

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL
October 17, 2017

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

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

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

CALL TO ORDER _____ p.m.

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

BOARD OF TRUSTEES

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

SUPERINTENDENT

Regina Rossall	_____
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II. ITEMS FROM THE FLOOR

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

III. CLOSED SESSION

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

Opened: _____ Closed: _____

- a. Conference with Labor Negotiators (Gov't. Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov't Code §54956.9)
- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment (Gov't Code §54957)

10-17-17

- e. Pupil Personnel (Ed Code 35146 and 48918)
1 Case

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

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS

- A. Richard Olmstead, Kiwanis – Duck Race
- B. Sundown Site Presentation and Employee Recognition
- C. CAASPP Report - Marguerite

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

Item1

Goal #

Moved by _____ Seconded by _____

To approve the Agenda of the Regular Meeting of
October 17, 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 -2f Goal #

2. Consent
 - a. Minutes of the Regular Meeting on October 3, 2017
 - b. Fundraising Authorizations
 - c. Personnel Report
 - d. Purchase Orders
 - e. Consultant/Contract Schedule
 - f. Conference/Workshop Schedule

Moved by _____ Seconded by _____

Approval of the Consent Items as presented.

Ayes: _____ Noes: _____ Abstain: _____

3. Discussion Item Item 3
 - Governance

B. Business

4. Revised Board Policies and Administrative Regulation: Item 4
 - BP/AR 3551, Food Service Operations/Cafeteria Plan
 - BP 7214, General Obligation Bonds

Moved by _____ Seconded by _____

Approval of the second and final reading of the revised Board Policies and Administrative Regulation

Ayes: _____ Noes: _____ Abstain: _____

5. Revised Board Policies and Administrative Regulations Item 5
 - AR 3580, District Records
 - AR/BP 5113, Absences and Excuses
 - BP 6176, Weekend/Saturday Classes
 - BP 7212, Mello-Roos Districts

Moved by _____ Seconded by _____

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

Ayes: _____ Noes: _____ Abstain: _____

XII. INFORMATION SESSION

A. Items From The Floor – Continued

- B. Dates to Remember:
 - 1. Regular Meeting on November 7, 2017
 - 2. Regular Meeting on November 14, 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 October 17, 2017, is adjourned at _____ p.m. by the Board President.

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

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

Core Beliefs and Board Goals 2017-2018

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

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

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

❖ Annual Report by Educational Services

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

- ❧ A. Continue the Cottonwood Elementary School modernization
- ❧ B. Receive annual updates to the District's Facilities Master Plan while exploring and securing options to finance the plan.
- ❧ C. Continue to implement sustainable clean energy programs that promote the long-term well-being of both the District's finances and the environment.

❖ Annual Report by Business Services

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

2017-2018 Board Expectations

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

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

EXPECTATIONS:

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

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

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

EXPECTATIONS

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

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

EXPECTATIONS:

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

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

EXPECTATION

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

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

EXPECTATIONS:

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


∞ g - Annual ADA Report by Business Services

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

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

EXPECTATIONS:

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

 e - Posted on District Website

BOARD AGENDA

October 17, 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 October 17, 2017.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

October 17, 2017

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

BACKGROUND:

The Board is requested to approve the Minutes of the Regular Meeting on October 3, 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
October 3, 2017

I. CALL TO ORDER

At 5:04 p.m. Steve DeMarzio, President, called to order the Regular Board Meeting of the Westside Union School District Board of Trustees.

II. Flag Salute

Regina Rossall, Superintendent

III. ROLL CALL

Steven DeMarzio, President– Present

John Curiel, Vice President – Present

Patricia K. Shaw, Clerk - Present

Dr. Linda Jones, Member – Present (Arrived at 5:06 p.m.)

Jennifer Navarro, Member - Present

SUPERINTENDENT

Regina Rossall – Present

IV. ITEMS FROM THE FLOOR

None

V. OTHERS PRESENT

David Howard, Jeri Holmes, Jeanice Peterson, Jake Briggs, Desirae Tainatongo, Timothy Barker, Rodney Lots

VI. M18-44 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to adjourn to closed session at 5:05 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)
2 Cases
- f. Threat to Public Services or Facilities

VII. RECONVENE TO OPEN SESSION at 6:00 p.m.

VIII. CLOSED SESSION ACTION

M18-45 - The motion was made by John Curiel seconded by Patricia K. Shaw and carried 5/0 to approve Settlement Agreement OAH Case No. 2017081166

M18-46 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 5/0 to approve Administrative Hearing Panel recommendation for Expulsion for Case Number 1718-01.

IX. PRESENTATIONS

A. Leona Valley Site Presentation and Employee Recognition – **Pulled by Administration**

B. David Howard - Dissertation

X. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Jennifer Navarro – I would like to reiterate what my fellow trustees have said. My heart goes out to the staff and students at Anaverde Hills and the Parks family. From what I am hearing, the administrators have done an excellent job handling all that has gone on. I am here to help if you need me.

Linda Jones – My heart goes out to Jennifer's family and my prayers to her husband. Our district has been through so much. Each time we go through something we are supporting each other. We need to continue to be there for our students and the families who have been impacted. This is a national issue and will be talked about a lot. I want to remind us that business will continue to go on, but we need to take care of each other. This is a tragedy.

CSBA Program Advisory will be looking at the school board candidate orientations. They will be surveying Gina Rossall and Steve DeMarzio.

Patricia K. Shaw – I am happy to hear and see that no one is mentioning the shooters name. We shouldn't give any publicity to this person. Jennifer Parks will live on.

John Curiel – Our hearts go out to the victims of the Las Vegas shooting and to the family of Jennifer Parks, this has been such a sock. Things are getting crazy. Thank you, Gina, for fielding all the questions from the media.

Steve DeMarzio – This is very difficult, Westside took a big loss and Jennifer will be missed. This was a selfish act. We will remain a strong Westside community. Last Tuesday we had the AVSBA Education Summit with speakers from CSBA. They spoke about charter schools and equity and adequacy. We don't have enough money to address every issue on equity. CSBA did do a survey of the general public; at first the public thought the district was well funded, after reconsideration they didn't feel that our schools are adequately funded. I think we do a fabulous job with the funding our district receives. The State needs to step up and fully fund our schools.

B. Staff Reports

1. Assistant Superintendent Administrative Services – Shawn Cabey
Absent

2. Assistant Superintendent Educational Services - Marguerite Johnson
Absent

3. Deputy Superintendent - Robert Hughes

a. It has been sad days for our country, our community and the district. It has been a difficult time for our district. In the last few weeks, we have gone from the AVC Tailgate party, collecting donations for the school district in Texas and now stepping up for Jennifer Parks. Thank you to Shannon, Jake and Gina.

b. WAVE Tailgate Party – We made \$11,500 gross, which was more than last year. We also offered tours of AVC, which brought more students out this year.

4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

a. I would like to ditto what Robert has said. It has been a difficult couple of days for the district.

b. I would like to thank the Marroquin family for their support of the Tailgate Party.

c. We have been collecting items for Kate ISD in Texas. The items will be picked up tomorrow for delivery to them.

d. Jenny Parks, she was one of my students at Brandman. She was so excited about coming to work at Westside and loved her students at Anaverde. She was

a fabulous gift for our children and it's so hard to imagine that someone who was so gifted be taken away. I would like to thank our principals and the crises team; they have done a fabulous job with helping our staff and students who are struggling with this tragedy. We have talked to so many news sources throughout the nation. I appreciate the positive way they ask questions as to what Jenny did for kids. We are so fortunate she passed our way. Anaverde Hills will be having a vigil at 7:00 p.m. on October 4, 2017, at the flagpole in front of the school. Thursday we are doing a dress day of Red, White and Blue, Friday we will wear Red shirts and cowboy boots. I appreciate everyone stepping up when there is a need. One of our principals suggested a PTSD workshop for our staff who are struggling.

XI. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
I didn't know Jenny, but if there is anything that CSEA can do for your school or the family, please let me know.
- C. Parent Teachers Association Representative
- D. WAVE Representative – Patricia Shaw and Robert Hughes

XII. ITEMS FROM THE FLOOR - Continued

None

XIII. PUBLIC HEARING

None

XIV. BUSINESS SESSION

- A. Organizational/Governance
 - 1. M18-47 - Item 1. Approval of the agenda of the Regular Board Meeting of October 3, 2017, as submitted. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 5/0.
 - 2. M18-48 - Items 2a – 2h. The motion was made by John Curiel seconded by Linda Jones and carried 5/0 to approve the consent agenda.
 - 2a Minutes of the Regular Meeting on September 19, 2017
 - 2b Fundraising Authorizations
 - 2c Williams Uniform Complaint Quarterly Report Summary
 - 2d Personnel Report
 - 2e Purchase Orders
 - 2f Consultant/Contract Agreement Schedule
 - 2g Conference/Workshop Schedule
 - 2h Resolution 18-03, Processing of Non-Routine Budget Revisions, Adjustments and Transfers
 - 3. Item 3 - Discussion Item
 - Board Governance

XV. EDUCATIONAL SERVICES

- 4. M18-49 - Item 4. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 5/0 to approve the second and final reading of the revised Board Policies, Administrative Regulation and Exhibit:

- BP 0410, Nondiscrimination in District Programs and Activities
 - BP 0420.41, Charter School Oversight
 - BP/AR/E 6173, Education for Homeless Children
5. M18-50 - Item 5. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 5/0 to approve Memorandum of Understanding 18-02, between Westside Union School District and Hathaway-Sycamores Child and Family Services (HSCFS).

XVI. PERSONNEL

6. Item 6. The motion was made by seconded by and carried 0/0 to approve the first reading of the Revised and New Board Policy and Administrative Regulations: - **Pulled by Administration**
- AR 4112.2, Appointment and Conditions of Employment
 - AR 4112.21, Interns
 - AR 4112.23, Qualifications/Assignment of Special Education Teachers
 - BP 4117.13, Early Retirement Option
 - AR 4217.11, Preretirement Part-Time Employment
 - AR 4222, Teacher Aides/Paraprofessionals
 - AR 4261.1, Personal Illness/Injury Leave

XVII. BUSINESS

7. M18-51 - Item 7. The motion was made by Jennifer Navarro seconded by Linda Jones and carried 5/0 to approve the first reading of the Revised Board Policies and Administrative Regulation:
- BP/AR 3551, Food Service Operations/Cafeteria Plan
 - BP 7214, General Obligation Bonds

XVIII. NEW BUSINESS

None

XIX. UNFINISHED BUSINESS

None

- XX. ADJOURNMENT – The meeting was adjourned in honor of Jennifer Parks at 6:31 p.m. by Steve DeMarzio, President.

Patricia K. Shaw, Clerk
October 17, 2017

BOARD AGENDA

October 17, 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 October 17, 2017

Cottonwood	Description:	Catalog Sale
	Date:	October 9-31, 2017
	Purpose:	To provide supplies, event activities for students. Also operational expenses such as a storage unit to keep at the school.
	Requesting Group:	Cottonwood PTA
De Sur	Description:	Selling Snacks
	Date:	Volleyball and Basketball Season
	Purpose:	To raise funds for field trips.
	Requesting Group:	Del Sur ASB
Esperanza	Description:	Collecting cranberry sauce for Grace Resources Thanksgiving Bags.
	Date:	October 18-3, 2017
	Purpose:	Community based classroom project.
	Non-Profit Group:	Grace Resource Center
Joe Walker	Description:	Book and Miscellaneous Item Sales
	Date:	October 2-6, 2017
	Purpose:	To raise funds for the library.
	Requesting Group:	Joe Walker PTA
	Description:	Dine-Out
	Date:	October 23, 2017
	Purpose:	To raise money for the Joe Walker Band festival and trip.
	Requesting Group:	Joe Walker ASB
	Description:	Business Sponsorships for ads in Joe Walker Band Winter and Spring Programs.
	Date:	October 24 – Nov. 13, 2017
	Purpose:	To raise funds for the Joe Walker Band trip and festival.
	Requesting Group:	Joe Walker ASB
	Description:	See's Candy Valentine Pre-sale Fundraiser
	Date:	January 8-22, 2018
	Purpose:	To raise funds for the Joe Walker Band trip and festival.
	Requesting Group:	Joe Walker ASB

Joe Walker

Description: Selling ad space in the musical production program
Date: February 2-20, 2018
Purpose: To offset cost for royalties, costumes, set supplies and student materials.

Requesting Group: Joe Walker ASB

Description: Selling concessions (beverages and snacks) during the Drama Club production.

Date: March 7-9, 2018

Purpose: To offset cost for royalties, costumes, set supplies and student materials.

Requesting Group: Joe Walker ASB

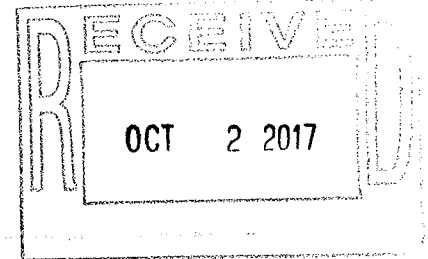
Description: Selling Little Mermaid Tiara's before show and during intermission.

Date: March 7-9, 2018

Purpose: To offset cost for royalties, costumes, set supplies and student materials.

Requesting Group: Joe Walker ASB

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



FUND RAISING AUTHORIZATION
Elementary School

School IDEA Academy @ Cottonwood

Date 9/27/17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 10/9/2017 - 10/31/17 Event Start Time 9am

Location of Fund Raiser Catalog Fundraiser

Description of Fund Raiser Catalog sale Fundraiser

Purpose of the Fund Raiser provide supplies, event, activities for students. Also operational expenses such as storage unit to keep in school.

For the benefit of (be specific) all students - assemblies + activities for Fall Festival + Winter wonderland.

Person Supervising Fund Raiser Martha Blanco.

Person Responsible for the Money Constanza Fernandez

Projected Expenses \$ 9,000.00

Projected Profit \$ 5000.00

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. (BP3554, CUREFL 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, BA Code 51520)
Organizations are encouraged to select items of good nutritional quality. (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

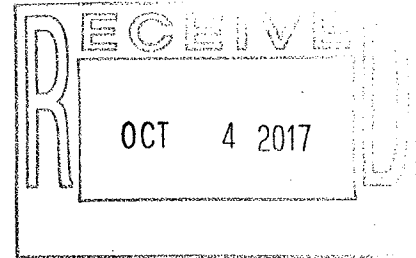
Signature of PTA/PTO/PTSA President Maile Steele Date 9/28/17

Signature of Principal or Assistant Jan Vinn Date 9/28/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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 Del Sur Date 9/25/17
Requesting Group Del Sur AVID
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO
Date(s) of Fund Raiser Volleyball Season Event Start Time 2:00
Location of Fund Raiser Gym @ D.S.
Description of Fund Raiser Sell Snacks
Purpose of the Fund Raiser Raise \$ for field trips
For the benefit of (be specific) going to visit colleges

Person Supervising Fund Raiser Geri Rather
Person Responsible for the Money Geri Rather

Projected Expenses \$ 300-
Projected Profit \$ 600-

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)

Approved by ASB in the meeting minutes of

9/27/17
Signature of ASB President [Signature]

Date 9/27/17

Signature of ASB Advisor [Signature]

Date 9/27/17

Signature of PTA/PTO/PTSA President [Signature]

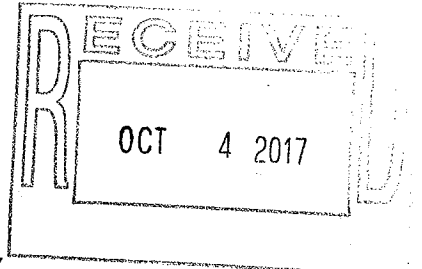
Date _____

Signature of Principal or Assistant [Signature] Date _____
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 Del Sur

Date 9/25/17

Requesting Group AVID

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

Date(s) of Fund Raiser Basketball Season Event Start Time 2:00

Location of Fund Raiser Gym at D.S.

Description of Fund Raiser Snack Sales

Purpose of the Fund Raiser raise \$ for field trips

For the benefit of (be specific) visiting colleges

Person Supervising Fund Raiser Geri Rather

Person Responsible for the Money Geri Rather

Projected Expenses \$ 300-

Projected Profit \$ 600-

Approved by ASB in the meeting minutes of

9/27/17

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

Date 9/27/17

Signature of ASB Advisor Kevin Conner

Date 9/27/17

Signature of PTA/PTO/PTSA President N/A

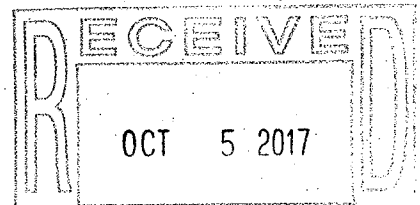
Date _____

Signature of Principal or Assistant [Signature] Date _____
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
41914 50th Street West
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FUNDRAISING AUTHORIZATION

Non-Profit Organizations

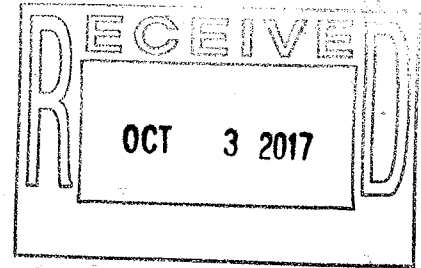
Community Service Project (Funds to be raised to donate to a charity organization)

School EZ Date 10/3/17
Non-Profit Organization Grace Resource Center
Date(s) of Fund Raiser 10/18/17-11/3/17 Event Start Time School hours
Location of Fund Raiser EZ
Description of Fund Raiser Grace R.C. needs cranberry sauce for Thanksgiving bags for the needy.
Purpose of the Fund Raiser Community Based Classroom project, real-world based problems. Student run "fundraiser."
For the benefit of (be specific) "Can-raiser" → Collect cranberry sauce. They need 2000+ cans.
Person Supervising Fund Raiser Diana Bartlett
Person Responsible for the Money CANS - Diana Bartlett

Signature of Principal or Assistant [Signature] Date 10/3/17

Approved by the Board of Trustees on _____

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



FUNDRAISING AUTHORIZATION
Middle School

School De Walker

Date 9/28/17

Requesting Group PTA

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

Date(s) of Fund Raiser 10-2 to 10-4 Event Start Time lunches

Location of Fund Raiser School library

Description of Fund Raiser Book sales and misc items
for the benefit of students

Purpose of the Fund Raiser to raise funds for the library

For the benefit of (be specific) library replenishers

Person Supervising Fund Raiser Sandra maria

Person Responsible for the Money Jennifer mcClary

Projected Expenses \$ 50

Projected Profit \$ 2500

Approved by ASB in the meeting minutes of _____

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Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
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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 9/28/17

Signature of Principal or Assistant [Signature]

Date 10/2/17

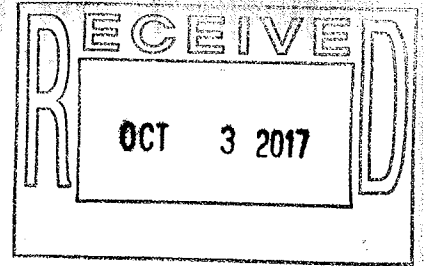
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

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
(661) 722-0716 FAX: (661) 974-8588



FUNDRAISING AUTHORIZATION
Middle School

School JW Date 9/28/17
Requesting Group Joe Walker Band
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO

Date(s) of Fund Raiser Oct 23 Event Start Time 4-8pm

Location of Fund Raiser Wienerschnitzel on ^{West} 45th and L

Description of Fund Raiser a portion of all sales from customers who mention Joe Walker band goes toward the fundraiser

Purpose of the Fund Raiser Festival/Trip

For the benefit of (be specific) Band festival/trip costs

Person Supervising Fund Raiser Kami Whitten

Person Responsible for the Money Wienerschnitzel manager

Projected Expenses \$ 0

Projected Profit \$ 300.00

Approved by ASB in the meeting minutes of

9/28/17

Signature of ASB President April Chavira

Date 9/3/17

Signature of ASB Advisor E Anderson

Date 9/28/17

Signature of PTA/PTO/PTSA President _____

Date _____

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 Principal or Assistant _____

Date _____

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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OCT 9 2017

FUNDRAISING AUTHORIZATION

Middle School

School JW Date 10/3/17

Requesting Group Joe Walker Band

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

Date(s) of Fund Raiser Oct 24 - Nov 13 Event Start Time NA

Location of Fund Raiser NA

Description of Fund Raiser Business sponsorships for Ads in Band Winter/Spring programs

Purpose of the Fund Raiser Band field trip/festival

For the benefit of (be specific) Cadet Band Students, Concert, Jazz Band students - ticket cost and transportation

Person Supervising Fund Raiser Kami Whitten

Person Responsible for the Money X

Projected Expenses \$ 0

Projected Profit \$ 1,375

Approved by ASB in the meeting minutes of

10/5/2017

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 Angela Chavira

Date 10/5/17

Signature of ASB Advisor St. Andrian

Date 10/5/2017

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature] Date 10/6/17

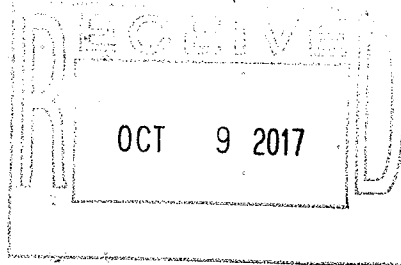
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Approved by the Board of Trustees on _____

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Quartz Hill, CA. 93536
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FUNDRAISING AUTHORIZATION

Middle School

School JW Date 10/3/17

Requesting Group Joe Walker Band
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO

Date(s) of Fund Raiser January 8-January 22 Event Start Time NA

Location of Fund Raiser NA

Description of Fund Raiser See's Candy Valentine Pre-sale fundraiser
Brochures

Purpose of the Fund Raiser Band field trip/festive

For the benefit of (be specific) ticket cost/transportation for students
in Cadet Band, Concert Band, Jazz Band

Person Supervising Fund Raiser Kami Whitten

Person Responsible for the Money ☒

Projected Expenses \$ 0

Projected Profit \$ 645.51

Approved by ASB in the meeting minutes of

10/5/2017

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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)
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Signature of ASB President April Channing

Date 10/5/17

Signature of ASB Advisor St. Anderson

Date 10/5/2017

Signature of PTA/PTO/PTSA President

Date

Signature of Principal or Assistant

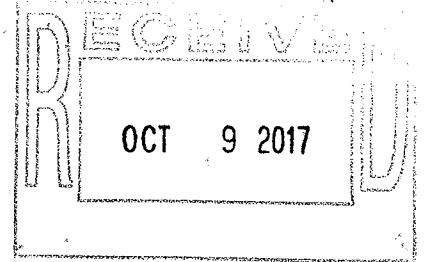
Date 10/6/17

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 JW Date 10/3/17
Requesting Group JW - Drama Club
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO
Date(s) of Fund Raiser Feb 2 - Feb 20 Event Start Time NA
Location of Fund Raiser NA
Description of Fund Raiser selling Ad space in the Musical Production Program
Purpose of the Fund Raiser off set cost for royalties, costumes, set supplies, student materials
For the benefit of (be specific) JW students and community

Person Supervising Fund Raiser Kami Whitten

Person Responsible for the Money _____

Projected Expenses \$ 0

Projected Profit \$ 1,000⁰⁰

Approved by ASB in the meeting minutes of

10-5-17

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Signature of ASB President April Chaiway

Date 10/5/17

Signature of ASB Advisor Anderson

Date 10/5/17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant Aden Date 10/6/17
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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OCT 9 2017

FUNDRAISING AUTHORIZATION

Middle School

School JW Date 10/3/17

Requesting Group JW Drama Club
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO

Date(s) of Fund Raiser March 7, 8, 9 Event Start Time 3pm, 7pm

Location of Fund Raiser JW Cafeteria

Description of Fund Raiser concessions during Drama Club production - Beverages and snacks

Purpose of the Fund Raiser off set costs for royalties, costumes, set supplies, student materials

For the benefit of (be specific) JW students and community

Person Supervising Fund Raiser Kami Whitten / parent helper

Person Responsible for the Money Kami Whitten

Projected Expenses \$ 170.63

Projected Profit \$ 200.87

Approved by ASB in the meeting minutes of

10-5-17

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Signature of ASB President April Charnay

Date 10/5/17

Signature of ASB Advisor Erin Anderson

Date 10/5/2017

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature]

Date 10/6/17

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OCT 9 2017

FUNDRAISING AUTHORIZATION

Middle School

School JW Date 10/3/17
Requesting Group JW Drama Club
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO
Date(s) of Fund Raiser March 7, 8, 9 Event Start Time 3pm and 7pm
Location of Fund Raiser JW Cafeteria
Description of Fund Raiser selling Little Mermaid Tiaras before show and during intermission
Purpose of the Fund Raiser off set cost for royalties, costumes, set supplies, student materials
For the benefit of (be specific) JW students and community

Person Supervising Fund Raiser Kami Whitten /parent helper
Person Responsible for the Money Kami Whitten

Projected Expenses \$ 200.00
Projected Profit \$ 340.00

Approved by ASB in the meeting minutes of

10-5-17

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Signature of ASB President April Murray

Date 10/5/17

Signature of ASB Advisor Ed Anderson

Date 10/5/17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature]

Date 10/6/17

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Approved by the Board of Trustees on _____

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WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA
October 17, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #18-06

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

MANAGEMENT

CERTIFICATED

Employment

Alden, Selena	Teacher Hourly, New Teacher Training/ESF/Not to exceed 2 hrs prep/CC/Req# 14628
Allen, Nicole	Teacher Tutor/DS/Title 1/Req# 14594
Allen, Nicole	Teacher Hourly, New Teacher Training/ESF/Not to exceed 2 hrs prep/CC/Req# 14628
Anderson, Janet	Teacher, 1/6 th /HV/September 7, 2017 not to exceed June 7, 2018/URGF/Req# 14498
Barker, Samantha	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Barker, Samantha	Teacher Hourly, New Teacher Training/ESF/Not to exceed 2 hrs prep/CC/Req# 14628
Biedermann, Angela	Teacher Hourly, New Teacher Training/ESF/Not to exceed 2 hrs prep/CC/Req# 14628
Brustuen, Jennifer	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Brustuen, Jennifer	Teacher Hourly, Core Curriculum/ESF/4 workshops/CC/Req #14499
Byass, Godfrey	Certificated Coach, Girls Volleyball/HV/URGF/Req# 14428

Candelaria, Alexis	Substitute Teacher/\$120 daily/October 3, 2017/URGF
Canter, Amanda	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Canter, Amanda	Teacher Hourly, New Teacher Training/ESF/Not to exceed 2 hrs prep/CC/Req# 14628
Coker, Mary	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Conklin, Roberta	Certificated Coach, Fall Prime Sports League/HV/SG/Req# 14478
Conner, Kathryn	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Conner, Katheryn	Teacher Tutor/DS/Title 1/Req# 14594
Connor, Tara	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Connor, Tara	Teacher Hourly, Core Curriculum/ESF/4 workshops/CC/Req #14499
Cutler, Dustin	Substitute Teacher/\$120 daily/October 3, 2017/URGF
De La Torre, Amy	Teacher Hourly, New Teacher Training/ESF/Not to exceed 2 hrs prep/CC/Req# 14628
Denning, Louis	Certificated Coach, CJSF Coach/HV/URGF/Req# 14427
Dingman, Jennifer	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Duffee, Ami	Certificated Coach, Drama/JW/URGF/Req# 14421
Dumayas, Melody	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Dumayas, Melody	Teacher Hourly, Core Curriculum/ESF/4 workshops/CC/Req #14499
Dunn, Lauren	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Ebert, Sharon	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Ebert, Sharon	Teacher Hourly, Core Curriculum/ESF/4 workshops/CC/Req #14499
Elliot, Maralee	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Elliot, Maralee	Teacher Hourly, Core Curriculum/ESF/4 workshops/CC/Req #14499
Ellsworth, Emily	Certificated Coach, Drama/JW/URGF/Req# 14421

Faulk, Tina	Volleyball Scorekeeper/HV/ASB/Req# 14594
Fitzgerald, Joanne	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Fizzolio, Maria	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Fors, Annelena	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Freeman, Lisa	Substitute Teacher/\$120 daily/September 22, 2017/URGF
Garcia, Ana Romina	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Garcia, Ana Romina	Teacher Hourly, New Teacher Training/ESF/Not to exceed 2 hrs prep/CC/Req# 14628
Golyer-Blair, Melanie	Teacher Hourly, New Teacher Training/ESF/Not to exceed 2 hrs prep/CC/Req# 14628
Gomez, Else-Marieke	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Griffiths, Dave	Coach, Basketball Scorekeeper/JW/ASB/Req# 14644
Griffiths, Dave	Coach, Volleyball Scorekeeper/JW/ASB/Req# 14644
Gudim, Lori	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Gudim, Lori	Teacher Hourly, Core Curriculum/ESF/4 workshops/CC/Req #14499
Gugler, Samara	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Harmon, Lisa	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Harmon, Lisa	Teacher Hourly, Core Curriculum/ESF/4 workshops/CC/Req #14499
Hewitt, Rebecca	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Hirsch, Shannon	Teacher Hourly, New Teacher Training/ESF/Not to exceed 2 hrs prep/CC/Req# 14628
Hrabik, Darrell	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Hurlburt, Brian	Coach, Basketball Scorekeeper/JW/ASB/Req# 14644
Hurlburt, Brian	Coach, Volleyball Scorekeeper/JW/ASB/Req# 14644

Husband, Michelle	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Jaffal, Monica	Teacher Tutor/VV/September 5 to October 12, 2017/Title 1/Req# 14469
Jakeway, Kristie	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Koonce, Keleen	Teacher Hourly, New Teacher Training/ESF/Not to exceed 2 hrs prep/CC/Req# 14628
Leeds, Patty	Teacher Hourly, Core Curriculum/ESF/4 workshops/CC/Req #14499
Levesque, Rene	Coach, Basketball Scorekeeper/HV/ASB/Req# 14620
Lotzgesell, Linda	Certificated Coach, Student Council/RV/URGF/Req# 14629
Marriott, Lauren	Certificated Coach, Student Council/RV/URGF/Req# 14629
Maze, Buffie	Teacher Tutor/VV/September 5 to October 12, 2017/Title 1/Req# 14469
Melendez, Elena	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Mercado, Katherine	Substitute Teacher/\$120 daily/October 3, 2017/URGF
Morris, Barbara	Coach, Basketball Scorekeeper/JW/ASB/Req# 14644
Morris, Barbara	Coach, Volleyball Scorekeeper/JW/ASB/Req# 14644
Morris, Rayanna	Coach, Basketball Scorekeeper/JW/ASB/Req# 14644
Morris, Rayanna	Coach, Volleyball Scorekeeper/JW/ASB/Req# 14644
Moser, Janet	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Norlin, Marie	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Norlin, Marie	Teacher Hourly, Core Curriculum/ESF/4 workshops/CC/Req #14499
Parish, Eileen	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Petrosian, Dounet	Substitute Teacher/\$120 daily/October 3, 2017/URGF
Pinkney, Andrea	Certificated Coach, Fall Prime Sports League/HV/SG/Req# 14478
Rara, Joseph	Substitute Teacher/\$120 daily/October 3, 2017/URGF
Rather, Jeri	Instructional Coach/ESF/2017-2018 School Year/Req# 14605

Reynolds, Jodelle	Teacher Tutor/VV/September 5 to October 12, 2017/Title 1/Req# 14469
Rickert, Kelly	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Scarfone, Trish	Teacher Tutor/DS/Title 1/Req# 14594
Scott, Traci	Coach, Basketball Scorekeeper/JW/ASB/Req# 14644
Scott, Traci	Coach, Volleyball Scorekeeper/JW/ASB/Req# 14644
Sessions, Michele	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Sessions, Michele	Teacher Hourly, Core Curriculum/ESF/4 workshops/CC/Req #14499
Skinner, Kevin	Substitute Teacher/\$120 daily/October 2, 2017/URGF
Sorensen, Todd	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Sorensen, Todd	Coach, Basketball Scorekeeper/JW/ASB/Req# 14644
Sorensen, Todd	Coach, Volleyball Scorekeeper/JW/ASB/Req# 14644
Squires, Sonja	Teacher Tutor, Science Enrichment/JW/Title 1/Req# 14556
Symons, Brittany	Substitute Teacher/\$120 daily/October 3, 2017/URGF
Tallosi, Brittany	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Tallosi, Brittany	Teacher Hourly, New Teacher Training/ESF/Not to exceed 2 hrs prep/CC/Req# 14628
Tyson, Shaun	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Tyson, Shaun	Teacher Tutor/VV/September 5 to October 12, 2017/Title 1/Req# 14469
Walker, Lisa	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Weaver, Lindsay	Teacher Hourly, New Teacher Training/ESF/Not to exceed 2 hrs prep/CC/Req# 14628
Whitten, Kami	Certificated Coach, Drama/JW/URGF/Req# 14421
Woolston, Denise	Instructional Coach/ESF/2017-2018 School Year/Req# 14605
Woolston, Denise	Teacher Hourly, Core Curriculum/ESF/4 workshops/CC/Req #14499

Change Position/Location/Effective Date/Salary/Funding/Req. #

Leaves Position/Location/Effective Date

Separation Position/Location/Effective Date

CLASSIFIED

Employment Position/Location/Effective Date/Salary/Funding/Req.#

Alvarez, Kim Extra-Duty Instructional Assistant II/ESF/Not to Exceed 3.95 hrs/per/day/
Step 7/August 2, 2017/Sup Grant/Req# 14331

Arce, Eric Scorekeeper-Volleyball/AH/4-home games/Step 1/
September 14, 2017/ASB-AH/Req# 14558

Arriaga, Aspen Extra-Duty Instructional Assistant II/ESF/Not to Exceed .5 hrs/per/day/Step 5/
August 2-4, 2017/Sup Grant/Req# 14327

Arriaga, Aspen Extra-Duty Instructional Assistant II/ESF/Not to Exceed 3.95 hrs/per/day/
Step 5/August 2, 2017/Sup Grant/Req# 14331

Attanasio, Allison Short-Term Instructional Assistant I/HV/1.5 hrs/per/day/Step 2/August 28, 2017-
June 1, 2018/Sup Grant/Req# 14437

Attanasio, Allison Extra-Duty Instructional Assistant I/ESF/Not to Exceed 1.5 hrs/per/day/Step 2/
August 3, 2017/Sup Grant/Req# 14329

Bejan, Corina Extra-Duty Instructional Assistant II/ESF/Not to Exceed .5 hrs/per/day/Step 1/
August 2-4, 2017/Sup Grant/Req# 14327

Berumen-McGilbray, Delia Extra-Duty Instructional Assistant II/ESF/Not to Exceed 3 hrs/per/day/Step 1/
October 3, 2017/Title III/Req# 14454

Bothuel, Patricia Short-Term Instructional Assistant II/DS/.75 hrs/per/day/Step 3/
September 25-December 15, 2017/SDC/Req# 14610

Broderius, Danielle Short-Term Instructional Assistant I/JW/.75 hrs/per/day/Step 1/
August 15, 2017-May 25, 2018/Sup Grant/Req# 14373

Castellanos, Samantha Extra-Duty Instructional Assistant I/ESF/Not to Exceed 1.5 hrs/per/day/Step 3/
August 3, 2017/Sup Grant/Req# 14329

Castillo, Candelaria	Short-Term Instructional Assistant II/HV/Not to Exceed 4hrs/per/wk/Step 3/ 2017-2018 School Year/Sup Grant/Req# 14479
Cons, Gregory	Extra-Duty Instructional Assistant I/ESF/Not to Exceed 1.5 hrs/per/day/Step 1/ August 3, 2017/Sup Grant/Req# 14329
Delgado, Raschell	Crossing Guard/VV/.75 hrs/per/day/Step 1/September 20, 2107/ URGF/Req# 14196
Densing, Calista	Extra-Duty Instructional Assistant II/ESF/Not to Exceed .5 hrs/per/day/Step 1/ August 2-4, 2017/Sup Grant/Req# 14327
Dixon, Jasmine	Instructional Assistant II/SD/3 hrs/per/day/Step 1/October 11, 2017/ SDC/Req# 14180
Dowd, America	Extra-Duty Instructional Assistant II/ESF/Not to Exceed 3 hrs/per/day/Step 1/ October 3, 2017/Title III/Req# 14454
Engstrom, Kari	Short-Term Instructional Assistant II/HV/Not to Exceed 4hrs/per/wk/Step 6/ 2017-2018 School Year/Sup Grant/Req# 14479
Esteva, Stefani	Short-Term Instructional Assistant I/HV/1.5 hrs/per/day/Step 2/August 28, 2017- June 1, 2018/Sup Grant/Req# 14437
Esteva, Stefani	Extra-Duty Instructional Assistant I/ESF/Not to Exceed 1.5 hrs/per/day/Step 2/ August 3, 2017/Sup Grant/Req# 14329
Hall, Noella	Extra-Duty Instructional Assistant II/ESF/Not to Exceed .5 hrs/per/day/Step 1/ August 2-4, 2017/Sup Grant/Req# 14327
Holmes, Sherry	Extra-Duty Instructional Assistant I/ESF/Not to Exceed 1.5 hrs/per/day/Step 3/ August 3, 2017/Sup Grant/Req# 14329
Jatico, Diana	Extra-Duty Instructional Assistant II/ESF/Not to Exceed 3 hrs/per/day/Step 1/ October 3, 2017/Title III/Req# 14454
Javier, Cindie	Short-Term Instructional Assistant II/HV/Not to Exceed 4hrs/per/wk/Step 7/ 2017-2018 School Year/Sup Grant/Req# 14479
Jones, Deborah	Short-Term Instructional Assistant II/DS/2.5 hrs/per/day/Step 7/ September 25-December 15, 2017/SDC/Req# 14609
Juarez, Nury	Extra-Duty Instructional Assistant II/ESF/Not to Exceed 3 hrs/per/day/Step 1/ October 3, 2017/Title III/Req# 14454

Larson, Melissa	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 2 hrs/per/day/Step 5/ October 2, 2017-TBD/URGF/Req# 14623
Lympany, Trisha	Short-Term Instructional Assistant II/HV/Not to Exceed 4hrs/per/wk/Step 7/ 2017-2018 School Year/Sup Grant/Req# 14479
Macias, Ivette	Extra-Duty Instructional Assistant II/RV/2 hrs/per/month/Step 4/ September 21-December 12, 2017/SDC/Req# 14589
Martinez, David	Short-Term Instructional Assistant II/DS/3.5 hrs/per/day/Step 2/ September 8-November 17, 2017/SDC/Req# 14486
Means, Vickie	Scorekeeper-Volleyball/AH/4-home games/Step 1/ September 14, 2017/ASB-AH/Req# 14558
Miras, Aslye	Extra-Duty Instructional Assistant II/ESF/Not to Exceed .5 hrs/per/day/Step 1/ August 2-4, 2017/Sup Grant/Req# 14327
Page, Darren	Short-Term Instructional Assistant II/HV/Not to Exceed 4hrs/per/wk/Step 8/ 2017-2018 School Year/Sup Grant/Req# 14479
Pearce, Shelley	Extra-Duty Instructional Assistant II/ESF/Not to Exceed 3.95 hrs/per/day/ Step 7/August 2, 2017/Sup Grant/Req# 14331
Pearce, Shelley	Extra-Duty Instructional Assistant II/RV/.75 hrs/per/month/Step 7/ September 21-December 12, 2017/SDC/Req# 14589
Phair, Krishna	Extra-Duty Instructional Assistant I/ESF/Not to Exceed 1.5 hrs/per/day/Step 4/ August 3, 2017/Sup Grant/Req# 14329
Piercy, Anna	Extra-Duty Instructional Assistant II/ESF/Not to Exceed 3.95 hrs/per/day/ Step 4/August 2, 2017/Sup Grant/Req# 14331
Prim, Sandra	Extra-Duty Instructional Assistant II/ESF/Not to Exceed .5 hrs/per/day/Step 4/ August 2-4, 2017/Sup Grant/Req# 14327
Qarau, Mereoni	Short-Term Instructional Assistant II/HV/Not to Exceed 4hrs/per/wk/Step 7/ 2017-2018 School Year/Sup Grant/Req# 14479
Ramos, Gayle	Extra-Duty Instructional Assistant I/ESF/Not to Exceed 1.5 hrs/per/day/Step 9/ August 3, 2017/Sup Grant/Req# 14329
Redecker, Morgan	Extra-Duty Instructional Assistant I/ESF/Not to Exceed 1.5 hrs/per/day/Step 2/ August 3, 2017/Sup Grant/Req# 14329

Rendon, Christine	Extra-Duty Instructional Assistant II/ESF/Not to Exceed 3.95 hrs/per/day/ Step 1/August 2, 2017/Sup Grant/Req# 14331
Ruvalcalba, Sonia	Extra-Duty Instructional Assistant II/ESF/Not to Exceed 3 hrs/per/day/Step 1/ October 3, 2017/Title III/Req# 14454
Stark, Rachael	Short-Term Clerk II/RV/2 hrs/per/day/Step 3/September 29-October 13, 2017/ URGF/Req# 14626
Strong, Darla	Instructional Assistant II/SD/3.5 hrs/per/day/Step 1/October 4, 2017/ SDC/Req# 14625
Santiago, Jocelyn	Extra-Duty Instructional Assistant I/ESF/Not to Exceed 1.5 hrs/per/day/Step 2/ August 3, 2017/Sup Grant/Req# 14329
Turnipseed, Gayle	Extra-Duty Instructional Assistant I/ESF/Not to Exceed 1.5 hrs/per/day/Step 5/ August 3, 2017/Sup Grant/Req# 14329
Valasek, Robin	Extra-Duty Instructional Assistant II/ESF/Not to Exceed 3.95 hrs/per/day/ Step 8/August 2, 2017/Sup Grant/Req# 14331
Wilson, Amanda	Instructional Assistant II/QH/3.5 hrs/per/day/Step 1/September 27, 2017/ SDC/Req# 14353
Zeller, Rebecca	Instructional Assistant II/QH/3 hrs/per/day/Step 1/October 2, 2017/ SDC/Req# 14363
<u>Change</u> Aceves, Ashlie	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Playground Supervisor (1.78 hrs/per/day) to <u>(2.53 hrs/per/day)</u> /GA/ Step 1/October 2, 2017/URGF/Req# 14511
Chielli, Maria	Instructional Assistant II-Bilingual (3.95 hrs/per/day) to <u>(5.95 hrs/per/day)</u> / ESF/Step 3/September 20, 2017/URGF/Req# 14350
Frazer, Cara	Playground Supervisor (1.67 hrs/per/day) to <u>Substitute Playground</u> <u>Supervisor</u> /Step 1/October 5, 2017/URGF/Req# 14614
Habibi, Theresa	Playground Supervisor (2.42 hrs/per/day) to <u>Instructional Assistant II</u> <u>(3.25 hrs/per/day)</u> /SD/Step 1/October 2, 2017/SDC/Req# 14458
Habibi, Theresa	Crossing Guard (1.25 hrs/per/day) to <u>(.67 hrs/per/day)</u> /SD/Step 4/ October 2, 2017/URGF/Req# 14502
Salinas Valverde, Aaron	Playground Supervisor (1.33 hrs/per/day) to <u>(2.75 hrs/per/day)</u> /AH/ Step 1/September 18, 2017/URGF/Req# 14555

St. George, Alexis	Substitute Playground Supervisor to <u>Campus Climate Assistant</u> (3 hrs/per/day)/GA/Step 1/October 11, 2017/URGF/Req# 14308
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<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
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<u>Separation</u>	<u>Position/Location/Effective Date/</u>
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Castillo, Nadia	Substitute Playground Supervisor/October 10, 2017/Resignation
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Davis, Kendra	Instructional Assistant II/DS/August 1, 2017/Resignation
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Grissom, Gwendolyn	Playground Supervisor/GA/September 29, 2017/Resignation
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Grissom Gwendolyn	Crossing Guard/GA/September 29, 2017/Resignation
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Knettel, Kathleen	Campus Climate Assistant/RV/August 23, 2017/Resignation
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Martinez, David	Instructional Assistant II/DS/September 22, 2017/Resignation
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Parnell, Heather	Instructional Assistant II/GA/September 29, 2017/Resignation
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Rocha, Michele	Instructional Assistant II/GA/September 29, 2017/Resignation
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Smith, Briana	Playground Supervisor/CW/September 29, 2017/Resignation
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Valenzuela, Carmen	Playground Supervisor/AH/September 29, 2017/Resignation
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Valenzuela, Carmen	Crossing Guard/AH/September 29, 2017/Resignation
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Wood, Trisha	Instructional Assistant II/SD/September 29, 2017/Resignation
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BOARD AGENDA

October 17, 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	46,151.70
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Ratification Items:

General Fund (01.0)	93,685.21
Child Nutrition Fund (13.0)	154.84
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	139,991.75
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ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS

Approved/Ratified at the Meeting of October 17, 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>
P52518	Tel Pro Voice and Data Inc	Extron System (Room T1)	9,129.95
	Anaverde Hills	Technology Maintenance	
P52519	Tel Pro Voice and Data Inc	Extron System (Room T2)	9,129.11
	Anaverde Hills	Technology Maintenance	
P52560	Mean Green Mowers	Industrial Mower with Accessories	27,892.64
	Grounds	General Funding	

Total 46,151.70

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P52185A	Rowdy Dyer	Reimburse: Training Food and Supplies	186.30
	Educational Services	New Teacher Induction	
P52185B	Trudy Valenzuela	Reimburse: Training Food and Supplies	246.03
	Educational Services	New Teacher Induction	
P52452	Headsets.com Inc	Wireless Headset System	454.32
	Technology	General Funding	
P52464A	Brustein and Manasevit PLLC	Administrator's Handbook on EDGAR	84.55
	Educational Services	General Funding	
P52496	AVSTA	Field Trip Transportation: August 16-31, 2017	412.40
	All Sites	Reimbursable	
P52497	Four Star Printing	Cumulative Folders and Health Inserts	2,434.58
	Warehouse	General Funding	
P52498	Bruce Barron	Reimburse Woodshop Supplies	400.00
	Joe Walker	General Funding	
P52499	Kristin Gellinck-Frye	Reimburse Character Development Program materials	500.00
	Educational Services	Supplemental Grant	
P52500	Brian Bastidas	Reimburse Flight and Space supplies	308.00
	Hillview	General Funding	
P52501	Gabrielle Rendon	Reimburse Random Acts of Kindness Club materials	500.00
	Sundown	Local Site Funds	
P52502	Home Depot	Woodshop supplies	1,000.00
	Joe Walker	General Funding	
P52503	Fire Island Grill	Food for Boys Town Training	658.48
	Student Support Services	Supplemental Grant	
P52504	Submarina	Food for Boys Town Training	321.60
	Student Support Services	Supplemental Grant	
P52505	Southwest School Supply	School and office supplies	5,000.00
	Anaverde Hills	General Funding	
P52513	CDWG Computer Centers Inc	Computer Supplies	201.25
	Technology	General Funding	
P52514	CDWG Computer Centers Inc	Epson Projector Lamps	97.98
	Sundown	Local Site Funds	
P52515	Southwest School Supply	Folding Stepstool	63.37
	Technology	General Funding	
P52516	Southwest School Supply	EL Parent Outreach and Parent/Teacher Conf Supplies	377.83
	All School Sites	Supplemental Grant	
P52520	Bohns Printing	Shipping Request Forms	852.15
	Warehouse	Maintenance General Funding	
P52521	Follett School Solutions Inc	Grade 6 Textbooks	2,440.10
	Educational Services	Lottery: Instructional Materials	
P52522	Palmdale Chamber of Commerce	2017-2018 Membership Dues	75.00
	Board of Trustees	General Funding	
P52523	Follett School Solutions Inc	Grade 2 Textbooks	562.38
	Educational Services	Lottery: Instructional Materials	
P52524	Headsets.com	Wireless Headset System	546.09
	Superintendent	General Funding	

P52525	AVID Center Educational Services	Elementary Foundations: Implementation Resource Supplemental Grant	876.77
P52526	2nd Gear LLC Educational Services	Dell Latitude Laptop (1) Supplemental Grant	558.34
P52527	Sierra School Equipment Company Human Resources	Raise Existing Desk System General Funding	260.00
P52528	ARC Document Solutions Inc Leona Valley	SkySite 4K LED SmartScreen Technology Maintenance	7,164.11
P52532	LA County Office of Education Educational Services	Educator's Guides to Foster and Homeless General Funding	886.00
P52533	School Outfitters Cottonwood	Tabletop Charging Stations (54) Technology Maintenance	4,106.34
P52534	Lego Education Gregg Anderson	Mindstorms Core and Expansion Sets Local Site Funds	3,068.16
P52535	Supplies Outlet.com Inc Gregg Anderson	Laser Toner Cartridges General Funding	324.68
P52536	ConvergeOne Inc Technology	Laptop Batteries Technology Maintenance	203.49
P52537	Barnes and Noble Student Support Services	Audio CD for Student Special Education	15.58
P52538	Pearson Clinical Assessment Student Support Services	Speech Testing Materials Special Education	1,079.37
P52539	Pro-Ed Student Support Services	Speech Testing Materials Special Education	4,619.04
P52540	Pearson Clinical Assessment Student Support Services	Occupational Therapy Testing Materials Special Education	4,771.97
P52541	Western Psychological Services Student Support Services	Testing Materials Special Education	533.12
P52542	Therapro Student Support Services	Occupational Therapy Testing Materials Special Education	251.81
P52543	Therapro Student Support Services	Mini Easy Grip Loop Scissors Special Education	313.97
P52544	Demco Hillview	Library Supplies General Funding	183.76
P52545	Golden Protective Services Health Services	Exam Gloves for Health Offices General Funding	277.89
P52546	Apple Inc Student Support Services	9.7 inch iPad Special Education	385.26
P52547	Apple Inc Student Support Services	Backlit Keyboard Case for Ipad Pro Board of Trustees (settlement)	179.20
P52561	CDWG Computer Centers Inc Technology	Computer Supplies Technology Maintenance	385.33
P52562	Southwest School Supply Superintendent	Office Supplies General Funding	162.10
P52563	Block Alternatives Hillview	Drama T-Shirts Local Site Funds	434.17
P52564	Dick Blick Art Materials Joe Walker	Art Supplies General Funding	1,819.90
P52565	Flag House Student Support Services	Assessment Materials Special Education	82.29
P52566	Gopher Sport Student Support Services	Assessment Materials Special Education	53.75
P52567	Amerimac Office Products Quartz Hill	Digital Duplicator Masters and Ink General Funding	490.56
P52568	West Ed Educational Services	CA Healthy Kids Survey 2017-2018 General Funding	6,000.00
P52569	Amazon.com Corporate Credit Technology	Offline Backup/Recovery Materials Technology Maintenance	1,403.41
P52570	Amazon.com Corporate Credit Technology	16-Port Switches (3) Technology Maintenance	3,613.47
P52571	Rhonda Pratt	Reimburse: Home Economics Supplies	200.00

P52572	Joe Walker Rhonda Pratt	General Funding Reimburse: Home Economics Supplies	300.00
P52573	Joe Walker Traci Scott	Local Site Funds Reimburse: Civil Air Patrol Supplies	675.12
P52574	Joe Walker Rhonda Pratt	General Funding Reimburse: Home Economics Supplies	200.00
P52575	Hillview Brian Bastidas	General Funding Reimburse: Flight and Space Supplies	500.00
P52576	Hillview Kevin Bice	Local Site Funds Reimburse: Lego Robotics Supplies	100.00
P52577	Hillview Mary Taylor	Local Site Funds Reimburse: Drama Supplies	500.00
P52578	Hillview Marguerite Johnson	Local Site Funds Reimburse: CSEA Diversity Training Supplies	500.00
P52579	Educational Services Southwest School Supply	Supplemental Grant School and Office Supplies	7,000.00
P52587	Quartz Hill Laura Duran	General Funding Reimburse: Art Supplies	500.00
P52588	Cottonwood Prints 4 Life	Local Site Funds Grand Reopening Shirts	3,610.48
M02092A	Cottonwood Kenco Sheet Metal	Local Site Funds Install Only - 90' Fascia Cover	651.60
M20340	Hillview Universal Electronic Alarms	Maintenance Alarm Power Supply	381.43
M20341	Maintenance Bob Howle Automotive	Maintenance Repairs - Truck 79	312.30
M20348	Maintenance United Rentals	Operations Scissor Lift Repair	208.73
M20350	Hillview B&M Lawn and Garden	Maintenance Grounds Equipment Parts	311.90
M20352	Maintenance Valley Construction Supply	Operations Delineators	145.72
M20362	Anaverde Hills Northern Tool and Equipment	Operations Safety Cans	219.97
M20363	Maintenance Montgomery Hardware	Maintenance Cylinder Core Keyways	4,387.94
M20364	Various Sites Tire Xpress	Maintenance Tractor Tire Repair	15.00
M20366	Maintenance Mar-Co Equipment	Operations Fuse Holder	44.13
M20368	Maintenance Bob Howle Automotive	Operations Repairs - Truck 84	843.73
M20369	Maintenance Interstate Batteries	Maintenance Battery- Truck 75	274.71
M20370	Maintenance Signs and Designs	Operations Bronze Plaques	1,737.66
M20371	Various Sites Patriot Plumbing	Maintenance Plumbing Repair	202.50
M20373	Del Sur Signs and Designs	Maintenance Gold Ribbon Aluminum Sign	407.80
M20399	Hillview David C. Sterk Construction	Maintenance Grade Drive Area	1,045.00
M20403	Cottonwood Golden West Trailer Sales	Maintenance Tractor Replacement	6,183.24
	Operations	Operations	

Total 93,685.21

CHILD NUTRITION (13)

P52517	Eastside Union School District	2017-2018 Media Release for Free/Reduced Meals	154.84
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Total 154.84

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

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

	<i>Total</i>	<i>0.00</i>
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BOARD AGENDA

October 17, 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	42,100.02
Vendor Provided Services	93,459.00
Rental/Lease Contracts	0.00
<i>Total</i>	<u><i>135,559.02</i></u>

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

Approval

CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of October 17, 2017

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
2017-2018	Amerimac Office Products Anaverde Hills	Service Agreement: Standard SD-365 Digital Duplicator General Funding	825.00	
2017-2018	Amerimac Office Products Gregg Anderson	Service Agreement: Standard Sd-365 Digital Duplicator General Funding	825.00	
2017-2018	Amerimac Office Products Valley View	Service Agreement: Standard SD-370 Digital Duplicator General Funding	825.00	
2017-2018	Bruce M Gale PhD Student Support Services	IEE of Student Special Education	5,500.00	
Fall 2017	California Fencing Quartz Hill	Chain Link Fencing, Walk Gate, and Double Swing Gate Maintenance General Funding	9,560.00	
Oct 10-11, 2017	California School Employees Assoc (CSEA) Educational Services	Staff Development: Diversity Training Supplemental Grant	1,000.00	
2017-2018	Davis Demographics & Planning Inc District	Demographic Study; Boundary Study with Adjustments General Funding	27,950.00	
2017-2018	Dynamic Therapy Solutions LLC Student Support Services	IEE of Student Special Education	2,000.00	
Fall 2017	Eastman Construction Anaverde Hills	Office Wall, Door, and Window Maintenance General Funding	21,500.00	
2017-2018	KnowBe4 Inc Technology	Security Awareness Training Subscription Technology Maintenance	15,600.00	
Fall 2017	Meldon Glass Inc Anaverde Hills	Aluminum Storefront and Doors Maintenance General Funding	8,874.00	
2017-2018	Total Educational Systems Support (TESS) Quartz Hill	Staff Development: ELA/Comprehension Title I	6,200.01	
2017-2018	Total Educational Systems Support (TESS) Quartz Hill	Staff Development: ELA/Comprehension and Instructional Grade Level Planning Title I	34,900.01	
Ongoing	University of Southern California Davis School of Gerontology Human Resources	Gerontology Supervised Practice Affiliation N/A	0.00	
 <u>Change</u>				
	No Changes			

	Total	135,559.02	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>
None		

BOARD AGENDA

October 17, 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 \$27,533.13.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of October 17, 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>
October 20, 2017 Downey	Implementing Quality Programs for English Learners Kristin Gellinck-Frye Educational Services	Title III	0.00	0.00	0.00	90.95	0.00	0.00	0.00
October 24, 2017 Camarillo	Pupil Attendance Accounting for School Site Personnel Terri Rowitz Fiscal Services	General Funding	255.00	0.00	0.00	92.43	0.00	0.00	0.00
October 24, 2017 Downey	School Site Council/Advisory Committees Training of Trainers Workshop Marguerite Johnson Educational Services	Title I	100.00	0.00	0.00	0.00	0.00	0.00	0.00
October 25, 2017 Camarillo	SSCAL Accountability in CA - The LCAP & So Much More Marguerite Johnson Educational Services	Supplemental Grant	215.00	0.00	0.00	0.00	0.00	0.00	0.00
October 27, 2017 Anaheim	Reading, Writing & Rigor in the Developmentally Appropriate Kindergarten Kaitlin Rehberg, Carolina Chavez, Eileen Parish Esperanza	Title I	657.00	384.00	150.00	84.00	0.00	300.00	0.00
October 27-28, 2017 American Canyon	CUE 2017 Fall Conference Russell Warden, Shaun Tyson, Lauren Dunn, Todd Sorenson, AnnElena Fors, Joanne Fitzgerald Educational Services	Teacher Effectiveness Grant	1,325.00	1,710.00	750.00	791.80	0.00	520.00	0.00
November 4, 2017 Lancaster	Food Handlers Certification Class Nancy Hemstreet Child Nutrition	Child Nutrition	140.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov 8, Nov 13, 2017 and April 4, 2018	TOT Integrated and Designated Writing for ELS, K-5 Kristin Gellinck-Frye, Jennifer Dingman, Laura Duran Educational Services	Title III	975.00	0.00	0.00	280.88	0.00	0.00	0.00
November 14, 2017 Ventura	CASBO 1099 Reporting Concepts Julie Colonello, Terri Rowitz Fiscal Services	General Funding	510.00	0.00	0.00	79.93	0.00	0.00	0.00
November 14-17, 2017 Pasadena	2017 CETPA (CA Educational Technology Professional Association) Annual Conference Chris Soliz, J Bartee Technology	General Funding	1,010.00	1,500.00	300.00	75.97	200.00	0.00	0.00
November 16-17, 2017 Anaheim	2017 CASBO CBO Symposium Shawn Cabey Administrative Services	General Funding	620.00	225.00	90.00	104.22	50.00	0.00	0.00
Nov 28 - Dec 2, 2017 San Diego	CSBA Annual Conference Regina Rossall, John Curiel, Steve DeMarzio, Linda Jones, Jennifer Navarro Board of Trustees	General Funding		3,218.00	7,200.00	1,200.00	1,218.00	720.00	0.00
November 29, 2017 San Diego	CSBA Orientation for New Trustees Jennifer Navarro Board of Trustees	General Funding		250.00	0.00	0.00	0.00	0.00	0.00
January 16, 2018 Santa Fe Springs	ELPAC (English Language Proficiency Assessments for California) Academy Kristin Gellinck-Frye Educational Services	General Funding	50.00	0.00	0.00	90.95	0.00	0.00	0.00
Changes		No Changes							
Subtotals			5,857.00	7,287.00	8,490.00	2,891.13	1,468.00	1,540.00	0.00
Grand Total			27,533.13						

BOARD AGENDA

October 17, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

October 17, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

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

BACKGROUND:

Board Policy/Administrative Regulation 3351 – Revised – Food Service Operations/Cafeteria Plan

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

Policy and regulation updated to reflect NEW FEDERAL GUIDANCE (U.S. Department of Agriculture Memorandum SP 46-2016 and SP 23-2017) which mandates any district participating in the National School Lunch and/or Breakfast Program to adopt a written policy on meal charges, including the collection of delinquent meal charge debt, no later than July 1, 2017, and to annually communicate that policy to parents/guardians. Policy and regulation also reflect NEW STATE GUIDANCE (California Department of Education Management Bulletin SNP-03-2017) which requires district policy to ensure that students with unrecovered or delinquent meal charge debt are not overtly identified, requires that debt collection efforts are consistent with specified cost principles, and establishes conditions for reclassifying unpaid debt as bad debt. Policy also revised to reflect the Buy American provision of federal regulations which requires districts, to the maximum extent practicable, to purchase domestically grown and processed foods.

Board Policy 7214 – Revised – General Obligation Bonds

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

Policy updated to reflect NEW LAW (SB 1029, 2016) which requires the board to adopt a debt management policy prior to issuing any debt, including a general obligation bond, and to certify to the California Debt and Investment Advisory Commission that any proposed issuance of debt is consistent with the district's policy. Policy also reflects NEW LAW (AB 2116, 2016) which requires the board to obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor, and NEW LAW (AB 2738, 2016) which prohibits districts from withdrawing proceeds from bond sales at any time for the purpose of making investments outside the county treasury. Policy also adds caution that some uses of bond proceeds that are specified in the Education Code for bond elections with a 66.67 percent threshold may be inconsistent with the California Constitution and encourages consultation with legal counsel.

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

Board Policy - Revised

Food Service Operations/Cafeteria Fund

Business and Noninstructional Operations

BP 3551(a)

The Board of Trustees intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. To ensure program quality and to increase cost effectiveness the Superintendent or designee, shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)
(cf. 3311 - Bids)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)
(cf. 5030 - Student Wellness)

The Superintendent or designee shall ensure that all food services personnel possess appropriate the required qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program in accordance with law.

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

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.

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

(cf. 3553 - Free and Reduced Price Meals)
(cf. 5145.3 - Nondiscrimination/Harassment)

Meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments, and shall clearly communicate these procedures and related district policies to students and parents/guardians. The procedures adopted by the Superintendent or designee shall conform with 2 CFR 200.426 and any applicable CDE guidance, and shall not overtly identify students with unrecovered or delinquent debt or treat them differently than other students.

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries and benefits of food service employees shall be paid from the cafeteria fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3230 - Federal Grant Funds)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service management services or food service consulting services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)

Procurement of Foods

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the exception.

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

38080-38086 Cafeteria, establishment and use
 38090-38095 Cafeterias, funds and accounts
 38100-38103 Cafeterias, allocation of charges
 42646 Alternate payroll procedure
 45103.5 Contracts for management consulting services; restrictions
 49490-49493 School breakfast and lunch programs
 49500-49505 School meals
 49554 Contract for services
 49550-49562 Meals for needy students

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs
1771-1791 Child nutrition, including:
1773 School breakfast program
CODE OF FEDERAL REGULATIONS, TITLE 2
200.56 Indirect costs, definition
200.400-200.475 Cost principles
200 Appendix VII Indirect cost proposals
~~225—Cost Principles for State, Local, and Indian Tribal Governments~~
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program
250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, Management Bulletin, SNP-03-2017, April 2017

Cafeteria Funds--Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012

Storage and Inventory Management of United States Department of Agriculture (USDA)

Donated Foods, Management Bulletin USDA-FDP-02-2010, August 2010

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-046-200815, ~~February 2008~~ May 2015

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, Management Bulletin 00-111, July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

FAQs About School Meals

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

~~Financial Management of the School Meal Programs, Correspondence, August 30, 2013~~

Indirect Costs: Guidance for State Agencies and School Food Authorities, 2011-SP 60-2016, September 2016

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

U.S. DEPARTMENT OF EDUCATION GUIDANCE

FAQs About School Meals

WEB SITES

BP 3551(e)

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

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

Policy WESTSIDE UNION SCHOOL DISTRICT
adopted: June 26, 2014 Quartz Hill, California

Westside Union SD

Administrative Regulation - Revised

Food Service Operations/Cafeteria Fund

Business and Noninstructional Operations

AR 3551(a)

Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

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

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

Unpaid and Delinquent Meal Charges

Students and their parents/guardians shall be notified whenever their account has a ~~zero~~ negative

balance. Whenever a student's account has an unpaid balance of \$25 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

The Superintendent or designee may enter into a repayment plan with a student's parents/guardians for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the CDE using the online Child Nutrition Information and Payment System.

Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Board of Trustees shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091,)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII-225, and the California School Accounting Manual, ~~and the Education Code 38100-38103, 2 CFR 255. (Education Code 38091, 38101; 2 CFR 255).~~

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 210.14)

U.S. Department of Agriculture Foods

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation
5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

~~USDA foods shall be used in school lunches as far as practicable, but also may be used in other nonprofit food service activities, with any revenues accruing to the district's nonprofit food service account. Such activities may include school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students. (7 CFR 250.60)~~

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212 - Appointments and Conditions of Employment)

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: June 26, 2014 Quartz Hill, California

Westside Union SD

Board Policy - Revised

General Obligation Bonds

Facilities

BP 7214(a)

~~The Board of Trustees desires to provide adequate facilities in order to enhance student learning and to help the district achieve its vision for educating district students. To that end, the Board may order an election on the question of whether bonds shall be issued for school facilities when, in the Board's judgment, it is advisable and in the best interest of district students.~~

The Governing Board Board of Trustees recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

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

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

The Board's decision to order a bond election, as well as its determinations regarding the appropriate amount, timing, and structure of the bond issuance, shall be consistent with law and the district's debt management policy.

(cf. 3470 - Debt Issuance and Management)

Before ordering a bond election, the Board shall obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor. (Education Code 15100)

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Bonds Requiring 55 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the

Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

(cf. 9323.2 - Actions by the Board)

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

Bonded indebtedness incurred by the district shall be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities and the refunding of any outstanding debt issuance used for the purposes specified in items #1-2 above. (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

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

1. ~~A requirement~~ Certification that proceeds from the sale of the bonds be used only for the purposes specified above, ~~as detailed in California Constitution Article 13A, Section 1(b)(3), and~~ not for any other purposes including teacher and administrative salaries and other school operating expenses

2. A list of specific school ~~facility~~ facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

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

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed

4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' advisory oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

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

The Superintendent or designee shall ensure that the annual, independent performance and financial audits ~~conducted~~ required pursuant to items #3 and #4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards. He/she shall submit the audits to the citizens' oversight committee by March 31 of each year. (Education Code 15286)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Subject to limits specified in Article 13A, Section 1 of the California Constitution, Bbonds shall be sold to raise money for the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature

6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years
10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

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

~~Districts that have had approval of a bond with 66.67 percent majority vote are not required by law to appoint a citizens' oversight committee but may, at their discretion, form an oversight committee under requirements and guidelines adopted by the Board.~~

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolutions Regarding Sale of Bonds

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. In accordance with law, The resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable, (Education Code 15140; Government Code 53508.6)

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to, the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, the Board shall ~~disclose~~, place as an agenda item at a public meeting,--

either in and adopt as part of the bond issuance resolution, or in a separate resolution, disclosures of the available funding instruments, the costs and suitability of each, and all of the following information: (Education Code 15146; Government Code 53508.9)

1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), the resolution to be adopted by the Board shall include items #1-4 above and as well as the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the district over the term of the bonds shall be included in the resolution to be adopted by the Board. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with the following: (Education Code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest
2. A comparison to the overall cost of current interest bonds
3. The reason bonds that allow for the compounding of interest are being recommended
4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). (Government Code 8855)

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an

itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the California Debt and Investment Advisory Commission. (Education Code 15146; Government Code 53509.5)

Bond Anticipation Notes

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose.
2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

~~The notes~~ A bond anticipation note may be issued only if the tax rate levied to pay interest on the notes ~~periodically~~ would not cause the district to exceed the tax rate limitations set forth in Education Code 15268 or 15270, as applicable.

Deposit of Bond Proceeds

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

Legal Reference:

EDUCATION CODE

7054 Use of district property, campaign purposes

15100-15254 Bonds for school districts and community college districts

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

17577 Sewers and drains

47614 Charter school facilities

ELECTIONS CODE

324 General election

328 Local election

341 Primary election

348 Regular election
356 Special election
357 Statewide election
1302 ~~School district~~ Local election
15372 Elections official certificate

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers
1125-1129 Incompatible activities
8855 California Debt and Investment Advisory Commission
53506-53509.5 General obligation bonds
53580-53595.5 Bonds
54952 Definition of legislative body, Brown Act

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation
Article 16, Section 18 Debt limit

CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 Prohibition against fraud or deceit
240.15c2-12 Municipal securities disclosure

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

99 Ops.Cal.Atty.Gen. 18 (2016)
88 Ops.Cal.Atty.Gen. 46 (2005)
87 Ops.Cal.Atty.Gen. 157 (2004)

Management Resources:

CSBA PUBLICATIONS

California's Challenge: Adequately Funding Education in the 21st Century, December 2015
Bond Sales - Questions and Considerations for Districts, Governance Brief, December 2012
Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016
Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015
Investment of Bond Proceeds, Best Practice, September 2014
Selecting and Managing Municipal Advisors, Best Practice, February 2014
Debt Management Policy, Best Practice, October 2012
Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

WEB SITES

CSBA: <http://www.csba.org>
California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>
California Department of Education: <http://www.cde.ca.gov>
California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>
Government Finance Officers Association: <http://www.gfoa.org>

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):
<http://www.emma.msrb.org>

Policy WESTSIDE UNION SCHOOL DISTRICT
adopted: April 2, 2013 Quartz Hill, California
revised: August 5, 2014

BOARD AGENDA

October 17, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Revised Board Policies and Administrative Regulations - First Reading

BACKGROUND:

Administrative Regulation 3580 – Revised – District Records

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

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

Board Policy/Administrative Regulation 5113 – Revised – Absences and Excuses

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

Policy updated to reflect the requirement for a board resolution approving reasonable methods by which students can verify absences due to illness or quarantine. Policy also deletes section on "Effect of Absence on Grades/Credits," as that material is covered in BP/AR 5121 - Grades/Evaluation of Student Achievement and BP 6154 - Homework/Makeup Work. Regulation updated to reflect NEW LAW (AB 1593, 2016) which provides that a student's attendance at his/her own naturalization ceremony constitutes an excused absence. Regulation also includes parent notification requirement formerly in BP, and adds notifications that a student may be excused for religious exercises or instruction and that a student's grade will not be lowered following an excused absence provided that missed schoolwork is completed within a reasonable period of time.

Board Policy 6176 – Revised – Weekend/Saturday Classes

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

Policy updated to reflect NEW LAW (AB 2659, 2016) which authorizes makeup classes for any type of absence, including excused absences, to be offered during the weekend. Policy also adds material regarding the circumstances under which teachers cannot be assigned to work on a weekend.

Board Policy 7212 – Revised – Mello-Roos Districts

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

Policy updated to reflect NEW LAW (AB 1666, 2016) which requires an agency that has formed a community facilities district (CFD) to post specified financial reports on its web site. Policy also expanded to include additional requirements regarding the submission of a petition to form a CFD, timelines for proceedings to form a CFD, consistency with the district's debt management policy, attendance priority for students residing within the CFD, and procedures for levying special taxes or incurring bonded indebtedness.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING:

There are no costs associated with updating these Board Policies and Administrative Regulations

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

Westside Union SD

Administrative Regulation - Revised

District Records

Business and Noninstructional Operations

AR 3580(a)

Classification of Records

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

(cf. 1340 - Access to District Records)

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

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

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

(cf. 3440 - Inventories)

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

(cf. 5125 - Student Records)

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

Class 1 - Permanent Records

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

~~Section 16022: (5 CCR 16023)~~

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

- (2) Those declared by Board of Trustees minutes to be permanent

(cf. 3100 - Budget)

(cf. 3452 - Student Activity Funds)

(cf. 3460 - Financial Reports and Accountability)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

2. Official Actions

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

(cf. 7214 - General Obligation Bonds)

(cf. 9324 - Minutes and Recordings)

3. Personnel Records

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

be classified as Class 3 (Disposable) records.

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

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

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

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

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

4. Student Records

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

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

(cf. 5143 - Insurance)

5. Property Records

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

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

Class 2 - Optional Records

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

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

Class 3 - Disposable Records

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

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

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

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

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

(cf. 5113.2 - Work Permits)

Electronically Stored Information

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

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

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

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

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

(cf. 9012 - Board Member Electronic Communications)

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

(cf. 4040 - Employee Use of Technology)

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

(cf. 4131—Staff Development)

(cf. 4231—Staff Development)

(cf. 4331—Staff Development)

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

Westside Union SD

Board Policy - Revised

Absences And Excuses

Students

BP 5113(a)

The Board of Trustees believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. shall work with Pparents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy, and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6154 - Homework/Makeup Work)

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (Education Code 46010, 48216, 48205)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Inasmuch as school attendance and class participation is an are integral to part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency, or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

A student's grades may be affected by excessive unexcused absences in accordance with Board

policy.

(cf. 5121—Grades/Evaluation of Student Achievement)

(cf. 6154—Homework/Makeup Work)

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

2550-2558.6 Computation of revenue limits

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

42238-42250.1 Apportionments

46000 Records (attendance)

46010-46014 Absences

46100-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48210-48216 Exclusions from attendance

48240-48246 Supervisors of attendance

48260-48273 Truants

48292 Filing complaint against parent

48320-48324 School attendance review boards

48340-48341 Improvement of student attendance

48980 Parental notifications

49067 Unexcused absences as cause of failing grade

49701 Provisions of the interstate compact on educational opportunities for military children

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor for medical treatment

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 168 (2004)

66 Ops.Cal.Atty.Gen. 244 245, 249 (1983)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

Management Resources:

~~CDE MANAGEMENT ADVISORIES~~

~~0114.98 School Attendance and CalWORKS, Management Bulletin 98-01~~

~~CSBA ADVISORIES PUBLICATIONS~~

~~0520.97 Welfare Reform and Requirements for School Attendance~~

~~Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010~~

WEB SITES

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

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: July 11, 2000 Lancaster, California

Westside Union SD

Administrative Regulation - Revised

Absences And Excuses

Students

AR 5113(a)

Excused Absences

A student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family (Education Code 48205)
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment ~~during school hours~~ of a child to whom the student is the custodial parent (Education Code 48205)

(cf. 5146 - Married/Pregnant/Parenting Students)

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats ~~not to exceed~~ for no more than four hours per semester

e. Attendance at an employment conference

f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

(cf. 6142.3 - Civic Education)

Participation in religious instruction or exercises in accordance with district policy: (Education Code 46014)

a. In such instances, the student shall attend at least the minimum school day

b. The student shall be excused for this purpose on no more than four days per school month

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

(cf. 6173.2 - Education of Children of Military Families)

10. To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)

11. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy, subject to the following conditions: (Education Code 46014)

a. The student's parent/guardian shall provide written consent for the absence.

b. The student shall attend at least the minimum school day.

c. The student shall be excused from school for this purpose on no more than four days per school month.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

Method of Verification

When students who have been absent return to school, they shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. **Written note, fax, email, or voice mail from parent/guardian or parent representative, or student if 18 or older. (Education Code 46012)**
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. ~~A written recording shall be made, including information outlined above.~~ The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification
 - a. When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness must be verified by a physician.
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)

2. Notify students in grades 7-12 and the parents/guardians of all students that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)

3. Notify parents/guardians that a student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and include the full text of Education Code 48205 in the notice (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

(cf. 6154 - Homework/Makeup Work)

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: July 11, 2000 Lancaster, California

Westside Union SD

Board Policy - Revised

Weekend/Saturday Classes

Instruction

BP 6176(a)

The Board of Trustees desires to increase educational opportunities outside the regular school week in order to meet student needs and promote academic achievement. When staffing, facilities, and other resources are available, the Board may approve the provision of classes on Saturday and/or Sunday that support and are integrated with other learning opportunities.

(cf. 4113 – Assignment)

(cf. 5148.2 - Before/After School Programs)

(cf. 6111 - School Calendar)

Weekend classes may include, but are not limited to:

1. Continuation classes (Education Code 37223)

(cf. 6184 - Continuation Education)

2. Special day classes for mentally gifted minors (Education Code 37223)

(cf. 6172 - Gifted and Talented Student Program)

3. Makeup classes for ~~unexcused~~ absences occurring during the week (Education Code 37223)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 6154 - Homework/Makeup Work)

- 4.5. Supplemental instruction for students who need additional assistance to meet academic standards or requirements

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6179 - Supplemental Instruction)

4. The programs of a regional occupational center or program (ROC/P) (Education Code 37223)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

~~5-6.~~ Enrichment classes in core academic subjects

(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)

Except in ROC/Ps and as otherwise provided by law, any class offered on a Saturday or Sunday pursuant to Education Code 37223, shall be one offered during the regular Monday through Friday school week. (Education Code 37223)

Except in ROC/Ps, weekend attendance shall not result in crediting any student with more than five days of attendance per week. (Education Code 37223)

~~Weekend attendance shall not result in crediting any student with more than five days of attendance per week. (Education Code 37223)~~

Attendance at weekend classes offered pursuant to Education Code 37223 shall be voluntary, except that truants, as defined in Education Code 48260, may be required to attend classes on one day of a weekend in order to make up lost instructional time. (Education Code 37223)

A student shall be excused from a weekend class if the student's parent/guardian notifies the school in writing that such attendance would be in conflict with his/her religious beliefs. Such students shall be given priority for enrollment in any other available supplemental instruction offered at a time other than during the weekend.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

A teacher shall not be assigned to work on a Saturday or Sunday if he/she objects in writing that the assignment would conflict with his/her religious beliefs or practices. In addition, a full-time teacher employed by the district prior to the implementation of weekend classes shall not be required, without his/her consent, to teach for more than 180 full days during a school year or for more than the number of full days that district schools were maintained during the year preceding implementation of weekend classes, whichever is greater. (Education Code 44824)

(cf. 4113 - Assignment)

Unless the requirement is waived by the California Department of Education, the district shall provide at least one nutritionally adequate meal during the weekend session in accordance with Education Code 49550.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3553 - Free and Reduced-Price Meals)
(cf. 5030 - Student Wellness)

Legal Reference:

EDUCATION CODE

37223 Weekend classes

~~37252-37253 Supplemental instruction~~

~~41505-41508 Pupil Retention Block Grant~~

41601 Reports of average daily attendance

~~42239 Summer school attendance computation~~

44824 Weekend classes, assignment of certificated employees

48070-48070.5 Promotion and retention, supplemental instruction

48205 Excused absence for personal reasons

48260 Truants, definition

49550 Meals for needy students

52060-52077 Local control and accountability plan

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Requesting a Summer School Meal Waiver and/or a Saturday School Meal Waiver, Nutrition Services Division Management Bulletin NSD-SNP-03-2013, February 2013

WEB SITES

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

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: August 18, 2015 Quartz Hill, California

Westside Union SD

Board Policy - Revised

Mello Roos Districts

Facilities

BP 7212(a)

The Board of Trustees desires to provide adequate facilities in order to enhance student learning and to help the district achieve its vision for educating district students. To that end, the Board may order the formation of a community facilities district (CFD)/Mello-Roos district for the acquisition or improvement of school facilities when, in the Board's judgment, it is advisable and in the best interest of district students and the community. The issuance of debt through the CFD shall be consistent with law and the district's debt management policy.

(cf. 3470 - Debt Issuance and Management)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7210 - Facilities Financing)

(cf. 7211 - Developer Fees)

(cf. 7213 - School Facilities Improvement Districts)

Proceedings to establish a CFD may be instituted at the Board's discretion. In addition, such proceedings shall be instituted when a written request to establish a CFD has been filed by any two Board members, or a petition has been submitted by at least 10 percent of registered voters residing within the territory of the proposed CFD or by the owners of at least 10 percent of the area of land to be included within the proposed CFD. (Government Code 53318)

Prior to forming a community facilities district, the Board shall consider and adopt local goals and policies that include the following elements: (Government Code 53312.7)

1. The priority that various facilities shall have for financing through the Mello-Roos Community Facilities Act ~~community facilities district~~, including public facilities to be owned and operated by other public agencies and services to be provided by other public agencies
2. The credit quality to be required of bond issues and criteria to be used in evaluating the credit quality
3. Steps by which prospective property purchasers will be fully informed about their related taxpaying obligations
4. Criteria for evaluating the equity of tax allocation formulas, including desirable and maximum amounts of special tax to be levied against any parcel
5. Definitions, standards, and assumptions to be used in appraisals required by Government Code 53345.8
6. To the extent authorized by law, priority for students residing within the CFD to attend schools financed in whole or in part by the CFD, in a manner that reflects the proportion of each

school's financing provided through the CFD

(cf. 5116 - School Attendance Boundaries)

Within 45 days of receiving a written request or petition to establish a CFD, the Board shall determine a fee to be paid by the requesters or petitioners which shall be sufficient to compensate the district for the costs incurred in conducting proceedings to create the CFD. Proceedings for establishing the CFD shall only be initiated after payment of the fee. (Government Code 53318)

~~The Board may initiate the proceedings to establish a community facilities district. In addition, the Board shall initiate such proceedings when any two Board members have filed a written request or a specified percentage of voters or landowners have filed a petition requesting such a district be formed. (Government Code 53317)~~

Upon Board action to form a community facilities district or within 90 days after the receipt of a petition or request to form a CFD and the payment of any applicable fee, the Board shall adopt a resolution of intention and conduct a hearing in accordance with law. The resolution shall fix the time and place for holding a public hearing on the establishment of the community facilities district which shall be within 30-60 days after the adoption of the resolution. Notice of the hearing shall be given by publishing a copy of the resolution of intention once in a newspaper of general circulation published in the area of the proposed CFD pursuant to Government Code 6061, starting at least seven days before the hearing, and shall include the requirements specified in Government Code 53322 and 53322.4. Notice of the hearing may also be sent by first-class mail to each registered voter and to each landowner within the proposed CFD. (Government Code 53320, 53321, 53322, 53322.4)

If, after the hearing, the Board determines to establish a community facilities district, the Board shall adopt a resolution of formation in accordance with law. (Government Code 53325, 53325.1)

If a special tax is proposed to be levied in the CFD, the Board shall submit the resolution of formation and other information specified in Government Code 53326 to the elections official within three business days after the adoption of the resolution of formation, and the question of levying the special tax shall be submitted to the qualified electors of the proposed CFD in accordance with law. (Government Code 53326)

Upon approval by two-thirds of the voters in the proposed community facilities district, the tax may be levied in accordance with Government Code 53340. (Government Code 53328)

Whenever the Board deems it necessary for the CFD to incur a bonded indebtedness, it shall follow the procedures specified in Government Code 53345-53365.7, as applicable.

The proceeds of any bonds, notes, or other securities issued pursuant to the Mello-Roos Community Facilities Act shall be deposited or invested in accordance with Government Code 53356.03.

The Superintendent or designee shall, within seven months after the last day of each fiscal year, prominently display the following reports on the district's web site: (Government Code

53343.2)

1. A copy of an annual report for that fiscal year, if requested pursuant to Government Code 53343.1
2. A copy of the report provided to the California Debt and Investment Advisory Commission pursuant to Government Code 53359.5
3. A copy of the report provided to the State Controller's Office pursuant to Government Code 12463.2

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

15300-15425 School facilities improvement districts

17060-17066 Joint venture school facilities construction projects

GOVERNMENT CODE

6061 One time notice

12463.2 Reports

17556 Payment of costs mandated by the state

53311-53368.3 Mello-Roos Community Facilities Act of 1982

53753 Assessment notice and hearing requirements

53753.5 Exemptions

54954.1 Mailed notice to property owners

54954.6 New or increased tax or assessment; public meetings and hearings; notice

65970-65981 School facilities development project

65995 Levies against development projects

CODE OF REGULATIONS, TITLE 2

1859-1859.106 School facility program

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: School Facilities Management, 2006

Bond Sales - Questions and Considerations for Districts, 2012

WEB SITES

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

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

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

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

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: December 6, 2016 Quartz Hill, California