

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL
February 14, 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	_____

SUPERINTENDENT

Regina Rossall	_____
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II. ADMINISTRATION OF THE OATH OF OFFICE

The Oath of Office will be administered to the Provisional Board of Trustee member. After the administration of the Oath of Office, the Trustee will take their place at the Board of Trustees table.

1. Jennifer Navarro

III. 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.

IV. CLOSED SESSION

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

Opened: _____ Closed: _____

2-14-17

- 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)
2 Cases

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

VI. REPORT OF CLOSED SESSION ACTION

VII. PRESENTATIONS

- A. Site and Employee Recognitions
 - Hillview
 - Cottonwood
 - Child Nutrition

VIII. HEARING SESSION/STAFF REPORTS

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

IX. 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

X. RECESS

XI. RECONVENE OPEN SESSION at _____ p.m.

XII. 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.

XIII. PUBLIC HEARING

None

XIV. BUSINESS SESSION

- A. Organizational/Governance
 - 1. Agenda

Item 1

Goal #

Moved by _____ Seconded by _____

To approve the Agenda of the Regular Meeting of
February 14, 2017

Goal #

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 -2i

2. Consent
 - a. Minutes of the Regular Meeting on January 17, 2017, and the Special Meeting on January 24, 2017
 - b. Fundraising Authorization
 - c. Gifts to the District
 - d. Williams Uniform Complaint Quarterly Report
 - e. Personnel Report
 - f. Purchase Orders
 - g. Consultant/Contract Schedule
 - h. Conference/Workshop Schedule
 - i. Resolution 17-15, Non-routine Budget Revisions, Adjustments and Transfers

Moved by _____ Seconded by _____

Approval of the Consent Items as presented.

Ayes:_____ Noes:_____ Abstain:_____

3. Board Bylaws
 - BB 9230, Orientation
 - BB 9240, Board Development
 - BB 9250, Remuneration, Reimbursement and Other Benefits
 - BB 9260, Legal Protection
 - BB 9270, Conflict of Interest
 - BB 9271, Code of Ethics

Item 3

Moved by _____ Seconded by _____

Approval of the second and final reading of Board Bylaws

Ayes:_____ Noes:_____ Abstain:_____

4. 2017 CSBA Delegate Assembly Election Region 22 – 3 Vacancies
 - John Curiel (Westside Un. SD)*
 - R. Michael Dutton (Antelope Valley Un. HSD)*
 - Larry H. Layton (Acton-Aqua Dulce USD)
 - Jill McGrady (Antelope Valley Un. HSD)
 - Steven M. Sturgeon (William S. Hart Un. HSD)*

Item 4

2-14-17

Moved by _____ Seconded by _____

Goal #

Approval of vote for _____, _____ and
_____ for the 2017 Delegate Assembly, Region 22

Ayes: _____ Noes: _____ Abstain: _____

5. Exhibit 5132, Cottonwood Uniform Policy Item 5

Moved by _____ Seconded by _____

Approval of the first reading of Exhibit 5132, Cottonwood
Uniform Policy

Ayes: _____ Noes: _____ Abstain: _____

6. Two Trustees to attend meeting between City of Palmdale,
School Districts and other Agencies on February 17, 2017 Item 6

Moved by _____ Seconded by _____

Approval of _____ and _____ to attend
meeting with City of Palmdale, School Districts and other
Agencies on February 17, 2017

Ayes: _____ Noes: _____ Abstain: _____

7. Discussion Item Item 7
▪ Board Governance

B. Educational Services

8. Revised Board Policies and Administrative Regulations: Item 8
• BP/AR 5145.3, Nondiscrimination/Harassment
• BP/AR 5145.7, Sexual Harassment

Moved by _____ Seconded by _____

Approval of the First Reading of the Revised Board
Policies and Administrative Regulations

Ayes: _____ Noes: _____ Abstain: _____

9. Memorandum of Understanding 17-13, between Westside
Union School District and Hathaway Sycamore Child and
Family Services Item 9

Moved by _____ Seconded by _____

Approval of the Memorandum of Understanding 17-13,
between Westside Union School District and Hathaway
Sycamore Child and Family Services

Goal #

Ayes: _____ Noes: _____ Abstain: _____

C. Business

10. Request to Bid: Prop 39 HVAC Upgrades at Sundown Elementary and Valley View Elementary Schools and Roof Replacement at Sundown Elementary School. Item 10

Moved by _____ Seconded by _____

Approval of the Request to Bid: Prop 39 HVAC Upgrades at Sundown Elementary and Valley View Elementary Schools and Roof Replacement at Sundown Elementary School.

Ayes: _____ Noes: _____ Abstain: _____

11. Resolution 17-16, Adoption of the Public Agencies Post-Employment Benefits Trust Item 11

Moved by _____ Seconded by _____

Approval of Resolution 17-16, Adoption of the Public Agencies Post-Employment Benefits Trust

Ayes: _____ Noes: _____ Abstain: _____

12. Johnson Controls, Inc. Shortfall Agreement Item 12

Moved by _____ Seconded by _____

Approval of the Johnson Controls, Inc. Shortfall Agreement

Ayes: _____ Noes: _____ Abstain: _____

13. Contract with Nexus IS/Dimension Data for Low-Voltage and Information Technology Services for Cottonwood Modernization, Phase 2 under the State of California Award Schedule (CMAS) Item 13 4A

Moved by _____ Seconded by _____

Approval of the Contract with Nexus IS/Dimension Data for Low-Voltage and Information Technology Services for Cottonwood Modernization, Phase 2 under the State of California Award Schedule (CMAS)

Ayes: _____ Noes: _____ Abstain: _____

2-14-17

14. Piggyback on Bid with SIGMAnet for Computer Equipment Item 14 Goal #

Moved by _____ Seconded by _____

Approval to Piggyback on Bid with SIGMAnet for Computer Equipment

Ayes: _____ Noes: _____ Abstain: _____

15. Award of Bid for Cottonwood Modernization Phase III Item 15 4A

Moved by _____ Seconded by _____

Approval of the Award of Bid for Cottonwood Modernization Phase III to _____

Ayes: _____ Noes: _____ Abstain: _____

XV. INFORMATION SESSION

A. Items From The Floor – Continued

B. Dates to Remember:

1. Regular Meeting on February 21, 2017
2. Regular Meeting on March 7, 2017

XVI. NEW BUSINESS

Future Board Meeting Items

XVII. CLOSED SESSION - Continued

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

XIX. REPORT OF CLOSED SESSION ACTION

XX. ADJOURNMENT

There being no further business to come before the Board at the regular meeting of February 14, 2017, is adjourned at _____ p.m. by the Board President.

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

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

Core Beliefs and Board Goals 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

February 14, 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 February 14, 2017.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

February 14, 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 January 17, 2017, and the Special Meeting on January 24, 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
January 17, 2017

I. CALL TO ORDER

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

II. Flag Salute

Bob Dunham, WUTA President

III. ROLL CALL

Steven DeMarzio, President – Present

John Curiel, Vice President – Present

Patricia K. Shaw, Clerk- Present

Dr. Linda Jones, Member – Present (Arrived at 5:40 p.m.)

SUPERINTENDENT

Regina Rossall – Present

IV. OTHERS PRESENT

Bob Dunham, Amaka Donn, Jennifer Navarro, Jeri Holmes, Lisa Jehlicka, Rob Garza, Donald R. Griffin, Pancho Gonzalez, Terri Rowitz

V. ITEMS FROM THE FLOOR

Bob Dunham - Standard's Based Report Cards

VI. M17-125 - The motion was made by Patricia K. Shaw seconded by John Curiel and carried 3/0 to adjourn to closed session at 5:06 p.m. to consider:

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

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

VIII. CLOSED SESSION ACTION

None

IX. INTRODUCTION OF BOARD CANDIDATES

X. PRESENTATIONS

A. CSBA Delegate Assembly Review – John Curiel

B. 2015-16 Audited Financial Statement – Lisa Jehlicka

C. FPM Report – Marguerite Johnson

XI. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Linda Jones – Nothing at this time.

Patricia K. Shaw – The events that I attended the last few weeks were Hispanic Chamber, new department opening at Palmdale Hospital and Palmdale Chamber Installation.

John Curiel – Welcome to the Board Meeting. The reason you don't see the community in attendance this evening is because there is no controversy within the district.

Steve DeMarzio – Thank you all for coming this evening. A few things that are going on are: the Governor's budget has been posted. CalPERS has lowered their discount rate, which means that the district's contribution rate will go from 20% to 28% by 2021. The regulations and business practices (some that I personally think are excessive) set by Division of State Architect (DSA) increases the cost and causes delays of school projects. Charter schools don't have to comply with DSA.

B. Staff Reports:

1. Assistant Superintendent Administrative Services – Shawn Cabey
 - a. To finish out the Cottonwood project, we will be using general fund monies. We can use COP's which would require us to pay interest.
2. Assistant Superintendent Educational Services - Marguerite Johnson
 - a. Next week, our schools will be participating in the Great Kindness Challenge.
3. Deputy Superintendent - Robert Hughes
 - a. Nothing this evening.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

 - a. I would like to remind the Board that the final performance of ACME Acting will be February 3-5, 2017. Students will be in the theater starting January 30, 2017. Mark & Bev Mewborne have decided to retire from ACME after 18 years of service.
 - b. May 4, 2017, will be our 70th Anniversary Celebration Dinner at Rancho Vista Golf Course. We will be looking to honor Westside graduates.

XII. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
 - Nothing at this time.
- C. Parent Teachers Association Representative
- D. WAVE Representative – Patricia Shaw and Robert Hughes
 - Next meeting is January 25, 2017.

XIII. ITEMS FROM THE FLOOR - Continued
None

XIV. PUBLIC HEARING

A hearing to receive public input on the Westside Union School District Re-openers to Westside Union Teacher Association (WUTA) for the 2016-17 School Year opened at 6:56 p.m. and closed at 6:57 p.m.

XV. BUSINESS SESSION

- A. Organizational/Governance
 1. M17-126 - Page 1. Approval of the amended agenda of the Regular Board Meeting of January 17, 2017, as submitted. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 4/0.

2. M17-127 - Pages 2a – 2g. The motion was made by Linda Jones seconded by Patricia K. Shaw and carried 4/0 to approve the consent agenda.
 - 2a Minutes of the Regular Meeting on December 20, 2016, and the Board Workshop on January 12, 2017
 - 2b Fundraising Authorization
 - 2c Personnel Report
 - 2d Purchase Orders
 - 2e Consultant/Contract Agreement Schedule
 - 2f Conference/Workshop Schedule
 - 2g Mileage Reimbursement Rate Adjustment
3. M17-128 - Page 3. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 4/0 to approve the first reading of Board Bylaws:
 - BB 9230, Orientation
 - BB 9240, Board Development
 - BB 9250, Remuneration, Reimbursement and Other Benefits
 - BB 9260, Legal Protection
 - BB 9270, Conflict of Interest
 - BB 9271, Code of Ethics
4. Page 4. Discussion Item
 - Grades and Evaluation
 - Update from Christina Fitzgerald
 - Staff Concerns from Bob Dunham – Marguerite Johnson
 - The Board agrees that the report card doesn't need to have full implementation by the end of the 2016-17 school year; piloting the program during the 2017-18 school year, collecting the data and tweaking the program as you go.
 - Board Governance

XVI. EDUCATIONAL SERVICES

5. M17-129 - Page 5. The motion was made by John Curiel seconded by Patricia K. Shaw and carried 4/0 to approve the FPM Report.

XVII. PERSONNEL

6. M17-130- Page 6. The motion was made by John Curiel seconded by Linda Jones and carried 4/0 to approve the Westside Union School District Re-openers to Westside Union Teachers Association (WUTA) for the 2016-17 School Year
7. M17-131 - Page 7. The motion was made by Linda Jones seconded by Patricia K. Shaw and carried 4/0 to approve the Provisional Intern Permit

XVIII. BUSINESS

8. M17-132 - Page 8. The motion was made by Linda Jones seconded by Patricia K. Shaw and carried 4/0 to approve Resolution 17-14, Public Agencies Post-Employment Benefits Trust
9. M17-133 - Page 9. The motion was made by Linda Jones seconded by Patricia K. Shaw and carried 4/0 to approve the Request to Bid: Cottonwood Modernization, Phase II and Phase III Landscaping.
10. M17-134 - Page 10. The motion was made by Linda Jones seconded by Patricia K. Shaw and carried 4/0 to approve Contractor Pre-Qualifications.

XIX. NEW BUSINESS
None

XX. UNFINISHED BUSINESS
None

XXI. ADJOURNMENT – The meeting was adjourned at 7:50 p.m. in by Steve DeMarzio, President

Patricia K. Shaw, Clerk
February 14, 2017

WESTSIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
MINUTES
January 24, 2017

I. CALL TO ORDER

At 6:00 p.m. Steve DeMarzio, President, called to order the Special Meeting of the Westside Union School District Board of Trustees.

II. PLEDGE OF ALLEGIANCE

Gwendolyn Farrell, Member of the WUSD Oversight Committee

III. ROLL CALL

Steve DeMarzio, President – Present
John Curiel, Vice President– Present
Patricia K. Shaw, Clerk – Present
Linda Jones, Member – Present

Regina Rossall, Superintendent - Present

IV. OTHERS PRESENT

Gwen Farrell, Ron Farrell, Donita Winn, Cindy Trujillo, Don Wilson, Bob Dunham, Nancy Shimer, Janet Diaz, Joanne Fitzgerald, J Bartee, Yvette Hypolite, Amy Brouwer, Rob Garza, Flora Turner, Audres Hernandez, Cathy Eichner, Lisa Jehlicka, Karen Underwood, Linda Lotzgesell, Monica Gardo, Eimon Smith, Darrell Hrabik, Rosemarie Giron, Julio Giron, Crystal Faye, Bobbie Curiel, Suzanne Banks, Trudy Valenzuela, Lauri Massari, Laura Duran, Terri Rowitz, Nicole Hernandez, Michelle Lewis, Gary Van Dam

V. CLOSED SESSION

M17-135 - The motion was made by Patricia K. Shaw seconded by John Curiel and carried 4/0 to adjourn to Closed Session at 6:01 p.m.

VI. RECONVENE TO OPEN SESSION at 6:32 p.m.

VII. ITEMS FROM THE FLOOR

None

VIII. GOVERNANCE

1. M17-136- Page 1. Approval of the agenda of the Special Meeting of January 24, 2017, as submitted. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0.
2. Page 2. Award of bid for Cottonwood Phase III Construction to _____. **Pulled by Administration**
3. M17-137 - Page 3. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve the selection and discussion of Provisional Board Member Candidate Question recommendations from the Candidate Question Development Panel. – Questions for Round One - 1, 2, 3, 5 & 6, Questions for Round Two – 9 & 10, Questions for Round Three 7 & 11

IX. GOVERNANCE – Continued

4. M17-138 - The motion was approved by Patricia K. Shaw seconded by John Curiel and carried 4/0 to approve of the following Provisional Board Member Candidates:

- Shawny Barcelona
 - Amaka Donn
 - Chris Grado
 - ~~Edward Holguin~~—Withdrawn
 - Yvette Hypolite
 - Cathy Jackson-Ervin
 - Jennifer Navarro
 - Lee Smith
5. Interview of Provisional Board member Applicants
6. Advisory Committee, Public Input, Board Member Discussion regarding Provisional Board Member Candidates:
- Joanne Fitzgerald – Jennifer Navarro
 - Rosemarie Gron – Amaka Donn
 - Flora Turner – Amaka Donn
 - Crystal Faye – Amaka Donn
 - Gary VanDam – Shawny Barcelona
 - Nancy Shimer – Jennifer Navarro
 - George Hypolite – Yvette Hypolite

X RECESS

XI RECONVENE TO OPEN SESSION at 8:41 p.m.

7. Consideration of Provisional Board Member Candidates, Including Implementation of Preliminary Selection Procedures (Board Bylaw 9223) – Round one voting (2 votes per Trustee)
- Round One:
 - Linda Jones – Jennifer Navarro & Cathy Jackson-Ervin
 - Patricia K. Shaw – Jennifer Navarro & Lee Smith
 - John Curiel – Shawny Barcelona & Lee Smith
 - Steve DeMarzio – Shawny Barcelona & Jennifer Navarro
8. Consideration of Provisional Board member Candidates, Including Implementation of Preliminary Selection Procedures (Board Bylaw 9223 – Round two and subsequent voting (candidates who received at least one vote in Round One can be considered, one vote per trustee)
- Round Two:
 - Linda Jones – Cathy Jackson-Ervin
 - Patricia K. Shaw – Jennifer Navarro
 - John Curiel – Shawny Barcelona
 - Steve DeMarzio – Cathy Jackson-Ervin
 - Round Three:
 - Linda Jones – Jennifer Navarro
 - Patricia K. Shaw – Jennifer Navarro
 - John Curiel – Shawny Barcelona
 - Steve DeMarzio – Jennifer Navarro

9. M17-139 - The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve the appointment of Jennifer Navarro as the Provisional Board Member to the Board of Trustees.
 10. Call for a Governing Board Member Election. – **Pulled by the Board**
- X. ADJOURNMENT –The Workshop of January 24, 2017, is adjourned at 9:35 p.m. by Board President.

Patricia K. Shaw, Clerk
Adopted: February 14, 2017

BOARD AGENDA

February 14, 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

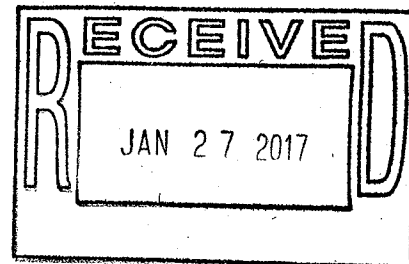
Approved at the Board Meeting of February 14, 2017

Del Sur	Description:	See's Candy Fundraiser
	Date:	February 13-26, 2017
	Purpose:	To raise money for classrooms supplies
	Requesting Group:	Del Sur PTSA
	Description:	Book Fair
	Date:	February 27 – March 3, 2017
	Purpose:	To raise money for books for the library and classroom supplies.
	Requesting Group:	Del Sur PTSA
Gregg Anderson	Description:	Selling wristbands for Valentine's Day
	Date:	February 7 – 23, 2017
	Purpose:	To promote kindness and raise money for the student council's chosen community non-profit organization.
	Non-Profit Organization:	Lancaster Animal Shelter
	Description:	Art fundraiser using Square1 Art
	Date:	March 1 – April 30, 2017
	Purpose:	Money raised will fund programs, including family nights & Red Ribbon Week.
	Requesting Group:	Gregg Anderson PTA
	Description:	Pledge drive focused on active living
	Date:	April 28 – June 2, 2017
	Purpose:	To provide all classroom teachers with consumable STEM supplies.
	Requesting Group:	Gregg Anderson PTA
Hillview	Description:	Collection of student fees for Winterball
	Date:	February 21-24, 2017
	Purpose:	Winterball
	Requesting Group:	Hillview ASB
Joe Walker	Description:	Garage Sale/Rummage Sale
	Date:	February 18, 2017
	Purpose:	To raise funds to send the Science Jets to Houston Texas for the FIRST Robotics World Festival in April 2017.
	Requesting Group:	Joe Walker ASB

Joe Walker Description: Penny War & Parking lot fundraiser
 Date: 2/13/17 and ongoing
 Purpose: To raise funds to send the Science Jets to Houston Texas for the
 FIRST Robotics World Festival in April 2017.
Requesting Group: Joe Walker ASB

Sundown Description: Coin Collection
 Date: January 23-28, 2016
 Purpose: To raise money for a new school and peace center in Pakistan.
Non-Profit Organization: Global Education/Service Project

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



FUNDRAISING AUTHORIZATION
Elementary School

School Del Sur

Date 1/17/2017

Requesting Group: ☐ PTA ☐ PTO ☒ PTSA

Date(s) of Fund Raiser February 13-26 Event Start Time _____

Location of Fund Raiser Del Sur

Description of Fund Raiser See's Candy (Spring) Fundraiser

Purpose of the Fund Raiser Raise Money for classrooms - for supplies in the classrooms

For the benefit of (be specific) All students K-8, Books, paper, pencils

Person Supervising Fund Raiser Melissa West

Person Responsible for the Money Debbie Lourito

Projected Expenses \$ 50.00 Projected Profit \$ 2,000.00

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

Signature of PTA/PTO/PTSA President _____

Date 1/17/2017

Signature of Principal or Assistant _____

Date 1/25/17

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

Approved by the Board of Trustees on _____

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

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

FUNDRAISING AUTHORIZATION

Middle School

School Del Sur Date 1/17/2017
Requesting Group PTSA

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

Date(s) of Fund Raiser February 13-26 Event Start Time 8am

Location of Fund Raiser Del Sur

Description of Fund Raiser See's Candy (Spring) Fundraiser

Purpose of the Fund Raiser Raise money for classrooms

For the benefit of (be specific) All students K-8

Person Supervising Fund Raiser Melissa West

Person Responsible for the Money Debbie Lourito

Projected Expenses \$ 50.00

Projected Profit \$ 2000.00

Approved by ASB in the meeting minutes of _____

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

Signature of ASB President _____ Date _____

Signature of ASB Advisor _____ Date _____

Signature of PTA/PTO/PTSA President _____ Date 1/17/2017

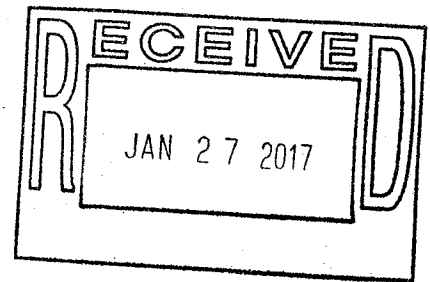
Signature of Principal or Assistant _____ Date 1/19/17

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

Approved by the Board of Trustees on _____

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

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



FUNDRAISING AUTHORIZATION
Elementary School

School DS

Date 1/25/17

Requesting Group: ☐ PTA ☐ PTO ☒ PTSA

Date(s) of Fund Raiser Feb 27 - March 3 Event Start Time 1⁰⁰ AM - 2⁰⁰ PM

Location of Fund Raiser Library

Description of Fund Raiser Bookfair

Purpose of the Fund Raiser Raise money for books for the library, supplies for classrooms.

For the benefit of (be specific) Students and teachers at Delsar

Person Supervising Fund Raiser Debbie Lourito - Treasurer PTSA

Person Responsible for the Money Debbie Lourito

Projected Expenses \$ 50 - Projected Profit \$ 1000.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CUREFL 113700-114455, AR3554)
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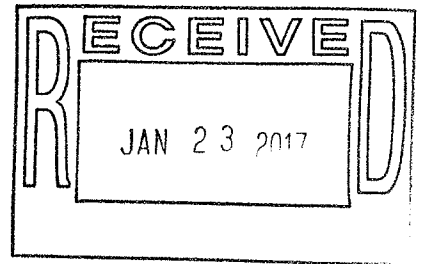
Signature of PTA/PTO/PTSA President [Signature] Date 1/25/2017

Signature of Principal or Assistant [Signature] Date 1/27/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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

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



FUNDRAISING AUTHORIZATION

Non-Profit Organizations

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

School GAA

Date 1-19-17

Non-Profit Organization Gregg Anderson Academy Student Council

Date(s) of Fund Raiser 2/7/17 - 2/13/17 Event Start Time 7:20 a.m.

Location of Fund Raiser GAA Pavilion

Description of Fund Raiser We will be selling wristbands for Valentine's Day for 50¢ each.

Purpose of the Fund Raiser To promote kindness and to raise money for the Student Council's chosen community NPO.

For the benefit of (be specific) The Lancaster Animal Shelter

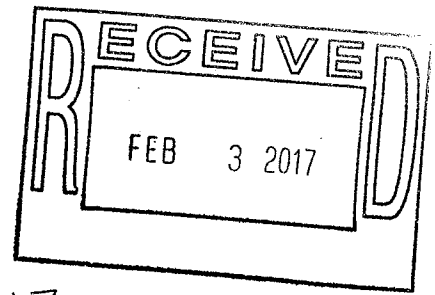
Person Supervising Fund Raiser Tracy Lahosa and Stephan Lopez

Person Responsible for the Money Tracy Lahosa and the PTA Treasurer at GAA.

Signature of Principal or Assistant [Signature] Date 1-19-17

Approved by the Board of Trustees on _____

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



FUNDRAISING AUTHORIZATION
Elementary School

School GAA

Date 1/31/2017

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 3/1 - 4/30/2017 Event Start Time Varies

Location of Fund Raiser Varies

Description of Fund Raiser We will hold an art fundraiser, using Square 1 Art.

Purpose of the Fund Raiser Money raised will fund programs, including family Nights & Red Ribbon Week

For the benefit of (be specific) All GAA students will benefit.

Person Supervising Fund Raiser Sarah Vento

Person Responsible for the Money Ilona Keough

Projected Expenses \$ 500.00

Projected Profit \$ 3,000.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
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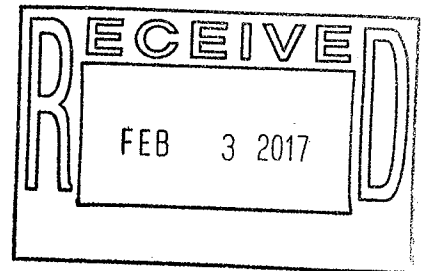
Signature of PTA/PTO/PTSA President [Signature] Date 1/31/2017

Signature of Principal or Assistant [Signature] Date 2/1/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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

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



FUNDRAISING AUTHORIZATION
Elementary School

School GAA

Date 1/31/2017

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 4/28/17 - 6/2/17 Event Start Time 4/28/17

Location of Fund Raiser GAA Campus

Description of Fund Raiser We will hold a pledge drive focused on active living.

Purpose of the Fund Raiser will provide all classroom teachers with consumable STEM supplies

For the benefit of (be specific) All GAA Students will benefit.

Person Supervising Fund Raiser Melissa Rockey

Person Responsible for the Money Ilona Keough

Projected Expenses \$ 5,000

Projected Profit \$ 15,000

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

Date 1/31/17

Signature of Principal or Assistant [Signature]

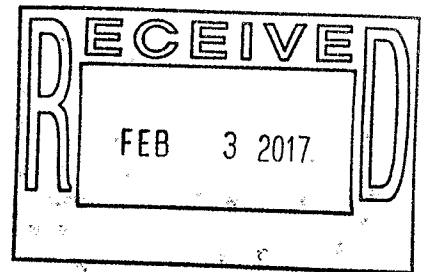
Date 2/1/17

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

Approved by the Board of Trustees on _____

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



FUNDRAISING AUTHORIZATION
Middle School

School WU Date 1-31-17
Requesting Group WUASB
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO

Date(s) of Fund Raiser 2-21-17/2-24-17 Event Start Time 6:00 pm

Location of Fund Raiser Millview MS

Description of Fund Raiser Winterball

Purpose of the Fund Raiser Collection of student fees for dance

For the benefit of (be specific) All students

Person Supervising Fund Raiser Ros/Slater Sanchez

Person Responsible for the Money Betty Dyer

Projected Expenses \$ 1500.-

Projected Profit \$ 500.-

Approved by ASB in the meeting minutes of

1/31/17

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFLL 113700-114455, AR3554)
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Signature of ASB President [Signature] Date 1/31/17

Signature of ASB Advisor [Signature] Date 1/31/17

Signature of PTA/PTO/PTSA President _____ Date _____

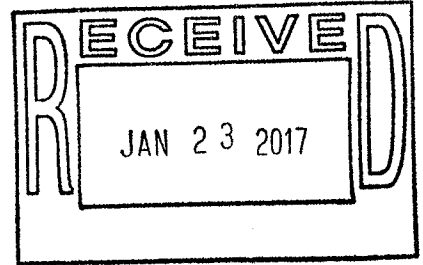
Signature of Principal or Assistant [Signature] Date 2/3/17
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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

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

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



FUND RAISING AUTHORIZATION
Middle School

Date 1/12/17 School Joe Walker

Requesting Group Joe Walker Science Jets

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

Date(s) of Fund Raisher 2/18/2017 Event Start Time: _____

Location of Fund Raisher Joe Walker

Description of Fund Raisher Garage Sale/ Rummage Sale

Purpose of the Fund Raisher To raise funds to send the Science Jets to Houston Texas
for the FIRST Robotics World Festival in April 2017

For the benefit of (be specific) Joe Walker Science Jets Team Members and Chaparones

Person Supervising Fund Raisher Jeremy Pontius

Person Responsible for the Money Jeremy Pontius

Projected Expenses \$ 0

Projected Profit \$ 500 - 1,000

Approved by ASB in the meeting minutes of

1/17/17

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Signature of ASB President R Lintemont

Date 1/17/17

Signature of ASB Advisor E F Anderson

Date 1-17-17

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal of Assistant L. Ward

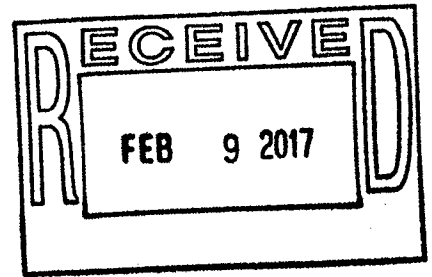
Date 1/23/17

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

Approved by the Board of Trustees on _____

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



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

FUND RAISING AUTHORIZATION
Middle School

Date 1/12/2017 School JW

Requesting Group Joe Walker Science Jets

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

Date(s) of Fund Raiser 2/13/2017 on going Event Start Time: Throughout the day

Location of Fund Raiser Joe Walker

Description of Fund Raiser Penny War (Competition between advisories) & Parking lot fund raiser
(Students will be posted in the parking lots before and after school to collect donations from students and
parents) Lunch fund raiser (Students will go around to students during lunch to ask for donations.)

Purpose of the Fund Raiser To raise funds to send the Science Jets to Houston Texas for the FIRST
Robotics World Festival in April 2017

For the benefit of (be specific) Joe Walker Science Jets Team members and chaperones

Person Supervising Fund Raiser Jeremy Pontius

Person Responsible for the Money: Jeremy Pontius

Projected Expenses \$ 0

Projected Profit \$ 500 - 1000

Approved by ASB in the meeting minutes of _____

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Signature of ASB President R. Lintamunk

Date 2-7-2017

Signature of ASB Advisor A. Anderson

Date 2/7/2017

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal of Assistant E. Ward

Date 2/9/17

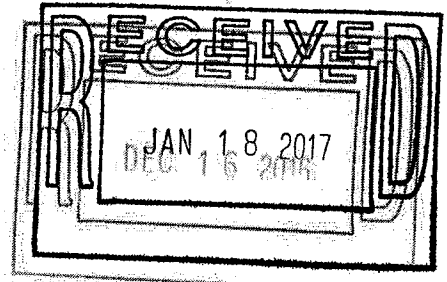
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Approved by the Board of Trustees on _____

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

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



FUNDRAISING AUTHORIZATION

Non-Profit Organizations

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

School Sundown

Date 12/14/16

Non-Profit Organization Kids for Peace sponsored by the Great Kindness Challenge

Date(s) of Fund Raiser 1/23 - 1/28-16 Event Start Time 8:00 am

Location of Fund Raiser Sundown Elementary

Description of Fund Raiser coin collection

Purpose of the Fund Raiser to raise money for a new school and peace center in Pakistan

For the benefit of (be specific) Global Education / Service Project

Person Supervising Fund Raiser Gabrielle Rendon

Person Responsible for the Money Sundown Teachers & Gabrielle Rendon Counselor

Signature of Principal or Assistant [Signature] Date 12/14/16

Approved by the Board of Trustees on _____

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Gifts to the District

BACKGROUND:

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

- World Book Year Books 2015, 2016 & 2017 – Quartz Hill Elementary Library
- HP Color Laser Jet Printer and Ink/Toner – Valley View Elementary

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

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

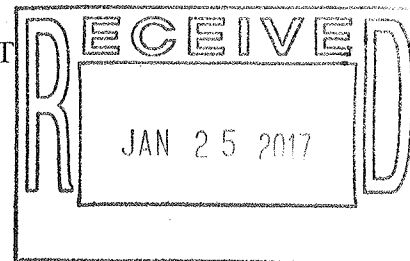
UNIVERSAL GIFT FORM SCHEDULE

Approved at the Board Meeting of February 14, 2017

DONATION: World Book Year Books 2015, 2016 & 2017
DONOR: Steve DeMarzio
RECIPIENT: Quartz Hill Elementary
DATE: January 13, 2017

DONATION: HP Color Laser Jet Printer and Ink/Toner
DONOR: Summer McGee
RECIPIENT: Valley View Elementary
DATE: January 30, 2017

WESTSIDE UNION SCHOOL DISTRICT
41914 50th St. W.
Quartz Hill, California 93536
(661) 722-0716
FAX (661) 722-5223



UNIVERSAL GIFT FORM

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

Date 13 Jan 17

1. [Signature]

Signature

Steve P DeMarzio

Print Name

41340 Myrtle St.

Street Address

Palm Dale, CA 93551

City, State & Zip

2. _____

Signature

Print Name

Street Address

City, State & Zip

Description of gift: World Book Year Book - 2015, 2016, 2017

Recipient of donation, if specified by Donor: Quartz Hill Elementary Library

Accepted by: Andrea Paxton
Name

Principal
Title

Date: 1-23-17

Quartz Hill Elementary
Location

☐ This donation of new (not used) equipment requires a District equipment number. A receipt may be requested to verify age of donation. After Board approval, make arrangements for the donation to be delivered to the Warehouse for marking and return to your site.

(For District Office Use Only)

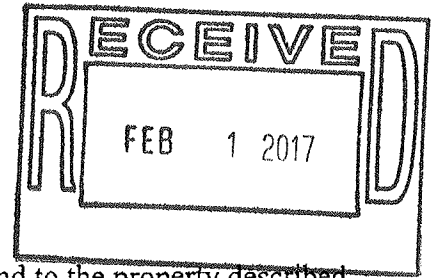
The Board of Trustees of the Westside Union School District hereby accepts and acknowledges, as an unrestricted gift to the Westside Union School District, the offering described above and agree to administer it in accordance with its established policies.

Dated this _____ day of _____, 20____

Accepted by: _____
Name and Title Signature

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

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



UNIVERSAL GIFT FORM

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

Date ① 1.20.17

1.

Signature ② Summer McGee

Signature

Print Name ③ Summer McGee

Print Name

Street Address

Street Address

City, State & Zip

City, State & Zip

Description of gift:

④ HP Color Laser jet printer & ink/toner
model M577DN

Recipient of donation, if specified by donor:

⑤ Valley View Elementary

Accepted by: Rebecca Davis

Date: 1/30/17

Title Principal

Location 3310 W. L-8, Lancaster Ca
93536

⑥

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

(For District Office Use Only)

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

Dated this _____ day of _____, 20____

Accepted by: _____

Signature

Title

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



everychild.one voice.

FIDUCIARY AGREEMENT

The _____ PTA/PTSA (PTA), hereby gives to the _____ of _____ Public School District, a monetary grant in the amount of _____ dollars (\$_____) check number _____, dated and signed by _____ president and _____ treasurer of the _____ PTA.

The gift money is for the sole purpose of _____

It is hereby agreed that the gift monies will be spent for the above-stated purpose on or before _____. Any portion of such funds that is unused or unexpended as of such date shall be reimbursed in full to the _____ PTA within seven (7) business days of the expiration date.

The PTA hereby gives to the _____ Valley View Elementary School of _____ Westside Union Public School District, the following equipment
HP Color LaserJet Enterprise M577dn and 4 HP508x High Yield Toner Cartridges

The _____ Westside Union Public School District accepts ownership of the above described equipment, accepts responsibility for the installation, operation and maintenance of the above described equipment, and will keep the above described equipment at _____ Valley View Elementary School 3310 W Ave L8 Lancaster, CA 93536 for a period of no less than _____ Indefinitely (_____) years.

The conditions set forth in this Fiduciary Agreement are restrictions placed by the PTA upon the donation and use of the above described money or equipment.

Summer M. [Signature]
PTA/PTSA President
[Signature]
PTA/PTSA Treasurer
Rebecca [Signature]
School Administrator
[Signature]
School District Administrator

01.12.17
Date
01.12.17
Date
1/31/17
Date
1/31/17
Date



XIT Solutions
 1112 20th Street
 Bakersfield, California 93301
 United States
<http://www.xitsolutions.com>
 (P) 661-635-0365
 (F) 661-635-0162

Quotation (Open)

Date
 Dec 12, 2016 09:42
 AM PST

Expiration Date
 2017-01-27

Doc #
 30355 - rev 1 of 1

Description
 Printer Quote

SalesRep
 Alvarado, Anabel
 (P) 661-635-0365

Customer Contact
 Maronski, Shannon
 (P) 661-965-4298
valleyviewpta1@yahoo.com

Customer
 Valley View PTA (VV0728)
 Maronski, Shannon
 3310 W Ave L8
 Landcaster
 , CA 93536
 United States
 (P) 661-965-4298

Bill To
 Valley View PTA
 3310 W Ave L8
 Landcaster
 , CA 93536
 United States
 (P) 661-965-4298

Ship To
 Valley View PTA
 3310 W Ave L8
 Landcaster
 , CA 93536
 United States
 (P) 661-965-4298

Customer PO:

Terms:
 Undefined

Ship Via:
 UPS Ground

Special Instructions:

Carrier Account #:

#	Description	Part #	Tax	List Price	Qty	Unit Price	Total
1	HP Color LaserJet Enterprise M577dn Multifunction printer - color - laser - Legal (8.5 in x 14 in) (original) - A4/Legal (media) - up to 40 ppm (copying) - up to 40 ppm (printing) - 650 sheets - USB 2.0, Gigabit LAN, USB 2.0 host	B5L46A#BGJ	Yes	\$2,550.23	1	\$1,836.00	\$1,836.00
2	HP 508X High Yield - black - original - LaserJet - toner cartridge (CF360X) - for Color LaserJet Enterprise MFP M577; Color LaserJet Enterprise Flow MFP M577	CF360X	Yes	\$281.00	1	\$184.00	\$184.00
3	HP 508X High Yield - cyan - original - LaserJet - toner cartridge (CF361X) - for Color LaserJet Enterprise MFP M577; Color LaserJet Enterprise Flow MFP M577	CF361X	Yes	\$389.00	1	\$255.00	\$255.00
4	HP 508X High Yield - yellow - original - LaserJet - toner cartridge (CF362X) - for Color LaserJet Enterprise MFP M577; Color LaserJet Enterprise Flow MFP M577	CF362X	Yes	\$389.00	1	\$255.00	\$255.00
5	HP 508X High Yield - magenta - original - LaserJet - toner cartridge (CF363X) - for Color LaserJet Enterprise MFP M577; Color LaserJet Enterprise Flow MFP M577	CF363X	Yes	\$389.00	1	\$255.00	\$255.00

Contract: HP CA WSCA\NASPO (7-15-70-34-001)

Subtotal: \$2,785.00
 Tax (7.250%): \$201.91
 Shipping: \$0.00
Total: \$2,986.91
 (List Price: \$3,998.23)

These prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Board Certification of Williams Uniform Complaint Quarterly Report Summary

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS:

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

SUPERINTENDENT'S RECOMMENDATION:

Approval



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

Williams Lawsuit Settlement *2016-17*
Quarterly Report on Uniform Complaints ~~2015-2016~~

District Name: Westside Union School District

Date: 2-17-17

Person completing this form: Tonya Williams

Title: Admin. Secretary

Quarter covered by this report (Check One Below):

- | | | |
|---|--------------------------|--|
| <input type="checkbox"/> 1st QTR | July 1 to September 30 | Due 15-Oct 2015 |
| <input checked="" type="checkbox"/> 2nd QTR | October 1 to December 31 | Due 15-Jan 2016 <i>2017</i> |
| <input type="checkbox"/> 3rd QTR | January 1 to March 31 | Due 15-Apr 2016 |
| <input type="checkbox"/> 4th QTR | April 1 to June 30 | Due 15-Jul 2016 |

Date for information to be reported publicly at governing board meeting: 2/14/17

Please check the box that applies:

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

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

Print Name of District Superintendent Regina L. Rossall

Signature of District Superintendent _____ Date _____

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

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

WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #17-12

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>
Alfaro, Gabriela	Long Term Substitute Teacher/EZ- Stephanie Jitosho/January 9, 2017-TBD/Req# 13489
Angelucci, Nicholas	Teacher-2 nd grade /EZ/Step 1/February 6, 2017/URGF
Farrell, Cassandra	Substitute Teacher/\$120.00 per/day/February 7, 2017/URGF
Gordon, Russell	Teacher-SDC /EZ/Step 1/January 30, 2017/URGF
Rodriguez, Gabrielle	Teacher-SDC /RV/Step 1/February 6, 2017/URGF
Sarna, John	Substitute Teacher/\$120.00 per/day/February 7, 2017/URGF
Scarvo, Kaitlin	Substitute Teacher/\$120.00 per/day/February 7, 2017/URGF
Thomson, Rachel	Substitute Teacher/\$120.00 per/day/February 7, 2017/URGF
Warner, Angela	Long Term Substitute Teacher/WA /January 9, 2017-TBD/Req# 13490

<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
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<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
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<u>Separation</u>	<u>Position/Location/Effective Date/</u>
Mayo, Karen	Teacher-RSP/January 13, 2017/Resignation
Tipton, Angela	Teacher/EZ/January 31, 2017/Resignation

CLASSIFIED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Aguina, Stacey	Short-Term Playground Supervisor/DS/2 hrs/per/day/Step 1/November 3, 2016-May 18, 2017/Sup Grant/Req# 13426
Alcaraz, Cristina	Instructional Assistant II, Access/QH/3 hrs/per/day/Step 1/January 30, 2017/SDC/Req# 13423
Arce, Suzanne	Short-Term Instructional Assistant II/AH/.92 hrs/per/day/Step 1/January 17-June 2, 2017/Title 1/Req# 13480
Bartlett, Jamila	Short-Term Instructional Assistant II/ESF/3.5 hrs/per/day/Step 3/January 25 & 26, 2017/SDC/Req# 13467
Bonner, Michelle	Instructional Assistant II, RSP/SD/3 hrs/per/day/Step 1/January 30, 2017/SDC/Req# 13469
Bothuel, Patricia	Short-Term Playground Supervisor/DS/2 hrs/per/day/Step 1/November 3, 2016-May 18, 2017/Sup Grant/Req# 13426
Brown, Sirikul	Short-Term Instructional Assistant I/GA/2.92 hrs/per/day/Step 1/January 9-March 1, 2017/URGF/Req# 13463
Bruckner, Cameo	Playground Supervisor/AH/1.25 hrs/per/day/Step 1/January 27, 2017/URGF/Req# 13255
Bruckner, Cameo	Crossing Guard/AH/.5 hrs/per/day/Step 1/January 27, 2017/URGF/Req# 13255
Campbell, Kimberly	Short-Term Playground Supervisor/CW/.5 hrs/per/day/Step 6/January 9-June 7, 2017/URGF/Req# 13453
Castillo, Candelaria	Short-Term Instructional Assistant II/ESF/3.5 hrs/per/day/Step 3/January 25 & 26, 2017/SDC/Req# 13467

Castellanos, Samantha	Short-Term Instructional Assistant I-Tutor/DS/1.25 hrs/per/day/Step 2/Tuesday & Thursday/October 18, 2016-May 22, 2017/Sup Grant/Req# 13114
Celedon, Jasmine	Playground Supervisor/AH/1.17 hrs/per/day/Step 1/February 8, 2017/URGF/Req# 13525
Ciufo, Derek	Short-Term Instructional Assistant I/GA/3.33 hrs/per/day/Step 1/January 9-March 1, 2017/URGF/Req# 13462
Dowd, America	Short-Term Instructional Assistant II/DS/1.75 hrs/per/day/Step 1/January 12, 2017/URGF/Req# 13497
Ghareeb, Mervat	Short-Term Instructional Assistant II/ESF/3.5 hrs/per/day/Step 2/January 25 & 26, 2017/SDC/Req# 13467
Gleason, Claudia	Extra-Duty Instructional Assistant II-Bilingual/ESF/20 hrs/total/Step 6/January 17-May 17, 2017/URGF/Req# 13508
Gleason, Claudia	Short-Term Instructional Assistant II/DS/1.75 hrs/per/day/Step 6/January 12, 2017/URGF/Req# 13497
Gonzalez, Aixa	Instructional Assistant II, Speech/JW/3 hrs/per/day/Sep 1/February 6, 2017/SDC/Req# 13274
Gonzalez, Paola	Playground Supervisor/SD/.53 hrs/per/day/Step 1/January 23, 2017/URGF/Req# 13522
Hearn, Taknesia	Short-Term Instructional Assistant II/ESF/3.5 hrs/per/day/Step 1/January 25 & 26, 2017/SDC/Req# 13467
Hernandez, Maria	Playground Supervisor/EZ/2.67 hrs/per/day/Step 1/February 7, 2017/URGF/Req# 13528
Herrera, Marisol	Instructional Assistant II, Bilingual/EZ/3.95 hrs/per/day/Step 1/January 30, 2017/SDC/Req# 13277
Hilton, Florence	Instructional Assistant II/HV/3 hrs/per/day/Step 1/January 27, 2017/SDC/Req# 13141
Holtfreter, Barbara	Instructional Assistant II, Access/3.5 hrs/per/day/Step 1/January 27, 2017/SDC/Req# 13524
Jones, Deborah	Short-Term Instructional Assistant I-Tutor/DS/1.25 hrs/per/day/Step 1/Tuesday & Thursday/October 18, 2016-May 22, 2017/Sup Grant/Req# 13114

Knight, Kevan	Playground Supervisor/AH/2.42 hrs/per/day/Step 1/February 1, 2017/URGF/Req# 13482
Lauterio, Corina	Child Nutrition Sub/CN/Step 1/February 6, 2017/URGF
Lomeli, Amy	Cheerleader Advisor/HV/Stipend/2016-217 School Year/URGF/Req# 13447
Mattke, Katherine	Instructional Assistant II, Access/VV/3 hrs/per/day/Step 1/January 16, 2017/SDC/Req# 13383
McGlennen, Lorena	Instructional Assistant II, Access/GA/3 hrs/per/day/Step 1/February 1, 2017/SDC/Req# 13348
Means, Kaylie	Instructional Assistant II/SD/3 hrs/per/day/Step 1/January 12, 2017/SDC/Rec# 13434
Monterrosa-Parga Alyssa	Short-Term Instructional Assistant I-Tutor/DS/1.25 hrs/per/day/Step 1/Tuesday & Thursday/October 18, 2016-May 22, 2017/Sup Grant/Req# 13114
Munoz, Cindy	Short-Term Instructional Assistant II/RV/1.83 hrs/per/day/Step 3/January 12-February 2, 2017/Title III/Req# 13507
Omar, Shereen	Instructional Assistant II, RSP/HV/3 hrs/per/day/Step 1/February 2, 2017/SDC/Req# 13303
Puyot, Eugenia	Campus Climate Assisant/LV/3 hrs/per/day/Step 1/February 13, 2017/URGF/Req# 13514
Redeker, Morgan	Short-Term Instructional Assistant I-Tutor/DS/1.25 hrs/per/day/Step 1/Tuesday & Thursday/October 18, 2016-May 22, 2017/Sup Grant/Req# 13114
Redmayne, Mary	Crossing Guard/DS/.97 hrs/per/day/Step 1/January 9, 2017/URGF/Req# 13313
Reina, Vanessa	Short-Term Instructional Assistant II/EZ/2 hrs/per/day/Step 3/January 12-March 1, 2017/Sup Grant/Req# 13491
Remorozo, Maria	Instructional Assistant II, Access/QH/3 hrs/per/day/Step 1/January 19, 2017/SDC/Req# 13346
Rodriguez, Elizabeth	Instructional Assistant II/VV/3 hrs/per/day/Step 1/December 9, 2016/SDC/Req# 13154
Rouse, Tabettha	Playground Supervisor/VV/2.67 hrs/per/day/Step 1/January 17, 2017/URGF/Req# 13414

Salas, Norah	Instructional Assistant II, Access/HV/3 hrs/per/day/Step 1/February 6, 2017/ SDC/Req# 13465
Smoot, Kheema	Instructional Assistant II, Access/HV/3 hrs/per/day/Step 1/February 2, 2017/ SDC/Req# 13466
Taylor, Ysenia	Basketball-Time Keeper/AH/2 hrs/per/game/Not to Exceed 11 games/Step 3/ 2016-2017/AH-Donation Acct/Req# 13479
Uzabakiliho, Anne	Substitute Child Nutrition/CN/Setp 1/February 7, 2017/URGF
Vazquez, Kandice	Instructional Assistant II, RSP/SD/3 hrs/per/day/Step 1/January 26, 2017/SDC/ Req# 13420
Vieira, Brianne	Substitute Child Nutrition/CN/Step 1/January 20, 2017
Wesolowski, Shannon	Instructional Assistant II, Access/AH/3 hrs/per/day/Step 1/January 26, 2017/ SDC/Req# 13506
Wesolowski, Shannon	Playground Supervisor/AH..67 hrs/per/day/Step 1/January 26, 2017/URGF/ Req# 13527

<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Acevedo, Violet	Playground Supervisor (1.5 hrs/per/day) to <u>(2 hrs/per/day)</u> /EZ/Step 1/ November 14, 2016/URGF/Req# 13295
Acevedo, Violet	Crossing Guard (.58 hrs/per/day) to <u>(1.33 hrs/per/day)</u> /EZ/Step 1/ November 14, 2016/URGF/Req# 13295
Andrade, Kimberly	Playground Supevisor (.83 hrs/per/day) to <u>(2.58 hrs/per/day)</u> /QH/Step 1/ February 1, 2017/URGF/Req# 13565
Avila, Shevawn	Instructional Assistant II (3 hrs/per/day) to <u>(5.95 hrs/per/day)</u> /QH/ Step 8/January 9, 2017/SDC/Req# 13285
Gudim, Joshua	Instructional Assistant II (3.25 hrs/per/day) to <u>(3 hrs/per/day)</u> /GA/Step 2/ January 9, 2017/SDC/Req# 12965
Haymond, Rajeev	Instructional Assistant II (3.5 hrs/per/day) to <u>(3 hrs/per/day)</u> /HV/Step 2/ January 18, 2017/SDC/Req# 13394
Kith, Maryjane	Substitute Child Nutrition to <u>Child Nutrition I (2.75 hrs/per/day)</u> /CN/ Step 1/January 12, 2017/URGF/Req# 13487

Luthern, Lisa	Playground Supervisor (.75 hrs/per/day) to <u>(1.42 hrs/per/day)</u> /VV/Step 3/ December 9, 2016/URGF/Req# 13413
Masters, William	Worker II-Lead Grounds (8 hrs/per/day) to <u>Director II</u> /M&O/Step 1/ February 1, 2017/URGF/Req# 13575
Miyazaki-Goldman Nancy	Child Nutrition I (3.75 hrs/pe/day) to <u>(3.95 hrs/per/day)</u> /CN/Step 2/ January 17, 2017/URGF/Req# 13488
Morgan, Stacy	Instructional Assistant II (3.5 hrs/per/day) to <u>(3 hrs/per/day)</u> /CW/Step 2/ January 9, 2017/SDC/Req# 13177
Myers, Amber	Playground Supervisor (.72 hrs/per/day) to (1.05 hrs/per/day)/AH/Step 1/ January 9, 2017/URGF/Req# 13376
Rodio, Dana	Child Nutrition I (2.25 hrs/per/day) to <u>(3.25 hrs/per/day)</u> /CN/Step 1/ January 12, 2017/URGF/Req# 13351
Rodio, Dana	Child Nutrition I (3.25 hrs/per/day) to <u>(3.75 hrs/per/day)</u> Step 1/ February 1, 2017/URGF/Req# 13560
Rodriguez, Elizabeth	Instructional Assistant II (3 hrs/per/day) to <u>(3.25 hrs/per/day)</u> /VV/Step 1/ January 17, 2017/SDC/Req# 13382
Salinas, Stephanie	Playground Supervisor (1.67 hrs/per/day) to <u>(3 hrs/per/day)</u> /QH/Step 1/ February 1, 2017/URGF/Req# 13566
Serrano, Eric	Custodian I-Night (5.95 hrs/per/day) to <u>Substitute Custodian</u> /MO/Step 1/ January 20, 2017/URGF/Req# 13474
Torres, Edith	Instructional Assistant I (3 hrs/per/day) to <u>Instructional Assistant II</u> <u>(3.42 hrs/per/day)</u> /CW/Step 1/SDC/Req# 13404
Valenzuela, Carmen	Playground Supervisor (2.08 hrs/per/day) to <u>(2.25 hrs/per/day)</u> /AH/Step 4/ January 23, 2017/URGF/Req# 13529
Virtue, Kathleen	Playground Supervisor (3.75 hrs/per/day) to <u>Campus Climate Assistant</u> <u>(3 hrs/per/day)</u> /QH/Step 4/URGF/Req# 13275
Welsh, James	Substitute Custodian to <u>Driver/Custodian</u> (8 hrs/per/day)/CN/Step 1/ January 5, 2017/URGF/Req# 13329
<u>Leaves</u>	<u>Position/Location/Effective Date/</u>

<u>Separation</u>	<u>Position/Location/Effective Date/</u>
Barragan, Denise	Instructional Assistant II, Access/HV/February 3, 2017/Resignation
Diaz, Karla	Instructional Assistant II, Access/HV/February 14, 2017/Resignation
Dominguez, Jasmin	Instructional Assistant II/QH/January 23, 2017/Resignation
Espinoza, Pedro	Playground Supervisor/AH/January 20, 2017/Resignation
Garcia, Diana	Instructional Assistant II, Bilingual/VV/January 23, 2017/Resignation
Herron, Julia	Child Nutrition Assistant I/CN/December 16, 2016/Resignation
Joseph, Andrea	Instructional Assistant II, Access/AH/December 20, 2016/Resignation
Juarez, Nury	Crossing Guard/EZ/January 19, 2017/Resignation
Lujan, Taylor	Playground Supervisor/SD/January 18, 2017/Resignation
Mattke, Katherine	Instructional Assistant II/VV/January 17, 2017/Resignation
Mays, Antoinette	Instructional Assistant II, Preschool/QH/January 13, 2017/Resignation
Mitchell, Patrice	Instructional Assistant II/JW/January 23, 2017/Resignation
Orellana, Stephanie	Clerk IV, Library/ESF/February 3, 2017/Resignation
Samuelson, Joanna	Playground Supervisor/VV/January 23, 2017/Resignation
Williams, Tenae	Playground Supervisor/AH/January 13, 2017/Resignation
Wright, Randissa	Playground Supervisor/AH/January 9, 2017/Resignation

BOARD AGENDA

February 14, 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	155,148.81
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Ratification Items:

General Fund (01.0)	68,750.62
Child Nutrition Fund (13.0)	40.93
Deferred Maintenance Fund (14.0)	0.00
Building Fund: Bonds (21.0)	0.00
Capital Facilities Fund (25.0)	0.00
County Facilities Fund (35.0)	0.00
Anaverde Settlement (40.0)	4,125.00
CFD's (49.0)	491.61

Total	228,556.97
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ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS
Approved/Ratified at the Meeting of February 14, 2017

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

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P51556	Project Lead the Way Gregg Anderson	Vex IQ Robot Design Kits (32) Local Site Funds	14,202.00
P51559	2nd Gear LLC Esperanza and Rancho Vista	Dell Optiplex 7010 for New Classrooms (20) Technology Maintenance	10,051.00
P51564	Dave Bang Assoc Inc Cottonwood	Playworld Playstructure Fund 40.1 (Anaverde Settlement)	28,272.02
P51567	Class Leasing Inc Sundown	Restroom Bldg Lease CL2735: Year 3 of 3 Fund 25 (Developer Fees)	11,000.00
P51577	Sierra School Equipment Company Business/HR Building	Conference Room Tables and Chairs General Funding	8,181.28
P51578	Digital Networks Group Inc Esperanza	Projector and White Board: 2 Classrooms Fund 25 (Developer Fees)	14,317.24
P51579	Jeanette L Garcia and Associates District	Year 2 of 3-Year Contract for Audit Services General and Bond Funding	37,650.00
P51580	Digital Networks Group Inc Rancho Vista	Projector and White Board: 2 Classrooms Fund 25 (Developer Fees)	14,317.24
M19814	SEA Supply Various Sites	Custodial Supplies - January Operations	17,158.03
<i>Note: PO released to facilitate timely payment of materials already received.</i>			

Total 155,148.81

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P51516	Thinking Maps Inc Educational Services	Language for Learning (with wall posters) Lottery: Instruction	3,585.94
P51517	Pearson Clinical Assessment Student Support Services	Testing materials Special Education	2,079.63
P51518	Apple Inc Student Support Services	iPad Air 2 for Student (1) Special Education	417.16
P51519	Amazon.com Corporate Credit Educational Services	Books: A Leader's Legacy (15) General Funding	248.44
P51520	Amazon.com Corporate Credit Student Support Services	iPad Air 2 Case (1) Special Education	29.22
P51523	Marguerite Johnson Educational Services	Reimburse: Supplies/Food for Trainings General Funding	500.00
P51524	Cyndee Dodge Cottonwood	Reimburse: Dancing Feet Supplies Local Site Funds	200.00
P51525	SISC II Property and Liability Risk Management	Deductible: File 2014012154 General Funding	1,000.00
P51526	CDWG Computer Centers Inc Cottonwood	Cables General Funding	55.30
P51529	Jaclyn Bennett Sundown	Reimburse: Jr. First Lego League Supplies Local Site Funds	500.00
P51530	Jaclyn Bennett Sundown	Reimburse: Jr. First Lego League Team Registrations Local Site Funds	300.00
P51531	AVSTA All Sites	Field Trip Transportation: December 2016 Reimbursable, Supplemental Grant, DS Local Site Funds	3,856.64
P51533	Rhonda Pratt Hillview	Reimburse: Home Economics Supplies General Funding	200.00
P51534	Bruce Barron Joe Walker	Reimburse: Wood Shop Supplies General Funding	500.00
P51535	Rhonda Pratt Joe Walker	Reimburse: Home Economics Supplies General Funding	500.00
P51536	Home Depot Hillview	Wood Shop Supplies General Funding	1,000.00

P51537	Bolts in the Bathtub Hillview	Home Economics Supplies General Funding	600.00
P51538	Palmdale Trophy Board of Trustees	Name Plate: Ulvin (Bond Oversight Committee Member) General Funding	15.23
P51539	Amazon.com Corporate Credit Cottonwood	iPad Case (1) General Funding	41.29
P51540	Dell Computer Corporation Student Support Services	Dell Optiplex 7040 (1) Special Education	886.20
P51541	Blue Label Power Technology	Projector Lamp (1) Technology Maintenance	171.47
P51545	AVSTA Sundown (Strong Kids Club)	Field Trip Transportation: January 1-15, 2017 Supplemental Grant	83.96
P51550	Laura Duran Cottonwood	Reimburse: PLTW/STEM Supplies Local Site Funds	300.00
P51551	Laurie Mealey-Nipper Esperanza	Reimburse: Instructional Materials Local Site Funds	100.00
P51552	Amy Lomeli Hillview	Reimburse: Cheer Certification General Funding	75.00
P51553	Home Depot Joe Walker	Wood Shop Supplies General Funding	1,000.00
P51554	Southwest School Supply Valley View	School and Office Supplies General Funding	1,000.00
P51555	Museum of Tolerance Sundown	Field Trip Admission Fees Local Site Funds	782.00
P51571	Southwest School Supply Gregg Anderson	School and Office Supplies General Funding	2,000.00
M19724A	Valley Construction Supply Maintenance	Switch and Router Base Maintenance	155.48
M19735	Consolidated Electric Various Sites	Electrical Supplies - December Maintenance	12,386.64
M19739	Fastenal Industrial Maintenance	Maintenance Supplies - December Maintenance	217.10
M19741	Ferguson HVAC District Office	HVAC Supplies - December Maintenance	16.82
M149742	Home Depot Various Sites	Maintenance Supplies - December Maintenance	1,034.77
M19743	Johnstone Supply Various Sites	HVAC Supplies - December Maintenance	1,946.24
M19744	Lancaster Plumbing Various Sites	Plumbing Supplies - December Maintenance	864.98
M19745	Lowes Various Sites	Maintenance Supplies - December Maintenance/Operations	164.84
M19748	PPG Architectural Finishes Hillview	Paint Supplies - December Maintenance	60.17
M19749	Quartz Hill Auto Parts Various Sites	Maintenance Supplies - December Maintenance/Operations	698.04
M19751	Smith Pipe Various Sites	Landscape Supplies - December Operations	
M19752	United Refrigeration Various Sites	HVAC Supplies - December Maintenance	1,656.58
M19754	Van Dam Farms Various Sites	Maintenance Supplies - December Maintenance	308.71
M19756	Westside Equipment Rentals Maintenance	Propane Maintenance	37.25
M19758	Westside Lancaster LLC District Office	Door Maintenance	259.88
M19769	Florence Filters Various Sites	HVAC Filters Maintenance	4,718.00
M19785	Resource Building Materials Operations	Recycled Base Operations	396.39
M19791	Resource Building Materials	Block Moved	200.00

M19797	Operations All Phase Cottonwood	Operations Electrical Supplies - January Maintenance	9.79
M19809	Lowes Various Sites	Maintenance Supplies - January Maintenance	219.04
M19810	Motion Industries Joe Walker	Maintenance Supplies - January Maintenance	82.84
M19815	Smith Pipe and Supply Various Sites	Landscape Supplies - January Operations	174.29
M19817	US Air Conditioning Various Sites	HVAC Supplies - January Maintenance	388.60
M19823	Resource Building Materials Hillview	50/50 Soil Mix Operations	189.55
M19826	Tire Xpress Operations	Repairs - Truck 85 Operations	190.54
M19828	Empire Floor Supply Maintenance	Pad Retainer Maintenance	169.10
M19830	Kern River Power Equipment Maintenance	Repair Equipment Parts Maintenance	228.95
M19830A	Kern River Power Equipment Maintenance	Echo Repair Parts Operations	303.51
M19833	Empire Floor Supply Maintenance	Maintenance Supplies Maintenance	784.63
M19834A	JB Roofing Maintenance	Roofing Supplies - Caulking Maintenance	240.60
M19836	Antelope Valley Ford Maintenance	Repairs - Truck 87 Maintenance	552.77
M19837	Clark and Howard Maintenance	Towing Fees - Truck 76 Maintenance	65.00
M19839	Meldon Glass Joe Walker	Glass Repair Maintenance	231.00
M19840	AV Battery Maintenance	HDC Battery Maintenance	151.03
M19841	Allied Storage Containers Maintenance	8x20' Cargo Container with Lockboxes Operations	3,002.50
M19844	Montgomery Hardware Maintenance	Kick Down Door Holders Maintenance	2,284.35
M19845	Roy Klopping Enterprises Maintenance	Grounds Equipment Parts Operations	1,128.32
M19847	Bear State Plumbing Valley View	Repair Gas Line Underground Maintenance	5,783.60
M19848	U.S. Breakers Quartz Hill	Electrical Supplies Maintenance	1,223.44
M19851	Tel Pro Rancho Vista	Extron Switches Maintenance	1,715.82
M19852	American Time and Signal Various Sites	Grommets Maintenance	50.01
M19855	Meldon Glass Quartz Hill	Install Office Window Maintenance	595.00
M19858	Home Depot Maintenance	Portable Inverter Generator Operations	1,086.41
M19891	Tire Xpress Maintenance	Tire Tubes - Grounds Equipment Repair Operations	26.31
M19893	McKinley Elevator Corp Valley View	Chair Lift Repairs Maintenance	724.25

Total 68,750.62

CHILD NUTRITION (13)

M19842	Patton Sales	Repair Parts for Food Cart	40.93
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Total 40.93

DEFERRED MAINTENANCE (14)
BUILDING FUND: BONDS (21)
CAPITAL FACILITIES (25)
COUNTY FACILITIES (35)

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

			<i>Total</i>	<i>0.00</i>
<u>ANAVERDE SETTLEMENT (40)</u>				
P51514	Division of the State Architect	Plan Check Fees: Cottonwood Buildings 1300 and 1400		4,125.00
			<i>Total</i>	<i>4,125.00</i>
<u>CFD's (49)</u>				
P51515	Division of the State Architect	Access Compliance, Fire/Life/Structural Safety: Sundown		491.61
			<i>Total</i>	<i>491.61</i>

BOARD AGENDA

February 14, 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	940.00
In-house Staff/Parent Workshops	23,700.00
Vendor Provided Services	154,404.93
Rental/Lease Contracts	0.00
Total	<u>179,044.93</u>

Incoming Funds	0.00
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ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of February 14, 2017

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
March 30-31, 2017	AVID Center Educational Services	Staff Training: AVID Path to School Wide Training Supplemental Grant	23,700.00	
Winter	Class Leasing LLC Sundown	Classroom Dismantle and Return Fund 25 (Developer Fees)	7,500.00	
2017-2018	Dimension Data North American GA, AH, CW	Singlewire Maintenance Renewal: Bells and PA Systems Technology Maintenance	7,750.00	
2016-2017	Eagleshield Pest Control Inc All Sites	Pest Control Services (5 months) Maintenance	9,750.00	
2016-2017	Earth Systems Southern California Esperanza	Compaction & Materials Testing, Special Inspection Services Fund 25 (Developer Fees)	5,000.00	
2016-2017	Earth Systems Southern California Rancho Vista	Compaction & Materials Testing, Special Inspection Services Fund 25 (Developer Fees)	5,000.00	
2016-2017	Gray Step Software Inc JW, HV, AH, DS, District Office	ASBWorks Licensing Business Services	2,796.00	
February 9, 2017	Mad Science of Los Angeles Gregg Anderson	Educational Science Workshop for 4th Graders Local Site Funds	940.00	
2017-2018	Mayer-Johnson LLC Student Support Services	Volume Licensing for Web Based Boardmaker Online Special Education	973.31	
2016-2017	McKinley Elevator Corporation All Sites	Wheelchair Lift Services Maintenance	5,400.00	
2016-2017	Professional Tutors of America Inc Educational Services	Alternative Supports Tutoring for Students Title I	65,800.00	
2016-2017	Renaissance Learning Esperanza	Accelerated Reader and STAR Reading Subscription Add-ons Local Site Funds	140.01	
2017-2018	School Services of California Business Services	Fiscal/Budget Services and CADIE Report Business Services	3,340.00	
2016-2017	SHI International Corp District	Consulting Services to Move Email to Office 365 Cloud Technology Maintenance	36,000.00	
<u>Change</u>				
2016-2017	Nexus IS Inc District	21st Century Learning: Network: Add: Switch/Patch Panel at Valley View Fund 21 (Bonds)	4,955.61	

Total 179,044.93 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 Service Student ID

BOARD AGENDA

February 14, 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 \$40,581.62.

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of February 14, 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>
2016-2017 Various Locations	CSBA Masters in Governance Trainings Gina Rossall, Linda Jones, Jennifer Navarro Board of Trustees	General Funding	2241	600.00	235.00	481.00	240.00	0.00	0.00
January 23-25, 2017 Riverside	PLTW (Project Lead the Way) Conference Matt Anderson Joe Walker	General Funding (State to pay for registration)	375.00	537.00	0.00	100.35	75.00	360.00	0.00
January 24, 2017 Riverside	6th Annual CA Project Lead the Way Conference Chris Fitzgerald Educational Services	General Funding	300.00	0.00	0.00	129.47	0.00	0.00	0.00
January 25, 2017 Arcadia	Differentiated, Timesaving Math Work Stations Katerine Carlton, Jennifer Parks, Tara Starr, Christine Jensen Anaverde Hills	Title I	1,125.00	0.00	0.00	177.60	0.00	600.00	0.00
January 28-29, 2017 Shadow Hills	California Desert Summit: EdTech Team Michael Lambert, Dalia Garcia, Shameka Andres, Brianne Stanley Quartz Hill	Title I	1,316.00	480.00	200.00	504.00	0.00	0.00	0.00
February 2, 2017 Downey	Meeting ESEA Equitable Services Requirements Marguerite Johnson, Kristin Gellinck-Frye Educational Services	Title I	300.00	0.00	0.00	0.00	0.00	0.00	0.00
February 2-4, 2017 San Diego	CASBO (CA Assoc of School Business Officials) CBO Boot Camp Lisa Jehlicka Business Services	General Funding	580.00	434.88	40.00	104.08	90.00	0.00	0.00
February 6-7, 2017 San Diego	STEAM School Visits Steve Wood Joe Walker	General Funding	0.00	400.00	100.00	204.74	30.00	0.00	0.00
February 6-8, 2017 Vista	School Visits Laura Duran, Lisa Harmon, Patti Leeds, Cyndee Dodge, Carly Bennett Educational Services	Title I	0.00	798.00	500.00	374.50	0.00	1,300.00	0.00
February 7-10, 2017 San Diego	AVID District Leadership Session 4 Kristin Gellinck-Frye Educational Services	Supplemental Grant: AVID	0.00	570.00	150.00	199.80	66.00	0.00	0.00
February 8, 2017 Lancaster	Skillful Leader: Meaningful Employee Evaluations Jacob Briggs, Amy Brouwer, Sandra Jones, Shannon Rossall, Reyna Smith Educational Services	General Funding	2,065.00	0.00	0.00	25.92	0.00	0.00	0.00
February 10-, 2017 Arcadia	Making Best Use of Free Google Apps and Tools Christopher Paxton, Ashley Wallin, Tim McClure, Melody Dumayas, Jaclyn Bennett, Nicole Bitvarda, Samara Gugler, Tim Barker, Sarah Kettelkamp, Jessica Lundy, Gerry Williams Sundown	Title I	2,695.00	0.00	0.00	263.76	0.00	1,100.00	0.00
February 10-12, 2017 Anaheim	Behavior Analysis Regional Conference Allison Lazar Educational Services	General Funding	190.00	0.00	0.00	100.00	35.00	0.00	0.00
February 12-14, 2017 Burlingame	Symposium on Teacher Induction Trudy Valenzuela Educational Services	Educator Effectiveness Grant	470.00	607.44	100.00	376.64	75.00	0.00	0.00
February 15-16, 2017 Pasadena	Procurement in the 21st Century Nancy Hemstreet Child Nutrition	Child Nutrition	0.00	208.49	65.00	0.00	18.00	0.00	0.00
February 23, 2017 Burbank	ELPAC Field Tests Admin & Scoring Training Jessie McLaren, Janet Gutierrez, Mary Lydum, Kristin Gellinck-Frye, Educational Services	General Funding	0.00	0.00	0.00	104.22	0.00	0.00	0.00
March 1, 2017 Orange	SMAA School Medicaid Collaborative Nikki Skelton District	MAA: Medi-Cal Admin. Activities	0.00	0.00	0.00	105.40	20.00	0.00	0.00
March 9, 2017 Downey	2017 LACOE Special Education Symposium Scott Brewer Student Support Services	Special Education	100.00	0.00	0.00	100.00	0.00	0.00	0.00

<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 10-12, 2017 Irvine	CTA (CA Teachers Assoc) New Educator Weekend Attendees TBD - Maximum 40 Educational Services	Title I	1,960.00	0.00	0.00	0.00	0.00	0.00	0.00
March 15, 2017 Arcadia	Effective Strategies for Working Successfully with Difficult and Disruptive Students Nate Smith Anaverde Hills	Title I	245.00	0.00	0.00	88.00	0.00	120.00	0.00
March 15-18, 2017 Palm Springs	CUE 2017 National Conference Drew Warden, Rowdy Dyer, Kelly Morreale, Samara Gugler, Shaun Tyson Educational Services	Educator Effectiveness Grant	1,700.00	4,568.91	1,000.00	297.92	80.00	990.00	0.00
March 17-18, 2017 Bakersfield	CSBA Institute for New & First Term Board Members Regina Rossall, Patricia Shaw, Jennifer Navarro Board of Trustees	General Funding	975.00	1,500.00	300.00	96.30	50.00	0.00	0.00
April 29-30, 2017 Arcadia	CUE Rockstar Teacher Camp - Math Edition Samantha Bergida, Melanie Golyer, Sandy Havens, Amy Young Quartz Hill	Title I	1,156.00	0.00	0.00	171.20	0.00	0.00	0.00
Changes February 11, 2017 Lancaster	Food Handlers Certification Class <i>Change: Add Stacy Aquina to previously approved group, & change date from January 14 to February 11, 2017</i> Child Nutrition	Child Nutrition	140.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotals			17,933.00	10,704.72	2,690.00	4,004.90	779.00	4,470.00	0.00
Grand Total			40,581.62						

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Lisa Jehlicka, Fiscal Services Supervisor

SUBJECT: Resolution 17-15, Processing of Non-Routine Budget Revisions, Adjustments and Transfers

BACKGROUND:

In order for the District to budget for received revenues and/or expend costs not previously budgeted, or for the district to transfer budget money between funds, or for the district to transfer/revise budget amounts exceeding \$100,000, the Board must approve budget revisions.

PROGRAM/EDUCATIONAL IMPLICATION:

Individual to each budget line.

COST ANALYSIS:

The effect of these adjustments by fund are reflected in the attached exhibits.

SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT
RESOLUTION 17-15

**RESOLUTION TO APPROVE THE PROCESSING OF NON-ROUTINE
BUDGET REVISIONS, ADJUSTMENTS, AND TRANSFERS**

WHEREAS, Education Code section 42600 governs that K-12 school districts may not expend more than what is budgeted for each major classification of expenditures, as approved by the governing board of the school district; and

WHEREAS, any non-routine budget revisions, adjustments and transfers may be made from the designated fund balance or the unappropriated fund balance to any expenditure classification with a majority vote of the members of the governing board; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Westside Union School District, in accordance with the provision of Education Code section 42600 does hereby approve the following non-routine budget revisions, adjustments and transfers (*supporting documentation provided on subsequent Form(s) No. 503-056A*):

			Increase (Decrease)		
	Fund	Restricted	Revenues	Expenditures	Fund Balance
BA417	01.0 - General Fund	No	\$0	\$6,433	(\$6,433)
<i>Adjust School Site supply budget for Certified October 2016 CBEDS Enrollment.</i>					
BA418	01.0 - General Fund	No	\$0	\$14,346	(\$14,346)
<i>Establish Elective Supply Budget for Middle Schools for second semester of the 2016-17 year.</i>					
BA419	01.0 - General Fund	Yes - Local	\$7,832	\$7,832	\$0
<i>Adjust Title I School Allocations for revised District Entitlement</i>					

APPROVED AND ADOPTED by the Governing Board on this 14th day of February, 2017, in the community of Palmdale, California; County of Los Angeles by the following vote:

AYES:

NOES:

ABSENT:

I, Steve DeMarzio, President of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution approved and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand on this 14th day of February, 2017.

President of the Governing Board



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Office of Education**

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Submit to Business Advisory Services

Division of Business Advisory Services
9300 Imperial Highway • Downey, CA 90242-2890

**Budget Adjustment Summary
K-12/ROPs/JPA's**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA417	FUND NUMBER 01.0
FISCAL YEAR 2016-17	FUND NAME General Fund	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 02/14/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		6,433.00
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Other Outgo	7000-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. All Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Uses			\$ 6,433.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ (6,433.00)
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NOTE: If Section C is zero, you must complete Section E and Section F on Page 2.

DISTRIBUTION: Original to Business Advisory Services.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			\$
a. Revolving Cash	9711		
b. Stores	9712		
c. Prepaid Expenditures	9713		
d. All Others	9719		
Total Nonspendable Amounts			0.00

2. Restricted Amounts	9740		\$
a. Restricted			
a. Restricted	9740		
a. Restricted	9740		
Total Restricted Amounts			0.00

3. Committed Amounts	9750		\$
a. Stabilization Arrangements			
a. Stabilization Arrangements	9750		
b. Other Commitments	9760		
b. Other Commitments	9760		
Total Committed Amounts			0.00

4. Assigned Amounts	9780		\$
a. Other Assignments			
a. Other Assignments	9780		
a. Other Assignments	9780		
Total Assigned Amounts			0.00

5. Unassigned/Unappropriated Amounts	9789		\$
a. Reserve for Economic Uncertainties			
b. Unassigned/Unappropriated/Unrestricted Net Position	9790		(6,433.00)
Total Unassigned/Unappropriated Amounts			(6,433.00)

E. Narrative Explanation for this Revision - Must be Completed

Adjust School Site supply budget for Certified October 2016 CBEDS enrollment.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Terri Rowitz		TELEPHONE NUMBER OF CONTACT PERSON (661) 722-0716 ext. 79106
DATE OF BOARD APPROVAL 02/14/2017	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR) 02/14/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Division of Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED (MONTH/DAY/YEAR)
--	------------------------------



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Division of Business Advisory Services
9300 Imperial Highway • Downey, CA 90242-2890

**Budget Adjustment Summary
K-12/ROPs/JPA's**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA418	FUND NUMBER 01.0
FISCAL YEAR 2016-17	FUND NAME General Fund	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 02/14/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		14,346.00
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Other Outgo	7000-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. All Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Uses			\$ 14,346.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ (14,346.00)
--	----------------

NOTE: If Section C is zero, you must complete Section E and Section F on Page 2.

DISTRIBUTION: Original to Business Advisory Services.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			\$
a. Revolving Cash	9711		
b. Stores	9712		
c. Prepaid Expenditures	9713		
d. All Others	9719		
Total Nonspendable Amounts			0.00

2. Restricted Amounts	9740		\$
a. Restricted			
a. Restricted	9740		
a. Restricted	9740		
Total Restricted Amounts			0.00

3. Committed Amounts	9750		\$
a. Stabilization Arrangements			
a. Stabilization Arrangements	9750		
b. Other Commitments	9760		
b. Other Commitments	9760		
Total Committed Amounts			0.00

4. Assigned Amounts	9780		\$
a. Other Assignments			
a. Other Assignments	9780		
a. Other Assignments	9780		
Total Assigned Amounts			0.00

5. Unassigned/Unappropriated Amounts	9789		\$
a. Reserve for Economic Uncertainties			
b. Unassigned/Unappropriated/Unrestricted Net Position	9790		(6,433.00)
Total Unassigned/Unappropriated Amounts			(6,433.00)

E. Narrative Explanation for this Revision - Must be Completed

Adjust School Site supply budget for Certified October 2016 CBEDS enrollment.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Terri Rowitz		TELEPHONE NUMBER OF CONTACT PERSON (661) 722-0716 ext. 79106
DATE OF BOARD APPROVAL 02/14/2017	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR) 02/14/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Division of Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED (MONTH/DAY/YEAR)



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**Budget Adjustment Summary
K-12/ROPs/JPA's**

DISTRICT NUMBER 65102	GL JOURNAL ID NUMBER BA419	FUND NUMBER 01.0
FISCAL YEAR 2016-17	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 02/14/2017	NAME OF SCHOOL DISTRICT Westside Union School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299	8290	30100.0	7,832.00
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 7,832.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999	30100.0	7,832.00
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Other Outgo	7000-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. All Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Uses			\$ 7,832.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ 0.00
--	---------

NOTE: If Section C is zero, you must complete Section E and Section F on Page 2.

DISTRIBUTION: Original to Business Advisory Services.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			\$
a. Revolving Cash	9711		
b. Stores	9712		
c. Prepaid Expenditures	9713		
d. All Others	9719		
Total Nonspendable Amounts			0.00

2. Restricted Amounts	9740		\$
a. Restricted			
a. Restricted	9740		
a. Restricted	9740		
Total Restricted Amounts			0.00

3. Committed Amounts	9750		\$
a. Stabilization Arrangements			
a. Stabilization Arrangements	9750		
b. Other Commitments	9760		
b. Other Commitments	9760		
Total Committed Amounts			0.00

4. Assigned Amounts	9780		\$
a. Other Assignments			
a. Other Assignments	9780		
a. Other Assignments	9780		
Total Assigned Amounts			0.00

5. Unassigned/Unappropriated Amounts	9789		\$
a. Reserve for Economic Uncertainties			
b. Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			0.00

E. Narrative Explanation for this Revision - Must be Completed

Adjust Title I School Allocations for revised District Entitlement.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Terri Rowitz		TELEPHONE NUMBER OF CONTACT PERSON (661) 722-0716 ext. 79106
DATE OF BOARD APPROVAL 02/14/2017	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR) 02/14/2017

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Division of Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED (MONTH/DAY/YEAR)

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Board Bylaws – Second and Final 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 9230, Orientation
- BB 9240, Board Development
- BB 9250, Remuneration, Reimbursement and Other Benefits
- BB 9260, Legal Protection
- BB 9270, Conflict of Interest
- BB 9271, Code of Ethics

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

Orientation

Board Bylaws

BB 9230(a)

Board Candidate Orientation

The Board of Trustees desires to provide Board candidates with orientation that will enable them to understand the responsibilities of Board membership. The Superintendent or designee shall provide all candidates with general information about school programs, district operations, and Board responsibilities.

(cf. 9200 - Members)
(cf. 9270 - Conflict of Interest)

The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates have the same access as members of the public to district staff and information.

(cf. 1340 - Access to District Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

New Board Member Orientation

The Board and the Superintendent or designee shall help each new member-elect to understand district operations and the Board's functions, policies and procedures as soon after election as possible. Incoming members shall be given a copy of the Brown Act and informed that they must conform to its requirements as if they had already assumed office. Incoming members shall also receive the district's policy manual and other materials related to the school system and Board member responsibilities.

Incoming members are encouraged to attend Board meetings and meet with the Superintendent or designee and Board president regarding their role and responsibilities. They also may, at district expense, attend workshops for newly elected members.

(cf. 9240 - Board Development)

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops

33362 Reimbursement of expenses; member of school district board

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially

54952.1 Member of a legislative body

54952.7 Copies of Brown Act to Board members

Bylaw WESTSIDE UNION SCHOOL DISTRICT

adopted: November 17, 1997 Quartz Hill, California

reviewed, readopted: July 24, 2012

Board Bylaw

Board Development

Board Bylaws

BB 9240(a)

Citizens elected to the Board of Trustees are entrusted with the responsibility of governing district schools. The Board recognizes that its members need training that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

All Board members may attend conferences for the purpose of Board development. Board business shall not be discussed at conferences.

(cf. 9230 - Orientation)
(cf. 9320 - Meetings and Notices)

Board members shall report to the Board, orally or in writing, as soon as possible on the inservice activities they attend.

Funds for Board development shall be budgeted annually for each Board member.

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshop

GOVERNMENT CODE

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

54952.2 Meeting

Bylaw WESTSIDE UNION SCHOOL DISTRICT

adopted: November 17, 1997 Quartz Hill, California

reviewed, readopted: July 24, 2012

Board Bylaw

Remuneration, Reimbursement And Other Benefits

Board Bylaws

BB 9250(a)

Remuneration

The members of the Governing Board view Board service as a voluntary contribution to the community and elect not to receive the compensation to which they are entitled pursuant to Education Code 35120.

Reimbursement of Expenses

Board members shall be reimbursed for traveling expenses incurred when so authorized in advance by the Board.Â (Education Code 35044)

The rate of reimbursement shall be the same rate specified for district personnel.

(cf. 4133/4233/4333 - Travel Expenses)

(cf. 9240 - Board Development)

Health and Welfare Benefits

Board members may participate in the health and welfare benefits program provided for district employees.

The district shall pay the cost of all premiums required for Board members electing to participate in the district health and welfare benefits program to the same extent that the district pays premiums for district staff. In accordance with Government Code 53208.5, the benefits covering Board members shall not be greater than the most generous schedule of benefits being received by the district's non safety employees.

Benefits for Retired Board Members

Any member of the Board whose first term of office began on or before January 1, 1995, and whose total service at the time of termination is not less than 12 years, may continue after leaving office the health and welfare benefits program at District expense if coverage is in effect at the time of retirement from the Board.Â (Government Code 53201)

Any member of the Board whose first term of office began on or after January 1, 1995, retiring from the Board after at least one term, may continue coverage under the District's the health and welfare benefits program at their own expense if the member was covered by the District's plan that was in effect at the time of retirement.Â If coverage is provided, it shall be under the most current plan offered to employees at the retired member's sole expense. Payment shall be made on a monthly basis in advance of the month of coverage. (Government Code 53201)

Legal Reference:

EDUCATION CODE

- 33050-33053 General waiver authority
- 33362-33363 Reimbursement of expenses for attendance at workshops
- 35012 Board members; number, election and term
- 35044 Payment of traveling expenses of representatives of board
- 35120 Compensation for services as member of governing board
- 35172 Promotional activities
- 44038 Cash deposits for transportation purchased on credit

FAMILY CODE

- 297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

- 8314 Use of public resources
- 20322 Elective officers; election to become member

GOVERNMENT CODE (continued)

- 20420-20445 Membership in Public Employees' Retirement System; definition of safety employees

- 53200-53209 Group insurance

- 54952.3 Simultaneous or serial meetings; announcement of compensation

HEALTH AND SAFETY CODE

- 1373 Health services plan, coverage for dependent children

INSURANCE CODE

- 10277-10278 Group and individual health insurance, coverage for dependent children

UNITED STATES CODE, TITLE 26

- 403 Tax-sheltered annuities

UNITED STATES CODE, TITLE 42

- 18011 Right to maintain existing health coverage

CODE OF FEDERAL REGULATIONS, TITLE 26

- 1.403(b)-2 Tax-sheltered annuities, definition of employee

COURT DECISIONS

Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598

Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

91 Ops.Cal.Atty.Gen. 37 (2008)

83 Ops.Cal.Atty.Gen. 124 (2000)

Management Resources:

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Sample Expense and Use of Public Resources Policy Statement, January 2006

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations, Publication 571, rev. February 2013

WEB SITES

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

Institute for Local Government: <http://www.ca-ilg.org>

Internal Revenue Service: <http://www.irs.gov>

Public Employees' Retirement System: <http://www.calpers.ca.gov>

Bylaw WESTSIDE UNION SCHOOL DISTRICT

adopted: December 15, 1997 Quartz Hill, California

reviewed, Amended: July 24, 2012

revised: December 10, 2013

Board Bylaw

Legal Protection

Board Bylaws

BB 9260(a)

Liability Insurance

The Board of Trustees shall provide insurance necessary to protect Board members and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their employment and/or under the direction of the Board. The insurance shall cover claims in such matters as civil rights actions, negligence or other acts resulting in accidental injury to any person or damage to property.

(cf. 3530 - Risk Management/Insurance)

Legal Reference:

EDUCATION CODE

17029.5 Contract funding; board liability

35208 Liability insurance

35214 Liability insurance (self-insurance or a combination of self-insurance and insurance through an insurance company)

GOVERNMENT CODE

815.3 Intentional torts

820-823 Tort Claims Act

825.6 Indemnification of public entity

1090-1098 Conflicts of interest, prohibitions applicable to specified officers

54950-54963 The Ralph M. Brown Act

87100-89503 Conflicts of interest

UNITED STATES CODE, TITLE 18

16 Crime of violence defined

UNITED STATES CODE, TITLE 20

6731-6738 Teacher Protection Act

COURT DECISIONS

Caldwell v. Montoya (Paramount Unified School District) 10 Cal 4th 972 (1995)

Bylaw WESTSIDE UNION SCHOOL DISTRICT

adopted: November 17, 1997 Quartz Hill, California

reviewed, readopted: July 24, 2012

Board Bylaw

Conflict Of Interest

Board Bylaws

BB 9270(a)

Incompatible Activities

The Board of Trustees shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the district. (Government Code 1126)

Conflict of Interest Code

The district's conflict of interest code shall comprise of the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a district attachment specifying designated positions and the specific types of disclosure statements required for each position.

When a change in the district's conflict of interest code is necessitated by changed circumstances such as the creation of new positions, amendments or revisions shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

The Board shall review the appropriate district conflict of interest code in even-numbered years and send the code reviewing body either an amended code or, by October 1 of that year, a statement to the effect that no change is necessary. (Government Code 87306.5)

When reviewing and preparing conflict of interest codes, the district shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Designated employees of the district, including Board members, shall adhere to the financial disclosure requirements of the district's conflict of interest code adopted pursuant to the provisions of Government Code 87300.

Upon receiving the statements of employees designated in Category 1 of the district's Appendix, the Superintendent or designee shall make and retain copies in the district office.

Statements of economic interests submitted to the district by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction. (Government Code 81008)

Financial Interest

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members or

designated employees. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board
3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091
4. That of a spouse of an officer or employee of a public agency if his/her spouse's employment or officeholding has existed for at least one year prior to his/her election or appointment
5. That of a nonsalaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records
6. That of a noncompensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the board or to which the Board has legal obligation to give particular consideration, and provided further that such interest is noted in its official records
7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that the interest is disclosed to the Board at the time of consideration of the contract, and provided further that the interest is noted in its official record
8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm

In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board. (2 CCR 18700)

A Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.

Gifts

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. (Government Code 89503)

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and

designated employees. (Government Code 89506)

Honoraria

Designated employees shall not accept any honorarium which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. (Government Code 89502)

The term "honorarium" does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Appendix to BB 9270: (see next page)

APPENDIX DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

1. Persons occupying the following positions are designated employees in Category 1:

Board of Trustees
Superintendent
Assistant Superintendent, Business Services
Purchasing Agent

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments or business positions in or income from sources which:
 - (1) Are engaged in the acquisition or disposal of real property within the district
 - (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district or
 - (3) Manufacture or sell supplies, books, machinery or equipment of the type used by the

district

2. Persons occupying the following positions are designated employees in Category 2:

Board of Trustees
Superintendent
Assistant Superintendent, Business Services

Designated persons in this category must report investments or business positions in or income from sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or
- b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Persons occupying the following positions are designated employees in Category 3:

Board of Trustees
Superintendent
Assistant Superintendent, Business Services

Designated persons in this category must report all income and business positions.

4. Persons occupying the following positions are designated employees in Category 4:

Assistant Superintendent, Educational Services
Director of Maintenance
Director of Food Services
Buyer

Designated persons in this category must report all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclose category.

5. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code

A consultant is an individual who, pursuant to a contract with the district, makes any of several specified governmental decisions or serves in a staff capacity with the district, performing the same or substantially the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. Consultants are individuals who decide whether to: (2 CCR 18700)

- a. Approve a rate, rule or regulation
- b. Adopt or enforce a law
- c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement
- d. Authorize the district to enter into, modify or renew a contract that requires district approval
- e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party
- f. Grant district approval to a plan, design, report, study or similar item
- g. Adopt or grant district approval of district policies, standards or guidelines

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices

35233 Prohibitions applicable to members of governing boards

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91015 Political Reform Act of 1974, especially:

82011 Code reviewing body

82019 Definition of "designated employee"

82028 Definition of "gifts"

82030 Definition of "income"

82033 Definition of "interest in real property"

82034 Definition of "investment"

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

89506 Travel payments, advances and reimbursements

91000-91015 Enforcement

CODE OF REGULATIONS, TITLE 2

18100-18730 Regulations of the Fair Political Practices Commission

COURT DECISIONS

Kunec v. Brea Redevelopment Agency (1997) 55 Cal.App. 4th 511

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

Management Resources:

WEB SITES

FPPC: <http://www.fppc.ca.gov>

Bylaw WESTSIDE UNION SCHOOL DISTRICT

adopted: March 21, 2000 Quartz Hill, California

reviewed, readopted: July 24, 2012

Board Bylaw

Code Of Ethics

Board Bylaws

BB 9271(a)

This code of ethics expresses the personal ideals which the Board of Trustees believes should guide each school Board member's activities.

In all actions as a school Board member, the member's first commitment is to the well-being of our youth. His/her primary responsibility is to every student in the district.

Board members also have other major commitments to:

- The Community. Each Board member is responsible to all residents of the district and not solely to those who elected him/her; nor solely to any organization to which he/she may belong, or which may have supported his/her election.
- Individuals. Each Board member has a direct concern for every individual in the community. As an integral part of his/her duties, he/she represents the authority and responsibility of government. This authority must be exercised with as much care and concern for the least influential as for the most influential member of the community.
- Employees. The Board member's actions may affect the capability of district employees to practice their trade or profession and should encourage their increasing competence and professional growth.
- Laws, Policies. Each Board member must be aware of, and comply with, the constitutions of State and Nation, the Education Code of the State of California, other laws pertaining to public education, and the established policies of the district.
- Decision Making. Each Board member is obliged by law to participate in decisions pertaining to education in the district. As an elected representative of the people, the Board member can neither relinquish nor delegate this responsibility to any other individual or group.
- Individual Feelings and Philosophy. Every individual Board member has something to contribute to society.

Understanding and acting upon the foregoing premises, each Board member shall:

- Consider his/her position on the Board as a public trust and not use it for private advantage or personal gain.
- Be constantly aware that he/she has no legal authority except when acting as a member of the Board. Board members shall present their concerns and concepts through the process of Board debate. If in the minority of any decision, they shall abide by and support the majority

decision. When in the majority, they shall respect divergent opinions.

- Encourage ideas and opinions from the residents of the district and endeavor to incorporate community views into the deliberations and decisions of the Board.
- Devote sufficient time, thought, and study to proposed actions so as to be able to base decisions upon all available facts and vote in accordance with honest convictions, unswayed by partisan bias of any kind.
- Remember that the basic functions of the Board are to establish the policies by which district schools are administered and to select the Superintendent or designee and staff who will implement those policies.
- Promote and participate actively in a concerted program of timely exchange of information with all district residents, parents/ guardians, employees and students.
- Recognize that the deliberations of the Board in closed session may be released or discussed in public only with Board approval.
- Make use of opportunities to enlarge his/her potential as a Board member through participation in educational conferences, workshops and training sessions made available by local, state and national agencies.

Bylaw WESTSIDE UNION SCHOOL DISTRICT

adopted: November 17, 1997 Quartz Hill, California

reviewed, readopted: July 24, 2012

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Delegate Assembly Ballot Region 22

BACKGROUND:

Annually school boards vote for delegates for the Delegate Assembly for the California School Boards Association. Listed below are the names of the candidates:

- John Curiel (Westside Un. SD)*
- R. Michael Dutton (Antelope Valley Un. HSD)*
- Larry H. Layton (Acton-Aqua Dulce USD)
- Jill McGrady (Antelope Valley Un. HSD)
- Steve M. Sturgeon (William S. Hart Un. HSD)*

*Denotes incumbent

At this time the Board is requested to vote for three candidates for Region 22.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Exhibit 5132, Cottonwood Uniform Policy – First Reading

BACKGROUND:

Exhibit 5132, Cottonwood Uniform Policy
Addition to the current exhibit to add Cottonwood's Uniform Policy

PROGRAM/EDUCATIONAL IMPLICATION:

The recommended changes make our policies consistent with current laws.

COST ANALYSIS/FUNDING:

There are no costs associated with updating these policies.

SUPERINTENDENT'S RECOMMENDATION:

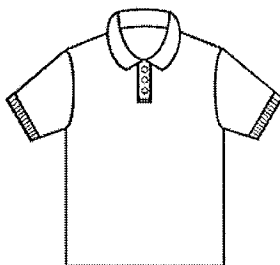
Approval

COTTONWOOD UNIFORM POLICY**Tops – including shirts, undershirts, sweaters, and sweatshirts****1. COLOR and LOGOS:**

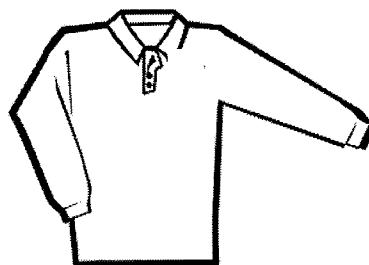
- a. All tops (shirts, undershirts, sweaters, and sweatshirts) must be a solid color* of navy blue, burgundy (not red), gray, black or white.
- b. *Solid color means that the material does not have any patterns, pictures, or designs.
- c. Any shirt may include an embroidered school logo or school name. The school logo or name is not required.

2. SHIRT STYLES:

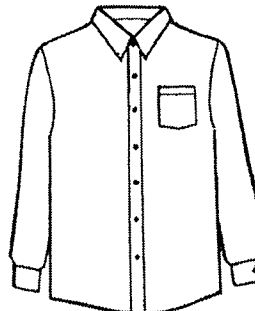
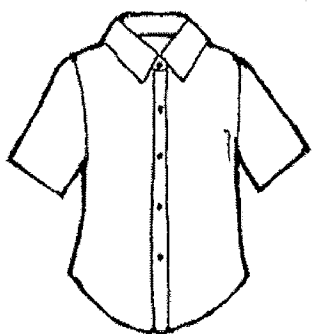
- a. All shirts must have a visible collar.
- b. Shirts may be short sleeve and long sleeve polo style. Polo style shirts have a collar and 2-3 buttons below the collar.
- c. Shirts may be short sleeve and long sleeve oxford style. Oxford style shirts have a collar and buttons from the hem to the collar. Oxford style shirts must be worn buttoned. Oxford shirts can be plain front or have a single pocket in the same color as the rest of the shirt.
- d. Shirts do not need to be worn tucked in. However, they cannot be oversized, overly long or overly baggy.



Short sleeve polo



long sleeve polo

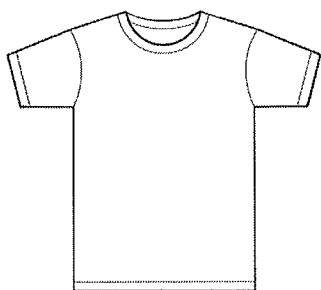


Short sleeve oxford

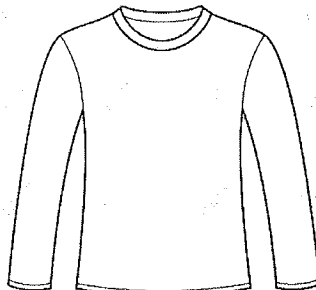
long sleeve oxford

3. UNDERSHIRTS:

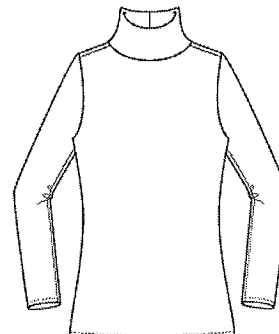
- a. Crew necks that are short sleeve or long sleeve and in a solid color of navy blue, burgundy (not red), gray, black, or white may be worn underneath polos or oxford shirts.
- b. Turtlenecks that are long sleeve and in a solid color of navy blue, burgundy (not red), gray, black, or white may be worn underneath polos or oxford shirts.



Short sleeve crew neck



long sleeve crew neck



long sleeve turtle neck

4. SWEATERS

- a. Sweaters that are long sleeve and in a solid color of navy blue, burgundy (not red), gray, black, or white may be worn over collared polos or oxford shirts. Collars must be visible while the sweater is worn.
- b. Sweater styles may be pull-over, zip-up, button up, or snap up.

5. SWEATSHIRTS

- a. Sweatshirts that are long sleeve and in a solid color of navy blue, burgundy (not red), gray, black, or white may be worn over collared polos or oxford shirts. Collars must be visible while the sweater is worn
- b. Sweatshirt styles may be pull-over or zip-up.
- c. Sweatshirt styles may include hoods and single or double front pockets.
- d. All students may wear pull-over or zip-up sweatshirts that include the school spirit wear logo.
- e. All students may wear pull-over or zip-up sweatshirts that include a college logo. College sweatshirts may be in any color.

6. COATS AND JACKETS

- a. Denim/jean jackets are not allowed.
- b. Coats and jackets may be of any color and pattern.

Bottoms – including pants, shorts, and skirts

7. COLORS

- a. All bottoms (pants, shorts, skirts, skorts, capris, and jumpers) must be a solid color* of navy blue, gray, black or tan.
- b. *Solid color means that the material does not have any patterns, pictures, or designs.
- c. All bottoms must be free of tulle, lace, sequins, patches, contrasting stitching, logos, and other decorations.

8. PANT STYLES

- a. All pants must be of uniform style material (such as heavy cotton, polyester blend or Dockers style slacks) and not jeans.
- b. Capri style pants are permitted for students at all grades.
- c. Pants made of stretch knits (such as leggings) are permitted for kindergarten and 1st grade students.
- d. Pants made of stretch knits (such as leggings) are not permitted for 2nd-6th grade students.
- e. Pants must not be ripped, frayed, oversized, saggy, or baggy in style.
- f. Jean pants may only be worn on Spirit Day Fridays or free dress days.

9. SHORTS, SKIRTS, SKORTS, AND JUMPERS

- a. All shorts, skirts, skorts, and jumpers must be of uniform style material (such as heavy cotton, polyester blend or Dockers style).
- b. All shorts, skirts, skorts, and jumpers must come to mid-thigh length.
- c. Shorts, skirts, skorts, and jumpers must not be ripped, frayed, oversized, saggy or baggy in style.
- d. Jean shorts, skirts, and skorts may only be worn on Spirit Day Fridays or free dress days.

10. LEGGINGS AND TIGHTS UNDER BOTTOMS

- a. Leggings or tights in solid colors of navy blue, burgundy (not red), black, white, gray, or tan may be worn under skirts or jumpers for all students at all grades.

11. BELTS are not required.

Headgear – including caps, hats, beanies, hair accessories, and hair color

12. COLORS AND LOGOS

- a. All caps, hats, and beanies must be in a solid color of navy blue, burgundy, black, white, or gray OR
- b. Caps, hats, and beanies with our school logo or a college logo are permitted.
- c. Caps, hats, and beanies with tulle, lace, sequins, faux-hawks, and other decorations are not allowed.

- d. Only natural hair colors are allowed. Unnatural colors such as pink, purple, green, blue, etc. are not allowed whether permanent, temporary, or removable in nature.

13. CAPS, HATS, BEANIES, AND HAIR ACCESSORIES

- a. All caps must be worn with the bill forward.
- b. Caps, hats, and beanies may be worn outdoors only. They must be removed when indoors.
- c. Hair accessories must be in solid or patterned colors of navy blue, maroon (not red), gray, black, white, tan, silver, or gold.

Footwear – including socks and shoes

14. SOCKS

- a. Socks that are visible must be in solid colors of navy blue, burgundy, gray, black, white, or tan.
- b. Socks must be worn in matching pairs.

15. SHOES

- a. Shoe styles must meet existing school board policy.
- b. Shoes must be flat and include a heel strap.

Special Dress Days

16. PICTURE DAYS

- a. Students must be in school uniforms for fall picture day.
- b. Students may wear free dress for spring picture day.

17. SPIRIT DAYS

- a. Students may wear jeans on Fridays with spirit wear shirts.
- b. College shirts may be worn on Thursdays with regular uniform bottoms.
- c. Other special school spirit theme days or free dress days may be announced during the year.

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Two Westside Trustees to attend meeting between City of Palmdale, School Districts and Other Agencies

BACKGROUND:

The Mayor of the City of Palmdale has scheduled a meeting on February 17, 2017, with area school district superintendents and trustees, and other agencies to discuss communication between agencies. Our process is for the Board to determine which two trustees will represent the District. In addition, the Superintendent has also been requested to attend.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent, Educational Services

SUBJECT: Revised Board Policies/Administrative Regulations/Exhibits- First Reading

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

Board Policy/Administrative Regulation 5145.3- Nondiscrimination/Harassment

The policy has been revised to clarify that the policy is applicable to off-campus conduct that may have a continuing impact on a student at school and that the district must investigate all allegations regardless of whether or not a complaint has been filed.

The Administrative Regulation has been revised to align reporting procedures with the formal complaint process in the Uniform Complaint Policy and Procedures.

Board Policy/Administrative Regulation 5145.7- Sexual Harassment

The Board Policy has been revised to clarify that the district must investigate every allegation of sexual harassment regardless of whether or not a formal complaint is filed and must take interim measures to ensure the safety of the complainant or victim if necessary.

The Administrative Regulation has been updated to recommend how the district may address a report of off-campus sexually harassing conduct.

COST ANALYSIS/FUNDING SOURCE:

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

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

Westside Union ESD

Board Policy - Revised

Nondiscrimination/Harassment

Students

BP 5145.3(a)

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, of targeted at any student by anyone, based on the student's actual race or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school-, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school (Education Code 234.1)

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying includes may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall includes the creation of a hostile environment when the through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any student individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a

complaint, or investigates or otherwise participates in the filing or investigation of a complaint or report regarding an incident of alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)
 (cf. 1330 - Use of Facilities)
 (cf. 4131 - Staff Development)
 (cf. 4231 - Staff Development)
 (cf. 4331 - Staff Development)
 (cf. 6145 - Extracurricular and Cocurricular Activities)
 (cf. 6145.2 - Athletic Competition)
 (cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or which may include suspension or expulsion for when the behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)
 (cf. 4119.21/4219.21/4319.21- Professional Standards)
 (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
 (cf. 5144 - Discipline)
 (cf. 5144.1 - Suspension and Expulsion/Due Process)
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
 (cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
48900.3 Suspension or expulsion for act of hate violence
48900.4 Suspension or expulsion for threats or harassment
48904 Liability of parent/guardian for willful student misconduct
48907 Student exercise of free expression
48950 Freedom of speech
48985 Translation of notices
49020-49023 Athletic programs
51500 Prohibited instruction or activity
51501 Prohibited means of instruction
60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime
422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

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

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

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

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

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

Dear Colleague Letter: Transgender Students, May 2016

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

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

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

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

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: February 3, 2015 Quartz Hill, California

Westside Union ESD

Administrative Regulation - Revised

Nondiscrimination/Harassment

Students

AR 5145.3(a)

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Assistant Superintendent Educational Services
41914 50th Street West
Lancaster, CA 93536
(661) 722-0716
ma.johnson@westside.k12.ca.us

Deputy Superintendent
41914 50th Street West
Lancaster, CA 93536
(661) 722-0716
r.hughes@westside.k12.ca.us

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, employees, volunteers, and the general public and post them on the

district's web site and other locations that are easily accessible to students. (Education Code 234.1)

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)

3. Annually notify all students and parents/guardians of the district's nondiscrimination policy. The notice shall inform students and parents/guardians of the possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex, and that they may inform the compliance officer if they feel such participation would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the compliance officer shall meet with the student and/or parent/guardian who raises the objection to determine how best to accommodate that student. The notice shall inform students and parents/guardians that the district will not typically notify them of individual instances of transgender students participating in a program or activity.

(cf. 5145.6 - Parental Notifications)

4. The Superintendent or designee shall ensure that all students and parents/guardians, including ~~students and parents/guardians~~ those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines for the district may use to provide a discrimination-free environment for all district students, addressing issues related to transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

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

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond

3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community

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

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

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5144 - Discipline)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under state and federal law. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a transgender student because his/her mannerisms, hairstyle, or style of dress correspond to his/her gender identity, or a non-transgender student because his/her mannerisms, hairstyle, or style of dress do not conform to stereotypes for his/her gender or are perceived as indicative of the other sex
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity because the student is transgender or gender-nonconforming
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students. Examples of bases for complaints include, but are not limited to, the above list as well as

improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights,

benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the physical, emotional, and other significant risks to the student student's need for support, the compliance officer may ~~consider discussing~~ discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose. ~~In such a case, the compliance officer shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.~~

3. Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, ~~including transition-related issues~~, and to develop strategies for addressing them ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the

compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it.

Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the student's arrangements for the student are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. Accessibility to Sex-Segregated Facilities, Programs, and Activities: ~~The district may~~ When the district maintains sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, A students shall be ~~entitled~~ permitted to access facilities and participate in programs and activities consistent with his/her their gender identity. ~~If available and requested by any student, regardless of the underlying reason,~~ To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options to address privacy concerns in sex-segregated facilities, such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)
 (cf. 6145.2 - Athletic Competition)
 (cf. 6153 - School-Sponsored Trips)
 (cf. 7110 - Facilities Master Plan)

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

(cf. 5125 - Student Records)
 (cf. 5125.1 - Release of Directory Information)

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without

the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: February 3, 2015 Quartz Hill, California

Westside Union ESD

Board Policy - Revised

Sexual Harassment

Students

BP 5145.7(a)

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any

circumstance

3. Encouragement to report observed instances of sexual harassment, even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
5. 6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
- 6-7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

~~Complaints regarding~~ Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, ~~Aany student who engages found to have engaged in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is~~ in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion,

provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

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

Upon investigation of a sexual harassment complaint, Any staff member any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal have his or her employment terminated in accordance with applicable policies, laws, and/or the applicable collective bargaining agreements.

(cf. 4117.4 - Dismissal)

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act
1681-1688 Title IX, discrimination
UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
106.1-106.71 Nondiscrimination on the basis of sex in education programs
COURT DECISIONS
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Transgender Students, May 2016
Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016
Dear Colleague Letter: Title IX Coordinators, April 2015
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Sexual Violence, April 4, 2011
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy WESTSIDE UNION SCHOOL DISTRICT
adopted: February 3, 2015 Quartz Hill, California

Westside Union SD

Administrative Regulation - Revised

Sexual Harassment

Students

AR 5145.7(a)

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Assistant Superintendent Educational Services
41914 50th Street West
Lancaster, CA 93536
(661) 722-0716
ma.johnson@westside.k12.ca.us

Deputy Superintendent Human Resources
41914 50th Street West
Lancaster, CA 93536
(661)722-0716
r.hughes@westside.k12.ca.us

(cf. 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution

Any student who believes he/she has been subjected to sexual harassment by another student, and employee, or a third party or who has witnessed sexual harassment is strongly encouraged to

report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or district compliance officer. The employee shall take these actions whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Such Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: February 3, 2015 Quartz Hill, California

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Scott Brewer, Director, Student Support Services

SUBJECT: Memorandum of Understanding, 17-13, between Westside Union School District and Hathaway-Sycamores child and Family Guidance (HSCFS)

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 Therapeutic Behavior Services (TBS) for students, mostly students in foster placements.

PROGRAM/EDUCATIONAL IMPLICATION:

Hathaway-Sycamore Child and Family Services shall provide counseling/therapy and psychiatric services to Westside Union School District students already receiving Wrap-Around TBS services from their agency. All services shall be provided at no cost to students. Hathaway-Sycamore Child and Family Services 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

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is approved and entered into as of 1/12/2017, by and between the **Westside Union School District** and HATHAWAY-SYCAMORES CHILD AND FAMILY SERVICES (HSCFS). 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, and HSCFS and **Westside Union School District** do hereby covenant and agree as follows:

1. Term of Agreement:

This Agreement shall commence on 1/12/2017. Thereafter, unless sooner terminated as herein provided, this Agreement shall automatically be renewed annually for successive one (1) 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:

HSCFS shall provide counseling and therapeutic behavior services to **Westside Union School District** students (hereinafter, these services are collectively referred to as "services"). All services should be provided at no cost to the students. All counseling services shall be provided by licensed therapists and /or by registered interns under the direct supervision of licensed therapists. Therapeutic behavior services will be provided by appropriately trained and supervised specialists.

4. Staff Requirements:

HSCFS shall notify the District of all persons performing services to District students. HSCFS 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 HSCFS first provides **Westside Union School District** with prior written proof, demonstrating that person's compliance with each of the following requirements:

- A. Each therapist 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, licensed 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 (a) and shall be determined free of active tuberculosis.
- C. Each therapist, licensed 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 HSCFS is notified by the Department of Justice of any circumstances that could potentially change the DOJ Fingerprint clearance status of any therapist, licensed intern or other person having contact with an **Westside Union School District** student, HSCFS 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, HSCFS is an independent contractor and is not an officer, agent, or employee of **Westside Union School District**. HSCFS shall be solely responsible for provisions of services pursuant to this Agreement, and shall ensure adequate supervision and training of all personnel.

6. **Westside Union School District Approval:**

No person shall perform any services or have any contact with students without prior approval from **Westside Union School District**. HSCFS will submit an application for each individual providing services to **Westside Union School District** students. 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 that student's parent/guardian. HSCFS shall develop, and utilize, in all cases and for each student, a standardized parent/guardian consent form.

8. **Student Privacy and Pupil Records:**

HSCFS shall not have access to student names, addresses, or other pupil record information without prior written parent/guardian consent, as herein provided. HSCFS 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. HSCFS agrees to maintain any and all pupil records in a secure location.

9. **Insurance:**

HSCFS 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 with HSCFS performance 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 HSCFS.

All insurance required under this Agreement shall be issued as a 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.

Westside Union School District, 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 the section above. HSCFS shall provide **Westside Union School District** with certificate(s) of insurance verifying such insurance.

10. Indemnity:

HSCFS agrees to hold harmless and indemnify **Westside Union School District** in full from and against any and all demands, assessments, judgments, costs, damages, losses, liabilities, and attorney's fees and other expenses which arise out of, result from, or are incident to, the provision of any services pursuant to this Agreement.

11. District Facilities and Equipment:

Westside Union School District agrees to provide reasonable and adequate space to HSCFS at mutually convenient times to enable HSCFS to provide Services pursuant to this Agreement. **Westside Union School District** additionally agrees to provide HSCFS access to copiers, facsimile machines, and telephones to enable HSCFS to provide services pursuant to this Agreement.

12. Compliance with Laws:

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

13. Notices and Approval:

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

WESTSIDE UNION SCHOOL DISTRICT
41914 N. 50th Street West, Quartz Hill, CA 93536-2963 (661) 722-0716

HATHAWAY-SYCAMORES CHILD AND FAMILY SERVICES:
Debra Manners, President and CEO
210 S. De Lacey Ave. #110
Pasadena, CA 91105-2006
626-395-7100

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

By _____

(Date)

HATHAWAY-SYCAMORES CHILD AND FAMILY SERVICES

By Debra Manners
Debra Manners President and CEO

1.12.17
(Date)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/13/2017

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER SullivanCurtisMonroe Insurance Services
1920 Main Street
Suite 600
Irvine, CA 92614

www.SullivanCurtisMonroe.com License # 0E83670

INSURED
Hathaway-Sycamores Child & Family Services
210 South De Lacey Ave., #110
Pasadena CA 91105

CONTACT NAME:	
PHONE (A/C, No, Ext):	949.250.7172
FAX (A/C, No):	949.852.9762
E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE	
INSURER A:	Philadelphia Indemnity Ins. Company
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

NAIC #
18058

COVERAGES

CERTIFICATE NUMBER: 33767301

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER: \$0 Deductible	<input checked="" type="checkbox"/>	PHPK1571187	11/1/2016	11/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Westside Union School District, directors, officers, agents, employees, and consultants as additional insured per attached endorsement.

CERTIFICATE HOLDER

CANCELLATION

Westside Union School District
41914 N. 50th Street
Quartz Hills CA 93536-2963

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

Linda Gonzales

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ADDITIONAL REMARKS SCHEDULE

AGENCY SullivanCurtisMonroe Insurance Services		NAMED INSURED Hathaway-Sycamores Child & Family Services 210 South De Lacey Ave., #110 Pasadena CA 91105
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability (03/16)

HOLDER: Westside Union School District

ADDRESS: 41914 N. 50th Street Quartz Hills CA 93536-2963

NAMED INSURED SCHEDULE

Hathaway - Sycamores Child and Family Services
 The Los Altos Auxiliary of The Sycamores (Soon to be The Los Altos Auxiliary of Hathaway-Sycamores Child & Family Services)
 The Altadena Junior Circle
 Las Candelas (auxiliary)
 The Pasadena Children's Training Society dba: The Sycamores

K. Key and Lock Replacement – Janitorial Services Client Coverage

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B is amended to include the following:

We will pay for the cost to replace keys and locks at the "clients" premises due to theft or other loss to keys entrusted to you by your "client," up to a \$10,000 limit per occurrence and \$10,000 policy aggregate.

We will not pay for loss or damage resulting from theft or any other dishonest or criminal act that you or any of your partners, members, officers, "employees", "managers", directors, trustees, authorized representatives or any one to whom you entrust the keys of a "client" for any purpose commit, whether acting alone or in collusion with other persons.

The following, when used on this coverage, are defined as follows:

a. "Client" means an individual, company or organization with whom you have a written contract or work order for your services for a described premises and have billed for your services.

b. "Employee" means:

(1) Any natural person:

(a) While in your service or for 30 days after termination of service;

(b) Who you compensate directly by salary, wages or commissions; and

(c) Who you have the right to direct and control while performing services for you; or

(2) Any natural person who is furnished temporarily to you:

(a) To substitute for a permanent "employee" as defined in Paragraph (1) above, who is on leave; or

(b) To meet seasonal or short-term workload conditions;

while that person is subject to your direction and control and performing services for you.

(3) "Employee" does not mean:

(a) Any agent, broker, person leased to you by a labor leasing firm, factor, commission merchant, consignee, independent contractor or representative of the same general character; or

(b) Any "manager," director or trustee except while performing acts coming within the scope of the usual duties of an "employee."

c. "Manager" means a person serving in a directorial capacity for a limited liability company.

L. Additional Insureds

SECTION II – WHO IS AN INSURED is amended as follows:

1. If coverage for newly acquired or formed organizations is not otherwise excluded from this

Coverage Part, Paragraph 3.a. is deleted in its entirety and replaced by the following:

- a. Coverage under this provision is afforded until the end of the policy period.
- 2. Each of the following is also an insured:
 - a. **Medical Directors and Administrators** – Your medical directors and administrators, but only while acting within the scope of and during the course of their duties as such. Such duties do not include the furnishing or failure to furnish professional services of any physician or psychiatrist in the treatment of a patient.
 - b. **Managers and Supervisors** – Your managers and supervisors are also insureds, but only with respect to their duties as your managers and supervisors. Managers and supervisors who are your “employees” are also insureds for “bodily injury” to a co-“employee” while in the course of his or her employment by you or performing duties related to the conduct of your business.

This provision does not change Item 2.a.(1)(a) as it applies to managers of a limited liability company.

- c. **Broadened Named Insured** – Any organization and subsidiary thereof which you control and actively manage on the effective date of this Coverage Part. However, coverage does not apply to any organization or subsidiary not named in the Declarations as Named Insured, if they are also insured under another similar policy, but for its termination or the exhaustion of its limits of insurance.
- d. **Funding Source** – Any person or organization with respect to their liability arising out of:
 - (1) Their financial control of you; or
 - (2) Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

- e. **Home Care Providers** – At the first Named Insured's option, any person or organization under your direct supervision and control while providing for you private home respite or foster home care for the developmentally disabled.
- f. **Managers, Landlords, or Lessors of Premises** – Any person or organization with respect to their liability arising out of the ownership, maintenance or use of that part of the premises leased or rented to you subject to the following additional exclusions:

This insurance does not apply to:

- (1) Any “occurrence” which takes place after you cease to be a tenant in that premises; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of that person or organization.
- g. **Lessor of Leased Equipment – Automatic Status When Required in Lease Agreement With You** – Any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization is to be added as an additional insured on your policy. Such person or

organization is an insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

- h. **Grantors of Permits** – Any state or political subdivision granting you a permit in connection with your premises subject to the following additional provision:
 - (1) This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with the premises you own, rent or control and to which this insurance applies:
 - (a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures;
 - (b) The construction, erection, or removal of elevators; or
 - (c) The ownership, maintenance, or use of any elevators covered by this insurance.
- i. **Vendors** – Only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:
 - (1) The insurance afforded the vendor does not apply to:
 - (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - (b) Any express warranty unauthorized by you;
 - (c) Any physical or chemical change in the product made intentionally by the vendor;
 - (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
 - (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - (i) The exceptions contained in Sub-paragraphs (d) or (f); or
 - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
- (2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing.
- j. **Franchisor** – Any person or organization with respect to their liability as the grantor of a franchise to you.
- k. **As Required by Contract** – Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for "bodily injury," "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations
- l. **Owners, Lessees or Contractors** – Any person or organization, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - (1) Your acts or omissions; or
 - (2) The acts or omissions of those acting on your behalf;
 in the performance of your ongoing operations for the additional insured when required by a contract.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (a) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- (b) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- m. **State or Political Subdivisions** – Any state or political subdivision as required, subject to the following provisions:
- (1) This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit, and is required by contract.
 - (2) This insurance does not apply to:
 - (a) "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
 - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard."

M. Duties in the Event of Occurrence, Claim or Suit

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Paragraph 2. is amended as follows:

a. is amended to include:

This condition applies only when the "occurrence" or offense is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

b. is amended to include:

This condition will not be considered breached unless the breach occurs after such claim or "suit" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

N. Unintentional Failure To Disclose Hazards

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 6. Representations is amended to include the following:

It is agreed that, based on our reliance on your representations as to existing hazards, if you should unintentionally fail to disclose all such hazards prior to the beginning of the policy period of this Coverage Part, we shall not deny coverage under this Coverage Part because of such failure.

O. Transfer of Rights of Recovery Against Others To Us

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 8. Transfer of Rights of

Recovery Against Others To Us is deleted in its entirety and replaced by the following:

If the 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.

Therefore, the insured can waive the insurer's rights of recovery prior to the occurrence of a loss, provided the waiver is made in a written contract.

P. Liberalization

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, is amended to include the following:

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

Q. Bodily Injury – Mental Anguish

SECTION V – DEFINITIONS, Paragraph 3. Is deleted in its entirety and replaced by the following:

"Bodily injury" means:

- a. Bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these; and
- b. Except for mental anguish, includes death resulting from the foregoing (Item a. above) at any time.

R. Personal and Advertising Injury – Abuse of Process, Discrimination

If **COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY COVERAGE** is not otherwise excluded from this Coverage Part, the definition of "personal and advertising injury" is amended as follows:

1. **SECTION V – DEFINITIONS**, Paragraph 14.b. is deleted in its entirety and replaced by the following:

- b. Malicious prosecution or abuse of process;

2. **SECTION V – DEFINITIONS**, Paragraph 14. is amended by adding the following:

Discrimination based on race, color, religion, sex, age or national origin, except when:

- a. Done intentionally by or at the direction of, or with the knowledge or consent of:
 - (1) Any insured; or
 - (2) Any executive officer, director, stockholder, partner or member of the insured;
- b. Directly or indirectly related to the employment, former or prospective employment, termination of employment, or application for employment of any person or persons by an insured;

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Wayne Trussell, Director, Maintenance and Operations

SUBJECT: Request to Bid: Prop 39 HVAC Upgrades at Sundown Elementary and Valley View Elementary Schools and Roof Replacement at Sundown Elementary School

BACKGROUND:

Proposition 39, the California Clean Energy Jobs Act, allocates roughly \$550 million annually for appropriation by the Legislature for eligible projects to improve energy efficiency and expand clean energy generation in schools. PacificWest Energy Solutions completed an energy audit for the District which included an assessment of the District's existing system conditions, current inefficiencies/systems issues, future system design considerations and overall recommendations to effectively reduce the District's energy consumption. The Maintenance and Operations Department is requesting approval to go to bid for HVAC upgrades as recommended in the energy audit to reduce overall operating costs, improve classroom and facility operations, and positively impact the environment. Additionally, we are requesting that the bid include the replacement of the roofing system at Sundown Elementary School as the current system has surpassed its life expectancy. These two projects would most effectively be completed simultaneously by the same General Contractor as the scope of work for each impacts the other.

PROGRAM/EDUCATIONAL IMPLICATION:

Bidding provides for competitive pricing of the HVAC upgrades at Sundown and Valley View and the roof replacement at Sundown School

COST ANALYSIS/FUNDING SOURCE:

HVAC Upgrades: \$325,000.00 / Prop 39 Funding

SD Roof Replacement: \$275,000.00 / General Fund - Routine Restricted Maintenance

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Resolution 17-16, Adoption of the Public Agencies Post-Employment Benefits Trust

BACKGROUND:

Funding and accounting for “Other Post-Employment Benefits” (OPEB) is a significant challenge facing many state and local governments. Historically public agencies have reported the cost of retiree healthcare and other non-pension benefits on a “pay-as-you-go” basis. However Governmental Accounting Standards Board Statement Number 45 (GASB 45) now requires agencies to actuarially assess the full future costs of their OPEB benefits and record them as liabilities in current financial accounting statements.

Currently the District Trustees have been allocating monies to meet these long-term OPEB obligations by reserving funds in the General Fund ending balance. However, legally these funds are not restricted and so could be used by the District in the future for any purpose and so therefore cannot be considered as a secured source of funding for OPEB and other pension obligations.

Establishing an irrevocable trust will sequester any monies placed in the trust and enable the District to fund, from a legal and accounting perspective, its post-employment and pension obligations.

PARS (Public Agency Retirement Services) is the California School Boards Association endorsed provider of OPEB trust administration services. They currently provide OPEB and pension administration services for over 200 clients including dozens of school districts throughout California.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

RESOLUTION NO. 17-16

RESOLUTION OF THE GOVERNING BOARD OF TRUSTEES
OF THE WESTSIDE UNION SCHOOL DISTRICT
APPROVING THE ADOPTION OF THE
PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST
ADMINISTERED BY PUBLIC AGENCY RETIREMENT SERVICES (PARS)

WHEREAS PARS has made available the PARS Public Agencies Post-Employment Benefits Trust (the “Program”) for the purpose of pre-funding pension obligations and/or OPEB obligations; and

WHEREAS the Westside Union School District (“District”) is eligible to participate in the Program, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

WHEREAS the District’s adoption and operation of the Program has no effect on any current or former employee’s entitlement to post-employment benefits; and

WHEREAS the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the Program; and

WHEREAS the District’s funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS the District reserves the right to make contributions, if any, to the Program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Governing Board hereby adopts the PARS Public Agencies Post-Employment Benefits Trust, effective January 18, 2017; and
2. The Governing Board hereby appoints the Assistant Superintendent, Administrative Services or his/her successor or his/her designee as the District’s Plan Administrator for the Program; and
3. The District’s Plan Administrator is hereby authorized to execute the PARS legal and administrative documents on behalf of the District and to take whatever additional actions are necessary to maintain the District’s participation in the Program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District’s Program.

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Patricia Shaw, the Clerk of the Governing Board of Trustees of the Westside Union School District, State of California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on the 17th day of January 2017, and passed by a _____ vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal on February 14, 2017.

Patricia Shaw
Clerk of the Governing Board

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Johnson Controls, Inc. (JCI) Shortfall Agreement

BACKGROUND:

The Westside Union School District and Johnson Controls, Inc. entered into a Performance Contract for Phase II of the Concentrated Solar Tracking System at various school sites.

Within the contract, the District has an Assured Performance Guarantee for the production of our system(s). Specific savings are outlined and if said savings are not achieved the District has three (3) options. Administrative Services is recommending the selection of Option III which directs JCI to apply the cost savings differential to provide alternative engineering solutions that support the ongoing operation of the Photovoltaic Systems.

Administrative Services believes Option III will provide the greatest financial benefit to the District.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

No expenditure.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

February 15, 2017

Mr. Bradley Harlow
Area General Manager, Energy Solutions
Johnson Controls, Inc.
103 Woodmere, Suite 110
Folsom, CA 95630

Re: Performance Contract dated September 28, 2012 - Phase II

Dear Mr. Harlow:

As you are aware, our District and Johnson Controls, Inc. (JCI) entered into a Performance Contract (Phase I) on June 15, 2010, and a subsequent Performance Contract (Phase II) on September 28, 2012, for the installation of a Concentrated Solar Tracking system at various school sites.

JCI has provided our District with an Assured Performance Guarantee for the production of our system, as outlined within our Contract. Within the Contract document specific savings are outlined. If said savings are not achieved, the District has a number of options within the "Assured Performance Guarantee". They are as follows:

C. Project Benefits Shortfalls or Surpluses.

- (i) Project Benefits Shortfalls. If an Annual Project Benefits Shortfall occurs for any one year of the Guarantee Term, JCI shall, at its discretion and in any combination, (a) set off the amount of such shortfall against any unpaid balance Customer then owes to JCI, (b) where permitted by applicable law, increase the next year's amount of Annual Project Benefits by the amount of such shortfall, (c) pay to Customer the amount of such shortfall, or (d) subject to Customer's agreement, provide to Customer additional products or services, in the value of such shortfall, at no additional cost to Customer.*
- (ii) Project Benefits Surpluses. If an Annual Project Benefits Surplus occurs for any one year of the Guarantee Term, JCI may, at its discretion and in any combination, (a) apply the amount of such surplus to set off any subsequent Annual Project Benefit Shortfall during the Guarantee Term, or (b) bill Customer for the amount of payments made pursuant to Section C(i)(c) above and/or the value of the products or services provided pursuant to clause C(i)(d) above, in an amount not to exceed the amount of such surplus.*
- (iii) Additional Improvements. Where an Annual Project Benefits Shortfall has occurred, JCI may, subject to Customer's approval (which approval shall not be unreasonably withheld, conditioned, or delayed), implement additional Improvement Measures, at no cost to Customer, which may generate additional Project Benefits in future years of the Guarantee

Page Two
Bradley Harlow
February 15, 2017

Under option (iii) as noted above, the Westside Union School District will direct Johnson Controls, Inc. to use the "Shortfall" to provide alternative engineering solutions to support the continued operation of the Concentrated Photovoltaic system(s). Said allowance is for Phase II only. Furthermore, the District is mandating that JCI will provide the necessary documentation as to where and how the shortfall was spent to demonstrate good faith of our Agreement. These cost breakdowns will be provided in each of the subsequent Annual Savings Reports, and an Attachment.

It has been determined by both parties that this option will bring about the greatest benefit to the generation of solar at the Westside Union School District.

Therefore, it is hereby Voted and Approved that the Westside Union School District is opting to utilize option iii, under Schedule 2, Section C, of the Assured Performance Guarantee for Phase II, for five (5) consecutive years.

AYE: _____

NAY: _____

Board President: **Steve DeMarzio**

Signature: _____

Date: _____

Agreed to and Acknowledged:

Johnson Controls, Inc.
Bradley Harlow

Signature:  _____

Date: 1-24-2017

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Wayne Trussell, Director, Maintenance and Operations

SUBJECT: Approval of contract to Nexus IS/Dimension Data for low-voltage and information technology equipment, supplies and related services for Phase 2 of the Cottonwood Elementary School Modernization under the of State of California Multiple Award Schedule (CMAS)

BACKGROUND:

Pursuant to the WUSD Board of Trustees prior approval on April 5, 2016 to utilize the State of California Multiple Award Schedule (CMAS) for the procurement of information and technology equipment, supplies and related services for the Cottonwood Elementary School, the District is recommending approval of Nexus IS/Dimension Data as service provider, under CMAS contract #3-09-70-0163AE with an expiration date of 9-30-17.

PROGRAM/EDUCATIONAL IMPLICATION:

Implementing up-to-date technology will enable the District to foster better collaboration between instructors, integrate new learning models, reach new learners and facilitate learning beyond the physical boundaries of the facilities, create safer learning environments, and reduce costs by consolidating functions of communication, control and security systems.

COST ANALYSIS/FUNDING SOURCE:

General Obligation Bond Fund, not to exceed \$725,148.99

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

Job Pricing

Current quote requires authorization level 2.

To raise authorization level please enter the correct password in the Nexus IS Advisor Customer Information tab

Special Circumstances	Selected	Notes
Budgetary	<input checked="" type="checkbox"/>	Indicates Budgetary pricing until completed SOW on Schedule A
Distl	<input type="checkbox"/>	Uses Distribution discount for Nexus cost basis
DropShip	<input type="checkbox"/>	Indicates a DropShip order without Professional Services
Education	<input checked="" type="checkbox"/>	Changes Nexus SmartNet discount to 35% off List
OPC	<input type="checkbox"/>	Changes Nexus SmartNet discount to 15% off List
NexusCareConnectivityDevice	<input type="checkbox"/>	Adds NexusCare Connectivity Device to Quote
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	Indicates IPCC Enterprise SmartNet is included

Payment Terms	Lease Factors
100.00%	Auto Created
0.00%	Auto Created
0.00%	Auto Created
0.00%	Auto Created

Nexus Cost Bases	Selected	Direct Disc	SN Disc	Dist Disc	
Standard Discount	<input type="checkbox"/>	42.00%	23.00%	40.00%	Customer Shown Discount: 40.00%
Advanced Technology OIP	<input type="checkbox"/>	50.00%	25.00%	48.00%	Customer Hidden Discount: 40.00%
	<input type="checkbox"/>	0.00%	0.00%	0.00%	Labor Margin: 32.00%
	<input type="checkbox"/>	0.00%	0.00%	0.00%	Material Margin: 10.00%
	<input type="checkbox"/>	0.00%	0.00%	0.00%	Smartnet Discount: 20.00%
Custom Program	<input checked="" type="checkbox"/>	50.00%	25.00%	48.00%	
DSA	<input type="checkbox"/>	42.00%	23.00%	40.00%	
OIP/CTMP/DSA#					Smartnet Term (Yrs): 1 Year

Direct Labor	Category	Direct Cost	Qty/Hours	Unit Cost	Ext'd Cost	Margin	Margin%	Sell Price
Cable Technician/Installer	1	48.00	0.00	48.00	0.00	0.00	0.00%	0.00
Project Management	2	105.00	57.60	105.00	6,048.08	2,846.16	32.00%	8,894.25
Trainer/Coordinator/CSR	3	77.00	0.00	77.00	0.00	0.00	0.00%	0.00
Voice/Data Tech	4	77.00	0.00	77.00	0.00	0.00	0.00%	0.00
Program Management	5	140.00	0.00	140.00	0.00	0.00	0.00%	0.00
Voice/Data Engineer	6	108.00	0.00	108.00	0.00	0.00	0.00%	0.00
SrEngineer/ApplicDevel	7	137.00	26.67	137.00	3,654.06	1,719.56	32.00%	5,373.62
Principal Consultant	8	161.00	0.00	161.00	0.00	0.00	0.00%	0.00
Project Coordinator	9	67.00	0.00	67.00	0.00	0.00	0.00%	0.00
Future JobCode10	10	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Total Direct Labor			84.27		9,702.15	4,565.72	32.00%	14,267.87

Subcontract Labor	Direct Cost	OH(%)	Qty	Unit Cost	Ext'd Cost	Margin	Margin%	Sell Price
Telpro cabling	84,750.00	0.00%	1.00	84,750.00	84,750.00	9,416.67	10.00%	94,166.67
Telpro install AP's	4,875.00	0.00%	1.00	4,875.00	4,875.00	541.67	10.00%	5,416.67
Telpro install speakers and clocks	8,115.00	0.00%	1.00	8,115.00	8,115.00	901.67	10.00%	9,016.67
Telpro install cameras and card readers	27,905.00	0.00%	1.00	27,905.00	27,905.00	3,100.56	10.00%	31,005.56
Total Subcontract Labor					125,645.00	13,960.57	10.00%	139,605.57

Materials	Ext'd Cost	Margin	Margin%	Sell Price
Materials	92,503.28	10,279.99	10.00%	102,783.27
One-Time-Discount		0.00		0.00
CTMP Total (Negative Cost) & CTMP Passed to Customer	0.00	0.00		0.00

Total Material	92,503.28	10,279.99	10.00%	102,783.27
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Warranty & Other Services	Ext'd Cost	Margin	Margin%	Sell Price
Cisco SmartNet	0.00	0.00	0.00%	0.00
Miscellaneous Warranty	0.00	0.00	0.00%	0.00
Non Categorizes Warranty	0.00	0.00	0.00%	0.00
Total Warranty & Other Services	0.00	0.00	0.00%	0.00

Managed Services	Ext'd Cost	Margin	Margin%	Sell Price
NexusCare Connectivity Device	0.00	0.00	0.00%	0.00
NexusCare Support Service	0.00	0.00	0.00%	0.00
Other Support Services	0.00	0.00	0.00%	0.00
Other Support Services	0.00	0.00	0.00%	0.00
Total Managed Services	0.00	0.00	0.00%	0.00

Other Cost	Override	Rate	Dollar Basis For Rate	Qty	Unit Cost	Ext'd Cost	Margin	Margin %	Sell Price
CMAS -50-100-150	<input checked="" type="checkbox"/>	1.00%	256656.71	1.00	2566.57	2,566.57	0.00	0.00%	2,566.57
Bid Bond -	<input checked="" type="checkbox"/>	1.50%	268257.27	1.00	4023.86	4,023.86	0.00	0.00%	4,023.86
	<input type="checkbox"/>	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
	<input type="checkbox"/>	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00

VIP Rebate						0.00	0.00		
Other Rebates (Apply as Negative Number)						0.00			
Other Rebates (Apply as Negative Number)						0.00			
Other Rebates (Apply as Negative Number)						0.00			
Total Other Costs						6,590.43	0.00	0.00%	6,590.43

Pass Throughs	Sell Price
Third-party contractual pass-throughs (Requires VP or President Approval)	0.00
Total Pass-Throughs	0.00

Logistics Fee	Ext'd Cost	Margin	Margin %	Sell Price
Logistics Fee - Nexus(%)	1,850.07			
Logistics Fee - User(%)	0.00	0.00	0.00%	1,850.07
Extraordinary Freight (Batteries, Rectifier, Expedite)	500.00	0.00	0.00%	500.00
Total Logistics Fee	2,350.07	0.00	0.00%	2,350.07

Sales Tax	Override	Shipping%	Materials%	Labor%	Warranty%	Margin	Margin %	Sell Price
Sales Tax	<input type="checkbox"/>	0.00%	9.00%	0.00%	0.00			9,250.49

Commission Basis	Ext'd Cost	Margin	Margin %	Sell Price
Commission Basis Before VIP	236,790.93	28,806.28	10.85%	265,597.21
Commission Basis After VIP	236,790.93	28,806.28	10.85%	

Job Pricing Summary	Total Cost	Margin	Margin %	Total Sell
Customer: Westside USD - Cottonwood -	9,702.15	4,565.72	32.00%	14,267.87
Acct.Mgr: Evan Clarke	125,645.00	13,960.57	10.00%	139,605.57
Engineer: Nick Zahorcak	92,503.28	10,279.99	10.00%	102,783.27
Date: 1/6/2017	92,503.28	10,279.99	10.00%	102,783.27
Cisco Pricing Basis:	6,590.43	0.00	0.00%	6,590.43
Selected Cost Basis	99,093.71	10,279.99	9.40%	109,373.70
Smartnet Discount:	0.00	0.00	0.00%	0.00
AT OIP Qualification:	0.00	0.00	0.00%	0.00
Security:	0.00	0.00	0.00%	0.00
Opportunity Number:	2,350.07			2,350.07
DSA/CTMP/OIP #:	9,250.49			9,250.49
AM Split				
Total Job Cost	236,790.93	28,806.28	10.85%	274,847.70

Version 0908071029

Legend

Editable Field

Value

Changed

Does Not Meet Requirements

Meets Requirement

The Editable Fields are for Internal use only. The Editable fields are just a tool to adjust margin. Certain elements such as Third Party Product

Internal Notes:

PM - 8 hours/week x 6 weeks

Job Pricing

Current quote requires authorization level 2

To raise authorization level please enter the correct password in the Nexus IS Advisor Customer Information tab

Special Circumstances	Selected	Notes
Budgetary	<input checked="" type="checkbox"/>	Indicates Budgetary pricing until completed SOW on Schedule A
Disill	<input type="checkbox"/>	Uses Distribution discount for Nexus cost basis
DropShip	<input type="checkbox"/>	Indicates a DropShip order without Professional Services
Education	<input checked="" type="checkbox"/>	Changes Nexus SmartNet discount to 35% off List
OPC	<input type="checkbox"/>	Changes Nexus SmartNet discount to 15% off List
NexusCareConnectivityDevice	<input type="checkbox"/>	Adds NexusCare Connectivity Device to Quote
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	Indicates JPC Enterprise SmartNet is included

Payment Terms		Lease Factors	
100.00%	Auto Created		2.06%
0.00%	Auto Created		8.80%
0.00%	Auto Created		2.78%
0.00%	Auto Created		

Nexus Cost Bases		Selected	Direct Disc	SN Disc	Dist Disc		
Standard Discount	<input type="checkbox"/>	42.00%	23.00%	40.00%		Customer Shown Discount:	50.00%
Advanced Technology OIP	<input type="checkbox"/>	60.00%	25.00%	48.00%		Customer Hidden Discount:	50.00%
	<input type="checkbox"/>	0.00%	0.00%	0.00%		Labor Margin:	32.00%
	<input type="checkbox"/>	0.00%	0.00%	0.00%		Material Margin:	10.00%
	<input type="checkbox"/>	0.00%	0.00%	0.00%		Smartnet Discount:	20.00%
Custom Program	<input type="checkbox"/>	60.00%	25.00%	48.00%			
DSA	<input checked="" type="checkbox"/>	42.00%	23.00%	40.00%			
OIP/CTMP/DSA#						Smartnet Term (Yrs):	1 Year

Direct Labor	Category	Direct Cost	Qty/Hours	Unit Cost	Ext'd Cost	Margin	Margin%	Sell Price
Cable Technician/Installer	1	48.00	0.00	48.00	0.00	0.00	0.00%	0.00
Project Management	2	105.00	48.00	105.00	5,040.00	2,371.76	30.00%	7,411.76
Trainer/Coordinator/CSR	3	77.00	0.00	77.00	0.00	0.00	0.00%	0.00
Voice/Data Tech	4	77.00	20.25	77.00	1,558.25	733.76	32.00%	2,293.01
Program Management	5	140.00	0.00	140.00	0.00	0.00	0.00%	0.00
Voice/Data Engineer	6	108.00	83.00	108.00	8,964.00	4,218.35	32.00%	13,182.35
SE/Engineer/Applics/Devel	7	137.00	24.00	137.00	3,288.00	1,547.29	32.00%	4,835.29
Principal Consultant	8	161.00	10.64	161.00	1,713.04	806.14	32.00%	2,519.18
Project Coordinator	9	67.00	0.00	67.00	0.00	0.00	0.00%	0.00
Future Job/Code 10	10	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Total Direct Labor			185.89		20,564.29	9,677.30	32.00%	30,241.59

Subcontract Labor	Direct Cost	OH(%)	Qty	Unit Cost	Exp'd Cost	Margin	Margin%	Sell Price
	0.00	10.00%	0.00	0.00	0.00	0.00	35.00%	0.00
	0.00	10.00%	0.00	0.00	0.00	0.00	35.00%	0.00
	0.00	10.00%	0.00	0.00	0.00	0.00	35.00%	0.00
	0.00	10.00%	0.00	0.00	0.00	0.00	35.00%	0.00

Total Subcontract Labor	0.00	0.00	0.00%	0.00
Materials	Ext'd Cost	Margin	Margin%	Sell Price
Materials	71,403.59	13,628.33	16.03%	85,031.92
One-Time-Discount		0.00		0.00
CTMP Total (Negative Cost) & CTMP Passed to Customer	0.00	0.00		0.00

Total Material	71,403.59	13,628.33	16.03%	85,031.92
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Warranty & Other Services	Ext'd Cost	Margin	Margin%	Sell Price
Cisco SmartNet	0.00	0.00	0.00%	0.00
Miscellaneous Warranty	0.00	0.00	0.00%	0.00
Non Categorizes Warranty	0.00	0.00	0.00%	0.00
Total Warranty & Other Services	0.00	0.00	0.00%	0.00

Managed Services	Ext'd Cost	Margin	Margin%	Sell Price
NexusCare Connectivity Device	0.00	0.00	0.00%	0.00
NexusCare Support Service	0.00	0.00	0.00%	0.00
Other Support Services	0.00	0.00	0.00%	0.00
Other Support Services	0.00	0.00	0.00%	0.00
Total Managed Services	0.00	0.00	0.00%	0.00

[illegible]

VIP Rebate	(294.07)	294.07		
Other Rebates (Apply as Negative Number)		0.00		
Other Rebates (Apply as Negative Number)		0.00		
Other Rebates (Apply as Negative Number)		0.00		
Total Other Costs	2,723.99	294.07	9.74%	3,018.06

Pass Throughs	Sell Price
	0.00

Third-party contractual pass-throughs (Requires VP or President Approval)	0.00
Total Pass-Throughs	0.00

Logistics Fee			Ext'd Cost	Margin	Margin %	Sell Price
Logistics Fee - Nexus(%)	2.00%		1,428.07			
Logistics Fee - User(%)	2.00%			(0.00)	0.00%	1,428.07
Extraordinary Freight (Batteries, Rectifier, Expedite)		0.00	0.00	0.00	0.00%	0.00
Total Logistics Fee			1,428.07	(0.00)	0.00%	1,428.07

Sales Tax	Override	Shipping%	Materials%	Labor%	Warranty%	Margin	Margin %	Sell Price
Sales Tax	11	0.00%	9.00%	0.00%	0.00			7,652.87

Commission Basis	Ext'd Cost	Margin	Margin %	Sell Price
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Commission Basis Before VIP	96,414.01	23,305.63	19.47%	119,719.64
Commission Basis After VIP	96,119.94	23,599.70	19.71%	

Job Pricing Summary	Total Cost	Margin	Margin %	Total Sell
	22,584.88	6,673.88	29.55%	32,344.50

Customer:	Westside USD - Cottonwood	Direct Labor	20,564.29	9,677.30	32.00%	30,241.59
Acct Mgr:	Evan Clarke	Subcontract Labor	0.00	0.00	0.00%	0.00

Engineer:	Nick Zahorcak	Materials	71,403.59	13,628.33	16.03%	85,031.92
Date:	1/6/2017	Materials after Discounts	71,403.59	13,628.33	16.03%	85,031.92

Cisco Pricing Basis:	List Price	Applied Disc.	Other Costs	2,723.99	294.07	9.74%	3,018.06
Estimated Price:	400,500.00	50.00%	Materials & Other Costs & 1/100 Rebate	74,127.58	13,022.40	15.91%	87,150.00

Smartnet Discount:	0.00	35.00%	Warranty & Other Services	0.00	0.00	0.00%	0.00
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AT OIP Qualification:	102,500.00	2.52%	Managed Services	0.00	0.00	0.00%	0.00
Security:	0.00	0.00%	Pass-Throughs				0.00

Opportunity Number:	https://dimensiondata.my.sa	Logistics (Freight Charges)	1,428.07		1,428.07
DSA/CTMP/OP #:		Sales Tax			7,652.87

AM Split	Total Job Cost	96,119.94	23,599.70	19.71%	127,372.51
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Version 0908071029

Legend	Editable Field	Value	Does Not	Meets
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Version 0908071029

Editable Field	Value
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<input type="checkbox"/> Does Not	<input checked="" type="checkbox"/> Meets
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The Editable Fields are for Internal use only. The Editable fields are just a tool to adjust margin. Certain elements such as Third Party Product

Internal Notes:

PM 8 hours week x 4 weeks - 32 hours DNP/SA

Job Pricing

To raise authorization level please enter the correct password in the Nexus IS Advisor Customer Information tab

Payment Terms		Lease Factors	
100.00%	Auto Created		2.06%
0.00%	Auto Created		8.80%
0.00%	Auto Created		2.78%
0.00%	Auto Created		

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Total Direct Labor				180.61		19,361.99	9,111.52	32.00%	28,473.51
Subcontract Labor	Direct Cost	OH(%)	Qty	Unit Cost	Ext'd Cost	Margin	Margin%	Sell Price	
	0.00	10.00%	0.00	0.00	0.00	0.00	35.00%	0.00	
	0.00	10.00%	0.00	0.00	0.00	0.00	35.00%	0.00	
	0.00	10.00%	0.00	0.00	0.00	0.00	35.00%	0.00	
	0.00	10.00%	0.00	0.00	0.00	0.00	35.00%	0.00	

Total Material	59,449.20	10,822.90	15.40%	70,272.10
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Managed Services	Ext'd Cost	Margin	Margin%	Sell Price
	0.00	0.00	0.00%	0.00

[illegible]

VIP Rebate	(0.19)	0.19	
Other Rebates (Appendix A) (Number)		0.00	

Pass Throughs	Sell Price
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Total Pass-Throughs					0.00
Logistics Fee		Ext'd Cost	Margin	Margin %	Sell Price

Sales Tax	Override	Shipping%	Materials%	Labor%	Warranty%	Margin	Margin %	Sell Price
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Commission Basis After VIP	82,804.43	19,939.11	19.41%	
Job Pricing Summary	Total Cost	Margin	Margin %	Total Sell

Cisco Pricing Basis:	List Price	Applied Disc.	Other Costs	2,584.76	0.19	0.01%	2,584.95
Selected Cost Basis	\$1,894.00	50.00%	Materials after Other Costs & V/P Rebate	62,032.95	10,822.09	14.86%	72,855.05

Opportunity Number:	https://dimensiondata.my.sa	Logistics (Freight Charges)	1,388.98		1,388.98
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Version 0908071029

Legend

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THESE RESULTS HAVE TWO IMPLICATIONS. FIRST, THE CURRENT POLICY OF A 10% SURVIVAL THRESHOLD FOR THE CANCELLATION OF A TRIAL IS NOT A REASONABLE WAY TO PROTECT PATIENTS FROM UNNECESSARY EXPOSURE TO A PLACEBO. SECOND, THE CURRENT POLICY OF A 10% SURVIVAL THRESHOLD FOR THE CANCELLATION OF A TRIAL IS NOT A REASONABLE WAY TO PROTECT PATIENTS FROM UNNECESSARY EXPOSURE TO A PLACEBO.

WIRETAP (NOR. 9)

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Job Pricing

Current quote requires authorization level 2.

To raise authorization level please enter the correct password in the Nexus IS Advisor Customer Information tab

Special Circumstances	Selected	Notes
Budgetary	<input checked="" type="checkbox"/>	Indicates Budgetary pricing until completed SOW on Schedule A
Disti	<input type="checkbox"/>	Uses Distribution discount for Nexus cost basis
DropShip	<input type="checkbox"/>	Indicates a DropShip order without Professional Services
Education	<input checked="" type="checkbox"/>	Changes Nexus SmartNet discount to 35% off List
OPC	<input type="checkbox"/>	Changes Nexus SmartNet discount to 15% off List
NexusCareConnectivityDevice	<input type="checkbox"/>	Adds NexusCare Connectivity Device to Quote
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	Indicates IPCC Enterprise SmartNet is included

Payment Terms		Lease Factors	
100.00%	Auto Created		2.06%
0.00%	Auto Created		8.80%
0.00%	Auto Created		2.78%
0.00%	Auto Created		

Nexus Cost Bases		Selected	Direct Disc	SN Disc	Dist Disc		
Standard Discount	<input type="checkbox"/>	42.00%	23.00%	23.00%	48.00%	Customer Shown Discount:	50.00%
Advanced Technology OIP	<input type="checkbox"/>	50.00%	25.00%	25.00%	48.00%	Customer Hidden Discount:	50.00%
	<input type="checkbox"/>	0.00%	0.00%	0.00%	0.00%	Labor Margin:	32.00%
	<input type="checkbox"/>	0.00%	0.00%	0.00%	0.00%	Material Margin:	1.00%
	<input type="checkbox"/>	0.00%	0.00%	0.00%	0.00%	Smartnet Discount:	20.00%
Custom Program	<input checked="" type="checkbox"/>	60.00%	25.00%	25.00%	48.00%		
DSA	<input type="checkbox"/>	42.00%	23.00%	23.00%	48.00%		
OIP/CTMP/DSA#						Smartnet Term (Yrs):	1 Year

Direct Labor	Category	Direct Cost	Qty/Hours	Unit Cost	Ext'd Cost	Margin	Margin%	Sell Price
Cable Technician/Installer	1	48.00	0.00	48.00	0.00	0.00	0.00%	0.00
Project Management	2	105.00	57.60	105.00	6,048.00	2,846.12	32.00%	8,894.12
Trainer/Coordinator/CSR	3	77.00	0.00	77.00	0.00	0.00	0.00%	0.00
Voice/Data Tech	4	77.00	0.00	77.00	0.00	0.00	0.00%	0.00
Program Management	5	140.00	0.00	140.00	0.00	0.00	0.00%	0.00
Voice/Data Engineer	6	108.00	8.56	108.00	924.00	434.84	32.00%	1,358.89
SE/Engineer/Applic/Devel	7	137.00	0.00	137.00	0.00	0.00	0.00%	0.00
Principal Consultant	8	161.00	0.00	161.00	0.00	0.00	0.00%	0.00
Project Coordinator	9	67.00	0.00	67.00	0.00	0.00	0.00%	0.00
Future Job Code 10	10	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Total Direct Labor			66.16		6,972.00	3,280.96	32.00%	10,253.00

Subcontract Labor	Direct Cost	OH(%)	Qty	Unit Cost	Ext'd Cost	Margin	Margin%	Sell Price
Teiprole labor AV Classrooms	9,750.00	0.00%	1.00	9,750.00	9,750.00	1,083.33	10.00%	10,833.33
Teiprole labor AV MPR	29,790.00	0.00%	1.00	29,790.00	29,790.00	3,310.00	10.00%	33,100.00
	0.00	10.00%	0.00	0.00	0.00	0.00	35.00%	0.00
	0.00	10.00%	0.00	0.00	0.00	0.00	35.00%	0.00

Total Subcontract Labor	39,540.00	4,393.33	10.00%	43,933.33
Materials	Ext'd Cost	Margin	Margin%	Sell Price
Materials	103,827.89	12,091.09	10.43%	115,918.98
One-Time-Discount		0.00		0.00
CTMP Total (Negative Cost) & CTMP Passed to Customer	0.00	0.00		0.00

Total Material	103,827.89	12,091.09	10.43%	115,918.98
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Warranty & Other Services	Ext'd Cost	Margin	Margin%	Sell Price
Cisco SmartNet	0.00	0.00	0.00%	0.00
Miscellaneous Warranty	0.00	0.00	0.00%	0.00
Non Categories Warranty	0.00	0.00	0.00%	0.00
Total Warranty & Other Services	0.00	0.00	0.00%	0.00

Managed Services	Ext'd Cost	Margin	Margin%	Sell Price
NexusCare Connectivity Device	0.00	0.00	0.00%	0.00
NexusCare Support Service	0.00	0.00	0.00%	0.00
Other Support Services	0.00	0.00	0.00%	0.00
Other Support Services	0.00	0.00	0.00%	0.00
Total Managed Services	0.00	0.00	0.00%	0.00

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VIP Rebate	(31.98)	31.98		
Other Rebates (Apply as Negative Number)		0.00		
Other Rebates (Apply as Negative Number)		0.00		
Other Rebates (Apply as Negative Number)		0.00		
Total Other Costs	4,452.92	31.98	0.71%	4,484.90

Pass Throughs	Sell Price
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Third-party contractual pass-throughs (Requires VP or President Approval)	0.00
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Total Pass-Throughs						0.00			
Logistics Fee					Ext'd Cost	Margin	Margin %	Sell Price	
Logistics Fee - Nexus(%)		2.00%			2,076.56				
Logistics Fee - User(%)		2.00%				0.00	0.00%	2,076.56	
Extraordinary Freight (Batteries, Rectifier, Expedite)				1.00	4,014.00	4,014.00	0.00	0.00%	4,014.00
Total Logistics Fee					6,090.56	0.00	0.00%	6,090.56	

Sales Tax	Override	Shipping%	Materials%	Labor%	Warranty%	Margin	Margin %	Sell Price
Sales Tax	11	0.00%	9.00%	0.00%	0.00			10,432.71

Commission Basis	Ext'd Cost	Margin	Margin %	Sell Price
Commission Basis Before VIP	160,915.40	19,765.38	10.94%	180,680.78
Commission Basis After VIP	160,893.42	19,797.36	10.96%	
Job Pricing Summary	Total Cost	Margin	Margin %	Total Sell

Customer:	Weslside USD - Cottonwood -	Direct Labor	6,972.05	3,280.96	32.00%	10,253.01
Acct Mgr:	Evan Clarke	Subcontract Labor	39,540.00	4,393.33	10.00%	43,933.33
Engineer:	Nick Zahorack	Materials	103,827.89	12,091.09	10.43%	115,918.98
Date:	11/8/2016	Materials after Discounts	103,827.89	12,091.09	10.43%	115,918.98
Cisco Pricing Basis:	List Price	Applied Disc.	Other Costs			
Selected Cost Basis:	9,985.00	60.00%	Materials after Other Costs & VIP Rebate	106,280.81	12,123.07	10.07%
Smartnet Discount:	0.00	35.00%	Warranty & Other Services	0.00	0.00	0.00%
AT OIP Qualification:	9,985.00	0.00%	Managed Services	0.00	0.00	0.00%
Security:	0.00	0.00%	Pass-Throughs			
Opportunity Number:	https://dimensionsdata.my.sa	Logistics (Freight Charges)	6,090.56			6,090.56
DSA/CTMP/OIP #:		Sales Tax				10,432.71
AM Split		Total Job Cost	160,883.42	19,797.36	10.96%	191,113.49

Version 0908071029

Legend	Editable Field	Value	Does Not	Meets
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Legend	Editable Field	Value	Does Not	Meets
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Legend	Editable Field	Value	Does Not	Meets
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Requirement	Overridden	Changed	Met Requirements	Requirement
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Legend	Editable Field	Value	Does Not	Meets
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Legend	Editable Field	Value	Does Not	Meets
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Requirement	Overridden	Changed	Met Requirements	Requirement
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Requirement	Overridden	Changed	Met Requirements	Requirement
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The Editable Fields are for Internal use only. The Editable fields are just a tool to adjust margin. Certain elements such as Third Party Product

Internal Notes:

PM 8 hours/week x 6 weeks

Job Pricing

Current quote requires authorization level 2.

To raise authorization level please enter the correct password in the Nexus IS Advisor Customer Information tab

Special Circumstances	Selected	Notes
Budgetary	<input checked="" type="checkbox"/>	Indicates Budgetary pricing until completed SOW on Schedule A
Dist	<input type="checkbox"/>	Uses Distribution discount for Nexus cost basis
DropShip	<input type="checkbox"/>	Indicates a DropShip order without Professional Services
Education	<input checked="" type="checkbox"/>	Changes Nexus SmartNet discount to 35% off List
OPC	<input type="checkbox"/>	Changes Nexus SmartNet discount to 15% off List
NexusCareConnectivityDevice	<input type="checkbox"/>	Adds NexusCare Connectivity Device to Quote
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	Indicates IPCC Enterprise SmartNet is Included

Payment Terms	Lease Factors
100.00%	Auto Created 2.06%
0.00%	Auto Created 8.80%
0.00%	Auto Created 2.78%
0.00%	Auto Created

Nexus Cost Bases	Selected	Direct Disc	SN Disc	Dist Disc	
Standard Discount	<input type="checkbox"/>	42.00%	23.00%	40.00%	Customer Shown Discount: 40.00%
Advanced Technology OIP	<input type="checkbox"/>	50.00%	25.00%	48.00%	Customer Hidden Discount: 40.00%
	<input type="checkbox"/>	0.00%	0.00%	0.00%	Labor Margin: 32.00%
	<input type="checkbox"/>	0.00%	0.00%	0.00%	Material Margin: 10.00%
	<input type="checkbox"/>	0.00%	0.00%	0.00%	Smartnet Discount: 20.00%
Custom Program	<input checked="" type="checkbox"/>	50.00%	25.00%	48.00%	
DSA	<input type="checkbox"/>	42.00%	23.00%	40.00%	
OIP/CTMP/DSAM	<input type="checkbox"/>				Smartnet Term (Yrs): 1 Year

Direct Labor	Category	Direct Cost	Qty/Hours	Unit Cost	Ext'd Cost	Margin	Margin%	Sell Price
Cable Technician/Installer	1	48.00	0.00	48.00	0.00	0.00	0.00%	0.00
Project Management	2	105.00	28.80	105.00	3,024.05	1,423.09	32.00%	4,447.14
Trainer/Coordinator/CSR	3	77.00	0.00	77.00	0.00	0.00	0.00%	0.00
Voice/Data Tech	4	77.00	0.00	77.00	0.00	0.00	0.00%	0.00
Program Management	5	140.00	0.00	140.00	0.00	0.00	0.00%	0.00
Voice/Data Engineer	6	108.00	0.00	108.00	0.00	0.00	0.00%	0.00
SrEngineer/ApplicDevel	7	137.00	0.00	137.00	0.00	0.00	0.00%	0.00
Principal Consultant	8	161.00	0.00	161.00	0.00	0.00	0.00%	0.00
Project Coordinator	9	67.00	0.00	67.00	0.00	0.00	0.00%	0.00
Future JobCode10	10	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Total Direct Labor			28.80		3,024.05	1,423.09	32.00%	4,447.14

Subcontract Labor	Direct Cost	OH(%)	Qty	Unit Cost	Ext'd Cost	Margin	Margin%	Sell Price
Telpro labor	10,545.00	0.00%	1.00	10,545.00	10,545.00	1,171.67	10.00%	11,716.67
	0.00	0.00%	0.00	0.00	0.00	0.00	10.00%	0.00
	0.00	10.00%	0.00	0.00	0.00	0.00	35.00%	0.00
	0.00	10.00%	0.00	0.00	0.00	0.00	35.00%	0.00
Total Subcontract Labor					10,545.00	1,171.67	10.00%	11,716.67

Materials	Ext'd Cost	Margin	Margin%	Sell Price
Materials	4,660.00	517.82	10.00%	5,177.82
One-Time-Discount		0.00		0.00
CTMP Total (Negative Cost) & CTMP Passed to Customer	0.00	0.00		0.00
Total Material	4,660.00	517.82	10.00%	5,177.82

Warranty & Other Services	Ext'd Cost	Margin	Margin%	Sell Price
Cisco SmartNet	0.00	0.00	0.00%	0.00
Miscellaneous Warranty	0.00	0.00	0.00%	0.00
Non Categorizes Warranty	0.00	0.00	0.00%	0.00
Total Warranty & Other Services	0.00	0.00	0.00%	0.00

Managed Services	Ext'd Cost	Margin	Margin%	Sell Price
NexusCare Connectivity Device	0.00	0.00	0.00%	0.00
NexusCare Support Service	0.00	0.00	0.00%	0.00
Other Support Services	0.00	0.00	0.00%	0.00
Other Support Services	0.00	0.00	0.00%	0.00
Total Managed Services	0.00	0.00	0.00%	0.00

Other Cost	Override	Rate	Dollar Basis For Rate	Qty	Unit Cost	Ext'd Cost	Margin	Margin %	Sell Price
CMAS -50-100-150	<input checked="" type="checkbox"/>	1.00%	21341.62	1.00	213.42	213.42	0.00	0.00%	213.42
Bid Bond -	<input checked="" type="checkbox"/>	1.50%	22200.82	1.00	333.01	333.01	0.00	0.00%	333.01
	<input type="checkbox"/>	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
	<input type="checkbox"/>	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
VIP Rebate						0.00	0.00		
Other Rebates (Apply as Negative Number)						0.00	0.00		
Other Rebates (Apply as Negative Number)						0.00	0.00		
Other Rebates (Apply as Negative Number)						0.00	0.00		
Total Other Costs						546.43	0.00	0.00%	546.43

Pass Throughs	Sell Price
Third-party contractual pass-throughs (Requires VP or President Approval)	0.00
Total Pass-Throughs	0.00

Logistics Fee	Ext'd Cost	Margin	Margin %	Sell Price
Logistics Fee - Nexus(%)	93.20	0.00	0.00%	93.20
Logistics Fee - User(%)	0.00	0.00	0.00%	0.00
Extraordinary Freight (Batteries, Rectifier, Expedite)	300.00	0.00	0.00%	300.00
Total Logistics Fee	393.20	0.00	0.00%	393.20

Sales Tax	Override	Shipping%	Materials%	Labor%	Warranty%	Margin	Margin %	Sell Price
Sales Tax	<input type="checkbox"/>	0.00%	9.00%	0.00%	0.00	0.00		466.00

Commission Basis	Ext'd Cost	Margin	Margin %	Sell Price
Commission Basis Before VIP	19,168.68	3,112.58	13.97%	22,281.26
Commission Basis After VIP	19,168.68	3,112.58	13.97%	

Job Pricing Summary	Total Cost	Margin	Margin %	Total Sell
Customer: Westside USD - Cottonwood -	3,024.05	1,423.09	32.00%	4,447.14
Acct.Mgr: Evan Clarke	10,545.00	1,171.67	10.00%	11,716.67
Engineer: Nick Zahorcak	4,660.00	517.82	10.00%	5,177.82
Date: 11/8/2016	4,660.00	517.82	10.00%	5,177.82
Cisco Pricing Basis: List Price	546.43	0.00	0.00%	546.43
Selected Cost Basis: 0.00	5,206.43	517.82	9.95%	5,724.25
Smartnet Discount: 0.00	0.00	0.00	0.00%	0.00
AT OIP Qualification: 0.00%	0.00	0.00	0.00%	0.00
Security: 0.00%	0.00	0.00	0.00%	0.00
Opportunity Number: https://dimensiondata.my.sa	393.20			393.20
DSA/CTMP/OIP #:				466.00
AMI Split				
Total Job Cost	19,168.68	3,112.58	13.97%	22,271.26

Version 0908071029

Legend

Editable Field

Value

Changed

Does Not

Meet

Requirements

Meets

Requirement

The Editable Fields are for internal use only. The Editable fields are just a tool to adjust margin. Certain elements such as Third Party Product

Internal Notes:

PM 4 hours/week x 6 weeks

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Jeri Holmes, Purchasing Specialist

SUBJECT: Approval to Piggyback on Bid with SIGMAnet for Computer Equipment

BACKGROUND:

Public Contract Code Section 20111 requires that contracts be awarded for the purchase of equipment, materials or supplies involving an expenditure of more than \$88,300. Piggybacking on an awarded bid meets this requirement.

PROGRAM/EDUCATIONAL IMPLICATION:

Computer equipment meeting the current District standards is covered by the bids listed below awarded to SIGMAnet.

- Cisco NASPO (Formerly WSCA) Master Agreement AR233 14-19, California Participating Addendum 7-14-70-04
- Dell NASPO (Formerly WSCA) Master Agreement MNWNC-108, California Participating Addendum 7-15-70-34-003, Contract Code WN03AGW

Piggybacking allows us to purchase computer equipment meeting current standards while also meeting Code requirements for bidding.

COST ANALYSIS/FUNDING SOURCE:

Overall costs will be reduced as we will pay bid pricing regardless of the number of items ordered. Total costs will be determined by the amount of supplies needed by the District within the school year.

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

BOARD AGENDA

February 14, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Jeri Holmes. Purchasing Specialist

SUBJECT: Award of: Cottonwood Modernization, Phase III

BACKGROUND:

Bids were accepted January 19, 2017 for Phase III of the Cottonwood Modernization Project. Work to be completed includes:

1. Modernization of the Multi-purpose Building, including the kitchen and restrooms
2. Modernization of the Administration Building to convert the existing space into two (2) Computer Labs
3. Modernization of the two (2) existing Kindergarten Classrooms

Bids were received as follows:

Bidder	Base Bid Amount	Earthquake Insurance	Total
AMG Associates Inc.	\$2,761,000.00	\$7,000.00	\$2,768,000.00
Monet Construction Inc	\$2,595,000.00	\$5,600.00	\$2,600,600.00
Nazerian Group	\$2,644,123.00	\$15,000.00	\$2,659,123.00

The Board is requested to award the bid to Monet Construction Inc.

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

Cost: \$2,600,600.00

Funding Sources: GO Bond Funds/School Facilities Fund/Anaverde Settlement Fund/General Fund.

Note: As previously noted in the Board presentation on March 3, 2015 authorizing the Cottonwood Modernization, the District does not currently have enough Bond funds to complete the project and as a result it may be necessary to use General Fund sources, at least until the School Facilities State-Matching funds owed to the District for previous school construction projects are allocated from the Proposition 51 School Facilities Bonds.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval