

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL

November 7, 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)

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- e. Pupil Personnel (Ed Code 35146 and 48918)
- f. Threat to Public Services or Facilities (Gov't Code §54957)

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

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS

- A. Cottonwood Site Presentation and Employee Recognition
- B. Amy Brouwer – Doctorate Project
- C. Human Resources Presentation – Robert Hughes

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
November 7, 2017

Ayes: _____ Noes: _____ Abstain: _____

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

Items 2a -2g Goal #

2. Consent
 - a. Minutes of the Regular Meeting on October 17, 2017
 - b. Fundraising Authorizations
 - c. Personnel Report
 - d. Job Description
 - e. Purchase Orders
 - f. Consultant/Contract Schedule
 - g. Conference/Workshop Schedule

Moved by _____ Seconded by _____

Approval of the Consent Items as presented.

Ayes: _____ Noes: _____ Abstain: _____

3. Discussion Item
 - Governance

Item 3

B. Educational Services

4. Site Plans
 - Hillview
 - Joe Walker

Item 4

Moved by _____ Seconded by _____

Approval of the Site Plans

Ayes: _____ Noes: _____ Abstain: _____

C. Personnel

5. Revised and New Board Policies and Administrative Regulations:
 - AR 4112, Appointment and Conditions of Employment
 - BP 4112.2, Certification
 - AR 4112.21, Interns
 - AR 4112.23, Qualifications/Assignment of Special Education Teachers
 - BP 4113, Assignment
 - AR 4115, Evaluation/Supervision
 - AR 4222, Teacher Aides/Paraprofessionals
 - AR 4261.1, Personal Illness/Injury Leave

Item 5

Moved by _____ Seconded by _____

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

Goal #

Ayes: _____ Noes: _____ Abstain: _____

D. Business

6. Revised Board Policies and Administrative Regulations Item 6
- 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 second and final reading of the revised Board Policies and Administrative Regulations

Ayes: _____ Noes: _____ Abstain: _____

7. Notice of Completion, Del Sur Exterior Paint Item 7

Moved by _____ Seconded by _____

Approval of the Notice of Completion, Del Sur Exterior Paint

Ayes: _____ Noes: _____ Abstain: _____

XII. INFORMATION SESSION

- A. Items From The Floor – Continued
- B. Dates to Remember:
1. Regular Meeting on November 14, 2017
 2. Regular Meeting on December 5, 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 November 7, 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

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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

November 7, 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 November 7, 2017.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

November 7, 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 17, 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 17, 2017

I. CALL TO ORDER

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

II. Flag Salute

Marguerite Johnson, Assistant Superintendent Educational Services

III. ROLL CALL

Steven DeMarzio, President– Present

John Curiel, Vice President – Present

Patricia K. Shaw, Clerk - Present

Dr. Linda Jones, Member – Present (Arrived at 5:10 p.m.)

Jennifer Navarro, Member - Absent

SUPERINTENDENT

Regina Rossall – Present

IV. ITEMS FROM THE FLOOR

None

V. OTHERS PRESENT

Bob Dunham, Andria Blua-Contreras, Alexis Burns Porter, Todd Porter, Jazmine Locke, Jasmine Sims, Jeri Holmes, Rondi Herrera, Gabrielle Rendon, Antoinette Griffin, Jennifer Brustuen, Margaret Lopez, Denise McWilliams, Tim Barker, Laura Duran, Beverly Adams, Autumn Deland

VI. M18-52 - The motion was made by Patricia K. Shaw seconded by John Curiel and carried 3/0 to adjourn to closed session at 5:02 p.m. to consider:

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

VII. RECONVENE TO OPEN SESSION at 6:15 p.m.

VIII. CLOSED SESSION ACTION

None

IX. PRESENTATIONS

A. Richard Olmstead, Kiwanis – Duck Race

B. Sundown Site Presentation and Employee Recognition

C. CAASPP Report – Marguerite Johnson

X. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Linda Jones – Sundown, you are doing a great job. I am glad you are making progress on equity. I would like to extend my condolences to Bud Reams and his family, the Parks family and my prayers continue to be with the Anaverde Hills staff.

Patricia K. Shaw – I wish I could have attended Sundown as a student; what you are doing is off the charts.

John Curiel – Sundown, good job. I like your focus on literacy, keep up the good work. I attended Jennifer Parks' memorial on Friday evening. I saw the love from her friends and family. It's a big loss for this district; the school and her family, this is terrible and tragic. Our national leaders debate about firearms and whether or not it's time to discuss access to firearms; are we going to put our heads in the sand and not have the discussion? We need to have a conversation to get this moving, enough is enough, when will it be the time to have this discussion?. I attended the Latino School Board Association Unity Conference. It was very informative and I found classes that are not normally offered at the CSBA Conference. I attended a workshops on the following: Dual Immersion Programs, I have information on setting this up, DACA and How Food and Emotions Impact Students and School.

Steve DeMarzio – Sundown, I do appreciate you implementing FastForWord. Implementing Standards-Based Grading might be difficult, we would appreciate any comments parents or staff have regarding this report card. We received a letter from Katy ISD, thanking us for the donation of school supplies. I attended the VEX Robotics competition at Joe Walker on Saturday, October 14, 2017.

B. Staff Reports

1. Assistant Superintendent Administrative Services – Shawn Cabey
 - a. Sundown, your attendance data is great.
2. Assistant Superintendent Educational Services - Marguerite Johnson
 - a. Sundown, very nicely done. I appreciate how you have taken district-wide programs and are making them work for your students. It's so clear that you are attending to everything a student needs. I am confident that you are going to see the growth you are working toward.
 - b. Last week we had Parent/Teacher Conferences on Monday and Tuesday; we used those days to train our classified staff.
 - c. Our first report card meeting with parents was this morning at Esperanza. We had 18 parents attend. While they saw the value of the information, there were concerns. One concern was for students who were used to getting "A"'s and how would they feel if they don't see those letter grades. At the sites, we have set up morning and evening meetings. Tomorrow after school, we will be meeting with Quartz Hill parents.
 - d. We had the opportunity to partner with CSEA on a diversity training for our office staff last Tuesday and Wednesday. AVSTA staff were also invited to attend these trainings.
3. Deputy Superintendent - Robert Hughes
 - a. I have always enjoyed the culture at Sundown, nice presentation.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

 - a. You have shown a lot of commitment and I am very impressed with your presentation this evening.
 - b. Each school has written three of their own goals. They will be presenting these goals along with three Board Goals during their site presentation to the Board.
 - c. I would like to ditto what everyone has said about Sundown's presentation.

- d. We did a survey about what kind of schools of choice parents would like; the draws were STEM and STEAM. I was surprised that parents did not pick a dual immersion school over STEM and STEAM schools.
- e. We have three brand new teachers at Anaverde Hills that each speak a different foreign language. If we can get them properly credentialed, they would like to offer a foreign language class for middle school students.
- f. I did attend about an hour of the parent meeting at Esperanza this morning. Parents did not seem to care how their student did on the SBAC, but are concerned about their students receiving an "A" on the report card, even if it was based on extra credit that had nothing to do with academic achievement. It was a little disheartening for me and I think for Chris Fitzgerald. We will see how it goes at the meeting on Thursday evening at Esperanza. They like the concept of standards-based grading but wanted their children to receive an "A" if they understand the concept. They like the report card, but want a report card that gives a letter grade. It will be interesting to see how the Sundown community feels. Marguerite and her staff did an excellent job with their School-Based Grading presentation.
- g. I would like to thank the entire district on the amount of generosity and concern that I saw with the loss of Mrs. Parks over the last few weeks. She was truly an outstanding teacher. I worked with her for eight weeks in my Brandman class to get her to come to Westside. Every one of our schools stepped out to help the Anaverde Hills staff. Our crisis team did a wonderful job meeting with students and staff. The staff did a great job with the vigil and participating in every event on behalf of Jennifer Parks. It reinforces how generous we are as a Westside family. It is wonderful to know that if there is a need, we all come together. I have been so impressed with the outpouring from staff and the community.
- h. On another sad note one of our CSEA staff loss her husband last week.

XI. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
- C. Parent Teachers Association Representative
- D. WAVE Representative – Patricia Shaw and Robert Hughes
 - a. At the last meeting, WAVE gave out nine grants totaling about \$9,000.

XII. ITEMS FROM THE FLOOR - Continued

None

XIII. PUBLIC HEARING

None

XIV. BUSINESS SESSION

- A. Organizational/Governance
 - 1. M18-53 - Item 1. Approval of the agenda of the Regular Board Meeting of October 17, 2017, as submitted. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 4/0.
 - 2. M18-54 - Items 2a – 2f. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 4/0 to approve the consent agenda.
 - 2a Minutes of the Regular Meeting on October 3, 2017
 - 2b Fundraising Authorizations
 - 2c Personnel Report

- 2d Purchase Orders
- 2e Consultant/Contract Agreement Schedule
- 2f Conference/Workshop Schedule
- 3. Item 3 - Discussion Item
 - Board Governance

XV. BUSINESS

- 4. M18-55 - Item 4. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 4/0 to approve the second and final reading of the Revised Board Policies and Administrative Regulation:
 - BP/AR 3551, Food Service Operations/Cafeteria Plan
 - BP 7214, General Obligation Bonds
- 5. M18-56 - Item 5. The motion was made by Patricia K. Shaw seconded by John Curiel and carried 4/0 to approve the first reading of the revised Board Policies and Administrative Regulations:
 - AR 3580, District Records
 - BP/AR 5113, Absences and Excuses
 - BP 6176, Weekend/Saturday Classes
 - BP 7212, Mello-Roos Districts

XVI. NEW BUSINESS

None

XVII. UNFINISHED BUSINESS

None

XVIII. CLOSED SESSION Continued

XIX. CLOSED SESSION ACTION

M18-57 - The motion was made by John Curiel seconded by Patricia K. Shaw and carried 4/0 to uphold the Records Review Committees recommendation for student number RR1718-01.

XX. RECONVENE TO OPEN SESSION at 9:46 p.m.

XXI. ADJOURNMENT – The meeting was adjourned at 9:48 p.m. by Steve DeMarzio, President.

Patricia K. Shaw, Clerk
November 7, 2017

BOARD AGENDA

November 7, 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

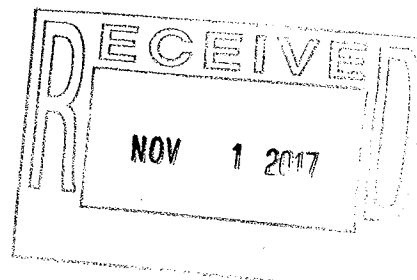
Approved at the Board Meeting of November 7, 2017

Anaverde Hills	Description:	Dollar Dress Day
	Date:	October 2017 – May 2018
	Purpose:	To raise funds for the benefit of ASB and other programs on campus.
	Requesting Group:	Anaverde Hills ASB
	Description:	Selling Candy Grams
	Date:	October 2017 – February 2018
	Purpose:	To raise funds for ASB and other programs on campus.
	Requesting Group:	Anaverde Hills ASB
	Description:	Sales of “Hearts for Parks” Shirts
	Date:	November 1-9, 2017
	Purpose:	All proceeds will sponsor spirit activities in honor of Jenny Parks.
	Requesting Group:	Anaverde Hills ASB
Del Sur	Description:	Boo Grams
	Date:	October 12-31, 2017
	Purpose:	Raise money for AVID field trips
	Requesting Group:	Del Sur ASB
	Description:	Selling Singing Grams for Valentine’s Day
	Date:	February 2018
	Purpose:	To raise money for trips
	Requesting Group:	Del Sur ASB
Gregg Anderson	Description:	Boo Pops and T-Shirt Sales
	Date:	October 23-27, 2017
	Purpose:	To raise funds for sixth grade field trip and end of year breakfast.
	Requesting Group:	Gregg Anderson PTA
Joe Walker	Description:	Concession sales for the QAV Techno Classic Robotic Tournament
	Date:	November 11, 2017
	Purpose:	To provide funds for the JW Science Jets Robotics Team.
	Requesting Group:	Joe Walker ASB

Leona Valley Description: Selling Boo Grams
 Date: October 23-27, 2017
 Purpose: To raise money to buy things for our school and field trips.
Requesting Group: Leona Valley PTO

Rancho Vista Description: Dine-Out at Rubios
 Date: November 8, 2017
 Purpose: To raise money for spring dance and other events.
Requesting Group: Rancho Vista PTA

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



FUNDRAISING AUTHORIZATION
and Middle School (K-8 school)
elementary

School Anaverde Hills

Date 9/25/17

Requesting Group ASB

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

Date(s) of Fund Raiser Oct. 2017 - May 2018 Event Start Time Full day

Location of Fund Raiser Anaverde Hills

Description of Fund Raiser Students will pay \$1.00 to wear free dress on "Dollar Dress Day" - to be once a month for the entire school year.

Purpose of the Fund Raiser To raise funds for the benefit of ASB and other programs on campus

For the benefit of (be specific) ASB

Person Supervising Fund Raiser Lyndsie Crowell

Person Responsible for the Money Lyndsie Crowell / ASB

Projected Expenses \$ 0

\$350 x 8 months

Projected Profit ~ \$2800

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

Signature of ASB President Julianne Lina

Date 9/27/17

Signature of ASB Advisor Lyndsie Crowell

Date 9/27/17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature]

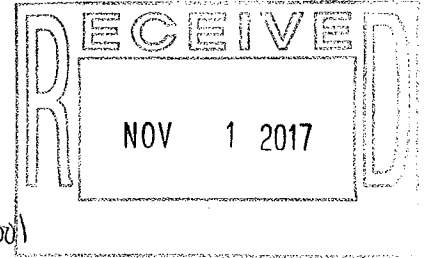
Date 10/30/17

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

Approved by the Board of Trustees on _____

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

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



FUNDRAISING AUTHORIZATION

and Middle School (K-8) School
Elementary

School Anaverde Hills

Date 9/27/17

Requesting Group ASB

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

Date(s) of Fund Raiser October 2017 - February 2018 Event Start Time All Day

Location of Fund Raiser Anaverde Hills

Description of Fund Raiser Selling candy grams in October, December, and February

Purpose of the Fund Raiser TO raise funds for ASB and other programs on campus

For the benefit of (be specific) ASB

Person Supervising Fund Raiser Lyndsie Crowell

Person Responsible for the Money Lyndsie Crowell / ASB

Projected Expenses \$ 100.00

Projected Profit \$ 500.00

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)
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)
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Signature of ASB President Julianne Lira

Date 9/27/17

Signature of ASB Advisor Lyndsie Crowell

Date 9/27/17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature]

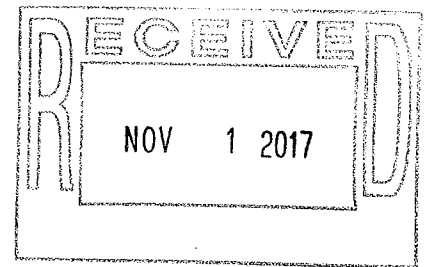
Date 10/30/17

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

Approved by the Board of Trustees on _____

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Westside Union School District
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FUNDRAISING AUTHORIZATION

WUMS Middle School

School Anaverde Hills

Date 10/24/17

Requesting Group ASB

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

Date(s) of Fund Raiser Nov 1 - 9, 2017 Event Start Time _____

Location of Fund Raiser Anaverde Hills

Description of Fund Raiser Sales of "Hearts for Parks" Shirts

Purpose of the Fund Raiser All proceeds will sponsor spirit activities in honor of Jenny Parks.

For the benefit of (be specific) Anaverde Hills ASB to sponsor events in honor of Jenny Parks

Person Supervising Fund Raiser _____

Person Responsible for the Money _____

Projected Expenses \$ 5,500

Projected Profit \$ 2,000

Approved by ASB in the meeting minutes of

10/25/17

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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The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President Julianne Line

Date 10/25/17

Signature of ASB Advisor Gynodie Aswell

Date 10/25/17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant [Signature]

Date 10/25/17

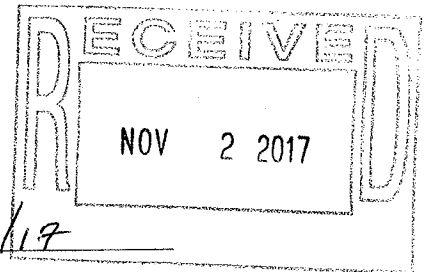
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

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
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FUNDRAISING AUTHORIZATION
Middle School



School Del Sur

Date 10/10/17

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 October 12-31 Event Start Time

Location of Fund Raiser Del Sur

Description of Fund Raiser Boo Grams

Purpose of the Fund Raiser Raise \$ for field trips

For the benefit of (be specific) AVID Students

Person Supervising Fund Raiser Geri Rather

Person Responsible for the Money Geri Rather

Projected Expenses \$ 100-

Projected Profit \$ 300-

Approved by ASB in the meeting minutes of _____

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

Date 10/25/17

Signature of ASB Advisor [Signature]

Date 10/25/17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant _____

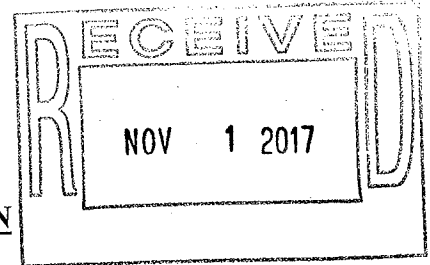
Date 10/30/17

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

Approved by the Board of Trustees on _____

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



FUNDRAISING AUTHORIZATION
Middle School

School Del Sur

Date 10/10/17

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 Feb 2018 Event Start Time _____

Location of Fund Raiser Del Sur

Description of Fund Raiser Sell singing grams for 8 day

Purpose of the Fund Raiser Raise money for trips

For the benefit of (be specific) AVID

Person Supervising Fund Raiser Geri Rather

Person Responsible for the Money Geri Rather

Projected Expenses \$ _____

Projected Profit \$ _____

Approved by ASB in the meeting minutes of _____

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

Date 10/25/17

Signature of ASB Advisor Latya Corner

Date 10/25/17

Signature of PTA/PTO/PTSA President _____

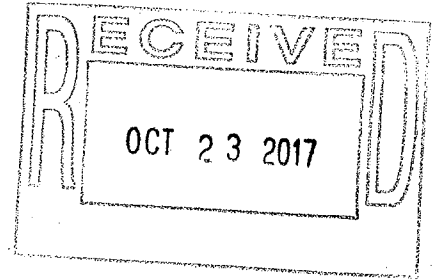
Date _____

Signature of Principal or Assistant [Signature] Date 10/30/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 942-0058



FUNDRAISING AUTHORIZATION

Date 10-6-17

School Gregg Anderson Academy.

Requesting Group ~~6th Grade~~ PTA.

Date(s) of Fund Raiser Boo Pops, T-shirt Sales, 10-23-10/27/17

Location of Fund Raiser GAA Campus.

Description of Fund Raiser Boo Pops will be sold to students for other students, T-shirts are for 6th grade students

Purpose of the Fund Raiser To raise funds for sixth grade field trip and end of year breakfast.

For the benefit of (be specific) Sixth grade students

Person Supervising Fund Raiser Melissa Pockey

Person Responsible for the Money Melissa Pockey.

Projected Expenses \$ 1300-

Projected Income \$ 2000-

(Attach Fundraising Profit Form)

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Approved by Student Council in Minutes of _____ Meeting.

Signature of Student Body or PTA President [Signature] Date 10-11-17

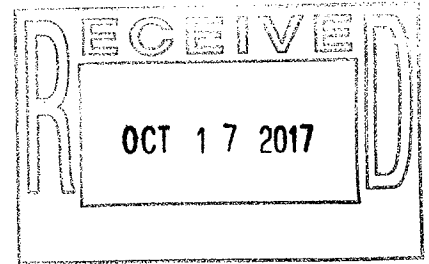
Signature of Student Council Advisor _____ Date _____

Signature of Principal or Assistant [Signature] Date 10/11/17

Approved by the Board of Trustees on _____

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



FUND RAISING AUTHORIZATION

Date 10-12-17

School Joe Walker

Requesting Group Joe Walker Science Jets ASB

Date(s) of Fund Raiser 11-11-17

Location of Fund Raiser Joe Walker STEALTH Academy

Description of Fund Raiser Concession sales for the Antelope Valley Techno Classic Robotic Tournament

Purpose of the Fund Raiser To provide food for 600+ people. To Provide funds for the Joe Walker Science Jets robotics team

For the benefit of (be specific) The Joe Walker Science Jets

Person Supervising Fund Raiser Jeremy Pontius

Person Responsible for the Money Jeremy Pontius

Projected Expenses \$ 0 (Product donated)

Projected Profit \$ \$800 - \$1,200

(Attach Fundraising Profit Form)

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Approved by Student Council in Minutes of _____ Meeting.

Signature of Student Body or PTA President April Shimney Date 10/16/17

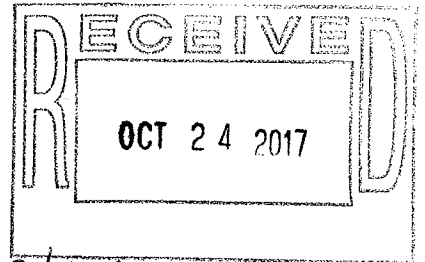
Signature of Student Council Advisor E. Anderson Date 10/16/17

Signature of Principal of Assistant [Signature] Date 10/16/17

Approved by the Board of Trustees on _____

Original to District Office for Approval at next Board Meeting. An approved copy will be sent back to school site,

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



FUNDRAISING AUTHORIZATION
Elementary School

School Leona Valley

Date 10/18/17

Requesting Group: ☐ PTA ☒ PTO ☐ PTSA ☒ ~~Student Council~~

Date(s) of Fund Raiser 10/23/17 - 10/27/17 Event Start Time 11:15 - 12 p.m M-F

Location of Fund Raiser Cafeteria

Description of Fund Raiser Selling Boo grams to ^{the} student ~~the~~ body.

Purpose of the Fund Raiser To raise money to buy things for our school/save money for a fieldtrip.

For the benefit of (be specific) the students.

Person Supervising Fund Raiser Kasey Houser

Person Responsible for the Money Kasey Houser

Projected Expenses \$ 25⁰⁰

Projected Profit \$ 100⁰⁰

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Student Council Advisor

Signature of PTA/PTO/PTSA President

Kasey Houser

Date 10/18/17

Signature of Principal or Assistant

Sharon Rallap

Date 10/19/17

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.

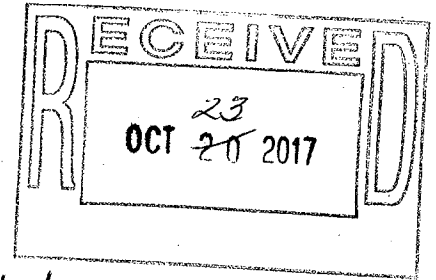
Approved by the Board of Trustees on _____

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.

The Boo grams will be passed out on Oct. 31st at the end of the day.

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

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



FUNDRAISING AUTHORIZATION
Elementary School

School Rancho Vista

Date 10/16/17

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 11/8/17 Event Start Time 2pm - 9pm

Location of Fund Raiser Bubos Rest.

Description of Fund Raiser Dine-out fundraiser with 20% of proceeds going back to RV PTA.

Purpose of the Fund Raiser Raise money for spring dances and other events.

For the benefit of (be specific) Rancho Vista student population.

Person Supervising Fund Raiser Heather Hines

Person Responsible for the Money Teresa Cadamy

Projected Expenses \$ 15 Projected Profit \$ 200

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
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Signature of PTA/PTO/PTSA President [Signature] Date 10/16/17

Signature of Principal or Assistant Cathy Bennett Date 10/17/17
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
BOARD AGENDA

November 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #18-07

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

MANAGEMENT

CERTIFICATED

Employment

Brady, Jennifer	Long-Term Substitute/Marie Wheeler/GA/October 25-December 1, 2017/URGF/Req# 14725
Chronis, Dan	Teacher Tutor/JW/September 12, 2017-May 31, 2018/URGF/Req# 14497
Dingman, Jennifer	Teacher Tutor/DS/October 12, 2017-May 18, 2018/Title I/Req# 14662
Dunham, Robert	Teacher Hourly, Afternoon PD/ESF/Not to exceed 5 workshops/BTSA/Req# 14686
Dunn, Lauren	Teacher-Hourly, CUE Conference/ESF/October 28-29, 2017/TEG/Req# 14733
Fitzgerald, Joanne	Teacher, Hourly, CUE Conference/ESF/October 28-29, 2017/TEG/Req# 14733
Fors, Anna Elena	Teacher, Hourly, CUE Conference/ESF/October 28-29, 2017/TEG/Req# 14733
Hansen, Heather	Teacher Hourly, Workshops/ESF/Not to Exceed 4 Workshops/CC/Req# 14680
Henderson, Stacy	Teacher, Kindergarten/AH/October 3, 2017/URGF/Req# 14712

Rather, Jeri	Teacher Tutor/DS/October 12, 2017-May 18, 2018/ Title I/Req# 14662
Sorensen, Todd	Teacher, Hourly, CUE Conference/ESF/October 28-29, 2017/ TEG/Req# 14733
Squires, Sonja	Teacher Tutor/JW/September 12, 2017-May 31, 2018/ URGF/Req# 14497
Tsoi, John	Teacher Tutor/JW/September 12, 2017-May 31, 2018/ URGF/Req# 14497
Tyson, Shaun	Teacher, Hourly-Training Prep/ESF/Not to Exceed 6 hrs/ October 26, 2017-June 7, 2018/TEG/Req# 14732
Tyson, Shaun	Teacher, Hourly, CUE Conference/ESF/October 28-29, 2017/ TEG/Req# 14733
Whitman, Larry	Teacher Hourly-SPED Comp/SSS /September 19, 2017- June 7, 2018/SDC/Req# 14646
Woolston, Denise	Teacher Hourly, Afternoon PD/ESF/Not to exceed 5 workshops/BTSA/Req# 14686

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

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Aguina, Stacey	Short-Term Campus Climate Assistant/DS/1 hr/per/day/Step 8/ September 20, 2017-May 16, 2018/1 day/per/month/Sup Grant/Req# 14598
Alvarado, Natalie	Playground Supervisor/QH/1.17 hrs/per/day/Step 1/October 11, 2017/ URGF/Req# 14365
Amaya, Tobias	Instructional Assistant II/EZ/3.5 hrs/per/day/Step 1/October 11, 2017/ SDC/Req# 14471
Arce, Angelica	Instructional Assistant I/AH/2.58 hrs/per/day/Step 1/October 26, 2017/

Beckwith, Frances	Short-Term Instructional Assistant I/QH/.97 hrs/per/day/Step 1/October 2-December 15, 2017/QH-Title I/Req# 14642
Bothuel, Patricia	Short-Term Instructional Assistant I/DS/1.25 hrs/per/day/Step 1/ Tuesday & Thursday/October 12, 2017-May 18, 2018/Title 1/Req# 14597
Boyle, Kristin	Instructional Assistant II/GA/3 hrs/per/day/Step 1/October 23, 2017/ SDC/Req# 14548
Breschi, Shawnte	Instructional Assistant II/GA/3 hrs/per/day/Step 1/October 17, 2017/ SDC/Req# 14493
Brown, Sirikul	Extra-Duty Instructional Assistant II/GA/3 hrs/per/day/Step 5/ October 20, 2017/Base Grant/Req# 14661
Butler, Karla	Short-Term Instructional Assistant I/DS/1.25 hrs/per/day/Step 1/
Castellanos, Samantha	Short-Term Instructional Assistant I/DS/1.25 hrs/per/day/Step 1/ Tuesday & Thursday/October 12, 2017-May 18, 2018/Title 1/Req# 14597
Casillas, Hailey	Short-Term Instructional Assistant II/HV/3 hrs/per/day/Step 1/October 13- December 16, 2017/SDC/Req# 14693
Castillo, Candelaria	Short-Term Instructional Assistant II/HV/3 hrs/per/day/Step 3/October 13- December 16, 2017/SDC/Req# 14691
Chavez, Amanda	Substitute Playground Supervisor/Step 1/October 24, 2017/URGF
Chavez, Angelica	Instructional Assistant II/EZ/3 hrs/per/day/Step 1/October 17, 2017/ SDC/Req# 14649
Combs, Lindsay	Crossing Guard/SD/.5 hrs/per/day/Step 1/October 12, 2017/URGF/Req# 14682
Contreras, Alicia	Instructional Assistant II/EZ/3 hrs/per/day/Step 1/October 17, 2017/ SDC/Req# 14206
Cottrell, Julie	Crossing Guard/AH/.58 hrs/per/day/Step 1/October 25, 2017/URGF/Req# 14659
Delgado, Jackie	Short-Term Instructional Assistant II/AH/.92 hrs/per/day/Step 2/ August 18-December 15, 2017/SDC/Req# 14446
Faison, Donisha	Playground Supervisor/EZ/1.67 hrs/per/day/Step 1/November 1, 2017/ URGF/Req# 14615
Fitzgerald, Mary	Instructional Assistant II/QH/3 hrs/per/day/Step 1/October 17, 2017/ SDC/Req# 14591

Gregg, Hillary	Short-Term Instructional Assistant I-Tutor/QH/1 hr/per/day/Step 1/ Tues, Wed, & Thursday/October 17, 2017-May 24, 2018/Title 1/Req# 14667
Haubruge, Jori	Substitute Playground Supervisor/Step 1/October 18, 2017/URGF
Kochel, Emily	Playground Supervisor/VV/ 1.42 hrs/per/day/Step 1/October 26, 2017/ URGF/Req# 14602
Kraus, Miranda	Short-Term Instructional Assistant I/DS/1.25 hrs/per/day/Step 1/ Tuesday & Thursday/October 12, 2017-May 18, 2018/Title 1/Req# 14597
Johnson, Elia	Short-Term Instructional Assistant II/HV/3 hrs/per/day/Step 3/October 13- December 16, 2017/SDC/Req# 14692
Kemble, Fawn	Short-Term Clerk IV-Library/ESF/Not to Exceed 10hrs/total/Step 1/ October 11, 2017/URGF/Req# 14679
Maguellal, Anita	Extra-Duty Instructional Assistant II/GA/3 hrs/per/day/Step 6/ October 20, 2017/Base Grant/Req# 14661
Martin, Dina	Instructional Assistant II/GA/3 hrs/per/day/Step 1/October 23, 2017/ SDC/Req# 14394
May, Jenna	Clerk IV-Library/ESF/3.95 hrs/per/day/Step 1/October 23, 2017 URGF/Req#Q 14171
Merriweather, Ariel	Instructional Assistant I-AVID/AH/2.58 hrs/per/day/Step 1/ November 1, 2017/Sup Grant/Req# 14640
Navarro, Cynthia	Extra-Duty Instructional Assistant II/GA/3 hrs/per/day/Step 7/ October 20, 2017/Base Grant/Req# 14661
Ramirez, Patricia	Playground Supervisor/QH/1 hr/per/day/Step 1/October 11, 2017/ URGF/Req# 14439
Redeker, Morgan	Short-Term Instructional Assistant I/DS/1.25 hrs/per/day/Step 1/ Tuesday & Thursday/October 12, 2017-May 18, 2018/Title 1/Req# 14597
Reina, Vanessa	Extra-Duty Instructional Assistant II/EZ/September 20-November 15, 2017/ 1.4 hrs/per/day/Step 3/Title III/Req# 14586
Robles, Tawny	Campus Climate Assistant/GA/3 hrs/per/day/Step 1/October 16, 2017/ URGF/Req# 14506
Seeger, Jamie	Short-Tem Instructional Assistant II/HV/3 hrs/per/day/Step 2/ October 17-December 16, 2017/SDC/Req# 14694

Sessoms, Christine	Instructional Assistant II/EZ/3.5 hrs/per/day/Step 1/October 23, 2017/ SDC/Req# 14412
Schimpf, Brooke	Short-Term Instructional Assistant I/QH/.97 hrs/per/day/Step 1/October 2- December 15, 2017/QH-Title I/Req# 14642
Sinayoko, Fanta	Instructional Assistant II/QH/2.5 hrs/per/day/Step 1/October 10, 2017/ SDC/Req# 14645
Srivastava, Parul	Short-Term Instructional Assistant II/RV/3 hrs/per/day/Step 1/ September 5-October 31, 2017/SDC/Req# 14656
Taylor, Korisa	Instructional Assistant II/SD/3.25 hrs/per/day/Step 1/October 12, 2017/ SDC/Req# 14534
Tracey, Lincoln	Playground Supervisor/GA/2.25 hrs/per/day/Step 1/November 1, 2017/ URGF/Req# 14296
Travers, Angela	Instructional Assistant II/GA/3 hrs/per/day/Step 1/October 23, 2017/ SDC/Req# 14678
Valasek, Robin	Short-Term Instructional Assistant I/QH/.97 hrs/per/day/Step 1/October 2- December 15, 2017/QH-Title I/Req# 14642
Walsh, Marlene	Short-Term Instructional Assistant I-Tutor/DS/1.25 hrs/per/day/Step 1/ Tuesday & Thursday/October 12, 2017-May 18, 2018/Title I/Req# 14663
Woods, Katrina	Instructional Assistant II/EZ/3.5 hrs/per/day/Step 1/October 16, 2017/ SDC/Req# 14470
<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Clark, Raina	Instructional Assistant I (3hrs/per/day) to <u>Instructional Assistant II</u> (3 hrs/per/day)/LV/Step 7/October 11, 2017/SDC/Req# 14675
Combs, Lindsay	Playground Supervisor (.67 hrs/per/day) to <u>(2.42 hrs/per/day)/SD/</u> Step 1/October 27, 2017/URGF/Req# 14731
Hall, Noella	Instructional Assistant II (3 hrs/per/day) to <u>(3.25 hrs/per/day)/CW/Step 1/</u> October 19, 2017/SDC/Req# 14557
Haubruge, Jori	Substitute Playground Supervisor to <u>Playground Supervisor (2.25 hrs/per/day)/</u> GA/Step 1/October 20, 2017/URGF/Req# 14512
Lee, Jackeline	Substitute Child Nutrition to <u>Child Nutrition Assistant I (2.75 hrs/per/day)/</u> Step 1/October 24, 2017/URGF/Req# 14655

Kochel, Emily	Child Nutrition Assistant I (3.75 hrs/per/day) to <u>(1 hr/per/day)</u> /VV/Step 1/ October 18, 2017/URGF/Req# 14654
Mets, Gloria	Playground Supervisor (1.83 hrs/per/day) to <u>(2.5 hrs/per/day)</u> /SD/Step 1/ October 27, 2017/URGF/Req# 14730
Ramirez, Patricia	Playground Supervisor (1 hr/per/day) to <u>Substitute Playground Supervisor/</u> Step 1/October 18, 2017/URGF/Req# 14702
Rendon, Christine	Instructional Assistant II (3 hrs/per/day) to <u>(3.75 hrs/per/day)</u> /LV/ Step 1/October 11, 2017/SDC/Req# 14674
Sanchez-Vasquez, Medora	Playground Supervisor (1.25 hrs/per/day) to <u>(2.67 hrs/per/day)</u> /CW/ Step 1/October 2, 2017/URGF/Req# 14612
Wygant, Heather	Playground Supervisor (2.5 hrs/per/day) to <u>(3.03 hrs/per/day)</u> /SD/ Step 1/October 4, 2017/URGF/Req# 14652

<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
<u>Separation</u>	<u>Position/Location/Effective Date/</u>
Bourne, Kaila	Instructional Assistant II/GA/October 20, 2017/Resignation
Brown, Brittany	Instructional Assistant II/VV/October 24, 2017/Resignation
Castillo, Candelaria	Playground Supervisor/HV/October 13, 2017/Resignation
Garcia, Dana	Crossing Guard/SD/October 12, 2017/Resignation
Gonzalez, Paola	Playground Supervisor/SD/October 4, 2017/Resignation
McConnell, Cynthia	Instructional Assistant II/GA/October 10, 2017/Resignation
McMichael, Quintin	Instructional Assistant II/AH/October 13, 2017/Probationary Release
Prasad, Christine	Playground Supervisor/HV/November 11, 2017/Resignation
Rangel, Luis	Playground Supervisor/LV/October 9, 2017/Resignation
Rischar, Rebecca	Playground Supervisor/SD/October 26, 2017/Resignation

BOARD AGENDA

November 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Job Description

PLACE HOLDER

BOARD AGENDA

November 7, 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	20,436.47
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Ratification Items:

General Fund (01.0)	84,082.14
Child Nutrition Fund (13.0)	1,825.16
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	85,928.21

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS
Approved/Ratified at the Meeting of November 7, 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>
P52618	ConvergeOne Inc	Dell Chromebooks (32) for Lab	8,114.07
	Cottonwood	Technology Maintenance	
P52621	Perma-Bound	Books and Teacher Guides	12,322.40
	Educational Services	Lottery	

Note: PO released to facilitate timely receipt of materials

Total 20,436.47

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P52580	Amazon.com Corporate Credit	EL Parent Outreach Materials	147.41
	Educational Services	Supplemental Grant	
P52581	Amazon.com Corporate Credit	Character Development Program Materials	271.16
	Quartz Hill	Supplemental Grant	
P52582	Amazon.com Corporate Credit	Character Development Program Materials	244.01
	Hillview	Supplemental Grant	
P52583	Amazon.com Corporate Credit	Character Development Program Materials	239.53
	Esperanza	Supplemental Grant	
P52584	Amazon.com Corporate Credit	Character Development Program Materials	425.37
	Del Sur	Supplemental Grant	
P52585	Amazon.com Corporate Credit	Character Development Program Materials	313.39
	Educational Services	Supplemental Grant	
P52586	Amazon.com Corporate Credit	Character Development Program Materials	297.12
	Cottonwood & Rancho Vista	Supplemental Grant	
P52589	Amazon.com Corporate Credit	Character Development Program Materials	357.16
	Sundown	Supplemental Grant	
P52590	Amazon.com Corporate Credit	Character Development Program Materials	246.07
	Anaverde Hills	Supplemental Grant	
P52591	Amazon.com Corporate Credit	Character Development Program Materials	255.19
	Leona Valley	Supplemental Grant	
P52592	Amazon.com Corporate Credit	Character Development Program Materials	418.47
	Joe Walker	Supplemental Grant	
P52593	Amazon.com Corporate Credit	Character Development Program Materials	407.09
	Valley View	Supplemental Grant	
P52593A	Amazon.com Corporate Credit	Joy Carpet for Library	436.89
	Esperanza	ESF General Funding	
P52594	Amazon.com Corporate Credit	Character Development Program Materials	121.85
	Rancho Vista	Supplemental Grant	
P52594A	Amazon.com Corporate Credit	Library Books	727.36
	Anaverde Hills	Local Site Funds	
P52595	Amazon.com Corporate Credit	SVGA Monitor Cables	26.21
	Gregg Anderson	General Funding	
P52596	Amazon.com Corporate Credit	Califone Wired Headsets	157.19
	Gregg Anderson	General Funding	
P52597	Amazon.com Corporate Credit	Joy Carpet for Library	43,689.00
	Esperanza	ESF General Funding	
P52601	Lori Mann	Reimburse: Reading Club Books	500.00
	Valley View	Local Site Funds	
P52602	AVSTA	Field Trip Transportation	826.78
	All Sites	Supplemental Grant	
P52615	JAMZ Championships	Cheerleader Competition Fees	700.02
	Hillview	Local Site Funds	
P52616	CADA/CASL (CA Assoc of Directors of Activities / CA Assoc of Student Leaders)	School Membership	250.00
	Hillview	Local Site Funds	
P52619	Long Beach State Athletics	AVID Student Conference Registration Fees	2,400.00

P52622	AH, DS, HV, JW All Things Engravable Board of Trustees	Local Site Funds Plates for Employee of Year Plaques General Funding	194.92
P52623	All Things Engravable Board of Trustees	Magnetic Name Badges General Funding	54.75
P52624	Lancaster Chamber of Commerce Board of Trustees	Membership Dues General Funding	150.00
P52625	American Business Machines Superintendent	Staples for Copier General Funding	206.96
P52626	Anderson's It's Elementary Del Sur	Tubs of Scented Pencils General Funding	209.13
P52627	Rochester Inc Del Sur	Communicators Folders General Funding	136.88
P52628	McGraw Hill Educational Services	Math Textbooks Lottery	877.76
P52629	My Expressions Board of Trustees	Baby Blocks Cards General Funding	31.79
P52630	Paper Direct Board of Trustees	Volunteer Paper General Funding	75.68
P52631	Idea Art Board of Trustees	Sympathy Cards General Funding	39.51
P52632	Jones School Supply Del Sur	Reflections Certificates Local Site Funds	92.85
P52633	Jones School Supply Del Sur	Athletic Pins Local Site Funds	112.57
P52634	Houghton Mifflin Harcourt Educational Services	Kindergarten Journeys Set Lottery	1,304.15
P52635	Full Source Educational Services	Safety Vests for CCA's Supplemental Grant	508.95
P52636	Amazon.com Corporate Credit Technology	Dell Chromebook Screen Technology Maintenance	37.21
P52637	CDWG Computer Centers Inc Technology	Computer Cables Technology Maintenance	687.00
P52638	CDWG Computer Centers Inc Cottonwood	HP LaserJet Enterprise M607N Printer for Computer Lab Technology Maintenance	410.60
P52639	CDWG Computer Centers Inc Del Sur	Epson Projector Lamp General Funding	49.10
P52640	CDWG Computer Centers Inc Del Sur	Epson Projector Lamp General Funding	49.10
P52641	CDWG Computer Centers Inc Cottonwood	Computer Cables General Funding	103.05
P52642	CDWG Computer Centers Inc Gregg Anderson	Epson Projector Lamps General Funding	147.30
M20290	Montgomery Hardware Maintenance	Key Blanks and Padlocks Maintenance	702.63
M20314	Auto Zone Maintenance	Maintenance Supplies - September Maintenance	259.55
M20315	Consolidated Electric Various Sites	Electrical Supplies - September Maintenance	2,044.56
M20317	Desert Lock Company Maintenance	Key Blanks Maintenance	20.21
M20318	DeWolfe Lumber Maintenance	Maintenance Supplies - September Operations	26.26
M20319	Fastenal Various Sites	Maintenance Supplies - September Operations	334.71
M20320	Ferguson Enterprises Various Sites	Maintenance Supplies - September Operations	116.75
M20321	Ferguson HVAC Air Cold Maintenance	HVAC Supplies - September Maintenance	35.65
M20323	Johnstone Supply Maintenance	HVAC Supplies - September Maintenance	407.60

M20324	Lancaster Plumbing Various Sites	Plumbing Supplies - September Maintenance	2,925.41
M20325	Lowes Maintenance	Maintenance Supplies - September Maintenance	126.34
M20327	Omega Maintenance Maintenance	Maintenance Supplies - September Operations	251.85
M20328	PPG Architectural Maintenance	Paint Supplies - September Maintenance	1,012.23
M20330	Smith Pipe Maintenance	Landscape Supplies - September Operations	1,445.44
M20331	United Refrigeration Various Sites	HVAC Supplies - September Maintenance	1,714.50
M20333	Van Dam Farms Various Sites	Maintenance Maintenance	265.31
M20357	Vortex Industries Inc Maintenance	Wire Coil Cord Maintenance	811.00
M20360	Empire Floor Supply Maintenance	Pump Solution Operations	158.65
M20361	Empire Floor Supply Maintenance	Maintenance Supplies Maintenance	170.03
M20366A	Mar-Co Equipment Company Maintenance	Fuse Holders Operations	43.47
M20398	LA Steelcraft Maintenance	Vandal Proof Strap Swing Seats Operations	602.40
M20400	Empire Floor Supply Maintenance	Switch Rockers Maintenance	42.76
M20402	Valley Construction Supply Maintenance	Makita Switches Maintenance	60.99
M20404	Northern Tool and Equipment Various Sites	Safety cans Operations	287.42
M20404A	Northern Tool and Equipment Various Sites	Safety cans Operations	205.28
M20405	American Time and Signal Maintenance	Round Surface Clocks Operations	1,085.84
M20406	Tire Xpress Maintenance	Tires - Truck 83 Operations	566.28
M20407	D&V Test Only Maintenance	Smog Testing - Truck 84 Maintenance	50.00
M20410	Grainger Hillview	Hot Water Circulator Pump Maintenance	1,061.46
M20411	Patriot Plumbing Del Sur	Plumbing Repairs Maintenance	165.00
M20413	Circulating Air Maintenance	Sheet Metal Maintenance	75.01
M20414	Bob Howle Automotive Maintenance	Repairs - Truck 83 Operations	521.18
M20415	Universal Electronic Alarms Various Sites	Electrical Repairs Maintenance	1,164.31
M20417	Signs and Designs Valley View	Buses Only Aluminum Sign Maintenance	71.18
M20418	AV Mosquito and Vector Control All Sites	Annual Assessments Maintenance	91.86
M20419	Clinical Lab Del Sur	Nitrate Test Maintenance	20.00
M20420	DRC Pump Del Sur	Service Call - Pump Maintenance	150.00
M20421	Sage Custom Interiors Del Sur	Paint Locker Rooms Maintenance	1,595.63
M20422	Interstate Batteries Maintenance	Batteries For Equipment Operations	9.86
M20427	County of LA Fire Department	Haz Mat and Hazardous Waste Generator Program	2,812.00

M20452	Various Sites C&W Custom Cabinets Gregg Anderson	Maintenance New Cabinets for Vice Principal Office Maintenance	1,635.00
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Total	84,082.14
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CHILD NUTRITION (13)

M20365	3Wire Group	Thermostat and Motor	1,657.87
M20412	Case Parts Company	Walk- In Door Parts	167.29

Total	1,825.16
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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, 40, or 49

Total	0.00
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BOARD AGENDA

November 7, 2017

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

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

Student Assemblies	0.00
In-house Staff/Parent Workshops	0.00
Vendor Provided Services	180,608.20
Rental/Lease Contracts	0.00
Total	<u>180,608.20</u>

Incoming Funds	0.00
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ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of November 7, 2017

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
2017-2018	Academy for Advancement of Children Student Support Services	Educational Services for Student Special Education	90,000.00	
2017-2018	BorderLan Inc Technology	Renewal: FortiNet FortiGate (Firewall) Technology Maintenance	17,082.00	
Fall 2017	California Fencing Inc Valley View	Remove Chain Link and Install 2-Rail Secure Weld Plus Wrought Iron Slide over Existing Posts and Walk Gate Maintenance General Funding	15,720.00	
2017-2020	California State University, Bakersfield Human Resources	Clinical practice Agreement N/A	N/A	
2017-2018	Carlo Espinoza and Erica Garcia Student Support Services	Mileage: Parent Transporting Student to School Title I	1,600.00	
2017-2018	Illuminate Education Technology	DnA Licenses, Grading Software, Content Inspect Technology Maintenance	55,812.00	
2017-2018	PacificWest Energy Solutions Inc Administrative Services	Energy Study N/A	N/A	
2017-2018	Sumdog Inc Quartz Hill	Sumdog Online Math Subscription Title I	394.20	
<u>Change</u>				
2017-2018	My Therapy Company LLC	Services for Student(s) originally approved as Speech should have been Occupational Therapy. No change in estimated costs.	N/A	
	Student Support Services	Special Education		

Total 180,608.20 0.00

Individual Services Agreements

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

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

November 7, 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 \$1,657.36.

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of November 7, 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>
November 16-18, 2017 Sacramento	46th Annual Adapted Physical Education Conference Ryan Dunham Student Support Services	Special Education	195.00	258.00	115.00	0.00	0.00	0.00	155.46
November 17, 2017 Brea	Genesis Medical Ed Consultants Ventilator Training Cynthia Holmes Health Services	General Funding	128.00	0.00	0.00	97.37	0.00	0.00	8.00
Dec 16, 2017 and March 23, 2018 Ontario	ACSA Principals Academy Andrea Paxton Educational Services	Supplemental Grant	0.00	0.00	0.00	181.90	0.00	0.00	0.00
March 1, 2018 Downey	2018 Special Education Symposium Scott Brewer Student Support Services	Special Education	150.00	275.00	0.00	93.63	0.00	0.00	0.00
 <u>Changes</u>									
	No Changes								
		Subtotals	473.00	533.00	115.00	372.90	0.00	0.00	163.46
		Grand Total	1,657.36						

BOARD AGENDA

November 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

November 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent Educational Services

SUBJECT: Site Plans for Hillview and Joe Walker Middle Schools

BACKGROUND:

Throughout the year, our schools look in depth at student achievement. As a result of that focus on student achievement, School Site Councils utilize that information to assist in the development of the school plan (Single Plan for Student Achievement), which incorporates student improvement goals with a spending plan. As required by the Every Student Succeeds Act (ESSA), all plans must be aligned with the LEA Plan approved by the Board in March 2010. Emphasis in the Single Plan must be on language arts and math, and include strategies to improve performance of student groups that are not meeting grade level standards as measured by the Smarter Balanced Assessment. School Site Councils have also been working to align Site Plans with the Local Control Accountability Plan.

PROGRAM/EDUCATIONAL IMPLICATION:

The sites' Single Plans reflect:

- Alignment with the District's areas of instructional focus
- Alignment with the Local Education Association Plan (LEAP) Addendum and the Local Control and Accountability Plan (LCAP)
- Differentiated instruction for English Learners and at-risk students
- Intervention plans for those students at risk of not meeting grade level expectations

Both SPSAs are for the 2017-2018 school year.

COST ANALYSIS:

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

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

SEPARATE ATTACHMENT

Site Plans:
Hillview
Joe Walker

BOARD AGENDA

November 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Revised and New Board Policies and Administrative Regulations - First Reading

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

Administrative Regulation 4112, Appointment and Conditions of Employment – New

This new regulation outlines the priorities for hiring when a teacher with a preliminary or clear credential is unavailable. The regulation also reflects Title 5 regulations which provide that the provisional internship permit is not renewable and change the timelines for reissuance of emergency permits. Material on advanced certification through the National Board for Professional Teacher Standards (NBPTS) updated to reflect AB97-2013, which eliminated categorical funding for incentive awards to NBPTS-certificated teachers

Board Policy 4112.2, Certification - Revised

The policy was updated to add requirement, as amended by the Every Student Succeeds Act, to notify parents/guardians of each student attending a school receiving Title I funds that they may request certain information regarding the qualifications of their child's teacher.

Administrative Regulation 4112.21, Interns – Revised

The regulation was reorganized to delete separate sections for university and district intern programs since all programs are subject to the same CTC program standards and Title 5 regulations addressing support/supervisions of interns. The regulation also deletes material on the enhanced intern program as well as the alternative certification program designed to address teacher shortages in geographic or subject matter areas, as those programs were eliminated by AB 97, 2013.

Administrative Regulation 4112.23, Qualifications/Assignment of Special Education Teachers - New

This new regulation outlines the qualifications and assignments of Special Education Teachers and Resource Specialists, as well as, caseloads for each.

Board Policy 4113, Assignment - New

This policy reflects the continuing requirement to describe in the Title I local educational agency plan how the district will address any disparities that result in low-income or minority students being taught at higher rates by ineffective, inexperienced, or out-of-field teachers.

Administrative Regulation 4115, Evaluation/Supervision - New

This new regulation outlines the evaluation/supervision procedures for certificated employees.

Administrative Regulation 4222, Teacher Aides/Paraprofessionals – Revised

The regulation has been updated to delete material on the qualifications and duties of paraprofessionals working in a program supported by Title I funds, as those requirements were repealed by the Every Student Succeeds Act. The regulation also consolidates options for the requirement that paraprofessionals demonstrate proficiency in reading, writing and mathematics equivalent to or exceeding the proficiency required for high school seniors.

Administrative Regulation 4261.1, Personal Illness/Injury Leave – Revised

The regulation has been updated to reflect AB 304, which amends the Healthy Workplaces, Healthy Families Act to authorize sick leave accrual on a basis other than one hour for each 30 hours worked; exclude retired annuitants who have not reinstated to the applicable public retirement system from participation in these leave benefit provisions; and provide that the district has no obligation to inquire into or record the purposes for which an employee uses sick leave or paid time off.

COST ANALYSIS/FUNDING SOURCE:

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

DEPUTY SUPERINTENDENT’S RECOMMENDATION:

Approval

WESTSIDE UNION SD

Administrative Regulation - New

Appointment And Conditions Of Employment

Personnel

AR 4112(a)

Upon recommendation from the Superintendent or designee, the Governing Board shall approve the appointment of all certificated personnel. The position and the salary classification shall be reported to the Board at a regular meeting.

(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4121 - Temporary/Substitute Personnel)

Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and Board policy (Education Code 44250-44279, 44330)

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)

2. Demonstrate proficiency in basic skills as required by law and Board policy (Education Code 44252.5, 44830)

3. Submit to fingerprinting as required by law (Education Code 44830.1)

4. Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (Education Code 44830.1)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

5. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 44836)

6. Not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

7. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 44837)

8. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 44836)
9. Submit to a physical examination, tuberculosis testing and/or provide a medical certificate as required by law and Board policy (Education Code 44839, 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)
10. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service or, if no such document is available, other suitable evidence of the termination of service (Education Code 44838)
11. File the oath or affirmation of allegiance required by Government Code 3100-3109

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)
12. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Legal Reference:

EDUCATION CODE

35161 Powers and duties
44008 Effect of termination of probation
44009 Conviction of specified crimes; definitions
44010 Sex offense
44011 Controlled substance offense
44066 Limitation on certification requirements
44250-44277 Credential types
44330 Effect of registration of certification document
44830.1 Felons; certificated positions; criminal record summary; fingerprints
44836 Employment of person convicted of sex offenses or controlled substance offenses
44837 Employment of sexual sociopath
44838 Statement of military service
44839 Medical certificate
44839.5 Medical certificate for retirant
49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oaths or affirmations of allegiance for disaster service workers and public employees

12940-12950 Unlawful employment practices

HEALTH AND SAFETY CODE

1596.7995 Immunization requirements for employees in child care center or preschool

1597.055 Teachers in day care centers

PENAL CODE

290 Registration of sex offenders

290.95 Disclosure by persons required to register as sex offenders

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

WELFARE AND INSTITUTIONS CODE

6300-6332 Sexual psychopaths

(3/02 7/04) 5/16

WESTSIDE UNION SD

Board Policy - Revised

Certification

Personnel

BP 4112.2(a)

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching English Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4113 - Assignment)
(cf. 4121 - Temporary/Substitute Personnel)
(cf. 5148 - Child Care and Development)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)

Priorities for Hiring Based on Unavailability of Credentialed Teacher

1. A candidate who enrolls in an approved intern program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC

The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who holds an emergency permit or for whom a credential waiver has been granted by the CTC

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily complete the requirements for the advanced certification awarded by the National Board for Professional Teaching Standards.

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. In accordance with the collective bargaining agreement and the district budget, the Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program.

(cf. 4161.3 - Professional Leaves)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived

3. Is teaching in the field of discipline of his/her certification

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Legal Reference:

EDUCATION CODE

8360-8370 Qualifications of child care personnel

32340-32341 Unlawful issuance of a credential

35186 Complaints regarding teacher vacancy or misassignment

44066 Limitations on certification requirements

44200-44399.1 Teacher credentialing, especially:

44250-44277 Credential types; minimum requirements

44300-44302 Emergency permit

44325-44328 District interns

44330-44355 Certificates and credentials

44420-44440 Revocation and suspension of credentials

44450-44468 University intern program

44830-44929 Employment of certificated persons; requirement of proficiency in basic skills

56060-56063 Substitute teachers in special education

CODE OF REGULATIONS, TITLE 5

80001-80674.6 Commission on Teacher Credentialing

UNITED STATES CODE, TITLE 20

6312 Title I local educational agency plans; notifications regarding teacher qualifications

CODE OF FEDERAL REGULATIONS, TITLE 34

200.61 Parent notification regarding teacher qualifications

COURT DECISIONS

Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-667 Basic Skills Requirement

CL-856 Provisional Internship Permit

CL 858 Short-Term Staff Permit

13-01 Hiring Hierarchy in Education Code 44225.7, Coded Correspondence, January 30, 2013

Subject Matter Authorization Guideline Book, 2012

Supplementary Authorization Guideline Book, 2012

California Standards for the Teaching Profession, 2009

The Administrator's Assignment Manual, rev. September 2007

WEB SITES

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Commission on Teacher Credentialing, Credential Information Guide (for employers' use only):
<http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

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

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WESTSIDE UNION ESD

Administrative Regulation - Revised

Interns

Personnel

AR 4112.21(a)

Memorandum of Understanding

Before interns employed by the district assume daily teaching responsibilities, a signed memorandum of understanding shall be in place between the district and the partner college/university detailing the support and supervision that will be provided to interns. (5 CCR 80033)

(cf. 4112.2 - Certification)

The memorandum of understanding shall include, but not be limited to:

1. Specific responsibilities of the program supervisor
2. Qualifications, identification, terms of employment, roles and responsibilities, and training of individual(s) to provide on-site support to interns
3. Allocation of additional personnel, time, and resources for interns who have not yet earned an English learner authorization
4. Expectations regarding the type and frequency of support
5. The process of communication between the program supervisor and on-site support personnel
6. Documentation, monitoring, and evaluation of site support

The district may enter into an agreement to employ college/university staff to supervise interns and may pay for the supervision of interns out of district funds. Salary payments may be met by proportionately reducing the salaries of paid interns, provided that no more than eight interns are supervised by one staff member, the district salary normally paid to interns is not reduced by more than one-eighth, and the intern is not paid less than the minimum salary required by the state for a regularly certificated teacher. (Education Code 44461-44462)

Support and Supervision of Interns

The Superintendent or designee shall collaborate with the college/university teacher preparation program to design structured guidance of interns, regular site-based support and supervision, and a sequence of supervised fieldwork that includes planned observations, consultations, reflections,

and individual and small-group teaching opportunities.

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

Support and supervision provided to interns shall include the following: (Education Code 44830.3; 5 CCR 80033)

1. Professional Development Plan: The Superintendent or designee shall, in cooperation with the college/university, counsel each intern and, with the concurrence of the intern, shall develop a plan for the intern to complete the requirements to earn a credential in the content or specialty area(s) of the intern credential.

The plan shall include the components described in Education Code 44830.3, including, but not limited to, provisions for at least 120 clock hours (or the semester or quarter unit equivalent) of mandatory preservice training tailored to the grade level or class to be taught, additional instruction during the first semester or first year of service when required, and an annual evaluation of the intern.

2. Assignment of Mentor Teacher: Before an intern assumes daily teaching responsibilities, the Superintendent or designee shall assign him/her a mentor teacher who possesses a valid corresponding life or clear teaching credential and a minimum of three years of successful teaching experience.

The intern shall receive support from a mentor teacher who is assigned to the same school. If two or more mentor teachers are assigned to an intern, at least one of them shall be experienced in the curricular area(s) of the intern's assignment.

3. Support During School Year: Support and supervision shall include coaching, modeling, and demonstrating within the classroom. In addition, the intern shall receive assistance with course planning and with problem-solving regarding students, curriculum, and effective teaching methodologies.

Such support and supervision shall be provided for a minimum of 144 hours per school year or, for late hires, four hours multiplied by the number of instructional weeks remaining in the school year. At least two hours of support and supervision shall be provided every five instructional days.

4. Additional Support Addressing the Needs of English Learners: For any intern who enters the intern program without a valid English learner authorization, bilingual authorization, or crosscultural, language, and academic development certificate, the Superintendent or designee shall identify an individual who will be immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language-accessible instruction through in-classroom modeling and coaching as needed. This individual may be the same mentor identified

in item #2 above, provided he/she possesses an English learner authorization and will be immediately available to assist the intern.

In addition, the district and college/university shall provide such interns with additional support and supervision, including in-classroom coaching, specific to the needs of English learners. Such support and supervision shall be provided for 45 hours per school year or, for late hires, five hours multiplied by the number of months remaining in the school year.

An intern who passes the California Teaching English Learners examinations may be exempted from these requirements.

(cf. 4112.22 - Staff Teaching English Language Learners)

Early Completion Option

The Superintendent or designee shall inform qualified interns preparing for a multiple or single subject credential of the early completion option which allows them to challenge certain requirements of the intern program in areas where they have demonstrated competence.

In order to complete the intern program early and be recommended for a preliminary credential, candidates shall meet all requirements of the intern credential and the additional assessments and coursework specified in Education Code 44468.

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WESTSIDE UNION SD

Administrative Regulation - New

Special Education Staff

Personnel

AR 4112.23(a)

Qualifications/Assignment of Special Education Teachers

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization issued by the Commission on Teacher Credentialing (CTC) that specifically authorizes him/her to teach students with the primary disability within the program placement recommended in the students' individualized education program (IEP). (5 CCR 80046.1-80048.9.4)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

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

The district may employ a person with an appropriate district intern credential to provide classroom instruction to students with disabilities, provided he/she has met the subject matter requirement specified in Education Code 44325 and receives guidance, supervision, and professional development through an established district intern program. (Education Code 44325, 44326, 44830.3)

(cf. 4112.21 - Interns)

The Superintendent or designee may request that the CTC issue a special education limited assignment teaching permit which authorizes a qualified special education teacher, with his/her written consent, to serve outside the specialty area of his/her credential. If the teacher has not yet obtained permanent status, the Superintendent or designee shall assign one or more experienced educators in the special education subject area(s) of the permit, who have at least three years of full-time teaching experience in each of the subject area(s) of the permit, to provide guidance and assistance to the permit holder. (5 CCR 80026, 80027.1)

As needed, the district may apply to the CTC for an emergency permit for resource specialist services pursuant to 5 CCR 80023.2 and 80024.3.1.

When requesting either a limited assignment teaching permit or an emergency resource specialist permit, the Superintendent or designee shall submit a Declaration of Need for Fully Qualified Educators that satisfies the requirements of 5 CCR 80026 and has been approved by the Board at a regularly scheduled Board meeting. (5 CCR 80026)

If there is a need to immediately fill a classroom vacancy or a suitable credentialed teacher

cannot be found after a diligent search, the Superintendent or designee may, as appropriate, apply to the CTC for a short-term staff permit pursuant to 5 CCR 80021, a provisional internship permit pursuant to 5 CCR 80021.1, or, as a last resort, a credential waiver.

Individuals providing related services to students with disabilities, including developmental, corrective, and other supportive and related services, shall meet the applicable qualifications specified in 5 CCR 3051-3051.24. (5 CCR 3051; 34 CFR 300.34, 300.156)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

The Superintendent or designee shall provide ongoing professional development as needed to assist special education staff in updating and improving their knowledge and skills.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Whenever a candidate for a clear education specialist credential is employed by the district, the Superintendent or designee shall, within 60 days of employment, collaborate with the candidate and, as applicable, with the college or university to develop an individualized induction plan including supported induction and job-related course of advanced preparation. (5 CCR 80048.8.1)

(cf. 4131.1 - Teacher Support and Guidance)

Resource Specialists

The duties of resource specialists shall include, but are not limited to: (Education Code 56362; 5 CCR 80070.5)

1. Providing instruction and services for students with disabilities whose needs have been identified in an IEP
2. Conducting educational assessments
3. Providing information and assistance for students with disabilities and their parents/guardians
4. Providing consultation, resource information, and material regarding students with disabilities to staff members in the regular education program and the students' parents/guardians
5. Coordinating special education services with the regular school program for each student with disabilities enrolled in the resource specialist program

6. Monitoring student progress on a regular basis, participating in the review and revision of IEPs as appropriate, and referring students who do not demonstrate appropriate progress to the IEP team

Any student who receives resource specialist services shall be assigned to regular classroom teacher(s) for a majority of the school day, unless his/her IEP team approves enrollment in the resource specialist program for a majority of the school day. (Education Code 56362; 5 CCR 80070.5)

Resource specialists shall not simultaneously be assigned to serve as resource specialists and to teach regular classes. (Education Code 56362)

The district's resource specialist program shall be under the direction of a resource specialist who possesses the qualifications specified in Education Code 56362.

Caseloads

The Superintendent or designee shall ensure that caseloads for special education teachers are within the maximum caseloads established by law, the collective bargaining agreement, and/or the comprehensive plan of the Special Education Local Plan Area (SELPA) in which the district participates.

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4141/4241 - Collective Bargaining Agreement)

No resource specialist shall have a caseload which exceeds 28 students. As necessary and with the agreement of the resource specialist, the Governing Board may request a waiver from the State Board of Education to increase the caseload to no more than 32 students, provided that an individual resource specialist does not have a caseload exceeding 28 students for more than two school years and has the assistance of an instructional aide at least five hours daily during the period of the waiver. (Education Code 56362, 56362.1; 5 CCR 3100)

(cf. 1431 - Waivers)

The average caseload for language, speech, and hearing specialists shall not exceed 55 cases, unless the SELPA plan specifies a higher average caseload and states the reasons for the higher average caseload. The maximum caseload for speech and language specialists exclusively serving children with disabilities age 3-5 years shall not exceed 40. (Education Code 56363.3, 56441.7)

Legal Reference:
EDUCATION CODE
8264.8 Staffing ratios

44250-44279 Credentials, especially:
44256 Credential types, specialist instruction
44258.9 Assignment monitoring
44265-44265.9 Special education credential
44325-44328 District interns
44830.3 District interns, supervision and professional development
56000-56865 Special education, especially:
56195.8 Adoption of policies
56361 Program options
56362-56362.5 Resource specialist program
56363.3 Maximum caseload; language, speech, and hearing specialists
56440-56441.7 Programs for individuals between the ages of three and five years; caseloads
CODE OF REGULATIONS, TITLE 5
3051.1-3051.24 Staff qualifications to provide related services to students with disabilities
3100 Waivers of maximum caseload for resource specialists
80021 Short-term staff permit
80021.1 Provisional internship permit
80023.2 Emergency permits
80025.4 Substitute teaching, special education
80026 Declaration of need for fully qualified educators
80027.1 Special education limited assignment teaching permit
80046.1 Adapted physical education specialist
80046.5 Credential holders authorized to serve students with disabilities
80047-80047.9 Credentials to provide instructional services to students with disabilities
80048-80048.9.4 Credential requirements and authorizations
80070.1-80070.6 Resource specialists
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
CODE OF FEDERAL REGULATIONS, TITLE 34
300.8 Definition of autism
300.34 Related services
300.156 Special education personnel requirements

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Special Education Teaching and Services Credentials, Added Authorizations in Special Education, and Limited Assignment Permits for California Prepared Teachers: Frequently Asked Questions, May 26, 2014

Education Specialist Teaching and Other Related Services Credential Program Standards, 2012

WEB SITES

California Association of Resource Specialists and Special Education Teachers:

<http://www.carsplus.org>

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

California Speech-Language-Hearing Association: <http://www.csha.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
National Association of Special Education Teachers: <http://www.naset.org>

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WESTSIDE UNION SD

Board Policy - New

Assignment

Personnel

BP 4113(a)

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which their preparation, certification, professional experience, and aptitude qualify them.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

(cf. 4141/4241 - Collective Bargaining Agreement)

Assignment to Courses/Classes

The Superintendent or designee shall assign teachers to courses based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare him/her to provide instruction in that subject.

When specifically authorized by law or regulation, the Superintendent or designee may assign a teacher, with his/her consent, to a position outside his/her credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Assignments made pursuant to Education Code 44256, 44258.2, and 44263 shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

(cf. 3580 - District Records)

The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or CTC, as applicable, the Superintendent or designee shall report the results to the Board and shall provide

recommendations for remedying any identified issues.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Equitable Distribution of Qualified Teachers

The Superintendent or designee shall ensure that highly qualified and experienced teachers are equitably distributed among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. He/she shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

(cf. 0520.2 - Title I Program Improvement Schools)

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 4111 - Recruitment and Selection)

(cf. 4114 - Transfers)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

(cf. 6171 - Title I Programs)

Legal Reference:

EDUCATION CODE

33126 School accountability report card

35035 Additional powers and duties of superintendent

35186 Complaint process

37616 Assignment of teachers to year-round schools

44225.6 Commission report to the legislature re: teachers

44250-44277 Credentials and assignments of teachers

44314 Subject matter programs, approved subjects

44824 Assignment of teachers to weekend classes

44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

80003-80005 Credential authorizations

80020-80020.5 Additional assignment authorizations

80335 Performance of unauthorized professional services

80339-80339.6 Unauthorized certificated employee assignment
UNITED STATES CODE, TITLE 20
6311 State plan
6312 Local educational agency plans
6601-6651 Teacher and Principal Training and Recruiting Fund

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California State Plan to Ensure Equitable Access to Excellent Educators

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

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Administrator's Assignment Manual - Updates and Revisions, May 2014

The Administrator's Assignment Manual, rev. September 2007

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006

WEB SITES

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

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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

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WESTSIDE UNION SD

Administrative Regulation - New

Evaluation/Supervision

Personnel

AR 4115(a)

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

(cf. 4112.9 - Employee Notifications)

Frequency of Evaluations

Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.6 - Decision Not to Rehire)

Each certificated employee with permanent status shall be evaluated and assessed at least every other year. If the employee receives an unsatisfactory evaluation, he/she shall be annually evaluated until he/she achieves a positive evaluation or is separated from the district. (Education Code 44664)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

Evaluation Results

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

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

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teaching standards approved by the Governing Board pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

The Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

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WESTSIDE UNION SD

Administrative Regulation - Revised

Teacher Aides/Paraprofessionals

Personnel

AR 4222

Qualifications

No person shall be initially assigned to assist in instruction as a paraprofessional unless he/she has demonstrated proficiency in reading, writing, and mathematics skills up to or exceeding that required for local high school seniors pursuant to Education Code 51220(a) and (f). (Education Code 45330, 45344.5, 45361.5)

A paraprofessional who has passed a proficiency test in another district and was employed in the same capacity shall be considered to have met the district's proficiency standards, unless the district determines that the other district's test is not comparable. (Education Code 45344.5, 45361.5)

Duties

A paraprofessional shall perform only such duties as, in the judgment of the certificated personnel to whom the paraprofessional is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45330)

(cf. 4112.2 - Certification)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6171 - Title I Programs)

Instructional aides need not perform their duties only in the physical presence of the teacher, but the teacher shall retain responsibility for the instruction and supervision of the students in his/her charge. (Education Code 45344)

Parental Notification

At the beginning of each school year, parents/guardians shall be notified that they may request information regarding whether their child is provided services by a paraprofessional and, if so, the paraprofessional's qualifications. (20 USC 6312)

(cf. 5145.6 - Parental Notifications)

Westside Union ESD

Administrative Regulation - Revised

Personal Illness/Injury Leave

Personnel

AR 4261.1(a)

Classified employees employed five days a week are entitled to 12 days leave of absence with full pay per fiscal year for personal illness or injury (sick leave). Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee whose work hours are so few as to entitle him/her to less than 24 hours of paid sick leave per fiscal year shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 45191; Labor Code 245-249)

(cf. 4161/4261/4361 - Leaves)

Use of Sick Leave

A classified employee may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact with other persons having a contagious disease during the employee's performance of his/her duties (Education Code 45199)

2. Pregnancy, childbirth, and recovery (Education Code 45193)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity as specified in Education Code 45207

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

4. Medical or dental appointments, in increments of not less than one hour

5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

(cf. 4261.11 - Industrial Accident/Illness Leave)

6. Illness of the employee's child, parent, spouse, domestic partner, or domestic partner's child for up to the amount of leave that would be accrued during six months for personal illness or injury (Labor Code 233)

7. Need of the employee or his/her family member, as defined in Labor Code 245.5, for diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 246.5)

8. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 246.5)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if he/she accepts employment in another district, county office of education, or community college district within one year of the termination of employment, he/she shall be entitled to request that the district transfer his/her accumulated sick leave to his/her new employer. (Education Code 45202)

Notification of Absence

An employee shall notify their immediate supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

Each year, each regular classified employee shall be credited with no fewer than 100 working days of paid leave for personal illness or injury, including current year and accumulated days of leave. When the current year and accumulated days at full pay are exhausted, the remainder of the 100 days shall be compensated at 50 percent of the employee's regular salary. Any of the 100 days of leave not used during the year in which they are credited shall be forfeited and shall not accumulate from year to year. This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled. (Education Code 45196)

Extension of Leave

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

(cf. 4216 - Probationary/Permanent Status)

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be offered reemployment in the first vacancy in the classification of his/her previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)

Verification Requirements

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may, at any time, require additional written verification by the employee's physician or medical practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to work and stipulating any recommended restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Short-Term and Substitute Employees

Except for a retired annuitant who is not reinstated to the retirement system, any short-term or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

Any short-term or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee

shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
 - a. That an employee is entitled to accrue, request, and use paid sick days
 - b. The amount of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days
 - d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Legal Reference:

EDUCATION CODE

45103 Substitute employees

45190 Leaves of absence and vacations

45191 Leaves of absence for illness and injury

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45202 Transfer of accumulated sick leave and other benefits

LABOR CODE

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

245-249 Healthy Workplaces, Healthy Families Act of 2014

COURT DECISIONS

AR 4261.1(f)

California School Employees Association v. Colton Joint Unified School District, (2009) 170
Cal.App.4th 957

California School Employees Association v. Tustin Unified School District, (2007) 148
Cal.App.4th 510

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 111 (1970)

(7/07 12/14) 12/15

BOARD AGENDA

November 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Revised Board Policies and Administrative Regulations – Second and Final 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-

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

(ef. 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

BOARD AGENDA

November 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Wayne Trussell, Director Maintenance and Operations

SUBJECT: Notice of Completion – Del Sur Exterior Paint

BACKGROUND:

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

This Notice is for the exterior painting at Del Sur School.

PROGRAM/EDUCATIONAL IMPLICATION:

Painting at Del Sur School due to fading and peeling of the exterior paint

COST ANALYSIS/FUNDING:

There is no cost associated with the filing of this Notice

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICE’S RECOMMENDATION:

Approval

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

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

Space above this line for recorder's use

WOLCOTT'S FORMS, INC.

Since 1893

NOTICE OF COMPLETION

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

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

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

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

NAMES

ADDRESSES

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

NAMES

ADDRESSES

7. A work of improvement on the property hereinafter described was completed on September 15, 2017. The work done was:

8. The names of the contractor, if any, for such work of improvement was Prime Painting Contractors, Inc.

June 28, 2017
(Date of Contract)

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

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

10. The street address of said property is 9023 West Avenue H, Lancaster, CA 93536

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

Westside Union School District

Dated _____

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

Shawn Cabey, Assistant Superintendent, Admin. Services

VERIFICATION

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

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

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

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

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



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