

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL

September 19, 2017

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

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

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

CALL TO ORDER _____ p.m.

- I. OPEN SESSION _____ p.m.
A. Flag Salute
B. Roll Call

BOARD OF TRUSTEES

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

SUPERINTENDENT

Regina Rossall	_____
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II. ITEMS FROM THE FLOOR

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

III. CLOSED SESSION

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

Opened: _____ Closed: _____

- a. Conference with Labor Negotiators (Gov’t. Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov’t Code §54956.9)
Claim – 1718-02
- c. Conference with Real Property Negotiator

9-19-17

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

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

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS

- A. Constitution Week Proclamation
- B. Rancho Vista Site Presentation and Employee Recognition

VII. HEARING SESSION/STAFF REPORTS

- A. Board Comments
- B. Staff Reports
 - 1. Assistant Superintendent Administrative Services
 - 2. Assistant Superintendent Educational Services
 - 3. Deputy Superintendent
 - 4. Superintendent

VIII. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representatives
- B. California School Employees Association Representatives
- C. Parent Teacher Association Representatives
- D. West Antelope Valley Educational Foundation Representatives

IX. ITEMS FROM THE FLOOR

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

X. PUBLIC HEARING

None

XI. BUSINESS SESSION

A. Organizational/Governance

1. Agenda

Item 1

Goal #

Moved by _____ Seconded by _____

To approve the Agenda of the Regular Meeting of
September 19, 2017

Ayes: _____ Noes: _____ Abstain: _____

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

Items 2a -2g Goal #

2. Consent
 - a. Minutes of the Regular Meeting on September 5, 2017
 - b. Fundraising Authorizations
 - c. Gifts to the District
 - d. Personnel Report
 - e. Purchase Orders
 - f. Consultant/Contract Schedule
 - g. Conference/Workshop Schedule

Moved by _____ Seconded by _____

Approval of the Consent Items as presented.

Ayes: _____ Noes: _____ Abstain: _____

3. Discussion Item Item 3
 - Governance

B. Educational Services

4. Teacher of the Year Day Item 4

Moved by _____ Seconded by _____

Approval of Teacher of the Year Day

Ayes: _____ Noes: _____ Abstain: _____

5. Resolution 18-02, Insufficiency of Textbooks or Item 5
Instructional Materials

Moved by _____ Seconded by _____

Approval of Resolution 18-02, Insufficiency of Textbooks
or Instructional Materials

Ayes: _____ Noes: _____ Abstain: _____

6. Revised Board Policies, Administrative Regulation and Item 6
Exhibit:
 - BP 0410, Nondiscrimination in District Programs and
Activities
 - BP 0420.41, Charter School Oversight
 - BP/AR/E 6173, Education for Homeless Children

Moved by _____ Seconded by _____

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

Goal #

Ayes:_____ Noes:_____ Abstain:_____

B. Business

7. Revised Administrative Regulation and Exhibit 3350, Item 7
Travel/Conference Expenses

Moved by _____ Seconded by _____

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

Ayes:_____ Noes:_____ Abstain:_____

8. Notice of Completions: Item 8
- Esperanza School – Two (2) Modular Classrooms
 - Rancho Vista School – Two (2) Modular Classrooms
 - Gregg Anderson Academy - Digital Networks Group, Inc. Whiteboards and Projectors

Moved by _____ Seconded by _____

Approval of the Notice of Completions

Ayes:_____ Noes:_____ Abstain:_____

9. Award of Bid: Prop 39 HVAC Upgrades to Medallion Contracting Inc. Item 9

Moved by _____ Seconded by _____

Approval of the award of bid: Prop 39 HVAC Upgrades to
Medallion Contracting Inc.

Ayes:_____ Noes:_____ Abstain:_____

C. Personnel

10. Provisional Intern Permits (PIP) Item 10

Moved by _____ Seconded by _____

Approval of the Provisional Intern Permits (PIP)

Ayes:_____ Noes:_____ Abstain:_____

11. Short Term Staffing Permits (STSP) Item 11

Moved by _____ Seconded

9-19-17

Approval of the Short Term Staffing Permits (STSP)

Ayes: _____ Noes: _____ Abstain: _____

XII. INFORMATION SESSION

- A. Items From The Floor – Continued
- B. Dates to Remember:
 - 1. Regular Meeting on October 3, 2017
 - 2. Regular Meeting on October 17, 2017
- C. Board Comments - Continued

XIII. NEW BUSINESS

Future Board Meeting Items

XIV. CLOSED SESSION - Continued

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

XVI. REPORT OF CLOSED SESSION ACTION

XVII. ADJOURNMENT

There being no further business to come before the Board, the regular meeting of September 19, 2017, is adjourned at _____ p.m. by the Board President.

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

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

BOARD AGENDA

September 19, 2017

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

BACKGROUND:

The Board is requested to approve the Agenda for September 19, 2017.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

September 19, 2017

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

BACKGROUND:

The Board is requested to approve the Minutes of the Special Meeting on September 5, 2017.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None associated with the approval of Board Minutes.

SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
MINUTES
September 5, 2017

I. CALL TO ORDER

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

II. Flag Salute

Patricia K. Shaw, Clerk

III. ROLL CALL

Steven DeMarzio, President– Present

John Curiel, Vice President – Present

Patricia K. Shaw, Clerk - Present

Dr. Linda Jones, Member – Present (Arrived 6:50 p.m.)

Jennifer Navarro, Member - Present

SUPERINTENDENT

Regina Rossall – Present

IV. ITEMS FROM THE FLOOR

None

V. OTHERS PRESENT

Kristin Kruizinga, Shelly Dearing, Michelle Adams, Andrea Paxton, Rob Garza, Ana Penaloza, Christie Uribe, Jeri Holmes, Sylvia Borg-Otting, Heather Kunz, Terri Rowitz, Kristin Gellinck-Frye, Susan Burke, Kyle Sheeler, J Barte, Trudy Valenzuela, Gregory Lee, Jacquelyn Jones, Jessica Kott, Scott Cusack, Donna Hill

VI. M18-21 - The motion was made by John Curiel seconded by Jennifer Navarro and carried 4/0 to adjourn to closed session at 5:01 p.m. to consider:

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

VII. RECONVENE TO OPEN SESSION at 6:02 p.m.

VIII. CLOSED SESSION ACTION

None

IX. PRESENTATIONS

- A. Gregg Anderson Academy Site Presentation and Employee Recognition – Shelly Dearing and Kristin Kruizinga, Co Principals
- B. 2016-17 Unaudited Actuals – Lisa Jehlicka

X. HEARING SESSION/STAFF REPORTS

- A. Board Comments:

Jennifer Navarro – Thank you, Gregg Anderson, for your presentation this evening. I am impressed with the size of your PTA. Thank you, Lisa, for the financial report, great job. I toured Esperanza with John last week; I enjoyed visiting the school.

Linda Jones – Good job Gregg Anderson. I am excited that you are engaging your parents in what is going on at your site. Based on everything that I am reading we have started this school year strong.

Patricia K. Shaw – Good job, Shelly and Kristin, on your presentation this evening.

John Curiel – Welcome back, it's good to see everyone. Thank you, Gregg Anderson, for your presentation; it's nice to see you meeting your goals. Welcome to our new administrators. I visited Cottonwood and Esperanza last week. I was very impressed with each school and their programs. I had a board member from another district join me for my visit to each site as well as Jennifer at Esperanza.

Steve DeMarzio – Good job Gregg Anderson; based on what I am seeing you are working hard on your goals. Congratulations to all the employees who received service pins this evening. I appreciate you including the parents of the FS students in what is happening at your site. The eclipse was 68% totality in the valley, I was able to be in an area that was 100% totality; the next eclipse is in April 2024.

B. Staff Reports

1. Assistant Superintendent Administrative Services – Shawn Cabey
 - a. Gregg Anderson, that was fantastic; thank you very much and great job.
 - b. I gave you a handout on OPEB liability showing the different levels. The only group that is in worse condition than schools is the State of California. We took \$3 million from the general fund to apply toward OPEB.
2. Assistant Superintendent Educational Services - Marguerite Johnson
 - a. Congratulations Gregg Anderson. I appreciate your emphasis on equity.
 - b. Lisa, those numbers were impressive.
3. Deputy Superintendent - Robert Hughes
 - a. The AVC Tailgate Party is 9/23/17.
 - b. We had our annual Health Fair last week, it went very well.
 - c. We currently have all of our teacher hires done.
 - d. Gregg Anderson, good job, thank you.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

 - a. Gregg Anderson, I am very impressed with your presentation how you covered equity goals and SBAC scores. I could see your students had a great time at the eclipse.
 - b. We have the upcoming Tailgate Party; our goal is to raise \$12,000.
 - c. Marguerite did an excellent job with the Duck Race. There was a nice article on the front page of the paper.
 - d. We are busy, a lot going on.
 - e. Robert has been working hard at getting teachers hired.
 - f. Thank you Lisa on your presentation, good job.
 - g. We have had a good start and will be visiting Cottonwood tomorrow. We have enlarged our group who visits. One person will be looking at the same grade at each school throughout the year.

XI. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President

- B. California School Employee Association Representative – Jeri Holmes, President
- C. Parent Teachers Association Representative
- D. WAVE Representative – Patricia Shaw and Robert Hughes
 - AVC Tailgate – September 23, 2017

XII. ITEMS FROM THE FLOOR - Continued
None

XIII. PUBLIC HEARING
None

XIV. BUSINESS SESSION

- A. Organizational/Governance
 - 1. M18-22 - Item 1. Approval of the amended agenda of the Regular Board Meeting of September 5, 2017, as submitted. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 5/0.
 - 2. M18-23 - Items 2a – 2f. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 5/0 to approve the consent agenda.
 - 2a Minutes of the Regular Meeting on August 15, 2017
 - 2b Fundraising Authorizations
 - 2c Personnel Report
 - 2d Purchase Orders
 - 2e Consultant/Contract Agreement Schedule
 - 2f Conference/Workshop Schedule
 - 3. Item 3. The motion was made by seconded by and carried 0/0 to approve the revised Conflict of Interest Code. – PULLED BY ADMINISTRATION
 - 4. Item 4 - Discussion Item
 - Board Governance

XV. EDUCATIONAL SERVICES

- 5. M18-24 - Item 5. The motion was made by John Curiel seconded by Linda Jones and carried 5/0 to approve the Title III Plan
- 6. M18-25 - Item 6. The motion was made by John Curiel seconded by Linda Jones and carried 5/0 to approve the first and final reading of revised Board Policy 5030, Student Wellness.

XVI. PERSONNEL

- 7. M18-26 - Item 7. The motion was made by John Curiel seconded by Jennifer Navarro and carried 5/0 to approve the Revised Provisional Intern Permits (PIP).
- 8. M18-27 - Item 8. The motion was made by John Curiel seconded by Jennifer Navarro and carried 5/0 to approve the Short Term Staffing Permits (STSP).
- 9. M18-28 - Item 9. The motion was made by John Curiel seconded by Linda Jones and carried 5/0 to approve the Memorandum of Understanding 18-01, between Westside Union School District and Westside Union Teachers Association (WUTA): Article 11.6.4.1, Personal Necessity Leave.

XVII. BUSINESS

Minutes
Regular Board Meeting
September 5, 2017

10. M18-29 - Item 10. The motion was made by Jennifer Navarro seconded by Linda Jones and carried 5/0 to approve the first reading of the Revised Administrative Regulation and Exhibit 3350, Travel/Conference Expenses.
11. M18-30 - Item 11. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 5/0 to approve Resolution 18-01, Revised 2016-17 Actual Gann Limit and Projected 2017-18 Gann Limit.
12. M18-31 - Item 12. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 5/0 to approve the 2016-17 Unaudited Actuals.

XVIII. NEW BUSINESS

None

XIX. UNFINISHED BUSINESS

None

XX. ADJOURNMENT – The meeting was adjourned at 6:59 p.m. by Steve DeMarzio, President.

Patricia K. Shaw, Clerk
September 19, 2017

BOARD AGENDA

September 19, 2017

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

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

SUPERINTENDENT'S RECOMMENDATION:

Approval

FUND RAISER APPROVAL LIST

Approved at the Board Meeting of September 19, 2017

Anaverde Hills

Description: Pictures-4-Volleyball
Date: September 22, 2017
Purpose: To raise money for uniforms and volleyballs.
Requesting Group: Anaverde Hills ASB

Joe Walker

Description: Water Sales
Date: September 13-October 12, 2017
Purpose: Selling water at volleyball games.
Requesting Group: Joe Walker ASB

Description: Selling Community Cards
Date: September 27 – October 13, 2017
Purpose: Support student activities and trips for students.
Requesting Group: Joe Walker ASB

Description: E-Waste Recycling
Date: September 30, 2017
Purpose: To allow people to bring unused electronics for recycling.
Requesting Group: Joe Walker PTA

Description: Halloween Grams
Date: October 23-30, 2017
Purpose: To help Cheer/Pep pay back ASB for funds owed.
Requesting Group: Joe Walker ASB

Description: Water Sales
Date: January 9-31, 2018
Purpose: Selling water at basketball games.
Requesting Group: Joe Walker ASB

Description: Valentine/Flower Grams
Date: February 5-13, 2018
Purpose: To help Cheer/Pep to pay back ASB Funds
Requesting Group: Joe Walker ASB

Rancho Vista

Description: Dine-Out Fundraiser with 25% of purchased food items going to PTA
Date: September 7, 2017
Purpose: To raise funds for class field trips and electronic marquee.
Requesting Group: Rancho Vista PTA

Rancho Vista

Description: Movie night give back where students come to see a movie for free with small snacks for sale.

Date: September 15, 2017

Purpose: Funds raised will cover snacks.

Requesting Group: Rancho Vista PTA

Description: Parents donate to RV PTA

Date: September 18-29, 2017

Purpose: To raise funds for class field trips and electronic marquee.

Requesting Group: Rancho Vista PTA

Description: Dine-Out fundraiser with 20% of purchased food items going to PTA.

Date: October 4, 2017

Purpose: To raise funds for class field trips and electronic marquee.

Requesting Group: Rancho Vista PTA

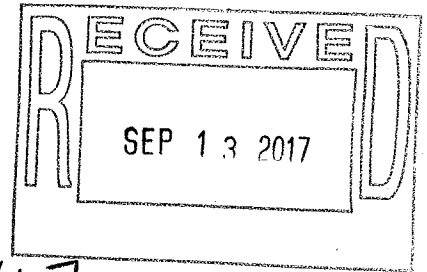
Description: Halloween carnival give back where students enjoy games, food and activities for a small fee.

Date: October 27, 2017

Purpose: Funds raised will cover activities.

Requesting Group: Rancho Vista PTA

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 95536
(661) 722-0716 FAX: (661) 974-8588



FUNDRAISING AUTHORIZATION
Middle School

School AH

Date 9/7/17

Requesting Group Volleyball - Girls and Boys
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO

Date(s) of Fund Raiser September 22, 2017 Event Start Time 2:30 - 4:00

Location of Fund Raiser AH

Description of Fund Raiser Pictures - 4 - Volleyball participants
Photographer - Kathryn Artiga. 100% profits go to
Team. See expenses.

Purpose of the Fund Raiser raise money for uniforms and
volleyballs.

For the benefit of (be specific) Volley ball - Purchasing players will
receive - 1 8x10, 2-5x7's, 1 wallet and 1 team 8x10. Expense
cost for printing is \$8.90. Packages sold - 4- 125.

Person Supervising Fund Raiser Jenny Parks

Person Responsible for the Money Jenny Parks

Projected Expenses \$8.90 per package

Projected Profit \$16.10 per package

Approved by ASB in the meeting minutes of

9/8/17

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 Julianne Lina

Date 9/8/17

Signature of ASB Advisor Gynelise Crowell

Date 9/8/17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature] Date 9-11-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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

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

FUNDRAISING AUTHORIZATION
Middle School

School Joe Walker

Date 8/30/17

Requesting Group Cheer / Pep

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

Date(s) of Fund Raiser Sept 13 - Oct 12

Event Start Time 2:30pm

Location of Fund Raiser Big Gym

Description of Fund Raiser Water Sales

Purpose of the Fund Raiser Selling Water at Volleyball Games

For the benefit of (be specific) to pay back ASB for money owed

Person Supervising Fund Raiser Cyndi Gender

Person Responsible for the Money Cyndi Gender

Projected Expenses \$ 10.00

Projected Profit \$ 100.00

Approved by ASB in the meeting minutes of _____

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

Signature of ASB President April Chaiway

Date 9/5/17

Signature of ASB Advisor E. Gender

Date 9/5/17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature]

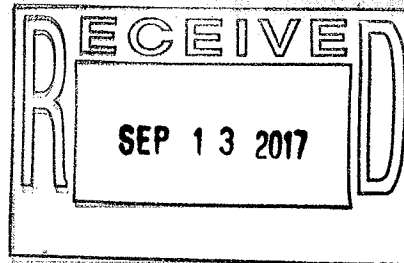
Date 8/30/17

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

Approved by the Board of Trustees on _____

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

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



FUNDRAISING AUTHORIZATION
Middle School

School JW

Date 9/12/2017

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 9/27/17 - 10/13/17 Event Start Time 11am

Location of Fund Raiser SCHOOL SITE

Description of Fund Raiser students of JW STEALTH
will sell community cards.

Purpose of the Fund Raiser support student activities and
trips for students

For the benefit of (be specific) all students

Person Supervising Fund Raiser Liz Anderson

Person Responsible for the Money Chrissy Bastian

Projected Expenses \$ 36.00

Projected Profit \$ 8,400

Approved by ASB in the meeting minutes of

9/12/2017

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Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
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 Amyl Chirney

Date 9/12/17

Signature of ASB Advisor L Anderson

Date 9/12/2017

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature]

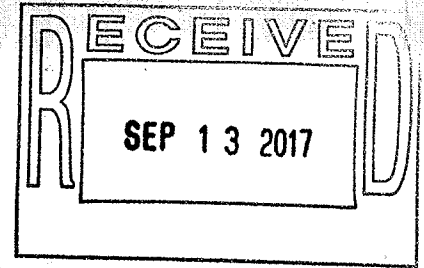
Date 9/12/17

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

Approved by the Board of Trustees on _____

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

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



FUNDRAISING AUTHORIZATION
Middle School

School Joe Walker Date 9/13/17
Requesting Group PTA - Joe Walker Middle School
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☐ ASB ☒ PTA/PTSA/PTO
Date(s) of Fund Raiser 9/30/17 Event Start Time 8:00 AM
Location of Fund Raiser Joe Walker
Description of Fund Raiser E-waste recycling

Purpose of the Fund Raiser to allow people to bring unused electronics for recycling

For the benefit of (be specific) The environment. To raise money for enrichment programs

Person Supervising Fund Raiser Lina Kough

Person Responsible for the Money Jennifer McCarty

Projected Expenses \$ 0

Projected Profit \$ 200.00

Approved by ASB in the meeting minutes of

N/A

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, CURFEL 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 _____

Date _____

Signature of ASB Advisor _____

Date _____

Signature of PTA/PTO/PTSA President [Signature]

Date 9/13/17

Signature of Principal or Assistant [Signature] Date 9/13/17

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

Approved by the Board of Trustees on _____

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

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

FUNDRAISING AUTHORIZATION
Middle School

School JOE WALKER

Date 8/30/17

Requesting Group Cheer

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

Date(s) of Fund Raiser October 23-30th Event Start Time 10:30 Am

Location of Fund Raiser Basketball Courts

Description of Fund Raiser HALLOWEEN GRAMS

Purpose of the Fund Raiser To Help Cheer/Rep pay back ASB for funds owed

For the benefit of (be specific) paying Back ASB

Person Supervising Fund Raiser Cyndi Grander

Person Responsible for the Money Cyndi Grander

Projected Expenses \$ 50.00

Projected Profit \$ 300.00

Approved by ASB in the meeting minutes of _____

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

Signature of ASB President April Chavira

Date 9/5/17

Signature of ASB Advisor [Signature]

Date 9/5/17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature]

Date 8/30/17

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

Approved by the Board of Trustees on _____

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

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

FUNDRAISING AUTHORIZATION

Middle School

School Joe Walker Date 8/30/17
Requesting Group Cheer / PEP
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO
Date(s) of Fund Raiser January 9-31 Event Start Time 2:30pm
Location of Fund Raiser Big Gym
Description of Fund Raiser Water Sales

Purpose of the Fund Raiser Selling water at
Basketball games

For the benefit of (be specific) to pay back ASB for any
money owed

Person Supervising Fund Raiser Cyndi Greender

Person Responsible for the Money Cyndi Greender

Projected Expenses \$ 10.00

Projected Profit \$ 100.00

Approved by ASB in the meeting minutes of _____

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 Amyl Chainey

Date 9/5/17

Signature of ASB Advisor E. Greender

Date 9/5/17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature] Date 8/30/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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FUNDRAISING AUTHORIZATION

Middle School

School Joe Walker

Date 8/30/17

Requesting Group Cheer

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

Date(s) of Fund Raiser February 5-13 Event Start Time 10:30am

Location of Fund Raiser Basketball Courts

Description of Fund Raiser Valentine/Flower Gears

Purpose of the Fund Raiser To Help Cheer/Rep Pay back ASB Funds

For the benefit of (be specific) To pay back ASB Funds

Person Supervising Fund Raiser Cyndi Greider

Person Responsible for the Money Cyndi Greider

Projected Expenses \$ 50.00

Projected Profit \$ 300.00

Approved by ASB in the meeting minutes of _____

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 April Mainer

Date 9/5/17

Signature of ASB Advisor E. Hader

Date 9/5/17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant L. Ward

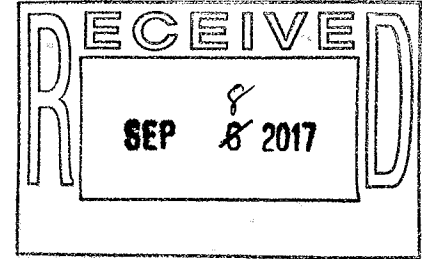
Date 8/30/17

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

Approved by the Board of Trustees on _____

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Westside Union School District
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Quartz Hill, CA. 93536
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FUNDRAISING AUTHORIZATION
Elementary School

School Rancho Vista Elementary Date 9/2/17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 9/7/17 Event Start Time 5pm

Location of Fund Raiser Shakey's Pizza

Description of Fund Raiser Dine out fundraiser with 25% of purchased food items going to PTA

Purpose of the Fund Raiser To raise funds for class field trips and electronic marquee.

For the benefit of (be specific) Rancho Vista Elementary PTA

Person Supervising Fund Raiser Heather Hines

Person Responsible for the Money Teresa Cadamy

Projected Expenses \$ 8.00 Projected Profit \$ 200.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
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Signature of PTA/PTO/PTSA President Lois Javonik Date 9/2/17

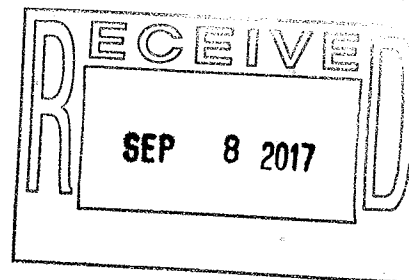
Signature of Principal or Assistant Cathy Bennett Date 9-2-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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

BU-13 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
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FUNDRAISING AUTHORIZATION
Elementary School

School Rancho Vista Elementary Date 9/2/17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 9/15/17 Event Start Time 5:30pm

Location of Fund Raiser Rancho Vista Elementary

Description of Fund Raiser Movie night give-back where students come to see a movie for free with small snacks for sale.

Purpose of the Fund Raiser N/A

For the benefit of (be specific) Rancho Vista Elementary PTA

Person Supervising Fund Raiser Norine Javorsek

Person Responsible for the Money Teresa Cadamy

Projected Expenses \$ 100 Projected Profit \$

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 9/6/17

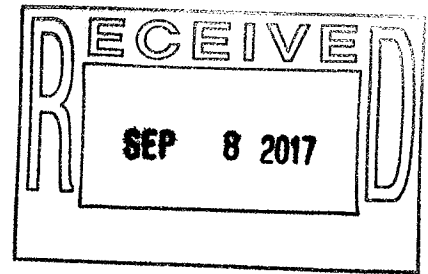
Signature of Principal or Assistant Cathy Bennett Date 9-7-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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FUNDRAISING AUTHORIZATION
Elementary School

School Rancho Vista Elementary

Date 9/6/17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

9/18-9/29

NA

Date(s) of Fund Raiser 9/18-9/29 Event Start Time NA

Location of Fund Raiser Rancho Vista

Description of Fund Raiser Parents donate funds directly to RV PTA

Purpose of the Fund Raiser To raise funds for class field trips and electronic marquee.

For the benefit of (be specific) Rancho Vista Elementary PTA

Person Supervising Fund Raiser Heather Hines

Person Responsible for the Money Teresa Cadamy

Projected Expenses \$ 8.00 Projected Profit \$ 2,000.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Signature of PTA/PTO/PTSA President [Signature] Date 9/7/17

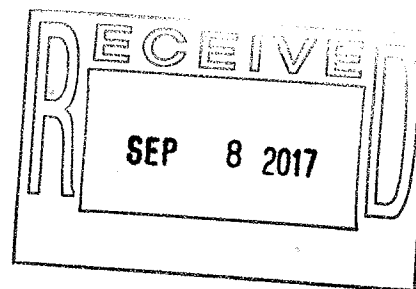
Signature of Principal or Assistant Cathy Bennett Date 9-8-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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FUNDRAISING AUTHORIZATION
Elementary School

School Rancho Vista Elementary

Date 9/2/17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 10/4/17 Event Start Time 5pm

Location of Fund Raiser BJ's Restaurant

Description of Fund Raiser Dine out fundraiser with 20% of purchased food items going to PTA

Purpose of the Fund Raiser To raise funds for class field trips and electronic marquee.

For the benefit of (be specific) Rancho Vista Elementary PTA

Person Supervising Fund Raiser Heather Hines

Person Responsible for the Money Teresa Cadamy

Projected Expenses \$ 8.00 Projected Profit \$ 200.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Signature of PTA/PTO/PTSA President [Signature] Date 9/7/17

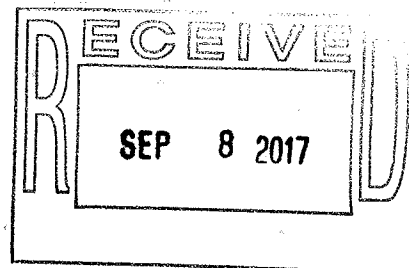
Signature of Principal or Assistant Cathy Bennett Date 9-7-17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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FUNDRAISING AUTHORIZATION
Elementary School

School Rancho Vista Elementary

Date 9/2/17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 10/27/17

Event Start Time 5pm

Location of Fund Raiser Rancho Vista Elementary

Description of Fund Raiser Halloween carnival give back where students enjoy games, food, and activities for a small fee.

Purpose of the Fund Raiser N/A

For the benefit of (be specific) Rancho Vista Elementary PTA

Person Supervising Fund Raiser Norine Javorsek

Person Responsible for the Money Teresa Cadamy

Projected Expenses \$ 3,000

Projected Profit \$ 4,000

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Signature of PTA/PTO/PTSA President [Signature]

Date 9/6/17

Signature of Principal or Assistant Cathy Bennett

Date 9-7-17

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

Approved by the Board of Trustees on _____

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

BOARD AGENDA

September 19, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Gifts to the District

BACKGROUND:

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

- Palatino Trumpet with case – Del Sur School
- Gemeinhardt 22SP L37269 Flute with case – Del Sur School

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

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

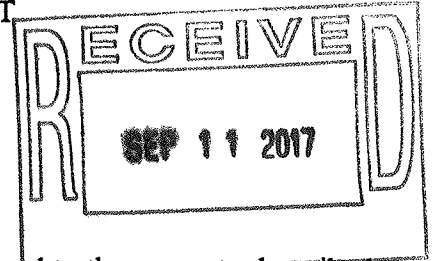
UNIVERSAL GIFT FORM SCHEDULE

Approved at the Board Meeting of September 19, 2017

DONATION:	Palatino Trumpet with case and Gemeinhardt 22SP L 37269 Flute with case
DONOR:	Jacqueline Kerchen
RECIPIENT:	Del Sur School
DATE:	August 23, 2017

WESTSIDE UNION SCHOOL DISTRICT

46809 North 70th Street West
Lancaster, California 93536
(661) 948-2669
Fax (661) 942-2576



UNIVERSAL GIFT FORM

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

Date 8/23/17

1. Jacqueline Kerchen
Signature

JACQUELINE KERCHEN
Print Name

1216 W. IVESBROOK ST.
Street Address

LANCASTER, CA 93534
City, State & Zip

Andrew Kerchen
Signature

ANDREW KERCHEN
Print Name

1216 W. IVESBROOK ST.
Street Address

LANCASTER, CA 93534
City, State & Zip

Description of gift: Palatino Trumpet with case
Heimeinhardt 2257 L37269 Flute with case

Recipient of donation, if specified by donor: Sharon Kennedy

Accepted by: Sharon Kennedy
Music Teacher
Title

Date: 8/23/17
Del Sur
Location

☐ This donation of new (not used) equipment requires a District equipment number. A receipt may be requested to verify age of donation. The donation will be delivered to the Warehouse for marking. (The donation will be marked and returned to the school by Maintenance after Board approval.)

(For District Office Use Only)

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

Dated this _____ day of _____, 20_____

Accepted by: _____

Signature

Title

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

WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA

September 19, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #18-04

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

MANAGEMENT

CERTIFICATED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Albrecht, Rustin	Teacher Hourly, Afternoon PD New Teachers/ESF/Not to exceed 5 workshops, 6 hours/per/day/BTSA/Req# 14476
Anderson, Janet	Teacher, 1/6 th Stipend/HV/August 7, 2017 to June 7, 2018/URGF/Req# 14498
Bastidas, Brian	Band Stipend/HV/2017-2018 School Year/Req# 14424
Byass, Godfrey	Girls Volleyball Coach/HV/2017-2018 School Year/Req# 14428
Calica, Alex	Boys Volleyball/HV/2017-2018 School Year/Req# 14429
Denning, Louis	CJSF Coach/HV/2017-2018 School Year/Req# 14427
Denning, Louis	Teacher Tutor/HV/August 28, 2017 to May 31, 2018/T1/Req# 14435
Duffee, Ami	Drama Coach/HV/2017-2018 School Year/Req# 14421
Ellsworth, Emily	Drama Coach/HV/2017-2018 School Year/Req# 14421
Farrell, Cassandra	Teacher, Regular Ed/AH/September 6, 2017/URGF
Gonzalez, Tony	Teacher Tutor/HV/August 31, 2017 not to exceed May 31, 2018/Req# 14436

Greaver, Mary	Teacher Tutor/HV/August 31, 2017 not to exceed May 31, 2018/ Req# 14434
Greco, Veronica	ASB Coach/HV/2017-2018 School Year/Req# 14425
Hanley, Richard	Teacher Hourly, Afternoon PD New Teachers/ESF/Not to exceed 5 workshops, 6 hours/per/day/BTSA/Req# 14476
Harris, Delilah	Teacher, Regular Ed/LV/September 11, 2017/URGF
Hendrix, Dave	Yearbook Advisor/HV/2017-2018 School Year/Req# 14423
Hurlburt, Brian	Basketball Coach/JW/2017-2018 School Year.Req# 14272
Hurlburt, Brian	Cross Country Coach/JW/2017-2018 School Year.Req# 14271
Hurlburt, Bran	Volleyball Coach/JW/2017-2018 School Year/Req# 14268
Hurlburt, Brian	Trach Coach/JW/2017-2018 School Year/Req# 14273
Johnson, Laura	ASB Coach/HV/2017-2018 School Year/Req# 14426
Levesque, Rene	Volleyball Scoreboard Operator/HV/2017-2018 School Year/Not to Exceed 25 games/ASB/Req# 14430
Levesque, Rene	Teacher Tutor/HV/August 31, 2017 not to exceed May 31, 2018/Req# 14436
Morris, Barbara	Basketball Coach/JW/2017-2018 School Year.Req# 14272
Morris, Barbara	Cross Country Coach/JW/2017-2018 School Year.Req# 14271
Morris, Barbara	Volleyball Coach/JW/2017-2018 School Year/Req# 14268
Morris, Barbara	Trach Coach/JW/2017-2018 School Year/Req# 14273
Pontius, Jeremy	Lego League Coach/JW/2017-2018 School Year.Req# 14270
Sorensen, Todd	Basketball Coach/JW/2017-2018 School Year/Req# 14272
Sorensen, Todd	Volleyball Coach/JW/2017-2018 School Year/Req# 14268
Whitten, Kamilynn	Drama Coach/HV/2017-2018 School Year/Req# 14421
Wilson, Timothy	Basketball Coach/JW/2017-2018 School Year.Req# 14272

<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
---------------	---

<u>Leaves</u>	<u>Position/Location/Effective Date</u>
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<u>Separation</u>	<u>Position/Location/Effective Date</u>
Sandefur, Paige	Teacher, Regular Ed/September 8, 2017/Resignation

CLASSIFIED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Anderson, Breanna	Playground Supervisor/LV/.75 hrs/per/day/Step 1/September 1, 2017/URGF/Req# 14485
Bravo, Lourdes	Short-Term Instructional Assistant II/HV/3 hrs/per/day/Step 1/August 23-October 13, 2017/SDC/Req# 14449
Campos, Glenda	Playground Supervisor/DS/3 hrs/per/day/Step 1/August 28, 2017/URGF/Req# 14340
Chielli, Maria	Extra-Duty Instructional Assistant II/2 hrs/per/day/Step 3/August 16, 2017/Sup Grant/Req# 14385
Combs, Christina	Instructional Assistant II/SD/3.25 hrs/per/day/Step 1/September 1, 2017/SDC/Req# 14284
Cons, Gregory	Extra-Duty Instructional Assistant I-AVID/JW/3 hrs/per/day/Step 1/September 15, 2017/Sup Grant/Req# 14489
Cox, Karen	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 7/August 1-31, 2017/URGF/Req# 14333
Ellis, Sheryl	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 8/August 1-31, 2017/URGF/Req# 14333
Firm, Laureen	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 8/August 1-31, 2017/URGF/Req# 14333
Frazer, Cara	Playground Supervisor/EZ/1.67 hrs/per/day/Step 1/September 5, 2017/URGF/Req# 14413
Gracia, Claudia	Playground Supervisor/AH/1.5 hrs/per/day/Step 1/September 5, 2017/URGF/Req# 14178

Halstead, Brianna	Playground Supervisor/DS/2.92 hrs/per/day/Step 1/August 29, 2017/ URGF/Req# 14381
Hernandez, William	Worker IV-Electrician/MO/8 hrs/per/day/Step 1/August 30, 2017/ URGF/Req# 14190
Howard, Stephanie	Instructional Assistant I-AVID/DS/2.5 hrs/per/day/Step 1/ September 11, 2017/URGF/Req# 14234
Kemble, Fawn	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 1/ August 1-31, 2017/URGF/Req# 14333
Kindel, Susan	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 7/ August 1-31, 2017/URGF/Req# 14333
Larson, Melissa	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 5/ August 1-31, 2017/URGF/Req# 14333
Lomeli, Amy	Cheer Advisor/HV/2017-2018 School Year/Stipend/URGF/Req# 14431
Madison, Stephanie	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 1/ August 1-31, 2017/URGF/Req# 14333
Means, Kaylie	Short-Term Instructional Assistant II/SD/Step 1/August 17, 2017/ SDC/Req# 14418
Metheney, Donna	Instructional Assistant II-RSP/VV/3 hrs/per/day/Step 6/August 28, 2017/ SDC/Req# 14195
Mohun, Jeannette	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 4/ August 1-31, 2017/URGF/Req# 14333
Palacios, Danielle	Instructional Assistant I-AVID/DS/2.5 hrs/per/day/Step 1/ September 5, 2017/URGF/Req# 14058
Patierno, Tiffany	Instructional Assistant II/JW/3 hrs/per/day/Step 1/August 29, 2017/ SDC/Req# 14156
Pierce, Brianna	Clerk II-Reprographics/DO/5.95 hrs/per/day/Step 1/ September 11, 2017/URGF/Req# 14297
Rodriguez, Stephanie	Extra-Duty Instructional Assistant I-AVID/JW/3 hrs/per/day/Step 1/ September 15, 2017/Sup Grant/Req# 14489
Salazar, Pamela	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 7/ August 1-31, 2017/URGF/Req# 14333

Sanchez-Vasquez, Medora	Playground Supervisor/CW/1.25 hrs/per/day/Step 1/September 1, 2017/ URGF/Req# 14262
Santiago, Jocelyn	Extra-Duty Instructional Assistant I-AVID/JW/3 hrs/per/day/Step 2/ September 15, 2017/Sup Grant/Req# 14489
Schimpf, Brooke	Instructional Assistant II/QH/2.5 hrs/per/day/Step 1/August 28, 2017/ SDC/Req# 14208
Seeger, Jamie	Short-Term Instructional Assistant II/HV/3 hrs/per/day/Step 2/ August 23, 2017/SDC/Req# 14448
Sisson, Tammie	Instructional Assistant I/DS/2.5 hrs/per/day/Step 1/August 28, 2017/ URGF/Req# 13888
Sierra, Deborah	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 1/ August 1-31, 2017/URGF/Req# 14333
Stark, Rachel	Extra-Duty Clerk II/RV/2 hrs/per/day/Step 3/August 15-September 8, 2017/ URGF/Req# 14399
Suttle, Ashley	Instructional Assistant II/SD/3.5 hrs/per/day/Step 4/August 25, 2017/ SDC/Req# 14417
Trax, Melissa	Instructional Assistant II/SD/3.25 hrs/per/day/Step 1/August 28, 2017/ SDC/Req# 14391
Walker, Alec	Instructional Assistant I-AVID/HV/1.5 hrs/per/day/Step 1/August 28, 2017/ URGF/Req# 14288
Winslow, Levon	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 8/ August 1-31, 2017/URGF/Req# 14333
Wreesman, Kellie	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 7/ August 1-31, 2017/URGF/Req# 14333
Yadon, Lesley	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 3/ August 1-31, 2017/URGF/Req# 14333
<u>Change</u> House, Nela	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Instructional Assistant I (3 hrs/per/day) to <u>Instructional Assistant II</u> (3 hrs/per/day)/GA/Step 2/August 28, 2017/SDC/Req# 14341

Knight, Rosy	Clerk II (8 hrs/per/day) to <u>School Secretary (8 hrs/per/day)/VV/Step 2/</u> September 8, 2017/URGF/Req# 14186
Lopez, Lillian	Crossing Guard (.75 hrs/per/day) to <u>Campus Climate Assistant (3 hrs/per/day)/</u> SD/Step 1/August 3, 2017/Sup Grant/Req# 14165
Meadows, Samantha	Substitute Child Nutrition Assistant to <u>Child Nutrition Assistant I</u> <u>(2.5 hrs/per/day)/CN/Step 1/August 23, 2017/URGF/Req# 14317</u>
Miracle, Colleen	Instructional Assistant I (3 hrs/per/day) to <u>Instructional Assistant II</u> <u>(3.5 hrs/per/day)/SD/Step 7/August 29, 2017/SDC/Req# 14300</u>
Sanchez, Cecilia	Instructional Assistant I (3 hrs/per/day) to <u>Instructional Assistant II</u> <u>(3 hrs/per/day)/EZ/Step 1/August 24, 2017/SDC/Req# 14409</u>
Srivastava, Parul	Instructional Assistant I (3 hrs/per/day) to <u>Instructional Assistant II</u> <u>(3 hrs/per/day)/RV/Step 1/August 24, 2017/SDC/Req# 14312</u>
<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
<u>Separation</u>	<u>Position/Location/Effective Date/</u>
Andersson, Melissa	Instructional Assistant II/EZ/June 7, 2017/Resignation
De la Torre, Briana	Playground Supervisor/QH/September 1, 2017/Resignation
Ibarra, Cristy	Instructional Assistant II/QH/September 5, 2017/Resignation
Lindsey, Christopher	Instructional Assistant I-AVID/JW/August 21, 2017/Resignation
Ortega-Reyes, Karina	Instructional Assistant II/VV/August 25, 2017/Resignation
Perez, Crystal	Playground Supervisor/DS/August 25, 2017/Resignation
Puyot, Eugenia	Campus Climate Assistant/LV/August 28, 2017/Resignation
Rodriguez, Elizabeth	Instructional Assistant II/VV/August 22, 2017/Resignation
Rogers, Reiana	Playground Supervisor/LV/August 9, 2017/Resignation
Sanchez, Cassandra	Instructional Assistant II-Speech/JW/August 29, 2017/Resignation
Smoot, Kheema	Instructional Assistant II/HV/August 21, 2017/Probationary Release

BOARD AGENDA

September 19, 2017

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

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

Approval Items:

All Funds	18,340.32
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Ratification Items:

General Fund (01.0)	46,524.93
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	64,865.25
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ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS

Approved/Ratified at the Meeting of September 19, 2017

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

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P52349	Tel Pro Voice and Data Inc Anaverde Hills	Extron System (Room T3) Technology Maintenance	9,210.37
P52440	Tel Pro Voice and Data Inc Anaverde Hills	Extron System (Room T4) Technology Maintenance	9,129.95

Total 18,340.32

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P52362	Antelope Valley Press Maintenance	Notice to Bidders: Prop 39 HVAC Upgrades General Funding	2,239.28
P52429	Dora Navarro-Duenas Joe Walker	Reimburse: EL Parent Outreach Materials Supplemental Grant	300.00
P52430	Mary Taylor Hillview	Reimburse: Drama Club Supplies Local Site Funds	500.00
P52431	Staples Del Sur	School and Office Supplies General Funding	500.00
P52432	Home Depot Del Sur	Wood Shop Supplies General Funding	750.00
P52433	Bolts in the Bathtub Hillview	Home Economics Supplies General Funding	600.00
P52434	Amazon.com Corporate Credit Educational Services	Books: Llama Llama and the Bully Goat (55) Supplemental Grant	697.02
P52446	CDWG Computer Centers Inc Del Sur	Epson Projector Lamp Local Site Funds	48.99
P52447	CDWG Computer Centers Inc Human Resources	Toshiba Portege Laptop (1) General Funding	1,562.87
P52448	CDWG Computer Centers Inc Educational Services	HP LaserJet Pro M402N Monochrome Printers (12 - Libraries) General Funding	2,356.52
P52449	CDWG Computer Centers Inc Educational Services	Samsung Galaxy Tab # Tablets (16) General Funding	3,645.22
P52450	CDWG Computer Centers Inc Del Sur	Cables Local Site Funds	68.54
P52451	Lectura Books Educational Services	Family Phonics Workbook Sets Title III	391.45
P52453	Bohns Printing Business Services	#10 Window Envelopes with A/P Return Address General Funding	204.19
P52454	2nd Gear LLC Technology	Carrying Cases for Notebooks (20) Technology Maintenance	438.30
P52455	Golden Protective Services Health Services	Vinyl Exam Gloves for School Health Offices General Funding	1,228.84
P52456	School Health Corporation Health Services	Supplies for School Health Offices General Funding	1,090.76
P52458	Lego Education Hillview	FLL Challenge Set Local Site Funds	95.19
P52459	Nasco Sundown	Self-Hardening Clay General Funding	180.01
P52460	Amerimac Office Products Valley View	Riso Ink General Funding	229.43
P52461	AASA Board of Trustees	2017-2018 Membership Dues General Funding	450.00
P52462	Urban Supt Assoc of America Board of Trustees	2017-2018 Membership Dues General Funding	400.00
P52463	Four Star Printing Educational Services	Kindergarten and Speak Posters General Funding	914.97
P52464	LRP Publications Educational Services	Administrator's Handbooks on Edgar General Funding	80.43

P52465	Houghton Mifflin Harcourt Educational Services	Journeys Readers and Textbooks Lottery: Instructional Materials	4,001.28
P52466	Follett School Solutions Inc Educational Services	Social Studies Materials Lottery: Instructional Materials	3,180.79
P52467	McGraw Hill Educational Services	Math Materials Lottery: Instructional Materials	1,620.20
P52468	Follett School Solutions Inc Educational Services	Social Studies Materials Lottery: Instructional Materials	3,278.81
P52469	Nerds Inc Educational Services	Pneumatic Water Rocket Launch Pad Project Lead the Way	895.34
P52470	Amazon.com Corporate Credit Gregg Anderson	Instructional Materials General Funding	210.92
P52471	Amazon.com Corporate Credit Human Resources	Wireless Presenter General Funding	41.46
P52472	Amazon.com Corporate Credit Educational Services	Cultural Proficiency Manuals Supplemental Grant	142.11
M20206	PacWest Air Filter Maintenance	20 x 20 Ply Pads Maintenance	111.14
M20238	Consolidated Electric Various Sites	Electrical Supplies - August Maintenance	799.51
M20242	Fastenal Various Sites	Maintenance Supplies - August Operations	985.87
M20243	Ferguson Enterprises Various Sites	Maintenance Supplies - August Operations	739.80
M20246	Johnstone Supply Various Sites	HVAC Supplies - August Maintenance	2,269.98
M20247	Lancaster Plumbing Various Sites	Plumbing Supplies - August Maintenance	1,495.32
M20248	Lowes Various Sites	Maintenance Supplies - August Maintenance	220.16
M20250	Omega Maintenance Various Sites	Maintenance Supplies - August Operations	208.67
M20254	United Refrigeration Various Sites	HVAC Supplies - August Maintenance	1,696.23
M20255	US Air Conditioning Various Sites	HVAC Supplies - August Maintenance	808.24
M20258	Westside Equipment Rentals Various Sites	Maintenance Supplies - August Maintenance	261.45
M20339	Sage Custom Interior Quartz Hill	Paint Handrails and Posts Maintenance	3,811.95
M20343	Southwest School Supply Del Sur	Paper Trimmer 18 x 27 Operations	303.52
M20344	Sage Custom Interior District Office	Painting Repairs Maintenance	470.17

Total 46,524.93

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

September 19, 2017

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

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

Student Assemblies	0.00
In-house Staff/Parent Workshops	0.00
Vendor Provided Services	119,643.28
Rental/Lease Contracts	22,000.00
Total	<u>141,643.28</u>

Incoming Funds	0.00
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ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of September 19, 2017

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
2017-2018	Benz Sanitation Inc Cottonwood	Toilet Rental General Funding	22,000.00	
2017-2018	Cummins Pacific LLC Various Sites	Generator Maintenance (Summer and Winter) Maintenance General Funding	13,590.00	
2017-2018	Dynamic Therapy Solutions LLC Student Support Services	Speech and Language IEE Assessment of Student(s) Special Education	1,100.00	
2017-2018	Kronos Inc Technology	Software Support Services Technology Maintenance	27,253.91	
Fall 2017	Lindaman Construction Inc Valley View	Installation of Attic Access Doors Maintenance General Funding	14,742.37	
2017-2018	Qualtrics LLC Educational Services	Survey Software and Support General Funding	36,000.00	
2017-2018	Starfall Education Gregg Anderson	School License Renewal Student Support Services Special Education	270.00	
Fall 2017	Stephen G White, MAI Administrative Services	Appraisal of Ananverde Hills Site General Funding	6,500.00	
Fall 2017	Wire Rite Inc Various Locations	Installation of Outlets for Chromebook Charging Racks Maintenance General Funding	13,215.00	
Fall 2017	Wire Rite Inc Technology	Installation of New Electrical Outlets and Conduit for Remodel Maintenance General Funding	6,972.00	
2017-2020	YMCA of Metropolitan LA, AV Branch Valley View	Use of Property for Childcare and Development Services N/A	N/A	

<u>Change</u>				
2017-2018	Therapy Travelers Student Support Services	Speech and Language Services for Student(s) Special Education Change: Add "Clinical Fellowship Supervision" to agreement. No change in estimated costs for year.	no change	

Total	141,643.28	0.00
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Individual Services Agreements

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

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

September 19, 2017

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

BACKGROUND:

Conference requests are processed in compliance with Board Policy 3350.

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of \$20,191.24.

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of September 19, 2017

<u>Dates/Location</u>	<u>Title/Attendees/Funding Location</u>	<u>Fund. Source</u>	<u>Registration</u>	<u>Lodging</u>	<u>Meals</u>	<u>Mileage</u>	<u>Parking</u>	<u>Subs</u>	<u>Other</u>
2017-2018	ACSA Clear Administrative Credential Program Ana Penaloza, Erin Belcher, Scott Cusack, Sylvia Borg-Otting		4,000.00	0.00	0.00	0.00	0.00	0.00	0.00
	Educational Services	General Funding							
2017-2018 San Bernardino	ACSA School Business Academy Jacob Briggs		1,675.00	1,500.00	500.00	825.00	200.00	0.00	0.00
	Educational Services	General Funding							
2017-2018 Valencia	State and Federal Programs Directors' Meetings Kristin Gellinck-Frye		0.00	0.00	0.00	278.20	0.00	0.00	0.00
	Educational Services	Supplemental Grant							
August 11, 2017 Downey	LACOE CA Assoc of Administrators of State and Federal Education Programs Marguerite Johnson		175.00	0.00	0.00	0.00	0.00	0.00	0.00
	Educational Services	Title I							
August 22-23, 2017 Downey	ACSA Leadership Coach Training Regina Rossall		0.00	500.00	100.00	96.30	20.00	0.00	0.00
	Educational Services	General Funding							
September 13-15, 2017 Alhambra	Equity and Inclusion: MTSS for Diverse Learners Cheree Simons		0.00	570.00	50.00	109.68	0.00	0.00	0.00
	Educational Services	Supplemental Grant							
September 21-22, 2017 San Francisco	California City School Superintendents Fall Conference Regina Rossall		175.00	250.00	50.00	0.00	0.00	0.00	300.00
	Superintendent	General Funding							
Sept-Nov 2017 Downey	Expository Reading and Writing Course Grades 6-8 Jonathan Weber, Kirk Sharma, Anna Sarkisyan-Patel, Pamela Jackson		1,200.00	500.00	140.00	295.32	20.00	1,560.00	0.00
	Educational Services	General Funding							
October 3, 2017 Pasadena	The Latino Family Literacy Project Delia Berumen-McGuilbray, Diana Jatiko, Nury Juarez, Sonia Ruvalcaba, America Dowd, Elena Melendez		200.00	0.00	0.00	155.52	30.00	0.00	0.00
	Educational Services	Title III							
October 5-8, 2017 Del Mar	California Latino School Boards Association John Curiel	previously approved		900.00	150.00	203.00	90.00	0.00	0.00
	Board of Trustees	General Funding							
October 11-13, 2017 Sacramento	CCAC Waves of Change Annual Conference Kerry Rush		308.43	750.00	150.00	64.95	30.00	0.00	250.00
	Human Resources	General Funding							
October 19, 2017 Claremont	Student Records & Custody & Residency Issues Wkshp Marguerite Johnson, Scott Brewer, Lisa Moscoso		357.00	0.00	0.00	0.00	0.00	0.00	0.00
	Educational Services	General Funding							
October 20, 2017 Palmdale	Literacy Leaders Collaborative Cheree Simons		0.00	0.00	0.00	12.84	0.00	0.00	0.00
	Educational Services	Lottery: Instructional							
October 25, 2017 Ontario	Motivate Your Unmotivated Learners Shannon Hirsch, Amy Campos (DeLaTorre), Annelena Fors, Kayli Nipper, Monica Cass		0.00	0.00	0.00	100.00	0.00	650.00	0.00
	Educational Services	Title I							
February 14-16, 2018 Monterey	PARMA Rhonda Hanson, Rob Garza		700.00	0.00	0.00	0.00	0.00	0.00	0.00
	Risk Management	General Funding							
Changes	No Changes								
		Subtotals	8,790.43	4,970.00	1,140.00	2,140.81	390.00	2,210.00	550.00
		Grand Total	20,191.24						

<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>
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BOARD AGENDA

September 19, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

September 19, 2017

TO: Board of Trustees

PREPARED BY: Marguerite Johnson, Assistant Superintendent of Educational Services

SUBJECT: Recognition of Richard Hanley "2017 Teacher of the Year Day"

BACKGROUND:

Richard Hanley has been duly selected as the Westside Union School District Teacher of the Year. On Friday, September 29, 2017, the Los Angeles County Office of Education will be holding an event to recognize all Teachers of the Year from county districts. The attached resolution salutes Mr. Handley's designation as our nominee and sets aside a day to recognize his contribution to our students.

PROGRAM/EDUCATIONAL IMPLICATION:

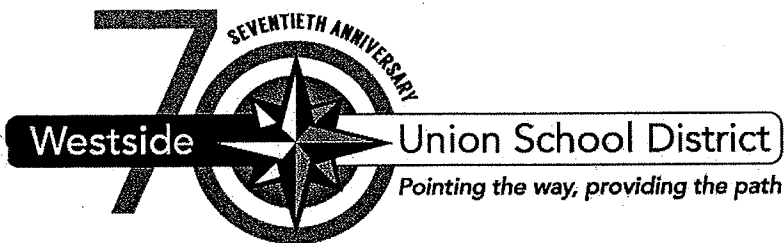
Mr. Handley has continued to make a marked difference in the lives of our students, leading to recognition by her fellow educators of her contribution. This resolution salutes his dedication, professionalism as well as the love of learning that he brings to his students.

COST ANALYSIS:

There is no fiscal impact of this resolution on the district.

SUPERINTENDENT'S RECOMMENDATION:

Approval

**Board of Trustees**

John Curiel
Steve DeMarzio
Linda Jones
Jennifer Navarro
Patricia K. Shaw

District Office

41914 N. 50th St. West
Quartz Hill, CA 93536
661-722-0716
www.westside.k12.ca.us

Regina L. Rossall

District Superintendent

Robert Hughes

Deputy Superintendent
Human Resources

Marguerite Johnson

Assistant Superintendent
Educational Services

Shawn Cabey

Assistant Superintendent
Administrative Services

School Sites**Anaverde Hills School**

Kristin Kruizinga, Principal

Cottonwood School

Laura Duran, Principal

Del Sur School

Jessica Kott, Principal

Esperanza School

Nicole Hernandez, Principal

Gregg Anderson Academy

Co-Principals:
Shelly Dearinger
Tom Morreale

Hillview Middle School

Co-Principals:
Rodney Lots
Jennifer Slater-Sanchez

Joe Walker Middle School

Steve Wood, Principal

Leona Valley School

Cathy Bennett, Principal

Quartz Hill School

Andrea Paxton, Principal

Rancho Vista School

Cathy Bennett, Principal

Sundown School

Timothy Barker, Principal

Valley View School

Rebecca Davis, Principal

Westside Academy

Deborah Rutkowski-Hines
Principal/Teacher

Resolution 17-75**Recognition of Richard Hanley****"2017 Teacher of the Year"**

WHEREAS, Richard Hanley began his career in the Westside Union School District as a teacher 8 years ago, and 5 years in the private school. He has dedicated his entire Westside teaching career to the students and staff of Del Sur; and

WHEREAS, Mr. Hanley began his teaching career at Desert Vineyard and then taught Science to the Middle School students of Del Sur. He also teaches AVID to our Middle School students; and

WHEREAS, Mr. Hanley's commitment to the Middle School Science Program is appreciated. He is working with a team to bring the best NGSS Science curriculum lessons to our students of Westside; and

WHEREAS, Mr. Hanley is a BTSA Support Provider, which he spends countless hours in the classroom with new teachers helping them cultivate classroom management skills, lessons that are filled with rigor and offers remedies to questions they may have; and

WHEREAS, Mr. Hanley is a mentor to our students and staff at Del Sur. You can often times find him discussing topics with our middle school students which range from what respect looks like in the classroom and in society to why students need to study and be responsible today in order to prepare themselves for tomorrow; and

WHEREAS, Dress up days are never missed by Mr. Hanley. He is our resident Aqua Man. When there is a staff vs. student basketball or volleyball game, he is out on the court. He understands the power of building relationships with his students and colleagues. He is an individual who truly puts the needs of others first; and

WHEREAS, Mr. Hanley's high expectations teamed with this passion for education is celebrated on campus and throughout the school district; and

WHEREAS, As an Instructional leader, Mr. Hanley has dedicated many hours to professional development, attending conferences and trainings for Science, our

future science curriculum adoption, technology training, Project Lead the Way Coding Course, AVID Summer Institute, Foster Youth Conference, Boy's Town, BTSA, and the National Science Teacher's Association Conference; and

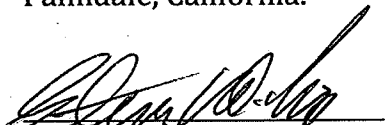
WHEREAS, Above all, Mr. Hanley has been selected by his fellow educators as Teacher of the Year, 2017, for his continuing excellence in teaching and in supporting teachers, as well as his passion for mentoring our youth in the Antelope Valley; and

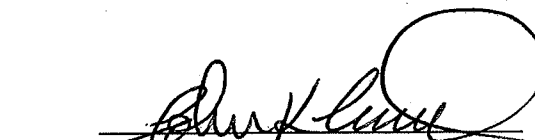
WHEREAS, Students want to learn complex material because the science teacher in the white lab coat and huge goggles makes science "cool" they say. You can find students and parents asking to take a selfie with their "cool" science teacher; and


WHEREAS, Mr. Hanley is appreciated by the Board, students, staff, parents, and community for his gracious professionalism and dedication; now

Therefore, be is resolved that the Board of Trustees of the Westside Union School District recognizes and appreciates Mr. Richard Hanley's accomplishments and dedication to the district.

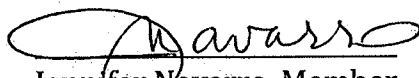
This resolution is adopted on the 2nd day of May, 2017, in the community of Palmdale, California.


Steve DeMarzio, President


John Curiel, Vice-President


Patricia K. Shaw, Clerk


Linda Jones, Member


Jennifer Navarro, Member

BOARD AGENDA

September 19, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent of Educational Services

SUBJECT: Resolution 18-02, Sufficient/Insufficiency of Textbooks or Instructional Materials

BACKGROUND:

The Board held the public hearing to receive input regarding the insufficiency of the Pupil Textbook Instructional Materials Fund. This resolution certifies that the hearing was held and the schools are insufficient in textbooks and, or instructional materials due to increase in enrollment from the projected enrollment number. Additional textbooks have been ordered and will be forwarded to the schools upon their arrival. At this time, the Board is being asked to adopt this resolution.

PROGRAM/EDUCATIONAL IMPLICATION:

Textbooks and instructional materials have been ordered.

COST ANALYSIS:

Textbooks and instructional materials are ordered from: Lottery Instructional Materials; 01.0-63000.0-11100-10000-4100-0000544 and Instructional Materials; 01.0-96300.0-11100-10000-4100-0000544

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

DISTRICT OFFICE
41914 N. 50th Street West
Quartz Hill, CA 93536
(661) 722-0716
www.westside.k12.ca.us

REGINA L. ROSSALL
District Superintendent

ROBERT HUGHES
Deputy Superintendent
Human Resources

MARGUERITE JOHNSON
Assistant Superintendent
Educational Services

SHAWN CABEY
Assistant Superintendent
Administrative Services

SCHOOL SITES

ANAVERDE HILLS SCHOOL
Jacob Briggs, Co-Principal
Shannon Rossall, Co-Principal

COTTONWOOD SCHOOL
Laura Duran, Principal

DEL SUR SCHOOL
Jessica Kott, Principal

ESPERANZA SCHOOL
Nicole Hernandez, Principal

**GREGG ANDERSON
ACADEMY**
Shelly Dearing, Co-Principal
Kristin Kruizinga, Co-Principal

HILLVIEW MIDDLE SCHOOL
Rodney Lots, Co-Principal
Jennifer Slater-Sanchez,
Co-Principal

**JOE WALKER MIDDLE
SCHOOL**
Steve Wood, Principal

LEONA VALLEY SCHOOL
Jacob Briggs, Co-Principal
Shannon Rossall, Co-Principal

QUARTZ HILL SCHOOL
Andrea Paxton, Principal

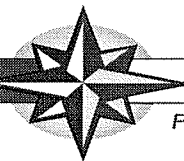
RANCHO VISTA SCHOOL
Cathy Bennett, Principal

SUNDOWN SCHOOL
Timothy Barker, Principal

VALLEY VIEW SCHOOL
Rebecca Davis, Principal

WESTSIDE ACADEMY
Thomas Morreale
Co-Principal/Teacher
Deborah Rutkowski-Hines
Co-Principal/Teacher

Westside



Union School District

Pointing the way, providing the path

BOARD OF TRUSTEES
John Curiel
Steve DeMarzio
Linda Jones
Jennifer Navarro
Patricia K. Shaw

Resolution 18-02 Insufficiency of Textbooks or Instructional Materials

Whereas, the Governing Board of the Westside Union School District in order to comply with the requirements of Education Code 60119, held a public hearing on September 19, 2017, at 6:00 p.m. which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days' notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Westside Union School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including English learners, has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas between the 2008-09 through the 2017-2018 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Westside Union School District have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient textbooks or instructional materials were provided to students in the following grade levels and subjects at district schools: Grade 1 Social Studies, Grade 3 Social Studies, Grade 4 Math and Social Studies, Grade 5 Language Arts and Social Studies, Grade 6 Social Studies. All of the materials have been ordered and will be distributed to the sites as soon as they are received.

Whereas, sufficient textbooks or instructional materials were not provided at each school listed above due to the following reasons: *Westside's enrollment increased from the projected number in June, 2017.*

Therefore, it is resolved, that for the 2017-2018 school year, the Westside Union School District, has not provided each student with sufficient textbooks and instructional materials consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient textbooks or instructional materials in all subjects that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. *The textbooks that we did not have in stock in the Warehouse have been ordered and are expected to be received within the next two weeks.*

PASSED AND ADOPTED THIS 19th day of September, 2017 at a meeting, by the following vote:

AYES:_____

NOES:_____

ABSENT:_____

Attest:

Regina L. Rossall, Secretary

Steve DeMarzio, President

BOARD AGENDA

September 19, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent, Educational Services

SUBJECT: Revised Board Policies/Administrative Regulations/Exhibits- 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 suggested by CSBA make our policies consistent with law.

PROGRAM/EDUCATIONAL IMPLICATION:

Board Policy 0410 Nondiscrimination in District Programs and Activities-Revise

Revisions reflect requirements of AB 30, 2015) which, effective January 1, 2017, prohibits the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. Updates also add language regarding the use of uniform complaint procedures to investigate and resolve any allegation of unlawful discrimination, expand the means by which notice of the district's nondiscrimination policy will be distributed, and reflect SB 1375, 2016 which requires districts to post specified information regarding Title IX on their web site by July 1, 2017, and adds the district's responsibility to make its web site accessible to individuals with disabilities.

Board Policy 0420.41 Charter School Oversight- Revise

The Policy has been updated to reflect a recommendation in the 2016 edition of CSBA's Charter Schools: A Guide for Governance Teams that the district not appoint a representative to serve on the board of directors of a nonprofit public benefit corporation that operates a charter school, but rather implement other means of fulfilling its oversight responsibilities. References to the Academic Performance Index and federal measure of Adequate Yearly Progress have been deleted. Revisions also address the requirement that charter schools submit an annual update of their local control and accountability plan.

Board Policy/Administrative Regulation/Exhibit 6173 Education for Homeless Children- Revise BP/AR, Replace Exhibit

The policy, regulation, and exhibits updated to reflect the federal McKinney-Vento Homeless Assistance Act. The revised policy includes new material on the designation of a district liaison for homeless children and youth, identification of homeless students, confidentiality of student records containing information about a homeless student's living situation, and coordination of services with other entities. Policy also reflects new mandate to adopt policy to ensure participation by district liaisons and other appropriate staff in professional development and other technical assistance activities, and NEW LAW (SB 1068, 2016) which requires the California Department of Education (CDE) to provide specified informational and training materials to district

liaisons. The regulation revises the definitions of "homeless student" and "school of origin," revises the duties of the district liaison, reflects requirement to provide the district liaison's contact information to the CDE and other specified persons, provides that a homeless student will be immediately enrolled even if he/she misses application or enrollment deadlines, and revises the content of the written explanation of the district's decision related to eligibility, school selection, or enrollment. The exhibits have been updated to revise the content of the district's explanation of its decision(s) related to eligibility, school selection, or enrollment and to revise the dispute form for use by parents/guardians who choose to appeal the district's decision.

COST ANALYSIS/FUNDING SOURCE:

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

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

Westside Union SD

Board Policy - Revised

Nondiscrimination In District Programs And Activities

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0410(a)

The Board of Trustees is committed to providing equal opportunity for all individuals in education. District programs, including the before and after school programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 1240 - Volunteer Assistance)
(cf. 4030 -Nondiscrimination in Employment)
(cf. 4032- Reasonable Accommodation)
(cf. 4119.11/4219.1114319.11- Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3- Nondiscrimination/Harassment)
(cf. 5145.7- Sexual Harassment)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2- Athletic Competition)
(cf. 6164.4 - Identification and Evaluation of individuals for Special Education)
(cf. 6164.6- Identification and Education Under Section 504)
(cf. 6178- Career Technical Education)
(cf. 6200 - Adult Education)

District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, application form, or other recruitment materials distributed to these groups and, as applicable, to the public. As appropriate, such notification shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations and shall be posted on the district's web site and, when available, district-supported social media.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 1312.3- Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6- Parental Notifications)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. ~~and, when required by law, in a language other than English.~~ In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. 6163.2- Animals At School)

(cf. 7110- Facilities Master Plan)

(cf. 7111 -Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school a sponsored function,

program, or meeting.

(cf. 6020 - Parent Involvement)

(cf. 9320- Meetings and Notices)

(cf. 9322- Agenda/Meeting Materials) Legal Reference:

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Assistant Superintendent, Educational Services
41914 50th St West
(661) 722-0716

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
36.303 Auxiliary aids and services
CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:
106.9 Dissemination of policy

Management Resources:

CSBA PUBLICATIONS

~~Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011~~
~~Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010~~

~~U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS~~

~~Notice of Non-Discrimination, January 1999~~

~~Protecting Students from Harassment and Hate Crime, January 1999~~

~~Nondiscrimination in Employment Practices in Education, August 1991~~

WEB SITES

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

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

Safe Schools Coalition: ~~<http://www.casafeschoolsecoalition.org>~~

Pacific ADA Center: <http://www.adapacific.org>

U.S. Department of Education, Office for Civil Rights: ~~<http://www.ed.gov/about/offices/list/ocr>~~

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Safe Schools Coalition: <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act:

<http://www.ada.gov>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: November 19, 2013 Quartz Hill, California

Westside Union SD

Board Policy - Revised

Charter School Oversight

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0420.41(a)

The Board of Trustees recognizes its ongoing responsibility to ensure oversee that any charter school the Board has authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

(cf. 0420.4 - Charter School Authorization)

(cf. 0500 - Accountability)

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

The Board and Superintendent or designee may inspect or observe any part of the charter school at any time. The Superintendent or designee shall visit each charter school at least annually. (Education Code 47604.32, 47607)

~~Whenever a charter school operates as or is operated by a nonprofit public benefit corporation as authorized by Education Code 47604, the Superintendent shall recommend and the Board shall appoint a district representative, who may be the district's charter school contact, to serve as a voting or nonvoting member of the corporation's board of directors. The Superintendent or designee shall attend meetings of the charter school board whenever possible and shall periodically meet with a representative of the charter school.~~

Waivers

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the Superintendent or designee submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to the SBE on behalf of the charter school.

(cf. 1431 Waivers)

Provision of District Services

The charter school may separately purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services, the district and charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between the district and charter school.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school ~~may be charged~~ for the actual costs of the reporting services, but shall not be required the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

Material Revisions to Charter

Material revisions to a charter may ~~only~~ be made ~~only~~ with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to ~~expand~~ establish or move operations to one or more additional sites ~~within the district's boundaries~~, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

Monitoring Charter School Performance

~~The Superintendent or designee shall regularly report to the Board on the charter school's performance, based on the academic and fiscal accountability measures specified in the approved charter.~~

~~In providing general oversight of a charter school, the Board and the Superintendent or designee shall determine whether the school complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32.~~

~~The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33)~~

~~The Board shall monitor each charter school to determine whether it is achieving the outcomes for student learning set forth in the charter agreement. In addition, the Board shall determine whether the charter school makes "adequate yearly progress" as defined by the SBE and federal Title I accountability requirements. If a charter school fails to make adequate yearly progress for two or more consecutive years, the Board shall take action for program improvement in accordance with law, Board policy, and administrative regulations.~~

(cf. 0520.2—Title I Program Improvement Schools)

~~Evaluation data for the charter school shall be considered in the Board's determination of the renewal or revocation of a charter.~~

(cf. 0420.42—Charter School Renewal)

(cf. 0420.43—Charter School Revocation)

The Superintendent or designee shall monitor the charter school to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving, both schoolwide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP).

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, annual update of the school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisory oversight of the school. However, if the district is able to provide substantially rent-free facilities to the charter school, the district may charge up to three percent of the charter school's revenue for actual costs of supervisory oversight or, if the facility is provided under Education Code 47614, the pro-rata share facilities costs calculated pursuant to 5 CCR 11969.7. If the district charges the pro-rata share, it may also charge one percent of the charter school's revenue in oversight fees. (Education Code 47613)

(cf. 7160 - Charter School Facilities)

Technical Assistance/Intervention

If, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more student subgroups identified in Education Code 52052, or for all of the student subgroups if the school has fewer than three, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school using an evaluation rubric adopted by the SBE pursuant to Education Code 52064.5
2. May request that the Superintendent of Public Instruction (SPI), with SBE approval,

assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

If a charter school receiving federal Title I funding has been identified for program improvement, it shall implement improvement strategies in accordance with its existing school improvement plan.

(cf. 0520.2 - Title I Program Improvement Schools)

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to the academic achievement of all numerically significant subgroups of students served by the charter school.

(cf. 0420.42 - Charter School Renewal)

(cf. 0420.43 - Charter School Revocation)

Complaints

Each charter school shall establish and maintain policies and procedures to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4687, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

School Closure

In the event that the Board revokes or denies renewal of a charter or the school ~~closes~~ ceases operation for any ~~other~~ reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of the charter is denied, the charter is revoked, or the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records.

(Education Code 47604.32; 5 CCR 11962.1)

Legal Reference:

~~EDUCATION CODE~~

~~220—Nondiscrimination~~

~~17280-17317 Field Act~~

~~17365-17374 Field Act, fitness for occupancy~~

~~35330—Field trips and excursions; student fees~~

~~38080-38086—School meals~~

~~42100—Annual statement of receipts and expenditures~~

~~44237—Criminal record summary~~

~~44830.1 Certificated employees, conviction of a violent or serious felony~~

~~45122.1 Classified employees, conviction of a violent or serious felony~~

~~46201—Instructional minutes~~

~~47600-47616.7—Charter Schools Act of 1992~~

~~47634.2—Nonclassroom-based instruction~~

~~47640-47647 Special education funding for charter schools~~

~~48000—Minimum age of admission for kindergarten; transitional kindergarten~~

~~48010-48011—Minimum age of admission (first grade)~~

~~48907—Students' exercise of free expression; rules and regulations~~

~~48950—Student speech and other communication~~

~~49061—Student records~~

~~49110—Authority of issue work permits~~

~~51745-51749.3—Independent study~~

~~52052 Alternative accountability system~~

~~56026—Special education~~

~~56145-56146 Special education services in charter schools~~

~~60600-60649—Assessment of academic achievement~~

~~60850-60859—High school exit examination~~

~~CORPORATIONS CODE~~

~~5110-6910—Nonprofit public benefit corporations~~

~~GOVERNMENT CODE~~

~~3540-3549.3—Educational Employment Relations Act~~

~~54950-54963—The Ralph M. Brown Act~~

~~LABOR CODE~~

~~1198.5—Personnel records related to performance and grievance~~

~~PENAL CODE~~

~~667.5 Definition of violent felony~~

~~1192.7 Definition of serious felony~~

~~CALIFORNIA CONSTITUTION~~

~~Article 9, Section 5 Common school system~~

~~CODE OF REGULATIONS, TITLE 5~~

~~11700.1-11705—Independent study~~

11960-11969—Charter schools
CODE OF REGULATIONS, TITLE 24
101 et seq. California Building Standards Code
UNITED STATES CODE, TITLE 20
6311 Adequate yearly progress
6319—Qualifications of teachers and paraprofessionals
7223-7225—Charter schools
CODE OF FEDERAL REGULATIONS, TITLE 34
200.1-200.78—Accountability
300.18—Highly qualified special education teachers
COURT DECISIONS
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986
ATTORNEY GENERAL OPINIONS
89 Ops. Cal. Atty. Gen. 166 (2006)
80 Ops. Cal. Atty. Gen. 52 (1997)
78 Ops. Cal. Atty. Gen. 297 (1995)
CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS
Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample Copy of a Memorandum of Understanding

——— Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 11-01, November 9, 2011

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program, July 2004

The Impact of the New Title I Requirements on Charter Schools, July 2004

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/es>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

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

EDUCATION CODE

215 Suicide prevention policy

220 Nondiscrimination

221.9 Sex equity in competitive athletics

222 Lactation accommodations for students

17280-17317 Field Act

17365-17374 Field Act, fitness for occupancy

35330 Field trips and excursions; student fees
 38080-38086 School meals
 39831.3 Transportation safety plan
 39843 Disciplinary action against bus driver; report to Department of Motor Vehicles
 42100 Annual statement of receipts and expenditures
 44030.5 Reporting change in employment status due to alleged misconduct
 44237 Criminal record summary
 44691 Information on detection of child abuse
 44830.1 Certificated employees, conviction of a violent or serious felony
 45122.1 Classified employees, conviction of a violent or serious felony
 47600-47616.7 Charter Schools Act of 1992
 47634.2 Nonclassroom-based instruction
 47640-47647 Special education funding for charter schools
 48000 Minimum age of admission for kindergarten; transitional kindergarten
 48010-48011 Minimum age of admission (first grade)
 48850-48859 Educational placement of foster youth and homeless students
 48907 Students' exercise of free expression; rules and regulations
 48950 Student speech and other communication
 49011 Student fees
 49061 Student records
 49110 Authority of issue work permits
 49414 Epinephrine auto-injectors
 49475 Health and safety, concussions and head injuries
 51224.7 Mathematics placement policy
 51225.6 Instruction in cardiopulmonary resuscitation
 51745-51749.3 Independent study
 52051.5-52052 Academic performance index, applicability to charter schools
 52060-52077 Local control and accountability plans
 52075 Uniform complaint procedures
 56026 Special education
 56145-56146 Special education services in charter schools
 60600-60649 Assessment of academic achievement
 60850-60859 High school exit examination
 69432.9 Cal Grant program; notification of grade point average
 CORPORATIONS CODE
 5110-6910 Nonprofit public benefit corporations
 GOVERNMENT CODE
 1090-1099 Prohibitions applicable to specified officers
 3540-3549.3 Educational Employment Relations Act
 81000-91014 Political Reform Act of 1974
 HEALTH AND SAFETY CODE
 104420 Tobacco Use Prevention Education grant program
 104559 Tobacco-free schools
 LABOR CODE
 1198.5 Personnel records related to performance and grievance

PENAL CODE

667.5 Definition of violent felony

1192.7 Definition of serious felony

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

Article 16, Section 8.5 Public finance; school accountability report card

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

11700.1-11705 Independent study

11960-11969 Charter schools

15497.5 Local control and accountability plan template

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

UNITED STATES CODE, TITLE 20

6311 State plan

7221-7221j Charter schools

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability

COURT DECISIONS

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 166 (2006)

80 Ops.Cal.Atty.Gen. 52 (1997)

78 Ops.Cal.Atty.Gen. 297 (1995)

CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS

Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources:

CSBA PUBLICATIONS

Charter Schools: A Guide for Governance Teams, rev. 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

California School Accounting Manual

Sample Copy of a Memorandum of Understanding

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program: Title V, Part B of the ESEA, April 2011

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

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

Policy WESTSIDE UNION SCHOOL DISTRICT
adopted: November 6, 2012 Quartz Hill, California

Westside Union SD

Board Policy - Revised

Education For Homeless Children

Instruction

BP 6173(a)

The Board of Trustees ~~recognizes its obligation~~ desires to ensure that homeless children have access to the same free and appropriate public education provided to other children within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging performance standards as other students.

(cf. 6011 - Academic Standards)

The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3260 - Fees and Charges)

(cf. 5113.1 - Chronic Absence and Truancy)

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.

(cf. 1113 - District and School Web Sites)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6171 - Title I Programs)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Learners)

(cf. 6177 - Summer Learning Programs)

(cf. 6178 - Career and Technical Education)

(cf. 6179 - Supplemental Instruction)

Homeless students shall not be segregated into a separate school or program based on their status as homeless, nor shall homeless students be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

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

(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies

or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

(cf. 1020 - Youth Services)

At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to better support the education of homeless students.

(cf. 0500 - Accountability)

(cf. 6162.51 – State Academic and Achievement Tests)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

2558.2 Use of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

48850 Educational rights of homeless and foster youth ; ~~participation in extracurricular activities~~

48852.5 Notice of educational rights of homeless students

48852.7 Enrollment of homeless students

48915.5 Recommended expulsion, homeless student with disabilities

48918.1 Notice of recommended expulsion

51225.1-51225.3 Graduation requirements

52060-52077 Local control and accountability plan

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 20

1087vv Free Application for Federal Student Aid; definitions

1232g Family Educational Rights and Privacy Act

6311 Title I State Plan; state and Local Educational Agency report cards

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

12705 Cranston-Gonzalez National Affordable Housing Act; state and local strategies

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

CALIFORNIA DEPARTMENT OF EDUCATION

Homeless Education Dispute Resolution Process, January 30, 2007

NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS

Homeless Liaison Toolkit, 2013

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Dear Colleague Letter, July 27, 2016

Education for Homeless Children and Youth Program, Non-Regulatory Guidance, July 2004-2016

WEB SITES

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CACildWelfareCouncil.aspx>

California Department of Education, Homeless Children and Youth Education:

<http://www.cde.ca.gov/sp/hs/cy>

National Center for Homeless Education at SERVE: <http://www.serve.org/nche>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: June 25, 2015 Lancaster, California

revised: April 4, 2016

Westside Union SD

Administrative Regulation - Revised

Education For Homeless Children

Instruction

AR 6173(a)

Definitions

Homeless students means students who lack a fixed, regular and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; ~~or are awaiting foster care placement~~

(cf. 6173.1 - Education for Foster Youth)

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings

3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

4. Migratory children who qualify as homeless because the children are living in conditions described in item #1-3 above

5. *Unaccompanied youth* includes youth who are not in the physical custody of a parent or guardian (20 USC 11434a)

School of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

Best interest means that in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

District Liaison

The Superintendent designates the following staff person as the district liaison for homeless students (42 USC 11432):

Director, Student Support Services
41914 50th Street West
Quartz Hill, CA 93536
(661) 722-0716

The district's liaison for homeless students shall ensure that: (Education Code 48852.5; 42 USC 11432)

1. Homeless students are identified by school personnel and through coordinated activities with other entities and agencies

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

(cf. 3553 - Free and Reduced-Price Meals)

(cf. 5141.6—Student Health and Social Services)

2. Homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools

3. Homeless families and students children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district

(cf. 5148.3 - Preschool/Early Childhood Education)

4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services

(cf. 5141.6 - School Health Services)

4. 5. Inform parents/guardians are informed of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children

(cf. 5145.6 - Parental Notifications)

5. Notice of the educational rights of homeless students in district schools that provide services to homeless children is disseminated at places where children receive services, such as

schools, family shelters, and hunger relief agencies (soup kitchens)

6. ~~Enrollment disputes are mediated in accordance with law, Board policy and administrative regulation~~

7. ~~Parents/guardians are fully informed of all transportation services~~

(cf. 3250—Transportation Fees)

(cf. 3541—Transportation Routes and Services)

8. ~~When notified pursuant to Education Code 48918.1, assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion~~

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

9. ~~When notified pursuant to Education Code 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability~~

(cf. 5144.2—Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159—Individualized Education Program)

10. ~~Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records~~

6. Disseminate notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, family shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.

7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below

8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

(cf. 3541 - Transportation Routes and Services)

9. Ensure that school personnel providing services to homeless students receive professional development and other support

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

10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090

11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the provision of comprehensive data to the state coordinator as required by law

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability.

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159 - Individualized Education Program)

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. He/she shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on the CDE's web site. (42 USC 11432)

Enrollment

The district shall make placement decisions for homeless students shall be based on the student's best interest. In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian requests otherwise. (42 USC 11432)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

~~When making a placement decision for a homeless student, the Superintendent or designee may consider~~ Such factors may include, but are not limited to, the age of the student, the distance of

the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, ~~consider~~ give priority to the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice, even if the parent/guardian is unable to provide the school with the records normally required for enrollment. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if he/she: (Education Code 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and ~~medical records, including, but not limited to, records or other proof of immunization history~~ records of immunization and other required health records

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other ~~medical~~ required health records, the principal or designee shall refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian or an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the decision along with a statement regarding the parent/guardian's right to appeal the placement decision. (42 USC 11432)

The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, he/she shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, he/she shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin through the duration of the school year if he/she is in grades K-8.
(Education Code 48852.7)

Resolving Enrollment Disputes

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, ~~the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute~~ matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of the placement decision, which shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

. The written explanation shall include:

1. ~~The district liaison's contact information~~
2. ~~A description of the district's placement decision~~
3. ~~Notice of the student's right to enroll in the school of choice pending resolution of the dispute, including the right to fully participate in all school activities~~
4. ~~Notice of the parent/guardian's right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education~~
 1. A description of the action proposed or refused by the district
 2. An explanation of why the action is proposed or refused
 3. A description of any other options the district considered and the reasons that any other options were rejected
 4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
 5. Appropriate timelines to ensure any relevant deadlines are not missed
 6. Contact information for the district liaison and state coordinator, and a brief description of their roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

The district liaison shall work to resolve an enrollment dispute as expeditiously as possible after receiving notice of the dispute. (42 USC 11432)

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the

dispute resolution process

4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

If a parent/guardian disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

Transportation

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3541 - Transportation Routes and Services)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)

Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Notification and Complaints

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: June 25, 2015 Lancaster, California
revised: April 4, 2016

Westside Union SD

Exhibit - Replace

Education For Homeless Children

Instruction

E 6173(a)

Exhibit 1

DISTRICT EXPLANATION OF DECISION RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT

Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.

Date: _____ Name of person completing form: _____
Title: _____ Phone number: _____

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): _____

Name of unaccompanied student: _____

School requested: _____

District's placement decision (name of school): _____

Action(s) proposed/refused by the district related to eligibility, school selection, or enrollment:

The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

Other options that the district considered, if any, included the following options which were rejected for the following reasons:

Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

You have the right to appeal this decision to the district Superintendent. To do so, contact the district's homeless liaison listed below within the next 10 days to request a Dispute Form. You may provide written or verbal documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of his/her decision within 5 days.

If you are not satisfied with the Superintendent's decision, you may appeal to the Los Angeles County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The district's homeless liaison can assist you with this appeal.

CONTACT INFORMATION:

District Liaison: The district liaison is one of the primary contacts between homeless families and school or district staff. He/she is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: _____

Address: _____

Phone number: _____

County Liaison: If you appeal the district's decision to the county office of education, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. He/she will notify you of the decision.

Name of County Office of Education homeless liaison: _____

Address: _____

Phone number: _____

State Coordinator: If you appeal the county office's decision to the California Department of Education, the county homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The state coordinator will review the district, county office, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

Name of state homeless coordinator: _____

Address: _____

Phone number: _____

RIGHTS:

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.

Westside Union SD

Exhibit - Replace

Education For Homeless Children

Instruction

E 6173(d)

Exhibit 2

DISPUTE FORM

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared verbally with the district's liaison for homeless students.

Date submitted: _____

Student's name: _____

Name of person completing form: _____

Relation to student: _____

Address: _____

Phone number: _____

Name of school requested: _____

I wish to appeal the eligibility, school selection, or enrollment decision made by:

☐ District liaison ☐ District Superintendent ☐ County office of education liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation verbally.

I have been provided with:

- ☐ A written explanation of the district's decision
- ☐ Contact information for the district's homeless liaison
- ☐ Contact information for the county office of education's homeless liaison
- ☐ Contact information for the state homeless coordinator

(7/05) 10/16

BOARD AGENDA

September 19, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Updated Administrative Regulation and New Exhibit – 2nd and Final Reading

BACKGROUND:

Administrative Regulation 3350, Travel/ Conference Expenses – Revised Updated District Regulation to align with District practice. New verbiage: Voluntary Resignation from Employment. This new verbiage coincides with the new exhibit.

Exhibit 3350, Travel/Conference Expenses – New District Exhibit to align with District practice Management Employee Educational Expenses Repayment Agreement – To assist its employees in their pursuit of ongoing career development; employees who avail themselves may be required to agree to remain employed with the District for a period of three years following completion of the reimbursed/prepaid program or repay the amount of the expense incurred by the District based on the pro rata schedule.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING:

There are no costs associated with updating this regulation

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 shall be included 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. 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 be submitted within 30 days after the completion of each trip. 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 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.

Meals

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



E 3350

MANAGEMENT EMPLOYEE EDUCATIONAL EXPENSES REPAYMENT AGREEMENT

The Westside Union School District (District) provides, pursuant to its policies, programs to assist its employees in their pursuit of ongoing career development. Among the other requirements, employees who avail themselves of these opportunities for career growth must agree to remain employed with the District for a period of three years following completion of the reimbursed/prepaid program or, as provided for below, repay the amount of the expense incurred by the District on their behalf per the pro rata schedule shown below. The purpose of this Agreement, then, is to define and memorialize the understanding and agreement of the District and the undersigned employee. Specifically, it is acknowledged and understood as follows:

1. The undersigned employee hereby acknowledges that he or she has obtained prior written approval from the appropriate District representative to participate in said professional development program and has familiarized him/herself with the terms and conditions of the applicable District policy. It is further understood and agreed that this agreement will remain in full force and effect for such time as the undersigned employee takes advantage of the District's assistance/reimbursement program. Therefore, in the event that the undersigned employee takes a leave of absence during the period of their training, this agreement will apply with regard to non-consecutive fiscal year assistance/reimbursements.
2. The undersigned employee further acknowledges and agrees that nothing contained in this Agreement, or in the referenced assistance/reimbursement policy, guarantees his or her employment for any period of time and is not a contract for employment. The undersigned employee understands and agrees that his/her continued employment is conditioned on his/her performance, behavior and or the availability of work as determined by the District and pursuant to all of the applicable employment policies.
3. If the undersigned employee voluntarily leaves employment within 12 months of receipt of reimbursement from the District, or the District having paid expenses on his/her behalf, he/she agrees to reimburse the full amount of any tuition/course fee reimbursements/expenses paid by the District.
4. If the undersigned employee voluntarily leaves employment with the District between 12 and 24 months of receipt of reimbursement

from the District, or the District having paid expenses on his/her behalf, he/she agrees to reimburse the District two thirds (2/3) of the tuition/course fee reimbursements/expenses paid by the District.

5. If the undersigned employee voluntarily leaves employment with the District between 24 and 36 months of receipt of reimbursement from the District, or the District having paid expenses on his/her behalf, he/she agrees to reimburse the District one third (1/3) of the tuition/course fee reimbursements/expenses paid by the District.

6. The undersigned employee agrees to timely complete the course for which the District is paying reimbursement/expenses, and to provide a completion certificate or equivalent proof of course completion within 90 days of course completion. The undersigned employee hereby acknowledges that if he/she fails to do so the District reserves the right to require full repayment of any tuition/course fee reimbursements/expenses paid by the District.

7. In the event that the undersigned employee owes a refund pursuant to the above noted terms and conditions, the undersigned employee hereby authorizes the District to withhold from his/her final paycheck or disbursement of any kind, the amount necessary to satisfy any balance due pursuant to this agreement. Such withholding may equal the entire amount of said final paycheck or disbursement. If the entire amount of the undersigned employee's final paycheck or disbursement does not satisfy the balance due, the District hereby reserves the right to pursue all legal means at its disposal to collect such balance due.

COURSE/TRAINING INFORMATION

Description of Course/Training: _____

Location: _____

Start Date: _____

End Date: _____

EXECUTION OF AGREEMENT

Employee Signature_____
Date_____
Cabinet Member Approval_____
Date_____
Employee Name_____
Cabinet Member Name

BOARD AGENDA

September 19, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Wayne Trussell, Director Maintenance and Operations

SUBJECT: Notice of Completions:

- Esperanza School, Two (2) Modular Classrooms
- Rancho Vista School, Two (2) Modular Classrooms
- Gregg Anderson Academy, Whiteboards and Projectors-Digital Networks group, Inc.

BACKGROUND:

The recording of a valid "Notice of Completion" with the County Recorder is an event of significance to owners, contractors, subcontractors and suppliers alike. Although the recording of a Notice of Completion is not required on any given project, all those working in the construction industry should understand the significance as it is one of several methods used to trigger the time period for the filing of mechanics' liens and stop notices.

- Notice is for the Relocation of two (2) modular classroom buildings from District storage to Esperanza School.
- Notice is for the Relocation of two (2) modular classroom buildings from District storage to Rancho Vista School.
- Notice is for the replacement of existing whiteboards and projectors at Gregg Anderson Academy.

PROGRAM/EDUCATIONAL IMPLICATION:

Provide additional classrooms to enhance the instructional program and upgrade of existing whiteboards and projectors to meet current District standards.

COST ANALYSIS/FUNDING:

There is no cost associated with the filing of these Notices

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICE'S RECOMMENDATION:

Approval

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

Name Westside Union School District
Street Address 41910 N. 50th Street West
City
State Quartz Hill, CA 93536
Zip
L

Space above this line for recorder's use

WOLCOTT'S FORMS, INC.

SINCE 1893

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)
Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is Westside Union School District
3. The full address of the owner is 41910 N. 50th Street West, Quartz Hill, CA 93536
4. The nature of the interest or estate of the owner is: In fee.

(If other than Fee, strike "In fee" and insert, for example, "purchaser under contract of purchase," or "Lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:
NAMES ADDRESSES

6. The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:
NAMES ADDRESSES

7. A work of improvement on the property hereinafter described was completed on August 9, 2017. The work done was:
Relocation of two (2) 24' x 40' modular classroom buildings to Esperanza School
8. The names of the contractor, if any, for such work of improvement was None

(If no contractor for work of improvement as a whole, insert "None")

(Date of Contract)

9. The property on which said work of improvement was completed is in the City of Palmdale,
County of Los Angeles, State of CA, and is described as follows: Esperanza School

10. The street address of said property is 40521 35th Street West, Palmdale, CA 93551
(If no street address has been officially assigned, insert "none")

Westside Union School District

Dated _____

(Signature of Owner or corporate officer of Owner named in paragraph 2, or his agent)
Shawn Cabey, Assistant Superintendent Administrative Services

VERIFICATION

I, the undersigned, say: I am the Asst. Superintendent, Admin. Services, the Declarant of the foregoing Notice of Completion;
(President of, Manager of, Partner of, Owner of, etc.)
I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ at _____.

(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)
Shawn Cabey

Before you use this form, fill in all blanks, and make whatever changes are appropriate and necessary to your particular transaction. Consult a lawyer if you doubt the form's fitness for your purpose and use. Wolcotts makes no representation or warranty, express or implied, with respect to the merchantability or fitness of this form for an intended use or purpose. ©2005 WOLCOTT'S FORMS, INC.



7 67775 01114 2
FORM 1114 Rev. 10-05

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

Name Westside Union School District
Street Address 41910 N. 50th Street West
City State Quartz Hill, CA 93536
Zip
L

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WOLCOTT'S FORMS, INC.

SINCE 1893

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)
Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is Westside Union School District
3. The full address of the owner is 41910 N. 50th Street West, Quartz Hill, CA 93536
4. The nature of the interest or estate of the owner is: In fee.

(If other than Fee, strike "In fee" and insert, for example, "purchaser under contract of purchase," or "Lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES

ADDRESSES

6. The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES

ADDRESSES

7. A work of improvement on the property hereinafter described was completed on August 9, 2017. The work done was:
Relocation of two (2) 24' x 40' modular classroom buildings to Rancho Vista School

8. The names of the contractor, if any, for such work of improvement was None

(If no contractor for work of improvement as a whole, insert "None")

(Date of Contract)

9. The property on which said work of improvement was completed is in the City of Palmdale,
County of Los Angeles, State of CA, and is described as follows: Rancho Vista School

10. The street address of said property is 40641 Peonza Lane, Palmdale, CA 93551

(If no street address has been officially assigned, insert "none")

Westside Union School District

Dated _____

(Signature of Owner or corporate officer of Owner named in paragraph 2, or his agent)

Shawn Cabey, Assistant Superintendent Administrative Services

VERIFICATION

I, the undersigned, say: I am the Assistant Superintendent Admin. Services, the Declarant of the foregoing Notice of Completion;
(President of, Manager of, Partner of, Owner of, etc.)

I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ at Quartz Hill, CA.

(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)
Shawn Cabey

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7 67775 01114 2

FORM 1114 Rev. 10-05

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

Name Westside Union School District
Street Address 41910 N. 50th Street West
City State Zip
Quartz Hill, CA 93536

Space above this line for recorder's use

WOLCOTT FORMS, INC.

SINCE 1893

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)
Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is Westside Union School District
3. The full address of the owner is 41910 N. 50th Street West, Quartz Hill, CA 93536
4. The nature of the interest or estate of the owner is: In fee.

(If other than Fee, strike "In fee" and insert, for example, "purchaser under contract of purchase," or "Lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:
NAMES ADDRESSES

6. The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:
NAMES ADDRESSES

7. A work of improvement on the property hereinafter described was completed on August 18, 2017. The work done was:
Replacement of projectors and whiteboards at Gregg Anderson Academy
8. The names of the contractor, if any, for such work of improvement was Digital Networks Group, Inc.
May 26, 2017
(If no contractor for work of improvement as a whole, insert "None") (Date of Contract)

9. The property on which said work of improvement was completed is in the City of Palmdale
County of Los Angeles, State of CA, and is described as follows: Gregg Anderson Academy

10. The street address of said property is 5151 W. Avenue N-8, Palmdale, CA 93551
(If no street address has been officially assigned, insert "none")

Westside Union School District

Dated _____

(Signature of Owner or corporate officer of Owner named in paragraph 2, or his agent)
Shawn Cabey, Assistant Superintendent Administrative Services

VERIFICATION

I, the undersigned, say: I am the Assistant Superintendent Admin. Services, the Declarant of the foregoing Notice of Completion;
(President of, Manager of, Partner of, Owner of, etc.)
I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ at Quartz Hill, CA.

(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)
Shawn Cabey

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FORM 1114 Rev. 10-05

BOARD AGENDA

September 19, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Jeri Holmes, Purchasing Specialist

SUBJECT: Award of Bid: Prop 39 HVAC Upgrades

BACKGROUND:

Bids were accepted September 12, 2017 for Prop 39 HVAC Upgrades.

Bids were received as follows:

Bidder	Bid Amount
Medallion Contracting Inc	\$1,718,944.00

The Board is requested to award the bid to Medallion Contracting Inc.

PROGRAM/EDUCATIONAL IMPLICATION:

Bidding provides for competitive pricing for Phase III of the Cottonwood Modernization Project.

COST ANALYSIS/FUNDING SOURCE:

The cost of \$1,718,944.00 will be paid with Prop 39 funding.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

BOARD AGENDA

September 19, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Robert Hughes, Deputy Superintendent
SUBJECT: Provisional Intern Permit

BACKGROUND:

Provisional Intern Permits are designed to allow employing agencies to hire qualified individuals to fill a position for which they have not yet completed a credential program. Provisional Intern Permits are issued in 1 year periods and require adequate progress toward the requirements for admittance into a university internship for renewal.

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

Not applicable

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

Teacher Assignments Authorized by Provisional Intern Permit

Trina Smith
Jessica Lundy

100% Multiple Subject
100% Multiple Subject

BOARD AGENDA

September 19, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Short Term Staffing Permits

BACKGROUND:

Short Term Staffing Permits are designed to allow employing agencies to hire qualified individuals to fill a position for which they have not yet completed a credential program. Short Term Staffing Permits are issued in periods for 1 school year and are not renewable. Requirements include passage of appropriate subject matter examinations (CSET). Individuals must make adequate progress toward the requirements for admittance into a university internship.

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

Not applicable

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

Teacher Assignments Authorized by Short Term Staffing Permit

Clayton Fawcette

100% Educational Specialist