

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL
March 7, 2017

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

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

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

Teleconference:
Residence Inn
2500 Museum Way
Fort Worth, TX 76107

CALL TO ORDER _____ p.m.

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

BOARD OF TRUSTEES

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

SUPERINTENDENT

Regina Rossall	_____
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II. ITEMS FROM THE FLOOR

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

III. CLOSED SESSION

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

Opened: _____ Closed: _____

3-07-17

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

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

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS

- A. Site Presentations and Employee Recognitions
 - Quartz Hill
 - Valley View
- B. Survey
- C. 2nd Interim Report

VII. HEARING SESSION/STAFF REPORTS

- A. Board Comments
- B. Staff Reports
 - 1. Assistant Superintendent Administrative Services
 - 2. Assistant Superintendent Educational Services
California Department of Education Dashboard
 - 3. Deputy Superintendent
 - 4. Superintendent

VIII. PERSONAL APPEARANCES

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

IX. ITEMS FROM THE FLOOR

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

X. PUBLIC HEARING

None

XI. BUSINESS SESSION

- A. Organizational/Governance
 - 1. Agenda

Item 1

Goal #

Moved by _____ Seconded by _____

To approve the Agenda of the Regular Meeting of
March 7, 2017

Goal #

Ayes:_____ Noes:_____ Abstain:_____

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

Items 2a -2h

2. Consent
 - a. Minutes of the Regular Meeting on February 21, 2017
 - b. Fundraising Authorization
 - c. Overnight Field Trip – Houston, Texas
 - d. Personnel Report
 - e. Purchase Orders
 - f. Consultant/Contract Schedule
 - g. Conference/Workshop Schedule
 - h. Survey

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 second and final reading of Board Bylaws
and Administrative Regulation

Ayes:_____ Noes:_____ Abstain:_____

4. Discussion Item Item 4
 - Board Governance

- | | | | |
|----|--|--------|--------|
| B. | Educational Services | | Goal # |
| 5. | Revised Board Policies and Administrative Regulations: <ul style="list-style-type: none"> • BP/AR 5145.3, Nondiscrimination/Harassment • BP/AR 5145.7, Sexual Harassment | Item 5 | |
| | Moved by _____ Seconded by _____ | | |
| | Approval of the second and final reading of the Revised Board Policies and Administrative Regulations | | |
| | Ayes:_____ Noes:_____ Abstain:_____ | | |
| 6. | Consolidated Application, Winter Submission | Item 6 | |
| | Moved by _____ Seconded by _____ | | |
| | Approval of the Consolidated Application, Winter Submission | | |
| | Ayes:_____ Noes:_____ Abstain:_____ | | |
| 7. | Site Plans: <ul style="list-style-type: none"> • Sundown Elementary • Rancho Vista Elementary | Item 7 | |
| | Moved by _____ Seconded by _____ | | |
| | Approval of Site Plans | | |
| | Ayes:_____ Noes:_____ Abstain:_____ | | |
| C. | Personnel | | |
| 8. | Resolution 17-17, Retirement of Janice Costello | Item 8 | 1c |
| | Moved by _____ Seconded by _____ | | |
| | Approval of Resolution 17-17, Retirement of Janice Costello | | |
| | Ayes:_____ Noes:_____ Abstain:_____ | | |
| D. | Business | | |
| 9. | 2 nd Interim Report | Item 9 | 5h |
| | Moved by _____ Seconded by _____ | | |
| | Approval of the 2 nd Interim Report | | |
| | Ayes:_____ Noes:_____ Abstain:_____ | | |

- XII. INFORMATION SESSION
- A. Items From The Floor – Continued
 - B. Dates to Remember:
 - 1. Regular Meeting on March 21, 2017
 - 2. Regular Meeting on April 4, 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
- XVII. ADJOURNMENT
- There being no further business to come before the Board at the regular meeting of March 7, 2017, is adjourned at _____ p.m. by the Board President.

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

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

Core Beliefs and Board Goals 2016-2017

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

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

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

❖ Annual Report by Business Services

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

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

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

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

❖ Annual Report by Educational Services

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

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

❖ Annual Report by Business Services

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

BOARD AGENDA

March 7, 2017

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

BACKGROUND:

The Board is requested to approve the Agenda for March 7, 2017.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

March 7, 2017

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

BACKGROUND:

The Board is requested to approve the Minutes of the Regular Meeting on February 21, 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 21, 2017

I. CALL TO ORDER

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

II. Flag Salute

John Curiel, Vice President

III. ROLL CALL

Steven DeMarzio, President– Present

John Curiel, Vice President – Present

Patricia K. Shaw, Clerk - Present

Dr. Linda Jones, Member – Present

Jennifer Navarro, Member - Present

SUPERINTENDENT

Regina Rossall – Present

IV. OTHERS PRESENT

Jeri Holmes, Julie Veal, Kenn Skinner, Dana Skinner, Milton Flores

V. ITEMS FROM THE FLOOR

None

VI. M17-157 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 5/0 to adjourn to closed session at 5:01 p.m. to consider:

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

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

VIII. CLOSED SESSION ACTION

None

IX. PRESENTATIONS

None

X. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Jennifer Navarro: I am excited to attend the Masters in Governance this weekend.

Linda Jones: Nothing at this time.

Patricia K. Shaw: I attended the meeting with the City of Palmdale, School Districts and Palmdale Water District on Friday.

John Curiel: I attended the Barcelona President's Club today. I hope everyone had a good day.

Steve DeMarzio: Gina, Patti, and I attended the meeting last Friday with the City of Palmdale, Palmdale School District, Antelope Valley Union High School District and Palmdale Water District. We talked about the following items: bullying, immigration, after school programs, joint grant writing, expanding Wi-Fi, and expanding the use of recycled and grey water. The meeting was for us to come together, share issues amongst us, and mitigate duplicating efforts.

Make sure you change your passwords on the district website.

An electronic Form 700 was sent to your Westside email.

CSBA is concerned that the state will reduce funding to the Prop 98 "floor" if revenues come in higher than expected.

B. Staff Reports:

1. Assistant Superintendent Administrative Services – Shawn Cabey
 - a. Nothing at this time.
2. Assistant Superintendent Educational Services - Marguerite Johnson
 - a. I would like to remove item 6 from tonight's agenda.
3. Deputy Superintendent - Robert Hughes
 - a. Nothing at this time
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

- a. We were contacted on Friday that there is a booth available at the Business Outlook Conference; Joe Walker and Hillview will be using the booth.
- b. I would like to thank Chris Fitzgerald who helped with the Westside video that will be shown at the Business Outlook Conference.
- c. If you are interested in attending the meeting at Sundown on bullying, it is on February 28th. I have sent you a calendar invite.
- d. This Thursday, Shawn and I have an opportunity to meet one of the speakers for the Business Outlook Conference.

XI. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
- C. Parent Teachers Association Representative
- D. WAVE Representative – Patricia Shaw and Robert Hughes
 - Next meeting is March 8, 2017
 - The weather cleared up for the Nutty Run and everyone had a good time.

XII. ITEMS FROM THE FLOOR - Continued

None

XIII. PUBLIC HEARING

None

XIV. BUSINESS SESSION

- A. Organizational/Governance
 1. M17-158 - Item 1. Approval of the revised agenda of the Regular Board Meeting of February 21, 2017, as submitted. The motion was made by John Curiel seconded by Linda Jones and carried 5/0.
 2. M17-159 - Items 2a – 2g. The motion was made by John Curiel seconded by Linda Jones and carried 5/0 to approve the consent agenda.

- 2a Minutes of the Regular Meeting on February 14, 2017
- 2b Fundraising Authorization
- 2c Overnight Field Trip – Carlsbad, CA
- 2d Personnel Report
- 2e Purchase Orders
- 2f Consultant/Contract Agreement Schedule
- 2g Conference/Workshop Schedule
- 3. M17-160 - Item 3. The motion was made by John Curiel seconded by Linda Jones and carried 5/0 to approve the first reading of Board Bylaws:
 - BB 9300, Governance
 - BB 9310, Policy Manual
 - BB/AR 9311, Board Policies
 - BB 9312, Board Bylaws
 - BB 9313, Administrative Regulations
 - BB 9314, Suspension of Policies, Bylaws, Administrative Regulations
- 4. M17-161 - Item 4. The motion was made by John Curiel seconded by Jennifer Navarro and carried 5/0 to approve the second and final reading of Exhibit 5132, Cottonwood Uniform Policy.
- 5. Item 5. Discussion Item
 - Board Governance – Nothing at this time.

XV. EDUCATIONAL SERVICES

- 6. Item 6. The motion was made by seconded by and carried 0/0 to approve the second and final reading of the revised Board Policies and Administrative Regulations. – **Pulled by Administration**
 - BP/AR 5145.3, Nondiscrimination/Harassment
 - BP/AR 5145.7, Sexual Harassment

XVI. PERSONNEL

- 7. M17-162 - Item 7. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 5/0 to approve the Provisional Intern Permit (PIP).
- 8. M17-163 - Item 8. The motion was made by Linda Jones seconded by Patricia K. Shaw and carried 5/0 to approve the Variable Term Waiver.

XVII. BUSINESS

- 9. M17-164 - Item 9. The motion was made by Linda Jones seconded by John Curiel and carried 5/0 to approve to Piggyback on Colton Joint Unified School District Bid 15-04 for Playground Equipment and DSA Shade Shelters Awarded to Dave Bang Associates Inc.

XVIII. NEW BUSINESS

None

XIX. UNFINISHED BUSINESS

None

XX. ADJOURNMENT – The meeting was adjourned at 6:18 p.m. in by Steve DeMarzio, President

Patricia K. Shaw, Clerk
March 7, 2017

BOARD AGENDA

March 7, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Fund Raiser Approval List

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

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

SUPERINTENDENT'S RECOMMENDATION:

Approval

FUND RAISER APPROVAL LIST

Approved at the Board Meeting of March 7, 2017

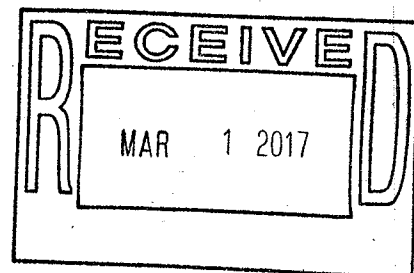
Gregg Anderson

Description: Family Dine-Out Night
Date: March 8, 2017
Purpose: Help raise funds for the 6th grade end of the year activities.
Requesting Group: Gregg Anderson PTA

Joe Walker

Description: Car Wash, Apple-Bee's Pancake Breakfast and Hot Chocolate Sales
Date: March 2017
Purpose: to raise funds to send the Science Jets to Houston Texas – FIRST
Robotics World Festival in April 2017.
Requesting Group: JW ASB

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



FUNDRAISING AUTHORIZATION
Elementary School

School Gregg Anderson Academy

Date February 28, 2017

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser March 8, 2017 Event Start Time 5:30 pm

Location of Fund Raiser Shakey's Pizza, 39450 10th Street West, Palmdale, CA 93551

Description of Fund Raiser Family dine-out night

Purpose of the Fund Raiser Help raise funds for the 6th grade end of year activities

For the benefit of (be specific) Gregg Anderson Academy 6th grade class of 2017

Person Supervising Fund Raiser CeCe Bancalari, 6th Grade Activities Chair

Person Responsible for the Money Ilona Keough, PTA Treasurer

Projected Expenses \$ 30.00 Projected Profit \$ 400.00

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

Signature of PTA/PTO/PTSA President

Date 02/28/2017

Signature of Principal or Assistant

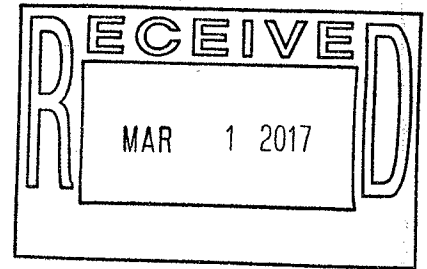
Date 2/28/17

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

Approved by the Board of Trustees on _____

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

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



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

FUND RAISING AUTHORIZATION
Middle School

Date 2/22/17 School Joe Walker

Requesting Group Joe Walker Science Jets

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

Date(s) of Fund Raiser March 2017 (Specific Dates TBD) Event Start Time: _____

Location of Fund Raiser Joe Walker

Description of Fund Raiser Car wash/ Apple-bee's Pancake breakfast/ Hot Chocolate sales
The car wash and pancake breakfast will be off campus

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

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

Person Supervising Fund Raiser Jeremy Pontius

Person Responsible for the Money Jeremy Pontius

Projected Expenses \$ 200

Projected Profit \$ 500 - 1,000

Approved by ASB in the meeting minutes of _____

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

Signature of ASB President _____

Date _____

Signature of ASB Advisor _____

Date _____

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal of Assistant [Signature]

Date 2/28/17

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

Approved by the Board of Trustees on _____

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

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

BOARD AGENDA

March 7, 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 requested for this school year that provides our students with a variety of extra field trip or performance opportunities.

World Robotics Competition – Houston, Texas – Joe Walker

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

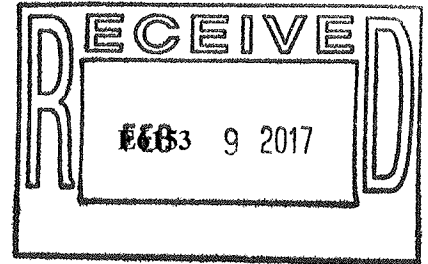
FIELD TRIP REQUEST

Approved at the Board Meeting of March 7, 2017

Joe Walker

Destination:	World Robotics Competition – Houston Texas
Dates:	April 18-23, 2017
Person in Charge:	Jeremy Pontius
Purpose of Trip:	World Robotics Competition

WESTSIDE UNION SCHOOL DISTRICT
41914 50th St. W.
Quartz Hill, CA 93536



FIELD TRIP REQUEST/AUTHORIZATION FORM

District-Sponsored Event (Attendance Voluntary)

Site JW

Check One:

- ☐ One Day – School Day
☐ One Day – Non-School Day
☒ Overnight Trip of 5 Nights
☒ Out-of-State Trip
☐ Trip to Foreign Country

Number of Students: 15

Educational Benefit/Purpose of Trip: World Robotics Competition - to put into play the skills learned during the robotics season. We will also meet and interact with many teams from around the Nation and the world.

Destination(s): Houston Texas

Date(s) of Trip: 4/18/2017 - 4/23/2017

Departure Time: 4/18/17 1:00pm Return Time: 4/23/17 5:00pm

Funding: Fund Raising & Team funds

Person in Charge: Jeremy Pontius

Other Adults on Trip: Kaoru Thomas, Amanda Bond, Regan Basham

Transportation:

District Vehicle: ☐
Hired Vehicle: ☒
Private Passenger Vehicle: ☐

Trip Requested By: Jeremy Pontius
Principal's Signature: [Signature]

Date: 1/27/2017
Date: 2/9/17

Approved by Board of Trustees (Board approval needed if Field Trip is overnight, of any length, or to another state or foreign country):

Clerk/Secretary: _____ Date: _____

FIELD TRIP COST CONTROL SHEET

DESTINATION: <u>FIRST World Festival Houston Texas</u>	DATES: <u>4/18/2017 - 4/23/2017</u>
PARTICIPATING SCHOOLS: <u>Joe Walker</u>	

COSTS			
Registration =	# of students <u>15</u>	x fee <u>\$1,000</u> (Airfare, hotel, food)	+ <u>15,000</u>
Chaperones =	# of chaperones <u>4</u>	x fee <u>\$1,000</u>	+ <u>4,000</u>
Substitute teachers =	# of subs needed <u>1</u>	x # of days <u>3</u> x \$120	+ <u>360</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>2,000</u> approximate cost provided by bus company + <u>0</u> approximate cost provided by bus company
Parking fees =	# of vehicles	x cost of parking	+ <u>0</u>
	=	incidental fees/parking for additional vehicles	+ <u>0</u>
TOTAL ESTIMATED COSTS			= <u>21,360</u>
INFLOW			
Contributions (i.e., WAVE, local business, the community)	(Lots of Fund Raising)	+ <u>22,000</u>	WAVE, West AV Rotary Lockheed, Harley Davidson, NASA, Etc...)
Remaining Balance Needed to Fund Field Trip (total estimated costs - contributions)			+ <u>0</u>
TOTAL ESTIMATED INFLOW (Must Equal Total Estimated Costs)			= <u>22,000</u>
Remaining Balance Needed to Fund Trip (total estimated costs - contributions)			<u>0</u>
Number of Students Attending			Divided by + <u>0</u>
TOTAL COST PER STUDENT			= <u>0</u>
BOOKING DEPOSIT REQUIRED: \$ <u>0</u> <u>2/7/17</u> Amount Date			

Prepared by: Jeremy Pontius
Event Director

Reviewed by: Allyna J. Powell
Superintendent

Board Meeting Approval Date: _____

Date Signed: 2/13/17

2/13/17
2/9/17

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

TRANSPORTATION REQUEST

DATE OF TRIP 4/18/ 2017 & 4/23/2017 TYPE OF VEHICLE REQUESTED Bus

SCHOOL REQUESTING TRIP Joe Walker Middle School

DESTINATION To and from LAX (Los Angeles International Airport)

1 world Way Los Angeles, California 90045
STREET ADDRESS, CITY, ZIP

LEAVE SCHOOL 2:00 pm DATE 4/18/2017 ARRIVE DESTINATION 4:30pm DATE 4/18/2017

LEAVE DESTINATION 9:00am DATE 4/23/2017 ARRIVE SCHOOL 11:00am DATE 4/23/2017
Chaperones &

NO. OF PASSENGERS 30 - 40 GRADE LEVEL 6-8th + Parents MEAL STOP REQUESTED X YES NO

STORAGE REQUIRED X YES NO (IF YES, DESCRIBE Luggage and equipment for a week long trip to Texas)

NAME OF GROUP Joe Walker Science Jets

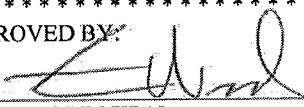
TRIP REQUESTED BY Jeremy Pontius (661) 349-6274
(IF TRIP IS AFTER HOURS OR ON A WEEKEND, PLEASE PROVIDE CONTACT #)

HAS TRANSPORTATION AUTHORIZATION BEEN SIGNED BY EACH PARENT OR GUARDIAN X YES NO

TRIP WILL BE PAID FOR BY Team Fundraising. (Adults will pay their share)

ACCOUNT # Trip will be billed on my credit card and reimbursed from JoeWalker ASB or WUSD Local Funding Donations
(IF BUDGET TRANSFER IS REQUIRED, PLEASE FILL OUT BUDGET TRANSFER REQUEST FORM)

APPROVED BY:



SCHOOL PRINCIPAL

2/28/17
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

March 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #17-14

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

MANAGEMENT

CERTIFICATED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Andre, Shameka	Teacher Hourly, Ed Tech Conference/QH/6 hrs/per/day/January 28 and 29, 2017/Title I/Req# 13559
Black, Caylee	Teacher, Regular Ed/TBD/July 1, 2017
Blaze, Gail	Teacher Tutor/VV/February 21, 2017-May 25, 2017/Stipend/SG/Req# 13594
Blue Contreras, Andrea	BTSA Provider/ESF/February 1, 2017/Stipend/BTSA/Req# 13519
Dymowski, Johanna	Teacher, Regular Ed/VV/February 21, 2017/URGF/Req# 13622
Garcia, Dalia	Teacher Hourly, Ed Tech Conference/QH/6 hrs/per/day/January 28 & 29, 2017/Title I/Req# 13559
Gass, Natalie	Teacher, Regular Ed/TBD/July 1, 2017
Guenther, Rowyn	Teacher, SDC/TBD/July 1, 2017
Hendricks-Arlington, Autumn	Teacher, Regular Ed/TBD/July 1, 2017

Hurlburt, Brian	Certificated Coach, Boys Basketball/JW/Stipend/URGF/ Req# 12767
Jacobs, Sarah	Teacher, Regular Ed/TBD/July 1, 2017
Jaffal, Monica	Teacher Tutor/VV/February 21, 2017-May 25, 2017/Stipend/ SG/Req# 13594
Kackley, Robin	Teacher Tutor/VV/February 21, 2017-May 25, 2017/Stipend/ SG/Req# 13594
Lambert, Michael	Teacher Hourly, Ed Tech Conference/QH/6 hrs/per/day/ January 28- 29, 2017/Title I/Req# 13559
Long, Michelle	Long Term Substitute Teacher/VV/\$120-\$150 per/day/January 30, 2017 to February 16, 2017/URGF/Req# 13623
Maze, Buffie	Teacher Tutor/VV/February 21, 2017-May 25, 2017/Stipend/ SG/Req# 13594
McDonald, Claudia	Teacher, Regular Ed/TBD/July 1, 2017
McMillan, Caitlyn	Teacher, Regular Ed/TBD/July 1, 2017
Mogg, Jeffery	Long Term Substitute Teacher/\$150.00 per/day/January 18, 2017/URGF Req# 13551
Morris, Barbara	Teacher Tutor/JW/February 1, 2017/Stipend/SG/Req# 13496
Morris, Barbara	Certificated Coach, Girls Basketball/JW/Stipend/URGF/Req# 12767
Pecorino, Patricia	Teacher, Regular Ed/TBD/July 1, 2017
Reynolds, Jodelle	Teacher Tutor/VV/February 21, 2017-May 25, 2017/Stipend/ SG/Req# 13594
Rodriguez, Gabrielle	Teacher, SDC Non Severe/RV/February 6, 2017/SDC/Req# 13580
Sharma, Kirk	Teacher, Regular Ed/TBD/July 1, 2017
Smith, Trina	Teacher, Regular Ed/TBD/July 1, 2017
Stanley, Brianne	Teacher Hourly, Ed Tech Conference/QH/6 hrs/per/day/ January 28-29, 2017/Title I/Req# 13559

Tyson, Shaun	Teacher Tutor/VV/February 21, 2017-May 25, 2017/Stipend/ SG/Req# 13594
Wallasky, David	Teacher, Regular Ed/TBD/July 1, 2017
Welle, Elizabeth	Teacher, SDC/HV/January 9, 2017/SDC/Req# 13582
Whitten, Kamillynn	Teacher, Music/TBD/July 1, 2017
Xu, Angela	Teacher, Regular Ed/CW/September 15, 2016/URGF/Req# 13620

<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>
Belcher, Kristin	Teacher-RSP/CW/June 7, 2017/Resignation

Chance, Wendy	Teacher, Regular Ed/EZ/June 7, 2017/Retirement
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Chang, Tyna	Teacher/EZ/June 7, 2017/ District Health and Welfare Coverage Early Retirement
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Diaz, Janet	Teacher/GA/June 7, 2017/ District Health and Welfare Coverage Early Retirement
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Newhouser, Jean	Teacher/RV/June 9, 2017/Retirement
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Ocasio, Damaris	Teacher-RSP/DS/June 7, 2017/Resignation
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Riggs, Laura	Teacher-RSP/HV/June 7, 2017/Retirement
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Scott, Willie	Teacher/JW/June 7, 2017/Retirement
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CLASSIFIED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Amador, Ileana	Extra-Duty Instructional Assistant II-Bilingual/QH/2 hrs/per/day/ Step 3/January 30, 2017/Mondays/Title III/Req# 13569

Arnold, Nancy	Substitute Playground Supervisor/Step 1/URGF
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Attanasio, Allison	Extra-Duty Instructional Assistant I/HV/7 hrs/per/day/Step 2/ February 16, 2017/AVID/Req# 13626
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Attanasio, Allison	Extra-Duty Instructional Assistant I/ESF/3.75 hrs/per/day/Step 2/February 16-April 6, 2017/AVID/Req# 13562
Attanasio, Rebecca	Short-Term Playground Supervisor/EZ/1.5 hrs/per/day/Step 7/February 9-June 1, 2017/Thurs. Only/Sup Grant/Req# 13616
Castellanos, Samantha	Extra-Duty Instructional Assistant I/DS/5 hrs/per/day/Step 2/February 23, 2017/AVID/Req# 13662
Castellanos, Samantha	Extra-Duty Instructional Assistant I/ESF/3.75 hrs/per/day/Step 2/February 16-April 6, 2017/AVID/Req# 13562
Claudio, Jenna	Instructional Assistant II/GA/3 hrs/per/day/Step 1/February 27, 2017/SDC/Req# 13041
Cons, Gregory	Instructional Assistant I-AVID/JW/2.67 hrs/per/day/Step 1/March 2, 2017/Sup Grant/Req# 13422
Dowd, America	Extra-Duty Instructional Assistant II/DS/2 hrs/per/day/Step 1/February 23, 2017/Title III/Req# 13657
Esteve, Stephanie	Extra-Duty Instructional Assistant I/HV/7 hrs/per/day/Step 1/February 16, 2017/AVID/Req# 13626
Esteve, Stephanie	Extra-Duty Instructional Assistant I/ESF/3.75 hrs/per/day/Step 1/February 16-April 6, 2017/AVID/Req# 13562
Flores, Monica	Extra-Duty Instructional Assistant I/ESF/3.75 hrs/per/day/Step 1/February 16-April 6, 2017/AVID/Req# 13562
Freeman, Nicole	Short-Term Instructional Assistant I-Tutor/CW/1.5 hrs/per/day/Step 1/Tues. & Thurs. Only/November 2-December 16, 2016/Sup Grant/Req#13225
Gregg, Hillary	Short-Term Instructional Assistant II/QH/.25 hrs/per/day/Step 2/November 28, 2016-June 7, 2017/SDC/Req# 13321
Hernandez, Natalie	Short-Term Instructional Assistant I-Tutor/DS/1.25 hrs/per/day/Step 1/Tues. & Thurs. Only/October 18, 2016-May 22, 2017/Sup Grant/Req# 13601
Hernandez, Natalie	Extra-Duty Instructional Assistant I/ESF/3.75 hrs/per/day/Step 1/February 16-April 6, 2017/AVID/Req# 13562
Herrera, Marisol	Short-Term Instructional Assistant II/EZ/2.5 hrs/per/day/Step 1/February 9-June 1, 2017/Title III/Req# 13617

Holmes, Sherry	Extra-Duty Instructional Assistant I/ESF/3.75 hrs/per/day/Step 3/February 16-April 6, 2017/AVID/Req# 13562
Kimble, Fawn	Clerk IV-Library/ESF/3.95 hrs/per/day/Step 1/February 16, 2016/URGF/Req# 13534
Lindsey, Christopher	Extra-Duty Instructional Assistant I/ESF/3.75 hrs/per/day/Step 6/February 16-April 6, 2017/AVID/Req# 13562
Martinez, Elvia	Short-Term Instructional Assistant I-Tutor/CW/1.08 hrs/per/day/Step 1/Tues. & Thurs. Only/October 18-December 16, 2016/Sup Grant/Req# 13224
Martinez, Elvia	Short-Term Instructional Assistant I-Tutor/CW/.80 hrs/per/day/Step 1/Wednesday Only/November 2-December 16, 2016/Sup Grant/Req# 13224
Martinez, Elvia	Short-Term Instructional Assistant I-Tutor/CW/1.08 hrs/per/day/Step 1/Tues. & Thurs. Only/January 24-May 18, 2017/Sup Grant/Req# 13509
Martinez, Elvia	Short-Term Instructional Assistant I-Tutor/CW/.80 hrs/per/day/Step 1/Wednesday Only/January 25-May 18, 2017/Sup Grant/Req# 13224
McFarren, Lisa	Instructional Assistant II/VV/3 hrs/per/day/Step 1/February 27, 2017/SDC/Req# 13498
Munoz, Cindy	Extra-Duty Instructional Assistant-Bilingual/RV/5 hrs/per/day/Step 3/February 7-March 7, 2017/URGF/Req# 13611
Peck, Toni	Short-Term Instructional Assistant II/QH/.25 hrs/per/day/Step 3/November 28, 2016-June 7, 2017/SDC/Req# 13320
Price, Adam	Instructional Assistant II/EZ/3.25 hrs/per/day/Step 1/February 22, 2017/SDC/Req# 13614
Redeker, Morgan	Extra-Duty Instructional Assistant I/DS/5 hrs/per/day/Step 1/February 23, 2017/AVID/Req# 13662
Redeker, Morgan	Extra-Duty Instructional Assistant I/ESF/3.75 hrs/per/day/Step 1/February 16-April 6, 2017/AVID/Req# 13562
Sanchez-Pleites, Anabelle	Extra-Duty Instructional Assistant II-Biligual/QH/2 hrs/per/day/January 30, 2017/Mondays/Step 7/Title III/Req# 13569
Santiago, Jocelyn	Extra-Duty Instructional Assistant I/ESF/3.75 hrs/per/day/Step 1/February 16-April 6, 2017/AVID/Req# 13562

Torres, Edith	Short-Term Instructional Assistant I-Tutor/CW/1.05 hrs/per/day/Step 1/ Tues. & Thurs. Only/January 24-May 18, 2017/Sup Grant/Req# 13510
Vazquez, Kandice	Short-Term Instructional Assistant II/SD/.75 hrs/per/day/Step 1/ February 1-June 7, 2017/SDC/Req# 13576
Veil, Pauline	Substitute Custodian/Step 1/February 22, 2017/URGF
Worland, Linda	Extra-Duty Instructional Assistant I/ESF/3.75 hrs/per/day/Step 6/February 16- April 6, 2017/AVID/Req# 13562
<u>Change</u> Alvarez, Crystal	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Playground Supervisor (3.25 hrs/per/day) to (.75 hrs/per/day)/EZ/Step 1/ November 14, 2016/URGF/Req# 13669
Crowley, Melissa	Instructional Assistant II (3.25 hrs/per/day) to (3 hrs/per/day)/Step 4/ January 16, 2017/SDC/Req# 13434
Jaime, Cynthia	Instructional Assistant II (3.25 hrs/per/day) to (3.95 hrs/per/day)/EZ/ Step 6/SDC/Req# 13633
<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
<u>Separation</u> Ayala, Lauren	<u>Position/Location/Effective Date/</u> Instructional Assistant II/RV/February 24, 2017/Resignation
Luna, Ignacio	Instructional Assistant II/JW/February 10, 2017/Resignation
McGlennen, Lorena	Instructional Assistant II/GA/February 7, 2017/Resignation
Moore, Jennifer	Playground Supervisor/CW/January 9, 2017/Resignation
Ortiz, Gabriela	Instructional Assistant II, Bilingual/AH/February 8, 2017/Resignation
Rincon, Julia	Instructional Assistant II/EZ/February 7, 2017/Resignation
Tovar, Viviana	Playground Supervisor/GA/February 17, 2017/Resignation

BOARD AGENDA

March 7, 2017

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

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

Approval Items:

All Funds	12,415.28
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Ratification Items:

General Fund (01.0)	45,512.94
Child Nutrition Fund (13.0)	1,803.63
Deferred Maintenance Fund (14.0)	0.00
Building Fund: Bonds (21.0)	35,465.30
Capital Facilities Fund (25.0)	0.00
County Facilities Fund (35.0)	0.00
Anaverde Settlement (40.0)	0.00
CFD's (49.0)	7,158.62
Total	102,355.77

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS
Approved/Ratified at the Meeting of March 7, 2017

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

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P51656	AVSTA Various Sites	Field Trip Transportation: January 16-31-2017 Reimbursable and Supplemental Grant <i>Note: PO released to facilitate timely payment of services already received.</i>	12,415.28

Total 12,415.28

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P51617	CDWG Computer Centers Inc Quartz Hill	Belkin Cables General Funding	207.06
P51618	CDWG Computer Centers Inc Leona Valley	Belkin Cables Local Site Funds	169.65
P51619	Boys Town Press Gregg Anderson	Teaching Social Skills to Youth Supplemental Grant	357.77
P51620	LA County Office of Education Educational Services	A Tool to Scaffold Instruction for English Language Learners Supplemental Grant	1,305.00
P51621	MHS Inc Student Support Services	Testing Materials Special Education	1,234.74
P51622	Boys Town Press Sundown	Instructional Materials Supplemental Grant	632.06
P51625	Really Good Stuff Gregg Anderson	Headphones General Funding	362.55
P51626	Gopher Sport Rancho Vista	Ball Cart Local Site Funds	568.29
P51627	Supplies Outlet.com Inc Gregg Anderson	Laser Toner Cartridges General Funding	413.14
P51628	Division of the State Architect Valley View	Reopen Fee: Construction of Classroom Building Maintenance General Funding	500.00
P51629	Division of the State Architect Del Sur	Reopen Fee: Const of Screen Wall & Alterations to Shop Bldg Maintenance General Funding	500.00
P51630	Division of the State Architect Del Sur	Reopen Fee: Construction of CMU Block Handball Court Maintenance General Funding	500.00
P51631	Division of the State Architect Rancho Vista	Reopen Fee: Alterations to Classroom Buildings Maintenance General Funding	500.00
P51632	Division of the State Architect Joe Walker	Reopen Fee: Alterations to Admin/Library/CR and MPR/Gym Maintenance General Funding	500.00
P51633	Division of the State Architect Del Sur	Reopen Fee: Reconstruction of Kindergarten Building Maintenance General Funding	500.00
P51634	Division of the State Architect Del Sur and Rancho Vista	Reopen Fee: Construction of Toilet Building Relos Maintenance General Funding	500.00
P51638	Amazon.com Corporate Credit Del Sur	Computer Cable Local Site Funds	18.03
P51639	Project Lead the Way Cottonwood	Robot Design Kits Local Site Funds	926.50
P51640	Follett School Solutions Inc Educational Services	Textbooks Lottery: Instructional	378.12
P51641	Council for Exceptional Children Student Support Services	2-Year Membership: Brewer Special Education	365.00
P51642	Amerimac Office Products Quartz Hill	Digital Duplicator Ink and Masters General Funding	243.60
P51643	Amazon.com Corporate Credit Human Resources	Administrative Materials General Funding	171.83
P51644	Project Lead the Way Valley View	Instructional Materials STEM Grant	2,023.74
P51645	Amazon.com Corporate Credit Valley View	Instructional Materials STEM Grant	179.00

P51646	Amazon.com Corporate Credit Student Support Services	Home Hospital Audio CD's Special Education	159.56
P51648	Rhonda Pratt Joe Walker	Reimburse: Home Economics Supplies General Funding	250.00
P51649	Marguerite Johnson Educational Services	Reimburse: Materials and Supplies Supplemental Grant	145.00
P51650	Boys Town Press Gregg Anderson	Social Skills Poster Sets Supplemental Grant	146.75
P51651	Prints4Lift Rancho Vista	T-Shirts for Science Olympiad Local Site Funds	203.36
P51652	Lakeshore Student Support Services	Alphabet Sounds Teaching Tubs Medi-cal Billing Option	184.39
P51653	Pro-Ed Student Support Services	Instructional Materials Medi-cal Billing Option	889.66
P51654	Speech Corner LLC Student Support Services	Instructional Materials Medi-cal Billing Option	645.07
P51655	Super Duper Publications Student Support Services	Instructional Materials Medi-cal Billing Option	4,974.95
P51668	Dimension Data North America Anaverde Hills	SmartNet Camera Technology Maintenance	98.70
M19798A	AutoZone Various Sites	Maintenance Supplies - January Operations	73.90
M19806	Home Depot Various Sites	Maintenance Supplies - January Maintenance	3,049.29
M19812	PPG Architectural Various Sites	Paint Supplies - January Maintenance	135.18
M19835A	Mar-co Equipment Maintenance	Filter Hopper Operations	187.97
M19854	Sav on Fence Quartz Hill	Gate Wheel Operations	221.85
M19878	SEA Supply Various Sites	Custodial Supplies - February Operations	11,512.27
M19885	United Rentals Leona Valley	Tractor and Roller Rental Operations	2,683.20
M19894	Tel Pro Esperanza	Extron Wall Plates Maintenance	2,055.38
M19895	Clark and Howard Maintenance	Tow-Storage Container Operations	600.00
M19896	Bob Howle Automotive Maintenance	Repairs - Truck 68 Operations	252.91
M19897	Universal Electronic Alarms Gregg Anderson/ Maintenance	Heat Detectors Maintenance	280.00
M19898	Universal Electronic Alarms Maintenance	Universal Stoppers Without Horn Surface Fire Label Operations	300.00
M19900	Carrier Communications Student Support Services	XPR6550 Battery Maintenance	121.80
M19901	JB Wholesale Roofing Maintenance	Perma-Dri Rubber Coating Operations	274.05
M19905	Antelope Valley Ford Maintenance	Repairs - Truck 84 Maintenance	304.72
M19908A	PacWest Air Filter LLC District Office	Filters Maintenance	331.61
M19909	AV Battery Specialists Leona Valley/Hillview	UB12120 and UB1280 Batteries Maintenance	203.80
M19912	Bob Howle Automotive Maintenance	Repairs - Truck 74 Operations	691.49
M19918	C & W Custom Cabinets Maintenance	Reconfigure Front Office Space Maintenance	1,225.00
M19925	Meldon Glass Sundown	Installed Tempered Glass in Room 222 Maintenance	255.00

			Total	45,512.94
<u>CHILD NUTRITION (13)</u>				
P51623	Bohns Printing	#10 Window Envelopes with Return Address		66.34
P51624	ISITE Software Inc	Lens Replacement for Sign Holder		156.60
M19846	3Wire Group	Hillview Oven Parts		245.95
M19911	Westside Body and Paint	Repairs - Truck 91		938.63
M19914	Rick Shipp Truck	Repairs - Truck 88		396.11

			Total	1,803.63
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DEFERRED MAINTENANCE (14)

No Purchase Orders for This Fund

			Total	0.00
<u>BUILDING FUND: BONDS (21)</u>				
P51658	Digital Networks Group Inc	Projector for Joe Walker C-Pod		1,492.05
P51659	Digital Networks Group Inc	AV System for Joe Walker C-Pod		4,955.16
P51660	Digital Networks Group Inc	Whiteboard for Joe Walker C-Pod		4,555.81
P51661	Digital Networks Group Inc	Whiteboard for Esperanza Band Room		3,789.89
P51662	Digital Networks Group Inc	Projector for Esperanza Band Room		4,852.81
P51663	Digital Networks Group Inc	Whiteboard for Rancho Vista Band Room		1,486.81
P51664	Digital Networks Group Inc	Whiteboard for Rancho Vista Teacher Lounge		3,432.10
P51665	Digital Networks Group Inc	AV System for Rancho Vista Teacher Lounge		4,852.81
P51666	Digital Networks Group Inc	Whiteboard for Joe Walker B-Pod		4,555.81
P51667	Digital Networks Group Inc	Projector for Joe Walker B-Pod		1,492.05

			Total	35,465.30
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CAPITAL FACILITIES (25)

COUNTY FACILITIES (35)

ANAVERDE SETTLEMENT (40)

No Purchase orders for Funds 25, 35, or 40

			Total	0.00
<u>CFD's (49)</u>				
P51657	Digital Networks Group Inc	Projector and Whiteboard for Del Sur Classroom		7,158.62
			Total	7,158.62

BOARD AGENDA

March 7, 2017

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

BACKGROUND:

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

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

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

Student Assemblies	0.00
In-house Staff/Parent Workshops	5,500.00
Vendor Provided Services	20,000.00
Rental/Lease Contracts	0.00
Total	<u>25,500.00</u>

Incoming Funds	0.00
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ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
Jan-June 2017	Benz Sanitation Inc Cottonwood Modernization	Single Trailer Toilet Rental General Funding	12,000.00	
September 21, 2017	Fiscal Crisis & Mgmt Assist Team (FCMAT) Business Services	Associated Student Body Workshop for Staff General Funding	2,000.00	
2017-2019	Palmdale School District Human Resources	MOU: Clear Administrative Credential Program N/A	0.00	
2017-2018	Ricoh Technology	Software Support Renewal Technology Maintenance	8,000.00	
March-June 2017	Team Prime Time Inc Educational Services	League Training Fee Medi-Cal Billing Option	3,500.00	
<u>Change</u>	No Changes			\

Total			25,500.00	0.00
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Individual Services Agreements

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

<u>Nonpublic School/Agency</u>	<u>Service</u>	<u>Student ID</u>
The Sunrise School	Updated NPS Services for Student	xxxxxxxxxxxxxx

BOARD AGENDA

March 7, 2017

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

BACKGROUND:

Conference requests are processed in compliance with Board Policy 3350.

PROGRAM/EDUCATIONAL IMPLICATION:

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

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of \$62,107.83.

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of March 7, 2017

<u>Dates/Location</u>	<u>Title/Attendees/Funding Location</u>	<u>Fund. Source</u>	<u>Registration</u>	<u>Lodging</u>	<u>Meals</u>	<u>Mileage</u>	<u>Parking</u>	<u>Subs</u>	<u>Other</u>
February 10, 2017 Saugus	Consolidated App: Walk-Thru Winter Submission Marguerite Johnson, Lisa Moscoso Educational Services	General Funding	100.00	0.00	0.00	0.00	0.00	0.00	0.00
February 24, 2017 Coronado Island	CSBA Brown Act Workshop Regina Rossall, John Curiel, Steve DeMarzio, Linda Jones, Jennifer Navarro, Patricia Shaw Board of Trustees	General Funding	1,260.00	0.00	0.00	0.00	0.00	0.00	0.00
February 24, 2017 Lancaster	AV Board of Trade Business Outlook Conference HV and JW Students Board of Trustees	General Funding	500.00	0.00	0.00	0.00	0.00	0.00	0.00
March 8, 2017 Alabama	University of Alabama Education Job Fair Rob Garza Human Resources	General Funding	100.00	400.00	100.00	112.00	60.00	0.00	620.00
March 14-16, 2017 Ontario	20th Annual CSEA Paraeducator Conference Breanna Anderson, Anita Magueall, Melanie McGovern, Mervat Ghareeb, Melissa Marino, Terry Xanders-Winchester, Marguerite Johnson Educational Services	Supplemental Grant	763.00	822.00	690.00	572.40	150.00	0.00	0.00
March 22, 2017 Long Beach	Cal State Long Beach Job Fair Rob Garza, Robert Hughes, or Kerry Rush Human Resources	General Funding	250.00	112.00	0.00	0.00	0.00	0.00	0.00
March 29-April 2, 2017 Los Angeles	65th National Science Teachers Assoc Conference Samantha Barker, Kevin Bice, Angie Biederman, Sharon Christensen, Jen DeMoor, Cyndee Dodge, Melody Dumayas, Melanie Golyer-Blair, Bethany Gonzalez, Samara Gugler, Richard Hanley, Caitlin Hatchitt, Rebecca Hewitt, Kristie Jakeway, Noelle Jones, Dale Lister, Hyacinth Schumaker, Sonja Squires, Lisa Walker, Desiree Lopez Educational Services	Lottery: Instructional	8,380.00	13,200.00	4,000.00	648.00	480.00	0.00	0.00
April 4, 2017 Oregon	Oregon Job Fair Rob Garza Human Resources	General Funding	500.00	300.00	100.00	112.00	40.00	0.00	640.00
April 21, 2017 Minnesota	Minnesota Education Job Fair Robert Hughes Human Resources	General Funding	350.00	300.00	100.00	112.00	40.00	0.00	640.00
April 27, 2017 Lancaster	Administrative Assistant Conference Paula Sterk Administrative Services	General Funding	0.00	0.00	0.00	6.89	0.00	0.00	0.00
June 27-30, 2017 San Diego	AVID Summer Institute Attendees TBD (40 rooms) Educational Services	Supplemental Grant	TBD	25,547.54	TBD	TBD	TBD	TBD	TBD
Changes	No Changes								
Subtotals			12,203.00	40,681.54	4,990.00	1,563.29	770.00	0.00	1,900.00
Grand Total			62,107.83						

BOARD AGENDA

March 7, 2017

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

BACKGROUND:

The following survey is being presented for review by the Trustees:

- Second Grade Student Survey regarding student perception about game-based learning, using technology for learning and the Big Brainz math facts program.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

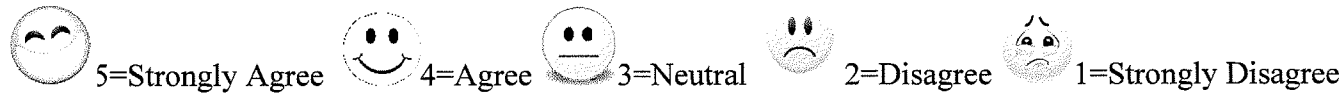
SUPERINTENDENT'S RECOMMENDATION:



















































Approval

2nd grade Student Survey

I am a graduate student at CSUSB who is conducting research for a course I am taking. This survey will be used to gather anonymous data regarding student perception about game-based learning, using technology for learning, and the Big Brainz program for math facts practice.

Please use the following scale to complete the survey:



	5	4	3	2	1
1. I am good at playing computer games.					
2. Using computer games in school is a good way to learn.					
3. Playing computer games is easy for me.					
4. Math is more interesting using Big Brainz.					
5. I like using Big Brainz to learn math.					
6. I am happy when I play Big Brainz.					
7. I work hard when I play Big Brainz.					
8. Big Brainz helps me learn subtraction and addition facts.					
9. I am excited when I get to use Big Brainz.					
10. I am interested in solving the missions/questions in Big Brainz.					

BOARD AGENDA

March 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Board Bylaws – Second and Final Reading

BACKGROUND:

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

- BB 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

March 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

March 7, 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 (2-26-17)

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. **Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint. Within three business days of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation.**

(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 (2/26/17)

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. **Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint. Within three business days of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation.**

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

March 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent Educational Services

SUBJECT: Consolidated Application, Winter Submission

BACKGROUND:

The Consolidated Application must be submitted to the California Department of Education for the Westside Union School District to receive funds for categorical programs. The application is submitted online through a web-based Consolidated Application Reporting System (CARS). For 2016-17, the application requires two data collections to be submitted: Spring (completed June 2016); Winter (completed February 2017). This year's Winter Data Collection (released January 15th) must be submitted online by February 28, 2017, indicating the number of current year pupil participants and funding allocations for each program and school site. Information reporting from previous years' program participation is also collected. Federal guidelines also allow local non-profit private schools to participate with the public school district in federal programs. Participating eligible schools and allocations are included in the CARS Winter Data Collection.

The district is receiving the following funding entitlements for the 2016-2017 school year:

Federal Funds:

Entitlements

Title I Part A: Basic Grant

\$ 781,246

A federal program that ensures all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Title II Part A: Teacher & Principal Training & Recruiting

\$ 132,511

A federal program that increases student academic achievement through strategies such as improving teacher and principal quality and increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools.

Title III: Program for LEP Students

\$ 62,931

A federal program that provides supplementary programs and services to assist Limited English Proficient (LEP) students known as English learners (ELs) in acquiring English and achieving grade-level and graduation standards.

Total Consolidated Federal Funding: \$ 976,688

School Site Responsibilities

Each school receiving Federal Funds through the consolidated application is required to have a comprehensive school plan known as the Single Plan for Student Achievement (SPSA) describing strategies and activities to improve student achievement and meet district adopted standards. Supplementary services are provided by these programs to support the district's core program. Title I Schoolwide schools must address the required components described in the Title I law, section 1114. Schools previously identified for Program Improvement under No Child Left Behind must address the ten requirements in the Title I law, section 1116. Based on the school's comprehensive needs assessment, schools may utilize additional special state certified teachers, coaches, counselors, instructional aides, tutoring assistance, scientifically research-based intervention programs, instructional technology, supplemental materials and equipment, professional development, district provided training, conferences and workshop attendance, expert consultants, and parent/community engagement activities to meet the identified needs of the students requiring supplemental services. Each school's School Site Council (SSC) is required to develop a plan and budget based on the needs assessment and recommend to the Board annually for approval the planned program activities and budgets as part of the Single School Plan for Student Achievement. The Assistant Superintendent of Educational Services, Director of Special Programs, and Fiscal Services Supervisor review program regulations and guidelines with all administration, site staff, and School Site Councils to insure appropriate planning, implementation and evaluation and to maintain compliance for each program. All site plans are reviewed for compliance along with goals and activities to improve student achievement and parent involvement before being forwarded to the Board for approval.

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

2016-17 Title I, Part A LEA Allocation

The purpose of this data collection is to calculate the full Title I Part A allocation available to the LEA.

CDE Program Contact:

Jane Liang, District Innovation and Improvement Office, jliang@cde.ca.gov, 916-319-0259

Jacqueline Matranga, District Innovation and Improvement Office, jmatranga@cde.ca.gov, 916-445-4905

2016-17 Title I, Part A entitlement	\$781,246
Transferred-in amount	\$0
Title I, Part A entitlement after transfers	\$781,246
Note: In order for the 2015-16 Allowable Carryover amount to be pre-populated, the 2015-16 Title I, Part A Carryover data collection should be completed and saved before beginning data entry on this data collection.	
2015-16 Allowable Carryover (Allowable values are the 12 month 2015-16 carryover amount or, whichever is less either the 15 month 2015-16 carryover amount or 15% of the 2015-16 entitlement plus transfers-in amount)	\$0
Repayment of funds	\$0
2016-17 Total allocation	\$781,246
Indirect cost reservation	\$36,563
Administrative reservation	\$78,828
2016-17 Title I, Part A adjusted allocation	\$665,855
Indirect Cost and Administration Calculation Tool To help determine allowable indirect cost and administration reserves, based on your Approved Indirect Cost Rate as defined on http://www.cde.ca.gov/fg/ac/ic/ , below are recommended values.	
2016-17 Approved indirect cost rate	4.91%
Maximum allowable indirect cost reservation	\$36,563
Recommended administration reservation	\$80,623

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2016-17 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948

Nonprofit Private School Equitable Services Percentage Calculation

Total participating nonprofit private school low income students	
Total participating attendance area low income students	2,770
Percent of nonprofit private school low income students for equitable service calculations	0.00%

Required Reservations

Title I Part A adjusted allocation	\$665,855
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Parental Involvement

Parental involvement (1% of the entitlement plus transfers-in if greater than \$500,000.)	\$7,812
Supplemental parental involvement (Optional: Additional discretionary set-aside.)	\$1
Nonprofit private school parental involvement set-aside	\$0
Amount remaining	\$7,813
Public school parental involvement	\$7,813
Balance available for LEA parental involvement activities	\$0

Direct and Indirect Services

Direct or indirect services to homeless children, regardless of their school of attendance	\$7,813
Homeless services provided (Maximum 500 characters)	Funds will be used to provide clothing & supplies for homeless students. It may also be used to provide transportation to and from their school of origin.
Local neglected institutions Does the LEA have local institutions for neglected children or children currently classified as neglected?	No
Direct or indirect services in local institutions for neglected children	
Local delinquent institutions Does the LEA have local institutions for delinquent children?	No

*****Warning*****

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2016-17 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948

Other neglected or delinquent services	
--	--

Program Improvement (PI)

The following reservation is required if the LEA is in Program Improvement, or has one or more schools in Program Improvement.

Program Improvement activities (Including Alternative Supports and public school Choice Transportation.)	\$156,243
Program Improvement comments (Maximum 500 characters)	Eligible students may receive tutoring services outside of the school day provided by contracted vendors (such as Sylvan Learning Center and Professional Tutors of America.)

Program Improvement Professional Development

Professional development funds Will the LEA use PI school-level professional development funds to help meet the LEA 10% minimum professional development requirement?	No
PI professional development (Minimum 10% of the entitlement plus transfers in.)	\$0
2015-16 PI professional development carryover	
Total PI professional development	\$0

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2016-17 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904

Allowed Reservations**Professional development for credentialed teachers and highly qualified paraprofessionals**

Professional development for teachers and paraprofessionals	\$0
Nonprofit private school equitable services	\$0
Professional development reserved for public schools	\$0

District-wide Instructional Programs

District-wide instructional programs (Non-PI activities)	\$0
Nonprofit private school equitable services	\$0
District-wide instructional programs for Title I public schools	\$0

Other School Programs

Other school programs Including summer school or intersession programs or before and after school programs.	\$0
Nonprofit private school equitable services	\$0
Other school programs reserved for public schools	\$0

Other Allowable Reservations

Salary differentials	\$0
Preschool programs	\$0
Capital expenses for nonprofit private schools	\$0

Program Improvement Activities

Teacher incentives and rewards (Maximum 5% of entitlement after transfers.)	
Professional development of credentialed teachers	\$37,120
Technical assistance to schools	\$59,980
Summer school, intersession programs or before and after school programs	

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2016-17 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904

Reservation Summary

Adjusted Allocation	\$665,855
Total required reservations	\$164,056
Total allowed reservations	\$97,100
Allocations after reservations	\$404,699
Total nonprofit private school set aside	\$0
Nonprofit private school Parental Involvement set-aside	\$0
Public school Parental Involvement set-aside	\$7,813
Amount available for Title I, Part A school allocations	\$396,886

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2016-17 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II, Part A Teacher & Principal Training & Recruiting.

CDE Program Contact:

Melissa Flemmer, Educator Excellence Office, mflemmer@cde.ca.gov, 916-324-5689

Juan J. Sanchez, Educator Excellence Office, jsanchez@cde.ca.gov, 916-319-0452

2016-17 Title II, Part A entitlement	\$132,511
Total funds transferred out of Title II, Part A	\$0
Total entitlement after transfers	\$132,511
Repayment of funds	\$0
Repayment comment	
Provide an explanation of why repayment dollars were added back to the allocation	
2016-17 Allocation	\$132,511
Administrative and indirect costs	\$6,201
2016-17 Title II, Part A adjusted allocation	\$126,310

*****Warning*****

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2016-17 Title III, Part A English Learner LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title III, Part A English Learner, and to report required reservations.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838

2016-17 Title III, Part A English Learner entitlement	\$62,931
Repayment of funds	\$0
2016-17 Allocation	\$62,931
Administrative and indirect costs	\$1,233
2016-17 Adjusted allocation	\$61,698

*****Warning*****

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2016-17 Title III, Part A English Learner YTD Expenditure Report, 6 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2016 through December 30, 2016.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Required and Authorized English Learners Sub-grantee Activities**Required**

Section 3115 (c)(1) To increase the English proficiency by providing high-quality language instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs.
Section 3115 (c)(2) To provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel.

Authorized

- (1) Upgrading program objectives and effective instruction strategies.
- (2) Improving the instruction program for English learners by identifying acquiring and upgrading curricula, instruction materials, educational software, and assessment procedures.
- (3) Providing tutorials and academic or vocational education for English learners and intensified instruction.
- (4) Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services.
- (5) Improving the English language proficiency and academic achievement of English learners.
- (6) Providing community participation programs, family literacy services and parent outreach and training activities to English learners and their families.

2016-17 Title III, Part A English learner entitlement	\$62,931
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$100
5000-5999 Services and other operating expenditures	\$0
Administrative and indirect costs	\$0
Total year-to-date expenditures	\$100
2016-17 Unspent funds	\$62,831
General comment (Maximum 500 characters)	2016-2017 Title III funds will be used to fund a Summer Bridge program.

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2016-17 Consolidation of Administrative Funds

A request by the LEA to consolidate administrative funds for specific programs.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

Title I, Part A (Basic) SACS Code 3010	No
Title I, Part C (Migrant Education) SACS Code 3060	No
Title I, Part D (Delinquent) SACS Code 3025	No
Title II, Part A (Educator Quality) SACS Code 4035	No
Title III, Part A (Immigrant Students) SACS Code 4201	No
Title III, Part A (English Learner Students) - 2% maximum SACS Code 4203	No
Title IV, Part B (21st Century Community Learning Centers) SACS Code 4124	No

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California Department of Education

Westside Union Elementary (19 65102 0000000)

Consolidated ApplicationStatus: Certified
Saved by: Marguerite Johnson
Date: 2/20/2017 2:52 PM**2016-17 Title I, Part A Notification of Authorization of Schoolwide Program**

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program

CDE Program Contact:

Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789
Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Note:

In order for CDE program staff to have visibility to all SWP authorized schools, it is important to have an Authorized Representative certify this Notification of Authorization data collection after a change is made.

School Name	School Code	Authorized	Local Board Approval Date (ex. 04/30/2015)	SIG Approval Date (ex. 04/30/2015)	Poverty Level %
Anaverde Hills	0110098	N			
Cottonwood Elementary	6109664	Y	11/06/2012		50.00%
Del Sur Senior Elementary	6023568	N			
Esperanza Elementary	0101543	N			
Gregg Anderson Academy	0125690	N			
Hillview Middle	6110837	N			
Joe Walker Middle	6071690	N			
Leona Valley Elementary	6023576	N			
Quartz Hill Elementary	6023584	Y	11/06/2012		49.00%
Rancho Vista Elementary	6108245	N			
Sundown Elementary	6111520	Y	12/18/2012		43.00%
Valley View Elementary	6023592	Y	11/13/2012		48.00%

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2016-17 Title I, Part A School Allocations

This identifies the amount of Title I, Part A funds to be allocated to eligible public schools and equitable services to students in nonprofit private schools.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

a - Meets 35% Low Income Requirement

c - Funded by Other Allowable Sources

d - Desegregation Waiver on File

e - Grandfather Provision

f - Feeder Pattern

g - Local Funded Charter Opted Out

h - Local Funded Charter Opted In

Low income measure	FRPM
Group Schools by Grade Span	Yes
District-wide low income %	46.96%
Grade span 1 low income %	48.22%
Grade span 2 low income %	43.15%
Grade span 3 low income %	0.00%
Available Title I, Part A school allocation	\$396,886
Available public school parental involvement reservation	\$7,813
Total participating attendance area low income students (entered on Reservations, Required)	2,770
Available nonprofit private school set-asides	\$0
Available nonprofit private school parental involvement reservation	\$0
Unallocated school amount	\$0.40
Unallocated public school parental involvement	\$0

Warning

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2016-17 Title I, Part A School Allocations

This identifies the amount of Title I, Part A funds to be allocated to eligible public schools and equitable services to students in nonprofit private schools.

Unallocated nonprofit private school set-asides \$0

Unallocated nonprofit private school parental involvement \$0

Sum of Title I participating schools low income student count 2,770

Difference between participating attendance area low income students (entered on
Reservations, Required) and Sum of Title I participating schools low income student
count 2,770

School Name	School Code	Grade Span Group	Student Enrollment	Low Income Students	Low Income Student %	\$ Per Low Income Student (0.00)	Carryover	Public School Parental Involvement	Nonprofit Private Parental Involvement	Nonprofit Private Set Aside	Total School Allocation	Exception Reason	EIA Funded	Other Program Funds	Exception Comment
Cottonwood Elementary	6109664	1	470	312	66.38	143.28	\$0	\$880			45583.36		N	N	
Valley View Elementary	6023592	1	770	458	59.48	143.28	\$0	\$1,292			66914.24		N	N	
Quartz Hill Elementary	6023584	1	800	460	57.50	143.28	\$0	\$1,297			67205.80		N	N	
Anaverde Hills	0110098	1	501	286	57.09	143.28	\$0	\$807			41785.08		N	N	
Sundown Elementary	6111520	1	1024	519	50.68	143.28	\$0	\$1,464			75826.32		N	N	
Esperanza Elementary	0101543	1	1091	513	47.02	143.28	\$0	\$1,447			74949.64		N	N	
Del Sur Senior Elementary	6023568	1	475	222	46.74	143.28	\$0	\$626			32434.16	e	N	N	
Rancho Vista Elementary	6108245	1	684	292	42.69	0.00					0.00		N	N	
Leona Valley Elementary	6023576	1	102	32	31.37	0.00					0.00		N	N	
Gregg Anderson Academy	0125690	1	885	186	21.02	0.00					0.00		N	N	
Joe Walker Middle	6071690	2	1058	482	45.56	0.00					0.00		N	N	
Hillview Middle	6110837	2	1206	495	41.04	0.00					0.00		N	N	

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BOARD AGENDA

March 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent Educational Services

SUBJECT: Site Plans for Sundown and Rancho Vista Elementary Schools

BACKGROUND:

Throughout the year, our schools look in depth at student achievement. As a result of that focus on student achievement, School Site Councils utilize that information to assist in the development of the school plan or Single Plan for Student Achievement (SPSA), which incorporates student improvement goals with a spending plan. As required by the Every Student Succeeds Act (ESSA), all plans must be aligned with the LEA Plan approved by the Board in March 2010. School Site Council members have also been working to align each site SPSA's with the district's Local Control and Accountability Plan.

PROGRAM/EDUCATIONAL IMPLICATION:

The sites' Single Plans reflect:

- Alignment with the District's areas of instructional focus:
 - Critical reading and writing in and across all content areas
 - Inquiry grounded in evidence from text and other sources
 - Rigor and real-world application in all content areas
 - Integration of technology by teachers and students through lesson presentations and student products
- Alignment with the district's Local Control and Accountability Plan (LCAP)
- Support for English Learners, foster youth, and academically at-risk students
- Intervention plans for those students at risk of not meeting grade level expectations

COST ANALYSIS:

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

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

SEPARATE ATTACHMENT

Site Plans for:
Rancho Vista
Sundown

BOARD AGENDA

March 7, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Robert Hughes, Deputy Superintendent
SUBJECT: Resolution for Retiring Employee

BACKGROUND:

The attached resolution commemorates the service of a Westside employee. We would like to honor the following:

17-17, Janice Costello

PROGRAM/EDUCATIONAL IMPLICATION:

Classified employees serve the District in a variety of ways; from providing direct instruction, leadership and support to our programs, they have contributed significantly in the education of our students. We thank them for their years of service and wish them well in retirement.

COST ANALYSIS/FUNDING SOURCE:

None

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval



Board of Trustees
John Curiel
Steve DeMarzio
Linda Jones
Jennifer Navarro
Patricia K. Shaw

District Office
41914 N. 50th St. West
Quartz Hill, CA 93536
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www.westside.k12.ca.us

Regina L. Rossall
District Superintendent

Robert Hughes
Deputy Superintendent
Human Resources

Marguerite Johnson
Assistant Superintendent
Educational Services

Shawn Cabey
Assistant Superintendent
Administrative Services

School Sites

Anaverde Hills School
Kristin Kruizinga, Principal

Cottonwood School
Laura Duran, Principal

Del Sur School
Jessica Kott, Principal

Esperanza School
Nicole Hernandez, Principal

Gregg Anderson Academy
Co-Principals:
Shelly Dearing
Tom Morreale

Hillview Middle School
Co-Principals:
Rodney Lots
Jennifer Slater-Sanchez

Joe Walker Middle School
Steve Wood, Principal

Leona Valley School
Cathy Bennett, Principal

Quartz Hill School
Andrea Paxton, Principal

Rancho Vista School
Cathy Bennett, Principal

Sundown School
Timothy Barker, Principal

Valley View School
Rebecca Davis, Principal

Westside Academy
Deborah Rutkowski-Hines
Principal/Teacher

Resolution 17-17 Retirement of Janice Costello

To recognize the contributions of Janice Costello for 10 years of dedicated service to the Westside Union School District and the Antelope Valley Community as a Playground Supervisor this resolution is being adopted. It recognizes commitment to education, to children, to staff, and to her community.

WHEREAS, Mrs. Costello has worked with both staff and students within the Westside Union School District Schools for a total of 10 years; always being supportive and professional; and

WHEREAS, Mrs. Costello has given dedicated service to Valley View Elementary by dedicating her time to build relationships with the students and giving them little rewards for their hard work; and

WHEREAS, Mrs. Costello has worked diligently to make all students feel safe and welcomed on the playground, and

WHEREAS, Mrs. Costello will enjoy her retirement by spending time with her family, taking more trips to Disneyland and moving to Idaho; and

WHEREAS, Mrs. Costello has contributed to making life better for students and staff during her time at Valley View Elementary. The Westside Union School District has been very privileged to work with her for the past 10 years. Her friendship, concern for children and willing involvement in making school life better for children have been greatly appreciated.

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Westside Union School District accepts the retirement of Mrs. Janice Costello with regret. Mrs. Costello is commended for her service to the district, including parents, students and staff. The Board joins her fellow staff members in wishing her good luck, good health, happiness, and peace in the years to come.

This resolution is adopted on the 7th day of March in the community of Palmdale, California.

Steve DeMarzio, President

John Curiel, Vice President

Patricia K. Shaw, Clerk

Linda Jones, Member

Jennifer Navarro, Member

BOARD AGENDA

March 7, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Lisa Jehlicka, Fiscal Services Supervisor

SUBJECT: 2016-2017 Second Interim Report

BACKGROUND:

Annually the district is required to publish a Second Interim Financial report on or before March 15th. This report is based upon the first seven months of the fiscal year in terms of actual revenues and expenditures. These amounts are used, along with assumptions, to project how the District will end our fiscal year, both in terms of budget and in terms of cash flow. The Multi-Year Projection section of this report projects the ending financial position for the two future fiscal years in addition to the current year. The County Office of Education is then required to review and report to the District by April 15, 2017, whether or not they concur with the District's certification. The District has three options to certify as to the current and two future years with this report. We can certify that the District **will be able to** meet its financial obligations (**positive certification**); that the District **may not be able to** meet its financial obligations (**qualified certification**); or that the District **will not be able to** its financial obligations (**negative certification**).

At this time, the Board is being asked to approve a **positive certification** for the Second Interim Financial Report.

PROGRAM/EDUCATIONAL IMPLICATION:

A positive certification indicates that the District will be able to meet its financial obligations in the current and two future years.

COST ANALYSIS/FUNDING SOURCE:

There is no cost items associated with this report.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

SEPARATE ATTACHMENT

2nd Interim Report