbox"/> 2nd QTR | October 1 to December 31 | Due 18-Jan 2019 |
| <input type="checkbox"/> 3rd QTR | January 1 to March 31 | Due 10-Apr 2019 |
| <input type="checkbox"/> 4th QTR | April 1 to June 30 | Due 19-Jul 2019 |

Date for information to be reported publicly at governing board meeting: 10/2/18

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
TOTAL	0	0	0

Print Name of District Superintendent Regina L. Rossall

Signature of District Superintendent _____ Date _____

Return the **Quarterly Summary** to:
Williams Legislation Implementation Project
Los Angeles County Office of Education
c/o Kirit Chauhan, Williams Settlement Legislation
9300 Imperial Highway, ASM/Williams ECW 284
Downey, CA 90242

Telephone: (562) 803-8382
FAX: (562) 803-8325
E-Mail: Chauhan_Kirit@laoe.edu

WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA
October 2, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #19-05

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

MANAGEMENT

CERTIFICATED

Employment

Arrale,, Hussein	Certificated Coach, Cross Country/DS/September 9, 2018-November 1, 2018/Extra Curr/Req# CE0148
Arrale,, Hussein	Certificated Coach, Volleyball/DS/September 3, 2018-October 11, 2018/Extra Curr/Req# CE1378
Barragan, Alexandra	Substitute Teacher/September 17, 2018/URGF
Beeler, Andrew	Substitute Teacher/September 18 2018/URGF
Bernfeld, Lori	Long Term Substitute Teacher/DS/Joanne Hill/August 15, 2018/UGRF/Req# CE119
Blane-Skrentny, Jacqueline	Substitute Teacher/September 12, 2018/URGF
Breeher, Cynthia	Certificated Coach, Foster Group/SD/September 26, 2018 to May 15, 2019/Supp Grant/Rcq# CE135
Breitbach, Anthony	Substitute Teacher/September 12, 2018/URGF
Cabral, Kayla	Substitute Teacher/September 18, 2018/URGF
Camarillo, Megan	Substitute Teacher/September 24, 2018/URGF

Carter, Paige	Substitute Teacher/September 14, 2018/URGF
Conner, Kathryn	Certificated Coach, ASB /DS/September 10, 2018 – 6/6/2018/Extra Curricular/Req # CE141
Crowell, Lyndsie	Teacher, 1/6 th /AH/2018-2019 School Year/URGF/ Req # CE131
DeHarrold, Patricia	Certificated Coach, Foster Group/SD/September 26, 2018 to May 15, 2019/Supp Grant/Req# CE135
Elder, Gregg	Certificated Coach, Volleyball/DS/September 3, 2018- October 11, 2018/Extra Curr/Req# CE137
Gmur, Michael	Substitute Teacher/September 25, 2018/URGF
Hilliard, Spencer	Teacher, 1/6 th /AH/2018-2019 School Year/URGF/ Req # CE132
Iribarren, Kesley	Substitute Teacher/September 12, 2018/URGF
Lewis, Michael	Teacher, 1/6 th /AH/2018-2019 School Year/URGF/ Req # CE130
Lopez, Cynthia	Substitute Teacher/September 20, 2018/URGF
Lynde, Stacy	Long Term Substitute/AH/Anna Sarkisyan-Patel/September 4, 2018 – October 1, 2018/URGF/Req# CE144
Maze, Buffie	Teacher Hourly, Tutoring/VV/September 26- November 28, 2018/Title I/ Req# CE146
McWilliams, Denise	Certificated Coach, Foster Group/SD/September 26, 2018 to May 15, 2019/Supp Grant/Req# CE135
Rather, Geri	Teacher, 1/6 th /DS/2018-2019 School Year/URGF/ Req # CE136
Walker, Lisa	Teacher Hourly, Tutoring/VV/September 26- November 28, 2018/Title I/ Req# CE146
Warner, Angela	Certificated Coach, Yearbook/DS/September 3, 2018-May 29, 2019/ Extra Curr/Req# CE139
<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>

Leaves Position/Location/Effective Date

Separation Position/Location/Effective Date

CLASSIFIED

Employment Position/Location/Effective Date/Salary/Funding/Req.#
Aceves, Isaac Substitute Custodian/MO/Step 1/September 12, 2018/URGF

Araniva, Keila Instructional Assistant II/GA/3 hrs/per/day/Step 1/September 21, 2018/
SDC/Req# CL-0044

Baptiste, Danielle Instructional Assistant II/AH/3 hrs/per/day/Step 1/September 20, 2018/
SDC/Req# CL-0115

Carbonel, Theresa Short-Term Instructional Assistant II/AH/3 hrs/per/day/Step 7/
September 11-October 19, 2018/SDC/Req# CL-0116

Clark, Raina Short-Term Clerk I/QH/3.75 hrs/per/day/Step 6/August 3-December 14, 2018/
URGF/Req# CL-0153

Cons, Taylor Short-Term Instructional Assistant II/SD/.5 hrs/per/day/Step 4/
August 8-December 14, 2018/SDC/Req# CL-0160

Contreras, Juan Short-Term Playground Supervisor/CW/2.92 hrs/per/day/Step 1/
September 10, 2018-June 6, 2019/URGF/Req# CL-0125

Cousin, Linda Short-Term Clerk I/LV/3.75 hrs/per/day/Step 6/August 3-December 14, 2018/
URGF/Req# CL-0154

Dizon, Perla Child Nutrition Assistant I/CW/1 hr/per/day/Step 1/September 13, 2018/
URGF/Req# 15594

Fagan, Mary Short-Term Instructional Assistant II/VV/3 hrs/per/day/Step 3/
September 5-October 3, 2018/SDC/Req# CL-0104

Farrow, Travis Substitute Custodian/MO/Step 1/September 13, 2018/URGF

Fisher, Scarlett Instructional Assistant II/GA/3 hrs/per/day/Step 1/September 21, 2018/
SDC/Req# CL-0075

Hall, Noella Crossing Guard/CW/.5 hrs/per/day/Step 1/August 8, 2018/
URGF/Req# CL-0058

Haubruge, Jori	Playground Supervisor/QH/1.42 hrs/per/day/Step 1/September 18, 2018/ URGF/Req# CL-0083
Iorns, Madelyn	Short-term Instructional Assistant II/HV/2.95 hrs/per/day/Step 1/ September 10-October 12, 2018/SDC/Req# CL-0106
Johnson, Elia	Playground Supervisor/HV/.95 hrs/per/day/Step 1/ September 17, 2018/URGF/Req# CL-0139
Jones, Grace	Instructional Assistant II-PreK/QH/2.5 hrs/per/day/Step 1/ September 19, 2018/SDC/Req# CL-0105
Marino, Vanessa	Short-Term Playground Supervisor/CW/.75 hrs/per/day/Step 1/ September 10, 2018-June 6, 2019/URGF/Req# CL-0126
Mera, Lulu	Short-Term Instructional Assistant II/AH/3 hrs/per/day/Step 3/ September 11-December 14, 2018/SDC/Req# CL-0119
Murphy, Adam	Clerk I-Tech Assistant/IT/3.95 hrs/per/day/Step 1/September 21, 2018/ URGF/Req# CL-0041
Quesada, Malia	Playground Supervisor/SD/2.59 hrs/per/day/Step 1/September 21, 2019/ URGF/Req# CL-0032
Rincon-Garcia, Maria	Instructional Assistant II-PreK/GA/3 hrs/per/day/Step 1/ October 1, 2018/SDC/Req# CL-0050
Rose, Cherie	Instructional Assistant I-AVID/JW/3.60 hrs/per/day/Step 1/September 25, 2018/ Sup Grant/Req# 0090
Rose, Julia	Short-Term Instructional Assistant II/AH/3 hrs/per/day/Step 3/ September 11-October 19, 2018/SDC/Req# CL-0117
Salazar, Pamela	Short-Term Library Clerk/ESF/Not to Exceed 20 hours/Step 7/ September 13-28, 2018/URGF/Req# CL-0133
Sanders, Bailey	Instructional Assistant II/QH/2.5hrs/per/day/Step 1/September 17, 2018/ SDC/Req# 15441
Sanders, Brianna	Instructional Assistant II/GA/3 hrs/per/day/Step 1/September 24, 2018/ SDC/Req# CL-0100
Sulz, Michelle	Instructional Assistant II/LV/3 hrs/per/day/Step 1/September 18, 2018/ SDC/Req# CL-0015

Vansoelen, Sherry	Instructional Assistant II/GA/3hrs/per/day/Step 1/October 10, 2018/ SDC/Req# CL-0102
Wesolowski, Shannon	Short-Term Instructional Assistant II/AH/2.5 hrs/per/day/Step 2/ September 11-December 14, 2018/SDC/Req# CL-0118
Wheeler, Brandi	Instructional Assistant II/GA/3hrs/per/day/Step 1/September 18, 2018/ SDC/Req# 15805
Williams, Tiffani	Short-Term Playground Supervisor/CW/3 hrs/per/day/Step 1/ September 10, 2018-June 6, 2019/URGF/Req# CL-0127

<u>Change</u> Bare, Carrie	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Campus Climate Assistant (3 hrs/per/day) to <u>Instructional Assistant II</u> <u>(3.25 hrs/per/day)/QH/Step 2/September 17, 2018/SDC/Req# CL-0087</u>
Bobola, Michal	Instructional Assistant II (3.5 hrs/per/day) to (3 hrs/per/day)/SD/Step 1 August 8, 2018/SDC/Req# CL-0158
Lister, Tiffany	Crossing Guard (.92 hrs/per/day) to <u>Campus Climate Assistant (3 hrs/per/day)</u> VV/Step 1/September 17, 2018/Req# 15768
Thomas, Kaoru	Instructional Assistant II (3.25 hrs/per/day) to <u>Instructional Assistant I</u> <u>(5.95 hrs/per/day)/JW/Step 3/URGF/Req# CL-0030</u>
Trier, Melinda	Instructional Assistant II (3.5 hrs/per/day) to <u>(3 hrs/per/day)/QH/Step 5/</u> September 12, 2018/SDC/Req# CL-0112
Valencia, Nataly	Instructional Assistant II (3 hrs/per/day) to <u>(3.5 hrs/per/day)/AH/Step 2/</u> September 20, 2018/SDC/Req# CL-0114
Vallejos, Hannah	Playground Supervisor (1.83 hrs/per/day) to <u>(2.16 hrs/per/day)/RV/</u> Step 1/August 8, 2018/URGF/Req# CL-0055

<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
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<u>Separation</u> Ayala, Yazvel	<u>Position/Location/Effective Date/</u> Instructional Assistant II-Bilingual/QH/September 18, 2018/Resignation
Batcho, Dawna	Instructional Assistant II/EZ/September 14, 2018/Resignation
Griffith, Ashley	Instructional Assistant II-Computer/AH/September 15, 2018/Resignation

Robb, Kayla Instructional Assistant II-RSP/RV/September 28, 2018/Resignation

Ruvalcaba, Sonia Instructional Assistant II-Bilingual/VV/September 14, 2018/Resignation

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

October 20, 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	0.00
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Ratification Items:

General Fund (01.0)	55,620.75
Child Nutrition Fund (13.0)	0.00
Deferred Maintenance Fund (14.0)	0.00
Building Fund: Bonds (21.0)	0.00
Capital Facilities Fund (25.0)	0.00
County Facilities Fund (35.0)	0.00
Anaverde Settlement (40.0)	0.00
CFD's (49.0)	0.00

Total	55,620.75
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ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS

Approved/Ratified at the Meeting of October 2, 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>
No Purchase Orders for Approval			

Total 0.00

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P53838	Amazon.com Corporate Credit Joe Walker	Books: Communication Secrets to Get from Good to Great General Funding	249.53
P53839	Southwest School Supply Business Services	Office Supplies and Copy Paper General Funding	4,000.00
P53841	Marguerite Johnson Educational Services	Reimburse: Music and Arts Program Supplies Supplemental Grant	500.00
P53856	Lisa Fiore Cottonwood	Reimburse: First Lego League Expenses Local Site Funds	200.00
P53867	Signs and Designs Cottonwood	IDEA Academy Metal Sign Maintenance General Funding	5,686.20
P53868	Demco Cottonwood	Library Supplies ESF General Funding	261.89
P53869	Houghton Mifflin Harcourt Educational Services	Journeys Decodable Readers Sets, Grade 1 Lottery: Instructional Materials	2,729.84
P53871	Jessica Kott Del Sur	Reimburse: CJSF Dues Local Site Funds	90.00
P53872	Bruce Barron Joe Walker	Reimburse: Duck Calls for Wood Shop Local Site Funds	200.00
P53873	Elizabeth Anderson Joe Walker	Reimburse: Supplies for Web Local Site Funds	500.00
P53874	Kathleen Seargeant Hillview	Reimburse: Supplies for Forensics Class General Funding	400.00
P53875	Marguerite Johnson Educational Services	Reimburse: DVD Series for October Training Title I	160.00
P53876	Southwest School Supply Educational Services	Latino Literacy Program Supplies Title III LEP	3,500.00
P53877	Southwest School Supply Educational Services	EL Parent Outreach Supplies at Sites Supplemental Grant	1,200.00
P53878	Southwest School Supply Educational Services	Office and Program Supplies General Funding	2,500.00
M20918A	Gas Control Technologies Various Sites	2018 Gas Leakage Assessment Operations	4,425.00
M20946	All Phase Electric Various Sites	Electrical Supplies - August Maintenance	114.15
M20947	AutoZone Maintenance	Maintenance Supplies - August Operations	54.16
M20948	Consolidated Electric Various Sites	Electrical Supplies - August Maintenance	1,038.97
M20950	Desert Lock Company Maintenance	Lock Hardware - August Maintenance	491.15
M20951	Dewolfe Lumber Various Sites	Maintenance Supplies - August Maintenance/Operations	140.78
M20952	Fastenal Industrial Maintenance	Maintenance Supplies - August Maintenance	252.29
M20953	Ferguson Enterprises Maintenance	Plumbing Supplies - August Maintenance	937.76
M20954	Ferguson HVAC Air Cold Various Sites	HVAC Supplies - August Maintenance	1,528.73
M20955	Home Depot Various Sites	Maintenance Supplies - August Maintenance/Operations	1,857.14
M20956	Johnstone Supply	HVAC Supplies - August	1,322.35

M20957	Various Sites Lancaster Plumbing	Maintenance Plumbing Supplies - August	1,907.68
M20959	Various Sites Motion Industries Maintenance	Maintenance Maintenance Supplies - August Maintenance	22.71
M20960	Omega Maintenance Maintenance	Maintenance Supplies - August Maintenance	453.33
M20961	PPG Architectural Finishes Various Sites	Paint Supplies - August Maintenance	1,267.32
M20963	Smith Pipe and Supply Various Sites	Landscape Supplies - August Operations	2,021.29
M20964	United Refrigeration Various Sites	HVAC Supplies - August Maintenance	2,047.63
M20965	US Air Conditioning Various Sites	HVAC Supplies - August Maintenance	304.43
M20966	Van Dam Farms Various Sites	Maintenance Supplies - August Maintenance	362.54
M20968	West Side Equipment Various Sites	Equipment Rentals - August Operations	7,539.94
M21029	Meldon Glass Sundown	Replace Cracked Window Glass - Room 220 Maintenance	177.00
M21030	Patton Sales Corp Gregg Anderson	Gate Repair Parts Maintenance	50.30
M21063	Northern Tool and Equipment Maintenance	Portable Generator Maintenance	2,530.56
M21068	Backflow Prevention Joe Walker	Backflow Repair Maintenance	574.95
M21070	General Binding Corporation Anaverde Hills	Laminator parts Maintenance	567.29
M21075	Patriot Plumbing Del Sur	Plumbing Repair Maintenance	110.00
M21078	Resource Building Materials Joe Walker	Asphalt patch Maintenance	75.56
M21084	Tire Xpress Operations	Tires - Truck 85 Operations	316.84
M21088	Interstate Batteries Maintenance	DCM0018 Battery Operations	73.10
M21093	SOS Survival Products All Sites	55 Gallon Water Preserver Operations	878.34

Total 55,620.75

CHILD NUTRITION (13)
DEFERRED MAINTENANCE (14)
BUILDING FUND: BONDS (21)
CAPITAL FACILITIES (25)
COUNTY FACILITIES (35)
ANAVERDE SETTLEMENT (40)
CFD's (49)

No Purchase Orders for Funds 13, 14, 21, 25, 35, 40, or 49

Total 0.00

BOARD AGENDA

October 2, 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	10,000.00
In-house Staff/Parent Workshops	248,000.00
Vendor Provided Services	73,717.56
Rental/Lease Contracts	0.00
<i>Total</i>	<u><i>331,717.56</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 2, 2018

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
November 1-4, 2018	All It Takes Educational Services	Legacy Leadership Summit for Students Supplemental Grant	10,000.00	
2018-2019	Applied Behavioral Alternatives Inc Student Support Services	Behavioral Assessment of Student(s) Special Education	2,525.00	
2018-2019	Boys Town Press Student Support Services	Boys Town Training/Consultation Supplemental Grant	241,000.00	
2018-2019	California Fencing Inc Cottonwood	Temporary 6' Chain Link Fencing (6 months) Fund 35 (County Facilities)	3,000.00	
2018-2019	Elizabeth Gendy-Shaker District	Review of Speech Protocols for LEA Medi-Cal Medi-Cal Billing Option	1,100.00	
2018-2019	Jeff Joiner Training LLC Child Nutrition	Professional Standards Training Child Nutrition	7,000.00	
July 2018	Lantz Security Cottonwood	Security Sentry Services Fund 40 (AH Settlement)	5,040.00	
August 2018	Lantz Security Cottonwood	Security Sentry Services Fund 40 (AH Settlement)	2,430.00	
2018-2019	Los Angeles County Office of Education Business Services	PeopleSoft Financial System General Funding	39,753.40	
Fall 2018	TelPro Voice and Data Inc Esperanza	Access Control for New Classrooms (3) Fund 25 (Developer Fees)	9,934.58	
Fall 2018	TelPro Voice and Data Inc Joe Walker	Access Control for New Classrooms (3) Fund 25 (Developer Fees)	9,934.58	
<u>Change</u>	No Changes			
Total			331,717.56	0.00

Individual Services Agreements

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

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

California Student Data Privacy Agreements

Note: "Exhibit E" indicates a piggyback on another School District's full agreement.

<u>Vendor</u>	<u>Full Agreement or Exhibit E</u>
BrainPop LLC	Exhibit E
EdClub Inc, DBA Typing Club	Exhibit E
Seesaw Learning Inc	Exhibit E
VocabularySpellingCity	Exhibit E
SCUTA	Full Agreement

BOARD AGENDA

October 2, 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 \$26,918.27.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of October 2, 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>
2018-2019 Ontario	ACSA Pupil Services Academy Tim Barker Educational Services		1,285.00	1,260.00	350.00	666.61	140.00	0.00	0.00
		Supplemental Grant							
2018-2019 Downey	LA County Bilingual/English Learner Directors Meetings Kristin Gellinck-Frye Educational Services		100.00	0.00	0.00	763.00	0.00	0.00	0.00
		Supplemental Grant							
September 21, 2018 Universal City	Teacher of the Year Luncheon Regina Rossall, Steve Wood, Steve DeMarzio, Jennifer Navarro, Todd Sorensen Board of Trustees		180.00	0.00	0.00	0.00	0.00	0.00	0.00
		General Funding							
October 4, 2018 Ventura	Accountability in CA - the LCAP and So Much More Marguerite Johnson, Kristin Frye, Lisa Jehlicka Educational Services		675.00	0.00	0.00	0.00	0.00	0.00	0.00
		General Funding							
October 8-10, 2018 Salt Lake City, Utah	Solution Tree PLC at Work Institute Rodney Lots, Laura Johnson, Mary Greaver, Veronica Greco		2,756.00	3,000.00	760.00	80.29	80.00	1,170.00	1,160.00
	Educational Services	Title I							
November 17, 2018 Burbank	2019 Summative English Language Proficiency Assessments for CA Admin and Scoring Training Kristin Gellinck-Frye Educational Services		0.00	0.00	0.00	68.13	0.00	0.00	0.00
		General Funding							
December 6-8, 2018 San Diego	2018 AVID National Conference Else-Marieke Gomez, Geri Rather, Maria Fizzolio, Kristie Jakeway, Kristin Gellinck-Frye, 2 attendees TBD Educational Services		4,193.00	4,709.46	1,050.00	596.78	315.00	1,560.00	0.00
		Supplemental Grant							
Changes	No Changes								
		Subtotals	9,189.00	8,969.46	2,160.00	2,174.81	535.00	2,730.00	1,160.00
		Grand Total	26,918.27						

BOARD AGENDA

October 2, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

October 2, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent Educational Services

SUBJECT: Site Plans for Valley View

BACKGROUND:

Throughout the year, our schools look in depth at student achievement. As a result of that focus on student achievement, School Site Councils utilize that information to assist in the development of the school plan or Single Plan for Student Achievement (SPSA), which incorporates student improvement goals with a spending plan. Development of a Single Plan for Student Achievement is required by the Every Student Succeeds Act (ESSA) for all schools that receive Title I funding. School Site Council members have also been working to align each site SPSA's with the district's Local Control and Accountability Plan.

PROGRAM/EDUCATIONAL IMPLICATION:

:

The sites' Single Plans reflect:

- Alignment with the District's areas of instructional focus including:
 - Critical reading and writing in and across all content areas
 - Inquiry grounded in evidence from text and other sources
 - Rigor and real-world application in all content areas
 - Integration of technology by teachers and students through lesson presentations and student products
- Alignment with the district's Local Control and Accountability Plan (LCAP)
- Support for English Learners, foster youth, and academically at-risk students
- Intervention plans for those students at risk of not meeting grade level expectations

COST ANALYSIS:

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

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

The Single Plan for Student Achievement

Valley View Elementary

School Name

19-65102-6023592

CDS Code

Date of this revision: September 26, 2018

The Single Plan for Student Achievement (SPSA) is a plan of actions to raise the academic performance of all students. California Education Code sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the ConApp and ESEA Program Improvement into the SPSA.

For additional information on school programs and how you may become involved locally, please contact the following person:

Contact Person: Rebecca Davis
Position: Principal
Telephone Number: 661-943-2451
Address: 3310 W Avenue L-8
Lancaster, CA 93536
E-mail Address: r.davis@westside.k12.ca.us

Westside Union Elementary School District

School District

Superintendent: Regina Rossall
Telephone Number: (661) 722-0716
Address: 41914 50th Street West
Quartz Hill, CA 93536
E-mail Address: r.rossall@westside.k12.ca.us

The District Governing Board approved this revision of the School Plan on

II. School Vision and Mission

Our School Mission Statement: Valley View Elementary's mission is to educate all students to master Common Core State Standards in an environment that cultivates character, promotes critical thinking, and inspires the love of learning. Data will provide the path to the appropriate interventions and enrichment. Valley View staff will point the way for students to risk, grow, and achieve.

Our School Vision: Valley View Elementary is a community that believes in supporting and inspiring all members to do their best, to assist our student to be their best.

III. School Profile

Valley View Elementary is located in an urban-rural setting located in the Westside area of the Antelope Valley approximately 90 miles northeast of Los Angeles as part of Westside Union School District. The Valley View community is committed to meeting the diverse needs of our families and strives to provide equitable access to the high quality academic, social emotional, and behavioral programs that equity our students to achieve academically.

Founded in 1959, Valley View currently serves 800 students in grades Kindergarten through Sixth. The student body is 37.5% Caucasian, 47% Hispanic, 12.4% African American, 3.1% Other. Approximately 60% of our students are socioeconomically disadvantaged. The mobility of students during the school year is significant. The Valley View staff includes 36 certificated and 57 classified personnel.

Our diverse student population is served through several specialized programs including: Title 1, GATE and Special Education. Special Education services include Speech and Language, Resource Specialist Program, Four Special Day Classes. Two of the Special Day Classes serve students experiencing extreme emotional and/or behavioral difficulties which are impacting their ability to access the curriculum. We have a full-time vice principal, counselor, and school psychologist. Eligible students are able to access School Based Mental Health supports.

In June 2010, Valley View was recognized as a California Distinguished School. Valley View is AVID Elementary certified, with AVID implemented school wide.

The instructional day lasts from 7:45 a.m. to 1:50 p.m. for Kindergarten, 1st, 2nd and 3rd grade and from 7:40 a.m. to 1:55 p.m. for 4th, 5th, and 6th grade. After school care is provided from 1:50 p.m. to 6:00 p.m. through the City of Lancaster's Valley View Enrichment program.

IV. Comprehensive Needs Assessment Components

A. Data Analysis (See Appendix A)

B. Analysis of Current Instructional Program (See Appendix B)

V. Description of Barriers and Related School Goals

ANALYSIS OF CURRENT EDUCATIONAL PRACTICE

The following statements characterize educational practice at Valley View School:

Alignment of curriculum, instruction and materials to Common Core State Standards:

Reading, language arts, math, science, and history curriculum, instruction and materials are directly aligned to the State Standards and the district's performance standards. Standards-based staff development opportunities are available. Teachers work with the members of their grade level to develop year-long pacing plans to ensure that instruction in the core academic areas will address the standards. Pacing plans are reviewed quarterly. Most grade levels meet regularly to review student work and assessment data to ensure that students are mastering the skills addressed by the content standards. Site administrators receive training on the content standards and how to coach, supervise and evaluate teachers according to their ability to teach the standards. Staff members continue to work in the area of differentiating instruction to meet the needs of all students, particularly those participating in GATE, ELL and special education. Staff members also continue to work to ensure that the goals and objectives of students receiving special education services are aligned with grade level appropriate content standards.

Availability of standards-based instructional materials appropriate to all student groups:

The district has worked diligently to ensure that reading, language arts, math, science, and social studies curricula, instruction and materials are directly aligned to the State Standards as well as the district content and performance standards. Students are provided with textbooks that are aligned with the State Standards. Care is taken by site staff members to ensure that supplemental support materials are Common Core State Standards-based. The increased availability of standards-based materials for ELL, GATE and special education students would strengthen the instructional program.

Alignment of staff development to standards, assessed student performance and professional needs:

Staff members have the opportunity to attend staff development to address the alignment of standards, assessed student performance, and professional needs. New Teacher Induction and intern PLCs provide support and instruction for beginning teachers. School site meeting time is used to analyze data, collaborate, and discuss best practices. Administrative training is offered to administrators and teachers to provide assistance in using formal and informal assessment data to guide and inform instruction.

Services provided by the regular program to enable Underperforming students to meet standards:

Students having difficulty meeting grade level expectations are offered many opportunities to achieve academic success. Instructional assistants (Title I) work with students in the classroom for supplemental support. Several grade levels utilize some form of flexible grouping in their classroom to deliver reading and/or language arts instruction to groups of students with similar strengths and challenges. Push-in Resource assistance is available for qualified students at all grade levels. In addition, our school offers an intervention program designed to meet the needs of students who are struggling as well as provide enrichment opportunities for achieving students through Universal Design for Learning (UDL) each day for all grade levels. English Language Learners are clustered by proficiency level within each grade level. Student Success Teams (SSTs) and Child Study Teams (CSTs) are convened to address students who are experiencing difficulty accessing the curriculum despite interventions by the classroom teacher. SSTs consist of the classroom teacher, parent and the principal. CSTs consist of the classroom teacher, parent, the Resource specialist, principal and the school psychologist. Students struggling with reading receive additional support through implementation of the Fast ForWord and Reading Assistant as well as after school enrichment programs. Students experiencing difficulty in math receive additional support through the implementation of ancillary programs such as Big Brainz, Front Row Math, and Khan Academy.

Services provided by categorical funds to enable under performing students to meet standards:

Services provided by categorical funding to enable under performing students to meet the standards include: use of the

Vice principal to pull data to drive the schools testing analysis improvement, and analysis of data to inform the allocation of paraprofessional support for under performing students. A significant portion of our professional development focused on effective direct instruction for teachers to improve classroom instruction.

Use of state and local assessments to modify instruction and improve student achievement:

Analysis of assessment data guides and informs instruction in all classrooms. All teachers are involved in looking at assessment data and developing improvement plans. Expenditures are all related to improving student achievement based on the findings in the data. Teachers work in grade level teams collaborating on the student outcomes with common assessments and monitor students' progress toward meeting grade level standards.

Number and percentage of teachers in academic areas experiencing low student performance: Students are heterogeneously grouped in most classrooms. All teachers have students in their classrooms who are not yet meeting grade level expectations.

Family, school, district and community resources available to assist students: Low performing students are provided with assistance in a variety of ways. Parent-Teacher conferences provide recommendations for parents to further their students academic success and behavioral concerns in the classroom. Homework may be modified to address students' needs. Parent volunteers work one-on-one or with small groups to assist students experiencing difficulties. WAVE, West Antelope Valley Educational Foundation is our districts educational foundation that provides grants to teachers and schools to supplement programs provided at each school. After school program provided by City of Lancaster assists students with completing homework prior to being picked up by a parent. Community organizations such as Cub scouts and Girl Scouts provide opportunities for students that need an outlet to participate in the community.

School, District and community barriers to improvement in student achievement:

Like all schools and districts, there are barriers to improve student achievement. In our school community, one of the challenges our school faces are the economic challenges that face the family unit. Many parents, or guardians commute to work long distance, and others do not have permanent dwelling and rely on renting rooms in multiple family residences which leads to transiency of students. Parents need support and encouragement to be involved and some do not have the time due to working multiple jobs to provide for family. Our students face challenges of not having reliable housing, or sharing a residence with other families. Meeting the hierarchy of basic needs must be met before focusing on learning; so it is a challenge to meet these basic needs daily, and support the parents who are focused on providing for their family. Our school strives to meet the social and emotional needs of students in order to improve student achievement.

Limitations of the current program to enable Under performing students to meet standards:

The effectiveness of the current instructional program would be enhanced by:

On going staff development

Knowledge of the state-adopted frameworks and content standards

Use of assessment data to guide and inform instruction

Differentiation of instruction, particularly for ELL, special needs and at-risk students

Inclusion of special needs students into the general education environment

Vertical alignment of curriculum from one grade level to the next

Well developed parent education program that familiarize parents with content standards, and how to support their students

Effective use of technology to support the instructional program and utilize data collection for analysis

ELD

Maximizing Instructional Time

Remediation to support students with large gaps in learning due to transiency

Increased support in meeting the demands of the students needs in counseling and social emotional support

VI. Planned Improvements in Student Performance

The school site council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet academic growth targets and grade level expectations. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of student groups not meeting state standards:

SCHOOL GOAL #1

(Based on conclusions from Analysis of Program Components and Student Data pages)

GOAL # 1 Improve student achievement through education for life and work: Ensure all students are well equipped with the cognitive, linguistic, interpersonal, and intrapersonal skills necessary to be successful in a global society.

LCAP: Goal 1: Education for Life and Work: Ensure all students are well-equipped with the cognitive, linguistic, interpersonal, and intrapersonal skills necessary to be successful in a global society.

Student groups and grade levels to participate in this goal:

All Valley View Students with additional support to students identified as Socioeconomically disadvantaged, English Language Learners, foster and homeless.

What data did you use to develop this goal?

School Site Council reviewed state achievement data, observations, curricular assessments, and counseling data.

What were the findings from the analysis of this data?

Academic achievement as identified by CAASPP during the 2016/2017 school year:

Overall ELA Achievement

11.32% of students Exceeded standards
29.49% of students Met standards
26.71% of students Nearly Met standards
32.48% of students Did Not Meet standards

Overall Math Achievement as identified by CAASPP during the 2016/2017 school year:

4.27% of students Exceeded standards
17.09% of students Met standards
38.89% of students Nearly Met standards
39.74% of students Did Not Meet standards

How will the school evaluate progress made toward achieving this goal?

Valley View Elementary stakeholders will evaluate the success and progress with the following data points:

A five percent increase in the number of students who demonstrate mastery by meeting or exceeding grade-level standards as measured by the state assessment.

Office referrals for student to student conflicts decline by five percent as measured by administration data collection.

SCHOOL GOAL #1

Actions to be Taken to Reach This Goal

Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)

Start Date Completion Date

Proposed Expenditures

Estimated Cost

Funding Source

SCHOOL GOAL #1				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
1.1 Alignment of instruction with content standards: 1. All district adopted instructional materials align with the state standards. 2. Lesson plans will reflect alignment to state standards. Instruction aligned to essential standards. 3. All lessons will have a clearly stated learning objectives that are reflective of grade level standards. The objective will be measurable and include how the learning will be demonstrated. 4. Effective scheduling to maximize instructional time. 5. Teachers will meet in grade level teams to discuss achievement data from common assessments, CAASPP data from the SBAC, and benchmarks while making necessary adjustments in the ELA and Math instructional program as necessary. Teachers will collaborate on which students need targeted interventions and which students need enrichment.	2018-2019	1. District 2. None 3. None 4. None 5. Staffing Cost	1. No Cost 2. No Cost 3. No Cost 4. No Cost 5. 844	1. District 2. N/A 3. N/A 4. N/A 5. Title I
1.2 Improvement of instructional strategies and materials aligned with content standards: 1. Students will participate in instruction focused on increasing active engagement and academic rigor through implementation of AVID school wide. 2. In grade level teams, staff will review student achievement data from SBAC scores, curricular common assessments, curricular assessments, and benchmarks to identify needs and next steps in instruction. 3. Fully implement the district adopted core curriculum to align lesson plans with content grade level standards. 4. Implement research-based instructional strategies and interventions using programs such as Fast ForWord, Reading Assistant, and Big Brainz, etc. 5. Provide differentiated instruction to maximize the effectiveness of instruction to best meet the needs of students in all grade levels and content areas.	2018-2019	1. AVID Training/Materials 2. None 3. District 4. Program Costs 5. None	1. TBD 2. No Cost 3. No Cost 4. No Cost 5. No Cost	1. District 2. N/A 3. District 4. District 5. N/A

SCHOOL GOAL #1				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
1.3 Increased educational opportunity and extended learning time 1. Focus on research-based instructional strategies to develop a school wide RTI MTSS model to ensure all students learn at high levels. 2. Enrichment, such as Book Club, after school enrichment classes available to all students. Students who have been designated in targeted populations such as ELL, Socioeconomically Disadvantaged, Foster and Homeless will be targeted as well as GATE to provide extension of learning and opportunity. 3. Provide additional support for ELL students through designated ELD instruction. 4. After school interventions and tutoring.	2018-2019	1. Staff Development and support staff 2. Staffing Cost 3. None 4. Staff Salaries	1. 5,000 2. 1,000 3. No Cost 4. \$5000	1. Title I 2. Title I 3. N/A 4. Title I
1.4 Staff development and professional collaboration aligned with state standards-based instructional materials: 1. Provide collaborative planning time at staff and grade level meetings to collaborate and examine data for planning interventions as necessary. 2. Support new teachers as they participate in District New Teacher support program, BTSA especially as they focus on standard-based instruction. 3. Attend district sponsored workshops that focus on using standard based materials and utilizing technology such as google applications and release time for new teachers to observe other teachers. 4. Attend district-sponsored and independent conferences and workshops that strengthen standards-based reading and writing programs. 5. Provide training for Instructional Aides and Campus Climate assistants to work effectively with targeted populations. 6. Provide professional development to increase student use of technology. 7. Teachers to attend AVID Summer Institute or AVID district training.	2018-2019	1. Sub Salaries/Stipend 2. Staff Development 3. Conferences, Sub Salaries 4. Staff Development 5. Staff Development 6. Sub Salaries 7. AVID Training	1. District 2. District 3. District 4. District 5. Dependent upon available funding. 6. District 7. District	1. Title I 2. District 3. District 4. District 5. Title I 6. District 7. District

SCHOOL GOAL #1				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
<p>1.5 Involvement of staff, parents and community including notification procedures, parent outreach, and interpretation of student assessment results to parents:</p> <p>1. Standard guides and assistance on Standards Based grading in the beginning and throughout school year.</p> <p>2. Email, Power School and other electronic forms of communication utilized to increase parent - teacher communication.</p> <p>3. Encourage parental and community involvement in PTA; parent teacher conferences; AVID nights, STEM Nights, Title I, Latino Literacy, ELAC, District committees, and Back to School Night.</p> <p>4. Maintain a School Site Council for purpose of reviewing data and making site plans.</p> <p>5. Teachers will discuss the reading program assessment results at their parent-teacher conferences.</p> <p>6. Teachers will regularly update PowerSchool and communicate with parents on how to access PowerSchool.</p> <p>7. Provide student planners for 2nd thru 6th graders to facilitate home school communication.</p>	2018-2019	<p>1. None</p> <p>2. Technology Support</p> <p>3. None</p> <p>4. None</p> <p>5. Staff Salaries</p> <p>6. Technology Support</p> <p>7. Cost of Planners</p>	<p>1. No Cost</p> <p>2. TBD</p> <p>3. No Cost</p> <p>4. No Cost</p> <p>5. TBD</p> <p>6. TBD</p> <p>7. 2,500</p>	<p>1. N/A</p> <p>2. District</p> <p>3. N/A</p> <p>4. N/A</p> <p>5. District</p> <p>6. District</p> <p>7. PTA</p>
<p>1.6 Increased educational opportunity and access to technology:</p> <p>1. Effectively increase UA into ELA</p> <p>2. Purchase supplemental curricular materials to support the EL, GATE, SDC, and RSP students when funds available.</p> <p>3. Staff computer lab during lunch and after school for students to increase access to curriculum and provide targeted interventions.</p> <p>4. Increase classroom access to technology by purchasing additional devices such as Chrome Books and iPads.</p>	2018-2019	<p>1. None</p> <p>2. Supplemental instructional Materials</p> <p>3. Staffing</p> <p>4. Technology Purchase</p>	<p>1. No Cost</p> <p>2. TBD</p> <p>3. 8,000 (See Goal 2)</p> <p>4. 23,000</p>	<p>1. N/A</p> <p>2. N/A</p> <p>3. Title I</p> <p>4. Title I</p>

SCHOOL GOAL #1				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
<p>1.7 Auxillary services for students and parents: (including transition from preschool, elementary and middle school)</p> <p>1. 6th graders are visited by middle school administrators and there is parent orientation night. AVID Middle School team conduct interviews for 6th grade students to interview for AVID elective on elementary site.</p> <p>2. Kindergarten Round Up (informational meeting)</p> <p>3. Back to School Night</p> <p>4. Administration, Teachers and parents communicate via email and onsite meet and greets. Parents notified concerning school information. (Snacks With Staff)</p> <p>5. School will use a variety of communication through PTA, School Messenger and website to inform parents of school events.</p>	2018-2019	<p>1. Middle School personnel</p> <p>2. Duplicating</p> <p>3. Duplicating</p> <p>4. Technology Support</p> <p>5. None</p>	<p>1. No Cost</p> <p>2. TBD</p> <p>3. TBD</p> <p>4. No Cost</p> <p>5. No Cost</p>	<p>1. N/A</p> <p>2. PTA</p> <p>3. PTA</p> <p>4. District</p> <p>5. District</p>
<p>1.8 Monitoring program effectiveness</p> <p>1. Develop performance assessments and analysis of data to determine grade level actions.</p> <p>2. Analysis of data and grade level assessment data on an on-going basis with results used to adjust instructional strategies and provide interventions to improve student achievement. Use of Illuminate reports to guide data analysis.</p> <p>3. Teachers will use observations, collaboration and state frameworks to determine best methods to provide and access instruction.</p> <p>4. Administration will conduct frequent walk throughs and observe teachers and evaluate student work with grade level teams.</p>	2018-2019	<p>1. None</p> <p>2. None</p> <p>3. None</p> <p>4. None</p>	<p>1. No Cost</p> <p>2. No Cost</p> <p>3. No Cost</p> <p>4. No Cost</p>	<p>1. N/A</p> <p>2. N/A</p> <p>3. N/A</p> <p>4. N/A</p>

VI. Planned Improvements in Student Performance (continued)

SCHOOL GOAL #2 (Based on conclusions from Analysis of Program Components and Student Data pages) For improving student achievement through Access for All: Provide all students access to a high quality instructional program and the research-based supports necessary for them to engage fully with the program. LCAP: Goal 2: Access For All: Provide all students access to a high quality instructional program and the research-based supports necessary for them to engage fully and meaningfully with the program.	
Student groups and grade levels to participate in this goal: All Valley View Students with additional support to students identified as Socioeconomically disadvantaged, English Language Learners, foster and homeless.	What data did you use to develop this goal? School Site Council reviewed state achievement data, observations, curricular assessments, and counseling data.
What were the findings from the analysis of this data? 25.81% of third grade students, 48.31% of fourth grade students, 30% of fifth grade students, 25.47% of sixth grade students did not meet standards in ELA as identified from the 2017 CAASPP assessment. 37.9% of third grade students, 41.35% of fourth grade students, 50.83% of fifth grade students, 27.36% of sixth grade students did not meet standards in MATH as identified from the 2017 CAASPP assessment.	How will the school evaluate progress made toward achieving this goal? The Valley View site goal is to achieve a minimum of 5% improvement in scores for all students overall, and for all targeted student groups as compared to 2017-2018 scores. 5% of students at each performance level will move to a higher performance level in ELA and Math on the state assessment. Group data needed to measure academic gains: CAASPP scores, state dashboard reports, state five by five reports, district and school performance assessments, informal assessment data, program reports.

SCHOOL GOAL #2				
Actions to be Taken to Reach This Goal	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)				

SCHOOL GOAL #2				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
2.1 Alignment of instruction with content standards: 1. Teachers will have state standards for their grade level curriculum and state standards with which lessons are aligned. 2. Administrators will receive training on standards, how to coach, supervise, and evaluate their teachers according to their ability to teach standards. 3. Fully implement standards-based district-adopted curriculum. 4. All lessons will have clearly stated objectives that are measurable and aligned with state standards. Objectives will describe how the student will demonstrate the learning and explicitly state what the student must do in order to meet the standard. 5. Monitor full implementation.	2018-2019	1. TBD 2. Conference Fees 3. None 4. None 5. None	1. No Cost 2. TBD 3. No cost 4. No Cost 5. No Cost	1. District 2. District 3. N/A 4. N/A 5. N/A
2.2 Improvement of instructional strategies and materials: 1. Grade levels will review student work samples and data during grade level team meetings to ensure goals are being met. 2. Teacher lesson plans need to make reference to the specific standards being taught. 3. Use manipulatives and connect student relevance to ensure understanding on a concrete level before moving to abstract concepts. 4. Increase student engagement through technology. 5. Attend training for data teams, building assessments, and rubrics. Attend AVID training. 6. Provide targeted interventions to support student learning at high levels in tutoring, and intervention time within the school day.	2018-2019	1. None 2. None 3. Supply and Replacement of Manipulatives. 4. None 5. TBD 6. Staffing	1. No Cost 2. No Cost 3. TBD 4. TBD 5. District 6. 43,217	1. N/A 2. N/A 3. N/A 4. See Goal 1 (pg) 5. District 6. Title I

SCHOOL GOAL #2				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
2.3 Increased educational opportunity and access to technology: 1. Students will have opportunity to participate in Book Club or other enrichment classes. 2. Support student academic content standards in math with computer assisted software in classroom and in computer labs. 3. Utilize AVID and TESS strategies in the classroom. 4. Open the computer lab before and after school and during lunch.	2018-2019	1. Staffing 2. TBD 3. Staffing and Professional Development 4. Staffing	1. See Goal 1 1.3.2 (1,000) 2. TBD 3. No Cost 4. 8,000	1. District/ Title I 2. Title I 3. N/A 4. Title I
2.4 Staff development and professional collaboration: 1. Provide time for teachers to collaborate and examine data for planning interventions as necessary. 2. Support new teachers as they participate in programs such as New Teacher Induction, especially as they focus on standards-based instruction. 3. Attend district-sponsored professional development and workshops that focus on using standards-based materials and utilizing technology such as the google apps, and provide release time for teachers to observe other teachers. 4. Attend district-sponsored and independent conferences and workshops that strengthen standards-based reading and writing programs. 5. Provide training for Instructional Aides and Campus Climate Assistants to more effectively work with targeted populations. 6. Provide professional development to increase student use of technology. 7. Teachers to attend AVID Summer Institute or AVID district training. 8. Focus on research-based instructional strategies to develop a school wide RTI MTSS model to ensure all students learn at high levels.	2018-2019	1. None 2. None 3. TBD 4. TBD 5. Conference/Training 6. Conference/Training 7. Conference/Training 8. Conference/Training	1. No Cost 2. District 3. District 4. District 5. TBD 6. TBD 7. District 8. Goal 1 1.3.1 (5000)	1. NA 2. District 3. District 4. District 5. Title I 6. Title I 7. District 8. Title I

SCHOOL GOAL #2				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
<p>2.5 Involvement of staff, parents and community: (including interpretation of student assessment results to parents)</p> <p>1. Parents of students qualified to be Title I are informed at the beginning of the year conferences and enter into a Home-School Compact between parent, student and teacher to help the student meet success.</p> <p>2. Superintendent's Advisory meets once a month.</p> <p>3. School Site Council meets to monitor implementation of school plan/ budget.</p> <p>4. Parents are invited to help write the school site plan.</p> <p>5. Each school will maintain a Site Council with staff, parent and community representatives. Each council receives reports on overall student assessment results in reading and communicates the results to the entire school community. Site councils also contribute input on how to improve school math programs.</p> <p>6. Results of assessments will be communicated through PowerSchool.</p> <p>7. Parent Empowerment nights to support parents in Standards Based Grading, Math strategies, and Safety meetings to address parent concerns.</p>	2018-2019	<p>1. Duplicating</p> <p>2. None</p> <p>3. None</p> <p>4. Duplicating</p> <p>5. None</p> <p>6. None</p> <p>7. Staffing and Stipends</p>	<p>1. TBD</p> <p>2. No Cost</p> <p>3. No Cost</p> <p>4. TBD</p> <p>5. No Cost</p> <p>6. No Cost</p> <p>7. 3296</p>	<p>1. N/A</p> <p>2. N/A</p> <p>3. N/A</p> <p>4. N/A</p> <p>5. N/A</p> <p>6. N/A</p> <p>7. Title I</p>
<p>2.6 Auxiliary services for students and parents: (including transition from preschool, elementary and middle school.)</p> <p>1. Parents and sixth graders are invited to Middle School Information Night prior to promotion.</p> <p>2. Incoming Kindergarten meetings will be held for parents to review school information.</p> <p>3. Incoming Kindergarten students will be invited to participate in a summer kindergarten program for three days during the summer break to get them introduced and comfortable with the school campus.</p> <p>4. Family AVID and STEM nights</p>	2018-2019	<p>1. Middle School personnel</p> <p>2. None</p> <p>3. Staffing</p> <p>4. Staffing</p>	<p>1. No Cost</p> <p>2. No Cost</p> <p>3. District</p> <p>4. 5890</p>	<p>1. District</p> <p>2. N/A</p> <p>3. District</p> <p>4. Title I</p>

SCHOOL GOAL #2				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
2.7 Monitoring program implementation and results: 1. Staff will do benchmark test score analysis. 2. Each site will have a Single Plan for Student Achievement, and the principal and Site Council have the responsibility for monitoring progress and making needed revisions. 3. Classroom teachers will regularly assess students' mastery of standards by examining student work; and reteaching occurs as needed. 4. Monitor classrooms to insure full implementation of core instructional program and pacing guides. 5. Monitor classrooms to insure adherence to instructional time.	2018-2019	1. None 2. None 3. None 4. None 5. None	1. No cost 2. No Cost 3. No Cost 4. No Cost 5. No Cost	1. N/A 2. N/A 3. N/A 4. N/A 5. N/A
2.8 Extended Learning time 1. Integrate UA into ELA 2. Implementation of Tier 1 Interventions will documentation of student progress. 3. Offer targeted instruction at tutoring outside of the normal school day. 4. Provide designated ELD instruction for ELL students with program monitoring. 5. Provide enrichment opportunities outside of the student day.	2018-2019	1. None 2. Staff Professional Development 3. Staffing 4. None 5. Staffing	1. No Cost 2. No Cost 3. 15,000 4. No Cost 5. Goal 1	1. N/A 2. N/A 3. Title I 4. N/A 5. N/A

VI Planned Improvements in Student Performance (continued)

SCHOOL GOAL #3

(Based on conclusions from Analysis of Program Components and Student Data pages)

GOAL # 3 for Improving Student Achievement through Active and Responsible Citizenship: Develop and implement programs that support students' academic, behavioral and social emotional growth and success.

LCAP: Goal 3: Active and Responsible Citizenship: Develop and implement programs that support students' academic, behavioral, and social-emotional growth and success.

Student groups and grade levels to participate in this goal:

All Valley View Students with additional support to students identified as Socioeconomically disadvantaged, English Language Learners, foster and homeless.

What data did you use to develop this goal.?

The California Healthy Kids Survey, the state dashboard report, site discipline, and attendance data was reviewed with qualitative data from parents, staff and students was also used.

<p>What were the findings from the analysis of this data?</p> <p>Attendance Rates in 2016-2017 Total number of students 916. Excellent 116 students 12.7% Satisfactory 445 students 48.6% Manageable 262 students 28.6% Chronic 77 students 8.41% Severe Chronic 16 students 1.75%</p> <p>Attendance Rates in 2017-2018 Total number of students 882. Excellent 112 students 16.7% Satisfactory 410 students 46.5% Manageable 247 students 28% Chronic 91 students 10.3% Severe Chronic 22 students 2.5%</p> <p>The number of students that have been identified with excellent and satisfactory attendance has increased compared the previous school year. However, the number of students that have been identified as having chronic attendance issues has also increased.</p> <p>Academic Achievement as identified by CAASPP during the 2016-2017 school year.</p> <p>Overall ELA Achievement 11.32% of students Exceeded standards 29.49% of students Met standards 26.71% of students Nearly Met standards 32.48% of students Did Not Meet standards</p> <p>Overall Math Achievement as identified by CAASPP during the 2016/2017 school year: 4.27% of students Exceeded standards 17.09% of students Met standards 38.89% of students Nearly Met standards 39.74% of students Did Not Meet standards</p> <p>Suspension Data:</p> <p>Student suspension rate declined significantly from 3.6% to 1.6% English Language Learners increased from 0% to 1.2% Foster Youth declined significantly from 20.5% to 5.0% Homeless Youth declined from 1.9% to 1.2% Socioeconomically Disadvantaged declined significantly from 5.0% to 2.0% Students with Disabilities declined significantly from 12.7% to 5.9% African American Students declined significantly from 7.0% to 4.0% Hispanic students declined significantly from 2.6% to 1.7% Students with two or more races declined 5.3% to 5.0% White students declined significantly 3.4% to 1.8%</p> <p>Means of evaluating progress toward this goal: Increase in attendance rates, decrease in suspension rates, California Healthy Kids Survey Results</p>	<p>How will the school evaluate progress made toward achieving this goal?</p> <p>Decrease in office referrals California Healthy Kids Survey Decrease in the number of students who are identified as chronically and severely chronically absent. Data from counselor included groups, skills lab participation and structured activities during recess and lunch.</p>
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SCHOOL GOAL #3				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
<p>3.1 Alignment of instruction with content standards and promotion of caring, supportive relationships, between all stakeholders:</p> <p>1. Monitoring and improvement of school wide Positive Behavior Support plan (PBIS) utilizing the Boys Town program.</p> <p>2. Recognition of student achievement accomplishments through classroom and school-wide ceremonies such as attendance awards and behavior rewards.</p> <p>3. Recognition of Perfect Attendance- semester and yearlong</p> <p>4. Ongoing training of all staff in areas of Boys Town/PBIS implementation, anti-bullying, character development, classroom and playground management.</p> <p>5. Provide elementary school counselor and Campus Climate Assistants (CCAs) to address the social emotional needs of students exhibiting at risk behaviors as well as provide ongoing supports and resources for their families.</p> <p>6. Maintain school wide anti-bullying program through the use of staff and student leadership groups. Assemblies, speakers, parenting workshops.</p> <p>7. Work with community partners to expand the availability of School Based Mental Health services for eligible students.</p> <p>8. Implementation of Leadership Development Through Physical Education (LDTPE) program for grades 4-6.</p>	2018-2019	<p>1. No anticipated cost</p> <p>2. Materials/Supplies</p> <p>3. No Anticipated Cost</p> <p>4. Staffing</p> <p>5. Materials/Supplies</p> <p>6. Stipends</p> <p>7. None</p> <p>8. Staffing/ Substitutes</p>	<p>1. No Cost</p> <p>2. Dependent upon available funding.</p> <p>3. No Cost</p> <p>4. TBD</p> <p>5. 1,035</p> <p>6. 2,000</p> <p>7. No Cost</p> <p>8. TBD</p>	<p>1. NA</p> <p>2. Supplemental Grant</p> <p>3. N/A</p> <p>4. District</p> <p>5. Title I</p> <p>6. Title I</p> <p>7. N/A</p> <p>8. District</p>
<p>3.2 Increased educational opportunities for parent, student and staff involvement and input focused on positive school culture include:</p> <p>1. Parenting support group facilitated by counselor.</p> <p>2. Parent workshops for Boys Town, and other parenting support groups.</p> <p>3. School committees such as ELAC, School Site Council and PTA.</p> <p>4. Student participation in Growth Mindset activities and projects to build positive school culture.</p> <p>5. Address ways to support systems of cultural relevancy in order to promote equity and access for all students with professional development and materials to support.</p>	2018-2019	<p>1. No anticipated cost</p> <p>2. Materials/Supplies</p> <p>3. None</p> <p>4. Materials/Supplies</p> <p>5. TBD</p>	<p>1. No Cost</p> <p>2. 3000</p> <p>3. No Cost</p> <p>4. 3,000</p> <p>5. 2,500</p>	<p>1. N/A</p> <p>2. Title I</p> <p>3. N/A</p> <p>4. Title I</p> <p>5. Title I</p>

SCHOOL GOAL #3				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
<p>3.3 To communicate to students, parents, staff and community members clear academic expectations and standards for student behavior based on Boys Town and PBIS model implemented this year:</p> <p>1. School and district policies are communicated annually to all parents and students through the student handbook.</p> <p>2. Discipline assemblies are held for students in grades k-6 at the beginning of the school year. Students are provided reinforcement and review school rules as needed.</p> <p>3. Surveys are conducted to gain input each year.</p> <p>4. 2nd-6th graders maintain a Student Planner, which is used for home/school communication as well as reminders regarding homework and upcoming deadlines. PTA also provides a School folder to all students.</p> <p>5. Semester awards are held at the end of each semester to honor academic achievement.</p> <p>6. Custodian performs monthly safety inspection of the school.</p> <p>7. Fire, earthquake, and lock down drills are conducted to ensure all staff and students are ready for emergency situations. The procedures are outlined in schoolwide disaster plan which is updated annually. Safety meetings are held quarterly.</p> <p>8. Red Ribbon Week activities will reinforce making healthy choices.</p> <p>9. Kindness Challenge week.</p> <p>10. Interventions on Boys Town Skills and positive mindsets in Skills Lab within counseling as an alternative to suspensions. Includes help students learning skills and interventions through use of technology.</p>	2018-2019	<p>1. None</p> <p>2. None</p> <p>3. None</p> <p>4. Cost of Planners</p> <p>5. None</p> <p>6. None</p> <p>7. None</p> <p>8. Activities and Supplies</p> <p>9. TBD</p> <p>10. Materials/Supplies</p>	<p>1. No Cost</p> <p>2. No Cost</p> <p>3. No Cost</p> <p>4. 2,500</p> <p>5. No Cost</p> <p>6. No Cost</p> <p>7. No Cost</p> <p>8. TBD</p> <p>9. District</p> <p>10. 3,000</p>	<p>1. N/A</p> <p>2. N/A</p> <p>3. N/A</p> <p>4. PTA</p> <p>5. N/A</p> <p>6. N/A</p> <p>7. N/A</p> <p>8. PTA</p> <p>9. District</p> <p>10. Title I</p>

SCHOOL GOAL #3				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
<p>3.4 Increased educational opportunity for parent, student and staff involvement and input focused on positive school culture include:</p> <p>1. Develop and implement a school-wide attendance incentive program.</p> <p>2. Band for grades 5-6 Awards</p> <p>3. Honor Awards</p> <p>4. Semester Awards</p> <p>5. AVID Family Nights</p> <p>6. STEM Family Nights</p>	2018-2019	<p>1. Incentives</p> <p>2. Materials/Supplies</p> <p>3. None</p> <p>4. None</p> <p>5. Materials/Supplies</p> <p>6. Materials/Supplies</p>	<p>1. 1,000</p> <p>2. TBD</p> <p>3. No Cost</p> <p>4. No Cost</p> <p>5. (See Goal 2) 5,890</p> <p>6. (See Goal 2) 5,890</p>	<p>1. Title I</p> <p>2. Title I</p> <p>3. N/A</p> <p>4. N/A</p> <p>5. Title I</p> <p>6. Title I</p>
<p>3.5 Staff development and professional collaboration: (Coordination of all programs {4115 (d)(2)(A) }</p> <p>1. Inservice for staff members</p> <p>2. Staff Meetings with Instructional assistants, teachers, and office staff</p> <p>3. Published news including weekly bulletin, memos, Viking View and PowerSchool.</p> <p>4. After School Dismissal including teacher assisting with connecting students with parent/guardian and supervising safety. Crossing guard monitors students at crosswalk.</p>	2018-2019	<p>1. Staff Development</p> <p>2. Duplicating</p> <p>3. Duplicating</p> <p>4. None</p>	<p>1. TBD</p> <p>2. TBD</p> <p>3. TBD</p> <p>4. TBD</p>	<p>1. District</p> <p>2. General Fund</p> <p>3. General Fund</p> <p>4. N/A</p>

SCHOOL GOAL #3				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
3.6 Involvement of staff, parents and community: 1. Regularly review school discipline policy, soliciting input from parents and staff. 2. Regularly review the school and district disaster preparedness plans. 3. Communicate policies relating to school safety to parents and community members through parent/student handbook, Valley View Newsletter, Power School Daily Bulletin, school's website, School Messenger, parent information meetings, discipline assemblies and Viking View 4. Actively recruit parents to serve on school committees such as WAVE, DELAC, Safety Committee and School Site Council. 5. Encourage parents and staff to become involved with the PTA. 6. Participate in school-community activities like the Robotics competitions, WAVE events, Red Ribbon Week, Walk to School Day, Wreaths Across America, United Way coin drive, Relay for Life, Grace Resource Food Drive, and Top Ramen Drive.	2018-2019	1. None 2. None 3. None 4. None 5. None 6. None	1. No Cost 2. No Cost 3. No Cost 4. No Cost 5. No Cost 6. No Cost	1. N/A 2. N/A 3. N/A 4. N/A 5. N/A 6. N/A
3.7 Auxiliary services for students and parents: 1. Encourage attendance of after school enrichment, summer school and other extended year programs for at-risk students. 2. Convene SSTs/CSTs as needed for at-risk students utilizing prior data collection of Tier I interventions. 3. Refer parents and students to the Student Attendance Review Board and address attendance concerns with parent meetings and phone calls. 4. Provide additional office support as needed to maintain student records, prepare materials and to facilitate home-school communication with parents of EL students.	2018-2019	1. Staff stipends/ Summer School supplies 2. None 3. None 4. Bilingual Assistant Salaries	1. Dependent upon available funding. 2. No Cost 3. No Cost 4. TBD	1. District 2. N/A 3. N/A 4. District
3.8 Monitoring program implementation and results: 1. Review grade level/staff meeting agendas and attendance logs. 2. Review professional development attendance logs. 3. Review results of student, parent, staff surveys. 4. Monitor attendance, office referral and suspension rates. 5. Monitor counseling statistics.	2018-2019	1. None 2. None 3. None 4. None 5. None	1. No Cost 2. No Cost 3. No Cost 4. No Cost 5. No Cost	1. N/A 2. N/A 3. N/A 4. N/A 5. N/A

Appendix A - School and Student Performance Data

CAASPP Results (All Students)

English Language Arts/Literacy

Overall Participation for All Students												
Grade Level	# of Students Enrolled			# of Students Tested			# of Students with Scores			% of Enrolled Students Tested		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	109		125	104		124	103		124	95.4		99.2
Grade 4	99		118	98		118	98		118	99.0		100
Grade 5	107		120	102		120	102		120	95.3		100
Grade 6	118		107	114		106	113		106	96.6		99.1
All Grades	433		470	418		468	416		468	96.5		99.6

* The “% of Enrolled Students Tested” showing in this table is not the same as “Participation Rate” for federal accountability purposes.

Overall Achievement for All Students															
Grade Level	Mean Scale Score			% Standard Exceeded			% Standard Met			% Standard Nearly Met			% Standard Not Met		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	2410.4		2411.4	11		19.35	29		28.23	38		26.61	22		25.81
Grade 4	2432.6		2426.8	12		7.63	14		25.42	32		18.64	42		48.31
Grade 5	2476.7		2483.8	7		9.17	31		34.17	26		26.67	35		30.00
Grade 6	2555.4		2506.0	21		8.49	46		30.19	25		35.85	7		25.47
All Grades	N/A	N/A	N/A	13		11.32	31		29.49	30		26.71	26		32.48

Reading Demonstrating understanding of literary and non-fictional texts									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	14		14.52	51		52.42	35		33.06
Grade 4	12		9.32	47		51.69	40		38.98
Grade 5	11		15.83	51		53.33	38		30.83
Grade 6	23		11.32	56		49.06	19		39.62
All Grades	15		12.82	51		51.71	33		35.47

Writing Producing clear and purposeful writing									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	14		18.55	61		54.03	22		27.42
Grade 4	11		11.86	54		46.61	34		41.53
Grade 5	11		17.50	52		56.67	37		25.83
Grade 6	34		17.92	51		50.94	13		31.13
All Grades	18		16.45	55		52.14	26		31.41

Listening Demonstrating effective communication skills									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	11		18.55	72		59.68	17		21.77
Grade 4	9		10.17	66		52.54	24		37.29
Grade 5	7		8.33	71		73.33	23		18.33
Grade 6	14		9.43	79		70.75	5		19.81
All Grades	10		11.75	72		63.89	17		24.36

Research/Inquiry Investigating, analyzing, and presenting information									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	16		24.19	68		47.58	17		28.23
Grade 4	9		10.17	54		61.02	36		28.81
Grade 5	18		22.50	70		50.00	13		27.50
Grade 6	41		19.81	51		55.66	8		24.53
All Grades	21		19.23	61		53.42	18		27.35

Conclusions based on this data:

1. In overall achievement in ELA, Valley View stayed consistent with some decline in scores. Exceeded and Met decreased by as much as 1.68% signifying stagnancy. However Nearly Met decreased 3.29% and more students did NOT meet standard which increased by 6.48%.
2. Reading and Writing stayed consistent with previous years with 35% students struggling with reading.
3. Listening and Research and Inquiry showed increase of those below standard with as much of a difference as 9.35%

CAASPP Results (All Students)

Mathematics

Overall Participation for All Students												
Grade Level	# of Students Enrolled			# of Students Tested			# of Students with Scores			% of Enrolled Students Tested		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	109		125	104		124	102		124	95.4		99.2
Grade 4	99		118	99		118	98		118	100.0		100
Grade 5	107		120	102		120	101		120	95.3		100
Grade 6	118		107	114		106	113		106	96.6		99.1
All Grades	433		470	419		468	414		468	96.8		99.6

* The "% of Enrolled Students Tested" showing in this table is not the same as "Participation Rate" for federal accountability purposes.

Overall Achievement for All Students															
Grade Level	Mean Scale Score			% Standard Exceeded			% Standard Met			% Standard Nearly Met			% Standard Not Met		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	2410.7		2391.1	5		5.65	29		21.77	36		34.68	29		37.90
Grade 4	2424.5		2425.7	1		4.24	13		15.25	41		38.98	43		41.53
Grade 5	2459.2		2451.1	5		4.17	16		8.33	33		36.67	45		50.83
Grade 6	2530.6		2503.7	11		2.83	30		23.58	35		46.23	23		27.36
All Grades	N/A	N/A	N/A	6		4.27	22		17.09	36		38.89	35		39.74

Concepts & Procedures									
Applying mathematical concepts and procedures									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	13		14.52	50		33.06	37		52.42
Grade 4	9		11.02	29		25.42	61		63.56
Grade 5	8		5.83	29		22.50	63		71.67
Grade 6	19		7.55	41		46.23	40		46.23
All Grades	13		9.83	37		31.41	50		58.76

Problem Solving & Modeling/Data Analysis									
Using appropriate tools and strategies to solve real world and mathematical problems									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	19		12.90	49		49.19	32		37.90
Grade 4	4		6.78	43		44.07	52		49.15
Grade 5	8		5.00	42		42.50	50		52.50
Grade 6	14		5.66	67		53.77	19		40.57
All Grades	11		7.69	51		47.22	38		45.09

Communicating Reasoning Demonstrating ability to support mathematical conclusions									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	7		10.48	64		51.61	29		37.90
Grade 4	3		7.63	52		44.92	44		47.46
Grade 5	8		5.83	45		46.67	48		47.50
Grade 6	18		9.43	69		59.43	13		31.13
All Grades	9		8.33	58		50.43	33		41.24

Conclusions based on this data:

1. Overall in math achievement shifted to include more students nearly meeting standard by 2.89%; however, there was a decline among all students by as much as 5%.
2. Achievement in problem solving, modeling data analysis and concepts/procedures all decreased from 7% to as much as 10% in each area.
3. Students greatest struggle is concepts and procedures with a decline of 10%.

Appendix A - School and Student Performance Data (continued)

California English Language Development (CELDT) Data

Grade	Percent of Students by Proficiency Level on CELDT Annual Assessment														
	Advanced			Early Advanced			Intermediate			Early Intermediate			Beginning		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
K					***	40	***		60	***					
1	14		12	50	33	24	21	33	47	7		18	7	33	
2		13			27	50	***	33	33		27	17	***		
3	10		13	30	20	19	40	60	38	20		31		20	
4		25		40	50	40	20	25	40	20			20		20
5		20		67	40	33	33		67		20			20	
6			25	***	50	25	***	50	50						
Total	7	11	8	42	36	29	33	32	46	12	11	15	7	9	2

Appendix B - Analysis of Current Instructional Program

This section lists statements about the instructional program adapted from NCLB, Title I, Part A and the related California Essential Program Components (EPC). To analyze these statements, the school site council will need information from a variety of sources (e.g., Survey Results, Library Plan, Master Plan, SARC).

Discussion of each of these statements should result in succinct and focused findings based on verifiable facts. Avoid vague or general descriptions. Each successive school plan should examine the status of these findings and note progress made. Special consideration was given to any practices, policies, or procedures found to be noncompliant through ongoing monitoring of categorical programs.

Standards, Assessment, and Accountability

1. Use of state and local assessments to modify instruction and improve student achievement (NCLB)

Grade level curricular assessments, District Benchmarks, and CAASPP assessment data.

2. Use of data to monitor student progress on curriculum-embedded assessments and modify instruction (EPC)

Grade level curricular assessments, District Benchmarks, CAASPP assessment data.

Conclusions from Student Performance Data:

After analyzing formal and informal assessment data including district and state assessment data staff members have identified the following target areas:

English-Language Arts (including Westside Writing) & Mathematics

Conclusions from Parent and Teacher Input:

School wide improvement efforts outlined in this Single Plan include:

School wide Interventions focusing on increasing students abilities in the designated curricular areas. This is done through the implementation of Reading Interventions such as, Fast ForWord and focused Universal Design for Learning (UDL) Interventions teacher led and structured around students' needs

Maximizing time on task, particularly in the targeted areas. Focus on push into class interventions.

Pursuing meaningful, ongoing staff development opportunities and encouraging staff members to continue to avail themselves of staff development opportunities. Utilizing the expertise of staff members during grade level and staff meetings. Develop grade level data teams as well as data leadership team. PLC model in emerging phase of implementation.

Continuing articulation of curriculum, particularly in the areas of reading and math, between grade levels.

Using staff and grade level meetings to discuss student data and how to use data to inform instruction. The primary focus of staff and grade level meetings should be the analysis of student data and the identification of effective strategies to build upon student strengths and to shore up student weaknesses. This is not being done as effectively at all grade levels. We made some progress in devoting the majority of staff meetings to analysis of student work and data analysis with common assessments.

Continuing to foster a positive learning environment in which students can learn and teachers can teach. Continue the Student Success Program and our Boystown training. Both programs have been positively received by students, staff and parents. Continuing to refer students to the school counselor as needed.

Continuing to more closely align IEPs for students receiving Resource or SDC assistance with the appropriate California Common Core Standards and grade level expectations. A concentrated effort is being made to reduce the percentage of time that Resource students (particularly in grades 3 - 6) spend in pullout programs and increase in-

class assistance. Whenever possible, our special education staff is using district curricular materials as the basis for their instruction, supplementing when necessary.

Encourage home- school communication and collaboration. We continue to provide student planners for all 2nd through 6th grade students. We also hope to offer a series of parent workshops to provide parents with skills necessary to provide academic assistance for their students and to familiarize them with the district and state assessment programs.

Staffing and Professional Development

3. Status of meeting requirements for highly qualified staff (NCLB)

All teachers are appropriately credentialed.

4. Principals' Assembly Bill (AB) 75 training on State Board of Education (SBE) adopted instructional materials (EPC)

Principal received AB 75 in regards to SBE adopted instructional materials.

5. Sufficiency of credentialed teachers and teacher professional development (e.g., access to AB 466 training on SBE-adopted instructional materials) (EPC)

All credentialed teachers are highly qualified. Those teachers that are continuing to pursue their Clear Teaching Credential are enrolled in the District Induction program. New teachers received Intern support. Teachers are engaged in professional development that focus on instructional effectiveness.

6. Alignment of staff development to content standards, assessed student performance, and professional needs (NCLB)

Staff development is planned to reflect the needs based on student achievement data and is aligned to district and site goals. Professional development is offered to increase lesson effectiveness to improve direct instruction, increase breadth of instructional strategies, and improve data analysis to inform instruction.

7. Ongoing instructional assistance and support for teachers (e.g., use of content experts and instructional coaches) (EPC)

Teachers are provided support by site and district administration, district curriculum resource teachers, instructional coaches.

8. Teacher collaboration by grade level (EPC)

Teachers are given time to collaborate with their grade level and with all teachers during weekly staff meetings and additional time to collaborate as grade level teams. Collaboration time is focused on instructional effectiveness and reviewing student data to increase academic achievement.

Teaching and Learning

9. Alignment of curriculum, instruction, and materials to content and performance standards (NCLB)

All instructional materials are aligned to state standards.

10. Adherence to recommended instructional minutes for reading/language arts and mathematics (EPC)

100% Compliant

11. Lesson pacing schedule (EPC)

Grade level teams work together to create a year long pacing plan to ensure that all state standards are covered over the course of the school year.

12. Availability of standards-based instructional materials appropriate to all student groups (NCLB)

All classrooms utilize the district adopted and standard based instructional materials with differentiation to meet the needs of all subgroups of students.

13. Use of SBE-adopted and standards-aligned instructional materials, including intervention materials (EPC)

SBE adopted and standards aligned instructional materials are used for core instruction. All students have access to district adopted texts.

Opportunity and Equal Educational Access

14. Services provided by the regular program that enable underperforming students to meet standards (NCLB)

Universal access time based on student performance and targeted interventions help under performing students to meet standards.

15. Research-based educational practices to raise student achievement at this school (NCLB)

A number of research based best educational practices have been implemented at Valley View Elementary to increase student achievement. These include AVID, STEM, District writing program (Westside Writing), student engagement, full inclusion of EL and resource support and targeted interventions for ELA.

16. Opportunities for increased learning time (Title I SWP and PI requirement)

Increased learning opportunities are provided through targeted interventions at the intensive level for general education under performing students. After school tutoring, enrichment opportunities, and access to computer lab are available to students identified in the targeted populations.

17. Transition from preschool to kindergarten (Title I SWP)

A transitional kindergarten program has been implemented at Valley View for the 2017-2018 school year. All students have equal access to the curriculum.

Involvement

18. Resources available from family, school, district, and community to assist under-achieving students (NCLB)

Supplemental Grant funding Counseling Services for Foster, ELL and low SED. Community members are invited to present to the students during counseling groups, and with career presentations.

19. Strategies to increase parental involvement (Title I SWP)

Latino Literacy Program, AVID Parent Workshops, STEM family nights. These workshops are designed to encourage parents to help and be involved in our school.

20. Involvement of parents, community representatives, classroom teachers, and other school personnel in the planning, implementation, and evaluation of consolidated application programs (5 CCR 3932)

Parents are encouraged to attend AVID family nights, Parent Teacher conferences, Open House, STEM family nights. Parents are invited to join PTA, School Site Council, and English Learners Advisory Committee. Parents and community members are encouraged to volunteer time and talents in the classrooms. School Site Council

collaborates with interested community members to revise the Single Plan for Student Achievement and Student Handbook.

Funding

21. Services provided by categorical funds that enable underperforming students to meet standards (NCLB)

Allocation of our resources are based on student achievement needs.

22. Fiscal support (EPC)

Appendix C - Programs Included in this Plan

Check the box for each state and federal categorical program in which the school participates and, if applicable, enter amounts allocated. (The plan must describe the activities to be conducted at the school for each of the state and federal categorical program in which the school participates. If the school receives funding, then the plan must include the proposed expenditures.)

State Programs		Allocation
X	LCFF-Base	\$0
	LCFF-Supplemental	\$0
X	List and Describe Other State or Local funds: Unrestricted General Fund	\$27,264
Total amount of state categorical funds allocated to this school:		\$27,264

Federal Programs		Allocation
X	Title I, Part A: Targeted Assistance Program <u>Purpose:</u> Help educationally disadvantaged students in eligible schools achieve grade level proficiency	\$0
X	Title I, Part A: Schoolwide <u>Purpose:</u> Help educationally disadvantaged students in eligible schools achieve grade level proficiency	\$119,583
X	Title I, Part A: Parent Improvement <u>Purpose:</u> Ensure that parents have information they need to make well-informed choices for their children, more effectively share responsibility with their children's schools, and help schools develop effective and successful academic programs (this is a reservation from the total Title I, Part A allocation).	\$1,297
	Other Federal Funds (list and describe)(42)	\$
Total amount of federal categorical funds allocated to this school:		\$120,890

Total amount of state and federal categorical funds allocated to this school:		\$148,154
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(42) For example, special education funds used in a School-Based Coordinated Program to serve students not identified as individuals with exceptional needs.

Appendix D - 2014-15 Categorical District Services Budget

Appendix E - Recommendations and Assurances (Valley View Elementary)

The school site council (SSC) recommends this school plan and proposed expenditures to the district governing board for approval and assures the board of the following:


1. The SSC is correctly constituted and was formed in accordance with district governing board policy and state law,
2. The SSC reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the Single Plan for Student Achievement (SPSA) requiring board approval.
3. The SSC sought and considered all recommendations from the following groups or committees before adopting this plan (**Check those that apply**):

X English Learner Advisory Committee


Signature

Compensatory Education Advisory Committee

X Other committees established by the school or district (list):
AVID Site Team



Signature

4. The SSC reviewed the content requirements for school plans of programs included in this SPSA and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.
5. This SPSA is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This SPSA was adopted by the SSC at a public meeting on: December 15, 2016

Attested:

Rebecca Davis

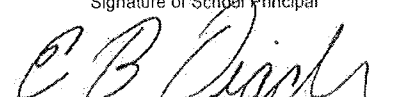
Typed Name of School Principal


Signature of School Principal

9/26/2018
Date

Liz Diachun

Typed Name of SSC Chairperson


Signature of SSC Chairperson

9/26/18
Date

Appendix F - Valley View Elementary's Parent Involvement Policy

The staff of this school recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

In order to engage parents/guardians positively in their children's education, the principal or designee shall:

1. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students.
2. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom.
3. Provide information about parent involvement opportunities through school, and/or class newsletters, the district's web site, phone message and other written or electronic communications.
4. Develop mechanisms to encourage parent/guardian input on school issues and programs.
5. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand.
6. Encourage greater parent/guardian participation by offering a flexible number of meetings and adjusting meeting schedules when practicable to accommodate parent/guardian needs.
7. Build the capacity of the school and parents/guardians for strong parent involvement by:
 - assisting parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children
 - providing materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
 - educating teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
 - informing parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students
8. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504) through such activities as:
 - providing parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits
 - encouraging parents/guardians to monitor their children's school attendance, homework completion, and television viewing
 - build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)
9. Jointly develop with the parents/guardians of a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards.
10. This compact shall address:

- The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards
- Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

11. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

- Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
- Frequent reports to parents/guardians on their children's progress
- Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

12. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved

13. Involve parents/guardians in an organized, ongoing, and timely way in the planning; review; and improvement of school programs, including Title I programs; including the planning, review, and improvement of the school's parent involvement policy and the joint development of the school's Single Plan for Student Achievement

14. If the school's Single Plan for Student Achievement is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

15. The principal or designee, jointly with parents/guardians shall annually review and update the school's parent involvement policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

Volunteers & Visitors

In order to maximize the safety of our students, this year we will continue to enforce our policies regarding parent access to school.

Volunteers – Non-District personnel who assist regularly in the classroom and/or interact with students.

Volunteers will be provided with a Photo-ID upon clearance from the District of all Volunteer requirements.

Volunteers are:

- Classroom Helpers
- PTA Event Volunteers

Volunteers must:

- Have TB test on file with the District
- Have Fingerprints on file with the District
- Check in with the office upon arrival
- Display the Volunteer Photo-ID at all times
- Be pre-arranged with the Classroom Teacher or PTA Board

Visitors – Non-District personnel who are on campus for the purpose of a one-time function or one-time classroom visit.

Visitors may not enter the cafeteria during the lunch period or be on the playground during recess.

Visits are:

- PTA Functions
- Awards Assemblies
- Scheduled Classroom Observations

- Scheduled Teacher Conferences during non-instructional time.
- Making a payment on student's lunch account. (This cannot occur while food service is open to students.)
- Etc.

Visitors must:

- Pre-Arrange visit with Classroom Teacher
- Sign-in at the front office.
- Display Visitor's badge at all times
- Proceed immediately to their stated destination

Any person not identified as a Volunteer or Visitor will not be permitted access to the school campus

Appendix G - Home/School Compact

Westside Union School District
Valley View School
Home-School Compact

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, and students, the following are agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school and life.

We, the Valley View community, believe that each of us has an important role to play in our students' school success. Therefore, we agree to carry out the following responsibilities to the best of our ability:

Student Pledge:

Student's Responsibilities

I will:

- Come to school each day prepared to do my best and be ready to learn.
- Participate in class activities.
- Take responsibility for completing and returning my classwork and homework.

Parents Pledge:

Parents' and Family's Responsibilities

We will:

- Make sure that our child attends school regularly; is on time, and is prepared to learn.
- Know what is expected of our child and what she/he is learning in school.
- Monitor our child's progress and communicate regularly with our child's teacher.
- Encourage, assist and/or read with our child nightly.
- Attend Back-to-School night, parent-teacher conferences and other school events.

Staff Pledge:

Staff Responsibilities

We will:

- Provide meaningful learning activities that address challenging standards for all students.
- Communicate regularly with you about your student's progress and ways that you can provide assistance.
- Participate in meaningful staff development in effective teaching strategies, addressing the needs of a diverse student body, and working effectively with all members of our learning community.

Principal Pledge:

Principal's Responsibilities

I will:

- Ensure that meaningful learning experiences that address challenging standards are provided for all students.
- Encourage and facilitate open communication between school and home
- Provide opportunities for parents to learn about school and district standards, expectations and programs and how they can assist at home.
- Allocate adequate resources to ensure that high standards can be met by all children.

Appendix H - School Site Council Membership (Valley View Elementary)

Education Code Section 64001 requires that the SPSA be reviewed and updated at least annually, including proposed expenditures of funds allocated to the through the Consolidated Application, by the school site council. The current make-up of the council is as follows (43):

Name of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Students
Rebecca Davis	X				
Liz Diachun				X	
Kirsten Larson				X	
Leticia Carlos				X	
Chris Grado				X	
Open				X	
Laura Plaisance		X			
Renee Hofmann		X			
Ani Hyman		X			
Nancy Dorowsky			X		
Numbers of members of each category	1	3	1	5	

(43) At elementary schools, the school site council must be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) parents of students attending the school or other community members. Classroom teachers must comprise a majority of persons represented under section (a). At secondary schools there must be, in addition, equal numbers of parents or other community members selected by parents, and students. Members must be selected by their peer group.

Appendix I: Single Plan for Student Achievement Annual Evaluation

Pursuant to California Education Code Section 64001(g), the School Site Council (SSC) must evaluate at least annually the effectiveness of planned activities. In the cycle of continuous improvement of student performance, evaluation of the results of goals will provide data to inform and guide subsequent plans.

Annual evaluation by the SSC and local educational agency (LEA) is a critical part of the continuous cycle of improvement for a school. Furthermore, it is an integral component of the Compensatory Education (CE) Federal Program Monitoring (FPM) review process for Single Plan for Student Achievements (SPSAs). During an FPM

review, the SSC and LEA must be able to provide evidence of the evaluation process to determine if the needs of students are being met by the strategies described in the SPSA.

The SPSA annual evaluation may be a summary description of the school's progress toward implementation of the strategies and actions in the SPSA. The report may also include a data analysis of the school's progress towards its student achievement goals based on local, state, or national assessment data.

During the evaluation process, it is important for the SSC and LEA to exercise caution about jumping to conclusions about the effectiveness or non-effectiveness of specific activities and programs without examining the underlying causes. The SSC and LEA should consider all relevant factors when evaluating the plan, such as the degree of implementation, student enrollment changes, and health and safety issues.

Plan Priorities

Identify the top priorities of the most recent board approved SPSA. (No more than 2–3.)

1. Improve student achievement in English Language Arts (Goal 1 and Goal 2)
2. Improve student achievement in mathematics (Goal 1 and Goal 2)
3. Improve student attendance (Goal 3)

Identify the major expenditures supporting these priorities.

1. Provide differentiated interventions & enrichment opportunities through the Structured Universal Design for Learning (UDL) with the classroom teacher. Paraprofessional support: \$43,217; Use of technology to increase student engagement \$23,000
2. Provide professional development in the formation of grade level data teams to using data to inform instruction and increase student achievement.
3. Improve Student attendance and improve school climate and culture.

Plan Implementation

Identify strategies in the most recent board approved SPSA that were fully implemented as described in the plan.

1. Provide paraprofessional support to allow teacher to provide differentiated interventions inc grades k-3 to achieve goal of reading by the end of the third grade.
2. Provide release time for peer observation, planning, data analysis and building common assessments.
3. Increase student access to technology and digital subscriptions.
4. Provide extended learning opportunities through after school intervention and enrichment.

Identify strategies in the most recent board approved SPSA that were not fully implemented as described in the plan or were not implemented within the specified timelines.

1. Not all professional development opportunities outlined in the SPSA were provided.
2. Increase of the integration of technology into day to day instruction was not achieved.

What specific actions related to those strategies were eliminated or modified during the year?

Several professional development were postponed and have not yet been conducted. Some were added at the district level that assisted in the development of increasing our use of data to inform instruction.

Identify barriers to full or timely implementation of the strategies identified above.

1. Staff members were tasked with implementing new mathematics and English Language Arts curricula at the same time.
2. Lack of teacher comfort skill/level with new technologies.
3. Staff still working through paradigm shift inherent in the move to the new standards and using data to inform instruction.
4. Many teachers unwilling to participate in professional development.
5. Difficulty procuring substitute teachers.

What actions were undertaken to mitigate those barriers or adjust the plan to overcome them?

1. Staff meeting time used to provide support and professional development on new standards and new curricula.
2. Staff meeting time as a whole group was reduced to allow more time to work as grade levels. A second meeting offered during the week provided professional development organized by on site instructional coaches to address unpacking standards and using data to inform instruction.
3. Release time given to two teachers to go to classroom to work with teacher and students to help build technology skills.

What impact did the lack of full or timely implementation of these strategies have on student outcomes? What data did you use to come to this conclusion?

1. Lack of student achievement in both ELA and Math as indicated by the 2016-2017 CAASPP data.
2. Attendance goals were not met as indicated in the A2A reports.
3. Several technology programs were not implemented to the level to impact student achievement as shown by lack of consistent use on technology reports.

Strategies and Activities

Identify those strategies or activities that were particularly effective in improving student achievement. What evidence do you have of the direct or indirect impact of the strategies or activities on student achievement?

1. Professional development facilitated by TESS consultants strengthened the ability of grade level teams to unpack the standards and to create common formative assessments and to use data to inform instruction.
2. Site specific professional development in data analysis and informing instruction made an impact on instructional program in most grade levels.
3. Teacher led professional development in unpacking standards, standard based grading, designing common assessments helped open more teachers up to a collaborative model as collected in anonymous teacher anecdotal data.

Identify those strategies or activities that were ineffective or minimally effective in improving student achievement.

Impact of paraprofessionals on improving academic achievement is unclear. It is imperative that metrics be identified or developed to gauge their impact.

Even with an emphasis in conducting attendance conferences, and asking for teacher support, attendance did not improve.

Based on an analysis of the impact of the strategies/activities, what appears to be the reason they were ineffective in improving student achievement?

Lack of timely implementation

X Limited or ineffective professional development to support implementation

Lack of effective follow-up or coaching to support implementation

X Not implemented with fidelity

Not appropriately matched to student needs/student population

Other:

Based on the analysis of this practice, would you recommend:

Eliminating it from next year's plan

X Continuing it with the following modifications:

Establish metrics at the start of the 2017-2018 school year. TESS training will be eliminated from plan since teacher collaboration is a district goal and professional development will be supported with teacher instructional coaches on site. All teachers have been trained in development common assessments and data analysis.

Involvement/Governance

How was the SSC involved in development of the plan?

SSC was familiarized with the format of the new SBAC assessments, reflected on student assessment results, and identified barriers for student achievement. SSC identified the Title 1 goals and expected outcomes.

How were advisory committees involved in providing advice to the SSC?

Representatives from site advisory committees were invited and attended SSC meetings regularly. When representatives could not attend, SSC would solicit feedback through personal communication.

How was the plan monitored during the school year?

We looked at student work samples, benchmarks and teachers analyzed data and the implications for instructional practice. Data cycles were quarterly.

What changes are needed to ensure involvement of all stakeholders and adequate monitoring of planned activities and outcomes?

A calendar of School Site Council activities will be developed to facilitate the timely review of data and effective monitoring of the Plan.

Outcomes

Identify any goals in the most recent board approved SPSA that were met.

Goals were only partially met in certain grade levels.

Identify any goals in the most recent board approved SPSA that were not met, or were only partially met.

Improve student achievement in English Language Arts. Not met.

Improve student achievement in mathematics. Not met

List any strategies related to this goal that were identified above as "not fully implemented" or "ineffective" or "minimally" effective.

Based on this information, what might be some recommendations for future steps to meet this goal?

1. Continue to provide opportunities for meaningful professional learning opportunities, particularly in the areas of: formative assessment, particularly short cycle formative assessment to inform instruction.

highly effective first instruction in mathematics.

highly effective first instruction in reading to support site goal of Reading by 3rd grade.

effective integration of technology into day-to-day instruction.

2. Identify and/or develop appropriate metrics to measure the effectiveness of key strategies and activities, like professional support on student achievement.

3. Continue to purchase devices like Chromebooks and iPads to increase student access to technology.

4. Continue to focus on improving student attendance and providing attendance incentives.

BOARD AGENDA

October 2, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent, Educational Services

SUBJECT: Revised Board Policy and Administrative Regulation – First Reading

BACKGROUND:

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

Board Policy/Administrative Regulation 5177- 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 overcrowded 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 2, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Board Policies, Administrative Regulations and Board Bylaw
Second and Final Reading

BACKGROUND:

Board Policy – 1340 - Access to District Records

[BP Revised. To align with applicable statutes (CSBA)]

Policy updated to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that using a personal account or device to send or receive communications regarding public business does not categorically exclude those records from disclosure in response to a request under the California Public Records Act and that public agencies are obliged to disclose applicable records that they can locate with reasonable effort.

Board Policy and Administrative Regulation 3312.2 – Educational Travel Program Contracts

[BP Revised. AR Deleted. To align with applicable statutes (CSBA)]

Updated policy clarifies the board's responsibility to approve contracts for educational travel programs and adds contract components, formerly in AR. Regulation deleted and key concepts moved to BP.

Board Policy and Administrative Regulation 3320 – Claims and Actions Against the District

[BP/AR Revised. To align with applicable statutes (CSBA)]

Policy and regulation updated to clarify the applicability of the Government Claims Act to certain claims for money or damages against the district, and to reflect NEW COURT DECISION (Big Oak Flat-Groveland Unified School District v. Superior Court of Tuolumne Court) which upheld the district's right to require that a claim be submitted using district procedures before a lawsuit may be filed. Regulation also updated to expand section on "Time Limitations."

Administrative Regulation – 3541 - Transportation Routes and Services

[AR Revised. To align with applicable statutes (CSBA)]

Regulation updated to reflect NEW LAW (AB 1453) which authorizes districts to provide for the transportation of adult volunteers to and from educational activities. Regulation also reflects requirement to provide transportation consistent with a student's Section 504 plan, and clarifies the district's responsibility with respect to transportation for homeless students and foster youth.

Administrative Regulation – 3580 – District Records

[AR Revised. To align with applicable statutes (CSBA)]

Regulation updated to revise material related to the retention of electronic records, including records pertaining

to district business that are created, saved, sent, or received on an employee's or board member's personal device, to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that such records may be accessible to the public in accordance with the California Public Records Act.

Board Bylaw – 9012 – Board Member Electronic Communications - NEW

[BB New. To align with applicable statutes (CSBA)]

New Bylaw for district. Reflects NEW COURT DECISION (City of San Jose v. Superior Court) which held that using a personal account or device to send or receive communications regarding public business does not categorically exclude those records from disclosure in response to a request under the California Public Records Act and that public agencies are obliged to disclose applicable records that they can locate with reasonable effort.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING:

There are no costs associated to align with CSBA statutes.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

Westside Union SD

Board Policy - Revised

Access To District Records

Community Relations

BP 1340(a)

The Board of Trustees recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of state and federal law. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3580 - District Records)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

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

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

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

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 6162.5 - Student Assessment)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

(cf. 4040 - Employee Use of Technology)

(cf. 9012 - Board Member Electronic Communications)

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Legal Reference:

EDUCATION CODE

35145 Public meetings
35170 Authority to secure copyrights
35250 Duty to keep certain records and reports
41020 Requirement for annual audit
42103 Publication of proposed budget; hearing
44031 Personnel file contents and inspections
44839 Medical certificates; periodic medical examination (~~re access to medical certificate in personnel file~~)
49060-49079 Pupil Student records
49091.10 Parental review of curriculum and instruction
52850 Applicability of article (~~School-based Program Coordination Plan availability~~)

GOVERNMENT CODE

3547 Proposals relating to representation
6250-6270 California Public Records Act
6275-6276.48 Other exemptions from disclosure
53262 Employment contracts
54957.2 Minute book record of closed sessions
54957.5 Agendas and other writings distributed for discussion or consideration
81008 Political Reform Act, Ppublic records; inspection and reproduction

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil student records

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282
International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319
Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381
Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324
Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414 (1998)
North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144 (1994)

ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)
64 Ops.Cal.Atty.Gen 186 (1981)

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

ATTORNEY GENERAL PUBLICATIONS

Summary of the California Public Records Act, 2004

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, 2008

WEB SITES

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

California Attorney General's Office: <http://oag.ca.gov>

Institute for Local Government: <http://www.cacities.org>

State Bar of California: <http://www.calbar.ca.gov>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: September 21, 1999 Lancaster, California

Westside Union SD

Board Policy - Revised

Educational Travel Program Contracts

Business and Noninstructional Operations

BP 3312.2(a)

The Board of Trustees believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting enrich students' awareness of learning about places, cultures, and events. In contracting with organizations to provide The district may contract with a qualified person, partnership, corporation, or other entity for educational travel services; the Board desires to ensure a quality educational experience and the health, safety and welfare of each student traveler. Any such contract shall be submitted to the Board for approval and/or ratification.

The Superintendent or designee shall contract only with educational travel organizations which adhere to state law and exhibit safe and reputable business practices.

(cf. 3312 - Contracts)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account safeguards for student safety, quality of the educational program and fiscal integrity.

The Superintendent or designee shall ensure that each contract is in writing and includes all of the following: (Business and Professions Code 17554)

1. The travel organization's name, trade or business name, business address, business telephone number, and a 24-hour emergency contact telephone number, pager, voice mail, or other method of 24-hour communication
2. A detailed description of:
 - a. Services to be provided as part of the program
 - b. Agreed cost for the services
 - c. Whether or not the educational travel organization maintains insurance that supplies coverage in the event of injury to any student traveler, including the type and amount of coverage, the policy number and issuer, and the name, address, and telephone number of the person or organization able to verify coverage
 - d. Any additional costs to students

e. Any experience and/or training requirements to be met by the educational travel organization's staff who will accompany students on the educational travel program

3. The educational program being contracted for, including a copy of all materials to be provided to students

4. The number of times the educational travel program or a substantially similar educational travel program has been conducted by the organization and the number of students who completed the program

5. The length of time the organization has either been arranging or conducting educational travel programs, and, at the option of the organization, other travel services with substantially similar components

6. The name of each owner, officer, general partner, or sole proprietor of the organization

7. Whether any owner or principal of the organization has had any judgment entered against him/her, made a plea of nolo contendere, or been convicted of any criminal violation in connection with the sale of any travel services for a period of 10 years predating the contract

Legal Reference:

EDUCATION CODE

35160 Authority of boards

35160.1 Broad authority of school districts

BUSINESS AND PROFESSIONS CODE

17540 Travel promoters

17550-17550.9 Sellers of travel Definition of travel services

17552-17556.5 Educational travel organizations

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: September 15, 1997 Lancaster, California

Westside Union SD

Administrative Regulation – Delete

Educational Travel Program Contracts

Business and Noninstructional Operations

AR 3312.2(a)

Definitions

Educational travel organization or organization means a person, partnership, corporation, or other entity which offers educational travel programs for students residing in California. (Business and Professions Code 17552)

Student traveler or student means a person who is enrolled in elementary or secondary school, grades kindergarten through grade 12, at the time an educational travel program is arranged with an educational travel organization. (Business and Professions Code 17552)

Educational travel program means travel services that are arranged through or offered to an elementary or secondary school in the state, and where the services are represented to include an educational program as a component. (Business and Professions Code 17552)

Owner means a person or organization which owns or controls 10 percent or more of the equity of, or otherwise has claim to 10 percent or more of the net income of, the educational travel organization. (Business and Professions Code 17554)

Principal means an owner, an officer of a corporation, a general partner of a partnership, or a sole proprietor of a sole proprietorship. (Business and Professions Code 17554)

Contract Requirements

The Superintendent or designee shall ensure that each written contract with an educational travel organization includes all of the following: (Business and Professions Code 17554)

1. The travel organization's name, trade or business name, business address, business telephone number and a 24-hour emergency contact number
2. An itemized statement which shall include but not be limited to:
 - a. Services to be provided as part of the program
 - b. Agreed cost for the services
 - c. A statement as to whether or not the educational travel organization maintains insurance that supplies coverage in the event of injury to any student traveler, including the type and amount of coverage, the policy number and issuer, and the name and telephone number of the person or organization which is able to verify coverage

- d. Any additional costs to students
- e. The qualifications, if any, for experience and training that are required to be met by the educational travel organization's staff who shall accompany students on the educational travel program
- 3. A written description of the educational program being contracted for, including a copy of all materials to be provided to students
- 4. The number of times the educational travel program or a substantially similar educational travel program proposed by the contract has been conducted by the organization and the number of students who completed the program
- 5. The length of time the organization has either been arranging or conducting educational travel programs and, at the option of the organization, other travel services with substantially similar components
- 6. The name of each owner and principal of the organization
- 7. A statement as to whether any owner or principal of the organization has had entered against him or her any judgment, including a stipulated judgment, order, made a plea of nolo contendere or been convicted of any criminal violation in connection with the sale of any travel services for a period of 10 years predating the contract

District staff shall inform all vendors representing educational travel organizations that they may not arrange a travel program before the district has first entered into a written contract with the organization.

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: September 15, 1997 Lancaster, California

Westside Union SD

Board Policy - Revised

Claims And Actions Against The District

Business and Noninstructional Operations

BP 3320(a)

The Board of Trustees ~~intends that the~~ desires to conduct district's operations in a manner that minimizes risk, protects district resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with ~~Board policy and administrative regulation; the~~ Government Claims Act or other applicable state or district procedures, as well as the district's joint powers authority (JPA) agreement or other insurance coverage.

(cf. 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

~~Any~~ Claims for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or specifically excepted by Government Code 905 shall be presented and acted upon in accordance with district-established procedures consistent with the manner and time limitations ~~in the Government Claims Act, specified in the accompanying administrative regulation,~~ unless a procedure for processing such claims is otherwise provided by state or federal law or regulation. ~~Such compliance is a prerequisite to any court action consistent with the provisions of Government Code 945.4. (Government Code 935)~~

Upon notice to the district of a claim, the Superintendent or designee shall take all necessary steps to protect the district's rights under any applicable contractual agreements, including the right to indemnification from its insurance or other coverage provider.

In accordance with Government Code 935.4, ~~The~~ Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$250,000 or less pursuant to any conditions of coverage in the district's JPA agreement or insurance coverage. ~~(Government Code 935.4)~~

Retroactivity of this Policy

~~This policy is intended to apply retroactively to any existing causes of action and/or claims for money and/or damages.~~

Roster of Public Agencies

~~The Superintendent or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. Any changes to such information shall be filed within 10 days after the change has occurred.~~ Within 10 days of any change in the name of the district, the mailing address of the Board, or the names and addresses of the Board president, the Board clerk or secretary, or other Board members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk.

(Government Code 53051)

~~This information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary, and other members of the Board.~~

Legal Reference:

EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

CODE OF CIVIL PROCEDURE

340.1 Damages suffered as result of childhood sexual abuse

GOVERNMENT CODE

800 Cost in civil actions

810-996.6 Claims and actions against public entities

6500-6536 Joint exercise of powers

53051 Information filed with secretary of state and county clerk

PENAL CODE

72 Fraudulent claims

COURT DECISIONS

Big Oak Flat-Groveland Unified School District v. Superior Court of Tuolumne County, (2018) 21 Cal.App.5th 403

City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730

Connelly v. County of Fresno, (2006) 146 Cal.App. 4th 29

CSEA v. South Orange Community College District, (2004) 123 Cal.App.4th 574

CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580

Management Resources:

WEB SITES

California Secretary of State's Office: <http://www.sos.ca.gov>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: December 8, 2009 Quartz Hill, California

Westside Union SD

Administrative Regulation - Revised

Claims And Actions Against The District

Business and Noninstructional Operations

AR 3320(a)

Time Limitations

The following time limitations apply to claims against the district:

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Board of Trustees not later than six months after the accrual of the cause of action. (Government Code 905, 911.2)
2. Claims for money or damages as authorized in Government Code 905 and not included in paragraph item #1 above, including claims for damages to real property, shall be filed not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)
3. In accordance with the Board's authority pursuant to Government Code 935, claims for money or damages which are specifically exempted from the Government Claims Act by Government Code 905 and are not governed by any other claims presentation statute or regulation shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, 911.2, 935)

Late Claims

~~Claims under paragraphs #1 above which are filed later than six months after the accrual of the cause of action must be accompanied by an application to file a late claim. Such claim and application to file a late claim must be filed not later than one year after the accrual of the cause of action. (Government Code 911.4)~~

~~For claims under item #1 and #3 in the section "Time Limitations" above, any person who presents a claim later than six months after the accrual of the cause of action shall present, along with the claim, an application to present a late claim. Such claim and the application to present a late claim shall be presented not later than one year after the accrual of the cause of action. (Government Code 905, 911.4)~~

~~If a claim under paragraphs #1 is filed~~ presented late and is not accompanied by the an application to file ~~present~~ a late claim, the Board or Superintendent shall; or its designee may, within 45 days, give written notice that the claim was not ~~filed~~ presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the

Board or Superintendent provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board or Superintendent shall grant the application to file present a late claim under any where one or more of the following circumstances conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense of the claim by the claimant's failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.
4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8. (Government Code 911.8)

If the Board or Superintendent does not take action on the application to file present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Delivery and Form of Claim

~~A claim, any amendment thereto, or an application for leave to present a late claim shall be deemed presented when delivered to the office of the Superintendent or deposited in a post office, subpost office, substation, or mail chute or other like facility maintained by the U.S. Government in a sealed envelope properly addressed to the district office with postage paid when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)~~

~~Claims shall be submitted on the district claim form. The Board or Superintendent may return a claim not using the district's claim form and the claim may be resubmitted using the district's form. (Government Code 910.4)~~

Notice of Claim Insufficiency

~~The Superintendent or designee shall review all claims for sufficiency of information.~~

~~If the claim is found insufficient or found not to satisfy the form requirements under Government Code 910.4, The Superintendent or designee may, within 20 days of receipt of claim, either personally deliver or mail to claimant at the address stated in the claim or application, a notice stating deficiencies in the claim presented. If such notice is delivered or sent to claimant, the Board shall not act upon the claim until at least 15 days after such notice is sent. (Government Code 910.8, 915.4)~~

~~Amendments to Claim~~

~~Claims may be amended within the above time limits or prior to final action by the Board, whichever is later, if the claim, as amended, relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)~~

Action on Claims

Within 45 days after the presentation or amendment of a claim, the Board or Superintendent ~~if delegated this authority~~ shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. ~~or before~~ If the 45-day period has expired, the time limit may be extended if legal action is ~~has not~~ commenced or ~~been~~ barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.
2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.
3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.
5. ~~If the Board takes no action on the claim, the claim shall be deemed rejected.~~

If the Board allows the claim in whole, or in part, or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Superintendent ~~Board~~ or ~~its~~ designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in

the claim or application. (Government Code 913, 915.4)

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: December 8, 2009 Quartz Hill, California

Westside Union SD

Administrative Regulation - Revised

Transportation Routes And Services

Business and Noninstructional Operations

AR 3541(a)

Routes and Bus Stops

The Superintendent or designee shall design transportation routes and stops within district boundaries that to promote the safety of students, and maximum efficiency in the use of buses, and decreased traffic in and around the schools.

(cf. 3510 - Green School Operations)
(cf. 3514 - Environmental Safety)
(cf. 3540 - Transportation)

~~Students who reside beyond the minimum transportation distances listed below shall be eligible for transportation service to the school of their attendance area:~~

Students shall be eligible for transportation service to and from school if the distance between their school-established bus stop and the school is beyond the minimum listed below:

1. For elementary school students:

Grades K-3 6: one and one half mile radius from the school
~~Grades K-4 8 one and one half mile radius from the school~~
~~Grades 7-8: two and one quarter mile radius from the school~~

2. For students attending a three-year junior high school:

~~Grades 6-8 9: two and one quarter mile radius from the school~~

The Superintendent or designee may authorize transportation within the walking distance when safety problems or hazards exist, below these limits when safety problems or hazards exist.

(cf. 5142.2 - Safe Routes to School)

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117.1 - Interdistrict Attendance Agreements)
(cf. 5117.2 - Alternative Interdistrict Attendance Program)

By posting to the district website the Superintendent or designee shall communicate to parents/guardians regarding bus routes, schedules and stops.

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules, and stops. He/she may also arrange for local media to publish such information.

(cf. 1112 - Media Relations)

(cf. 5145.6—Parental Notifications)

~~Transportation Services—~~

With the Board of Trustees' authorization, transportation services may be provided or arranged by the district for:

1. Students traveling to and from school during the regular school day (Education Code 39800)

2. Field trips and excursions (Education Code 35330)

(cf. 3541.1 - Transportation for School-Related Trips)

3. School activities, expositions or fairs, or other activities determined to be for the benefit of students (Education Code 39860)

4. District employees or parents/guardians, and adult volunteers traveling to and from educational activities authorized by the district (Education Code 39837.5)

5. Preschool or nursery school students (Education Code 39800)

(cf. 5148.3 - Preschool/Early Childhood Education)

6. Students traveling to full-time occupational classes provided by a regional occupational center or program (Education Code 39807.5, 41850)

(cf. 6178.2 - Regional Occupation Center/Program)

7. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education Code 39837)

8. Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school (Education Code 39801.5)

(cf. 6200 - Adult Education)

9. Private school students, upon the same terms, in the same manner, and on the same routes provided for district students (Education Code 39808)

6.10. Nonschool purposes as allowed by law, such as:

- a. Community recreation (Education Code 39835)
- b. Public transportation (Education Code 39841)

Students who attend school outside of their school attendance area or district boundaries may be eligible for transportation services in accordance with district policy.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs or Section 504 plan. (Education Code 41850; 20 USC 1400-1482; 34 CFR 104.4, 300.17, 300.34).

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 6159 - Individualized Education Program)

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

~~The district shall provide homeless students with transportation services comparable to those offered to other students at the school of attendance.~~ The Superintendent or designee shall provide transportation to homeless students in accordance with law, Board policy, and administrative regulation. When the student resides outside of district boundaries, the Superintendent or designee shall consult with the superintendent of the district of residence to apportion the responsibility and costs of transportation. (42 USC 11432)

(cf. 6173 - Education for Homeless Children)

~~If a homeless student moves to a shelter that is in another attendance area within the district, the Superintendent or designee may arrange transportation that enables the student to continue attending the same school.—~~

(cf. 5111.13 - Residency for Homeless Children)

The Superintendent or designee shall collaborate with the local child welfare agency to determine the provision, arrangement, and funding of transportation to enable foster youth to attend their school of origin when it is in the student's best interest to do so. (20 USC 6312)

(cf. 6173.1 - Education for Foster Youth)

Legal Reference:

EDUCATION CODE

10900.5 Use of school buses for community recreation

35330 Excursions and field trips
35350 Authority to transport pupils
39800-39809.5 Transportation, general provisions, especially:
39800 Powers of governing board to provide transportation to and from school
39801.5 Transportation for adults
39808 Transportation for private school students
39830-39842 3 School buses, especially:
39835 Use of school buses for community recreation
39837 Transportation to summer employment program
39837.5 Transportation of employees, and parents/guardians and adult volunteers to school activities
39860 Transportation to school activities
41850-41857 6 Allowances for transportation
41860-41863 Supplementary allowances for transportation
48853.5 Educational placement of students residing in licensed children's institutions
CODE OF REGULATIONS, TITLE 5
15240-15244 Allowances for student transportation, definitions
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
6312 Transportation to maintain children in foster care in school of origin
UNITED STATES CODE, TITLE 42
11432 McKinney-Vento Homeless Assistance Act
CODE OF FEDERAL REGULATIONS, TITLE 34
104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504
300.17 Free appropriate public education
300.34 Special education related services

Management Resources:

CSBA PUBLICATIONS

Special Education Pupil Transportation: Considerations in the Era of LCFF, Governance Brief, April 2014

WEB SITES

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/bus/index.html>

<http://www.cde.ca.gov/ls/tn/or/assignment.asp>

Pupil Transportation Safety Institute: <http://www.ptsj.org>

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: September 2, 2008 Quartz Hill, California

Westside Union SD

Administrative Regulation - Revised

District Records

Business and Noninstructional Operations

AR 3580(a)

Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) Record and shall be retained indefinitely unless microfilmed in accordance with the Code or Regulations, Title 5, 5 CCR 16022: (5 CCR 16023)

Section 16022:—(5 CCR 16023)

1. Annual Reports
 - a. Official budget
 - b. Financial reports of all funds, including cafeteria and student body funds
 - c. Audit of all funds
 - d. Average daily attendance, including Period 1 and Period 2 reports
 - e. Other major annual reports, including:
 - (1) Those containing information relating to property, activities, financial condition or transactions
 - (2) Those declared by Board of Trustees minutes to be permanent

(cf. 3100 - Budget)
(cf. 3452 - Student Activity Funds)
(cf. 3460 - Financial Reports and Accountability)
(cf. 3551 - Food Service Operations/Cafeteria Fund)

2. Official Actions
 - a. Minutes of the Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only
 - b. The call for and the result of any elections called, conducted or canvassed by the Board
 - c. Records transmitted by another agency pertaining to its action with respect to district reorganization

(cf. 7214 - General Obligation Bonds)
(cf. 9324 - Minutes and Recordings)

3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, ~~deductions or withholdings made and the person or agency to whom such amounts were paid.~~ In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then

be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record ~~only when~~ until the time for filing a grievance has passed or the document has been sustained by the grievance process.

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

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

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

When a District employee needs a duplicate copy of their pay stub, W-2 or other District provided document, there will a \$5.00 fee for the first requested document and subsequent requested documents on the same day are \$2.00 each.

4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 Title-5, Section 432, and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. This These includes any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

(cf. 5143 - Insurance)

5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets, an equipment inventory, and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Class 2 - Optional Records

Any record considered temporarily worth keeping, but which is are not a Class 1 records, may be classified as Class 2 (Optional) records and shall be retained until it is reclassified as Class 3 (Disposable) records. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1, as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending

further review and classification within one year.—(Title 5, Section 16024) (5 CCR 16024)

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable) records. These include but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by Title 5, Section 432 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly and monthly reports, bulletins and instructions. (Title 5, Section 16025) (5 CCR 16025)

~~Class 3 (Disposable) records shall be destroyed during the third school year after the later of the following:~~

- ~~1.——The completion of any legally required audit~~
- ~~2.——The retention period required by any agency other than the State of California~~
- ~~3.——The school year in which the records originated~~

~~All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later.~~

A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

Electronically Stored Information

~~All district-related electronically stored information generated or received by a district employee shall be saved to an electronic file on the district's computer and retained for at least 180 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed.~~

~~However, any district-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.~~

~~District-related electronically stored information includes, but is not limited to, any email,~~

~~voicemail, text message, word processing document, spreadsheet, or text document related to district business or generated in the course of an employee's official duty.~~

All electronically stored information related to the conduct of district business, including information created, saved, sent, or received on a district employee's or Board member's personal account or device, shall be saved as an electronic file to a district-provided account or device and retained in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, text messages, instant messages, computer files, and other electronic communications related to district business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed.

(cf. 9012 - Board Member Electronic Communications)

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

(cf. 4040 - Employee Use of Technology)

Any employee person to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on effectively using the device.

(cf. 4131—Staff Development)

(cf. 4231—Staff Development)

(cf. 4331—Staff Development)

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: September 15, 1997 Quartz Hill, California
revised: August 5, 2014
revised: November 1, 2016

Westside Union SD

Board Bylaw - New

Board Member Electronic Communications

Board Bylaws

BB 9012(a)

The Board of Trustees recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting nor to circumvent the public's right to access records regarding district business.

(cf. 1100 - Communication with the Public)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

In addition, Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the media shall be forwarded to the designated district spokesperson.

(cf. 1112 - Media Relations)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 9005 - Governance Standards)
(cf. 9121 - President)
(cf. 9200 - Limits of Board Member Authority)

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member's personal device or account, he/she shall copy the communication to a district electronic storage account or device for easy retrieval.

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings
35145 Public meetings
35145.5 Agenda; public participation; regulations
35147 Open meeting law exceptions and applications

GOVERNMENT CODE

6250-6270 California Public Records Act
11135 State programs and activities, discrimination
54950-54963 The Ralph M. Brown Act, especially:
54952.2 Meeting, defined
54953 Meetings to be open and public; attendance
54954.2 Agenda posting requirements, board actions

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

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

CSBA, Agenda Online:

<http://www.csba.org/ProductsAndServices/AllServices/AgendaOnline.aspx>

California Attorney General's Office: <http://oag.ca.gov>

BOARD AGENDA

October 2, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Wayne Trussell, Director Maintenance Operations & Facilities

SUBJECT: Medallion Contracting Proposition 39 HVAC Upgrades: Credit Change Orders

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:

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

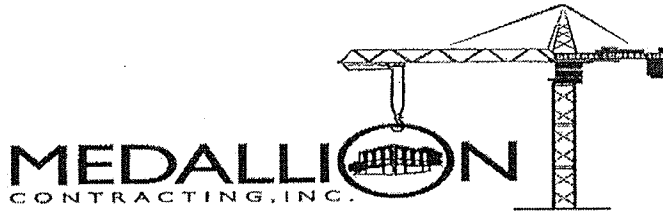
Time Extension: N/A

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)



Since 1965
Circulating Air, Inc.

State Contractors License #240778

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 93536	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:

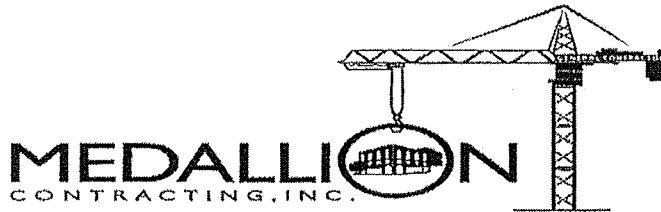
DATE:

ARCHITECT:

DATE:

ENGINEER:

DATE:



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:** slgimg0

Proceed with Option 1.

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

707-514-3860 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 #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:



Request for Information

Project: Westside Union School District Date: 5-16-2018 RFI NO. 8
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 school regarding the new 20 ton unit to be installed in the existing mechanical room. Due to existing conditions with existing electrical conduits and panels, we suggest altering the existing low combustion ventilation ducting to properly locate 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 to serve as low combustion ventilation. Please advise.

Response:

make changes as suggested.

Signed By:  Date: 5/16/18



Request for Information

Project: Westside Union School District Date: 6-16-2018 RFI NO. 7
Prop 58 Upgrades

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

To: Shere 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 MPR. 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 92" 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: 6/16/18

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

QUOTATION

QUOTED TO:
 Churchill Construction
 1341 West Kildare St
 Lancaster CA 93534

PH : (661) 945-3750
 FAX: (661) 723-9792
 JOB NAME:

<u>QUOTE NO.</u>	<u>QUOTE DATE</u>	<u>QUOTED TO</u>	<u>SALESPERSON</u>	<u>CUSTOMER TERMS</u>	<u>SALE TYPE</u>	
133663	5-29-18	Brad C.	Glen Porter	Net 30 Days	Taxable	
<u>L/N</u>	<u>QTY/Q</u>	<u>PRODUCT CODE/DESCRIPTION</u>	<u>U/M</u>	<u>PRICE</u>	<u>DISC%</u>	<u>EXTENDED</u>
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-3.1

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	

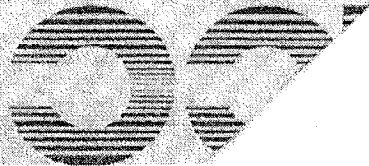
SUBTOTAL:		\$ 993.83
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O&P:	<u>15%</u>	\$ 149.07
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SUBTOTAL:		\$1,142.90
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BOND:	<u> </u>	
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TOTAL:		\$1,142.90
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INVOICE

Job Site Information

VALLEY VIEW
3310 W AVE LB
X 35TH W
LANCASTER,

8411 CAMINO DEL SOL
OXFORD, CA 93030-8985
LIC #513268
8181 785-8456 / 8051 988-0016
(561) 274-0206

Customer Information

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

Information

INVOICE: 90417
DATE: 07/24/18
P.O. No:
Date of work: 07/13/18
Job Ticket: 385967

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

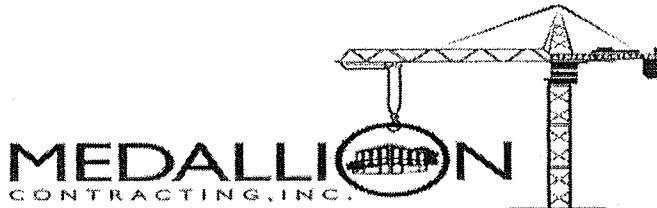
QUANTITY	DESCRIPTION	RATE	AMOUNT
1.00	CORE DRILL 1-5" DIAMETER HOLE THROUGH 8" BLOCK WALL	395.00	395.00
TOTAL DUE: \$395.00			

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

PROJECT:

Units to be installed at Rancho Vista School Site

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.	RFL-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

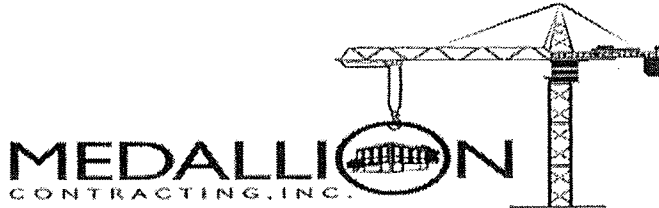
To provide labor and material to move existing electrical conduit and wiring in the way of new A/C units and rework once units are in place.

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



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 #: 5

DATE: 6/28/2018

JOB #: 17-047

DESCRIPTION: Esperanza Bldg's 30 through #25 required existing
plaster to be sawcut and removed to allow installation of new units

PROJECT:

LABOR

LABOR BURDEN

EQUIPMENT

MATERIALS

CLEAN UP

SUBTOTAL G.C.

MARK-UP 10%

G.C. SUBTOTAL

SUBCONTRACTOR: I.C.C

SUBCONTRACTOR:

SUBCONTRACTOR:

SUBTOTAL SUBCONTRACTORS

GENERAL LIABILITY 1%

SUBCONTRACTOR SUBTOTAL

MARK-UP ON SUB 10%

SUBTOTAL

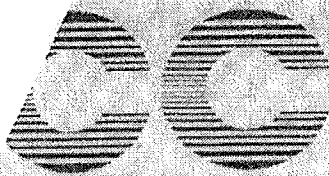
BOND 2%

TOTAL CHANGE ORDER AMOUNT

SUBMITTED BY: Craig Fries

APPROVED BY:

\$	1,850.00
\$	1,850.00
\$	18.50
\$	1,868.50
\$	186.85
\$	2,055.35
\$	41.11
\$	2,096.46



INVOICE

INDEPENDENT CONCRETE CUTTING, INC. 3411 CAMINO DEL SOL
OXNARD, CA 93030-8985
LIC. #543268
(818) 785-8498 (805) 988-0016
(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

BOARD AGENDA

October 2, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Updated Administrative Regulation 3550, Travel/Conference Expenses – 1st 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