

WESTSIDE UNION SCHOOL DISTRICT  
REGULAR BOARD MEETING  
HILLVIEW MIDDLE SCHOOL  
March 21, 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)
- e. Pupil Personnel (Ed Code 35146 and 48918)

IV. RECONVENE TO OPEN SESSION AT \_\_\_\_\_ p.m.

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS  
None

VII. HEARING SESSION/STAFF REPORTS

- A. Board Comments
- B. Staff Reports
  - 1. Assistant Superintendent Administrative Services
  - 2. Assistant Superintendent Educational Services  
California Department of Education Dashboard
  - 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		Goal #
	1. Agenda	Item1	
	Moved by _____	Seconded by _____	
	To approve the Agenda of the Regular Meeting of March 21, 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 March 7, 2017
  - b. Fundraising Authorization
  - c. Personnel Report
  - d. Purchase Orders
  - e. Consultant/Contract Schedule
  - f. Conference/Workshop Schedule
  - g. Obsolete Item Disposal List

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the Consent Items as presented.

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

3. Board Bylaws
  - BB/E 9320, Meetings and Notices
  - BB 9321, Closed Session Purposes and Agendas
  - BB 9321.1, Closed Session Actions and Reports
  - BB 9322, Agenda/Meeting Materials

Item 3

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the first reading of Board Bylaws and Exhibit

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

4. Declaring Cottonwood Elementary as a School of Choice

Item 4

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of Cottonwood Elementary as a School of Choice

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

5. Discussion Item
  - Board Governance
    - Protocols
    - BB/E 9223, Filling Vacancies

Item 5

3-21-17

- |    |                      |        |
|----|----------------------|--------|
| B. | Educational Services | Goal # |
|----|----------------------|--------|
- 
- |    |  |        |
|----|--|--------|
| 6. | Revised Board Policy and Administrative Regulation<br>• AR 5111, Admission<br>• BP 6170.1, Transitional Kindergarten | Item 6 |
|----|--|--------|
- Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_
- Approval of the first reading of the revised Board Policy and Administrative Regulation
- Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_
- 
- |    |  |        |
|----|--|--------|
| 7. | Memorandum 17-14, between Westside Union School District and the Children's Bureau | Item 7 |
|----|--|--------|
- Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_
- Approval of Memorandum 17-14, between Westside Union School District and the Children's Bureau
- Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_
- 
- |    |           |  |
|----|-----------|--|
| C. | Personnel |  |
|----|-----------|--|
- 
- |    |  |        |
|----|--|--------|
| 8. | Sunshine California School Employees Association (CSEA) Reopeners to Westside Union School District and set April 4, 2017, as the date for a public hearing to receive community input | Item 8 |
|----|--|--------|
- Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_
- Approval to Sunshine California School Employees Association (CSEA) Reopeners to Westside Union School District and set April 4, 2017, as the date for a public hearing to receive community input
- Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_
- 
- |    |   |        |
|----|---|--------|
| 9. | Sunshine Westside Union School District Reopeners to California School Employees Association (CSEA) and set April 4, 2017, as the date for a public hearing to receive community input. | Item 9 |
|----|---|--------|
- Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_
- Approval to Sunshine Westside Union School District Reopeners to California School Employees Association (CSEA) and set April 4, 2017, as the date for a public hearing to receive community input.
- Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

XII. INFORMATION SESSION

A. Items From The Floor – Continued

B. Dates to Remember:

1. Regular Meeting on April 4, 2017
2. Regular Meeting on April 18, 2017 – Volunteer Recognition

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 at the regular meeting of March 21, 2017, is adjourned at \_\_\_\_\_ p.m. by the Board President.

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

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

## **Core Beliefs and Board Goals**

### **2016-2017**

**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**
  - ❧ A. Revenues will be placed in a separate account to pay for long term post-employment benefits
    - ❖ 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**
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 a capacity of board and district staff in developing and monitoring data related to goals and priorities
  - ❧ 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 student's 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. Modernize Cottonwood Elementary School and receive an annual update to the District's Master Facilities Plan while exploring and securing options to finance the plan.
    - ❖ 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**

## BOARD AGENDA

March 21, 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 March 21, 2017.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None

### SUPERINTENDENT'S RECOMMENDATION:

Approval



## BOARD AGENDA

March 21, 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 March 7, 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  
March 7, 2017

I. CALL TO ORDER

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

II. Flag Salute

Prentis Edwards, Westside Employee

III. ROLL CALL

Steven DeMarzio, President– Teleconference

John Curiel, Vice President – Present

Patricia K. Shaw, Clerk - Present

Dr. Linda Jones, Member – Absent

Jennifer Navarro, Member - Present

SUPERINTENDENT

Regina Rossall – Present

IV. OTHERS PRESENT

Rebecca Davis, Amy Brouwer, Jeri Holmes, Pancho Gonzalez, J Bartee, Andrea Paxton, K. Densing, Jeanice Peterson, Terri Rowitz, Nancy Dorowsky, Shaun Tyson, Ani Hyman, Seleana Alden, Nancy Shimer, Payao Gray, Vickie Wyatt, Randi Atrops, Monica Jaffay, Amanda Rasmussen, Lisa Jehlicka, Gail Blaze, Tina Nehen, Johanna Dymowski, Lauri Massari, Alva Torres

V. ITEMS FROM THE FLOOR

None

VI. M17-165 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to adjourn to closed session at 5:01 p.m. to consider:

- a. Conference with Labor Negotiators (Gov't Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov't Code §54956.9)
- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment Unrepresented Management (Gov't Code §54957)
  1. Non-Reelects – Temporary/Probationary Certificated Employees
  2. Administrator Release and Reassignments
- e. Pupil Personnel (Ed Code 35146 and 48918)
  - 3 Cases

VII. RECONVENE TO OPEN SESSION at 6:08 p.m.

VIII. CLOSED SESSION ACTION

M17-166 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the Administrative Panels Recommendation for Expulsion of student number 1617-05.

M17-167 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the Agreement and Stipulation for Expulsion for student numbers 1617-06 and 1617-07.

M17 -168 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve Resolutions 17-18, 17-19, 17-20, 17-21, 17-22, 17-23, 17-24, 17-25, 17-26, 17-27, 17-28, 17-29, 17-30, 17-31, 17-32, 17-33, 17-34, 17-35, 17-36, 17-38, 17-39, 17-40, 17-41, and 17-42. The Board authorizes execution of signature duties to the Vice President, John Curiel, for Non-Reelection of Temporary/Probationary Certificated Employees.

M17-169 - The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve Resolutions 17-44, 17-45, 17-46, 17-47, 17-48, 17-49, 17-50, 17-51, 17-52, 17-53, 17-54, 17-55, 17-56, 17-57, 17-58, 17-59, 17-60, 17-61, 17-62, 17-63, 17-64, 17-65, 17-66, 17-67, 17-68, 17-69, 17-70, 17-71, 17-72, and 17-73. The Board authorizes execution of signature duties to the Vice President, John Curiel, to Release and Reassign Administrative Employees

IX. PRESENTATIONS

A. Site Presentations and Employee Recognitions

- Quartz Hill
- Valley View

B. Survey – Amanda Harrison

C. 2<sup>nd</sup> Interim Report – Lisa Jehlicka

X. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Jennifer Navarro:

- Quartz Hill – I enjoyed hearing about your dash and dot program. I think it's fantastic that students are learning technology at such a young age.
- Valley View – I was able to visit Valley View last week and read to students. I love your motto, Shine On; I really felt that when I visited. I think your passion is contagious, keep up the good work. Thank you for showing me around when I visited.
- I also visited Rancho Vista last week. I look forward to visiting the other sites.
- On Tuesday night, 2/28/17, I attended the parent meeting on bullying at Sundown.

Patricia K. Shaw:

- I echo my fellow Trustees comments.
- I attended the Hispanic Chamber meeting today.

John Curiel:

- Quartz Hill - Thank you for the math lesson. It's good to see you collaborating together. Thank you very much to your teachers, students and parents.
- Valley View – Thank you, Valley View, for your presentation this evening. I commend you for all your hard work and creating a sharing culture.
- I would like to thank, Lisa Jehlicka, for your report this evening on the 2<sup>nd</sup> Interim.
- A Parcel Tax is an option for additional revenue.
- I would like to thank all the presenters for answering our questions this evening.

Steve DeMarzio:

- Quartz Hill - Great presentation, I enjoyed hearing about your programs, outstanding job.
- Valley View – Ms. Davis and Ms. Brouwer, you are doing many things on your campus. Thank you for emphasizing the data, LCAP Goals, attendance, and after-school enrichment. It is outstanding that your students are coding at an early age.

B. Staff Reports:

1. Assistant Superintendent Administrative Services – Shawn Cabey
  - a. Quartz Hill – I think it's very cool that we are teaching students technology at a young age.
  - b. Valley View – I am excited to see the technology transformation at your site.
2. Assistant Superintendent Educational Services - Marguerite Johnson
  - a. California Department of Education Dashboard Presentation
  - b. Rebecca, what a nice presentation this evening.
  - c. Thank you, Lisa, for your presentation on the 2<sup>nd</sup> interim.
  - d. Quartz Hill what a great presentation.
3. Deputy Superintendent - Robert Hughes
  - a. Both schools did a very nice job. It's very nice to see what the CCA's do at your schools.
  - b. We are still hiring for next year, the next job fair is on April 8.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

  - a. Great job Quartz Hill, I see great improvement.
  - b. I would also like to thank Quartz Hill and Valley View for outstanding presentations. I see all the things going on is helping our students be successful. We have had several presentations showing the addition of the PE teachers, counselors and CCA's have been a benefit to our students.
  - c. We are all focused on student achievement.
  - d. Lisa Jehlicka, thank you for your presentation on the budget.
  - e. We had a meeting with the Palmdale Parks and Recreation staff this last week and they will not be able to provide after school care for our schools starting in the 2017-18 school year. They will be moving those funds to another area. We will have to find other after school care providers for the Palmdale school sites. We have other providers that we will be speaking with. These other programs are more expensive than the city's after school care.
  - f. Hillview did qualify for a visit with the Golden Ribbon program, on Thursday, March 16. The 6<sup>th</sup> grade honors academy is the feature program.
  - g. Hillview will also have a WASC visit in April.
  - h. I would like to thank Christina Fitzgerald for putting together the wonderful video of Westside students and programs that was seen at the AV Board of Trade Business Outlook Conference.

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
  - Next meeting is March 8, 2017, 6:30 p.m. in room 4 at the District Office.

XII. ITEMS FROM THE FLOOR - Continued  
None

XIII. PUBLIC HEARING  
None

**XIV. BUSINESS SESSION**

- A. Organizational/Governance
1. M17-170 - Item 1. Approval of the revised agenda of the Regular Board Meeting of March 7, 2017, as submitted. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0.
  2. M17-171 - Items 2a – 2h. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the consent agenda.
    - 2a Minutes of the Regular Meeting on February 21, 2017
    - 2b Fundraising Authorization
    - 2c Overnight Field Trip – Houston, Texas
    - 2d Personnel Report - Revised
    - 2e Purchase Orders
    - 2f Consultant/Contract Agreement Schedule
    - 2g Conference/Workshop Schedule
    - 2h Survey
  3. M17-172 - Item 3. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 4/0 to approve the second and final reading of Board Bylaws:
    - BB 9300, Governance
    - BB 9310, Policy Manual
    - BB/AR 9311, Board Policies
    - BB 9312, Board Bylaws
    - BB 9313, Administrative Regulations
    - BB 9314, Suspension of Policies, Bylaws, Administrative Regulations
  4. Item 4. Discussion Item
    - Board Governance – Nothing at this time.

**XV. EDUCATIONAL SERVICES**

5. M17-173- Item 5. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve the second and final reading of the revised Board Policies and Administrative Regulations.
  - BP/AR 5145.3, Nondiscrimination/Harassment
  - BP/AR 5145.7, Sexual Harassment
6. M17-174 - Item 6. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the Consolidated Application, Winter Submission.
7. M17-175 - Item 7. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the site plans for Sundown and Rancho Vista Elementary Schools.

**XVI. PERSONNEL**

8. M17-176 - Item 8. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve Resolution 17-17, Retirement of Janice Costello.

**XVII. BUSINESS**

9. M17-177 - Item 9. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the 2<sup>nd</sup> Interim Report.

**XVIII. NEW BUSINESS**

- Communication Protocol
- Appointment Process

Minutes  
Regular Board Meeting  
March 7, 2017

XIX. UNFINISHED BUSINESS  
None

XX. ADJOURNMENT – The meeting was adjourned at 9:14 p.m. in by John Curiel, Vice President

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Patricia K. Shaw, Clerk  
March 21, 2017

## BOARD AGENDA

March 21, 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 March 21, 2017

Joe Walker	Description:	E-Waste
	Date:	May 6, 2017
	Purpose:	To raise money for binder reminder
	Requesting Group:	Joe Walker PTA
Rancho Vista	Description:	Raising funds through various activities on campus raising ACS awareness.
	Date:	April 2017
	Purpose:	To raise funds for American Cancer Society.
	Non-Profit Group:	American Cancer Society (ACS)
Valley View	Description:	Coin Drive – Coins for a Cure
	Date:	April 10-14, 2017
	Purpose:	To raise money to support the Valley View Vikings Relay for Life Team.
	Non-Profit Group:	American Cancer Society
	Description:	Bead Sales
	Date:	April 24-28, 2017
	Purpose:	To raise money to support the Valley View Vikings Relay for Life Team.
	Non-Profit Group:	American Cancer Society



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

**FUNDRAISING AUTHORIZATION**

Middle School

School

JW

Date

3-14-17

Requesting Group

JW PTA

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

Date(s) of Fund Raiser

Saturday May 6

Event Start Time

8:00

Location of Fund Raiser

JW Parking lot

Description of Fund Raiser

E Waste

Purpose of the Fund Raiser

Raise money for binder reminder

For the benefit of (be specific)

All Students

Person Supervising Fund Raiser

Shelly Shepherd

Person Responsible for the Money

Dee Ann Kognik

Projected Expenses

\$

0

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)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality (BP3554).  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President

Date

Signature of ASB Advisor

Date

Signature of PTA/PTO/PTSA President

Date

Signature of Principal or Assistant

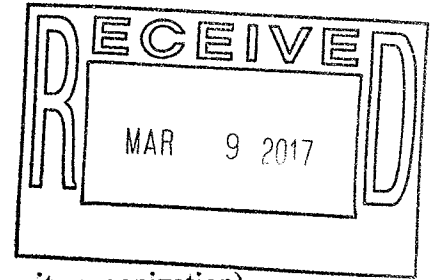
Date

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

Approved by the Board of Trustees on

**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 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645



**FUNDRAISING AUTHORIZATION**

Non-Profit Organizations

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

School RV

Date 6 March 2017

Non-Profit Organization American Cancer Society (ACS)

Date(s) of Fund Raiser April 2017 Event Start Time to be determined

Location of Fund Raiser Rancho Vista

Description of Fund Raiser raise funds through various activities  
on campus, raising ACS awareness

Purpose of the Fund Raiser to raise funds for American Cancer Society

For the benefit of (be specific) patients, families, caretakers, future

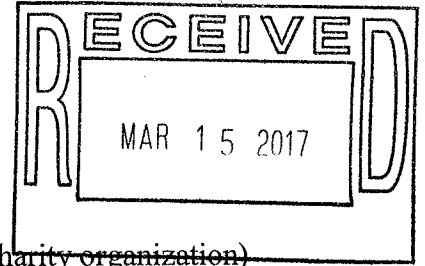
Person Supervising Fund Raiser Alice Fischer

Person Responsible for the Money Alice Fischer

Signature of Principal or Assistant Cathy Bennett Date 3-6-17

Approved by the Board of Trustees on \_\_\_\_\_

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



**FUNDRAISING AUTHORIZATION**

Non-Profit Organizations

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

School Valley View

Date 3/13/17

Non-Profit Organization American Cancer Society

Date(s) of Fund Raiser April 10-14, 2017 Event Start Time \_\_\_\_\_

Location of Fund Raiser Valley View Elementary Classrooms

Description of Fund Raiser Coin Drive – "Coins for a Cure"

Purposes of the Fund Raiser To raise money to support the Valley View Vikings Relay for Life team.

For the benefit of (be specific) American Cancer Society Antelope Valley Relay for Life

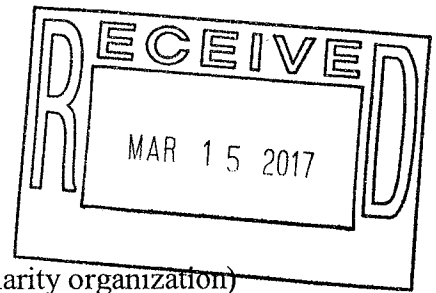
Person Supervising Fund Raiser Shaun Tyson

Person Responsible for the Money Shaun Tyson

Signature of Principal or Assistant Rebecca A. [Signature] Date 3/14/2017

Approved by the Board of Trustees on \_\_\_\_\_

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



**FUNDRAISING AUTHORIZATION**

Non-Profit Organizations

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

School Valley View

Date 3/13/17

Non-Profit Organization American Cancer Society

Date(s) of Fund Raiser April 24-28, 2017 Event Start Time \_\_\_\_\_

Location of Fund Raiser Valley View Elementary Classrooms

Description of Fund Raiser Bead Sales

Purposes of the Fund Raiser To raise money to support the Valley View Vikings Relay for Life team.

For the benefit of (be specific) American Cancer Society Antelope Valley Relay for Life

Person Supervising Fund Raiser Shaun Tyson

Person Responsible for the Money Shaun Tyson

Signature of Principal or Assistant Rebecca A. Dan Date 3/14/2017

Approved by the Board of Trustees on \_\_\_\_\_

WESTSIDE UNION SCHOOL DISTRICT  
BOARD AGENDA  
March 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #17-15

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

MANAGEMENT

CERTIFICATED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Bergida, Samantha	Teacher Hourly, CUE Rockstar Math Edition Conference/QH/6 hrs/per/Day/April 29-30. 2017/Title I/Req# 13558
Bergida, Samantha	Teacher Tutoring/JW/August 23, 2016 to May 30, 2017/SG/Req# 12939
Brustuen, Jennifer	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
Connor, Tara	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
Dumayas, Melody	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
Ebert, Sharon	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
Elliot, Maralee	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
Ewart, Aniko	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
Freeman, Nicole	Substitute Teacher/February 27, 2017/URGF
Gass, Natalie	Teacher, Regular Ed/QH/March 16, 2017

Golyer-Blair, Melanie	Teacher Hourly, CUE Rockstar Math Edition Conference/QH/6 hrs/per/Day/April 29-30. 2017/Title I/Req# 13558
Gudim, Lori	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
Harmon, Lisa	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
Harris, Carol	Long Term Substitute for Jennifer DeMoore/CW/January 1, 2017-TBD/URGF/Req# 13543
Havens, Sandra	Teacher Hourly, CUE Rockstar Math Edition Conference/QH/6 hrs/per/Day/April 29-30. 2017/Title I/Req# 13558
Hendrix, Vicki	Teacher Tutoring/JW/August 23, 2016 to May 30, 2017/SG/Req# 12939
Moore, Cherish	Teacher Tutoring/JW/August 23, 2016 to May 30, 2017/SG/Req# 12939
Norlin, Marie	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
O'Donnell, Mary	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
Reno, Susan	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
Ryckebosch, Jeff	Teacher Tutoring/JW/August 23, 2016 to May 30, 2017/SG/Req# 12939
Scott, Willie	Teacher Tutoring/JW/August 23, 2016 to May 30, 2017/SG/Req# 12939
Sessions, Michele	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
Woolston, Denise	Teacher, Hourly/ESF/4 hrs/per/day/Core Curriculum Unrestricted/not to exceed June 7, 2017/Req# 13492
Young, Amy	Teacher Hourly, CUE Rockstar Math Edition Conference/QH/6 hrs/per/Day/April 29-30. 2017/Title I/Req# 13558
<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Wood, Karen	Teacher, SDC to <u>Teacher, RSP</u> /SD/Step 16/SDC/Req# 13581

Leaves                      Position/Location/Effective Date/

Separation                      Position/Location/Effective Date/

CLASSIFIED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Amador, Ileana	Extra-Duty Instructional Assistant II/ESF/2 hrs/per/day/Step 3/ Not to Exceed 30 hrs/total/March 1-April 28, 2017/URGF/Req# 13699
Amador, Ileana	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/ Step 3/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Amador, Ileana	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 8 hrs/ Step 3/February 21-March 7, 2017/URGF/Req# 13636
Anderson, Breanna	Extra-Duty Instructional Assistant II/ESF/20.75 hrs/total/Step 1/ March 14-16, 2017/Sup Grant/Req# 13655
Arndt, Andrea	Short-Term Instructional Assistant I/EZ/1 hr/per/day/Step 1/February 15- June 7, 2017/Title I/Req# 13653
Badillo, Leyda	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/ Step 3/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Badillo, Leyda	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 8 hrs/ Step 3/February 21-March 7, 2017/URGF/Req# 13636
Bloomgren, Megan	Short-Term Campus Climate Assistant/RV/2.08 hrs/per/day/Step 1/ February 3-March 17, 2017/Sup Grant/Req# 13709
Burns, Jessica	Short-Term Instructional Assistant I/EZ/1 hrs/per/day/Not to Exceed 4 days/per/wk/Step 1/February 15-June 1, 2017/Title I/Req# 13652
Calderon, Fabiola	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/ Step 3/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Calderon, Fabiola	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 8 hrs/ Step 3/February 21-March 7, 2017/URGF/Req# 13636
Clay, Cortnee	Instructional Assistant II/GA/3 hrs/per/day/Step 1/March 8, 2017/ SDC/Req# 13608

Davis, Graham	Short-Term Instructional Assistant I/EZ/1 hr/per/day/Step 1/February 15-June 7, 2017/Title I/Req# 13653
Delgado, Jacklyn	Short-Term Crossing Guard/AH/.5 hrs/per/day/Step 1/January 9-June 7, 2017/URGF/Req# 13724
Densing, Calista	Playground Supervisor/QH/.67 hrs/per/day/Step 1/March 6, 2017/URGF/Req# 13365
Dowd, America	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/Step 1/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Dowd, America	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 8 hrs/Step 1/February 21-March 7, 2017/URGF/Req# 13636
Duffin, Heather	Instructional Assistant II/JW/3 hrs/per/day/Step 1/February 27, 2017/SDC/Req# 13539
Emerick, Jennifer	Short-Term Instructional Assistant I/EZ/1 hr/per/day/Step 1/February 15-June 7, 2017/Title I/Req# 13653
Gaytan, Maricela	Extra-Duty Instructional Assistant II/ESF/2 hrs/per/day/Not to Exceed 40hrs Total/Step 3/March 3-April 14, 2017/Title III/Req# 13702
Gaytan, Maricela	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/Step 3/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Gaytan, Maricela	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 8 hrs/Step 3/February 21-March 7, 2017/URGF/Req# 13636
Galindo, Monica	Short-Term Instructional Assistant I/EZ/1 hr/per/day/Step 1/February 15-June 7, 2017/Title I/Req# 13653
Ghareeb, Mervaat	Extra-Duty Instructional Assistant II/ESF/20.75 hrs/total/Step 2/March 14-16, 2017/Sup Grant/Req# 13655
Gleason, Claudia	Extra-Duty Instructional Assistant II-Bilingual/ESF/2 hrs/per/day/Not to Exceed 20 hrs Total/Step 6/March 6-April 19, 2017/URGF/Req# 13700
Gleason, Claudia	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/Step 6/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Gleason, Claudia	Short-Term Instructional Assistant II-Bilingual/ESF/3 hrs/per/day/Step 6/December 14, 2016/Sup Grant/Req# 13322



Gleason, Claudia	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 8 hrs/ Step 6/February 21-March 7, 2017/URGF/Req# 13636
Gonzalez, Jose	Short-Term Instructional Assistant I/EZ/1 hr/per/day/Step 1/February 15- June 7, 2017/Title I/Req# 13653
Gutierrez, Janet	Extra-Duty Instructional Assistant II-Bilingual/ESF/6 hrs/per/day/Step 1/ March 30, 2017/URGF/Req# 13701
Gutierrez, Janet	Short-Term Instructional Assistant II-Bilingual/ESF/3 hrs/per/day/ Step 1/December 14, 2016/Sup Grant/Req# 13322
Hernandez, Maria	Crossing Guard/EZ/.5 hrs/per/day/Step 1/February 16, 2017/ URGF/Req# 13649
Herrera, Marisol	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/ Step 1/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Herrera, Marisol	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 8 hrs/ Step 1/February 21-March 7, 2017/URGF/Req# 13636
Humphrey, Shannon	Short-Term Instructional Assistant II/EZ/.25 hrs/per/day/Step 7/February 7- June 7, 2017/SDC/Req# 13612
Ibarra, Cristy	Short-Term Instructional Assistant II/QH/.5 hrs/per/day/Step 4/ March 1-June 7, 2017/SDC/Req# 13666
Lindsey, Christopher	Extra-Duty Instructional Assistant I/JW/12 hrs/total/Step 6/November 1- December 16, 2016/Sup Grant-Avid/Req# 13206
Lydum, Mary	Short-Term Instructional Assistant II-Bilingual/ESF/3 hrs/per/day/ Step 3/December 14, 2016/Sup Grant/Req# 13322
Maguellal, Anita	Extra-Duty Instructional Assistant II/ESF/20.75 hrs/total/Step 6/ March 14-16, 2017/Sup Grant/Req# 13655
Martinez, Elvia	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/ Step 2/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Martinez, Elvia	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 8 hrs/ Step 2/February 21-March 7, 2017/URGF/Req# 13636
Martinez, Elvia	Extra-Duty Instructional Assistant II/ESF/2 hrs/per/day/Not to Exceed 40hrs Total/Step 2/March 3-April 14, 2017/Title III/Req# 13702

Martinez, Kelly	Short-Term Instructional Assistant II-Bilingual/ESF/3 hrs/per/day/ Step 6/December 14, 2016/Sup Grant/Req# 13322
Marino, Melissa	Extra-Duty Instructional Assistant II/ESF/20.75 hrs/total/Step 1/ March 14-16, 2017/Sup Grant/Req# 13655
Matthews, Jamie	Extra-Duty Instructional Assistant II/SD/5 hrs/per/day/Step 2/ March 3, 2017/SDC/Req# 13584
McGovern, Melanie	Extra-Duty Instructional Assistant II/ESF/20.75 hrs/total/Step 4/ March 14-16, 2017/Sup Grant/Req# 13655
Moreno, Lorena	Extra-Duty Campus Climate Assistant/RV/1 hr/per/day/Step 1/ February 3-March 17, 2017/Sup Grant/Req# 13708
Munoz, Cindy	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/ Step 3/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Munoz, Cindy	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 8 hrs/ Step 3/February 21-March 7, 2017/URGF/Req# 13636
Norsetter, Laury	Instructional Assistant II/JW/3 hrs/per/day/Step 1/March 7, 2017/ SDC/Req# 13646
Perez, Carina	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/ Step 6/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Perez, Carina	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 8 hrs/ Step 6/February 21-March 7, 2017/URGF/Req# 13636
Piercy, Victoria	Short-Term Instructional Assistant I/EZ/1.67 hrs/per/day/Step 1/ February 28-June 7, 2017/Title I/Req# 13651
Reina, Vanessa	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/ Step 3/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Reina, Vanessa	Short-Term Instructional Assistant II/EZ/2.5 hrs/per/day/Step 3/February 9- June 1, 2017/Wednesday & Thursday Only/Title III/Req# 13618
Reina, Vanessa	Short-Term Instructional Assistant II/ESF/1.5 hrs/per/day/Step 3/ March 9-11, 2017/URGF/Req# 13707
Reina, Vanessa	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 8 hrs/ Step 3/February 21-March 7, 2017/URGF/Req# 13636

Sanchez-Pleites, Anabelle	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/ Step 7/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Santiago, Jocelyn	Extra-Duty Instructional Assistant I/JW/12 hrs/total/Step 1/November 1-December 16, 2016/Sup Grant-Avid/Req# 13206
Sierra, Deborah	Clerk IV-Library/QH/3.95 hrs/per/day/Step 1/March 7, 2017/URGF/Req# 13536
Stines, Sheri	Short-Term Instructional Assistant I/EZ/1 hr/per/day/Step 1/February 15-June 7, 2017/Ttile I/Req# 13653
Tapia, Liliana	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 14 hrs/ Step 1/March 8, 9, 14, 15, & 16, 2017/URGF/Req# 13637
Tapia, Liliana	Extra-Duty Instructional Assistant II-Bilingual/ESF/Total of 8 hrs/ Step 1/February 21-March 7, 2017/URGF/Req# 13636
Thompson, Tristyn	Substitute Playground Supervisor/Step 1/March 8, 2017/
Vucinich, Lisette	Short-Term Instructional Assistant I/EZ/1 hr/per/day/Step 1/February 15-June 7, 2017/Ttile I/Req# 13653
Winslow, LaVon	Short-Term Clerk IV-Library/ESF/1.5 hrs/per/day/Step 8/February 27-March 17, 2017/URGF/Req# 13670
Xanders-Winchester, Terry	Extra-Duty Instructional Assistant II/ESF/20.75 hrs/total/Step 7/ March 14-16, 2017/Sup Grant/Req# 13655
Yanez, Rocio	Short-Term Instructional Assistant II/QH/.25 hrs/per/day/Step 1/ March 7-June 7, 2017/SDC/Req# 13667
<u>Change</u> Acevedo, Violeta	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Crossing Guard (1.33 hrs/per/day) to <u>(.75 hrs/per/day)</u> /EZ/Step 1/ January 30, 2017/URGF/Req# 13588
Celedon, Jasmine	Playground Supervisor (1.17 hrs/per/day) to <u>(2.5 hrs/per/day)</u> /AH/Step 1/ February 8, 2017/URGF/Req# 13526
Chaidez, Neri	Playground Supervisor (2 hrs/per/day) to <u>(2.42 hrs/per/day)</u> /AH/Step 3/ January 23, 2017/URGF/Req# 13530
Chielli, Maria	Instructional Assistant II (3 hrs/per/day) to <u>Instructional Assistant II-Bilingual (3.95 hrs/per/day)</u> /HV/Step 3/February 21, 2017/SDC/Req# 13444

Duffin, Heather	Playground Supervisor (2.5 hrs/per/day) to <u>(.75 hrs/per/day)</u> /Step 3/ February 27, 2017/URGF/Req# 13675
Harvey, Laura	Instructional Assistant II (2.5 hrs/per/day) to <u>(3 hrs/per/day)</u> /QH/Step 6/ February 21, 2017/SDC/Req# 13424
Hendrix, Darren	Instructional Assistant II (3.97 hrs/per/day) to <u>(3.25 hrs/per/day)</u> /VV/ Step 3/March 3, 2017/SDC/Req# 13549
Rush, Kerry	Department Clerk (8hrs/per/day) to <u>Specialist II (8 hrs/per/day)</u> /HR/ Step 1/February 21, 2017/URGF/req# 13643
Soper, Christopher	Custodian I-Night (8 hrs/per/day) to <u>Worker I-Grounds (8 hrs/per/day)</u> /MO/ Step 5/March 13, 2017/URGF/Req# 13664

<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
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<u>Separation</u> Al-Karadsheh, Jumana	<u>Position/Location/Effective Date/</u> Instructional Assistant II/GA/February 10, 2017/Resignation
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Bickel, Jessica	Instructional Assistant II/GA/March 3, 2017/Resignation
Butler, Janelley	Instructional Assistant II/JW/February 16, 2017/Probationary Release
Celedon, Jasmine	Playground Supervisor/AH/April 3, 2017/Resignation
Freeman, Nicole	Instructional Assistant II/CW/February 24, 2017/Resignation
Gonzalez, Aixa	Instructional Assistant II/JW/February 23, 2017/Resignation
Linstrom, Julietta	Clerk IV-Library/ESF/February 17, 2017/Resignation
Montalvan, Giancarlo	Instructional Assistant II/SD/February 24, 2017/Resignation
Nevarez, Brittney	Instructional Assistant I/LV/March 7, 2017/Resignation

## BOARD AGENDA

March 21, 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	199,808.22
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#### **Ratification Items:**

General Fund (01.0)	57,051.20
Child Nutrition Fund (13.0)	4,403.22
Deferred Maintenance Fund (14.0)	0.00
Building Fund: Bonds (21.0)	0.00
Capital Facilities Fund (25.0)	238.28
County Facilities Fund (35.0)	0.00
Anaverde Settlement (40.0)	2,198.00
CFD's (49.0)	0.00

<b>Total</b>	<b>263,698.92</b>
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### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

**PURCHASE ORDERS**  
**Approved/Ratified at the Meeting of March 21, 2017**

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

<b><u>P.O. #</u></b>	<b><u>Vendor/Location</u></b>	<b><u>Description/Funding Source Detail</u></b>	<b><u>Amount</u></b>
P51713	AVSTA All Sites	Field Trip Transportation: February 1-15, 2017 Reimbursable, AVID, AH & HV Local Site Funds, DS Foster Youth Club, SD Strong Kids Group <i>Note: PO released to facilitate timely payment of services already received.</i>	22,762.60
P51724	K12 Insight LLC Educational Services	Subscription: Year 30 of 3 General Funding	18,249.60
P51731	SIGMAnet Educational Services	Chromebooks (400) Supplemental Grant	100,744.99
P51732	Blue Star Education Sundown	Parent Guides: Connecting Home and School10611.94 Title I	
P51733	SIGMAnet Quartz Hill	Chromebooks (80) Title I	20,184.00
P51734	Best Buy Education Quartz Hill	Google Expeditions Kits (2) Title I	21,747.83
P51735	SIGMAnet Valley View	Chromebooks (64) Title I	16,119.20

**Total      199,808.22**

**PO's for Board Ratification**

<b><u>P.O. #</u></b>	<b><u>Vendor/Location</u></b>	<b><u>Description/Funding Source Detail</u></b>	<b><u>Amount</u></b>
P516852	Barnes and Noble Human Resources	Book: Leading Questions General Funding	21.83
P51683	Amazon.com Corporate Credit Student Support Services	Speech Materials Medi-Cal Billing Option	191.72
P51684	Davis Communications Joe Walker	Open House Mailers General Funding	1,775.00
P51685	Division of the State Architect AH, GA, SD	DSA Exemption Fees for Lighting Upgrades District General Funding	1,200.00
P51686	Knowledge Net Technology	Training Subscriptions: All-Access Cisco and Everything IT General Funding	1,990.00
P51687	Paper Direct Board of Trustees	Certificate Papers General Funding	85.58
P51688	Idea Art Board of Trustees	Border Papers General Funding	125.50
P51689	Lauren Gutierrez Rancho Vista	Reimburse: Dancing Feet Materials Local Site Funds	200.00
P51690	Rhonda Pratt Joe Walker	Reimburse: Home Economics Supplies General Funding	258.00
P51691	Rhonda Pratt Hillview	Reimburse: Home Economics Supplies General Funding	290.00
P51692	Rhonda Pratt Hillview	Reimburse: Home Economics Supplies General Funding	290.00
P51693	Jennifer Slater-Sanchez Hillview	Reimburse: WASB Visit Luncheon Supplies General Funding	100.00
P51694	Fire Island Grill Educational Services	Lunch: Instructional Coaches Training Supplemental Grant	316.37
P51695	SISC II Property and Liability Risk Management	Deductible: File 2017025117 General Funding	1,000.00
P51696	Southwest School Supply Hillview	School and Office Supplies General Funding	5,000.00
P51697	Lowe's Hillview	Wood Shop Push Brooms General Funding	1,000.00
P51698	Dick Blick Art Materials Joe Walker	Art Supplies General Funding	1,762.93
P51699	Sprint Solutions Inc	Kyocera DuraXTP Handsets (30)	612.90

P51700	Maintenance School Health Corporation Health Services	General Funding Health Office Supplies	373.71
P51701	Minuteman Press Hillview	General Funding Lunch Detention Forms	261.65
P51702	Amerimac Office Products Valley View	General Funding Digital Duplicator Ink	114.19
P51703	Baudville Inc Valley View	General Funding Certificate Papers	136.44
P51704	Autism Products.com Student Support Services	General Funding Instructional Materials	538.30
P51705	Sensory World Student Support Services	Special Education Weighted Lap Pads	110.66
P51706	Amazon.com Corporate Credit Student Support Services	Special Education Instructional Materials	224.40
P51707	Southwest School Supply Educational Services	Special Education School and Office Supplies	500.00
P51710	Pitney Bowes Supply Line Reprographics	General Funding Ink for Postage Machine	224.49
P51714	Marguerite Johnson Educational Services	General Funding Reimburse: National Title I Association Subscription Title I	99.00
P51715	Suzanne Banks Business Services	Reimburse: Notary Workshop and Renewal Fees General Funding	750.00
P51716	Andrea Paxton Quartz Hill	Reimburse: Storage Supplies for Robotics System Title I	100.00
P51717	Deborah Rutkowski-Hines Westside Academy	Reimburse: Supplies General Funding	88.00
P51718	Rodney Lots Hillview	Reimburse: School Recognition Supplies Local Site Funds	250.00
P51719	Brian Bastidas Hillview	Reimburse: Flight and Space Elective Supplies General Funding	445.00
P51726	All Things Engravable Educational Services	PE Victory Torch Medals General Funding	1,522.50
P51727	American Business Machines Hillview	Copier Supplies General Funding	415.00
P51728	All Things Engravable Hillview	T-Shirts for DTASC Local Site Funds	200.00
P51729	Southwest School Supply Valley View	School and Office Supplies General Funding	7,400.00
P51736	ACS WASC Hillview	Initial Visit Fee: Visit Dated April 4, 2017 ESF General Funding	700.00
P51737	Rancho Santa Margarita Intermed Schl Hillview	Model UN Competition Registration Fees Local Site Funds	640.00
P51738	Los Angeles Zoo Del Sur	Field Trip Admission Local Site Funds	180.00
P51739	Dept of General Services Del Sur	Compliance and Safety Fees for 4 Relocatables District General Funding	615.29
P51741	AASA (American Assoc of Schl Admin) Board of Trustees	2017 Membership Dues General Funding	450.00
P51742	Four Star Printing Educational Services	Banners (2) General Funding	110.62
P51743	National Title I Association AH, DS, SD	Title I On Demand 12-month Subscription ESF Title I	322.99
P51744	McGraw Hill Educational Services	My Math Online E-Teacher Ed: Grades K-5 Lottery: Instructional	7,408.14
P51745	SEA Supply Warehouse	Facial Tissue for Stock General Funding	807.14
M19857	Tel Pro Voice Del Sur	Electrical Supplies Operations	184.32
M19862	AutoZone Maintenance	Maintenance Supplies - February Operations	10.76

M19863	Consolidated Electric Various Sites	Electrical Supplies - Jan/Feb Operations	171.00
M19864	Desert Industrial Supply Esperanza	Maintenance Supplies - February Maintenance	130.50
M19865	Desert Lock Company Various Sites	Lock Supplies - February Maintenance	181.67
M19867	Fastenal Industrial Various Sites	Maintenance Supplies - February Maintenance	590.59
M19871	Johnstone Supply Various Sites	HVAC Supplies - January/February Maintenance	82.10
M19872	Lancaster Plumbing Various Sites	Plumbing Supplies - February Maintenance	1,293.74
M19873	Lowes Various Sites	Maintenance Supplies - February Maintenance	333.46
M19874	Motion Industries Maintenance	HVAC Supplies - February Maintenance	70.52
M19875	Omega Maintenance Maintenance	Maintenance Supplies - February Operations	207.71
M19877	Quartz Hill Auto Parts Various Sites	Maintenance Supplies - February Operations	510.85
M19879	Smith Pipe and Supply Maintenance	Landscape Supplies - February Operations	72.23
M19881	US Air Conditioning Various Sites	HVAC Supplies - February Maintenance	458.12
M19882	Van Dam Farms Various Sites	Maintenance Supplies - February Maintenance	245.80
M19884	Westside Equipment Rentals Maintenance	Propane - February Operations	27.07
M19899	Westside Lancaster LLC Old District Office	Door and Door Supplies Maintenance	349.21
M19902	Tel Pro Voice Gregg Anderson	Mic for Voice Lift Operations	225.33
M19904	Universal Electronic Alarms District Office	Napco Keypads Maintenance	609.00
M19913	JB Wholesale Roofing Esperanza	Roofing Supplies - Room 38 Maintenance	296.89
M19915	Bob Howle Maintenance	Repairs - Truck 76 Maintenance	90.00
M19917	Tire Xpress Maintenance	Grounds Tires Operations	99.04
M19919	Jacobsen West Maintenance	Grounds Equipment Repair Parts Operations	551.18
M19919A	Jacobsen West Maintenance	Grounds Equipment Repair Parts Operations	467.01
M19953	Northern Tool and Equipment Maintenance	Topwind Swivel Operations	79.38
M19955	Barco Products Valley View	32 gallon Steel Receptacle Operations	739.43
M19956	USA Blue Book Valley View	Street Basket Dome Tops Operations	763.18
M19957	AV Battery Specialists Sundown	UB670 Batteries Operations	184.98
M19967	Patriot Plumbing Joe Walker	Plumbing Repair Maintenance	110.00
M19970	AV Roofing Esperanza	Complete Fibertite Roof Maintenance	6,600.00
M19971	Patton Sales Corp Gregg Anderson	Gate Supplies Maintenance	30.33
M19973	Palmer Hamilton Joe Walker	2" Casters Maintenance	78.45



			<b>Total</b>	<b>57,051.20</b>
<b><u>CHILD NUTRITION (13)</u></b>				
P51730	Horizon Software International LLC	Summer Services Package, Rollover, and Upgrades		4,241.26
P51740	SNA	School Nutrition Association Membership		122.00
M19877	Quartz Hill Auto Parts	Maintenance Supplies Truck 88- February		39.96
			<b>Total</b>	<b>4,403.22</b>
<b><u>DEFERRED MAINTENANCE (14)</u></b>				
<b><u>BUILDING FUND: BONDS (21)</u></b>				
No Purchase Orders for Funds 14 or 21				
			<b>Total</b>	<b>0.00</b>
<b><u>CAPITAL FACILITIES (25)</u></b>				
P51671	Antelope Valley Press	Notice of Public Hearing: SFNA		238.28
			<b>Total</b>	<b>238.28</b>
<b><u>COUNTY FACILITIES (35)</u></b>				
No Purchase Orders for This Fund				
			<b>Total</b>	<b>0.00</b>
<b><u>ANAVEERDE SETTLEMENT (40)</u></b>				
M19923	Tip Top Arborists	Removal of 4 trees at Cottonwood		2,198.00
			<b>Total</b>	<b>2,198.00</b>
<b><u>CFD's (49)</u></b>				
No Purchase Orders for This Fund				
			<b>Total</b>	<b>0.00</b>

## BOARD AGENDA

March 21, 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	470.00
In-house Staff/Parent Workshops	0.00
Vendor Provided Services	44,055.45
Rental/Lease Contracts	0.00
<i>Total</i>	<u><i>44,525.45</i></u>

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

Approval

# CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of March 21, 2017

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
2017-2018	Amerimac Office Products Quartz Hill	Service Agreement: Standard SD-365 (digital duplicator) General Funding	640.00	
Spring 2017	AV Roofing Company Inc Student Support Services	Remove and Replace Roofing Maintenance General Funding	8,000.00	
June 2, 2017	California Weekly Explorer Inc Del Sur	Assembly: Walk Through the American Revolution Local Site Funds	470.00	
Summer 2017	Horizon Software International LLC Child Nutrition	OneSource Summer Services, Application Rollover, Upgrades Child Nutrition	4,241.26	
2017-2018	Kronos Inc District	Software Support Services Technology Maintenance	29,299.19	
<u>Change</u>				
2016-2017	Bolts in the Bathtub Hillview and Joe Walker	Sewing Machine Maintenance Educational Services General Funding <i>Change: originally only approved for servicing call. Should have been for two.</i>	1,875.00	

**Total**

**44,525.45**

**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.*

Nonpublic School/Agency  
Community Therapies

### Service

Physical Therapy Assessment  
Physical Therapy Assessment  
Physical Therapy Assessment  
Occupational Therapy Assessment  
Occupational Therapy Assessment  
Occupational Therapy Assessment  
Occupational Therapy Assessment  
Occupational Therapy Assessment  
Occupational Therapy Assessment  
Occupational Therapy  
Occupational Therapy  
Occupational Therapy  
Occupational Therapy: UPDATED

### Student ID

FREDL010104M001  
BURND070708M001  
PENAM020807M001  
MENDA071808001  
OLENA083111M001  
LYTH20510M001  
BASSD083002M001  
BURND070708M001  
JAMIK041704M001  
SCUDD022603M001  
LANZA122209M0013  
OBESIO90807M001  
HERNE090104M001

## BOARD AGENDA

March 21, 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 \$127,342.90.

### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

**CONFERENCE/WORKSHOP SCHEDULE**  
**Ratified/Approved at the Board Meeting of March 21, 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>
March 2, 2017 Irvine	Cisco SoCal Tech Day - Public Sector Gabriel Schasch Technology	General Funding	-	0.00	0.00	119.84	0.00	0.00	0.00
May 22-23, 2017 Pasadena	Jim Knight's High-Impact Instructional Coaching Institute and Teacher Clarity Institute Dumayas, Canter, Garcia, Goldovsky, Hewitt, Hrabik, Husband, Melendez, Rather, Rickert, Stricklen, Walker, Young, Simons, Gellinck-Frye, Fitzgerald, Norlin, Sessions, Woolston Educational Services	Supplemental Grant	9,462.00	5,000.00	2,660.00	1,872.50	420.00	4,160.00	0.00
June 26-30, 2017 Los Angeles (UCLA)	ACSA Institute for New and Aspiring Principals Shannon Rossall, Reyna Smith, Shelley Torres Educational Services	Title II Improved Teacher Quality	4,665.00	0.00	0.00	69.02	75.00	0.00	0.00
June 28-30, 2017 San Diego	AVID Summer Conference 74 Attendees Educational Services	Supplemental Grant	56,240.00	25,574.54	9,375.00	4,725.00	1,800.00	0.00	1,125.00
<b>Changes</b>	No Changes								
	Subtotals		70,367.00	30,574.54	12,035.00	6,786.36	2,295.00	4,160.00	1,125.00
	Grand Total		127,342.90						

## BOARD AGENDA

March 21, 2017

TO: BOARD OF TRUSTEES  
PREPARED BY: Jeri Holmes, Purchasing  
SUBJECT: Obsolete Item Disposal List

### BACKGROUND:

#### Equipment Items:

In accordance with Education Code 17546 sections (a) and (c) the governing board may deem that property not exceeding \$2,500.00 in value is of insufficient value to defray the costs of arranging an auction sale and may be disposed of in the local public dump.

For safety and liability reasons, equipment items deemed obsolete or non-repairable by the Board of Trustees will not be made available to employees or other individuals or organizations.

#### Instructional Materials:

In accordance with Education Code 60510 the governing board may deem that instructional materials are surplus and/or obsolete. These materials may be donated or sold according to sections (a) through (e).

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

The current estimated market value of items on the attached list has been deemed by authorized District personnel to be under \$2,500.00. Due to limited staff and storage space, it is more cost effective for the District to dispose of unusable items on a regular basis rather than accumulate items for auction.

### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

## EQUIPMENT DISPOSAL LIST

Board Meeting of March 21, 2017

<u>EQUIPMENT/SERIAL #</u>	<u>DESCRIPTION</u>	<u>SITE</u>	<u>DISPOSAL REASON</u>
3CQ205CLH9	HP 19" LCD Monitor	Gregg Anderson	Unable to Repair
3CQ205CY0H	HP 19" LCD Monitor	Gregg Anderson	Unable to Repair
3CQ205CXZX	HP 19" LCD Monitor	Gregg Anderson	Unable to Repair
17-P34520-01	Dell Laptop	Gregg Anderson	Obsolete
271280080	AverKey 500 Pro	Gregg Anderson	Obsolete
05-P37512-01	P-150 Portable PA	District	Obsolete
44-P18505-02A	HP DeskJet 932C Printer	Cottonwood	Obsolete
DEIA07742941	Philips DVD/VCR	Cottonwood	Obsolete
MY69JH92GM	HP PhotoSmart D7160 Printer	Cottonwood	Obsolete
MY69J692BF	HP PhotoSmart D7160 Printer	Cottonwood	Obsolete
JXJF766487L	Epson Projector	Cottonwood	Unable to Repair
JXJF766491L	Epson Projector	Cottonwood	Unable to Repair
ON58194873451HH123	Dell Printer 720	Cottonwood	Obsolete
101-88498-0001	HIQ Computer	Cottonwood	Obsolete
ON58194873451HH103	Dell Printer 720	Cottonwood	Obsolete
IP5010939061559	Interwrite Mobi	Cottonwood	Obsolete
44-P34153-01A	Dell Laptop	Cottonwood	Obsolete
44-P33318-02D	Hitachi Projector	Cottonwood	Unable to Repair
901013	PortaScribe	Cottonwood	Obsolete
MYg9JG72H5	HP PhotoSmart D7160 Printer	Cottonwood	Obsolete
CW5478	Epson 3LCD Model H382A	Cottonwood	Unable to Repair
JXJF766469L	Epson Projector	Cottonwood	Unable to Repair
304937060	AverVision 300P	Cottonwood	Obsolete
31101705D	AverVision 300P	Cottonwood	Obsolete
305197060	AverVision 300P	Cottonwood	Obsolete
KT010003084521	Philips Magnavox Digital Tuner	Cottonwood	Obsolete
MY69JG92FX	HP PhotoSmart D7160 Printer	Cottonwood	Obsolete
JXJF7667922	Epson EMP-83	Cottonwood	Unable to Repair
JXJF7664422	Epson EMP-83	Cottonwood	Unable to Repair
185010939061598	Interwrite Mobi	Cottonwood	Obsolete
310987050	AverVision 300P	Cottonwood	Obsolete
AH4228	Dell Photo 926 Printer	Cottonwood	Obsolete

## BOARD AGENDA

March 21, 2017

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Board Bylaws – First Reading

### BACKGROUND:

As part of Board Governance, the following Board Bylaws are being reviewed. Revisions are suggested by CSBA as a result of either recent judicial rulings or legislative enactment make our bylaws consistent with law.

BB/E 9320, Meetings and Notices  
BB 9321, Closed Session Purposes and Agendas  
BB 9321.1, Closed Session Actions and Reports  
BB 9322, Agenda/Meeting Materials

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

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

### SUPERINTENDENT'S RECOMMENDATION:

Approval



# **Board Bylaw**

## **Meetings And Notices**

### **Board Bylaws**

BB 9320(a)

Meetings of the Board of Trustees are conducted for the purpose of accomplishing district business.

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

In accordance with state open meeting laws, the Board shall hold its meetings in public and shall conduct closed sessions during these meetings only to discuss confidential matters specified by law. To encourage community involvement in the schools, meetings shall provide opportunities for questions and comments by members of the public and shall be conducted in accordance with law and Board-adopted bylaws.

(cf. 9321 - Closed Session Purposes and Agendas)  
(cf. 9321.1 - Closed Session Actions and Reports)  
(cf. 9322 - Agenda/Meeting Materials)  
(cf. 9323 - Meeting Conduct)

Except as otherwise authorized by law, direct communication, personal intermediaries, and technological devices shall not be used by a majority of Board members to develop a collective concurrence as to an action that members will take on any item of district business.  
(Government Code 54952.2)

In order to help ensure participation in the meeting by disabled individuals, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Meeting notices and agendas shall specify that an individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee in writing.

### **Regular Meetings**

The Board shall hold at least one regular meeting each month. Regular meetings shall be held at 5:00 p.m. on 1st and 3rd Tuesday at a district facility.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

If a fire, flood, earthquake or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the president or designee, who shall so inform, by the most rapid available means of communication, all news media who have requested notice of special meetings. (Government Code 54954)

### Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed; no other business shall be considered at these meetings. (Education Code 35144; Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or after the item's consideration. (Government Code 54954.3)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Public notice shall be given at least 72 hours before any retreats, study sessions or training sessions held by the Board. All such meetings shall be held within district boundaries and action items shall not be included.

### Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. A work stoppage, crippling activity or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting under this section may endanger the public health and/or safety as determined by a majority of the members of the Board

Except in the case of a dire emergency, the Board president, secretary or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. (Government Code 54956.5)

In the case of a dire emergency, the Board president, secretary or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president, secretary or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

#### Adjourned Meetings

A majority vote by the Board may adjourn any meeting to a later time and place that shall be specified in the order of adjournment. (Government Code 54955)

If no Board members are present at any regular or adjourned regular meeting, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of adjournment. (Government Code 54955)

#### Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from

locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

#### Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

#### Hearings

The Board may occasionally convene public hearings at which no Board action is to be taken. Such hearings are held solely to allow the Board and members of the public to receive information. A hearing may take place immediately prior to a Board meeting.

If a quorum of Board members is present at a hearing, notice of the hearing shall be provided according to procedures specified above for regular meetings.

#### Other Gatherings

Attendance by a majority of the Board members at any of the following events is not subject to state open meeting laws provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school Boards
2. An open, publicized meeting organized by a person or organization other than the district

to address a topic of local community concern

3. An open and noticed meeting of another body of the district or at a legislative body of another local agency
4. A purely social or ceremonial occasion
5. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to open meeting laws. (Government Code 54952.2)

#### Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to disabled persons or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

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

Meetings shall be held within district boundaries, except to do any of the following:  
(Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction

6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

Legal Reference:

EDUCATION CODE

- 35140 Time and place of meetings
- 35143 Annual organizational meeting, date, and notice
- 35144 Special meeting
- 35145 Public meetings
- 35145.5 Agenda; public participation; regulations
- 35146 Closed sessions
- 35147 Open meeting law exceptions and applications

GOVERNMENT CODE

- 11135 State programs and activities, discrimination
- 54950-54963 The Ralph M. Brown Act, especially:
  - 54953 Meetings to be open and public; attendance
  - 54954 Time and place of regular meetings
    - 54954.1 Mailed notices
    - 54954.2 Agenda posting requirements, board actions
  - 54956 Special meetings; call; notice
  - 54956.5 Emergency meetings
- 54961 Prohibition on use of certain facilities

UNITED STATES CODE, TITLE 42

- 12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.160 Effective communications
- 36.303 Auxiliary aids and services

COURT DECISIONS

- Wolfe v. City of Fremont, (2006) 144 Cal.App. 544

216 Sutter Bay Associates v. County of Sutter, (1997) 58 Cal.App. 4th 860

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 218 (2005)

84 Ops.Cal.Atty.Gen. 181 (2001)

84 Ops.Cal.Atty.Gen. 30 (2001)

79 Ops.Cal.Atty.Gen. 69 (1996)

78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2006

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

CSBA, Agenda Online:

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: <http://www.caag.state.ca.us>

Bylaw WESTSIDE UNION SCHOOL DISTRICT

adopted: September 16, 2008 Quartz Hill, California

reviewed, readopted: July 24, 2012

# **Exhibit**

## **Government Code 54954 Provisions Regarding Meetings Outside District Boundaries**

### **Board Bylaws**

E 9320

Board meetings may be held outside district boundaries only under one or more of the following circumstances: (Government Code 54954)

1. When necessary to comply with state or federal law or court order, or to attend a judicial or administrative proceeding to which the district is a party.
2. To inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property.
3. To participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law.
4. To meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district.
5. To meet with state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction.
6. To meet in or near a facility owned by the district but located outside the district, provided the meeting is limited to items directly related to that facility.
7. To visit the office of the district's attorney for a closed session on pending litigation, when doing so would reduce legal fees or costs.
8. To attend conferences on nonadversarial collective bargaining techniques.
9. To interview residents of another district regarding the Board's potential employment of that district's superintendent.
10. To interview a potential employee from another district.



# **Board Bylaw**

## **Closed Session Purposes And Agendas**

### **Board Bylaws**

BB 9321(a)

The Board of Trustees is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold closed sessions only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meeting in accordance with law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The Board shall disclose in open session the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. After the closed session, the Board shall reconvene in open session before adjourning the meeting, and when applicable, shall disclose any action taken in the closed session, in the manner prescribed by Government Code 54957.1. (Government Code 54957.7)

(cf. 9321.1 - Closed Session Actions and Reports)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

(cf. 1340 - Access to District Records)

A Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

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

### **Personnel Matters**

The Board may hold a closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4115 - Evaluation/Supervision)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4215 - Evaluation/Supervision)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4315 - Evaluation/Supervision)

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The Board may hold a closed session to discuss a district employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

#### Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process
3. Any hearing, meeting, or investigation conducted by a factfinder or arbitrator
4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

The Board may meet in closed session to review the Board's position and/or instruct its designated representative regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. (Government Code 54957.6)

For represented employees, the Board may also meet in closed session regarding any other matter within the statutorily provided scope of representation. (Government Code 54957.6)

Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator or mediator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

#### Matters Related to Students

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

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

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

The Board shall meet in closed session to address any student matter that may involve disclosure of confidential student information, or to consider a suspension, disciplinary action, or any other action against a student except expulsion. If a written request for open session is received from

the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. (Education Code 35146, 48912, 49070)

(cf. 5117 - Interdistrict Attendance)  
(cf. 5119 - Students Expelled from Other Districts)  
(cf. 5125.3 - Challenging Student Records)  
(cf. 5144 - Discipline)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

(cf. 5125 - Student Records)

#### Security Matters

The Board may meet in closed session with the Governor, Attorney General, district attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. (Government Code 54957)

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3515 - Campus Security)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of the members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

#### Conference with Real Property Negotiator

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code

54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate. (Government Code 54956.8)

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

#### Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding a pending litigation when a discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances: (Government Code 54956.9)

1. Litigation to which the district is a "party" has been initiated formally. (Government Code 54956.9(a))
2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(b))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

- a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.
- b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or

transactional occurrence which might result in litigation against the district, which are already known to potential plaintiffs and which must be publicly disclosed before the closed session or specified on the agenda.

c. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

(cf. 3320 - Claims and Actions Against the District)

d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.

e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(c))

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be

required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

#### Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

(cf. 3530 - Risk Management/Insurance)

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the closed session description used by the JPA and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

#### Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

#### Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment

instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

(cf. 6162.5 - Student Assessment)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35146 Closed session (re student suspension)

44929.21 Districts with ADA of 250 or more

48912 Board of Trustees suspension

48918 Rules governing expulsion procedures; hearings and notice

49070 Challenging content of students records

60617 Meetings of Board of Trustees

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

6252-6270 California Public Records Act

54950-54963 The Ralph M. Brown Act

COURT DECISIONS

Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860

Bell v. Vista Unified School District, (2001) 82 Cal.App. 4th 672

Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87

Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876

Roberts v. City of Palmdale, (1993) 5 Cal.App. 4th 363

Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41

ATTORNEY GENERAL OPINIONS

94 Ops.Cal.Atty.Gen. 82 (2011)

86 Ops.Cal.Atty.Gen. 210 (2003)

78 Ops.Cal.Atty.Gen. 218 (1995)

59 Ops.Cal.Atty.Gen. 532 (1976)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2009

ATTORNEY GENERAL PUBLICATIONS



The Brown Act: Open Meetings for Legislative Bodies, 2002  
LEAGUE OF CALIFORNIA CITIES PUBLICATIONS  
Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010

WEB SITES

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

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

League of California Cities: <http://www.cacities.org>

Bylaw WESTSIDE UNION SCHOOL DISTRICT  
adopted: August 4, 2015 Quartz Hill, California

# **Board Bylaw**

## **Closed Session Actions And Reports**

### **Board Bylaws**

BB 9321.1(a)

No matters other than those announced in open session shall be acted upon during the closed session. (Government Code 54957.7)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall reconvene in open session before adjourning and report closed session actions, the votes or abstentions thereon, and other disclosures required by Government Code 54957.1. These disclosures may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing them. (Government Code 54957.7)

### **Personnel Matters**

The Board shall report any personnel action taken and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall identify the title of the position. However, the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

### **Negotiations/Collective Bargaining**

Final action on the proposed compensation of one or more unrepresented employees shall not be taken during the closed session. (Government Code 54957.6)

Approval of an agreement concluding closed session labor negotiations with represented employees shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code 54957.1)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

### **Student Matters**

Actions related to student matters shall be taken in open session and shall be a matter of public

record. No information shall be released in violation of student privacy rights provided in law. (Education Code 35146, 48918; 20 USC 1232))

In an expulsion action, the student's name shall not be disclosed, but the cause for the expulsion shall be disclosed in open session.

(cf. 5117 - Interdistrict Attendance)  
(cf. 5119 - Students Expelled from Other Districts)  
(cf. 5125 - Student Records)  
(cf. 5125.3 - Challenging Student Records)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)

#### Real Estate Negotiations

Approval of an agreement concluding real estate negotiations shall be reported after the agreement is final. If the Board renders the agreement final, it shall report that approval, the votes or abstentions thereon, and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code 54957.1)

#### Pending Litigation

The Board shall report the following actions related to pending litigation, and the votes or abstentions thereon, at the public meeting during which the closed session is held: (Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.
2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation and if final approval rests with the other party or with the court, the district shall report the fact of approval, the substance of the agreement and the vote and abstentions thereon to persons who inquire once the settlement is

final. (Government Code 54957.1)

#### JPA/Self-Insurance Claims

The Board shall report the disposition of joint powers authority or self-insurance claims and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall include the name of the claimant(s), the name of the agency claimed against, the substance of the claim and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

(cf. 3320 - Claims and Actions Against the District)

(cf. 3530 - Risk Management/Insurance)

#### Review of Assessment Instruments

At the public meeting during which the Board holds a closed session to review student assessment instruments, the Board shall confirm that this review was made. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

(cf. 6162.5 - Student Assessment)

#### Legal Reference:

##### EDUCATION CODE

35145 Public meetings

35146 Closed session (re student matters)

48918 Rules governing expulsion procedures; hearings and notice

49073-49079 Privacy of student records

60617 Meetings of governing board

##### GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54957.1 Closed sessions; public report of action taken

54957.6 Closed sessions; representatives to employee organization(s)

54957.7 Disclosure of items to be discussed

##### UNITED STATES CODE, TITLE 20

1232 Family Educational Rights and Privacy Act

##### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy

80 Ops.Cal.Atty.Gen. 85 (1997)

##### COURT CASES

Kleitman v. Superior Court of Santa Clara County 87 Cal Rptr. 2d (1999)

Bylaw WESTSIDE UNION SCHOOL DISTRICT  
adopted: September 8, 1998 Quartz Hill, California  
reviewed, readopted: July 24, 2012

# **Board Bylaw**

## **Agenda/Meeting Materials**

### **Board Bylaws**

BB 9322(a)

Board of Trustees meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall specify that an individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.

### **Agenda Preparation**

The Superintendent, as Secretary to the Board, in consultation with the Board president, shall prepare the agenda for each regular and special meeting.

(cf. 9121 - President)

(cf. 9122 - Secretary)

A Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, at least two weeks before the scheduled meeting date. Items submitted less than two weeks before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board

may not be placed on the agenda. In addition, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item or consent item.

When an item properly posed for a regular meeting is continued to a subsequent meeting, it may not be on the agenda of the subsequent meeting, it may not be on the agenda of the subsequent meeting if the subsequent meeting occurs within five days. The Board shall publicly identify the item before discussing it. (Government Code 54954.2)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1340 - Access to District Records)  
(cf. 3320 - Claims and Actions Against the District)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)

#### Consent Items

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

#### Agenda Dissemination

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting, together with the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens and others; and other

available documents pertinent to the meeting.

When special meetings are called, the Superintendent and president shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to request additional information on agenda items.

Upon request, the Superintendent or designee shall make the agenda and/or agenda packet available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

The Superintendent or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

If a document is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at the time the document is distributed to a majority of the Board provided that the document is a public record under the Public Records Act and relates to an agenda item for an open session of a regular Board meeting. The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

(cf. 1113 - District and School Web Sites)  
(cf. 1340 - Access to District Records)

Any documents prepared by the district or the Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any documents prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.



Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Public records

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Caldwell v. Roseville Joint Union HSD, 2007 U.S. Dist. LEXIS 66318

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2007

Guide to Effective Meetings, rev. 2007

Maximizing School Board Leadership: Boardsmanship, 1996

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, rev. 2003

CALIFORNIA CITY ATTORNEY PUBLICATIONS

Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000

WEB SITES

CSBA, Agenda Online:

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: <http://www.caag.state.ca.us>

Bylaw WESTSIDE UNION SCHOOL DISTRICT

adopted: September 16, 2008 Lancaster, California

reviewed, readopted: July 24, 2012

## BOARD AGENDA

March 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Declaring Cottonwood as a School of Choice

### BACKGROUND:

Starting in the 2017-2018 school year, Cottonwood Elementary will become a School of Choice. All parents requesting that their children attend Cottonwood understand that it will offer classes that create a STEAM program (Science, Technology, Engineering, Art, Mathematics). Students will be required to wear a uniform. Parents will be notified that the school will continue to be under construction and all programs will not be ready until the second semester of the 17-18 school year. To be admitted to the school, parents will need to file an intradistrict transfer request. If more requests are received than there are seats available, a random lottery process will be implemented and seats assigned on the following priority basis:

1. Preference will be given to families that reside within the current Cottonwood School Boundary—map attached.
2. Preference will be given to siblings of students who attend the school or who have been admitted under the intradistrict transfer policy.
3. Transfers received on or before April 28, 2017, will be processed before any received thereafter, including those that may meet criteria 1 and/or 2.

After available seats are assigned, a waiting list will be developed and seats will be offered through the end of the 3<sup>rd</sup> quarter each year. Thereafter, students will be admitted in the transfer process for the following school year.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

There will be an additional program costs for this school of choice program. Costs will include personnel additions to implement the STEAM program.

### SUPERINTENDENT'S RECOMMENDATION:

Approval

## BOARD AGENDA

March 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance
  - Protocols
  - BB/E 9223, Filling Vacancies

## **Governance Team Protocols**

Effective governance teams discuss and agree upon the formal structures and processes, or protocols, used by the Board and Superintendent in their functioning as a team. These structures and processes guide the operation of the governance team and determine how they do business. Protocols are the agreements that ensure that all members of the team are operating within their agreed upon roles.

### **Staff Communication**

The board shall make it clear that individual contacts initiated by individual district staff and community members will be shared with the superintendent and president of the board as appropriate.

### **Requesting Information from the Staff**

All requests for information from individual board members shall go through the Superintendent. Questions about agendas items will be provided to Superintendent before meeting with sufficient time to provide answer.

### **District Committee Meetings**

All district meetings at which 3 or more board members will be in attendance must be properly noticed. Board members must notify superintendent of attendance four days in advance. Be mindful of time spent on discussions during Board meetings.

### **Conflicting Viewpoints**

Recognizing that district improvement requires change, the board welcomes different opinions and ideas. However, the board also takes great effort to avoid lingering animosities which can result from different viewpoints.

The board actively solicits input and listens to all perspectives. The board values diverse opinions among its members and realizes that by respecting that diversity and seeking common ground it becomes a more effective board.

The board recognizes that it represents all students and all facets of the community and, as such, it has an obligation to pursue different points of view with honesty and vigor. Each board member commits to hearing one another out. By doing so board members model for students the honest and respectful expression of different points of view.

If a member of the Governance Team cannot support the decision of the Board because it offends a moral/personal code, the member is expected, at a minimum, to refrain from undermining the decision or directive.

The above commitment to either support or refrain from undermining majority decisions does not preclude the member from asking for consideration at a future time of a more acceptable alternative. However, the decision of the Board should be considered final.

### **Managing Difficult Topics**

Recognizing that the Board has been elected to conduct challenging conversations in public, members agree to discuss the issues in an atmosphere of mutual respect.

Debate should only occur between board members. The Board will not respond to questions or statements made by members of the audience. Only the chair will respond to public comment during the meeting and only if warranted.

We do not have different values. We have different value priorities. Rarely are there single-value problems. We seek the **best** rather than the right solution.

### **Board Notification**

The superintendent will inform the board of pertinent activities of the district. If it's likely to be in the newspaper, the board should know about it. The superintendent will use e-mail to communicate routine matters to the board on a regular basis. During crisis situations, the superintendent will send out an e-mail alert and then attempt to reach board members via telephone beginning with the board president.

### **Handling Complaints**

If a Board Member receives a complaint, s/he will refer the complainant to the appropriate staff member. Afterwards, the Board Member will report the complaint to the superintendent.

Board members will be knowledgeable of the complaint processes outlined in Board Policies 1312.1, 1312.2, 1312.3, and 1312.4 along with the accompanying administrative rules.

While Board members may listen to complaints from staff regarding policies or procedures; members must be careful not to usurp the chain of command. Complainants are encouraged to discuss the matter with their supervisor or union representative.

However, with regard to the Board's Court of Appeals role, board members will not listen or respond to complaints against personnel. Board members will notify the superintendent of all complaints they receive.

### **Using Meetings as Strategic Leadership Tools**

All governance team members agree that the board meetings are opportunities to strategically move the district forward, and to communicate direction, district priorities and progress to the community.

Prior to the annual reorganization meeting, the board will review the Board Governance Handbook and Board Bylaws (9000 series).

The board will annually meet with members of the administrative team to create the board's Governance Calendar. At the conclusion of each regular meeting, the superintendent will reference the calendar and note upcoming information and decision points.

### **Visiting Schools**

The board understands that periodic visitations to school sites are a valuable tool in understanding the culture of the school and increasing board member visibility.

Trustees wishing to visit a school site will inform the superintendent who will contact the site principal in order to arrange a date/time for the visit. The principal/designee will accompany the trustee when visiting classrooms and school/site departments.

Board members are required to check in with the principal's office and follow campus guidelines for visitors.

When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than board members.

# **Board Bylaw**

## **Agenda/Meeting Materials**

### **Board Bylaws**

BB 9322(a)

Board of Trustees meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall specify that an individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.

### **Agenda Preparation**

The Superintendent, as Secretary to the Board, in consultation with the Board president, shall prepare the agenda for each regular and special meeting.

(cf. 9121 - President)

(cf. 9122 - Secretary)

A Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, at least two weeks before the scheduled meeting date. Items submitted less than two weeks before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board

may not be placed on the agenda. In addition, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item or consent item.

When an item properly posed for a regular meeting is continued to a subsequent meeting, it may not be on the agenda of the subsequent meeting, it may not be on the agenda of the subsequent meeting if the subsequent meeting occurs within five days. The Board shall publicly identify the item before discussing it. (Government Code 54954.2)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1340 - Access to District Records)  
(cf. 3320 - Claims and Actions Against the District)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)

#### Consent Items

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

#### Agenda Dissemination

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting, together with the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens and others; and other



available documents pertinent to the meeting.

When special meetings are called, the Superintendent and president shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to request additional information on agenda items.

Upon request, the Superintendent or designee shall make the agenda and/or agenda packet available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

The Superintendent or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

If a document is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at the time the document is distributed to a majority of the Board provided that the document is a public record under the Public Records Act and relates to an agenda item for an open session of a regular Board meeting. The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

(cf. 1113 - District and School Web Sites)  
(cf. 1340 - Access to District Records)

Any documents prepared by the district or the Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any documents prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Public records

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Caldwell v. Roseville Joint Union HSD, 2007 U.S. Dist. LEXIS 66318

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2007

Guide to Effective Meetings, rev. 2007

Maximizing School Board Leadership: Boardsmanship, 1996

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, rev. 2003

CALIFORNIA CITY ATTORNEY PUBLICATIONS

Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000

WEB SITES

CSBA, Agenda Online:

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: <http://www.caag.state.ca.us>

Bylaw WESTSIDE UNION SCHOOL DISTRICT

adopted: September 16, 2008 Lancaster, California

reviewed, readopted: July 24, 2012

# **Exhibit**

## **Filling Vacancies**

### **Board Bylaws**

E 9223(a)

Events causing vacancy before expiration of term (Government Code 1770)

An office becomes vacant on the happening of any of the following events before the expiration of the term:

- (a) The death of the incumbent
- (b) The adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term
- (c) His/her resignation
- (d) His/her removal from office
- (e) His/her ceasing to be an inhabitant of the district for which the officer was chosen or appointed or within which the duties of his/her office are required to be discharged
- (f) His/her absence from the state without the permission required by law beyond the period allowed by law
- (g) His/her ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law
- (h) His/her conviction of a felony or any offense involving a violation of his/her official duties. An officer shall be deemed to have been convicted under this subdivision when trial court judgment is entered. For the purposes of this subdivision, "trial court judgment" means a judgment by the trial court either sentencing the officer or otherwise upholding and implementing the plea, verdict or finding.
- (i) His/her refusal or neglect to file his/her required oath or bond within the time prescribed
- (j) The decision of a competent tribunal declaring void his/her election or appointment
- (k) The making of an order vacating his/her office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond

(l) His/her commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate or stimulant addict; in this event, the office shall not be deemed vacant until the order of commitment has become final.

Absence from state; members of Board of Trustees of school districts; conditions (Government Code 1064)

No member of the Board of Trustees of a school district shall be absent from the state for more than 60 days, except in any of the following situations:

- (a) Upon business of the school district with the approval of the board
- (b) With the consent of the Board of Trustees of the school district for an additional period not to exceed a total absence of 90 days
- (c) For federal military deployment not to exceed six months as a member of the armed forces of the United States or the California National Guard

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board of Trustees of the school district for an additional period not to exceed 30 days.

Exhibit WESTSIDE UNION SCHOOL DISTRICT

version: adopted: November 17, 1997 Quartz Hill, California

reviewed, readopted: July 24, 2012

## BOARD AGENDA

March 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent Educational Services

SUBJECT: Revised Board Policy/Administrative Regulation- First Reading

### BACKGROUND:

Annually policies are reviewed by CSBA and changes are suggested as a result of either recent judicial rulings or legislative enactment. Changes suggested by CSBA make our policies consistent with law. These policies and regulations have also been revised to reflect the impact of changes of funding for supplemental instruction programs. This is the first reading of the policy and administrative regulation.

### PROGRAM/EDUCATIONAL IMPLICATION:

**Administrative Regulation 5111 Admission- Revised**

**Board Policy 6170.1 Transitional Kindergarten- Revised**

Revisions to the policy and administrative regulation clarify admission of five year olds into kindergarten and transitional kindergarten.

### COST ANALYSIS/FUNDING SOURCE:

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

### ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

# Westside Union SD

## Administrative Regulation - Revised

### Admission

#### Students

AR 5111(a)

#### Age of Admittance to Grades K-1 Kindergarten and First Grade

~~A child shall be eligible for enrollment in kindergarten or first grade, at the beginning of the school year or at a later time in the same year, if the child has his/her fifth or sixth birthday, respectively, on or before one of the following dates: (Education Code 48000, 48010)~~

- ~~1. December 2 of the 2011-12 school year~~
- ~~2. November 1 of the 2012-13 school year~~
- ~~3. October 1 of the 2013-14 school year~~
- ~~4. September 1 of the 2014-15 school year and each school year thereafter~~

At the beginning of each school year, the Superintendent or designee shall enroll any otherwise eligible child who will have his/her fifth or sixth birthday on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Any child who will have his/her fifth birthday ~~between the date listed above for the applicable school year and from September 2 through December 2~~ shall be offered a transitional kindergarten program in accordance with law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)  
(cf. 6170.1 - Transitional Kindergarten)

On a case-by-case basis, a child who ~~reaches age five after the date listed above for the applicable school year (but before December 2 after the 2014-2015 school year)~~ may be admitted ~~to~~ turns five years old in a given school year may be enrolled in kindergarten or TK ~~at any time~~ on or after his or her fifth birthday during the first three quarters of the school year with the approval of the child's parent/guardian, provided that: (Education Code 48000)

1. The Superintendent or designee determines that the admittance is in the best interests of the child. ~~Results from an assessment administered by the district will be considered when making the determination.~~
2. ~~In all cases the school staff will have a long enough time to enable school personnel to evaluate his/her ability.~~

3. ~~The student is in the upper five percent of his/her age group in terms of general mental ability and achievement.~~
4. ~~The physical development and social maturity of the student are consistent with his/her advanced mental ability.~~
5. 2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

(cf. 5145.6 - Parental Notifications)

~~In determining whether a child may be granted early entry to kindergarten, the Superintendent or designee may also consider the availability of classroom space and any negotiated maximum class size. The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.~~

(cf. 6151 - Class Size)

(cf. 7111 - Evaluating Existing Buildings)

#### Documentation of Age/Grade

~~Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)~~

Evidence of the child's age may include:

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. Passport

When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child. (Education Code 48002)

~~A student enrolling in a district school at any other grade level shall present records from his/her previous school district documenting his/her age and current grade level.~~

~~(cf. 5125—Student Records)~~

~~(cf. 6146.3—Reciprocity of Academic Credit)~~

Regulation WESTSIDE UNION SCHOOL DISTRICT  
approved: May 15, 2012 Quartz Hill, California

# **Westside Union SD**

## **Board Policy - Revised**

### **Transitional Kindergarten**

#### **Instruction**

BP 6170.1(a)

The Board of Trustees desires to offer a high-quality transitional kindergarten program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's transitional kindergarten shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

(cf. 1220 - Citizen Advisory Committees)  
(cf. 6020 - Parent Involvement)

#### **Eligibility**

The district's transitional kindergarten program shall admit children whose fifth birthday is between September 2 and December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of this program and the age, residency, and any other enrollment requirements. Enrollment in the transitional kindergarten program shall be voluntary.

(cf. 5111 - Admission)  
(cf. 5111.1 - District Residency)  
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)  
(cf. 5141.22 - Infectious Diseases)  
(cf. 5141.3 - Health Examinations)  
(cf. 5141.31 - Immunizations)  
(cf. 5141.32 - Health Screening for School Entry)

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.



The district may, at any time during the school year, admit into the TK program a child whose fifth birthday is after December 2 of the same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and there is space available. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 4800)

#### Curriculum and Instruction

The district's transitional kindergarten program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills which may include, as appropriate, language and literacy, mathematics, physical development, , health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Language Learners)

The number of instructional minutes offered in transitional kindergarten shall be the same as that required for the district's kindergarten program.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

Transitional kindergarten students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

#### Staffing

~~Teachers assigned to teach in transitional kindergarten classes shall possess a teaching credential or permit that authorizes instruction at the kindergarten grade level.~~

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a transitional kindergarten class after July 1, 2015, shall by August 1, 2020, have at least 24 units in early childhood education and/or child

development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that transitional kindergarten teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

#### Continuation to Kindergarten

Students who complete the transitional kindergarten program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed parental permission form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible to continue in kindergarten are enrolled in transitional kindergarten, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the transitional kindergarten year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of transitional kindergarten and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

#### Assessment

The Superintendent or designee may develop or identify appropriate assessments of transitional kindergarten students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

#### Legal Reference:

##### EDUCATION CODE

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county office of education

46111 Kindergarten, hours of attendance

- 46114-46119 Minimum school day, kindergarten
- 46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
- 48000 Minimum age of admission (kindergarten)
- 48002 Evidence of minimum age required to enter kindergarten or first grade
- 48200 Compulsory education, starting at age six

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

Prekindergarten Learning Development Guidelines, 2000

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

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

California Kindergarten Association: <http://www.ckanet.org>

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

Transitional Kindergarten California: <http://www.tkcalifornia.org>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: December 15, 2015 Quartz Hill, California

## BOARD AGENDA

March 15, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Scott Brewer, Director Student Support Services

SUBJECT: Memorandum of Understanding 17-14, between Westside Union School District and Children's Bureau

### BACKGROUND:

Westside Union School District works with various community mental health agencies to provide access to specific services to students with need in this area. This program addresses gaps in access to mental health services for children left by the discontinuation of AB3632.

### PROGRAM/EDUCATIONAL IMPLICATION:

Children's Bureau shall provide counseling/therapy and psychiatric services to Westside Union School District students (hereinafter, services are collectively referred to as "services"). All services shall be provided at no cost to students. Children's Bureau will bill Medi-Cal and/or Healthy Families for services provided. ALL students seen must be eligible for EPSDT Medi-Cal with NO share of cost (Full scope) and meet medical necessity based on Medi-Cal criteria. Services are dependent on available funding. ALL services shall be provided by licensed therapists and/or by unlicensed interns under the direct supervision of licensed therapists, licensed physicians and in class positive behavioral interventists.

### COST ANALYSIS:

No cost

### ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

**AGREEMENT BETWEEN WESTSIDE UNION SCHOOL DISTRICT  
AND CHILDREN'S BUREAU – LANCASTER**

Westside Union School District  
41914 50<sup>th</sup> Street West  
Quartz Hill, CA 93536  
661-722-0716  
661-722-1046 (Fax)

Children's Bureau  
921 West Avenue J, Suite C  
Lancaster, CA 93534  
661-949-0131  
661-729-8912 (Fax)

THIS MEMORANDUM OF UNDERSTANDING is approved and entered into as of this 22<sup>nd</sup> day of March, 2017, by and between Westside Union School District and Children's Bureau – Lancaster. In consideration of the promises and of the mutual covenants and agreements hereinafter contained, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Westside Union School District and Children's Bureau – Lancaster do hereby covenant and agree as follows:

1. Term of Agreement:

This Agreement shall commence on March 22<sup>nd</sup> 2017. Thereafter, unless sooner terminated as herein provided, this Agreement shall automatically be renewed annually for successive three (3) year terms.

2. Termination

Either party to this Agreement may terminate the Agreement, with or without cause, upon thirty (30) days prior written notice.

3. Services:

The Children's Bureau – Lancaster shall provide counseling/therapy and psychiatric services to Westside Union School District students (hereinafter, services are collectively referred to as "services"). All services shall be provided at no cost to students. The Children's Bureau – Lancaster will bill Medi-Cal for service provided. ALL students seen must be eligible for EPSDT Medi-Cal with NO share of cost (Full scope) and meet medical necessity based on Medi-Cal criteria. Services are dependent on available funding. ALL services shall be provided by licensed therapists and/or by unlicensed interns under the direct supervision of licensed therapists, licensed physicians and in class positive behavioral interventists.

#### 4. Staff Requirements:

The Children's Bureau – Lancaster shall notify the District of all persons performing services to District students. The Children's Bureau – Lancaster shall also notify the district of all persons no longer performing services to students.

No person shall perform any services or have any contact with students pursuant to this Agreement unless The Children's Bureau – Lancaster first provides Westside Union School District with prior written proof, demonstrating that person's compliance with each of the following requirements:

- A. Each therapist/practitioner providing services pursuant to this agreement shall submit proof of holding an appropriate license or be under the supervision of a therapist holding such license.
- B. Each therapist/practitioner, unlicensed intern, or other person having contact with students pursuant to this Agreement shall submit proof of complying with the tuberculosis examination, in the manner described in Education Code 49406(a1) and shall be determined free of active tuberculosis.
- C. Each therapist/practitioner, unlicensed intern or other person having contact with students pursuant to this Agreement shall submit proof of clearance from the Department of Justice, for fingerprinting examination.
- D. In the event The Children's Bureau – Lancaster is notified by the Department of Justice of any circumstance that could potentially change the DOJ Fingerprint clearance status of any therapist/practitioner, unlicensed intern or other person having contact with students a Westside Union School District student, The Children's Bureau – Lancaster agrees to promptly notify Westside Union School District of the change including but not limited to notice of subsequent arrest.

#### 5. Supervision of Staff:

While engaged in the performance of this Agreement, The Children's Bureau – Lancaster is an independent contractor and is not an Officer, agent or employee of Westside Union School District. The Children's Bureau – Lancaster shall be solely responsible for provision of services pursuant to this Agreement, and shall ensure adequate supervision and training of all personnel.

6. Approval:

No person shall perform any services or have any contact with students without prior approval from Westside Union School District. Individuals providing services to district students shall submit a services provider application to Westside Union School District. It is understood that Westside Union School District may grant or deny such approval with or without cause.

7. Parental Consent:

No services shall be provided to any student pursuant to this Agreement without prior written approval from the student's parent/guardian. The Children's Bureau – Lancaster shall develop, and utilize, in all cases and for each student, a standardized parent/guardian consent form.

8. Student Privacy and Pupil Records:

The Children's Bureau – Lancaster shall not have access to student names, addresses, or other pupil record information without prior written parent/guardian consent, as herein provided. The Children's Bureau – Lancaster and Westside Union School District shall jointly develop procedures whereby students may be identified for referral, and whereby referrals may be transmitted to the parent/guardian. All such procedures shall protect student privacy.

Confidentiality of pupil records shall be maintained. The Children's Bureau – Lancaster agrees to maintain any and all pupil records in a secure location.

Additionally, client/pupil records held by The Children's Bureau – Lancaster must be maintained securely and confidentially in accordance with HIPPA Laws to protect patient privacy.

9. Insurance:

The Children's Bureau – Lancaster agrees to maintain in full force and effect throughout the duration of the Agreement a suitable policy or policies of professional and general liability insurance, insurance against all bodily injury, property damage, personal injury, and other loss or liability caused by or connected to The Children's Bureau – Lancaster performances pursuant to this Agreement. Such insurance shall be in amounts not less than 1,000,000 per occurrence; \$3,000,000 for annual aggregate and \$1,000,000 for property damage. Westside Union School District shall not be subject to any deductible or self-insured retention obligation under such policy or policies, and all such amounts shall be the responsibility of The Children's Bureau – Lancaster.

All insurance required under this Agreement shall be issued as primary policy and contain an endorsement requiring thirty (30) days written notice from the insurance company to both parties hereto before cancellation or change in coverage, scope or amount of any policy, The Children's Bureau – Lancaster, its directors, officers, agents employees and consultants, shall be designated as additional named insured on each and every such policy or policies without obligation for any deductible or self-insured retention as provided in Section 4(b), above. The Children's Bureau – Lancaster shall provide Westside Union School District with certificate(s) of insurance. All insurance shall be primary and noncontributory as respects to Westside Union School District insured entities. Any insurance or self-insured coverage maintained by the School District shall be in excess of the organizations insurance and shall not contribute with it.

10. Indemnity:

The Children's Bureau – Lancaster agrees to indemnify and hold harmless Westside Union School District, its officers, agents, employees, and volunteers against all claims, damages, losses and expenses including attorney's fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the organizations, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence; sole negligence or willful misconduct of the School District.

11. District Facilities and Equipment:

Westside Union School District agrees to provide reasonable and adequate space to The Children's Bureau – Lancaster at mutually convenient times to enable The Children's Bureau – Lancaster to provide Services pursuant to this Agreement. Westside Union School District additionally agrees to provide, The Children's Bureau – Lancaster with access to copiers, facsimile machines and telephones to enable The Children's Bureau – Lancaster to provide Services pursuant to this Agreement.

12. Compliance With Laws:

Both parties shall comply with all applicable State and Federal law.

13. Notices and Approval:

Any notice pursuant to this Agreement shall be made in writing, via United States mail, to the person identified immediately below, which persons shall also be responsible for final approval of all forms and/or procedures referenced herein.



Westside Union School District  
Shawn Cabey  
Assistant Superintendent  
Administrative Services  
41914 N. 50th Street West  
Quartz Hill, CA 93536

The Children's Bureau - Lancaster  
921 West Avenue J, Suite C  
Lancaster, CA 93534

IN WITNESS WHEREOF, this MEMORANDUM OF UNDERSTANDING has been  
executed by the parties hereto as of the date set forth above.


Westside Union School District

By: \_\_\_\_\_  
Shawn Cabey  
Assistant Superintendent

Board Approved Date:

\_\_\_\_\_

The Children's Bureau - Lancaster

By:   
Print Name: Deborah Devine  
Title: MH Program Manager



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/9/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc. LIC # 0726293 505 N Brand Blvd, Suite 600 Glendale CA 91203	<b>CONTACT NAME:</b> MaryAnn Haggerty	
	<b>PHONE (A/C, No, Ext):</b> 818-539-2300 <b>FAX (A/C, No):</b> 818-539-2301	
	<b>E-MAIL ADDRESS:</b> MaryAnn_Haggerty@ajg.com	
<b>INSURED</b> Children's Bureau of Southern California 1910 Magnolia Avenue Los Angeles, CA 90007	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Berkley National Insurance Company	38911
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER: 1046697984

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

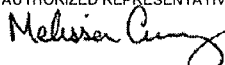
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		HHS 8525752-10	11/27/2016	11/27/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 No Deductible \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			HHS 8525752-10	11/27/2016	11/27/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ No Deductible on \$Auto Liability
A	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			HHN 8566484-10	11/27/2016	11/27/2017	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Professional Liab</b> No Deductible Sexual Misconduct			HHS 8525752-10	11/27/2016	11/27/2017	Per Occurrence 1,000,000 Aggregate 3,000,000 Per Claim/Agg 1,000,000/3,000,00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Westside Union School District Los Angeles County is named additional insured with respect to the operations of the named insured.

## CERTIFICATE HOLDER

## CANCELLATION

Westside Union School District 41914 50th St W Lancaster, CA 93536	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ CAREFULLY.**

**GENERAL LIABILITY BROADENING ENDORSEMENT**

This endorsement modifies the insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

Throughout this endorsement, the words "you" and "your" refer to the Named Insured shown in the Declarations. The word "we," "us," and "our" refer to the company providing this insurance.

The following is only a summary of the additional coverages provided by this endorsement and is provided only for your reference and convenience. For the Limits of Insurance and the additional coverages provided by this endorsement, read the provisions on the following pages and the Coverage Form, which this endorsement modifies.

<b>SUBJECTS OF INSURANCE</b>
Broadened Bodily Injury
Broadened Personal and Advertising Injury
Broadened Property Damage
Broadened Fire, Lightning, Explosion, and Sprinkler Leakage - \$500,000
Broadened Medical Payments - \$10,000
Broadened Supplementary Benefits
a. Bail Bonds - \$1,000
b. Expenses Incurred to Assist in Defense - \$500 per Day
Broadened Newly Acquired or Formed Organization
Broadened Non-Owned or Chartered Watercraft or Aircraft
Broadened Commercial General Liability Conditions
a. Duties in the Event of Occurrence, Offense, Claim, or Suit
b. Liberalization – Automatic Coverage If We Adopt Broader Coverages
c. Notice to Company
Automatic Coverage for "Special Events"
Automatic Additional Insureds
a. Athletic Activity Participants
b. Contractual Obligations
c. Funding Sources
d. Manager or Lessor of Premises
e. Owner, Manager, Operator, or Lessor of "Special Event" Premises
f. Supervisors or Higher in Rank – Co-Employee Exclusion Removed
g. Limitations
Blanket Waiver of Subrogation
Priority of Application for Multiple Insureds

The coverages listed in this endorsement are provided as extensions or additions to your insurance program.

**A. BROADENED BODILY INJURY**

Paragraph 3. of **Section V – Definitions** is deleted and replaced with the following:

3. "Bodily injury" means physical injury, sickness, or disease sustained by a person, including death resulting from any of these. "Bodily injury" also means mental injury, mental anguish, humiliation, or shock sustained by a person, if directly resulting from physical injury, sickness, or disease sustained by that person.

**B. BROADENED PERSONAL AND ADVERTISING INJURY**

1. Paragraph 14. of **Section V – Definitions** is deleted and replaced with the following:

14. "Personal and Advertising Injury" means injury, including consequential "bodily injury" arising out of one or more of the following offenses during the policy period.

- a. False arrest, detention, or imprisonment;
- b. Malicious prosecution or abuse of process;
- c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room, dwelling, or premises that a person occupies by or on behalf of its owner, landlord, or lessor;
- d. Oral, written, televised, videotaped, or electronic publication of material that slanders or libels a person or organization or disparages a person's or organization's goods, products, or services;
- e. Oral, written, televised, videotaped or electronic publication of material that violates a person's right of privacy; or
- f. Misappropriation of advertising ideas or style of doing business; or
- g. Infringement of copyright, title, or slogan.
- h. Mental injury, mental anguish, humiliation, or shock, if directly resulting from Items 14.a. through 14.g. above.

2. Exclusions 2.b. and 2.c. under **Coverage B Personal and Advertising Injury Liability** are deleted and replaced with the following:

**b. Material Published with Knowledge of Falsity**

"Personal and advertising injury" arising out of oral, written, televised, videotaped, or electronic publication of material, if done by or at the direction of the insured with knowledge of its falsity;

**c. Material Published Prior to Policy Period**

"Personal and advertising injury" arising out of oral, written, televised, videotaped, or electronic publication of material whose first publication took place before the beginning of the policy period;

**C. BROADENED PROPERTY DAMAGE**

Exclusion 2.a. under **Coverage A Bodily Injury and Property Damage Liability** is deleted and replaced with the following:

**a. Expected Or Intended Injury**

"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

**D. BROADENED FIRE, LIGHTNING, EXPLOSION AND SPRINKLER LEAKAGE**

1. Paragraph 6. under **Section III – Limits Of Insurance** is deleted and replaced with the following:

6. Subject to 5. above, the Damage to Premises Rented to You Limit is the most we will pay under Coverage A for damages because of "property damage" to:

- a. Any one premises while rented to you, or in the case of damage by fire, while rented to you or temporarily occupied by you with permission of the owner; and
- b. Personal property of others in your care, custody, or control, while at premises rented to you or in the case of damage by fire, while rented to you or temporarily occupied by you with permission of the owner, arising out of any one fire, lightning, explosion or sprinkler leakage occurrence.

The Damage to Premises Rented to You Limit is the greater of:

- c. \$500,000; or
- d. The amount shown in the Declarations for Damage to Premises Rented to You Limit.

2. Paragraph 2. **Exclusions of Coverage A Bodily Injury and Property Damage Liability** is amended as follows:

Paragraphs c. through n., do not apply to damage by fire, lightning, explosion, or sprinkler leakage to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **Section III – Limits Of Insurance**.

3. Paragraph 4. **Other Insurance of Section IV – Commercial General Liability Conditions** is amended as follows:

Paragraph b. (1) (a) (ii) is deleted and replaced with the following:

- (ii) That is Fire, Lightning, Explosion, or Sprinkler Leakage insurance for premises rented to you or temporarily occupied by you with permission of the owner; or

4. Paragraph 9.a. under **Section V – Definitions** is deleted and replaced with the following:

- a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion or sprinkler leakage to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract";

5. This Broadened Coverage is subject to all the terms of **Section III – Limits Of Insurance**.

6. This Broadened Coverage does not apply if Fire Damage Liability of **COVERAGE A (SECTION I)** is excluded either by the Declaration to this Coverage Part or by an endorsement to this Coverage Part.

**E. BROADENED MEDICAL PAYMENTS**

1. The following provision is added to Paragraph 7. of **Section III – Limits Of Insurance**:

The Medical Expense Limit shall be the greater of:

- a. \$10,000; or
- b. The amount shown in the Declarations for Medical Expense Limit.

2. This Medical Expense Limit is subject to all the terms of **Section III – Limits Of Insurance**.

3. This above Medical Expense Limit does not apply if **Coverage C Medical Payments** is excluded either by the Declaration to this Coverage Part or by an endorsement to this Coverage Part.

**F. BROADENED SUPPLEMENTARY PAYMENTS**

Paragraphs 1.b. and 1.d. under **Supplementary Payments – Coverages A and B** are deleted and replaced with the following:

- b. Up to \$1,000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.
- d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit," including actual loss of earnings up to \$500 a day because of time off from work.

**G. BROADENED NEWLY ACQUIRED OR FORMED ORGANIZATION**

Paragraph 3.a under **Section II – Who Is An Insured** is deleted and replaced by the following:

- a. Coverage under this provision is afforded only until the 120<sup>th</sup> day after you acquire or form the organization or the end of the policy period, whichever is earlier.

**H. BROADENED NON-OWNED OR CHARTERED WATERCRAFT OR AIRCRAFT**

Exclusion 2.g. under **Coverage A Bodily Injury and Property Damage Liability** is deleted and replaced by the following:

- g. "Bodily injury" or "property damage" arising out of the ownership, maintenance, use, or entrustment to others of any aircraft, "auto," or watercraft owned by or operated by, or rented or loaned to, any insured. Use includes operation and "loading or unloading".

This exclusion does not apply to:

- (1) A watercraft while ashore on premises you own or rent;
- (2) A watercraft you do not own that is:
  - (a) Less than 51 feet long; and
  - (b) Not being used to carry persons or property for a charge;
- (3) Parking an "auto" on, or on the ways next to premises you own or rent, provided the "auto" is not owned by or rented, or loaned to you or the insured;

- (4) Liability assumed under any "insured contract" for the ownership, maintenance, or use of aircraft, watercraft, or "autos"; or
- (5) "Bodily injury" or "property damage" arising out of the operation of any of the equipment listed in Paragraph f. (2) or f. (3) of **Section V – Definitions**, Paragraph 12., "Mobile Equipment"; or
- (6) An aircraft you do not own that is:
  - (a) Hired, chartered, or loaned with a crew; and
  - (b) Not owned in whole or in part by any insured.
- (7) This insurance does not apply, under Paragraph g.(1) and g.(2) above, if the insured has any other insurance for "bodily injury" or "property damage" which would also apply to loss covered under this provision, whether the other insurance is primary, excess, contingent, or on any other basis.
- (8) This insurance is excess, under Paragraph g. (6) above, over any other insurance, whether the other insurance is primary, excess, contingent or on any other basis.

#### **I. BROADENED COMMERCIAL GENERAL LIABILITY CONDITIONS**

- 1. Paragraph 2. **Duties In The Event Of Occurrence, Offense, Claims Or Suit** under **Section IV – Commercial General Liability Conditions** is amended to add the following provision:
  - e. Your obligation to notify us as soon as practicable of an "occurrence," or offense under Paragraph 2.a. above, or a claim or "suit" or offense under Paragraphs 2.a., 2.b., and 2.c above, is satisfied if you send us written notice as soon as practicable after any of your "executive officers," directors, partners, insurance managers, or legal representatives becomes aware of, or should have become aware of, such "occurrence," offense, claim or "suit."

- 2. The following provisions are added to **Section IV – Commercial General Liability Conditions**:

##### **10. Liberalization**

If we adopt any revision that would broaden the coverage under this coverage part without additional premium within 30 days prior to or during the policy period, the broadened coverage will immediately apply to this coverage part.

#### **11. Notice To Company**

If you report an "occurrence" or offense to your Workers' Compensation insurer which later becomes a claim under this Coverage Part, failure to report such "occurrence" or offense to us at the time of the "occurrence" or offense will not be considered a violation of the **Duties In The Event Of Occurrence, Offense, Claim Or Suit Condition**, if you notify us as soon as practicable when you become aware that the "occurrence" or offense has become a liability claim.

#### **J. AUTOMATIC COVERAGE FOR SPECIAL EVENTS**

- 1. You are automatically covered for all "special events" which you organize, promote, administer, sponsor, or conduct during the term of this policy.
- 2. **Section V – Definitions** is amended to add the following paragraph:
  - 23. "Special Event" means any event:
    - a. The purpose of which is to raise funds for you; or
    - b. To recognize the accomplishments of your organization, your "employees," or your volunteer workers; or
    - c. Which you, or an individual or organization with whom you have entered into a contract or agreement, organize, promote, administer, sponsor, or conduct for the purposes described in Paragraphs a. or b. above; and
    - d. Which takes place on premises owned by you, or on premises while rented or leased to you or to that organization described in Paragraph c. above.

#### **K. AUTOMATIC ADDITIONAL INSURED(S)**

The following provisions are added to **Section II – Who Is An Insured**:

##### **4. Automatic Additional Insured(s)**

###### **a. Additional Insureds – Athletic Activity Participants**

- (1) This policy is amended to include as an insured any person(s) [hereinafter called Additional Insured(s)] representing you while participating in amateur athletic activities that you sponsor. However, no such person is an insured for:

- (a) "Medical expenses" under **Coverage C Medical Payments**.
- (b) "Bodily Injury" to:

- (i) A co-participant, your volunteer worker or your "employee" while participating in amateur athletic activities that you sponsor; or
- (ii) You, or any partner or member, (if you are a partnership or joint venture), or any member (if you are a limited liability company); or
- (c) "Property damage" to property owned by, occupied or used by, rented to, in the care, custody, or control of, or over which physical control is being exercised for any purpose by:
  - (i) A co-participant, your volunteer worker, or your "employee"; or
  - (ii) You, or any partner or member, (if you are a partnership or joint venture), or any member (if you are a limited liability company).

**b. Additional Insured – Contractual Obligations**

- (1) This policy is amended to include as an insured any person or organization (hereinafter called Additional Insured) that you are required by a written "insured contract"; to include as an insured, subject to all of the following provisions:
  - (a) Coverage is limited to liability arising out of:
    - (i) Your ongoing operations performed for such Additional Insured; or
    - (ii) Such Additional Insured's financial control of you; or
    - (iii) The maintenance, operation or use by you of equipment leased to you by such Additional Insured; or
    - (iv) A permit issued to you by a state or political subdivision.
  - (b) Coverage does not apply to any "occurrence" or offense:
    - (i) Which took place before the execution of, or subsequent to the completion or expiration of, the written "insured contract"; or

- (ii) Which takes place after you cease to be a tenant in that premises.
- (c) With respect to architects, engineers, or surveyors, coverage does not apply to "Bodily Injury," "Property Damage," "Personal Injury," or "Advertising Injury" arising out of the rendering or the failure to render any professional services by or for you including:
  - (i) The preparing, approving, or failing to approve or prepare maps, drawings, opinions, reports, surveys, change orders, designs or specifications; and
  - (ii) Supervisory, inspection, or engineering services.
- (d) Coverage provided herein shall be considered excess over any other valid and collectible insurance available to the Additional Insured whether that other insurance is primary, excess, contingent, or on any other basis unless a written contractual arrangement specifically requires this insurance to be primary.
- (e) In the event that you are engaged in the manufacture or assembly of any goods or products for the benefit or at the direction of another party, pursuant to a contract or agreement with that party, this paragraph (e). does not extend coverage to that party as an Additional Insured. Coverage for such a party will be extended only by a specific endorsement issued by us and naming such party.

**c. Additional Insured – Funding Sources**

- (1) This policy is amended to include as an insured any Funding Source (hereinafter called Additional Insured) which requires you in a written contract to name such Additional Insured but only with respect to liability arising out of your premises or "your work" for such Additional Insured, and only to the extent set forth as follows:

- (a) The Limits of Insurance applicable to the Additional Insured are the lesser of those specified in the written contract or agreement or in the Declarations for this policy and subject to all the terms, conditions and exclusions for this policy. The Limits of Insurance applicable to the Additional Insured are inclusive of, and not in addition to, the Limits of Insurance shown in the Declarations.
- (b) The coverage provided to the Additional Insured is not greater than that customarily provided by the policy forms specified in and required by the contract.
- (c) In no event shall the coverages or Limits of Insurance in this Coverage Form be increased by such contract.
- (d) Coverage provided herein shall be considered excess over any other valid and collectible insurance available to the Additional Insured whether that other insurance is primary, excess, contingent, or on any other basis unless a written contractual arrangement specifically requires this insurance to be primary.

**d. Additional Insured – Manager or Lessor of Premises**

- (1) This policy is amended to include as an insured any person or organization (hereinafter called Additional Insured) from whom you lease or rent your premises and which requires you to add such person or organization as an Additional Insured in this policy under:
  - (a) A written contract; or
  - (b) An oral agreement or contract where a Certificate of Insurance has been issued showing that person or organization as an Additional Insured; but only if the written or oral agreement is an "insured contract";
    - (i) Currently in effect or to become effective during the term of this policy; and
    - (ii) Executed prior to the "bodily injury," "property damage," "personal injury", or "advertising injury."

- (2) With respect to the insurance afforded the Additional Insured identified in Paragraph d. (1) immediately above, the following additional provisions apply:

- (a) This insurance applies only to liability arising out of the ownership, maintenance, or use of that portion of the premises leased to you;
- (b) The Limits of Insurance applicable to the Additional Insured are the lesser of those specified in the written contract or agreement or in the Declarations for this policy and subject to all this policy's terms, conditions, and exclusions. The Limits of Insurance applicable to the Additional Insured are inclusive of, not in addition to, the Limits of Insurance shown in the Declarations.
- (c) In no event shall the coverages or Limits of Insurance in this Coverage Part be increased by such contract or agreement.
- (d) Coverage provided herein shall be considered excess over any other valid and collectible insurance available to the Additional Insured whether that other insurance is primary, excess, contingent, or on any other basis unless a written contractual arrangement specifically requires this insurance to be primary.

- (3) This insurance does not apply to:

- (a) Any "occurrence" or offense which takes place after you cease to be a tenant in the premises covered by this endorsement; or
- (b) Structural alterations, new construction, or demolition operations performed by or on behalf of the Additional Insured.

**e. Additional Insured – Owner, Manager, Operator or Lessor of "Special Events" Premises**

- (1) This policy is amended to include as an insured any person or organization (hereinafter called Additional Insured) from whom you lease, rent or occupy the premises upon which a "special event" is held, sponsored or conducted by you, or on your behalf, under:



- (a) A written contract; or
  - (b) An oral agreement or contract where a Certificate of Insurance has been issued showing that person or organization as an Additional Insured; but only if the written or oral agreement is an "insured contract,"
    - (i) Currently in effect or to become effective during the term of this policy; and
    - (ii) Executed prior to the "bodily injury," "property damage," "personal injury," or "advertising injury."
- (2) With respect to the insurance afforded the Additional Insured identified in Paragraph e. (1) of this endorsement, the following additional provisions apply:
- (a) This insurance applies only to liability arising out of the use of that portion of the premises while leased or rented to you for the specific "special event";
  - (b) The Limits of Insurance applicable to the Additional Insured are the lesser of those specified in the contract or agreement pertaining to the use of the premises or in the Declarations for this policy and subject to all of this policy's terms, conditions, and exclusions. The Limits of Insurance applicable to the Additional Insured are inclusive of, not in addition to, the Limits of Insurance shown in the Declarations.
  - (c) In no event shall the coverage or Limits of Insurance in this Coverage Form be increased by such contract or agreement.
  - (d) Coverage provided herein shall be considered excess over any other valid and collectible insurance available to the Additional Insured whether that other insurance is primary, excess, contingent, or on any other basis unless a written contractual arrangement specifically requires this insurance to be primary.

- (3) This insurance does not apply to:
- (a) Any "occurrence" or offense which takes place after you cease to be a tenant, licensee or occupant in the premises covered by this endorsement; or
  - (b) Any acts or "occurrences" caused by or attributable to the owner, manager, operator, or lessor of the premises upon which the "special event" is held.

**f. Additional Insured – Supervisors or Higher in Rank**

- (1) This policy is amended to include as insured any "employees" (hereinafter called Additional Insured), designated as supervisor or higher in rank, who are authorized by you to exercise direct or indirect supervision and control over "employees" and the manner in which work is performed, but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business. However, none of these "employees" designated as supervisor or higher in rank, is an insured for:
- (a) "Bodily injury" or "personal injury":
    - (i) To you, to your partners or members (if you are a partnership or joint venture), or to your members (if you are a limited liability company);
    - (ii) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in paragraph (a)(i) above; or
    - (iii) Arising out of his or her providing or failing to provide professional health care services.
  - (b) "Personal Injury":
    - (i) To a co-"employee" while in the course of his or her employment, or
    - (ii) To the spouse, child, parent, brother or sister of that co-"employee" as a consequence of Paragraph (b)(i) above;

- (iii) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraph (b) (i) or (b) (ii) above.

- (c) "Property damage" to property:
  - (i) Owned, occupied or used by; or
  - (ii) Rented to, in the care, custody, or control of, or over which physical control is being exercised for any purpose by you, any of your "employees," any partner, or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

**g. Additional Insured – LIMITATIONS**

- (1) The persons, entities, or organizations to which coverage is extended under Paragraphs a. (Athletic Activity Participants), b. (Contractual Obligations), c. (Funding Sources), d. (Managers or Lessors of Premises), and e. (Owner, Manager, Operator, or Lessor of "Special Events" Premises) are Additional Insureds, but only:
  - (a) With respect to each Additional Insured's vicarious liability for "actual damages" solely caused by you or by "your work" that is ongoing for such Additional Insured's supervision of "your work"; and
  - (b) If the Additional Insured did not cause or contribute to the "occurrence" or act resulting in liability.
- (2) If an endorsement is attached to this policy and specifically names a person or organization as an Additional Insured, then the coverage extended under this paragraph **4. AUTOMATIC ADDITIONAL INSURED(S)** does not apply to that person, entity, or organization.
- (3) The following is added to **Section V – Definitions**:
  - 24. "Actual Damages" is to have its usual and customary legal meaning and excludes without limitation, punitive damages,

restitution, penalties, and formula damages added to "actual damages" and any other enhanced damages.

- (4) All other terms and conditions of this Coverage Part which are not inconsistent with this Paragraph h. apply to coverage extended to the above referenced Additional Insureds REGARDLESS OF WHETHER OR NOT A COPY OF THIS COVERAGE PART AND/OR ITS ENDORSEMENTS ARE DELIVERED TO AN ADDITIONAL INSURED.

**L. BLANKET WAIVER OF SUBROGATION**

Paragraph 8. under **Section IV – Commercial General Liability Conditions** is deleted and replaced with the following:

**8. Transfer of Rights Of Recovery Against Others To Us And Blanket Waiver Of Subrogation**

- a. If an insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.
- b. If required by written "insured contract," we waive any right of recovery we may have against any person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract for that person or organization and included in the "products-completed operations hazard."

**M. PRIORITY OF APPLICATION FOR MULTIPLE INSUREDS**

**Section III – Limits Of Insurance** is amended to add the following paragraph:

- 8. In the event a claim or "suit" is brought against more than one insured, due to "bodily injury" or "property damage" from the same "occurrence," or "personal injury," or "advertising injury," from the same offense, we will apply the Limits of Insurance in the following order:
  - a. You;
  - b. Your "executive officers," directors, "employees," and
  - c. Any other insureds in any order that we choose.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

## BOARD AGENDA

March 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: California School Employees Association (CSEA) Proposal for Negotiation Reopeners with Westside Union School District for the 2016-2017 School Year

BACKGROUND: Per Article 21 of the Master Agreement, CSEA has submitted their Contract proposals for the 2016-2017 school year as follows:

1. Article V: Employee Benefit Rights
2. Article VII: Salary
3. Article XI: Leaves

### PROGRAM/EDUCATIONAL IMPLICATION:

None at this time

### COST ANALYSIS:

None at this time

### DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

## BOARD AGENDA

March 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Westside Union School District Proposal for Negotiation Re-Openers with California School Employees Association (CSEA) for the 2016-2017 School Year

### BACKGROUND:

Per Article 21 of the Master Agreement with CSEA the District submits the following contract proposal for 2016-2017:

1. Article V: Employee Benefit Rights
2. Article VII: Salary
3. Article XI: Leaves

### PROGRAM/EDUCATIONAL IMPLICATION:

None at this time

### COST ANALYSIS/FUNDING SOURCE:

None at this time

### DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval