

WESTSIDE UNION SCHOOL DISTRICT  
REGULAR BOARD MEETING  
HILLVIEW MIDDLE SCHOOL  
February 21, 2017

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

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

**5:00 p.m. – Regular Session**

**Adjourned to Closed Session**

**6:00 p.m. – Reconvene to Regular Session**

CALL TO ORDER \_\_\_\_\_ p.m.

**I. OPEN SESSION \_\_\_\_\_ p.m.**

A. Flag Salute

B. Roll Call

**BOARD OF TRUSTEES**

Steve DeMarzio \_\_\_\_\_

John Curiel \_\_\_\_\_

Patricia Shaw \_\_\_\_\_

Linda Jones \_\_\_\_\_

Jennifer Navarro \_\_\_\_\_

**SUPERINTENDENT**

Regina Rossall \_\_\_\_\_

**II. ITEMS FROM THE FLOOR**

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

**III. CLOSED SESSION**

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

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

Opened: \_\_\_\_\_ Closed: \_\_\_\_\_

a. Conference with Labor Negotiators (Gov’t. Code §54957.6)

b. Existing/Anticipated/Pending Litigation (Gov’t Code §54956.9)

c. Conference with Real Property Negotiator

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

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

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS  
None

VII. HEARING SESSION/STAFF REPORTS  
 A. Board Comments  
 B. Staff Reports  
     1. Assistant Superintendent Administrative Services  
     2. Assistant Superintendent Educational Services  
     3. Deputy Superintendent  
     4. Superintendent

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

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

X. PUBLIC HEARING  
None

XI. BUSINESS SESSION  
 A. Organizational/Governance  
     1. Agenda Item1 Goal #  
         Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
         To approve the Agenda of the Regular Meeting of  
         February 21, 2017  
         Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

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

Items 2a -2g

2. Consent Goal #
- a. Minutes of the Regular Meeting on February 14, 2017
  - b. Fundraising Authorization
  - c. Overnight Field Trip
  - d. Personnel Report
  - e. Purchase Orders
  - f. Consultant/Contract Schedule
  - g. Conference/Workshop Schedule

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

Approval of the Consent Items as presented.

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

3. Board Bylaws Item 3
- BB 9300, Governance
  - BB 9310, Policy Manual
  - BB/AR 9311, Board Policies
  - BB 9312, Board Bylaws
  - BB 9313, Administrative Regulations
  - BB 9314, Suspension of Policies, Bylaws, Administrative Regulations

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

Approval of the first reading of Board Bylaws and Administrative Regulation

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

4. Exhibit 5132, Cottonwood Uniform Policy Item 4

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

Approval of the second and final reading of Exhibit 5132, Cottonwood Uniform Policy

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

5. Discussion Item Item 5
- Board Governance

- B. Educational Services
6. Revised Board Policies and Administrative Regulations: Item 6
- BP/AR 5145.3, Nondiscrimination/Harassment
  - BP/AR 5145.7, Sexual Harassment

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

Approval of the second and final reading of the Revised  
Board Policies and Administrative Regulations

Goal #

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

C. Personnel

7. Provisional Intern Permit (PIP)

Item 7

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

Approval of the Provisional Intern Permit (PIP)

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

8. Variable Term Waiver

Item 8

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

Approval of the Variable Term Waiver

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

D. Business

9. Piggyback on Colton Joint Unified School District Bid 15-04 for Playground Equipment and DSA Shade Shelters Awarded to Dave Bang Associates Inc.

Item 9

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

Approval to Piggyback on Colton Joint Unified School District Bid 15-04 for Playground Equipment and DSA Shade Shelters Awarded to Dave Bang Associates Inc.

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

XII. INFORMATION SESSION

A. Items From The Floor – Continued

B. Dates to Remember:

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

XIII. NEW BUSINESS

Future Board Meeting Items

XIV. CLOSED SESSION - Continued

XV. RECONVENE TO OPEN SESSION at \_\_\_\_\_ p.m.

XVI. REPORT OF CLOSED SESSION ACTION

2-21-17

**XVII. ADJOURNMENT**

There being no further business to come before the Board at the regular meeting of February 21, 2017, is adjourned at \_\_\_\_\_ p.m. by the Board President.

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

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

## **Core Beliefs and Board Goals 2016-2017**

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

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

∞ A. Revenues will be placed in a separate account to pay for long term post-employment benefits

❖ Annual Report by Business Services

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

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

∞ A. Build a capacity of board and district staff in developing and monitoring data related to goals and priorities

∞ B. A key concern and priority for this governing board is improving the accuracy and consistency of grading which should measure what students know, as they play a crucial role in every aspect of student's academic lives and future lives as global citizens. Areas of concern are: 1) Grades reflect progressive and mastery of content. 2) They are predictable and understood by parents and third parties. 3) That non-academic factors are graded separately. 4) The system adopted is not overwhelming for teachers.

❖ Annual Report by Educational Services

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

∞ A. Modernize Cottonwood Elementary School and receive an annual update to the District's Master Facilities Plan while exploring and securing options to finance the plan.

❖ Annual Report by Business Services

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

## BOARD AGENDA

February 21, 2017

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

### BACKGROUND:

The Board is requested to approve the Agenda for February 21, 2017.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None

### SUPERINTENDENT'S RECOMMENDATION:

Approval



## BOARD AGENDA

February 21, 2017

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

### BACKGROUND:

The Board is requested to approve the Minutes of the Regular Meeting on February 14, 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  
February 14, 2017

I. CALL TO ORDER

At 5:10 p.m. Steve DeMarzio, President, called to order the Regular Board Meeting of the Westside Union School District Board of Trustees.

II. Flag Salute

Jennifer Navarro

III. ROLL CALL

Steven DeMarzio, President– Present

John Curiel, Vice President – Present (left at 6:00 p.m.)

Patricia K. Shaw, Clerk - Present

Dr. Linda Jones, Member – Present (arrived at 5:27 p.m.)

Jennifer Navarro, Member - Present

SUPERINTENDENT

Regina Rossall – Present

IV. OTHERS PRESENT

Bob Dunham, Jeri Holmes, Joanne Fitzgerald, Rodney Lots, Amaka Donn, Heidi Myers, Nancy Heming, Noah Heming, Joe Walker Science Jets, Kellee Koonce, Kaom Thomas, Kate Reed, Gina Kim, Kris Kim, Jennifer Slater-Sanchez, Menaka Tyagi, Vani Tyagi, Laura Duran

V. ADMINISTRATION OF THE OATH OF OFFICE

1. Jennifer Navarro

VI. ITEMS FROM THE FLOOR

Jeri Holmes, President of CSEA – On behalf of CSEA I would like to welcome Jennifer to the Board.

Bob Dunham, President of WUTA – Congratulations, Jennifer, on your appointment to the Board.

VII. M17-140 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to adjourn to closed session at 5:20 p.m. to consider:

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

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

IX. CLOSED SESSION ACTION

M17-141 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 3/0 to approve the Administrative Hearing Panel recommendation of the Expulsion of Student Case Number 1617-03.

M17-142 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 3/0 to approve the Agreement and Stipulation for Expulsion for Case Number 1617-04.

X. PRESENTATIONS

A. Site and Employee Recognitions:

- Hillview
- Cottonwood
- Child Nutrition

XI. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Jennifer Navarro:

Hillview - I was so impressed with the Hillview band, the music program has changed since I was in school. Please let them know they did an excellent job. I enjoyed your video about your kindness challenge.

Cottonwood – Thank you for the sweet valentines. Good job on your presentation this evening. I am impressed with your Girl Power Club, this age is critical for girls. Social skills are also important for all of our students.

I just wanted to say thank you to the Board for my appointment to serve with all of you. I am very excited to get to know each of you.

Linda Jones:

Hillview - One thing that stands out with me is our structure. I liked the fact that you have refocus forms and your suspension rate has gone down over the last year. Thank you for the programs that support the culture of your school. You are getting students ready for the transition to high school. Congratulations to the athletic department for doing so well this year. The music was wonderful this evening.

Cottonwood - I am always impressed with all that is happening on your campus. I am excited about your new beginning as a school of choice.

It was nice being with Jennifer last Saturday at Masters in Governance. She represented Westside well. Congratulations on the WAVE Fundraiser at Mulligans. My prayers go out to Chris Fitzgerald's family on the loss of her father. Congratulations to Anna Penzloza on her new position, Coordinator Professional Development

Patricia K. Shaw:

Hillview - Excellent job this evening.

Cottonwood - Great job this evening on your presentation.

I attended the ACME presentation of Anne and was so impressed; it was a wonderful presentation.

Steve DeMarzio:

Hillview - Mr. Lots and Mrs. Slater-Sanchez, excellent job this evening on your presentation; I like how you are looking at the data. Patricia and I enjoyed our tour when we visited Hillview.

Cottonwood - I see good things to come with your school. We appreciate the valentines from the students.

I would like to echo my fellow Trustees comments this evening. Patricia and I also visited Valley View. I would like to extend my condolences to the Bice family at the loss of their father.

B. Staff Reports:

1. Assistant Superintendent Administrative Services – Shawn Cabey
  - a. Nothing at this time.

2. Assistant Superintendent Educational Services - Marguerite Johnson
  - a. Laura please extend my congratulations to your staff, they are one of the well-trained staffs in the district. I am excited to see what is happening at Cottonwood.
  - b. When we see our schools we see the heart of children, it is so heartwarming.
  - c. We have started the annual visits to our student groups at each site. We are speaking with them about three of the LCAP goals.
3. Deputy Superintendent - Robert Hughes
  - a. It's not surprising that suspensions are down at both Hillview and Cottonwood.
  - b. On February 4<sup>th</sup> we did our first job fair of the year and had about 64 applicants. We have started hiring for next year.
  - c. Mulligans night was last Friday, students had a wonderful time.
  - d. Vince's dine-in is on Friday, February 17.
  - e. Nutty Run is on Saturday, February 18.
  - f. We are continuing to work on the 70<sup>th</sup> Anniversary dinner.
  - g. ACME held its last performance with the presentation of Anne, Mark and Bev Mewborne did an outstanding job. We will miss what they have offered to our students and the community.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

  - a. Laura, great job on your presentation this evening. I agree with everything that has been said this evening. The campus climate assistants have been a successful implementation for our campuses. Please thank your staff for all the extras they are doing for our students. As we begin Cottonwood as a school of choice, I think you will have a wonderful success with your programs.
  - b. We are in the process of putting out publicity of our Hillview and Joe Walker 6<sup>th</sup> grade programs. We will be looking outside the Westside boundaries.
  - c. Handout of the Lozano Smith Brown Act information.
  - d. If you are interested, there is a CSBA Brown Act workshop on February 24, 5:30 p.m. – 8:30 p.m. at Coronado Island. This will start after Masters in Governance, Course 3.
  - e. New Beginnings Workshop – are you interested in repeating that workshop? We can will look into doing our own presentation or having someone come in and present to us. – Do our own workshop.
  - f. Sanctuary Resolution – Are you interested in making our district an immigrant sanctuary. Not at this time.
  - g. I would like to congratulate ACME on their final performance.
  - h. I will be inducted as an Honorary Commander. This will be a two-year position. The swearing in is next week at Edwards Air Force Base.

## XII. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
  - B. California School Employee Association Representative – Jeri Holmes, President
  - C. Parent Teachers Association Representative
  - D. WAVE Representative – Patricia Shaw and Robert Hughes
- Next meeting is March 8, 2017

**XIII. ITEMS FROM THE FLOOR - Continued**

Jerry Pontius – Joe Walker Science Jets First World Competition in Houston, Texas,  
[www.gofundme.com/sciencejets](http://www.gofundme.com/sciencejets)

**XIV. PUBLIC HEARING**

None

**XV. BUSINESS SESSION**

**A. Organizational/Governance**

1. M17-143 - Item 1. Approval of the agenda of the Regular Board Meeting of February 14, 2017, as submitted. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0.
2. M17-144 - Items 2a – 2i. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve the consent agenda.
  - 2a Minutes of the Regular Meeting on January 17, 2017, and the Special Meeting on January 24, 2017
  - 2b Fundraising Authorization
  - 2c Gifts to the District
  - 2d Williams Uniform Complaint Quarterly Report
  - 2e Personnel Report - Revised
  - 2f Purchase Orders
  - 2g Consultant/Contract Agreement Schedule - Revised
  - 2h Conference/Workshop Schedule
  - 2i Resolution 17-15, Non-routine Budget Revisions, Adjustments and Transfers
3. M17-145 - Item 3. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve the second and final 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. M17-146 - Item 4. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve voting for John Curiel , Jill McGrady and Steve M. Sturgeon for the 2017 CSBA Delegate Assembly Region 22.
5. M17-147 - Item 5. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the first reading of Exhibit 5132, Cottonwood Uniform Policy.
6. M17-148 - Item 6. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve Steve DeMarzio and Patricia K. Shaw attending the City of Palmdale meeting with School Districts and other Agencies on February 17, 2017.
7. Item 7. Discussion Item
  - Board Governance
    - Masters in Governance Courses 3 & 4 on Friday and Saturday, February 24 and 25, 2017, in Coronado Island.

**XVI. EDUCATIONAL SERVICES**

8. M17-149 - Item 8. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the first reading of the revised Board Policies and Administrative Regulations.
  - BP/AR 5145.3, Nondiscrimination/Harassment
  - BP/AR 5145.7, Sexual Harassment
9. M17-150 - Item 9. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve Memorandum of Understanding 17-13, between Westside Union School District and Sycamore Child and Family Services.

**XVII. BUSINESS**

10. M17-151 - Item 10. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the Request to Bid: Prop 39 HVAC Upgrades at Sundown Elementary and Valley View Elementary Schools and Roof Replacement at Sundown Elementary School.
11. M17-152 - Item 11. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve Resolution 17-16, Adoption of the Public Agencies Post-Employment Benefits Trust.
12. M17-153 - Item 12. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve Johnson Controls, Inc. Shortfall Agreement
13. M17-154 - Item 13. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the contract with Nexus IS/Dimension Data for Low-Voltage and Information Technology Services for Cottonwood Modernization, Phase 2 under the State of California Multiple Award Schedule (CMAS).
14. M17-155 - Item 14. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve to piggyback on bid with SIGMAnet for Computer Equipment.
15. M17-156 - Item 15. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 4/0 to approve the award of bid for Cottonwood Modernization Phase 3 to Monet Construction Inc.

**XVIII. NEW BUSINESS**

None

**XIX. UNFINISHED BUSINESS**

None

**XX. ADJOURNMENT – The meeting was adjourned at 8:51 p.m. in by Steve DeMarzio, President**

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Patricia K. Shaw, Clerk  
February 21, 2017

## BOARD AGENDA

February 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Fund Raiser Approval List

### BACKGROUND:

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

### PROGRAM/EDUCATIONAL IMPLICATION:

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

### COST ANALYSIS/FUNDING SOURCE:

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

### SUPERINTENDENT'S RECOMMENDATION:

Approval

## FUND RAISER APPROVAL LIST

Approved at the Board Meeting of February 21, 2017

Leona Valley

Description: See's Candies Fundraiser  
Date: March 10 – April 5, 2017  
Purpose: To raise money for field trips and assemblies.  
Requesting Group: Leona Valley PTO

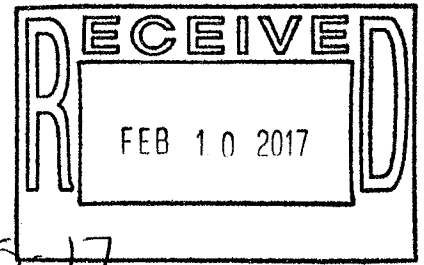
Quartz Hill

Description: Penny War  
Date: April 10-14, 2017  
Purpose: To raise money for Relay for Life.  
Requesting Group – Non Profit: American Cancer Society



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

**FUNDRAISING AUTHORIZATION**  
Elementary School



School L.V.

Date 1-25-17

Requesting Group: ☐ PTA ☒ PTO ☐ PTSA

Date(s) of Fund Raiser March 10 - April 5<sup>th</sup> Event Start Time NA

Location of Fund Raiser Catalog Fund Raiser

Description of Fund Raiser Sees Candies Fundraiser

Purpose of the Fund Raiser to raise money for field trips & assemblies

For the benefit of (be specific) All the children

Person Supervising Fund Raiser Kim Kemp / Raina Clark

Person Responsible for the Money Jen Duben

Projected Expenses \$ 0

Projected Profit \$ 1,000

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)  
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)

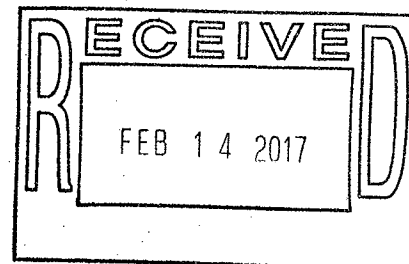
Signature of PTA/PTO/PTSA President [Signature] Date 1-25-17

Signature of Principal or Assistant Cathy Bennett 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 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645



**FUNDRAISING AUTHORIZATION**

Non-Profit Organizations,

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

School QH

Date 2-10-17

Non-Profit Organization American Cancer Society

Date(s) of Fund Raiser April 10-14 Event Start Time —

Location of Fund Raiser School site QH

Description of Fund Raiser To raise money for Relay for Life  
Penny War

Purpose of the Fund Raiser To raise money for ACS

For the benefit of (be specific) To help in the fight against  
Cancer

Person Supervising Fund Raiser Mary Bow

Person Responsible for the Money Mary Bow

Signature of Principal or Assistant

A handwritten signature in black ink, appearing to be "L. P. K.", written over a horizontal line.

Date 2-10-17

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

## BOARD AGENDA

February 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Overnight Field Trip

### BACKGROUND:

Middle school students have been able to participate in a number of elective, extracurricular events for some time now. An overnight trip is being requested for this school year that provides our students with a variety of extra field trip or performance opportunities.

North American Invitational Lego Robotics Competition – Carlsbad, CA. – Hillview

### PROGRAM/EDUCATIONAL IMPLICATION:

Students will have hands-on learning experiences, which both reinforce and extend their classroom learning. Research has shown that real life experiences often helps students better understand concepts taught in the classroom and to retain that learning into the future. Additionally, as students have community experiences, they observe a variety of career opportunities that may be available to them in the future.

### COST ANALYSIS:

There is no cost to the district.

### SUPERINTENDENT'S RECOMMENDATION:

Approval

## FIELD TRIP REQUEST

Approved at the Board Meeting of February 21, 2017

Hillview

Destination:	Lego Robotics Competition – Carlsbad California
Dates:	May 19-21, 2017
Person in Charge:	Kevin Bice
Purpose of Trip:	North American Invitational – Lego Robotics Competition

RECEIVED  
E6153  
FEB 2 2017  
FORM

### District-Sponsored Event (Attendance Voluntary)

# FIELD TRIP COST CONTROL SHEET

DESTINATION: <u>Carlsbad Lego Land, California</u>	DATES: <u>May 19-21</u>
PARTICIPATING SCHOOLS: <u>Hillview Middle School</u>	

<b>COSTS</b>			
Registration =	# of students <u>5</u>	x fee <u>800</u>	+ <u>4000</u>
Chaperones =	# of chaperones <u>3</u>	x fee <u>800</u>	+ <u>2400</u>
Substitute teachers =	# of subs needed <u>2</u>	x # of days <u>1</u>	+ <u>240.00</u>
Transportation =	# of buses required	(charter bus transports 40 students) # of students registered divided by 40 = # of buses (AVSTA bus transports 60 students) # of students registered divided by 60 = # of buses	+ <u>N/A</u> approximate cost provided by bus company
Parking fees =	# of vehicles	x cost of parking = incidental fees/parking for additional vehicles	+ <u>N/A</u>
<b>TOTAL ESTIMATED COSTS</b>			= <u>6640.00</u>
<b>INFLOW</b>			
FUNDRAISERS & DONATIONS			
Contributions (i.e., WAVE, local business, the community)	<u>Estimate</u>		+ <u>6640.00</u>
Remaining Balance Needed to Fund Field Trip (total estimated costs - contributions)			+ <u>0</u>
<b>TOTAL ESTIMATED INFLOW (Must Equal Total Estimated Costs)</b>			= <u>6640.00</u>
Remaining Balance Needed to Fund Trip (total estimated costs - contributions)			<u>0</u>
Number of Students Attending		Divided by +	<u>0</u>
<b>TOTAL COST PER STUDENT</b>			= <u>0</u>
BOOKING DEPOSIT REQUIRED: \$ <u>N/A</u> Amount Date			

Prepared by: Kevin Bice  
Event Director

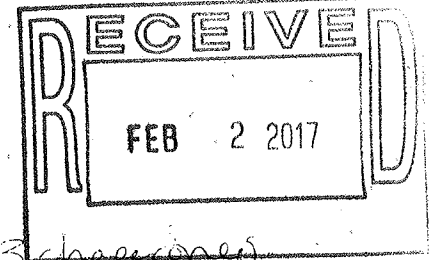
Board Meeting Approval Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Superintendent

Date Signed: \_\_\_\_\_

114 JEMICKA 2/6/17

WESTSIDE UNION SCHOOL DISTRICT  
41914 50<sup>th</sup> St. W.  
Quartz Hill, CA 93536  
(661) 722-0716



TRANSPORTATION REQUEST

DATE OF TRIP May 18-21 TYPE OF VEHICLE REQUESTED Personal Vehicles  
SCHOOL REQUESTING TRIP Hillview  
DESTINATION Carlsbad California Lego Land  
5885 The Crossings Dr. Carlsbad Ca 92008  
STREET ADDRESS, CITY, ZIP  
LEAVE SCHOOL Home DATE 5-18-17 ARRIVE DESTINATION Lego Land DATE 5-18-17  
LEAVE DESTINATION Lego Land DATE 5-21-17 ARRIVE SCHOOL Home DATE 5-21-17  
NO. OF PASSENGERS 3 chaperones GRADE LEVEL 8<sup>th</sup> MEAL STOP REQUESTED N/A YES N/A NO  
STORAGE REQUIRED YES X NO (IF YES, DESCRIBE \_\_\_\_\_)  
NAME OF GROUP Hillview Lego Robotics  
TRIP REQUESTED BY Kevin Bice 626 437 0152  
(IF TRIP IS AFTER HOURS OR ON A WEEKEND, PLEASE PROVIDE CONTACT #)  
HAS TRANSPORTATION AUTHORIZATION BEEN SIGNED BY EACH PARENT OR GUARDIAN X YES \_\_\_\_\_ NO  
TRIP WILL BE PAID FOR BY N/A  
ACCOUNT # N/A  
(IF BUDGET TRANSFER IS REQUIRED, PLEASE FILL OUT BUDGET TRANSFER REQUEST FORM)

\*\*\*\*\*  
APPROVED BY:

[Signature]  
SCHOOL PRINCIPAL

2/2/17  
DATE

CLERK/SECRETARY (REQUIRED FOR OVERNIGHT ONLY)

DATE

ONLY ONE TRIP PER FORM

\*\*\*

FORM MUST BE COMPLETELY FILLED OUT AND SUBMITTED AT LEAST 10 DAYS PRIOR TO TRIP

\*\*\*

GROUP MUST PROVIDE A ROSTER FOR BOTH THE TRIP DESTINATION DRIVER AND RETURN DRIVER

WESTSIDE UNION SCHOOL DISTRICT  
BOARD AGENDA

February 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #17-13

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

MANAGEMENT

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Belcher, Erin	Temporary Vice-Principal/RV/Step 6 /February 13, 2017/URGF
Penaloza, Ana	Coordinator I/ESF/Step 25/February 6, 2017/URGF

CERTIFICATED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Brustuen, Jennifer	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492
Connor, Tara	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492
Dumayas, Melody	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492
Dymowski, Marshall	Substitute Teacher/\$120.00 per/day/February 14, 2017/URGF
Ebert, Sharon	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492
Elliot, Maralee	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492
Ewart, Aniko	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492



Gudim, Lori	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492
Hanley, Richard	Teacher AVID Training/DS/February 4, 2017/ Stipend/ AVID/ Req # 13532
Harmon, Lisa	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492
Ledezma, Juan	Long Term Substitute Teacher/HV- Lauren Dunn/ January 9, 2017-TBD/URGF/Req# 13441
Levesque, Rene	Teacher Tutor/HV/February 1, 2017/Stipend/Sup Grant/Req # 13564
Lewis, Michael	Scorekeeping Volleyball/AH/Stipend/2016-2017/AH Donation/ Req # 13307
Luna, Ignacio Morris, Barbara	Substitute Teacher/\$120.00 per/day/February 10, 2017/URGF Teacher Credit Retrieval/JW/February 6, 2017/Stipend/ Sup Grant/Req # 13496
Norlin, Marie	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492
O'Donnell, Mary	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492
Rather, Geri	Teacher AVID Training/DS/February 4, 2017/ Stipend/ AVID/ Req # 13532
Reno, Susan	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492
Sessions, Michelle	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492
Woolston, Denise	Teacher Common Core Prep/ESF/February 6, 2017/ Stipend/ AVID/ Req # 13492
Yoakim, Michelle	Substitute Teacher/\$120.00 per/day/February 15, 2017/URGF

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

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Allen, Suzanne	Playground Supervisor/HV/2.25 hrs/per/day/Step 1/February 13, 2017/URGF/Req# 13471
Bejan, Corina	Instructional Assistant II, Access/QH/2.5 hrs/per/day/Step 1/February 16, 2017/SDC/Req# 13567
Cadamy, Teresa	Instructional Assistant II, RSP/EZ/3 hrs/per/day/Step 1/February 22, 2017/SDC/Req# 13410
Claudio, Alyssa	Instructional Assistant II, Preschool/QH/2.5 hrs/per/day/Step 1/February 13, 2017/SDC/Req# 13486
Gleason, Claudia	Extra-Duty Instructional Assistant II/ESF/8 hrs/per/day/Step 6/February 23, 2017/URGF/Req# 13577
Gregg, Hillary	Extra-Duty Playground Supervisor/QH/2 hrs/every Monday/Not to Exceed/20 hrs/Step 1/Sup Grant/Req# 13568
Hall, Noella	Instructional Assistant II, Access/QH/2.5 hrs/per/day/Step 1/February 13, 2017/SDC/Req# 13046
Kemble, Fawn	Clerk IV, Library/ESF/3.95 hrs/per/day/Step 1/February 16, 2017/URGF/Req# 13534
Martinez, Christie	Instructional Assistant II, Access/QH/3 hrs/per/day/Step 1/February 16, 2017/SDC/Req# 13544
Salazar, Pamela	Extra-Duty Clerk IV-Library/ESF/1.5 hrs/per/day/Not to Exceed 3hrs/per/wk/Step 6/February 6-28, 2017/URGF/Req# 13589
Salinas Valverde, Aaron	Playground Supervisor/AH/.5 hrs/per/day/Step 1/February 9, 2017/URGF/Req# 13372
Santiago, Jocelyn	Short-Term Instructional Assistant I-Tutor/JW/.75 hrs/per/day/Step 1/January 9-May 26, 2017/Sup Grant/Req# 13456

<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Kalish, Tiffany	Playground Supervisor (2.67 hrs/per/day) to <u>Instructional Assistant II</u> (3 hrs/per/day)/HV/Step 1/February 3, 2017/SDC/Req# 13395

Love, Justin	Substitute Custodian to <u>Custodian I-Night (5.95 hrs/per/day)</u> /MO/ Step 1/February 6, 2017/URGF/Req# 13475
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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>
Avila, Shevawn	Crossing Guard/GA/January 9, 2017/Resignation

Javalera, Monica	Playground Supervisor/QH/December 2, 2016/Resignation
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Jenkins, Lizabeth	Clerk II/JW/June 16, 2017/District Health and Welfare Coverage Early Retirement
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Rincon, Julia	Instructional Assistant II/EZ/February 7, 2017/Resignation
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## BOARD AGENDA

February 21, 2017

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

### BACKGROUND:

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

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

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

#### **Approval Items:**

All Funds	30,585.95
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#### **Ratification Items:**

General Fund (01.0)	24,604.49
Child Nutrition Fund (13.0)	4,001.53
Deferred Maintenance Fund (14.0)	0.00
Building Fund: Bonds (21.0)	0.00
Capital Facilities Fund (25.0)	0.00
County Facilities Fund (35.0)	0.00
Anaverde Settlement (40.0)	0.00
CFD's (49.0)	0.00

<b>Total</b>	<b>59,191.97</b>
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### ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

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

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

<b><u>P.O. #</u></b>	<b><u>Vendor/Location</u></b>	<b><u>Description/Funding Source Detail</u></b>	<b><u>Amount</u></b>
P51608	Sierra School Equipment Technology	Office Furniture District General Funding	30,585.95

**Total 30,585.95**

**PO's for Board Ratification**

<b><u>P.O. #</u></b>	<b><u>Vendor/Location</u></b>	<b><u>Description/Funding Source Detail</u></b>	<b><u>Amount</u></b>
P51582	Brian Bastidas Hillview	Reimburse: Aeromodeling Supplies Local Site Funds	500.00
P51583	Southwest School Supplies Joe Walker	School and Office Supplies General Funding	1,000.00
P51584	Amazon.com Corporate Credit Esperanza	Epson Projector Lamp General Funding	51.51
P51586	CDWG Computer Centers Inc Joe Walker	Lightspeed Redcat Sound System for Classroom Technology Maintenance	1,269.12
P51587	CDWG Computer Centers Inc Rancho Vista	DisplayPort to HD Cable Adapters General Funding	110.62
P51588	Dell Computer Corporation Maintenance	OptiPlex 7040 Computer General Funding	886.20
P51589	AV School Boards Association Board of Trustees	2017 Membership Dues General Funding	400.00
P51590	Palmdale Trophy Board of Trustees	Name Plate: Jennifer Navarro General Funding	15.23
P51591	Sierra School Equipment Company Maintenance	Office Task Chair General Funding	455.66
P51592	2nd Gear LLC Technology	Docking Stations (2) Technology Maintenance	128.75
P51593	2nd Gear LLC Maintenance	Dell 20" Monitors (2) General Funding	232.73
P51594	Sierra School Equipment Company Risk Management	Flat Panel Monitor Arm General Funding	212.06
P51595	Sierra School Equipment Company Maintenance	Dual-Wide Flat Panel Monitor Arm General Funding	440.44
P51596	XIT Solutions Student Support Services	HP LaserJet Pro 402n Printers and Toner Cartridges (12 ea) Medi-Cal Billing Option	3,471.30
P51597	Robert Garza Human Resources	Reimburse: Software to complete ACA forms General Funding	250.00
P51598	Monica Cass Sundown	Reimburse: Dancing Feet Supplies Local Site Funds	150.00
P51599	Jeremy Pontius Joe Walker	Reimburse: Robotics Texas Competition Local Site Funds	1,000.00
P51600	Virginia Irvin Joe Walker	Reimburse: Innovations and Possibilities Class Supplies State Farm Grant	500.00
P51601	Home Depot Joe Walker	Wood Shop Supplies General Funding	1,000.00
P51602	Dell Computer Corporation Technology	Dell Latitude E5570 and Docking Station (5 each) Technology Maintenance	7,378.12
M19798	Van Dam Farms Various Sites	Maintenance Supplies - January Maintenance/Operations	244.18
M19802	Dewolfe Lumber Various Sites	Maintenance Supplies - January Operations	75.16
M19813	Quartz Hill Auto Parts Maintenance	Maintenance Supplies - Vehicles Maintenance	156.21
M19829A	Backflow Prevention Various Sites	Backflow Testing and Repairs Maintenance	1,139.67
M19860	SimplexGrinnell Maintenance	Fire Panel Repair Operations	1,735.12

M19886	Backflow Prevention	Backflow Repairs	1,337.41
	Anaverde Hills	Maintenance	
M19903	Kenco Sheet Metal	Provide and Install Lineset Covers	465.00
	District Office	Maintenance	

**Total 24,604.49**

**CHILD NUTRITION (13)**

QUOTE# 30000	CDWG Computer Centers Inc	Microsoft Surface Pro 4 and HP LaserJet Pro Color Printer	1,627.40
M19813	Quartz Hill Auto Parts	Maintenance Supplies - Truck 88	2,374.13

**Total 4,001.53**

**DEFERRED MAINTENANCE (14)**

**BUILDING FUND: BONDS (21)**

**CAPITAL FACILITIES (25)**

**COUNTY FACILITIES (35)**

**ANAVERDE SETTLEMENT (40)**

**CFD's (49)**

No Purchase Orders for Funds 14, 21, 25, 35, or 49

**Total 0.00**

## BOARD AGENDA

February 21, 2017

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

### BACKGROUND:

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

### PROGRAM/EDUCATIONAL IMPLICATION:

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

### COST ANALYSIS/FUNDING SOURCE:

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

Student Assemblies	0.00
In-house Staff/Parent Workshops	0.00
Vendor Provided Services	250,513.52
Rental/Lease Contracts	0.00
<b>Total</b>	<b><u>250,513.52</u></b>

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

Approval

## CONSULTANT/CONTRACT AGREEMENT SCHEDULE

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

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
2016-2017	A Better Tomorrow Education Educational Services	Alternative Supports Tutoring for Student(s) Title I	50,400.00	
2016-2017	Kronos Inc District	Additional 100 Workforce Timekeeper Licenses and Support Technology Maintenance	4,611.60	
2016-2017	KS Franklin Learning Systems Educational Services	Alternative Supports Tutoring for Student(s) Title I	105,000.00	
2016-2017	STP Design Build Inc Esperanza	concrete Flatwork for New Relocatable Classrooms Fund 25 (Developer Fees)	5,965.74	
2016-2017	STP Design Build Inc Rancho Vista	Concrete Flatwork & Piping for New Relocatable Classrooms Fund 25 (Developer Fees)	18,582.18	
2016-2017	Universal Electronic Alarms Inc Esperanza	Fire Alarm System for New Relocatable Classrooms Fund 25 (Developer Fees)	17,350.00	
2016-2017	Wire Rite Inc Esperanza	Electrical, Data Underground Conduit, Fire Alarm Conduit Fund 25 (Developer Fees)	24,726.00	
2016-2017	Wire Rite Inc Rancho Vista School	Electrical, Data Underground Conduit, Fire Alarm Conduit Fund 25 (Developer Fees)	22,878.00	
<u>Change</u>				
2016-2017	PacificWest Energy Solutions District	Change: Additional Drafting Services General Funding	1,000.00	

<b>Total</b>			<b>250,513.52</b>	<b>0.00</b>
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### Individual Services Agreements

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

<u>Nonpublic School/Agency</u>	<u>Service</u>	<u>Student ID</u>
Community Therapies	Occupational Therapy for Student	HERNE090104M001
Community Therapies	Occupational Therapy for Student	BASSD083002M001
Community Therapies	Occupational Therapy for Student	COOKS042711M001
Community Therapies	Occupational Therapy Assessment for Student	LANZA122209M001
Community Therapies	Occupational Therapy Assessment for Student	HANSB090308M001
Community Therapies	Occupational Therapy Assessment for Student	CAMAA060911M001
Community Therapies	Occupational Therapy Assessment for Student	LYTH20510M001
Community Therapies	Occupational Therapy Assessment for Student	NOCHA090506M001
Community Therapies	Occupational Therapy Assessment for Student	DAVIJ120602M001
Community Therapies	Physical Therapy for Student	LANZA122209M001



## BOARD AGENDA

February 21, 2017

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

### BACKGROUND:

Conference requests are processed in compliance with Board Policy 3350.

### PROGRAM/EDUCATIONAL IMPLICATION:

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

### COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of \$8,880.48.

### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

# **CONSULTANT/CONTRACT AGREEMENT SCHEDULE - REVISED**

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 (Note: additional services added to Statement of Work)	42,790.00	
<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**

**185,834.93**

**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

None

## BOARD AGENDA

February 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Board Bylaws – First Reading

### BACKGROUND:

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

- BB 9300, Governance
- BB 9310, Policy Manual
- BB/AR 9311, Board Policies
- BB 9312, Board Bylaws
- BB 9313, Administrative Regulations
- BB 9314, Suspension of Policies, Bylaws, Administrative Regulations

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

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

### SUPERINTENDENT'S RECOMMENDATION:

Approval

# **Westside Union SD**

## **Board Bylaw**

### **Governance**

#### **Board Bylaws**

BB 9300

The Board of Trustees has the power of establishing its own procedures within the parameters of law. (Education Code 35010)

The formulation and adoption of written Board policies shall constitute the basic method by which the Board shall exercise its leadership in the governance of the school district. This right shall be retained solely by the Board. The study and evaluation of reports concerning the execution of its policies shall constitute the basic method by which the Board shall exercise its accountability for the governance of the schools.

The implementation of policies is an administrative task to be performed by the Superintendent or designee who shall be held responsible for the effective administration and supervision of the entire school system.

All actions of the Board shall be taken only in official Board meetings called, scheduled and conducted according to these bylaws and the statutes of the state.

#### **Legal Reference:**

##### **EDUCATION CODE**

- 35010 Control of district; prescription and enforcement of rules
- 35140 Time and place of meetings
- 35143 Annual organizational meetings - dates and notices
- 35144 Special meetings
- 35145 Public meetings
- 35146 Closed sessions
- 35160 Authority of governing boards
- 35163 Official actions, minutes and journal
- 35164 Vote requirements

#### **Bylaw WESTSIDE UNION SCHOOL DISTRICT**

adopted: November 17, 1997      Quartz Hill, California

reviewed, readopted: July 24, 2012

# **Westside Union SD**

## **Board Bylaw**

### **Policy Manual**

#### **Board Bylaws**

BB 9310

The Board of Trustees recognizes the importance of adopting policies that reflect the district's vision and maintaining a policy manual that is up-to-date and reflects the mandates of law.

(cf. 9000 - Role of the Board)

The Superintendent or designee shall maintain a district policy manual for the purpose of communicating to all interested stakeholders the policies, regulations and bylaws within which district schools will operate. The Board encourages members of the public to acquaint themselves with the district's policy manual.

(cf. 9311 - Board Policies)

(cf. 9312 - Board Bylaws)

(cf. 9313 - Administrative Regulations)

The Superintendent or designee shall ensure that the community and all district employees have access to the policy manual. A public copy of the manual shall be maintained in the district central office and at each school site. These copies shall be maintained either electronically or by paper copy.

(cf. 1340 - Access to District Records)

The Superintendent or designee shall establish procedures for distributing to all authorized policy manual holders copies of new or revised policies, bylaws and regulations as they are adopted. Annually, before the Board's organizational meeting, the Superintendent or designee shall review the paper and/or electronic copies of the district's policy manual to ensure that they are up-to-date and complete.

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

Bylaw WESTSIDE UNION SCHOOL DISTRICT

adopted: September 21, 1999 Quartz Hill, California

reviewed, readopted: July 24, 2012

# **Westside Union SD**

## **Board Bylaw**

### **Board Policies**

#### **Board Bylaws**

BB 9311(a)

Board of Trustees policies are written statements adopted by the Board which communicate the guidelines within which the Superintendent or designee and staff may take discretionary action.

(cf. 2210 - Administrative Leeway in Absence of Board Policy)  
(cf. 9310 - Policy Manual)

The Superintendent or designee shall present drafts or suggestions for new policy and policy revisions when changes in law occur and when specific needs arise.

The Board encourages members of the community to contribute information and opinions for the Board's consideration and to propose revisions to policy. When drafting or revising policies which affect other governmental agencies, the Board welcomes input from these agencies and will cooperate with them in addressing matters of mutual concern.

The Superintendent or designee shall provide for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Board meetings.

The Board shall review certain policies annually, as required by law. (Education Code 35160.5)

(cf. 5116.1 - Intradistrict Open Enrollment)  
(cf. 6145 - Extracurricular and Cocurricular Activities)

The adoption of policy shall conform with Board bylaws governing agendas, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.

Before adoption, policies shall normally be given two readings by the Board.

At its second reading, the policy may be adopted by a majority vote of all members of the Board. The Board may waive the second reading or may require additional readings.

When policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

(cf. 9313 - Administrative Regulations)

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35160 Authority of governing boards

35160.5 Annual review of school district policies

35163 Official actions, minutes and journal

35164 Vote requirements

Bylaw WESTSIDE UNION SCHOOL DISTRICT

adopted: November 17, 1997 Quartz Hill, California

reviewed, readopted: July 24, 2012

# **Westside Union SD**

## **Administrative Regulation**

### **Board Policies**

#### **Board Bylaws**

AR 9311

The office of the Superintendent or designee will receive sample policies, regulations and bylaws issued by the California School Boards Association. The following procedures will be followed:

1. The Superintendent or designee will review the samples. If the Board of Trustees has initiated a committee of its members to participate in policy development, this committee shall also review the samples.
2. Policies, regulations and bylaws mandated by law will be given top priority. The Superintendent or designee will ensure that those mandated by law by a certain date are reviewed, amended if necessary and adopted by the Board within the timeline prescribed by law.
3. Policies will be reviewed for:
  - a. Legal requirements.
  - b. Applicability at the local level.
  - c. Options legally available to the district.
  - d. Future need.
4. The Superintendent or designee may delegate the initial task of review and revision to the administrator with appropriate expertise. However, the Superintendent or designee shall retain the responsibility of final review before submitting policies to the Board.
5. Draft policies, regulations and bylaws may be submitted to the district's legal counsel for review and recommendations.
6. The Superintendent or designee's office shall place the draft policy, administrative regulation or bylaw statement on the agenda of a public Board meeting for first reading.
7. The Board may return the drafts to the Superintendent or designee for further revision and/or move to give them a second reading and adoption.

Regulation WESTSIDE UNION SCHOOL DISTRICT  
approved: November 17, 1997 Quartz Hill, California  
reviewed, readopted: July 24, 2012



# **Westside Union SD**

## **Board Bylaw**

### **Board Bylaws**

#### **Board Bylaws**

BB 9312

The Board of Trustees shall adopt Board bylaws to govern the internal operations of the Board. When the need for a new bylaw or modification of an existing bylaw is recognized, the Superintendent or designee shall draft a new or modified bylaw for consideration by the Board.

Bylaws may be adopted and amended by a majority vote of all members of the Board, following the same procedures as those used for the adoption or amendment of policy.

(cf. 9311 - Board Policies)

#### Legal Reference:

##### EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35163 Official actions, minutes and journals

35164 Vote requirements

#### Bylaw WESTSIDE UNION SCHOOL DISTRICT

adopted: November 17, 1997 Quartz Hill, California

reviewed, readopted: July 24, 2012

# **Westside Union SD**

## **Board Bylaw**

### **Administrative Regulations**

#### **Board Bylaws**

BB 9313

To carry out the intentions expressed in Board of Trustees policy, the Superintendent or designee shall develop administrative regulations and/or procedures specifying detailed actions to be taken and arrangements to be enforced within the district and its schools. Administrative regulations shall be consistent with state and federal law and regulations, Board policy, and negotiated employee contracts.

The Board shall review and approve administrative regulations as mandated by law. In addition, the Board may review and approve other regulations related to topics of particular interest to the Board or for which the Superintendent requests Board endorsement. The Board shall review proposed administrative regulations for the sole purpose of ensuring conformity with the intent of Board policy.

(cf. 2210 - Administrative Leeway in Absence of Governing Board Policy)

Regulations and procedures shall be maintained at appropriate school and/or district locations and may be placed in the district's policy manual.

(cf. 9310 - Policy Manual)

#### **Legal Reference:**

##### **EDUCATION CODE**

35010 Control of district; prescription and enforcement of rules

#### **Bylaw WESTSIDE UNION SCHOOL DISTRICT**

adopted: November 17, 1997 Quartz Hill, California

reviewed, readopted: July 24, 2012

# **Westside Union SD**

## **Board Bylaw**

### **Suspension Of Policies, Bylaws, Administrative Regulations**

#### **Board Bylaws**

BB 9314

Policies, bylaws and administrative regulations may be suspended for a specific purpose and limited time by majority vote.

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323.2 - Actions by the Board)

Suspension of any policy, bylaw or administrative regulation shall undergo the following consideration:

1. Policies, bylaws or administrative regulations shall be reviewed on their own merits rather than the circumstances of the moment.
2. The Board of Trustees shall decide whether the policy, bylaw or administrative regulation still reflects the intent of the Board and the law. If so, the suspension will be denied and the policy, bylaw or administrative regulation reaffirmed in the minutes.

#### **Superintendent's Authority**

The Superintendent may suspend all or part of any policy, bylaw or administrative regulation when it conflicts with state or federal law or regulations. The Superintendent shall report the suspension to the Board. Suspension shall be valid until the policy, bylaw or administrative regulation is rescinded, amended or reaffirmed.

#### **Legal Reference:**

##### **EDUCATION CODE**

35010 Control of district; prescription and enforcement of rules

35163 Official actions, minutes and journal

35164 Vote requirements

#### **Bylaw WESTSIDE UNION SCHOOL DISTRICT**

adopted: November 17, 1997 Quartz Hill, California

reviewed, readopted: July 24, 2012

## BOARD AGENDA

February 21, 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:

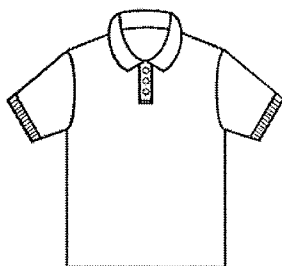
Approval

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

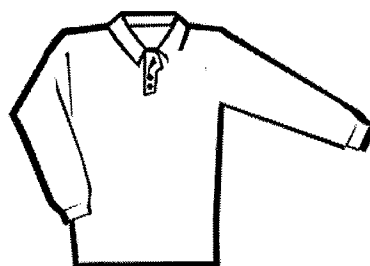
- a. All tops (shirts, undershirts, sweaters, and sweatshirts) must be a solid color\* of navy blue, burgundy (not red), gray, black or white.
- b. \*Solid color means that the material does not have any patterns, pictures, or designs.
- c. Any shirt may include an embroidered school logo or school name.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

**2. SHIRT STYLES:**

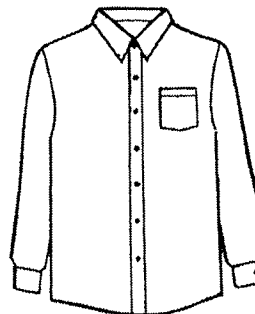
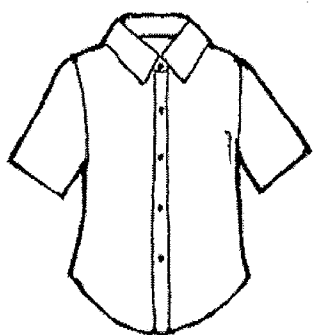
- a. All shirts must have a visible collar.
- b. Shirts may be short sleeve and long sleeve polo style. Polo style shirts have a collar and 2-3 buttons below the collar.
- c. Shirts may be short sleeve and long sleeve oxford style. Oxford style shirts have a collar and buttons from the hem to the collar. 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

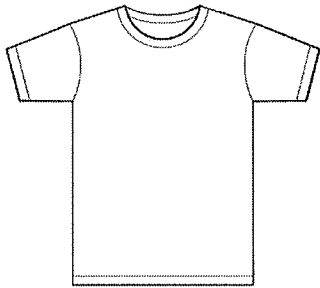


Short sleeve oxford

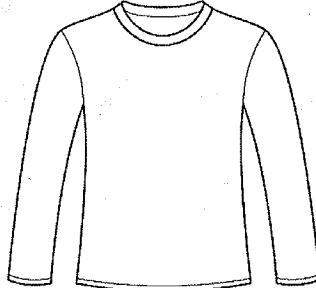
long sleeve oxford

3. UNDERSHIRTS:

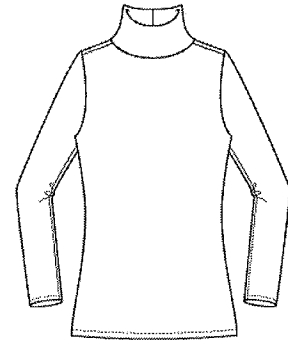
- a. Crew necks that are short sleeve or long sleeve and in a solid color of navy blue, burgundy (not red), gray, black, or white may be worn underneath polos or oxford shirts.
- b. Turtlenecks that are long sleeve and in a solid color of navy blue, burgundy (not red), gray, black, or white may be worn 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 1<sup>st</sup> grade students.
- d. Pants made of stretch knits (such as leggings) are not permitted for 2<sup>nd</sup>-6<sup>th</sup> 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 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

## BOARD AGENDA

February 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent, Educational Services

SUBJECT: Revised Board Policies/Administrative Regulations/Exhibits - Second and Final 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, Any 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 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Provisional Intern Permit

### BACKGROUND:

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

### PROGRAM/EDUCATIONAL IMPLICATION:

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

### COST ANALYSIS/FUNDING SOURCE:

Not applicable

### DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval



Teacher Assignments Authorized by Provisional Intern Permit

Angellucci, Nicholas	100% Multiple Subject
Dymowski, Johanna	100% Multiple Subject
Fawcette, Clayton	100% Educational Specialist
Rodriguez, Gabrielle	100% Educational Specialist

## BOARD AGENDA

February 21, 2017

TO: BOARD OF TRUSTEES  
PREPARED BY: Robert Hughes, Deputy Superintendent  
SUBJECT: Variable Term Waiver

### BACKGROUND:

Variable Term Waivers are designed to allow employing agencies to hire qualified individuals to fill a position for which they have not yet completed a credential program. Variable Term Waivers are issued in 1 year periods and require adequate progress toward the credential goal for renewal.

### PROGRAM/EDUCATIONAL IMPLICATION:

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

### COST ANALYSIS/FUNDING SOURCE:

Not applicable

### DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

Teacher Assignments Authorized by Variable Term Waiver:

Elizabeth Welle

100% Educational Specialist

## BOARD AGENDA

February 21, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Jeri Holmes, Purchasing Specialist

SUBJECT: Approval to Piggyback on Colton Joint Unified School District Bid 15-04 for Playground Equipment and DSA Shade Shelters Awarded to Dave Bang Associates Inc.

### 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:

Playground equipment and shade structures meeting the current District standards are covered by the Colton Joint Unified School District Bid No. 15-04 awarded to Dave Bang Associates Inc. Piggybacking allows us to purchase playground equipment and shade structures 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.

### SUPERINTENDENT'S RECOMMENDATION:

Approval