

**ALTA LOMA SCHOOL DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, October 5, 2022**  
**5:00 PM**

**District Support Center**  
**9390 Base Line Road**  
**Alta Loma, California**

Motion  
1st 2nd App

**5:00 PM**

**A. OPEN SESSION**

**B. CALL TO ORDER AND ROLL CALL**

**C. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

Consistent with the Public Comment Announcement, members of the public are provided an opportunity to directly address the Board concerning items specified in the notice for this Regular Meeting of the Board of Trustees. This Public comment period is the opportunity for the public to address the Board on items on the closed session agenda. The Board is allowing a maximum of 5 minutes per individual.

Action

**D. ADOPTION OF AGENDA**

**E. CLOSED SESSION**

Adjourn to Closed Session for the purpose of discussing matters expressly authorized by Government Code Section §3549.1, §54956.9, §54956.9(d), §54957, and §54957.6.

- ☒ 1. Public Employee Performance Evaluation/Employment – Superintendent.
- ☒ 2. Conference with labor negotiators Sherry Smith, Superintendent, Eric Hart, Associate Superintendent, Administrative Services, Donna Carlson, Assistant Superintendent, Human Resources and other negotiation team members.
  - a. Alta Loma Educators Association (ALEA).
- ☒ 3. Conference with labor negotiators for unrepresented employees:
  - a. Certificated and Classified Management, and Confidential. Agency representative - Superintendent.
  - b. Classified Employees and Proctors. Agency representative – Superintendent.
  - c. Superintendent. Agency representative – Board of Trustees.
- ☐ 4. Student Disciplinary/Expulsion/Readmission Matters.

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from Adriana Mohler at (909) 484-5151, Extension 102003, by FAX (909) 484-5155 or email at [amohler@alsd.org](mailto:amohler@alsd.org). Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

Documents supporting agenda items are available for public inspection at the Alta Loma School District Support Center, 9390 Base Line Road and on the District's website at [www.alsd.k12.ca.us](http://www.alsd.k12.ca.us).

- ✓ 5. Public Employee Employment/Discipline/Dismissal/Release.  
Employment – Assistant Principal, Alta Loma Elementary School
- 6. Conference with Legal Counsel – Existing/Potential Litigation.  
(Government Code §54956.9(d)(1), and §54956.9(d)(2))

6:00 PM

**F. OPEN SESSION**

- 1. Required announcements (if any) regarding closed session action.

**G. PLEDGE OF ALLEGIANCE**

**H. PUBLIC COMMENT ANNOUNCEMENT**

The Board of Trustees welcomes comments from visitors, employees, employee groups, parent organizations and students. Prior to addressing the Board please complete the comment form located at the west entrance and give it to the Superintendent's Administrative Assistant.

The Board has set aside 45 minutes for the Public Comment, allowing a maximum of 5 minutes per individual.

The Public comment period is the opportunity for the public to address the Board on (1) items on the public session agenda; (2) items on the closed session agenda; and (3) other topics within the jurisdiction of the Board.

In accordance with the Brown Act, the Board will limit any responses to public comment to brief statements, referral to staff or referral to a future Board agenda.

**PLEASE NOTE: There will not be a separate opportunity to comment at the time each agenda item is addressed by the Board, unless the item specifically involves an agendaized public hearing. All public comment will be heard during the agendaized public comment section.**

Action

**I. APPROVAL OF MINUTES**  
09/21/22 (pp. 1-6)

**J. RECOGNITIONS AND PRESENTATIONS**

- 1. Introduction of newly appointed Assistant Principal, Alta Loma Elementary School, Sheryl Collins

**K. WRITTEN COMMUNICATIONS**

Documents addressed to Board members as communications during a Board of Education meeting are defined as letters from parents or community members regarding issues within the jurisdiction of authority of the Board of Education; information or reports from professional organizations; i.e., CSBA, SBCSBA, etc.; letters or reports from other public agencies; letters or reports from legislators; or letters or reports from district schools or staff.

- 1. The letter of approval of the 2022-23 Adopted Budget of the Alta Loma School District from San Bernardino County Business

Advisory Services presented for the Board's information.  
(pp. 7-12)

**L. PUBLIC COMMENT**

Consistent with the Public Comment Announcement above, this is the opportunity for the public to address the Board on (1) items on the public session agenda; (2) items on the closed session agenda; and (3) other topics within the jurisdiction of the Board.

**M. BOARD REPORT**

An opportunity for Board members to discuss items as follows:

1. Conferences, workshops, and meetings
2. School visitations and activities
3. CSBA and/or SBCSBA activities

Any other topics will be discussed at the agenda item(s).

**N. SUPERINTENDENT AND STAFF REPORTS**

An opportunity for the Superintendent to share matters of special interest or importance which are not on the Board agenda and/or special presentations of District programs or activities such as:

1. Curriculum/instructional updates
2. District Activities
  - a) Parent University 10/6/22 (Deer Canyon)
  - b) GATE Family Day 10/22/22 (VJH)
3. Timely events/information
  - a) Staff Development Day 10/10/22

Action

**O. CONSENT CALENDAR**

Actions proposed for Consent Calendar (block vote) items are consistent with approved practices of the District and are deemed routine in nature. Since Trustees receive Board agenda backup information in advance of scheduled meetings, they are prepared to vote with knowledge on the block vote items. Consent Calendar items are voted on at one time, although any such item can be considered separately at a Board member's request.

1. Recommend the Board approve routine agreements with the following vendors, and authorize Sherry Smith, Eric Hart and/or applicable administrators to sign all related documents:
  - 1) City of Santa Ana Santa Ana Zoo at Prentice Park.;
  - 2) La Verne Heritage Foundation. (pp. 13-14)
2. Recommend the Board approve payments to vendors in Board Payment Report, as presented. (p. 15)
3. Recommend the Board approve employment, terminations, resignations, leaves and temporary assignments, as presented. (pp. 16-22)

4. Recommend the Board accept the following donations:
  - a. Donation of \$90.00 from Velocity Fundraising Resources, Inc. to Alta Loma Junior High School's Student Fundraiser Account to be used to enhance the instructional program.
  - b. Donation of \$3,664.17 from Carnelian PTA to Carnelian Elementary School's Student Account to enhance the Instructional program.
  - c. Donation of \$26,871.84 from Hermosa Elementary PTA to Hermosa Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
  - d. Donation of \$50.00 from Angela Eisnbrey to Victoria Groves Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
  - e. Donation of \$450.00 from The Blackbaud Giving Fund by its agent, YourCause Edison International to Victoria Groves Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
  - f. Donation of \$310.94 from Kroger (Ralph's Club Reward Program) to Victoria Groves Elementary School's Student Fundraiser Account to be used to enhance the instructional program. (No exhibit)
5. Recommend the Board authorize Superintendent Dr. Sherry Smith, Associate Superintendents, Chris Deegan, Eric Hart, Assistant Superintendent, Donna Carlson and Board members, Brad Buller, Rebecca Davies, Jessica Martinez, and Sandie Oerly to attend the Riverside and San Bernardino County School Board Association Fall Joint Meeting on October 24, 2022 in Riverside, California. (No exhibit)

## **P. CURRICULUM AND INSTRUCTION**

- |               |  |
|---------------|--|
| First Reading | 1. Recommend the Board amend Board Policy related to Philosophy, Goals, Objectives and Comprehensive Plans, as presented.<br>BP 0430 – Comprehensive Local Plan For Special Education<br>(pp. 23-25)   |
| First Reading | 2. Recommend the Board amend Board Policy related to Community Relations, as presented.<br>BP 1250 – Visitors/Outsiders<br>(pp. 26-28)   |
| First Reading | 3. Recommend the Board amend Board Policies related to Students, as presented.<br>BP 5117 - Intra District Transfers<br>BP 5131.2 - Bullying / Harassment<br>BP 5132 – Dress And Grooming<br>BP 5145.9 - Hate Motivated Behaviors<br>(pp. 29-38) |
| First Reading | 4. Recommend the Board amend Board Policies related to Instruction, as presented.<br>BP 6170.1 – Transitional Kindergarten<br>BP 6173 – Education for Homeless Children<br>(pp. 39-47)   |

## Q. BUSINESS AND FINANCIAL PROCEDURES

First Reading	1. Recommend the Board adopt Board Policy related to Business and Noninstructional Operations, as presented. BP 3514 – Environmental Safety (pp. 48-49)			
First Reading	2. Recommend the Board amend Board Policies related to Facilities, as presented. BP 7110 – Facilities Master Plan BP 7150 – Site Selection And Development (pp. 50-55)			
Action	3. Recommend the Board approve Resolution No. 10-05-22, California Healthy Air, Plumbing, and Efficiency Program, and Authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (pp. 56-58)	—	—	—
Action	4. Recommend the Board approve the contract with Adams Silva & McNally LLP and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (pp. 59-62)	—	—	—

## R. HUMAN RESOURCES

First Reading	1. Recommend the Board amend Board Policy related to Personnel, as presented. BP 4030 – Nondiscrimination in Employment BP 4119.21/4219.21/4319.21 – Professional Standards (pp. 63-70)			
First Reading	2. Recommend the Board adopt Board Policy related to Personnel, as presented. BP 4219.24/4319.24 – Maintaining Appropriate Adult-Student Interactions (pp. 71-74)			
First Reading	3. Recommend the Board amend Board Policies related to Students, as presented. BP 5145.3 – Nondiscrimination/Harassment BP 5145.7 – Sexual Harassment (pp. 75-81)			
2nd Reading/Action	4. Recommend the Board adopt the reclassified job description and movement from range 20 to range 25 on the Classified Part-Time Hourly Anniversary Steps Schedule for Child Nutrition Worker as presented. (pp. 82-87)	—	—	—
2nd Reading/Action	5. Recommend the Board adopt the reclassified job description and movement from range 29 to range 33 on the Classified Part-Time Hourly Anniversary Steps Schedule for Behavior Intervention Assistant as presented. (pp. 88-94)	—	—	—
2nd Reading/Action	6. Recommend the Board adopt the reclassified job description and movement from range 13 to range 16 on the Classified Part-Time Hourly Anniversary Steps Schedule for Proctor as presented. (pp. 95-100)	—	—	—

2nd Reading/Action	7. Recommend the Board adopt the reclassified job description and movement from range 47 to range 50 on the Classified Benefitted Hourly Schedule for Maintenance Worker - Senior as presented. (pp. 101-106)	___	___	___
2nd Reading/Action	8. Recommend the Board adopt the reclassified job description and movement from range 38 to range 44 on the Classified Benefitted Hourly Schedule for the Maintenance, Operations, Transportation and Safety (M.O.T.S.) Administrative Secretary as presented. (pp. 107-113)	___	___	___
2nd Reading/Action	9. Recommend the Board adopt the reclassified job description and movement from range 44 to range 50 on the Classified Benefitted Hourly Schedule for the Risk Management and Employee Benefits Specialist as presented. (pp. 114-120)	___	___	___

**S. BOARD INFORMATION/DISCUSSION**

1. Budget update
2. Bond progress
3. Future agenda items

**T. ANNOUNCEMENTS**

1. The date of the next regular meeting of the Board of Trustees is Wednesday, October 19, 2022, 5:00 PM at The District Support Center, 9390 Base Line Road.

**U. ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, ALTA LOMA SCHOOL DISTRICT, COUNTY OF SAN BERNARDINO–WEDNESDAY, SEPTEMBER 22, 2022**

OPEN SESSION, CALL TO ORDER AND ROLL CALL

The closed session portion of the meeting was called to order by Board President Brad Buller at 5:00 PM. Present were members Buller, Davies, Martinez, and Roberts. Member Oerly arrived at 5:15 PM. Absent none.

PUBLIC COMMENT ON CLOSED SESSION ITEM

None.

ADOPTION OF AGENDA

Moved by Mrs. Davies, seconded by Mr. Roberts, and carried unanimously to adopt the agenda of the meeting as presented.

CLOSED SESSION

The Board adjourned to closed session at 5:01 PM for the purpose of discussing matters expressly authorized by Government Code Section §3549.1, §54956.9, §54956.9(d), §54957, and §54957.6.

REGULAR OPEN SESSION/ANNOUNCEMENTS

The Board convened to regular open session at 6:05 PM and the following announcements were made regarding closed session.

The Board took action in closed session to ratify the settlement agreement for OAH Case #2022060742 in the amount of \$4,830.00. Moved by Mrs. Davies, seconded by Mr. Roberts and carried with the following vote to ratify the settle agreement for OAH Case #2022060742.

AYES:	4 (Buller, Davies, Martinez, Roberts)
NOES:	0
ABSENT:	0
ABSTAIN:	1 (Oerly)

The Board took action in closed session to appoint the position of Assistant Principal, Alta Loma Elementary School, effective date to be determined. Moved by Mr. Roberts, seconded by Mrs. Davies and carried with the following vote to appoint the position of Assistant Principal, Alta Loma Elementary School:

AYES:	5
NOES:	0
ABSENT:	0
ABSTAIN:	0

PLEDGE OF ALLEGIANCE

Mr. Buller led the flag salute.

PUBLIC COMMENT ANNOUNCEMENT

Mr. Buller read aloud the Public Comment Announcement.

APPROVAL OF MINUTES

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**September 22, 2022**

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Moved by Mrs. Oerly, seconded by Mr. Roberts and carried unanimously to approve the meeting minutes of September 9, 2022 as presented.

**RECOGNITIONS AND PRESENTATIONS**

Summer School Presentation was shared with the Board. Summer School Principal, Jenny Rice, Extended School Year Principal, Joylynn Peralta along with Director of Special Education, Lizabeth Pina, Director of Student Programs, Susie Melton, and Director of Student Services, Cara Cerecerez gave the Board a snapshot of ALSD Summer School, ESY Summer School, and the Explore Program.

**PUBLIC COMMENT**

None.

**PUBLIC HEARING**

None.

**BOARD REPORTS**

Board member Dave Roberts ... participated in Vineyard's Dine-Out night, enjoyed his spaghetti dinner; thanked administrative staff for all their diligence in providing information to the Board.

Board member Jessica Martinez ... September 10, attended a Meet n' Greet at Heritage Park for candidates that are currently running for Areas 1 and 3; happy to see the community engagement, there was over 100 people in attendance; September 13, attended a Special Education Quarterly Information Webinar, held by the California Department of Education; member Martinez encouraged her fellow Board members to attend; they addressed the proficiency for students with disabilities against grade level academic standards; September 19, attended an event held by San Bernardino County Patriots, titled "Back to Better Schools", the keynote speaker shared that California is number 46 out of the 52 States in academic achievement.

Board member Rebecca Davies ... attended the Board candidate workshop on September 15, put on by Superintendent Smith and Executive Cabinet; 9/19 attended the parenting seminar "Parenting in the Digital World" by Clay Cranford, "Cyber Cop"; he had lots to say about the digital world and the safety of our students; Clay Cranford has a book "Parenting in the Digital World" and recommends the "Bark" app; Bark provides families with the tools they need to raise kids in the digital age; it's not a save all, but a great tool.

Board member Sandie Oerly ... Nothing to report out.

Board member Brad Buller ... Nothing to report out.

**SUPERINTENDENT AND STAFF REPORTS**

Superintendent Smith piggy backed what Board member Davies shared on the Parenting in the Digital World presentation, it was great to be in the back row to see the conversations that were happening amongst the parents. Clay will be returning to train our Management Team in early October on Threat Assessment. Clay doesn't do the lockdown procedures, or incident command, he trains on every single national school shooting, active shooter that has happened, he trains us



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on there was evidence. Clay will be training our Management Team on what to look for before it happens.

Superintendent Smith reminded everyone that tomorrow night is the State of the District at Banyan Elementary. She is looking forward to it, every time there has been good feedback, Executive Cabinet has debriefed and adjusted the presentation to reflect. Staff has collected a lot of good data for the LCAP.

Associate Superintendent Chris Deegan shared that the District had their two math nights, one on the East Side and one on the West Side. It was a highlight to see our students and their parents together engaging in math. Excited about the parent offerings that the District has had the ones still to come. Parent University will be back this year in-person on October 6, 5:15pm-8:15pm at Deer Canyon Elementary. The District has a new web page that is linked to the District website under the Students/Families tab. This new web page houses all the parent offering opportunities.

Elementary Parent Conferences begin tomorrow, this is a great opportunity for early intervention and collaboration with parents to work together to support our students. Junior High Conferences will begin next week.

### CONSENT CALENDAR

Moved by Mrs. Oerly, seconded by Mrs. Davies, and carried unanimously to adopt the following Consent Calendar items:

#### Vendor Agreements

Approved agreements with the following vendors, and authorized Sherry Smith, Eric Hart, and/or applicable administrators to sign all related documents: 1) Athena Purple Bee, LLC; 2) Chess Masters; 3) Cintas Corporation; 4) The Discovery Farm Team; 5) GO Architects; 6) Jenjoink aka Jorry Keith; 7) La Verne Heritage Foundation; 8) Riverside County Superintendent of Schools.

#### Board Payment Report

Approved the Board Payment Report, as presented.

#### Routine Personnel Items

Approved employment, terminations, resignations, leaves and temporary assignments, as presented.

#### Donations

Accepted with appreciation the following donations:

1. Donation of playground equipment and school supplies estimated donation amount of \$500.00 from Community Church Rancho to Alta Loma Elementary School to be used to enhance the instructional program.
2. Donation of \$50.00 from The Blackbaud Giving Fund to Alta Loma Junior High School's Student Fundraiser Account to be used to enhance the instructional program.
3. Donation of \$1,350.91 from Carnelian PTA to Carnelian Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
4. Donation of \$29,000 from Jasper Elementary School's PTA to Jasper Elementary School's Student Fundraiser Account to be used to enhance the instructional program.

#### Agreement with Loma Linda University

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Approved the agreement with Loma Linda University for the assignment of Speech Language Pathologist and authorize Superintendent Sherry Smith to sign all related documents.

Conference Attendance

Authorized Associate Superintendent, Eric Hart to attend the 2022 CASBO CBO Symposium in Monterey, CA, November 16, 2022 – November 18, 2022, and approve all related expenses.

BUSINESS AND FINANCIAL PROCEDURES

Board Policies related to Business and Noninstructional

A second reading was held. Moved by Mr. Roberts, seconded by Mrs. Oerly and carried unanimously to amend Board Policies related to Business and Noninstructional Operations, as presented.

- BP 3110 – Transfer of Funds
- BP 3550 – Food Service/Child Nutrition Program
- BP 3551 – Food Service Operations/Cafeteria Fund
- BP 3553 – Free and Reduced Price Meals

Board Policies related to Business and Noninstructional

A second reading was held. Moved by Mrs. Oerly, seconded by Mrs. Davies and carried unanimously to adopt Board Policies related to Business and Noninstructional Operations, as presented.

- BP 3523 – Electronic Signatures

Contracts Awarded

Moved by Mrs. Oerly, seconded by Mrs. Davies, and carried unanimously to award the following contract for Bid #2022-23-01 Victoria Groves Elementary School Modernization & Portable Classrooms and Jasper Elementary School Restroom Remodel, and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents:

- Trade Category #07 Casework – David M. Bertino Manufacturing, Inc., in the amount of \$198,300
- Trade Category #08 Roofing & Sheet Metal – Rite-Way Roof Corporation, in the amount of \$1,560,440
- Trade Category #12 Tile – Floored Tile and Stone, in the amount of \$167,000
- Trade Category #13 Acoustical Treatment – Elljay Acoustics, Inc., in the amount of \$119,425
- Trade Category #15 Painting – Simmons & Wood, Inc., in the amount of \$200,717
- Trade Category #16 General Works – Spec Construction Co., Inc., in the amount of \$2,762,750
- Trade Category #21 Plumbing – Empyrean Plumbing, Inc., in the amount of \$503,316
- Trade Category #23 Electrical & Low Voltage – Rancho Pacific Electric Construction, Inc., in the amount of \$1,828,000
- Trade Category #27 Abatement & Demolition – Janus Corporation, in the amount of \$551,700

Change Directives

Moved by Mrs. Oerly, seconded by Mrs. Davies, and carried unanimously to grant authority to the Associate Superintendent of Administrative Services to approve certain Modifications, Change Orders, or Immediate Change Directives (subject to the limits of the delegation of Authority provided by the Board) for Hermosa Elementary School Modernization Project. Furthermore, we request authorization for Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Granted authority to the Associate Superintendent of Administrative Services to approve certain Modifications, Change Orders, Immediate Change Directives (subject to the limits of the delegation of Authority provided by the Board) for Victoria Groves Elementary School Modernization Project & Portable Classrooms and Jasper Elementary School Restroom Remodel. Furthermore, we request authorization for Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Meal Prices

Moved by Ms. Martinez, seconded by Mrs. Davies and carried unanimously to approve Child Nutrition meal prices for the 2022-23 school year as presented.

Contracts rejected

Moved by Mrs. Oerly, seconded by Mr. Roberts, and carried unanimously to reject the bid from Caston, Inc. and award the contract for Bid #2022-23-01, Trade Category #10 Gypsum/Plaster/Insulation for Victoria Groves Elementary school Modernization & Portable Classrooms and Jasper Elementary School Restroom Remodel to Spec Construction Co., Inc., in the amount of \$526,500 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Moved by Mrs. Oerly, seconded by Mrs. Davies, and carried unanimously to reject the bid from Continental Flooring, Inc. and award the contract for Bid #2022-23-01, Trade Category #14 Flooring for Victoria Groves Elementary school Modernization & Portable Classrooms and Jasper Elementary School Restroom Remodel to Riccardi Floor Covering, Inc., in the amount of \$152,050 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Moved by Mrs. Oerly, seconded by Mr. Roberts, and carried unanimously to reject the bid from ACH Mechanical Contractors, Inc. and award the contract for Bid #2022-23-01, Trade Category #22 HVAC, for Victoria Groves Elementary school Modernization & Portable Classrooms and Jasper Elementary School Restroom Remodel to RAN Enterprises, Inc., in the amount of \$946,000 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

HUMAN RESOURCES

Coaching Services

Moved by Mr. Roberts, seconded by Mrs. Davies, and carried with the following vote to approve the Coaching Services Agreement with Association of California School

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
September 22, 2022

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Administrators/Foundation for Educational Administration and authorize Assistant Superintendent of Human Resources, Donna Carlson to sign all related documents.

AYES: 4 (Buller, Davies, Oerly, Roberts)  
NOES: 1 (Martinez)  
ABSENT: 0  
ABSTAIN: 0

Paid Internship

Moved by Mr. Roberts, seconded by Mrs. Oerly, and carried unanimously to approve the Paid Internship Credential Program Agreement with National University, effective August 18, 2022 and authorize Superintendent Sherry Smith and/or Eric Hart to sign all related documents.

Job Descriptions

First Readings were held for reclassified job descriptions:

- Child Nutrition Worker
- Behavior Intervention Assistant
- Proctor
- Maintenance Worker – Senior
- Maintenance, Operations, Transportation and Safety (M.O.T.S.) Administrative Secretary
- Risk Management and Employee Benefits Specialist.

BOARD INFORMATION/DISCUSSION

Budget Update

The auditors are here this week.

ANNOUNCEMENTS

The date of the next regular meeting of the Board of Trustees is Wednesday, October 5, 2022, 5:00 PM at Alta Loma School District Support Center, 9390 Base Line Road.

ADJOURNMENT

The Board adjourned the meeting at 7:09 PM.



# San Bernardino County Superintendent of Schools

Ted Alejandre  
County Superintendent

*Transforming lives through education*

September 14, 2022

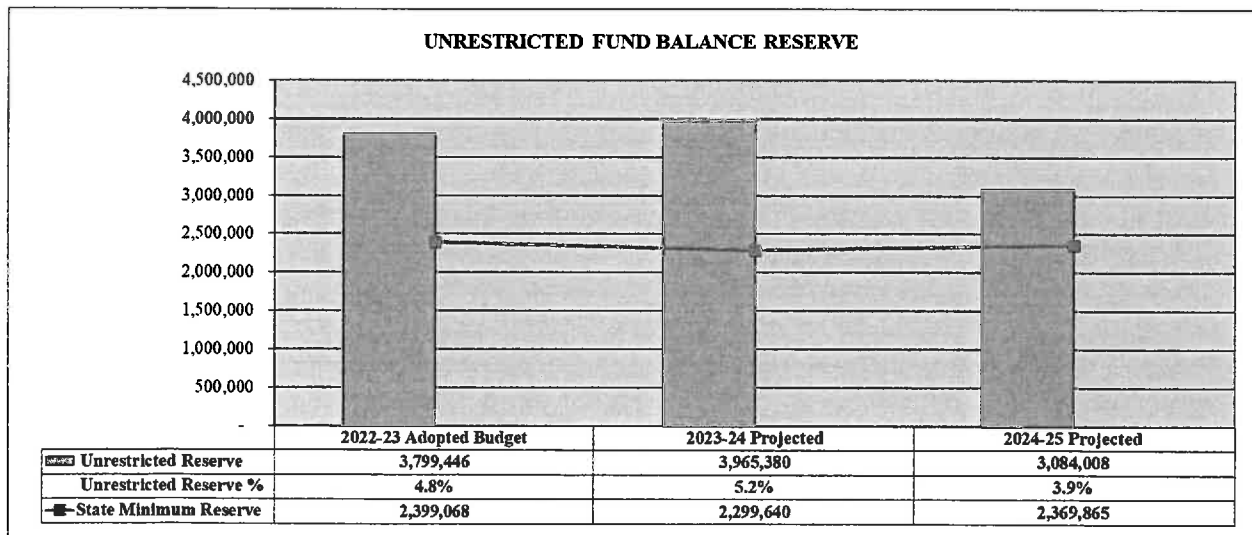
Christina Bentz  
Board President  
Alta Loma Elementary School District  
9390 Base Line Road  
Alta Loma, CA 91701

Dear Ms. Bentz:

Thank you for the submission of the 2022-23 Adopted Budget. We recognize the district's efforts in the development of a budget and financial plan that provides for ongoing financial stability. The Governor signed the State Budget Act and corresponding trailer bills on June 30, 2022. The provisions of these bills, coupled with the advice contained in the Common Message – Adopted Budget/45-Day Revision 2022, were used in our review.

The Education Support Services (ESS) Local Control Accountability Plan (LCAP) Office has informed Business Advisory that the district's LCAP has been approved. The 2022-23 Adopted Budget of the **Alta Loma Elementary School District** has been reviewed and **approved** pursuant to the provisions of Education Code Section 42127 (a) through (d) and the approval of the district's LCAP pursuant to the provisions of Education Code 52060.

As adopted by the district's Governing Board, the budget reflects an unrestricted ending balance reserve in the General Fund of 4.8% in 2022-23, 5.2% in 2023-24, and 3.9% in 2024-25.

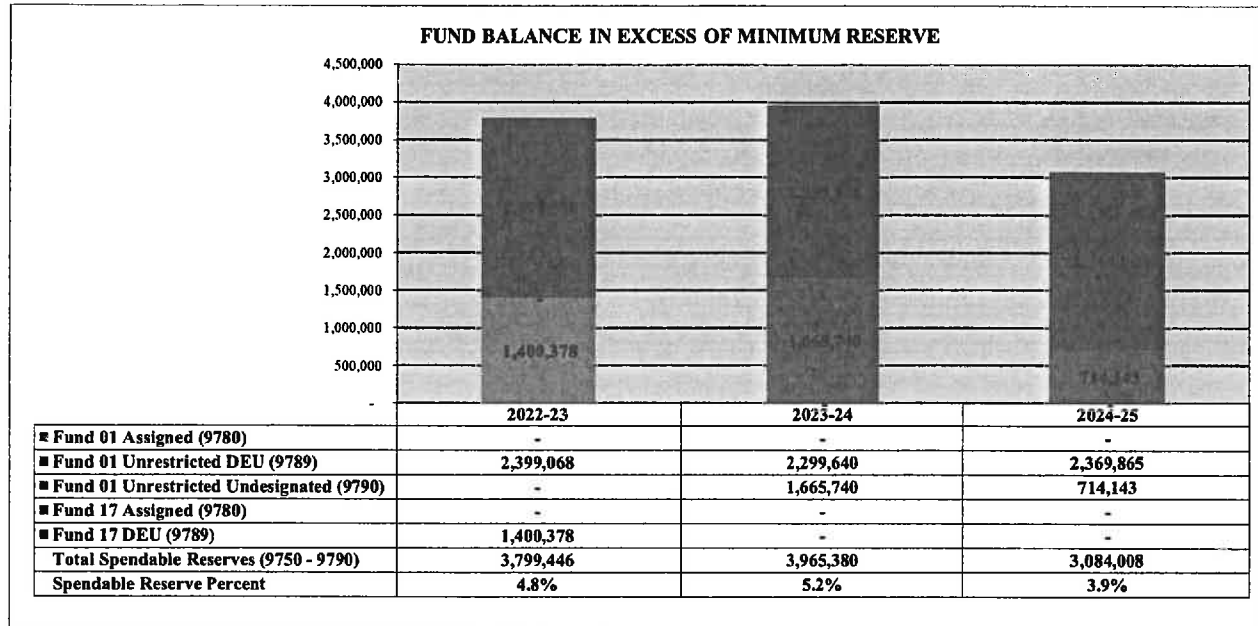


In addition, EC 42127.01 prohibits school districts from having assigned and unassigned fund balances in excess of 10% in the fiscal year immediately after a fiscal year in which the amount of moneys in the Public School System Stabilization Account (PSSSA), also known as the Proposition 98 Rainy Day Fund, exceeds 3% of the combined total of General Fund revenues appropriated for school districts statewide. This

Business Services • Richard De Nava, Assistant Superintendent

Business Advisory Services • Thomas Cassida, Director  
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provision is commonly known as the reserve cap. School districts identified as Basic Aid or that have fewer than 2,501 ADA are exempt from the reserve cap. All the conditions were met in the 2021-22 fiscal year, making the 10% cap operable in the 2022-23 fiscal year. The following chart shows the total of Assigned and Unassigned balances in the General and Special Reserve for Other than Capital Outlay Funds.



The approval of the Adopted Budget is based on an assessment and analysis of the following additional major components of the district's budget:

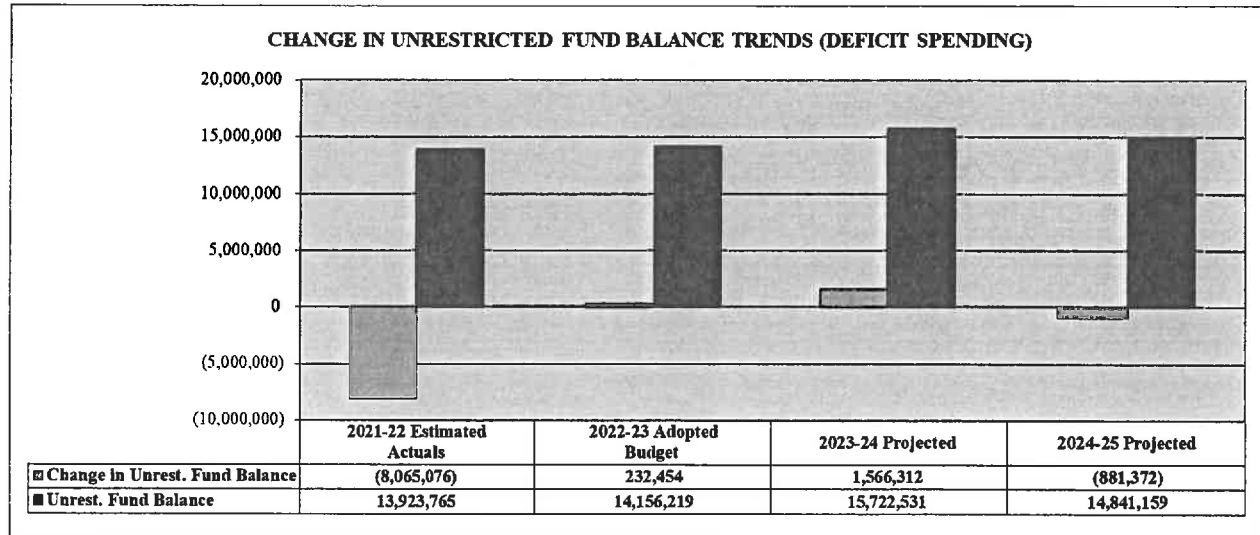
- Unrestricted Deficit Spending Trends
- Average Daily Attendance (ADA) & Enrollment Projections
- Current and Multiyear Projections
- Negotiations Status/Salaries and Benefits Trends
- Long Term Debt
- Cash Flow
- Future Risks
- State Enacted Budget – 45 Day Revision

The budget is a dynamic document that reflects the Governing Board's plan for receipt of revenues and utilization of expenditures to meet the goals and financial obligations of the school district in the coming year based on the information known to the district and board at the time of adoption. To assure that the budget continues to reflect that plan, the following items should be taken into consideration:

- **UNRESTRICTED DEFICIT SPENDING** – The district is projecting no deficit spending in the current and 2023-24 fiscal years. However, deficit spending of \$881,372 is projected for fiscal year 2024-25. This deficit spending appears to be attributed to increases in salaries and benefits and other operational costs. Anticipated deficit spending should be for one-time, non-recurring expenditures to avoid depletion of the district's ongoing unrestricted reserves.

With no deficit spending, the district is within the established state standard for the current and 2023-24 fiscal years. However, the district is not within the established state standard for 2024-25 fiscal year. The State's established standard is one-third (1/3) of the district's available unrestricted reserve percentage.

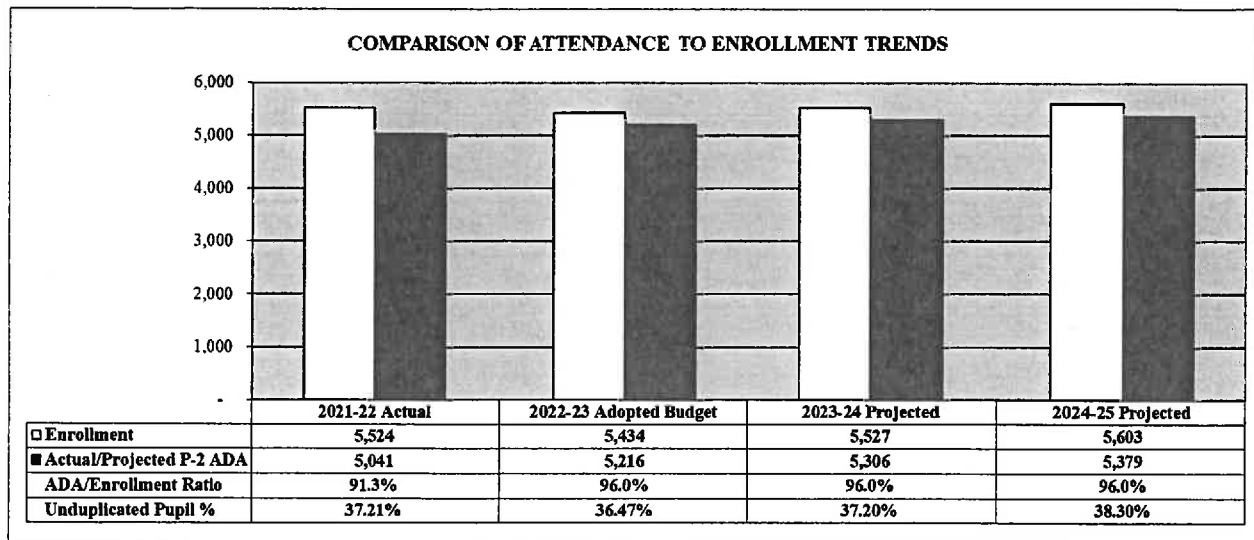
The following chart displays the actual Unrestricted General Fund balance change for the prior fiscal year, the projected adopted budget, and board approved multi-year financial projections reflecting the 2023-24 and 2024-25 fiscal years.



- AVERAGE DAILY ATTENDANCE (ADA) & ENROLLMENT PROJECTIONS** – The district is projecting 2022-23 P-2 ADA of 5,216 or a 1.63% increase over prior year P-2 ADA. Based on an enrollment projection of 5,434, current year ADA to enrollment ratio is anticipated to be 96.0%. Enrollment and ADA to enrollment ratio are projected to be 5,527 and 96.0% for 2023-24 and 5,603 and 96.0% 2024-25. Additionally, the district is projecting its Unduplicated Pupil Percentage (UPP) to be 36.47% in 2022-23, 37.20% in 2023-24, and 38.30% in 2024-25.

The state's standard is based on the average ratio of P-2 ADA to enrollment over the past three years. Based on the enrollment and ADA projections for the current and two subsequent fiscal years, the district is within the state standard of 98.1% for each of those years. Although the district appears to be projecting ADA at a reasonable level based on state standards, we recommend that the district continue to monitor changes in attendance and enrollment closely. If the projected ADA or enrollment does not materialize as anticipated, the board will need to adjust the budget accordingly.

The following chart displays the district's actual reported ADA and enrollment in the 2021-22 fiscal year along with the district's projected ADA and enrollment for the budget and two subsequent fiscal years. Since a substantial portion of a school district's revenue is derived from ADA, it is imperative to monitor the correlation between enrollment and ADA closely.



- **CURRENT AND MULTIYEAR PROJECTIONS** – Our review included an analysis of the district’s projection of revenues and expenditures in the current and two subsequent fiscal years. The projection of current and subsequent state aid appears to be reasonable. Expenditure projections for the current and two subsequent years also appear to be reasonable. The district has set committed reserves of \$11,632,474.
- **NEGOTIATIONS STATUS/SALARIES AND BENEFITS TRENDS** – The information submitted with your Adopted Budget indicates that salary negotiations have not been concluded for the 2022-23 fiscal year with the certificated bargaining unit. The district does not have a classified bargaining unit. The documents also indicate that there are no potential increases included in the adopted budget or subsequent fiscal years other than annual step and column advancements. Additionally, the district has included an estimated increase in health benefits costs of 5% in the assumptions for future years. Please keep us apprised of the status of the district’s negotiations process.

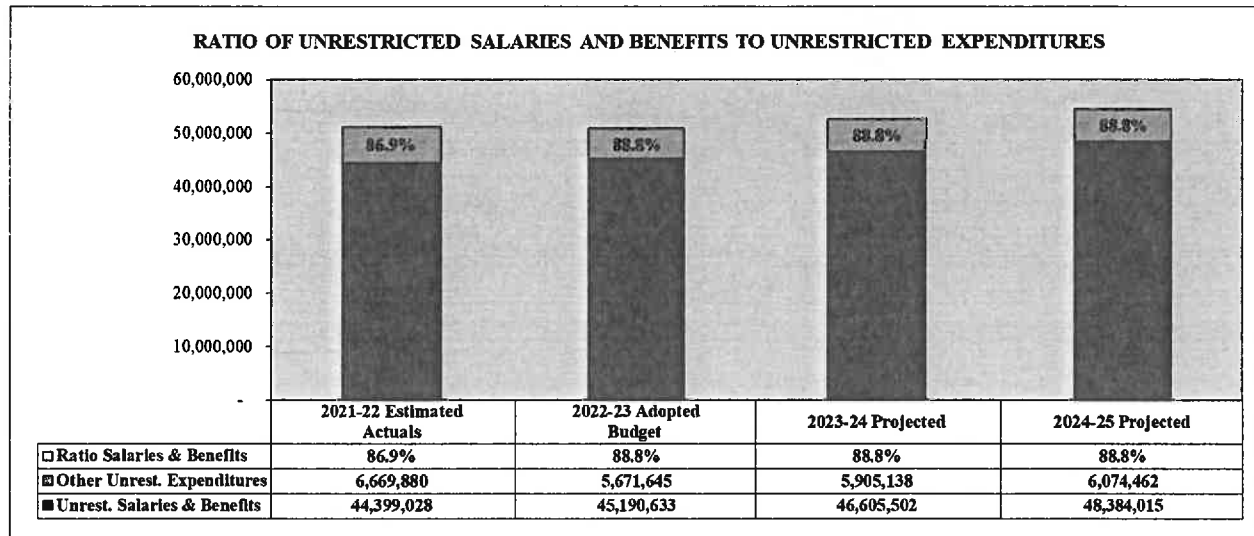
Pursuant to AB 1200/2756 (GC 3540 et seq.), please provide an analysis and disclosure of the costs or savings associated with any proposed or tentative agreements and/or Memoranda of Understanding (MOUs) at least ten days prior to adoption by the board. This analysis must be disclosed at a public board meeting regardless of whether there is an increase, decrease, or no change in expenditures or language. Budget transfers implementing the adjustments must also be posted in the financial system no later than 45 days after approval of the agreement by the Governing Board. If the costs associated with a negotiated salary or benefit increase reduce the available unrestricted ending balance below the required state minimum reserve level in the current and/or two subsequent fiscal years, the district’s Governing Board will be required to take action to reduce other expenditures to maintain the required state reserves in the current and two subsequent fiscal years.

An outline of the disclosure procedures and a copy of the required disclosure documents are available in an EXCEL format on the San Bernardino County Superintendent of Schools, Business Administrators website ([http://www2.sbcss.k12.ca.us/sbcss/busServe/bas\\_FormFI.php](http://www2.sbcss.k12.ca.us/sbcss/busServe/bas_FormFI.php)), under AB1200/AB2756 Salary disclosure. Instructions for completing these forms are also available on the website.

Most of a school district’s budget is spent on salaries and benefits. If salaries and benefits are growing at a rate faster than total expenditures, these costs will consume a disproportionately greater share of the district’s resources, putting significant pressures on the rest of the budget. The following chart shows the percentage of unrestricted salaries and benefits to the total unrestricted general fund expenditures for the prior year, adopted budget, and multi-year projections. The state’s established standard is based on an



average of the district's three prior years of unrestricted salaries to total unrestricted expenditures. The district's ratio of unrestricted salaries and benefits to total unrestricted expenditures is within the state's established standard for the current fiscal year, with 88.8% of unrestricted expenditures being consumed by salaries and benefits costs.



- **LONG TERM DEBT** – The district's 2020-21 Audit report identifies the district's Net Liability for Other Post-Employment Benefits (OPEB) of \$14,367,736 as long-term debt. The Audit Report also identifies the district's Net Pension Liability of \$68,647,796 as long-term debt. This is recognition of the present value of the district's portion of the unfunded liability for earned CalSTRS and CalPERS retirement benefits. The district's portion is approximately 0.05292% (CalSTRS) and 0.05659% (CalPERS) of the Statewide liability.
- **CASH FLOW** – Our review of the 2022-23 cash flow provided with the Adopted Budget indicates that the district will have a positive cash balance at the end of each month and at the end of the fiscal year. Additionally, the district's LCFF is computed to be 15.4% Property Taxes and 84.6% State Aid. A good cash projection will allow the district to schedule expenditures in months when adequate cash will be available and plan for temporary borrowing, as necessary.
- **FUTURE RISKS** – There are significant inherent risks with the LCFF funding model. A district's ability to mitigate these risks will depend on the flexibility that exists in its financial structure.

The current risks that could have a significant impact on the district's fiscal wellbeing are as follows:

1. The uncertainty related to the pandemic.
  2. LCFF/LCAP spending and carryover requirements for Supplemental and Concentration Funding may encroach on Base Funding
  3. Projected increases to CalPERS and CalSTRS employer contributions may be larger than funding increases
  4. The effects of the Federal Budget may have an impact on State funding
- **STATE ENACTED BUDGET – 45 DAY REVISION** – Our review has been based on the latest information available to this office with the 2022-23 State Enacted Budget. Please remember that Education Code Section 42127(i)(4) requires that:

*"Not later than 45 days after the Governor signs the annual Budget Act, the school district shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act".*

The 45-day period ended August 15, 2022. We ask that these revisions be included in the 2022-23 First Interim Financial Report submission, which is due to our office per Education Code § 42130 on or before December 15, 2022.

- **CONCLUSION** – In these times of uncertainty, districts are reminded that financial pressures are prevalent, even with the large influx of one-time dollars. Base costs of step and column, health benefits, and especially retirement contributions will continue to increase but one-time dollars will eventually be gone. It is important during these times that school districts stay proactive and cautious by developing budgets and contingency plans that allow the most flexibility in resource allocation as possible so that they can quickly react to unexpected decreases in revenues and/or unexpected increases in expenditures.

We anticipate a timely year-end closing of the 2021-22 financial records by the district, along with the annual audit by the district's external auditors, which will determine the actual beginning fund balances for 2022-23 and audited ending balances for 2021-22. These actions will ultimately affect the availability of reserves for the 2022-23 operating budgets. The audit report is due to our office on or before December 15, 2022.

Any questions concerning the review of the district's 2022-23 Adopted Budget may be addressed to me at (909) 386-9678.

Sincerely,



Lisa Regalado  
Business Services Advisor  
Business Advisory Services

LR:bp


cc: Rich De Nava, Assistant Superintendent, Business Services – SBCSS  
Miki Inbody, Assistant Superintendent, Education Support Services – SBCSS  
Tom Cassida, Director, Business Advisory Services – SBCSS  
Karen Strong, Director, Local Control and Accountability Plan – SBCSS

J:\Financial Reporting\2022-23\Adopted Budget \Letters\2022-23 Alta Loma Appr Budget Ltr FINAL Board Pres



## Administrative Services Memorandum

**To:** Dr. Sherry Smith, Superintendent

**From:**  Eric Hart, Associate Superintendent, Administrative Services

**Date:** October 5, 2022

**Subject:** Approval of Routine Agreements

**BACKGROUND:** Board Policy 3300 (Expenditures/Expending Authority) requires that all agreements must be approved or ratified by the Board.

**RATIONALE:** The attached list summarizes the agreements that require Board approval. The summary lists the vendors, a description of services and comments and responsible administrator/manager.

**FUNDING:** Per attached requisition summary.

**RECOMMENDATION:** Recommend the Board approve routine agreements with the following vendors:


1. City of Santa Ana, Santa Ana Zoo at Prentice Park
2. La Verne Heritage Foundation

<b>VENDOR</b>	<b>DESCRIPTION/COST</b>	<b>RESPONSIBLE ADMINISTRATOR OR MANAGER</b>
City of Santa Ana, Santa Ana Zoo at Prentice Park	Field trip fees for Carnelian Elementary second grade students on October 20, 2022. Prepayment is required. Total cost is \$13 per student and adult.	Principal
La Verne Heritage Foundation	Field trip fees for Carnelian Elementary kindergarten students to attend the pumpkin patch on October 17, 2022. Prepayment is required. Total cost is \$10 per student and \$2 per adult.	Principal
La Verne Heritage Foundation	Field trip fees for Hermosa Elementary Preppy K students to attend the pumpkin patch on October 24, 2022. Prepayment is required. Total cost is \$10 per student.	Principal
La Verne Heritage Foundation	Field trip fees for Victoria Groves Elementary TK students to attend the pumpkin patch on October 24, 2022. Prepayment is required. Total cost is \$10 per student.	Principal



## Administrative Services Memorandum

**To:** Dr. Sherry Smith, Superintendent

**From:**  Eric Hart, Associate Superintendent, Administrative Services


**Date:** October 5, 2022

**Subject:** Approval of District Purchase Orders and Payments to Vendors

Total of Purchase Orders: \$1,911,034.82

Total Payments to Vendors (All Funds): \$1,375,932.47

**RECOMMENDATION:** Recommend the Board approve purchase orders and payments to vendors in Board Purchase Order Report and Board Payment Report as presented.


**PREPARED BY:**  Jennifer Burton, Confidential/Administrative Secretary, Administrative Services



**Alta Loma**  
SCHOOL DISTRICT

## **Human Resources Memorandum**

**To:** Dr. Sherry Smith, Superintendent

**From:**  Donna Carlson, Assistant Superintendent, Human Resources

**Date:** October 5, 2022

**Subject:** Approval of Routine Personnel Items

**RECOMMENDATION:** Recommend the Board approve appointments, terminations, status changes and leaves of absence as presented.

ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
October 5, 2022

**CERTIFICATED PERSONNEL**

**I. RECOMMENDED APPOINTMENTS**

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	POSITION CODE/SALARY
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**Administrative**

None

**Temporary**

Frank Payton Starke	09/22/22	Teacher, Special Education Banyan Elementary	CETEAC0048, Salary C-1
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**Temporary Extension**

None

**Probationary 1**

Nancy Flippin	09/19/22	Teacher, Special Education, Alta Loma Junior High School	CETEAC0102, Salary D-13
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**Probationary 2**

None

**II. CHANGE OF STATUS**

(Change in site or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
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**Leave of Absence**

None

NAME	EFFECTIVE	ASSIGNMENT/SITE/CODE
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None

ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
October 5, 2022

**CERTIFICATED PERSONNEL, continued**

**III. OTHER PERSONNEL**  
(Stipends & Limited Assignments)

NAME	EFFECTIVE	ASSIGNMENT
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None

**IV. RESIGNATIONS**

NAME	EFFECTIVE	POSITION/SITE/CODE
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None

**V. TERMINATION OF EMPLOYMENT**

NAME	EFFECTIVE	POSITION/SITE/CODE
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None

**VI. CORRECTIONS**

NAME	EFFECTIVE	CORRECTION
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Rashea Wynn-Klein	09/19/22	From: Change of Status to Teacher, Independent Study, DSC Effective Date 09/22/22 To: Effective Date 09/19/22
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ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
October 5, 2022

**CLASSIFIED PERSONNEL**

**I. RECOMMENDED APPOINTMENTS**

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY/HOURS
Amanda Albrecht	09/26/22	Instructional Aide, Title 1, Alta Loma Elementary	CLAIDE0376, Salary 22-A, 3.5 hours a day
Audrey Burckel	10/03/23	ELO-P Activities/Enrichment Assistant, Hermosa Elementary	CLCCRE0022, Salary 25-A, 5.5 hours a day
Lisa Cain-Hernandez	10/03/22	Licensed Vocational Nurse, 1:1, Banyan Elementary	CLLVNR0006, Salary 50-B, 5 hours plus additional temporary .8 hours a day
Marie-Claire Diaz	09/20/22	Proctor, Victoria Groves Elementary	CLPCTR0381, Salary 13-A, 3.2 average hours a day
Eden Flexen	10/03/22	Proctor, Victoria Groves Elementary	CLPCTR0380, Salary 13-A, 2.6 average hours a day
Patricia Givens-Crowell	09/19/22	Instructional Aide, SDC, Jasper Elementary	CLAIDE0291, Salary 23-A, 3 hours a day
Dasha Hoskins	09/20/22	Instructional Aide, SNA, Jasper Elementary	CLAIDE0312, Salary 29-A, 3.5 hours plus additional 2.3 average hours a day
Shania Ilagan	09/26/22	Instructional Aide, SNA, Carnelian Elementary	CLAIDE0228, Salary 29-A, 3.5 hours plus additional temporary 1 hour a day
Samantha King	09/20/22	ELO-P Activities/Enrichment Assistant, Victoria Groves Elementary	CLCCRE0106, Salary 25-A, 5.5 hours a day
Lorrain Mattson	09/20/22	ELO-P Site Coordinator, Stork Elementary	CLCCRE0501, Salary 35-S, 8 hours a day
Ashley Moyer	10/03/22	Child Nutrition Worker, Alta Loma Elementary	CLCNWK0021, Salary 25-A, 3.5 hours a day
Gina Murty	10/03/22	Instructional Aide, Title 1, Carnelian Elementary	CLAIDE0375, Salary 22-A, 3.5 hours a day
Mercy Odell	10/03/22	Child Nutrition Worker, Banyan Elementary	CLCNWK0044, Salary 20-B, 1 hour a day

**Temporary Appointment**

None

ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
October 5, 2022

**CLASSIFIED PERSONNEL, continued**

**II. CHANGE OF STATUS**

(Change in site, position or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Angelica Garcia	09/19/22	From:	ELO-P Activities/Enrichment Assistant, Banyan Elementary, CLCCRE0110, Salary 25-B, 5.5 hours a day
		To:	ELO-P Site Coordinator, Jasper Elementary, CLCCRE0401, Salary 35-A, 8 hours a day
Stephanie Knight	10/03/22	From:	Behavior Intervention Assistant, DSC, CLASST0005, Salary 29-A, 5 hours a day
		To:	Instructional Aide, SNA, Alta Loma Junior High School, CLAIDE0369, 3.5 hours plus additional temporary 2.25 hours a day
Marisol O'Donnell	09/19/22	From:	Instructional Aide, 6th Grade Math, Short Term, Carnelian Elementary, CLAIDE0336, Salary 22-B, 3.5 hours a day
		To:	Instructional Aide, Title, CLAIDE0170
Aja Richards	09/19/22	From:	Proctor, Victoria Groves Elementary, CLPCTR0382, Salary 13-B, 3.5 hours a day
		To:	ELO-P Activities/Enrichment Assistant, Jasper Elementary, CLCCRE0005, Salary 25-B, 5.5 hours a day
Arlene Trejo-Garcia	09/19/22	From:	Proctor, Victoria Groves Elementary, CLPCTR0380, Salary 13-B, 3 hours a day
		To:	CLPCTR0382, 3.5 hours a day
Monica Ulloa	09/19/22	From:	ELO-P Site Coordinator, Stork Elementary, CLCCRE0501 Salary 35-B, 8 hours a day
		To:	Carnelian Elementary, CLCCRE0201
Shelly Vance	09/21/22	From:	Proctor, Victoria Groves Elementary, CLPCTR0385, Salary 13-B, 3.65 average hours a day
		To:	ELO-P Activities/Enrichment Assistant, CLCCRE0013, Salary 25-B, 5.5 hours a day

ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
October 5, 2022

**CLASSIFIED PERSONNEL, continued**

**II. CHANGE OF STATUS, continued**  
(Change in site, position or hours)

**Leave of Absence**

NAME	EFFECTIVE	POSITION/SITE/CODE
Fatema Shamim	01/17/23 to 01/31/23	Child Nutrition Worker, Deer Canyon Elementary, CLCNWK0017

**Return from Leave of Absence**

NAME	EFFECTIVE	POSITION/SITE/CODE
None		

**III. CHANGE OF CALENDAR**

NAME	EFFECTIVE	POSITION/SITE/CODE	CALENDAR
None			

**IV. OTHER PERSONNEL**  
(Stipends & Limited Assignments)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY
Raylene Munoz	10/03/22	ELO-P Lead Coordinator, East, DSC	CLCCRE0802, \$200 a month

**V. RESIGNATIONS**

NAME	EFFECTIVE	ASSIGNMENT
Donald Canchola, Jr.	09/21/22	Maintenance Worker, Intermediate, CLMNWK0010, DSC
Kaitlin Coyle	09/30/22	Instructional Aide, ALC, CLAIDE0034, Alta Loma Junior High School

ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
October 5, 2022

**CLASSIFIED PERSONNEL, continued**

**VI. TERMINATION OF EMPLOYMENT**

NAME	EFFECTIVE	POSITION/SITE/CODE
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None

**VII. CORRECTIONS**

NAME	EFFECTIVE	CORRECTION
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None



## Educational Services Memorandum

**To:** Dr. Sherry Smith, Superintendent  
**From:** Chris Deegan, Associate Superintendent  
**Date:** October 5, 2022  
**Subject:** Amend Board Policy Related to Philosophy, Goals, Objectives and Comprehensive Plans

**BACKGROUND:** In order to keep Board Policies in compliance with applicable State and Federal laws, as well as to create consistency of format within all Board Policies, the District contracted with the California School Boards Association to facilitate the review and revision of all Board Policies.

*First Reading*

BP 0430 – Comprehensive Local Plan For Special Education

**RATIONALE:** This action will amend the policy to be compliant with current State and Federal law and current practices.

**FUNDING:** There is no cost to the District.

**RECOMMENDATION:** Recommend the Board amend the above listed Board Policy related to Philosophy, Goals, Objectives and Comprehensive Plans.

# Alta Loma SD

## Board Policy

### Philosophy, Goals, Objectives and Comprehensive Plans

BP 0430

#### COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

The Board of Trustees ~~desires~~ ***recognizes its obligation*** to provide a free and appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the District, ~~including children who have been suspended or expelled or placed by the District in a nonpublic school or agency services.~~

~~Students shall be referred for special education instruction and services only after the resources of the regular education program have been considered, and where appropriate, utilized. (Education Code 56303)~~

~~The special education local plan area (SELPA) shall administer a local plan and administer the allocation of funds. (Education Code 56195)~~

In order to meet the needs of individuals with disabilities, ~~and employ staff with adequate expertise for this purpose, the District participates as a member of the~~ ***District shall participate as a member of a multi-district Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1.***

***The District shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1 and 56195.7. Consistent with these agreements, the District shall adopt policies governing the programs and services it operates. (Education Code 56195.8).***

The Superintendent or designee shall ~~extend the District's full cooperation to~~ ***work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities.*** ~~. The policies and procedures of the SELPA shall be applied as policies and regulations of this District, with the exception of those that apply to complaints, unless the local plan specifically authorizes the District to operate under its own policies and regulations. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the county office of education and the Superintendent of Public Instruction. (Education Code 56195.1, 56195.3)~~

***The local plan shall be reviewed at least once every three years and updated as needed to ensure the information contained in the plan remains relevant and accurate. The local plan shall be updated cooperatively by a committee of representatives of special and regular education teachers and administrators selected by the groups they represent and with participation by parent/guardian members of the community advisory committee, or parents/guardians selected by the community advisory committee, to ensure adequate and effective participation and communication. (Education Code 56195.9)***


**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)**

***Special education programs and services shall be reviewed on an ongoing basis. The results of such evaluations shall be used to identify and correct any program deficiencies.***

Policy  
adopted: September 19, 2006  
amended: October 17, 2007

**ALTA LOMA SCHOOL DISTRICT**  
Alta Loma, California

## Educational Services Memorandum

**To:** Dr. Sherry Smith, Superintendent  
**From:**  Chris Deegan, Associate Superintendent  
**Date:** October 5, 2022  
**Subject:** Amend Board Policy Related to Community Relations

**BACKGROUND:** In order to keep Board Policies in compliance with applicable State and Federal laws, as well as to create consistency of format within all Board Policies, the District contracted with the California School Boards Association to facilitate the review and revision of all Board Policies.

*First Reading*  
BP 1250 – Visitors/Outsiders

**RATIONALE:** This action will amend the policy to be compliant with current State and Federal law and current practices.

**FUNDING:** There is no cost to the District.

**RECOMMENDATION:** Recommend the Board amend the above listed Board Policy related to Community Relations.



# **Alta Loma SD**

## **Board Policy**

### **Community Relations**

BP 1250

#### **VISITORS/OUTSIDERS**

The Board of Trustees believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the District's complaint processes if they have concerns with any District program or employee. In accordance with Penal Code 626.7, the principal or designee may direct an individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, to immediately leave school grounds.

#### **Presence of Sex Offender on Campus**

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.


**VISITORS/OUTSIDERS (continued)**

*The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)*

Policy  
adopted: October 4, 2006  
amended: November 7, 2012

**ALTA LOMA SCHOOL DISTRICT**  
Alta Loma, California

## **Educational Services Memorandum**

**To:** Dr. Sherry Smith, Superintendent  
**From:**  Chris Deegan, Associate Superintendent  
**Date:** October 5, 2022  
**Subject:** Amend Board Policies Related to Students

**BACKGROUND:** In order to keep Board Policies in compliance with applicable State and Federal laws, as well as to create consistency of format within all Board Policies, the District contracted with the California School Boards Association to facilitate the review and revision of all Board Policies.

*First Reading*

BP 5117 – Interdistrict Attendance  
BP 5131.2 – Bullying  
BP 5132 – Dress & Grooming  
BP 5145.9 – Hate-Motivated Behavior

**RATIONALE:** This action will amend the policies to be compliant with current State and Federal law and current practices.

**FUNDING:** There is no cost to the District.

**RECOMMENDATION:** Recommend the Board amend the above listed Board Policies related to Students.

# Alta Loma SD

## Board Policy

Student

BP 5117

### INTERDISTRICT ATTENDANCE

The Board of Trustees recognizes that parents/guardians of students who reside *within the geographic boundaries of* ~~in~~ one district may, for a variety of reasons, choose to enroll their child in a school in another district.

#### Interdistrict Attendance Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Policy  
adopted: August 23, 2006  
amended: January 16, 2013

ALTA LOMA SCHOOL DISTRICT  
Alta Loma, California

# Alta Loma SD

## Board Policy

Students

BP 5131.2

### BULLYING

The Board of Trustees recognizes the harmful effects of bullying on student *well-being, student* learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. ~~District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.~~ No student *individual* or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel, *or retaliate against them for filing a complaint or participating in the complaint resolution process.*

~~Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.~~

*The Superintendent or designee shall develop strategies for addressing bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans. in District schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.*

*Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the Local Control and Accountability Plan and other applicable district and school plans.*

### ~~Bullying Prevention~~

~~To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.~~

**BULLYING (continued)**

~~The District may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.~~

~~School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.~~

~~Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.~~

**Intervention**

~~Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.~~

~~School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)~~

~~As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.~~

**Complaints and Investigation**

~~Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. *Any Complaints of bullying shall be investigated and, resolved in accordance with the District's uniform complaint procedures specified in AR 1312.3—Uniform Complaint Procedures. if determined to be discriminatory, resolved in accordance with law and the District's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint*~~

~~When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.~~

~~When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them~~

**BULLYING (continued)**

~~that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.~~

~~When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.~~

**Discipline**

~~Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with District policies and regulations.~~

*If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and District policy on intradistrict or interdistrict transfer, as applicable.*

*Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.*

Policy  
adopted: November 7, 2012  
amended:

**ALTA LOMA SCHOOL DISTRICT**  
Alta Loma, California

# Alta Loma SD

## Board Policy

Students

BP 5132

### DRESS AND GROOMING

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes **clothing** that are **is** suitable for the school activities in which they participate. Students' **shall not wear** clothing ~~must not~~ **that** presents a health or safety hazard or a distraction which would interfere with the **causes a substantial disruption to the** educational process **program**.

~~Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.~~

*District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.*

*Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.*

*In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)*

*The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.*

*School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.*

*When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.*

*Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.*



**DRESS AND GROOMING** (continued)

**Gang-Related Apparel**

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel: *when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)*

*When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.*

Policy  
adopted: September 19, 2006  
amended:

**ALTA LOMA SCHOOL DISTRICT**  
Alta Loma, California

# Alta Loma SD

## Board Policy

Students

BP 5145.9

### HATE-MOTIVATED BEHAVIOR

~~The Board of Trustees affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.~~

~~Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.~~

~~Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.~~

~~In addition, the District shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The District shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.~~

~~The Superintendent or designee shall ensure that staff receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.~~

~~The District shall provide age-appropriate instruction to help promote understanding of and respect for human rights.~~

***The Board of Trustees is committed to providing a respectful, inclusive, and safe learning environment that protects students from discrimination, harassment, intimidation, bullying, or any other type of behavior that is motivated by hate.***

***Hate-motivated behavior is any behavior intended to cause emotional suffering, physical injury, or property damage through intimidation, harassment, bigoted slurs or epithets, force or threat of force, or vandalism motivated in part or in whole by bias or hostility toward the victim's real or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual***

**HATE-MOTIVATED BEHAVIOR (continued)**

*orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55.*

*The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents in a timely manner when they occur.*

*The Superintendent or designee shall collaborate with regional programs and community organizations to promote an environment where diversity is celebrated and hate-motivated behavior is not tolerated. Such collaborative efforts shall focus on the development of effective prevention strategies and response plans, provision of assistance to students affected by hate-motivated behavior, and/or education of students who have perpetrated hate-motivated acts.*

*The District shall provide students with age-appropriate instruction that:*

- 1. Includes the development of social-emotional learning*
- 2. Promotes an understanding, awareness, appreciation, and respect for human rights, human relations, diversity, and acceptance in a multicultural society*
- 3. Explains the harm and dangers of explicit and implicit biases*
- 4. Discourages discriminatory attitudes and practices*
- 5. Provides strategies to manage conflicts constructively*

*As necessary, the District shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.*

*When appropriate, students who engage in hate-motivated behavior shall be disciplined.*

*The Superintendent or designee shall provide staff with training that:*

- 1. Promotes an understanding of diversity, equity, and inclusion*
- 2. Discourages the development of discriminatory attitudes and practices*
- 3. Includes social-emotional learning and nondiscriminatory instructional and counseling methods*

## **HATE-MOTIVATED BEHAVIOR (continued)**

- 4. Supports the prevention, recognition, and response to hate-motivated behavior*
- 5. Raises the awareness and sensitivity of staff to potentially prejudicial and discriminatory behavior*
- 6. Includes effective enforcement of rules for appropriate student conduct*

*Employees who engage in hate-motivated behavior shall be subject to disciplinary action, up to and including dismissal.*

*Rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident shall be provided to students, staff, and parents/guardians.*

*This policy shall be posted in a prominent location on the District's website in a manner that is readily and easily accessible to parents/guardians and students. (Education Code 234.6)*

### ***Complaints***


*Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the compliance officer responsible for coordinating the District's response to complaints and complying with state and federal civil rights laws. As appropriate, the staff member shall also contact law enforcement.*

*A student or parent/guardian who believes the student is a victim of hate-motivated behavior is encouraged to report the incident to a teacher, the principal, the District's compliance officer, or other staff member.*

*Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the District's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures or other applicable procedure. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.*



## Educational Services Memorandum

**To:** Dr. Sherry Smith, Superintendent  
**From:**  Chris Deegan, Associate Superintendent  
**Date:** October 5, 2022  
**Subject:** Amend Board Policies Related to Instruction

**BACKGROUND:** In order to keep Board Policies in compliance with applicable State and Federal laws, as well as to create consistency of format within all Board Policies, the District contracted with the California School Boards Association to facilitate the review and revision of all Board Policies.

*First Reading*  
BP 6170.1 – Transitional Kindergarten  
BP 6173 – Education for Homeless Children

**RATIONALE:** This action will amend the policies to be compliant with current State and Federal law and current practices.

**FUNDING:** There is no cost to the District.

**RECOMMENDATION:** Recommend the Board amend the above listed Board Policies related to Instruction.

# **Alta Loma SD**

## **Board Policy**

**Instruction**

**BP 6170.1**

### **TRANSITIONAL KINDERGARTEN**

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

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

The Board encourages ongoing collaboration among District preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the District's TK program.

#### **Eligibility**

~~The District's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)~~

*The District's TK program shall admit children as follows: (Education Code 48000):*

- 1. For the 2021-22 school year, children whose fifth birthday is between September 2 through December 2*
- 2. For the 2022-23 school year, children whose fifth birthday is between September 2 and February 2*
- 3. For the 2023-24 school year, children whose fifth birthday is between September 2 and April 2*
- 4. For the 2024-25 school year, children whose fifth birthday is between September 2 and June 2*
- 5. For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1*

*A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or childcare program. (Education Code 48000).*

## TRANSITIONAL KINDERGARTEN (continued)

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

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

At any time during the school year, the District may admit into the TK program a child whose fifth birthday is after December 2 of that same school year ***after the date specified for admittance for the applicable year as described above***, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

### Curriculum and Instruction

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

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

The Board shall establish the length(s) of the school day in the District's TK program. ~~TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to the California Department of Education as to whether the District's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46117, 48003)~~ ***which shall be at least three hours but no more than four hours long except for TK students enrolled in expanded learning opportunity programs provided by the District pursuant to Education Code 46120. If the District has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the District's TK programs are offered full day, part day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)***

**TRANSITIONAL KINDERGARTEN (continued)**

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

***The District shall maintain an average TK class enrollment of not more than 24 students for each school site. (Education Code 48000)***

**Staffing**

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

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020 **2023**, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children-, ***including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.***

***The District shall, commencing with the 2022-23 school year, maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2023-24 school year. (Education Code 48000)***

**Continuation to Kindergarten**

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

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

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



## TRANSITIONAL KINDERGARTEN (continued)

### Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. ~~He/she~~ ***The Superintendent or designee*** shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards ***and student preparedness for future education.***

Policy  
adopted: June 6, 2018  
amended:

ALTA LOMA SCHOOL DISTRICT  
Alta Loma, California

# Alta Loma SD

## Board Policy

Instruction

BP 6173

### EDUCATION FOR HOMELESS CHILDREN

The Board of Trustees desires to ensure that homeless students *believes that the identification of homeless students is critical to improving the educational outcomes of such students and ensuring that homeless students* have access to the same free and appropriate public education provided to other students within the District. The District shall provide homeless students with access to education and other services necessary for ~~these~~ *such* students to meet the same challenging academic standards as other students.

~~Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.~~

~~The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.~~

When there are at least 15 homeless students in the District or a District school, the District's Local Control and Accountability Plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060, **52064**)

~~At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the District shall revise its strategies as needed to better support the education of homeless students.~~

*The Superintendent or designee shall regularly review and recommend updates to District policies to ensure removal of any barriers to the education of homeless students and unaccompanied youth. Any such review shall address identification, enrollment, and retention of such students, including those barriers that are due to absences or outstanding fees or fines. (42 USC 11432)*

*The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The District liaison for homeless students shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.*

*The Superintendent or designee shall ensure that each District school identifies all homeless children and youths and unaccompanied youths enrolled at the school. (Education Code 48851)*

**EDUCATION FOR HOMELESS CHILDREN (continued)**

*To ensure easy identification of homeless students, the Superintendent or designee shall annually administer a housing questionnaire developed by the California Department of Education (CDE) to all parents/guardians of students and all unaccompanied youths. (Education Code 48851)*

*If the primary language of a student's parent/guardian or an unaccompanied youth is not English, either the housing questionnaire shall be made available in the primary language of the student's parent/guardian or the unaccompanied youth pursuant to Education Code 48985, or an appropriate translation of the housing questionnaire shall be provided upon request of a student's parent/guardian or an unaccompanied youth. (Education Code 48851)*

*In addition, the Superintendent or designee shall ensure that the District liaison's contact information and other information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the District and school websites as specified in the accompanying administrative regulation. (Education Code 48852.6)*

*The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.*

*Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)*

*Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)*

*The Superintendent or designee shall ensure that information and/or materials for homeless students are provided in a manner and form understandable to the parents/guardians of homeless students and to unaccompanied youths.*

**EDUCATION FOR HOMELESS CHILDREN (continued)**

*Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act, shall not be deemed to be directory information as defined in 20 USC 1232g, and shall not be released without written consent. (42 USC 11432)*

*The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the District and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)*

*At least annually, the District liaison and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students. Such professional development and technical assistance shall include, but are not limited to, training on the definitions of terms related to homelessness, the signs of homelessness, the steps that should be taken once a potentially homeless student is identified, and how to connect homeless students with appropriate housing and service providers. (Education Code 48852.5; 42 USC 11432)*

*The Superintendent or designee shall report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the District as identified from the housing questionnaire described above. (Education Code 48851)*

*At least annually, the Superintendent or designee shall report to the Board on the identification of and outcomes for homeless students, which may include, but are not limited to, the housing questionnaire responses, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the District shall revise its strategies as needed to more effectively identify and support the education of homeless students.*

**EDUCATION FOR HOMELESS CHILDREN (continued)**

**Transportation**

~~The District shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the District and the parent/guardian requests that such transportation be provided. If the student moves outside of District boundaries, but continues to attend his/her school of origin within this District, the Superintendent or designee shall consult with the Superintendent of the District in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)~~

Policy  
adopted: November 1, 2006  
amended: November 6, 2017

**ALTA LOMA SCHOOL DISTRICT**  
Alta Loma, California



## Administrative Services Memorandum

**To:** Dr. Sherry Smith, Superintendent

**From:** Eric Hart, Associate Superintendent

**Date:** October 5, 2022

**Subject:** Adopt Board Policy Related to Business and Noninstructional Operations

**BACKGROUND:** In order to keep Board Policies in compliance with applicable State and Federal laws, as well as to create consistency of format within all Board Policies, the District contracted with the California School Boards Association to facilitate the review and revision of all Board Policies.

*First Reading*  
BP 3514 – Environmental Safety

**RATIONALE:** This action will adopt the policy to be compliant with current State and Federal law and current practices.

**FUNDING:** There is no fiscal impact to this action.

**RECOMMENDATION:** Recommend the Board adopt the above listed Board Policy related to Business and Noninstructional Operations, as presented.

# ***Alta Loma SD***

## ***Board Policy***

***Business and Noninstructional Operations***

***BP 3514***

### ***ENVIRONMENTAL SAFETY***

***The Board of Trustees recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks and shall develop strategies to prevent and/or mitigate environmental hazards. They shall consider the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the District, and the potential impact on staff and students, including the impact on student achievement and attendance.***

***Such strategies shall focus on maximizing healthy indoor air quality; monitoring the quality of outdoor air and adjusting outdoor activities as necessary; reducing exposure to vehicle emissions; minimizing exposure to lead and mercury; reducing the risk of unsafe drinking water; inspecting and properly abating asbestos; appropriately storing, using, and disposing of potentially hazardous substances; using effective least toxic pest management practices; reducing the risk of foodborne illness; and addressing any other environmental hazards identified during facilities inspections.***

***In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, water boards, and other community organizations.***

***The Superintendent or designee shall provide the District's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmentally safe and healthy schools.***

***The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the District's actions to remedy the hazard and may recommend health screening of staff and students.***



## Administrative Services Memorandum

**To:** Dr. Sherry Smith, Superintendent  
**From:** EH Eric Hart, Associate Superintendent  
**Date:** October 5, 2022  
**Subject:** Amend Board Policy Related to Facilities

**BACKGROUND:** In order to keep Board Policies in compliance with applicable State and Federal laws, as well as to create consistency of format within all Board Policies, the District contracted with the California School Boards Association to facilitate the review and revision of all Board Policies.

*First Reading*  
BP 7110 – Facilities Master Plan  
BP 7150 – Site Selection And Development

**RATIONALE:** This action will amend the policies to be compliant with current State and Federal law and current practices.

**FUNDING:** There is no fiscal impact to this action.

**RECOMMENDATION:** Recommend the Board amend the above listed Board Policies related to Facilities, as presented.



# Alta Loma SD

## Board Policy

### Facilities

BP 7110(a)

#### FACILITIES MASTER PLAN

~~The Board of Trustees recognizes the importance of long-range planning for school facilities in order to help meet the changing needs of district students and to help ensure that resources are allocated in an efficient and effective manner. To that end, the Board directs the Superintendent or designee to develop and maintain a master plan for district facilities.~~

~~The plan shall describe the district's anticipated short- and long-term facilities needs and priorities and shall be aligned with the district's educational goals.~~

~~The Superintendent or designee shall ensure that staff, parents/guardians, students, and business and community representatives are kept informed of the need for construction and modernization of facilities and of the district's plans for facilities. The Superintendent or designee may also establish a facilities committee that shall meet at regular intervals in order to give community members opportunities to provide input into the planning process. The committee may consult local governmental and state planning agencies in order to ensure compliance with local and state standards.~~

*The Board of Trustees recognizes the importance of long-range planning for school facilities in order to address changes in student enrollment, teacher housing needs, and the District's educational program. The Superintendent or designee shall develop, for Board approval, a master plan for District facilities which describes the District's anticipated short- and long-term facilities needs and priorities.*

#### *Plan Development*

*The District's facilities master plan shall be based on an assessment of the condition and adequacy of existing facilities, a projection of future enrollments, and alignment of facilities with the District's vision for the instructional program.*

*To solicit broad input into the planning process, the Superintendent or designee may establish a facilities advisory committee consisting of staff, parents/guardians, and business, local government, and other community representatives. The Superintendent or designee shall ensure that the public is informed of the need for construction and modernization of facilities and of the District's plans for facilities.*

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the dDistrict. (Government Code 65352.2)

**FACILITIES MASTER PLAN (continued)**

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with them within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

*The master plan shall be regularly reviewed and updated as necessary to reflect changes in the educational program, existing facilities, finances, or demographic data.*

***Plan Components***

*The facilities master plan shall include:*

- 1. A statement of purpose, including District goals, philosophy, and related policies*
- 2. A description of the planning process*
- 3. Demographics of the community, such as economic trends, migration patterns, employment base, residential base, socioeconomic makeup, historical school enrollments, and inventory of physical resources and needs*
- 4. A description of the educational program, such as grade-level organization, class size, staffing patterns, technology plans, special programs and support services, and other educational specifications*
- 5. Analysis of the safety, adequacy, and equity of existing facilities and potential for expansion, including the adequacy of classrooms, school cafeterias and food preparation areas, physical activity areas, playgrounds, parking areas, and other school grounds*
- 6. Site selection criteria and process*
- 7. Development of a capital planning budget and identification of potential funding sources*
- 8. Policy for reviewing and updating the plan*

*Planning shall ensure that school facilities meet the following minimum standards: (5 CCR 14001)*

- 1. Are aligned with the District's educational goals and objectives*
- 2. Provide for maximum site enrollment at school facilities*
- 3. Are located on a site that meets California Department of Education standards as specified in 5 CCR 14010*

**FACILITIES MASTER PLAN (continued)**

- 4. Are designed for the environmental comfort and work efficiency of the occupants*
- 5. Are designed to require a practical minimum of maintenance*
- 6. Are designed to meet Federal, State, and local statutory requirements for structure, fire, and public safety*
- 7. Are designed and engineered with flexibility to accommodate future need*

*Plans for the design and construction of new school facilities shall also meet the standards described in 5 CCR 14030, the California Green Building Standards Code, Title 24, Part 11 of the California Code of Regulations ("CALGreen"), the Americans with Disabilities Act (ADA) pursuant to 42 USC 12101-12213, and any other requirements applicable to the funding source and type of project.*

*However, plans for residential housing, which includes any building used or intended to be used by the District as a personal residence by a teacher or employee of the District, is not considered to be a "school building" and does not require approval by the Department of General Services regarding earthquake safety and/or the ADA. (Education Code 17283.5; Government Code 4454.5)*

*To facilitate the efficient use of public resources when planning for new construction or modernization of school facilities, the District may consider designs that facilitate joint use of the facility with a local governmental agency, public postsecondary institution, or nonprofit organization.*

# Alta Loma SD

## Board Policy

### Facilities

BP 7150(a)

#### SITE SELECTION AND DEVELOPMENT

The Board of Trustees believes that a school site should serve the ~~d~~District's educational needs in accordance with the ~~d~~District's master plan as well as show potential for contributing to other community needs.

The Board recognizes the importance of community input in the site selection process. To this end, the Board will solicit community input whenever a school site is to be selected and shall provide public notice and hold public hearings in accordance with law.

The Superintendent or designee shall establish a site selection process which complies with law and ensures that the best possible sites are acquired and developed in a cost-effective manner.

Before acquiring property for a new school or an addition to an existing school site, the Board, **at public hearing**, shall *either* evaluate the property ~~at a public hearing~~ using state site selection standards *specified in 5 CCR 14010 or, if a District advisory committee was appointed to evaluate the property, receive the committee's report of findings based on those standards.* (Education Code 17211, 17251)

#### Environmental Impact Investigation for the Site Selection Process

The Superintendent or designee shall determine whether any proposed development project is subject to the requirements of the California Environmental Quality Act (CEQA) and shall ensure compliance with this Act ~~whenever so required~~ **including any website posting requirements**. When evaluating ~~d~~District projects, the CEQA guidelines shall be used.

***Environmental review documents, including a draft environmental impact report, environmental impact report, negative declaration or mitigated negative declaration, and public notice of the preparation and availability of such documents, shall be posted on the District's website. (Public Resources Code 21082.1, 21092, 21092.2)***

#### Agricultural Land

If the proposed site is in an area designated in a city, county, or city and county general plan for agricultural use and zoned for agricultural production, the Board shall determine all of the following: (Education Code 17215.5)


1. That the ~~d~~District has notified and consulted with the city, county, or city and county within which the prospective site is to be located
2. That the Board has evaluated the final site selection based on all factors affecting the public interest and not limited to selection on the basis of the cost of the land

3. That the ~~d~~**D**istrict shall attempt to minimize any public health and safety issues resulting from the neighboring agricultural uses that may affect students and employees at the site



## Administrative Services Memorandum

**To:** Dr. Sherry Smith, Superintendent

**From:**  Eric Hart, Associate Superintendent, Administrative Services

**Date:** October 5, 2022

**Subject:** Approval of Resolution No. 10-05-22, California Schools Healthy Air, Plumbing, and Efficiency Program

**BACKGROUND:** The California Schools Healthy Air, Plumbing, and Efficiency Program (CalSHAPE) provides funding to upgrade heating, air conditioning, and ventilation (HVAC) systems in public schools and replaces noncompliant plumbing fixtures and appliances that fail to meet water efficiency standards.

Funding for this program was made possible by the passing of Assembly Bill 841, which authorized the California Energy Commission to design, administer, and implement this program for eligible parties within the service territories of the large electric and gas utilities in California.

**RATIONALE:** While many of the District HVAC units have been replaced as part of our modernization scope, we still have hundreds of HVAC units in operation that require preventive maintenance and adjustments. This grant will allow us to evaluate each unit and make the necessary repairs and adjustments to ensure that they are operating efficiently.

Approval of this Resolution will allow the District to finalize the application for the CalSHAPE Program grant in the amount of \$1,069,500.

**FUNDING:** The consultant fees will be included in the amount received for the grant. There will be no additional cost to the District for this program.

**RECOMMENDATION:** Recommend the Board approve Resolution No. 10-05-22, California Healthy Air, Plumbing, and Efficiency Program, and authorize Superintendent Sherry Smith, and/or Associate Superintendent Eric Hart, to sign all related documents.

**Prepared by:** Brian Salsgiver, Director, MOTS

**RESOLUTION NO. 10-05-22**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTA LOMA SCHOOL DISTRICT ADOPTING THE CALIFORNIA SCHOOLS HEALTHY AIR, PLUMBING, AND EFFICIENCY PROGRAM.**

**WHEREAS**, the California Energy Commission's California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Program provides grants to local educational agencies (LEA), that includes school districts, charter schools, and regional occupational programs, to fund the assessment, maintenance, and repair of ventilation systems, installation of carbon dioxide monitors, and replacement of noncompliant plumbing fixtures and appliances;

**NOW, THEREFORE, BE IT RESOLVED** that this Board authorized Alta Loma School District to apply for a grant from the California Energy Commission to implement a CalSHAPE Program project;

**AND BE IT FUTHER RESOLVED** that compliance with the California Environmental Quality Act (CEQA), the Board of Trustees finds that the activity funded by the grant is not a project because there is no form of construction, demolition, or equipment replacement expected to take place while completing the work proposed as part of this program.

**AND BE IT FUTHER RESOLVED** that if recommended for funding by the California Energy Commission, the Board of Trustees authorizes Alta Loma School District to accept a grant up to \$1,069,500 and accept all grant agreement terms.

**ADOPTED, SIGNED AND APPROVED** this 5<sup>th</sup> day of October 2022, by the Board of Trustees of the Alta Loma School District of the County of San Bernardino, State of California.

**BOARD OF TRUSTEES OF THE  
ALTA LOMA SCHOOL DISTRICT**

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**Brad Buller, President of the Board of  
Trustees of the Alta Loma School District**

[illegible]

I, Rebecca Davies, do hereby certify that the foregoing Resolution No. 10-05-22 was duly adopted by the Board of Trustees of the Alta Loma School District at a regular meeting thereof held on the 5<sup>th</sup> of October 2022, and that it was so adopted by the following vote:

AYES: \_\_\_\_\_

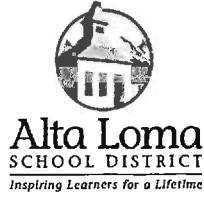
NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_


By \_\_\_\_\_  
Clerk of the Board of Trustees of the  
Alta Loma School District





## Superintendent's Memorandum

**To:** Board of Trustees

**From:** Dr. Sherry Smith, Superintendent 

**Date:** October 5, 2022

**Subject:** Request to Approve Contract with Adams Silva & McNally LLP

**BACKGROUND:** Adams Silva & McNally LLP will provide legal services for Alta Loma School District within the following practice areas: Labor & Employment, Students, Governance, Educational Technology, and Litigation.

**RATIONALE:** The founding principle of Adams Silva & McNally LLP is to provide high quality legal services in a timely fashion. This firm prides themselves in providing legal services that are both timely and responsive to ALSD needs. They are committed to working side-by-side with their clients, while also understanding the limits to public resources. They are committed to providing cost-effective legal services. Adams Silva & McNally are known for their wide breadth of knowledge and experience and therefore, are often able to respond to ALSD needs, in many instances, without the need for lengthy legal research.

**FUNDING:** General Fund

**RECOMMENDATION:** Recommend the Board approve the contract with Adams Silva & McNally LLP at a cost not-to-exceed \$30,000 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.



ADAMS SILVA & McNALLY LLP

## **LEGAL SERVICES AGREEMENT**

THIS LEGAL SERVICES AGREEMENT is effective September 1, 2022 for the 2022-2023 school year, by and between the Alta Loma School District (“Client”) and the law firm of Adams Silva & McNally LLP (“Law Firm,” together with Client, “Parties”). In consideration of the promises and the mutual agreements hereinafter contained, Client and Law Firm agree as follows:

**1. Law Firm Services.** Client hires Law Firm as its legal counsel with respect to matters the Client specifically refers to Law Firm. Law Firm shall provide legal services as reasonably required to represent Client in such matters, take reasonable steps to keep Client informed of significant developments, and respond to Client’s inquiries regarding those matters. In addition to regular telephone, mail and other common business communication methods, Client authorizes Law Firm to use facsimile transmissions, cellular telephone calls and email, and other computer transmissions in communicating with Client. Unless otherwise instructed by Client, any such communications may include confidential information. Client understands that Law Firm cannot guarantee any particular result, including the costs and expenses of representation.

**2. Billing Practices.** Law Firm agrees to bill Client in units of one tenth (.1) of an hour at the billing rates established in the attached rate schedule. Client agrees to pay actual transportation and other costs of required out-of-town travel by Law Firm personnel. Other third-party services, such as investigators, process servers, court reporter fees, and witness fees (including expert witness’ fees) shall be charged to Client at the actual costs paid to the service provider by Law Firm and shall not be subject to a fee multiplier, such as a processing or administrative fee. Law Firm does not maintain a financial interest in any other third-party service provider and obtains no financial benefit from Client’s use of any such service provider. Agreements for legal fees on special projects other-than-an-hourly basis may be made by mutual agreement of the Parties.

**3. Payment.** Law Firm shall send Client a statement for fees and costs incurred every calendar month. Statements shall set forth the amount, rate and description of services provided. Client shall pay Law Firm’s statements within thirty (30) days after receipt. Client agrees and is encouraged to communicate any billing concerns to Law Firm. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due.

**4. Termination and Withdrawal.** Client may discharge Law Firm at any time by written notice. Unless otherwise agreed, and except as required by law, Law Firm will provide no further services hereunder after receipt of such notice. Law Firm may withdraw its services hereunder with Client’s consent, upon good cause, or as allowed or required by law, upon ten (10) days written notice. Good cause includes any breach of this Agreement and/or any

circumstance that would render Law Firm's continued representation of Client unlawful or in violation of any ethical rules. Upon discharge or withdrawal, Law Firm shall transition all outstanding legal work and services to others as Client shall direct.

**5. Arbitration.** The Parties agree all disputes that arise between Client and Law Firm shall be resolved through binding arbitration. In the case of a fee dispute, arbitration shall occur in accordance with the California State Bar rules for arbitration of disputes regarding attorneys' fees. The Parties waive their respective rights to a jury trial and an appeal. The terms of this provision shall survive the termination of this Agreement.

**6. Severability.** In the event any provision or portion of a provision in this Agreement is deemed unenforceable, the remainder of this Agreement and, if applicable, that provision, shall remain enforceable.

**7. Client Responsibilities.** Client agrees to cooperate with Law Firm, provide accurate information and documentation to Law Firm, and fully inform Law Firm of any developments that could affect Law Firm's representation of Client. Client agrees to attend all required appearances, such as hearings, and make its employees available to Law Firm as necessary for Law Firm to perform its services described under this Agreement.

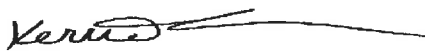
**8. Miscellaneous Provisions.** In accordance with the requirements of the California Rules of Professional Conduct, Law Firm hereby provides notice to Client that it maintains errors and omissions insurance coverage applicable to the services to be rendered to Client by Law Firm pursuant to this Agreement. Upon the closure of an active matter, Client may request, and Law Firm agrees to provide following receipt of such request, the file related to that matter.

IN WITNESS WHEREOF, the parties have signed this Legal Services Agreement.

**Alta Loma School District**

**Adams Silva & McNally LLP**

\_\_\_\_\_  
Sherry Smith, Ed.D  
Superintendent  
Alta Loma School District

  
\_\_\_\_\_  
Kerrie McNally  
Partner  
Adams Silva & McNally LLP

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

Date: 09/09/2022



ADAMS SILVA & McNALLY LLP

PROFESSIONAL RATE SCHEDULE

*(Effective September 1, 2022, for the 2022-2023 School Year)*

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Law Firm by the following standard hourly rate:

Partner / Senior Counsel / Of Counsel	\$295-\$325 per hour
Associate	\$270-\$295 per hour
Paralegal	\$160 per hour
Law Clerk	\$160 per hour

Time is billed in increments in units of one tenth (.1) of an hour, rounded up to the nearest increment. Law Firm shall charge its hourly rate for round-trip travel time from our office to the destination required by the Client. Computerized legal research is billed at cost. Additionally, actual travel expenses as described below will be billed.

2. COSTS AND EXPENSES


In-Office copying	\$0.20 per page
Incoming Facsimile	\$0.20 per page
Outgoing Facsimile	\$0.20 per page
Postage	Actual Usage
Mileage	IRS Standard Rate

Other services, such as investigators, process servers, court reporter fees, transcription costs, and witness fees (including expert witness' fees) shall be charged to Client at the actual costs paid to the service provider by Law Firm.

Other costs, such as messenger, airfare, and lodging, shall be charged on an actual and necessary basis with prior approval from Client.



## Human Resources Memorandum

**To:** Dr. Sherry Smith, Superintendent  
**From:**  Donna Carlson, Assistant Superintendent of Human Resources  
**Date:** October 5, 2022  
**Subject:** Amend Board Policy Related to Personnel

**BACKGROUND:** In order to keep Board Policies in compliance with applicable State and Federal laws, as well as to create consistency of format within all Board Policies, the District contracted with the California School Boards Association to facilitate the review and revision of all Board Policies.

*First Reading*

BP 4030 – Nondiscrimination in Employment

BP 4119.21/4219.21/4319.21 – Professional Standards

**RATIONALE:** This action will amend the policies to be compliant with current State and Federal law and current practices.

**FUNDING:** There is no fiscal impact to this action.

**RECOMMENDATION:** Recommend the Board amend the above listed Board Policies related to Personnel, as presented.

# Alta Loma SD

## Board Policy

Students

BP 4030(a)

### NONDISCRIMINATION IN EMPLOYMENT

~~The Board of Trustees desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits District employees from discriminating against or harassing any other District employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.~~

~~Prohibited discrimination consists of the taking of any adverse employment action against a person, including termination or denial of promotion, job assignment, or training, or in discriminating against the person in compensation, terms, conditions, or other privileges of employment based on any of the prohibited categories of discrimination listed above.~~

~~The prohibition against discrimination based on the religious creed of an employee or job applicant includes any discrimination based on the person's religious dress or grooming practices or any conflict between the person's religious belief, observance, or practice and an employment requirement. The prohibition against discrimination based on the sex of an employee or job applicant shall include any discrimination based on the person's pregnancy, childbirth, breastfeeding, or any related medical conditions. (Government Code 12926, 12940)~~

~~Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe and pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.~~

*The Board of Trustees is determined to provide a safe, positive environment where all District employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, and persons who contracted with the District to provide services, as applicable.*

*No District employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed marital status, pregnancy, physical or*

**NONDISCRIMINATION IN EMPLOYMENT (continued)**

*mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics.*

*The District shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that the District is required to do so in order to comply with federal immigration law. (2 CCR 11028)*

*Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:*

- 1. Hiring, compensation, terms, conditions, and other privileges of employment*
- 2. Taking of adverse employment actions such as termination or denial of employment, promotion, job assignment, or training*
- 3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment*
- 4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:*
  - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression or gender identity, including transgender status*
  - b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the District's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement*
  - c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity*
  - d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee*

## NONDISCRIMINATION IN EMPLOYMENT (continued)

The Board also prohibits retaliation against any District employee or job applicant who complains, testifies, assists, or in any way participates in the District's complaint procedures instituted pursuant to this policy.

~~Any District employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.~~

~~The following position is designated as Coordinator for Nondiscrimination in Employment:~~

~~—~~

~~Associate Superintendent—Administrative Services~~

~~9390 Base Line Road~~

~~Alta Loma, CA 91701~~

~~(909) 484-5151 ext.2060~~

~~Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of District policy should, as appropriate, immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the District's procedures for filing, investigating, and resolving any such complaint.~~

*No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the District or a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful (Government Code 12964.5)*

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 – Complaints Concerning Discrimination in Employment.

Any Supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, *including harassment of an employee by a nonemployee*, shall report the incident to the ~~Coordinator or supervisor~~, Superintendent or *designee* as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.



## NONDISCRIMINATION IN EMPLOYMENT (continued)

### **Training and Notifications**

~~The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the District's policies and regulations regarding discrimination.~~

~~The Superintendent or designee shall regularly publicize, within the District and in the community, the District's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)~~

*The Superintendent or designee shall use all appropriate means to reinforce the District's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the District's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the District's employment practices and, as necessary, shall take action to ensure District compliance with the nondiscrimination laws.*

*Any District employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.*

~~The district's policy shall be posted in all district schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)~~

~~The District's policy shall be posted in all District schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)~~

*The District shall maintain and preserve all application, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the District is notified that a complaint has been filed with the California Department of Fair Employment and Housing, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)*

Policy  
adopted: July 11, 2006  
amended: September 18, 2013

ALTA LOMA SCHOOL DISTRICT  
Alta Loma, California

# Alta Loma SD

## Board Policy

### Personnel

BP 4119.21(a)

4219.21(a)

4319.21(a)

## PROFESSIONAL STANDARDS

The Board of Trustees expects District employees to maintain the highest ethical standards, exhibit professional behavior, follow District policies and regulations, and abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the District, advance the goals of the District's educational programs, and contribute to a positive school climate.

The Board encourages District employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill their responsibilities and should focus on their contribution to the learning and achievement of District students.

### *Inappropriate Conduct*

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time

**PROFESSIONAL STANDARDS (continued)**

6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, *on district property*, or at a school-sponsored activity
9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
10. Divulging confidential information about students, District employees, or District operations to persons *or entities* not authorized to receive the information
11. Using District equipment or other District resources for the employee's own commercial purposes or for political activities
12. Using District equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of District technological resources at any time without the employee's consent.

13. Causing damage to or engaging in theft of property belonging to students, staff, or the District
14. Wearing inappropriate attire

***Reports of Misconduct***

***An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the District's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.***

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

BP 4119.21(c)  
4219.21(c)  
4319.21(c)

**PROFESSIONAL STANDARDS (continued)**

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The District prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the District's complaint process shall be subject to discipline.

***Notifications***

***The section(s) of the District's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or District websites. (Education Code 44050)***


Policy  
adopted: July 11, 2006  
amended: November 7, 2012

**ALTA LOMA SCHOOL DISTRICT**  
Alta Loma, California



## Human Resources Memorandum

**To:** Dr. Sherry Smith, Superintendent

**From:**  Donna Carlson, Assistant Superintendent of Human Resources

**Date:** October 5, 2022

**Subject:** Adopt Board Policy Related to Personnel

**BACKGROUND:** In order to keep Board Policies in compliance with applicable State and Federal laws, as well as to create consistency of format within all Board Policies, the District contracted with the California School Boards Association to facilitate the review and revision of all Board Policies.

*First Reading*  
BP 4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions

**RATIONALE:** This action will adopt the policy to be compliant with current State and Federal law and current practices.

**FUNDING:** There is no fiscal impact to this action.

**RECOMMENDATION:** Recommend the Board adopt the above listed Board Policy related to Personnel, as presented.

# *Alta Loma SD*

## *Board Policy*

*Personnel*

*BP 4219.24(a)*

*4319.24(a)*

### *MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS*

*The Board of Trustees desires to provide a positive school environment that protects the safety and well-being of District students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.*

*Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.*

*Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.*

*Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.*

*Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.*

*The District's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on*

***MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS (continued)***

*school and/or District web sites. (Education Code 44050)*

***Inappropriate Conduct***

*Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:*

- 1. Initiating inappropriate physical contact*
- 2. Being alone with a student outside of the view of others*
- 3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent*
- 4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal*

*When communicating electronically with students, employees shall use District equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of District technology at any time without advance notice or consent*

- 5. Creating or participating in social networking sites for communication with students, other than those created by the District, without the prior written approval of the principal or designee*
- 6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business*
- 7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students*
- 8. Addressing a student in an overly familiar manner, such as by using a term of endearment*
- 9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities*
- 10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose*

***MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS (continued)***

- 11. Transporting a student in a personal vehicle without prior authorization***
- 11. Encouraging students to confide their personal or family problems and/or relationships***
- 12. Disclosing personal, family, or other private matters to students or sharing personal secrets with students***





## Human Resources Memorandum

**To:** Dr. Sherry Smith, Superintendent

**From:**  Donna Carlson, Assistant Superintendent of Human Resources

**Date:** October 5, 2022

**Subject:** Amend Board Policy Related to Students

**BACKGROUND:** In order to keep Board Policies in compliance with applicable State and Federal laws, as well as to create consistency of format within all Board Policies, the District contracted with the California School Boards Association to facilitate the review and revision of all Board Policies.

*First Reading*

BP 5145.3 – Nondiscrimination/Harassment

BP 5145.7 – Sexual Harassment

**RATIONALE:** This action will amend the policies to be compliant with current State and Federal law and current practices.

**FUNDING:** There is no fiscal impact to this action.

**RECOMMENDATION:** Recommend the Board amend the above listed Board Policies related to Students, as presented.

# Alta Loma SD

## Board Policy

### Students

BP 5145.3(a)

#### NONDISCRIMINATION/HARASSMENT

*This policy shall apply to all acts constituting unlawful discrimination or harassment 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.*

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, harassment, intimidation, and bullying targeted at any student by anyone, based on the student's actual *or perceived* race, color, ancestry, *nationality*, national origin, *immigration status*, ethnic group identification, *ethnicity*, age, religion, marital *status*, *pregnancy*, ~~or~~ parental status, physical or mental disability, *medical condition*, sex, sexual orientation, gender, gender identity, or gender expression *or genetic information*, ~~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.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also ~~includes the creation of a hostile environment through~~ *occurs when* 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 of Trustees also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.~~

*The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report 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*

**NONDISCRIMINATION/HARASSMENT (continued)**

*procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the District's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the District's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.*

~~The Superintendent or designee shall provide age appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the District's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.~~

~~In providing instruction, guidance, supervision, or other services to District students, employees and volunteers shall carefully guard against segregating or stereotyping students.~~

~~The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.~~

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** discipline, ~~up to and including counseling, suspension, and/or expulsion. which may include suspension or expulsion when the behavior 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.

**Grievance Procedures**

The Board of Trustees hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and inquiries regarding the District's nondiscrimination policies:

Director, Student Services

9390 Base Line Road

Alta Loma, CA 91701

(909) 484-5151

Any student who feels that they have been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes any such incident should report the incident to the Director or principal, whether or not the victim files a complaint.

**NONDISCRIMINATION/HARASSMENT** (continued)

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Director or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Director shall immediately investigate the complaint in accordance with the District's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall ensure that the student handbook clearly describes the District's nondiscrimination policy, procedures for filing a complaint regarding discrimination or harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The District's policy may also be posted on the District website or any other location that is easily accessible to students.

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

***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.***

Policy  
 adopted: September 19, 2006  
 amended: September 20, 2017

**ALTA LOMA SCHOOL DISTRICT**  
 Alta Loma, California

# Alta Loma SD

## Board Policy

### Students

BP 5145.7(a)

#### SEXUAL HARASSMENT

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,~~ *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 files a complaint, testifies *about*, or otherwise ~~participates in District complaint processes.~~ *supports a complainant in alleging sexual harassment.*

*The District strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the District's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.*

*Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71-Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 – Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.*

*The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.*

*The Superintendent or designee shall inform students and parents/guardians of the District's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the District's web site and including it in student and staff handbooks. All District staff shall be trained regarding the 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

**SEXUAL HARASSMENT (continued)**

2. A clear message that students do not have to endure sexual harassment *under any circumstances*
3. Encouragement to report observed instances *incidents* of sexual harassment, even ~~where~~ *when* 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 action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students*
46. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
57. 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 implement supportive measures to ensure a safe school environment for a student who is the complainant or victim or sexual harassment and/or other students during an investigation*

**Complaint Process**

~~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 (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.~~

~~The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.~~

**Disciplinary Actions**

*Upon completion of an investigation of a sexual harassment complaint, Any 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 through 8, disciplinary action may include*

**SEXUAL HARASSMENT (continued)**

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

*Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.*

**~~Confidentiality and Record-Keeping~~**

*In accordance with law and District policies and regulations, ~~The~~ 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 its **District** schools.*

~~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)~~


Policy  
adopted: August 23, 2006  
amended: November 7, 2012

**ALTA LOMA SCHOOL DISTRICT**  
Alta Loma, California



## Human Resources Memorandum

**To:** Dr. Sherry Smith, Superintendent

**From:**  Donna Carlson, Assistant Superintendent, Human Resources

**Date:** October 5, 2022

**Subject:** Reclassification of the Job Description for Child Nutrition Worker

**BACKGROUND:** The Child Nutrition Department has experienced a significant increase in additional duties with the movement to California Universal Meals. As a result of this increase of duties the Child Nutrition Worker position has become more demanding, resulting in the need for the job description to be amended and reclassified to ensure appropriate alignment of duties with the current role.

### *Second Reading*

**RATIONALE:** The reclassified job description outlines and clarifies the essential duties, qualifications and physical demands of the position of Child Nutrition Worker.

**FUNDING:** Due to the increased demands of this position, as well as assisting in the recruitment of future and retention of current employees, the District recommends movement from range 20 to range 25 on the Classified Part-Time Hourly Anniversary Steps Schedule with a budgetary impact of approximately \$28,970.

**RECOMMENDATION:** Recommend the Board adopt the reclassified job description and movement from range 20 to range 25 on the Classified Part-Time Hourly Anniversary Steps Schedule for Child Nutrition Worker as presented



DRAFT  
ALTA LOMA SCHOOL DISTRICT  
CHILD NUTRITION WORKER

**DEFINITION**

~~Under general supervision, to prepare, serve, and sell foods and snacks; to assist in the operation of the kitchen and serving areas; to maintain the food service facility, utensils, and equipment in a clean and sanitary condition; and to do other related work as required.~~

*Under general supervision, the Child Nutrition Worker assists in the preparation and serving of meals in a school site cafeteria, sells foods and snacks, and assists in the operation of the kitchen and serving areas. This position also requires that the incumbent maintain food service facilities, utensils and equipment in a clean and sanitary condition. The Child Nutrition Worker also performs other related work as required.*

**ESSENTIAL DUTIES**

- ~~Assist in the preparation, cooking, and serving of foods.~~
- *Store, prepare, serve, and sell hot and cold food items in accordance with prescribed menus and established procedures*
- *Ensure the distribution of safe food by practicing established safe food-handling techniques and procedures*
- *Follow department standard operating procedures*
- *Perform cashiering duties to include operating point-of-sale terminals, collecting money, making correct change, keeping accurate records and determining daily sales*
- *Operate and use a variety of equipment, utensils and machines used in school cafeterias including, but not limited to, commercial ovens, food warmers, microwave ovens and steamers*
- Wash and assemble foods and ingredients.
- ~~Serve and sell hot and cold foods, salads, beverages, desserts, and snacks.~~
- *Assist in the preparation of main dishes for cooking or baked goods*
- *Set up for serving and serve a wide variety of lunches and snacks to students, faculty members and other individuals*
- Package foods following predetermined portion control standards.
- ~~Assist in setting~~ *Set up preparation lines, stocking and monitoring* salad bars.
- *Wash and store dishes, utensils, pots and pans*
- ~~Assist in maintaining~~ *Maintain* the food service facility in a safe, clean, and sanitary condition.
- *Clean, rinse and sanitize counter tops, salad bars and kitchen equipment and dispose of refuse*
- *Follow safe and sanitary procedures and practices*
- *Pack and load food for transport from storage areas and freezers to preparation and serving areas*
- *Record inventory and other data*
- Participate in requisitioning, receiving and storing of foodstuffs, supplies, and materials.
- Assist in maintaining inventory control, operational records, and in the distribution of bulk food items.
- *Report unsafe, unsanitary conditions or malfunctioning equipment to supervisor*
- *Monitor student meals to ensure compliance with state and federal meal patterns*
- *Read and understand food allergy pop-up notifications while operating the point-of-sale terminal*
- *Monitor student food choices to ensure they do not receive any food items or ingredients to which they are allergic*

- *Understand and follow written and oral directions*
- *Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work*
- *Maintain a high level of ethical behavior and confidentiality of information about students and staff*
- *Participate in District in-service training as required*
- *Perform other duties as required*
- ~~May act as a cashier, including the counting of money and developing cash receipt records.~~
- ~~Wash, sanitize and store utensils, containers, and trays.~~
- ~~Clean serving counters, tables, chairs, food containers, and other equipment.~~
- ~~Clean and store kitchen equipment and salad bars.~~
- ~~Stock and monitor salad bars.~~

## **QUALIFICATIONS**

### Knowledge of:

Methods and procedures for preparing and serving food in large quantities;  
Standard food service terminology, appliances, and equipment;  
Sanitation and safety practices and procedures;  
Basic arithmetical calculations and measurement processes.  
Meal patterns and offer versus serve guidelines.

### Ability to:

Adhere to standard menus and recipes in the preparation, and cooking of baked foods and snacks;  
~~Operate and maintain food service related equipment;~~  
*Operate point-of-sale terminals, machines and equipment found in school cafeterias and food production areas*  
Collect money and make change accurately;  
Prepare simple operation reports;  
*Maintain basic records;*  
Work efficiently and effectively;  
Understand and carry out oral and written directions;  
*Use good judgment in the application of District and school policies;*  
*Establish and maintain cooperative working relationships;*  
*Accept change positively and support new ideas and methodologies;*  
*Relate effectively with diverse staff, students and community members;*  
*Maintain consistent, regular and punctual attendance;*  
*Follow District, state and federal rules, policies, regulations and laws*  
*Meet demanding timelines and schedules*  
*Work effectively as a member of a team*

## **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

### Experience:

One year of quantity food preparation, service, and kitchen maintenance functions in a commercial, institutional, or school food service facility.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training in food preparation, safety, sanitation, or other related areas.

Training:

Attend trainings as necessary to comply with all state and federal regulations.

**CERTIFICATE REQUIREMENT**

Possession of a Food Handlers Certificate issued by the San Bernardino County Health Department.

**SUMMARY OF PHYSICAL DEMANDS RATINGS**

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present – Does not exist  
 O = Occasionally – Up to 1/3 of the time  
 F = Frequently – From 1/3 to 2/3 of the time  
 C = Constantly – 2/3 or more of the time

1. STRENGTH:		
A. Standing		45%
Walking		45%
Sitting		10%
B. Lifting	F	40 lbs.
Carrying	F	40 lbs.
Pushing	C	40 lbs.
Pulling	C	40 lbs.
2. CLIMBING	O	
BALANCING	C	
3. STOOPING	F	
KNEELING	O	
CROUCHING	O	
CRAWLING	NP	
4. REACHING	C	
HANDLING	C	
FINGERING	F	
FEELING	NP	
5. TALKING:		
Ordinary	C	
Other	C	

HEARING:  
Conversations  
Other Sounds

C  
F

6. SEEING

Acuity, Near  
Acuity, Far  
Depth Perception  
Accommodation  
Color Vision  
Field of Vision

C  
O  
F  
F  
NP  
O

7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: (2) (3) (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).

8. PHYSICAL DEMAND COMMENTS: Long periods of standing, standing on cement floors, moving quickly performing work assignments. Examples of lifting/carrying/pushing/pulling are sack of flour, case of soft drinks, trays, cart, hand truck; balancing is wet, slippery floors; stooping is low rack, oven; reaching/handling/fingering are dishes, spoons, food, cash; are hearing normal conversation and other sounds; visual acuity are serving, preparing food.

**SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS**

The following analysis represents an evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

**Key to Environmental Factors Rating:**

NP = Not present in the job environment  
S = Seldom – Under 5% of work day  
O = Occasionally – Up to 1/3 of the time  
F = Frequently – From 1/3 to 2/3 of the time  
C = Constantly – 2/3 or more time

1. ENVIRONMENT:

Inside 80%      Outside 20%

Comments regarding "Inside/Outside work site location" = Primary activity of job performed inside

2. EXTREME COLD

O

Comments regarding "Extreme Cold" = Walk-in freezer/refrigerator

3. EXTREME HEAT

F

Comments regarding "Extreme Heat" = Stoves, ovens, fryers

4. WET/HUMID

C

Comments regarding "Wet and/or Humid Conditions" = Washing dishes/pans/hands

5. NOISE

80 decibels

VIBRATION

NP

Comments regarding "Noise" = Normal working conditions.

6. HAZARDS:
 

Mechanical	O
Explosives	NP
Electrical	S
Radiant Energy	NP
Burns	F
Other Hazard/s	F


Comments regarding "Mechanical Hazards" = Mixer, slicer  
 Comments regarding "Electrical Hazards" = Electrical appliances  
 Comments regarding "Burn Hazards" = Oven, steam tables  
 Comments regarding "Other Hazardous Conditions" = Wet surfaces
7. ATMOSPHERIC CONDITIONS:
 

Fumes	F
Mists	
NP	
Odors	S
<del>Gases</del> <i>Gasses</i>	NP
Dusts	
O	
Poor Ventilation	O
Other Atmospheric Hazards	NP

Comments regarding "Fume Exposure" = Solvents, ovens  
 Comments regarding "Odor Exposure" = Oven cleaners, bleach, cleaner  
 Comments regarding "Dust Exposure" = Flour, pollen  
 Comments regarding "Poor Ventilation Conditions" = Not a problem if window is open, or fan is on.
8. PROTECTIVE CLOTHING – DEVICES: Latex/mesh gloves, hairnets, back braces, ax, fire extinguisher, aprons, rubber mats
9. E. C. SUMMARY: Inside Work: (2) (3) (4) 5 (6) (7). Numbers encircled by () indicate significant involvement of factors enumerated and rated above.



## Human Resources Memorandum

**To:** Dr. Sherry Smith, Superintendent  
**From:**  Donna Carlson, Assistant Superintendent, Human Resources  
**Date:** October 5, 2022  
**Subject:** Reclassification of the Job Description for Behavior Intervention Assistant

**BACKGROUND:** The Special Education Department has experienced an increased need for additional duties and support for students who require specialized services. The job description of Behavior Intervention Assistant is being amended and reclassified to ensure appropriate alignment of duties with the current role and the significant increase in departmental needs.

### *Second Reading*

**RATIONALE:** The reclassified job description outlines the increase in essential duties, qualifications and physical demands of the position of Behavior Intervention Assistant.

**FUNDING:** Due to the increased demands of this position, the District recommends movement from range 29 to range 33 on the Classified Part-Time Hourly Anniversary Steps Schedule with a budgetary impact of approximately \$7,303.

**RECOMMENDATION:** Recommend the Board adopt the reclassified job description and movement from range 29 to range 33 on the Classified Part-Time Hourly Anniversary Steps Schedule for Behavior Intervention Assistant as presented.

DRAFT  
ALTA LOMA SCHOOL DISTRICT

**BEHAVIOR INTERVENTION ASSISTANT**

**DEFINITION**

~~Under general supervision of a Board-Certified Behavior Analyst (BCBA) and working closely with site principals, provide intensive behavioral intervention using Applied Behavior Analysis (ABA) methodology to individual or small groups of students with behavioral challenges in accordance with the prescribed course of instruction; observes, monitors and records student behavior and performance; actively monitor classroom behavior and performs related duties as assigned.~~

*Under the supervision of the Program Specialist and the direction of the District Behavior Specialist, performs a variety of paraprofessional duties supporting the instructional program for special education. Assists in implementing Behavior Intervention Plans (BIP). Assist staff in documenting targeted data. Positions assigned to this class may serve in a variety of school settings. Incumbents are expected to learn student behavior, supervision and instructional techniques for the specific area of school service to which they are assigned. Duties encompass a wide range of supportive tasks for students and staff in the behavior intervention program. Performs supportive clerical tasks for district, staff, and students; and completes related work as required.*

**ESSENTIAL DUTIES**

- *Assist students in safe learning opportunities, to promote independent linguistic, physical, and social, academic, and motor skills development.*
- *Observes and records behavior patterns and develops appropriate techniques to reinforce acceptable behavior and communication skills.*
- *Use positive reinforcement strategies and techniques to assist students in the development of appropriate behavior and conduct.*
- *Implement Intensive Behavior Plans through modeling, reinforcement and specialized strategies in a variety of settings for the purpose of supporting students and maintaining an orderly educational environment.*
- *Work with students individually and in groups, at various locations, assisting with specific instructional or learning tasks.*
- ~~Monitor student conduct and utilize approved behavior management techniques to redirect and modify inappropriate behaviors.~~
- *Assist students upon arrival and departure at school and throughout the day.*
- *Monitor, observe, and report behavioral data of students according to approved procedures.*
- *Collect and record data and anecdotal notes in accordance with program guidelines.*
- *Document/gather information on student behavior through charting and progress reports.*
- *Communicate with teachers and assigned staff regarding student's progress, behavior and needs.*
- *Participate in staff development and regular meetings with other behavior support staff.*
- *Prevent students from leaving campus or engaging in unsafe situations.*
- *Assist instructional support staff in the use of common behavior strategies.*
- *Assist students by providing appropriate modeling, emotional support, positive attitude, understanding, sense of humor and general guidance.*
- *Assist teacher in supervision of students in physical and prescribed learning activities.*
- *Assist teachers in mainstream classrooms with special education students as needed.*
- *Perform and assist team with Emergency Behavior Interventions when needed.*
- *Assure the health and safety of students by following health and safety practices and regulations.*

- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.
- Maintain confidentiality of sensitive and privileged information in accordance with District, state and federal mandates and other specified legal requirements or policies.
- Demonstrate adaptability/flexibility in classroom/school situations.
- *Assists students to reinforce behavior and community skills.*
- *Assists in recording student progress in the attainment of individualized goals*
- *Confer with teachers to identify learning or behavioral needs and evaluate progress toward goals.*
- *Maintains a variety of reports and records pertaining to individualized students with behavior modifications.*
- *Assists in the management and shaping of student behavior through the use of positive reinforcement strategies and models.*
- *Maintains appropriate student discipline in conjunction with the teacher.*
- *May participate in Behavior Intervention staff development, in-services, clinics, student progress meetings and team meetings as directed.*
- *May participate in meeting the health and hygiene needs of students on a systematic basis.*
- *May assist with clerical tasks as assigned.*
- *Work in an outdoor environment subjected to seasonal heat and cold or adverse weather conditions.*
- *Performs other related duties as assigned.*

## QUALIFICATIONS

### Knowledge of:

~~Behavior management and techniques used with special needs populations;~~  
General concepts of child growth and development and child behavior characteristics;  
Techniques used in behavior management, motivating, and assisting students;  
Needs and behavior characteristics of students with disabilities, including special needs, and requirements of students with autism and emotional disturbances or behavioral needs;  
Instructional accommodations and modifications for students with disabilities;  
*Student behavior management techniques and strategies;*  
*Instructional accommodations and modifications for students with disabilities;*  
*Routine record keeping and record management;*  
*General purposes and goals of public education;*  
*Classroom procedures and rules of conduct;*  
*Basic operation of office, classroom, and clerical equipment;*  
English usage, punctuation, spelling, grammar, and math;  
Routine record storage, retrieval, and management procedures.

### Ability to:

Learn and use Applied Behavior Analysis (ABA) methods;  
*Assume responsibility for properly supervising students;*  
*Assume responsibility of assisting staff to implement behavior modification concepts;*  
*Provide intensive behavioral assistance to designated students in a variety of educational settings;*  
*Follow documented Behavior Intervention Plan (BIP);*  
*Implement behavior management techniques used with individuals with special needs.*  
*Prepare charts, records, graphs, or other methods of displaying student data.*  
*Provide physical assistance to students as needed*  
*Work with students with developmental and emotional behaviors.*



Demonstrate an understanding, patient and receptive attitude toward students;  
Observe and manage behavior of students according to approved procedures;  
Physically prevent students from eloping;  
Monitor and evaluate student progress;  
Work independently with little direction;  
Implement training techniques and chart behavior as directed by certificated staff;  
Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations;  
Apply and implement techniques per Crisis Prevention Intervention (CPI) guidelines;  
Establish and maintain effective working relationships;  
Organize, set priorities, and exercise sound judgment within areas of responsibilities;  
Organize and maintain confidential student records and files;  
**Maintain confidentiality regarding privileged information;**  
Implement behavior management techniques used with individuals with special needs;  
**Communicate, understand and carry out oral and written instructions.**  
~~Communicate effectively orally and in writing;~~  
~~Understand and follow instructions;~~  
Effectively use a variety of office equipment and a variety of computer programs such as word processing, data entry, database, and spreadsheets;  
**Establish and maintain cooperative and effective working relationships;**  
**Perform routine clerical work;**  
**Learn school rules and regulations and apply to everyday situations in a variety of settings on the school campus, in a fair, firm and equitable manner;**  
**Remain calm and respond appropriately in an emergency situation;**  
**Diffuse conflict situations on campus;**  
**Maintain a positive attitude;**  
**Maintain appropriate records;**  
**Other duties assigned as necessary.**

## EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

### Experience:

*Varied experience working with multi-age groups of children.*

~~*One year of paid experience and training and/or education with children of various age levels in behavior support including students with autism and emotional disturbances and/or students who may be struggling with mental health issues such as disruptive behavior, anxiety, or trauma preferred.*~~

### Education:

Equivalent to the completion of the twelfth grade, and one of the following: (1) completed two years of study at an institution of higher education (48 semester units); (2) obtained an associate's (or higher) degree; or (3) met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Completion of coursework at an accredited institution of higher education in child development, education, and/or psychology preferred.  
Experience in observing and charting student behavioral data.  
Training in implementing Intensive Behavior Intervention techniques preferred.  
Registered Behavior Technician (RBT) certification highly desirable  
Bilingual desirable.

#### Certificate Requirement

Must possess current CPR and CPI certification while employed in the position.

#### SUMMARY OF PHYSICAL DEMANDS RATINGS

The following analysis entails an evaluation of the “Physical Demands” factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

##### Rating Symbol Key:

NP = Not Present – Does not exist  
O = Occasionally – Up to 1/3 of the time  
F = Frequently – From 1/3 to 2/3 of the time  
C = Constantly – 2/3 or more of the time

#### 1. STRENGTH:

A.	Standing	33.3%
	Walking	33.3%
	Sitting	33.4%
B.	Lifting	F 50 lbs.
	Carrying	F 25 lbs.
	Pushing	F 50 lbs.
	Pulling	F 50 lbs.

2.	CLIMBING	O
	BALANCING	O
3.	STOOPING	C
	KNEELING	C
	CROUCHING	C
	CRAWLING	O
4.	REACHING	C
	HANDLING	C
	FINGERING	O
	FEELING	O
5.	TALKING:	
	Ordinary	C
	Other	O

- |   |   |
|---|---|
| HEARING:  |   |
| Conversations   | C |
| Other Sounds  | O |
| 6. SEEING   |   |
| Acuity, Near  | C |
| Acuity, Far   | C |
| Depth Perception  | O |
| Accommodation   | O |
| Color Vision  | O |
| Field of Vision   | O |
| 7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: (1) 2 (3) (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).  |   |
| 8. PHYSICAL DEMAND COMMENTS: Examples of significant physical abilities are associated with instructing and supervising Special Education students in a classroom environment, e.g., reading, distributing materials, recording information, running, and performing CPI holds. |   |

#### SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

##### Key to Environmental Factors Rating:

NP = Not present in the job environment  
S = Seldom – Under 5% of work day  
O = Occasionally – Up to 1/3 of the time  
F = Frequently – From 1/3 to 2/3 of the time  
C = Constantly – 2/3 or more time

- |   |             |
|---|-------------|
| 1. ENVIRONMENT:   |             |
| Inside 75%                      Outside 25%                             |             |
| Comments regarding "Outside work site location" = Playground/fields     |             |
| 2. EXTREME COLD   | NP          |
| 3. EXTREME HEAT   | S           |
| 4. WET/HUMID  | F           |
| Comments regarding "Wet and/or Humid Conditions" = Water cleaning items |             |
| 5. NOISE  | 80 decibels |
| VIBRATION   | NP          |
| Comments regarding "Noise" = Children, bells, playground                |             |
| 6. HAZARDS:   |             |
| Mechanical  | S           |
| Explosives  | NP          |
| Electrical  | S           |
| Radiant Energy  | NP          |
| Burns   | NP          |
| Other Hazard/s  | NP          |

Comments regarding “Mechanical Hazards” = Staples, cutting boards

7. ATMOSPHERIC CONDITIONS:


Fumes	NP
Mists	NP
Odors	C
<del>Gases</del> <i>Gasses</i>	NP
Dusts	S
Poor Ventilation	NP
Other Atmospheric Hazards	NP
Comments regarding “Odor Exposure” = Body waste, body odors	
Comments regarding “Dust Exposure” = Dirt	

8. PROTECTIVE CLOTHING – DEVICES: Latex gloves, bite guards, face shields, back belt (SED), first aid kits, earthquake kit.

9. E. C. SUMMARY: Inside Work: 2 3 (4) 5 6 (7). Numbers encircled by () indicate significant involvement of factors enumerated and rated above.



## Human Resources Memorandum

**To:** Dr. Sherry Smith, Superintendent  
**From:**  Donna Carlson, Assistant Superintendent, Human Resources  
**Date:** October 5, 2022  
**Subject:** Reclassification of the Job Description for Proctor

**BACKGROUND:** The role of Proctor requires an increase in specialized training in Positive Behavioral Interventions and Supports (P.B.I.S.) The job description of Proctor is being amended and reclassified to ensure appropriate alignment of duties with the current role and school supervision needs.

### *Second Reading*

**RATIONALE:** The reclassified job description outlines and clarifies the essential duties, qualifications and physical demands of the position of Proctor.

**FUNDING:** Due to the increased demands of this position, as well as assisting in the recruitment of future and retention of current employees, the District recommends movement from range 13 to range 16 on the Classified Part-Time Hourly Anniversary Steps Schedule with a budgetary impact of approximately \$28,687.

**RECOMMENDATION:** Recommend the Board adopt the reclassified job description and movement from range 13 to range 16 on the Classified Part-Time Hourly Anniversary Steps Schedule for Proctor as presented

DRAFT  
ALTA LOMA SCHOOL DISTRICT

PROCTOR

**DEFINITION**

~~Under general supervision perform basic student supervision of the playground, lunch activities and other assigned areas; monitors students; participates in site security, parking and traffic control duties and performs other related work as required.~~

***Under supervision of the site principal or designee to provide safe and consistent student supervision of the playground, lunch activities and other assigned areas; monitors students; participates in site security, parking and traffic control duties and performs other related work as assigned.***

**ESSENTIAL DUTIES**

- Monitor student behavior on the school campus during lunch, recesses, special activities before and/or after school.
- ***Maintain a high level of visibility and project a positive and pleasant demeanor.***
- ***Maintain an orderly and harmonious atmosphere on the school campus.***
- ***Intervene and resolve potential conflicts on the playground.***
- ***Prevent, report and correct improper behavior and unauthorized activities.***
- ***Assist students who are ill or injured to the school health office.***
- Coordinate with school principal or designee/teacher on enforcement of specific school rules and District policies and reports any behavior problems, bullying, accidents or exceptional incidents to the designated authority.
- Encourage and promote consistency and adherence to common safety standards and procedures.
- Maintain a safe school environment including performing routine visual inspections of playgrounds and surrounding areas for potential hazards. Report any and all irregular or unsafe conditions.
- Patrol campus perimeter, playground, lunch areas, classrooms, restrooms, parking lots, internal and external campus areas, and other assigned facilities according to established procedures.
- Report unusual activities or unauthorized visitors to the school office or administration.
- Assist in diffusing potentially volatile and hostile situations involving students and/or adults on campus during established school hours and/or after-hour school functions.
- Assists in the management of acceptable student behavior through the use of positive behavior strategies and intervention techniques.
- Supports students in their social, emotional, and behavioral development.
- Maintain positive personal relationships with students, parents, and staff members.
- Encourage active participation, fair play, and good sportsmanship on the playground.
- Discipline referrals and incident reports are written in a professional manner with an appropriate tone, when needed.
- Assist and direct campus visitors.
- Perform basic first aid and assist with student injury or health ~~issues~~ ***concerns.***
- Escort students to the office or other locations on campus as pursuant to school and District regulations.
- Assists in the planning, organizing, and conducting of playground and/or noon activities.
- Organize and assign playground equipment
- Maintain an appropriate inventory of playground materials, supplies, and equipment.
- ***Collect playground equipment and personal items left on school grounds.***

- Assist in the safe cleanup of student lunch tables, and other various cleaning and safety duties, as assigned.
- Perform campus and parking lot control and monitoring functions and activities.
- Operate communication devices efficiently and appropriately.
- May assist with clerical tasks as assigned.
- ***Understand and follow written and oral directions.***
- ***Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work.***
- ***Participate in District in-service training as required***
- Work in an outdoor environment subjected to seasonal heat and cold or adverse weather conditions.
- Performs other related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

***Safe campus supervision methods and procedures;***

***Basic principles of first aid;***

***School lockdown procedures;***

***Behavior modification strategies and techniques;***

***Safety rules and habits Legal mandates, policies, District and school rules and regulations concerning campus control and appropriate student behavior;***

***Roadway safety practices, traffic safety regulations as they apply to school crossings and emergency assistance procedures;***

Campus and District rules and regulations;

Basic methods of individual and group supervision;

Basic health and safety regulations;

English usage including proper spelling, grammar and punctuation;

Interpersonal skills including tact, patience and courtesy;

Basic crowd and traffic control methods;

Basic concepts of child growth and development, and developmental behavior characteristics.

### Ability to:

***Work well with children and*** Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups;

***Detect and identify dangerous drugs and improper substances;***

***Enforce campus rules and regulations;***

***Control the behavior and activities of student in a wide variety of situations;***

***Maintain cooperation of and with motorists, hear, see and move at a level that ensures student safety;***

***Operate a two-way radio to communicate with school office and/or personnel;***

***Use good judgment in the application of District and school policies;***

***Demonstrate tact, diplomacy and good judgment;***

***Establish and maintain effective working relationships with those contacted in the course of work;***

***Understand and carry out handwritten/typed documents;***

***Relate effectively with diverse staff, students and community members;***

***Follow District, state and federal rules, policies, regulations and laws;***

***Meet demanding timelines and schedules;***

***Work effectively as a member of a team;***

Learn school rules and regulations and apply to everyday situations in a variety of settings on the school campus, in a fair, firm and equitable manner;

Remain calm and respond appropriately in an emergency situation;

Diffuse conflict situations on campus;  
Maintain a positive attitude;  
***Demonstrate a fair, neutral approach;***  
***Maintain a high level of ethical behavior and confidentiality of information about students and staff;***  
Maintain appropriate records.

## EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

### Experience:

Varied experience working with multi-age groups of children.

### Education:

Equivalent to the completion of the twelfth grade.

## Certificate Requirement

Current First Aid and CPR training certification is required.

## WORKING CONDITIONS

Employees will perform a majority of duties outdoors and/or in the school's multipurpose room and classrooms. The position may require long periods of standing, walking, and circulating about.

Employees may be exposed to adverse weather conditions and antisocial behavior. Employees may ***experience challenging situations with students and adults.*** ~~be exposed to contact with angry or hostile or abusive individuals.~~

Employees are regularly required to talk, listen, see, sit, reach, bend, carry, push, pull and walk. Employees are regularly required to lift and move objects; while most of this lifting and moving will not normally exceed 10 pounds, it will periodically involve providing assistance to students of varying weights of up to 100 pounds or more. Lifting more than 50 pounds will be with assistance. The noise level of this job is generally moderate. Employees will be exposed to frequent interruptions. Employees may be exposed to childhood ***illnesses or*** diseases. To perform this job successfully, an individual must be able to perform each essential job function in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

## SUMMARY OF PHYSICAL DEMANDS RATINGS

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

### Rating Symbol Key:

NP = Not Present – Does not exist  
O = Occasionally – Up to 1/3 of the time  
F = Frequently – From 1/3 to 2/3 of the time  
C = Constantly – 2/3 or more of the time

### 1. STRENGTH:

A. Standing	20%
Walking	70%
Sitting	10%



B. Lifting	C	50 lbs.
Carrying	C	50 lbs.
Pushing	F	50 lbs.
Pulling	F	50 lbs.
2. CLIMBING	O	
BALANCING	F	
3. STOOPING	O	
KNEELING	O	
CROUCHING	O	
CRAWLING	O	
4. REACHING	C	
HANDLING	C	
FINGERING	O	
FEELING	C	
5. TALKING:		
Ordinary	C	
Other	NP	
HEARING:		
Conversations	C	
Other Sounds	C	
6. SEEING		
Acuity, Near	F	
Acuity, Far	C	
Depth Perception	C	
Accommodation	NP	
Color Vision	C	
Field of Vision	C	

7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: (2) 3 (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).

8. PHYSICAL DEMAND COMMENTS: Examples of Lifting/carrying/pushing/pulling are moving equipment between periods, balancing are demonstrating exercises, reaching/handling/feeling are game activities, talking/hearing are instructing, near and far vision acuity/depth perception/color vision are game activities.

### SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents an evaluation of the surroundings in which the job is performed. Environmental Conditions must, by definition, be specific and related to the job.

#### Key to Environmental Factors Rating:


NP = Not present in the job environment  
S = Seldom – Under 5% of work day

O = Occasionally – Up to 1/3 of the time  
 F = Frequently – From 1/3 to 2/3 of the time  
 C = Constantly – 2/3 or more time

1. ENVIRONMENT:  
     Inside 20%      Outside 80%
2. EXTREME COLD      O
3. EXTREME HEAT      O
4. WET/HUMID      S
5. NOISE      70+ decibels  
     VIBRATION      S  
     Comments regarding “Noise” = Inside Cafeteria and Multipurpose Room
6. HAZARDS:  
     Mechanical      S  
     Explosives      NP  
     Electrical      S  
     Radiant Energy      NP  
     Burns      F  
     Other Hazard/s      O  
     Comments Regarding “Mechanical Hazards” = Equipment set up  
     Comments Regarding “Electrical Hazards” = Electrical outlets  
     Comments Regarding “Burn Hazards” = Sunburn  
     Comments Regarding “Other Hazardous Conditions” = High risk of injury, athletic activities
7. ATMOSPHERIC CONDITIONS:  
     Fumes      O  
     Mists      NP  
     Odors      NP  
     Gases ~~Gasses~~      NP  
     Dusts      C  
     Poor Ventilation      NP  
     Other Atmospheric Hazards      NP  
     Comments Regarding “Fume Exposure” = Grounds maintenance  
     Comments Regarding “Dust Exposure” = Pollen, sand
8. **RECOMMENDED** PROTECTIVE CLOTHING – DEVICES: Sunglasses, sunblock, hats or visors, umbrella



## Human Resources Memorandum

**To:** Dr. Sherry Smith, Superintendent  
**From:**  Donna Carlson, Assistant Superintendent, Human Resources  
**Date:** October 5, 2022  
**Subject:** Reclassification of the Job Description for Maintenance Worker - Senior

**BACKGROUND:** The Maintenance, Operations, Transportation and Safety Department has experienced a significant increase in additional duties for the position of Maintenance Worker - Senior. Therefore, the job description for Maintenance Worker - Senior is being amended and reclassified to ensure appropriate alignment of duties with the current role and the increase in departmental needs.

### *Second Reading*

**RATIONALE:** The reclassified job description outlines the increase in essential duties, qualifications and physical demands of the position of Maintenance Worker - Senior.

**FUNDING:** Due to the increased demands of this position, the District recommends movement from range 47 to range 50 on the Classified Benefitted Hourly Schedule with a budgetary impact of approximately \$11,713.

**RECOMMENDATION:** Recommend the Board adopt the reclassified job description and movement from range 47 to range 50 on the Classified Benefitted Hourly Schedule for Maintenance Worker - Senior as presented.

DRAFT  
ALTA LOMA SCHOOL DISTRICT

MAINTENANCE WORKER - SENIOR

DEFINITION

*Under the direction of the Director of M.O.T.S., able to personally and independently perform the duties described herein, including routine duties, and*

~~Under direction,~~ to perform skilled construction, maintenance, and repair functions and activities in one or more maintenance trade areas; and to do other related work as required.

*Provide training and guidance to fellow Maintenance and Operations personnel.*

ESSENTIAL DUTIES

- Perform alteration, repair, and maintenance of various wood structures, utilizing hand tools and woodworking equipment.
- Prepare or assist in the preparation of wood, metal, stucco, plaster, brick, and cement surfaces.
- Inspect, review, and examine metal objects to be welded, and measure and lay out materials to be joined according to specifications and by utilizing skilled judgments.
- Position, fit, and weld fabricated cast and forged components in assembling structural forms such as machinery frames and parts, furniture, gates, fences, and a variety of other equipment and metal items.
- Inspect and test emergency fire suppression equipment, including fire alarms and extinguishers.
- Maintain the District master key system, changes locking devices, re-key rooms, offices, and buildings; hang doors, and install door closures.
- Apply paint, varnish, enamel, lacquer, and other protective and decorative finishes.
- Install, maintain, and repair electrical equipment, electrical controls, lighting systems, and telephone and telecommunication devices.
- Perform a variety of functions and assist in the installation, maintenance, and repair of air conditioning, heating, and ventilation systems.
- Repair and replace pipes, valves, fittings, and other fixtures pertaining to water and gas systems, and perform other routine plumbing related tasks.
- Assist in the installation, maintenance, and repair of electronic equipment and various systems, such as clocks and intrusion alarms.
- Plan, organize, lay out assigned tasks, and estimate material and labor costs.
- Maintain various maintenance records, including preventative maintenance and job result records.
- *Demonstrate proper methods and functions by example and knowledge of job*
- *Lead a crew in the performance of their skilled duties*
- *Provide instruction and training of new personnel*
- Coordinate and direct the work of others.
- Drive a service vehicle to and from work sites.
- *Participate in District in-services, workshops, and/or seminars*
- *Ability to work independently and alone on weekends, if required, with little or no supervision*
- *Identify and solve issues; engage in preventative maintenance*
- *Other related duties as assigned*

## QUALIFICATIONS

### Knowledge of:

Materials, equipment, procedures, and tools used in performing skilled journeyman level construction, maintenance, and repair tasks;

Basic metal properties, heat treatment, straightening techniques, and metal fabrication methods and procedures;

Building code requirements, policies, regulations, and guidelines pertaining to school district facility and equipment, construction, maintenance, and repair;

Safe working methods and procedures.

***District concepts, policies, and expectations***

***Safe work practices, and procedures***

***Principles of leading and training***

### Ability to:

Skillfully perform construction, maintenance, and repair tasks at the skilled journeyman level in one or more of the maintenance trade areas;

Plan, organize, and lay out construction, maintenance and repair functions;

Accurately estimate labor and material costs;

Work from diagrams, blueprints, shop drawings, sketches, and schematics;

Maintain simple records and prepare complete and concise reports;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships.

***Work without immediate supervision, inspect and coordinate the work of others***

***Learn schedules and work methods quickly***

***Get along well with others and work together as a team***

***Appropriately use tools and equipment specific to trade***

***Drive equipment safely and in accordance with traffic laws***

***Perform satisfactorily as a team leader and provide instructions, training, and clear directions***

***Motivate and lead staff members in the performance of their duties***

***Resolve conflict and problem solve***

***Train, coordinate, and assist in the work of others***

## EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

### Experience:

Two years of experience at the journeyman level in one or more maintenance trade areas.

### Education:

Equivalent to the completion of the twelfth grade, supplemented by course work or training in one or more of the maintenance craft areas.

### License Requirement:

Possession of a valid California Motor Vehicle Operator's License.

### Condition of Employment:

Insurability by the District's liability insurance carrier.

## SUMMARY OF PHYSICAL DEMANDS RATINGS

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

### Rating Symbol Key:

NP = Not Present – Does not exist  
 O = Occasionally – Up to 1/3 of the time  
 F = Frequently – From 1/3 to 2/3 of the time  
 C = Constantly – 2/3 or more of the time

1.	STRENGTH:		
	A.	Standing	60%
		Walking	20%
		Sitting	20%
	B.	Lifting	F 50 lbs.
		Carrying	F 50 lbs.
		Pushing	O 50 lbs.
		Pulling	O 50 lbs.
2.	CLIMBING	F	
	BALANCING	F	
3.	STOOPING	F	
	KNEELING	F	
	CROUCHING	F	
	CRAWLING	O	
4.	REACHING	C	
	HANDLING	C	
	FINGERING	O	
	FEELING	O	
5.	TALKING:		
	Ordinary	C	
	Other	O	
	HEARING:		
	Conversations	C	
	Other Sounds	F	
6.	SEEING		
	Acuity, Near	C	
	Acuity, Far	O	
	Depth Perception	O	
	Accommodation	C	
	Color Vision	NP	
	Field of Vision	O	

- ## SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

**Key to Environmental Factors Rating:**

S = Seldom – Under 5% of work day

F = Frequently – From 1/3 to 2/3 of the time

1. ENVIRONMENT:

## 2. EXTREME COLD

**S**

- S**

- NP

- 120 decibels

O

## 6. HAZARDS:

F

**S**

F

NP

0

S

7. ATMOSPHERIC CONDITIONS:

0

NP

O

NP

Dusts	O
Poor Ventilation	NP
Other Atmospheric Hazards	NP
Comments regarding "Fumes" = Copier	
Comments regarding "Odors" = Copier	
Comments regarding "Dust" = Paper	


8. PROTECTIVE CLOTHING -- DEVICES: Safety glasses/goggles, gloves, ear protectors
9. E. C. SUMMARY: Inside Work: 2 3 4 5 6 7. Numbers encircled by () indicate significant involvement of factors enumerated and rated above.





## Human Resources Memorandum

**To:** Dr. Sherry Smith, Superintendent

**From:**  Donna Carlson, Assistant Superintendent, Human Resources

**Date:** October 5, 2022

**Subject:** Reclassification of the Job Description for Secretary - Senior to Maintenance, Operations, Transportation and Safety (M.O.T.S.) Administrative Secretary

**BACKGROUND:** The position of Secretary - Senior in the Maintenance, Operations, Transportation and Safety Department has experienced a significant increase in additional duties and specialized training over the last several years. Therefore, the job description for Secretary - Senior in the M.O.T.S. Department is being amended and reclassified to Maintenance, Operations, Transportation and Safety (M.O.T.S.) Administrative Secretary to ensure appropriate alignment of duties with the current role and the increase in departmental needs.

### *Second Reading*

**RATIONALE:** The reclassified job description outlines the increase in essential duties, qualifications and physical demands of the position of Maintenance, Operations, Transportation and Safety (M.O.T.S.) Administrative Secretary.

**FUNDING:** Due to the increased demands of this position, the District recommends movement from range 38 to range 44 on the Classified Benefitted Hourly Schedule with a budgetary impact of approximately \$6,080.

**RECOMMENDATION:** Recommend the Board adopt the reclassified job description and movement from range 38 to range 44 on the Classified Benefitted Hourly Schedule for the Maintenance, Operations, Transportation and Safety (M.O.T.S.) Administrative Secretary as presented.

**DRAFT**  
**ALTA LOMA SCHOOL DISTRICT**

**SECRETARY – SENIOR**

***MAINTENANCE, OPERATIONS, TRANSPORTATION AND SAFETY (M.O.T.S.)  
ADMINISTRATIVE SECRETARY***

**DEFINITION**

Under general supervision, to perform specialized and responsible clerical and secretarial functions; use computer and application software; to relieve supervisor of clerical detail and to perform routine administrative aide functions; and to do other related work as required.

***Under the supervision of the Maintenance, Operations, Transportation and Safety (M.O.T.S.) Department; plans, coordinates and performs activities related to the support and operation of the Department's database, staffing, operations and transportation systems. Confers with administrators and staff to provide support, documentation, training, reporting to District staff and governmental agencies, and performs related work as assigned to support the ongoing functions of the M.O.T.S. Department. This position reports to the M.O.T.S. Director.***

**ESSENTIAL DUTIES**

- Serve as a personal secretary and office management aide.
- Review and screen incoming correspondence and communications routed to supervisor.
- Determine the communications or correspondence to refer appropriate staff members for the gathering of data, or for a response.
- Plan and organize follow-up activities to ensure that operational timelines are met.
- Arrange correspondence for supervisor's personal reply in the order of a predetermined priority with appropriate background materials available for reference.
- Independently or in accordance with general instructions, compose correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures.
- Review outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation.
- Take notes of meetings and conferences, and prepare accurate summaries.
- May take and transcribe dictation, or use transcription equipment to prepare a wide variety of subject area materials, including information and data that may be of a privileged or sensitive nature.
- Serve as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contacts.
- Prepare input data for a computerized record management, storage, and retrieval system, and utilize the output reports in the office operational functions.
- Maintain a variety of records and files, that may include student, personnel, budget, expenditure, payroll, and other related records and files, including materials of a confidential and sensitive nature.
- Operate a computer, and use a variety of application software.
- May assist with budget planning and expenditure control processes.
- May assist with organizing the clerical functions of the office to which assigned.
- ***Prepare correspondence, forms, requisitions, and reports for the M.O.T.S. Department.***
- ***Receive and process work orders and emergency requests for service.***
- ***Review and screen incoming correspondence and communications routed to the M.O.T.S. Director.***

- *Plan and organize follow-up activities to ensure that operational timelines are met.*
- *Review outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation.*
- *Provide technical support of the Workorder database.*
- *Identify, analyze and resolve problems with software, interact effectively with users and software providers to solve problems and provide advice on best practices for maintaining data.*
- *Monitor database for accuracy and data integrity.*
- *Perform required information extracts to other district departments and governmental and outside agencies.*
- *Serve as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contacts.*
- *Prepare input data for a computerized record management, storage, and retrieval system, and utilize the output reports in the office operational functions.*
- *Maintain a variety of records and files, that may include student, personnel, budget, expenditure, payroll, and other related records and files, including materials of a confidential and sensitive nature.*
- *Operate a computer, and use a variety of application software.*
- *May assist with budget planning and expenditure control processes.*
- *May assist with organizing the clerical functions of the office to which assigned.*
- *Process all cash and on-line payments for the M.O.T.S. Department..*
- *Process all staff reimbursements*
- *Monitor deposits and final payments for field trips, consultants and outside agencies providing service to the M.O.T. Department.*
- *Collect and process time sheets for the M.O.T.S. Department.*
- *Perform other duties as assigned*

## **QUALIFICATIONS**

### Knowledge of:

Organization and coordination of specialized and responsible clerical functions;

Modern office methods and equipment, including automated record management and filing systems, computer operational processes, receptionist and telephone techniques, correspondence, and report writing;

English usage, grammar, spelling, and punctuation;

Basic methods and techniques of organization and planning.

***Current M.O.T.S. Department policies and regulations as communicated by DMV and OSHA.***

***Methods, practices, and procedures of database management, school district accounting, and record management;***

***Office methods and equipment, including automated record management and filing systems, computer programs and related technology, receptionist and telephone techniques and etiquette, correspondence and report writing;***

***Organization and planning methods, trends, techniques, and practices;***

***Oral and written communication skills***

### Ability to:

Learn, interpret, and apply legal mandates, policies, rules and regulations, and operational procedures;

Assume responsibility for routine administrative detail;

Compose correspondence independently;

Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required;

Type or keyboard at a net corrected speed of 50 words per minute;

Make arithmetical calculations with speed and accuracy;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships;

Function in situations requiring tact, diplomacy, and discretion;

Take summary notes and transcribe accurately, or use transcription equipment effectively in preparing various written materials.

***Schedule activities and staff;***

***Gather, collate, and/or classify data;***

***Perform complex and technical accounting, budget control, and scheduling functions;***

***Prepare, review, and analyze accounting, budget control, and payroll files, records, summaries, and reports;***

***Perform double entry bookkeeping and accounting;***

***Lead and advise other M.O.T.S. Department accounting, purchasing, and personnel;***

***Effectively and efficiently operate computers, and other machines and equipment;***

***Type or keyboard at a net corrected speed of 40 words per minute;***

***Flexibility to work with others in a variety of circumstances;***

***Work with a diversity of individuals and/or groups;***

***Establish and maintain cooperative working relationships;***

***Problem solve to identify issues and create action plans;***

***Independent interpretation of guidelines;***

***Understand and carry out oral and written directions;***

***Work independently and effectively handle multiple priorities;***

***Plan and organize work to meet schedules and timelines.***

## EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

### Experience:

Two years of responsible and varied secretarial and clerical experience, including some experience in organizing and coordinating specialized clerical functions.

***Two years of highly responsible experience in database management, office management, accounting, or budget control record management and reporting, including one year in a lead or specialized capacity. Experience with Williams Act requirements and F.I.T. reporting documentation.***

### Education:

Equivalent to the completion of the twelfth grade, including or supplemented by course work in shorthand, typing, data entry and output report development, and advanced secretarial skill areas. Coursework in shorthand or speed writing is desirable.

***Equivalent to the completion of the twelfth grade, supplemented by training or coursework in data entry, database management, accounting, bookkeeping, business office organization and planning, or closely related fields.***

# ***SUMMARY OF PHYSICAL DEMANDS RATINGS***

The following analysis entails an evaluation of the “Physical Demands” factors of the job as it exists.

This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

## **Rating Symbol Key:**

NP = Not Present – Does not exist

O = Occasionally – Up to 1/3 of the time

F = Frequently – From 1/3 to 2/3 of the time

C = Constantly – 2/3 or more of the time

1.	STRENGTH:		
	A.	Standing	10%
		Walking	10%
		Sitting	80%
	B.	Lifting	O 25 lbs.
		Carrying	F 25 lbs.
		Pushing	O 10 lbs.
		Pulling	O 10 lbs.
2.	CLIMBING		O
	BALANCING		NP
3.	STOOPING		O
	KNEELING		O
	CROUCHING		O
	CRAWLING		NP
4.	REACHING		C
	HANDLING		O
	FINGERING		C
	FEELING		NP
5.	TALKING:		
	Ordinary		C
	Other		O
	HEARING:		
	Conversations		C
	Other Sounds		O
6.	SEEING		
	Acuity, Near		C
	Acuity, Far		O
	Depth Perception		O
	Accommodation		C
	Color Vision		NP
	Field of Vision		O

7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: 2 3 (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are supplies, reams of paper, carts, desk drawers; reaching/handling/fingering are reports, telephone, computer keyboard, files; talking/hearing are conversations with students, general public in person and via telephone; seeing are computer screen, bulletin board, reviewing reports and records.

## SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents an evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not present in the job environment

S = Seldom – Under 5% of work day

O = Occasionally – Up to 1/3 of the time

F = Frequently – From 1/3 to 2/3 of the time

C = Constantly – 2/3 or more time

- |    |  |             |
|----|--|-------------|
| 1. | ENVIRONMENT:<br>Inside 90%                      Outside 10%            |             |
| 2. | EXTREME COLD   | NP          |
| 3. | EXTREME HEAT   | NP          |
| 4. | WET/HUMID  | NP          |
| 5. | NOISE  | 65 decibels |
|    | VIBRATION  | NP          |
|    | Comments regarding "Noise" = General office conversation and equipment |             |
| 6. | HAZARDS:   |             |
|    | Mechanical   | S           |
|    | Explosives   | NP          |
|    | Electrical   | NP          |
|    | Radiant Energy   | NP          |
|    | Burns  | S           |
|    | Other Hazard/s   | NP          |
|    | Comments regarding "Mechanical Hazards" = Copier, opening boxes        |             |
|    | Comments regarding "Burn Hazards" = Copier                             |             |
| 7. | ATMOSPHERIC CONDITIONS:  |             |
|    | Fumes  | NP          |

Mists	NP
Odors	S

<del>Gases</del> <i>Gasses</i>	NP
--------------------------------	----

Dusts	S
-------	---

Poor Ventilation	S
------------------	---

Other Atmospheric Hazards	NP
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Comments regarding "Fumes" = Copier

Comments regarding "Odors" = Copier


Comments regarding "Dust" = Paper

8. PROTECTIVE CLOTHING – DEVICES: Headsets available, gloves
9. E. C. SUMMARY: Inside Work: 2 3 4 5 (6) 7. Numbers encircled by () indicate significant involvement of factors enumerated and rated above.



## Human Resources Memorandum

**To:** Dr. Sherry Smith, Superintendent

**From:**  Donna Carlson, Assistant Superintendent, Human Resources

**Date:** October 5, 2022

**Subject:** Reclassification of the Job Description for Risk Management Technician to Risk Management and Employee Benefits Specialist

**BACKGROUND:** The position of Risk Management Technician has experienced a significant increase in additional duties and specialized training over the last several years. Therefore, the job description for Risk Management Technician is being amended and reclassified to Risk Management and Employee Benefits Specialist to ensure appropriate alignment of duties with the current role and the significant increase in responsibility and required training.

### *Second Reading*

**RATIONALE:** The reclassified job description outlines the increase in essential duties, qualifications and physical demands of the position of Risk Management and Employee Benefits Specialist.

**FUNDING:** Due to the increased demands of this position, the District recommends movement from range 44 to range 50 on the Classified Benefitted Hourly Schedule with a budgetary impact of approximately \$5,789.

**RECOMMENDATION:** Recommend the Board adopt the reclassified job description and movement from range 44 to range 50 on the Classified Benefitted Hourly Schedule for the Risk Management and Employee Benefits Specialist as presented.



DRAFT  
ALTA LOMA SCHOOL DISTRICT  
~~RISK MANAGEMENT TECHNICIAN~~  
**RISK MANAGEMENT AND EMPLOYEE BENEFITS SPECIALIST**

**DEFINITION**

*Under the direction of the Director of Fiscal Services, the Risk Management and Employee Benefits Specialist is responsible for planning, coordinating and supervising the District's risk management, safety and insurance programs, which include, but are not limited to, workers' compensation, property and liability, employee benefits and student accident insurance.*

~~Under general supervision, to perform responsible and technical functions pertaining to the District's insurance program; to provide assistance, counsel, and information regarding insurance claim procedures to District personnel; to serve as the clerical liaison to the Joint Powers Authorities and third party insurance carrier; and to do other related work as required.~~

**ESSENTIAL DUTIES**

- *Assist in the planning, organization, recommendation and administration of the District's programs for safety, workers' compensation, property and liability, student accident and employee health benefits*
- *Research claim trends, laws and regulations for the purpose of communicating with District administrators, vendors and employees*
- *Provide technical expertise in implementing remedial programs and recommending alternative courses of action to reduce incidents of accidents and claims*
- *Receive and ensure prompt processing of claims against the District*
- *Develop and coordinate claims against others*
- *Investigate accidents to determine immediate causes and recommend corrective actions where appropriate*
- *Prepare materials and evidence for use in hearings, lawsuits and insurance investigation*
- *Prepare and maintain a variety of county, state and federally mandated records and reports along with District (confidential and non-confidential) files, including electronic databases regarding workers' compensation, student accident, property and liability claims and health and welfare benefits*
- *Support District compliance with all federal, state and local codes, regulations and laws (including CDPH and OSHA) pertaining to student, employee and environmental safety*
- *Serve as liaison between California Schools JPA, insurance carriers, claims administrators, adjusters, attorneys, investigative personnel and applicable District staff*
- *Coordinate District insurance programs with representatives of insurance carriers and California Schools JPA*
- *Analyze the District's claim, loss and accident history and identifies methods to eliminate, minimize and/or indemnify risks or possible losses*
- *Review and evaluate all District contracts and proposed insurance language for District insurance requirements and compliance*
- *Assist divisions, departments and school administrators with their accident reporting, investigation and prevention responsibilities to plan, organize and coordinate District programs involving employee and student safety and public risk factors*
- *Analyze, oversee, and maintain the Modified Return to Work Program for workers' compensation*
- *Evaluate the effect of new and proposed legislation on the District's insurance and safety programs*

- *Make recommendations for District compliance including revisions in policies and procedures*
- *Represent the District, when assigned, at meetings with representatives from a variety of public agencies, insurance companies and risk management firms, serve on a variety of risk management committees*
- *Perform a variety of functions regarding employee fringe benefit program, including program orientation, enrollment, claims processing, billing and other related matters*
- *Assure COBRA notification and compliance with federal law*
- *Explain legal and program requirements of insurance policies*
- *Assist employees in the preparation of benefit enrollment applications and in the completion of other employee benefits materials*
- May assist in the planning, organization, and conducting of personnel orientations and in-service training programs including health benefits open enrollment.
- Receive, process, and maintain a variety of records and files regarding employee on the job illness or injury.
- Provide information and assist employees concerning workers' compensation, property and liability and health benefits claim procedures.
- Prepare and distribute correspondence relative to District insurance concerns and issues.
- Serve as a liaison to the workers' compensation, property and liability, and health benefits third party administrator.
- ~~Perform a variety of functions pertaining to the District's insurance programs, including program orientation, claims processing, and claim investigation.~~
- ~~Review employee illness and injury claims, and may assist in the investigation of the facts surrounding the claim, and prepare follow-up reports for review and action.~~
- ~~Assist in the development of safety and risk management policies, regulations, and guidelines.~~
- ~~Maintain a complex information management, storage, and retrieval system.~~
- ~~Prepare management reports as necessary concerning workers' compensation claims and related matters.~~
- *Follow written and oral direction*
- *Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of the work day*
- *Participate in District in-service training as required*
- *Perform other related tasks and assumes responsibilities as assigned*

## **QUALIFICATIONS**

### **Knowledge of:**

*Principles, trends, methods and procedures pertaining to risk management, insurance programs, workers' compensation, liability, employee benefits programs and employee health and safety programs*  
*Provisions of applicable laws and codes, including but not limited to, the education code, California Government Code and other federal and state regulations and safety procedures*

### ***English usage, spelling, grammar and punctuation***

Practices and trends pertaining to workers' compensation, property and liability, and health benefits insurance program matters;

Legal mandates, policies, regulations, and guidelines regarding risk management related issues;

Educational organization operating practices and procedures;

Information and data management, storage, and retrieval systems.

### ***Basic computer skills and standard office software applications***

### ***Research techniques and report writing***

### ***Basic math, including calculations using fractions, percentages, and/or ratios***

***Business telephone etiquette***

**Ability to:**

***Work with District and school personnel, community members and outside agencies in a pleasant and cooperative manner***

***Negotiate and deal effectively with insurance representatives, medical personnel, claims agents, and others***

***Establish and maintain effective, cooperative and harmonious working relationships with employees, employee organizations, public agencies, health care providers and the public***

***Provide excellent customer service and maintain confidentiality regarding sensitive information***

***Coordinate the District's risk management and benefits programs, including workers' compensation, liability, health, medical, safety and loss prevention***

***Use a high degree of initiative and judgment in problem solving***

***Work independently with minimal direction***

***Plan and organize work***

***Meet demanding schedules and timelines***

***Use good judgment in the application of District and school policies***

***Demonstrate tact, diplomacy and good judgment***

***Relate effectively with diverse staff, students and community members***

***Follow District, state and federal rules, policies, regulations and laws***

***Effectively and efficiently serve as an informational resource to District personnel***

***Understand legal mandates, policies, regulations, and guidelines pertaining to risk management related matters***

***Perform data research and prepare clear and concise management reports***

***Communicate effectively in oral and written form***

***Understand and carry out oral and written directions;***

***Establish and maintain cooperative working relationships.***

***Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle***

**EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Education:**

***High School Diploma or General Education Diploma (GED)***

***Minimum thirty semester college units***

***Supplementary advanced training and courses in risk management, business administration or related work***

***Equivalent to the twelfth grade supplemented by course work, training, or workshops in risk management procedures.***

**Experience:**

***Three years of experience in risk management and employee benefits, preferably in a school district, supplemented by coursework, training or workshops in safety, employee benefits, risk management or related fields***

***Three years of responsible and specialized clerical experience, preferably including one year of experience pertaining to risk management.***

## SUMMARY OF PHYSICAL DEMANDS RATINGS

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

### Rating Symbol Key:

NP = Not Present – Does not exist  
O = Occasionally – Up to 1/3 of the time  
F = Frequently – From 1/3 to 2/3 of the time  
C = Constantly – 2/3 or more of the time

1. STRENGTH:	
A. Standing	10%
Walking	10%
Sitting	80%
B. Lifting	O 25 lbs.
Carrying	F 25 lbs.
Pushing	O 10 lbs.
Pulling	O 10 lbs.
2. CLIMBING	O
BALANCING	NP
3. STOOPING	O
KNEELING	O
CROUCHING	O
CRAWLING	NP
4. REACHING	C
HANDLING	O
FINGERING	C
FEELING	O
5. TALKING:	
Ordinary	C
Other	
O	
HEARING:	
Conversations	C
Other Sounds	O
6. SEEING	
Acuity, Near	C
Acuity, Far	O
Depth Perception	O

DC/08/2022  
ca/6-17-99  
jm 5/11/16

Accommodation	C
Color Vision	NP
Field of Vision	O

7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: 2 3 (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).
8. PHYSICAL DEMAND COMMENTS: Examples of sitting are computer work, reconciliation; lifting/carrying/pushing/pulling are supplies, reams of paper, cart, desk drawer; reaching/handling/fingering are reports, telephone, computer keyboard, files; talking/hearing are conversations with, staff and the general public in person and via telephone; seeing are computer screen, bulletin board, reviewing reports and records.

### SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents an evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

#### Key to Environmental Factors Rating:

NP = Not present in the job environment  
S = Seldom – Under 5% of work day  
O = Occasionally – Up to 1/3 of the time  
F = Frequently – From 1/3 to 2/3 of the time  
C = Constantly – 2/3 or more time

1. ENVIRONMENT:  
Inside 90%      Outside 10%
2. EXTREME COLD      NP
3. EXTREME HEAT      NP
4. WET/HUMID      NP
5. NOISE      65 decibels  
VIBRATION      NP  
Comments regarding "Noise" = General office conversation and equipment
6. HAZARDS:  
Mechanical      S  
Explosives      NP  
Electrical      NP  
Radiant Energy      NP  
Burns      S  
Other Hazard/s      NP  
Comments regarding "Mechanical Hazards" = Copier, opening boxes  
Comments regarding "Burn Hazards" = Copier

7. ATMOSPHERIC CONDITIONS:

Fumes	S
Mists	NP
Odors	S
<del>Gases</del> <i>Gasses</i>	NP
Dusts	S
Poor Ventilation	S
Other Atmospheric Hazards	NP

Comments regarding "Fumes" = Copier

Comments regarding "Odors" = Copier

Comments regarding "Dust" = Paper

8. PROTECTIVE CLOTHING – DEVICES: Headsets available, gloves

9. E. C. SUMMARY: Inside Work: 2 3 4 5 (6) 7. Numbers encircled by () indicate significant involvement of factors enumerated and rated above.



BEST NET CONSORTIUM  
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT  
Board of Trustees Meeting 10/05/2022

02 Alta Loma School District					Fiscal Year: 2023	
Purchase Order	Vendor	Description	Ln	Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered	
230768	ALPHAGRAPHICS 117	FISCAL SVCS/ WINDOW ENVELOPES	1	01-0000-0-0000-7300-4350-720-2211 Total	290.93 290.93	
230769	ART SPECIALTIES	SIGNAGE-STORK ELEMENTARY	1	01-8150-0-0000-8110-5890-000-2076 Total	1,851.60 1,851.60	
230770	ART SPECIALTIES	SIGNAGE-HERMOSA	1	01-8150-0-0000-8110-5890-000-2076 Total	1,997.06 1,997.06	
230771	CAL POLY POMONA FOUNDATION INC	Jasper / 1st Grade Field Trip	1	01-0000-0-1110-1000-5888-004-5109 Total	1,200.00 1,200.00	
230772	CALIFORNIA SCIENCE TEACHERS	ALJH / CASE Conference	1	01-0000-0-1110-1000-5200-303-570D Total	870.00 870.00	
230773	CENTRAL RESTAURANT PRODUCTS	CN / MILK COOLER -CARN	1	01-7028-0-0000-3700-4450-000-2CAF Total	4,525.50 4,525.50	
230774	CHESS MASTERS	ED SVCS / CONSULTANT SERVICES	1	01-0000-0-1110-1000-5810-000-305D Total	470.00 470.00	
230775	COUNTY OF SAN BERNARDINO	CN /Health Inspections	1	13-5310-0-0000-3700-5810-000-2CAF Total	5,615.00 5,615.00	
230776	HOME DEPOT	Jasper / Earthquake Supply Bin	1	01-0000-0-0000-8210-4370-004-5501 Total	307.69 307.69	
230777	IMAGE MARKET	Jasper / Student Council Shirt	1	01-0000-0-1110-1000-5890-004-5501 Total	357.62 357.62	
230778	KOALA T'S APPAREL LLC	ALJH / Staff T-Shirts	1	01-0000-0-0000-2700-5890-303-5501 Total	879.25 879.25	
230779	LA VERNE HERITAGE FOUNDATION	Fieldtrip to Heritage Foundati	1	01-0000-0-1110-1000-5888-002-5109 Total	564.00 564.00	
230780	MONOPRICE INC	IT/Hermosa	1	21-0000-0-0000-8580-4340-007-7017 Total	1,318.99 1,318.99	
230781	ODP BUSINESS SOLUTIONS LLC	office supplies	1	01-0000-0-0000-7700-4350-720-8305	1,216.78	



BEST NET CONSORTIUM  
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT  
Board of Trustees Meeting 10/05/2022

02 Alta Loma School District						Fiscal Year: 2023	
Purchase Order	Vendor	Description	Ln	Fu Rs	Y Goal Func Obj Sch Mgmt	Encumbered	
230782	ODP BUSINESS SOLUTIONS LLC	Jasper / Classroom Supplies	1	01-1100-0-1110-1000-4310-004-904T	Total	1,216.78	
230783	ODP BUSINESS SOLUTIONS LLC	Jasper / Lit Lab Ink	1	01-0000-0-1110-1000-4340-004-5777	Total	163.71	
230784	OFFICE & ERGONOMIC SOLUTIONS	OES Desks	1	01-2600-0-8500-5000-4350-000-3600		172.38	
			2	01-2600-0-8500-5000-4450-000-3600	Total	172.38	
230785	PITSCO INC	ALJH / STEM Lab Supplies	1	01-1100-0-1110-1000-4310-303-936T	Total	1,841.45	
230786	PRO ED	SPECIAL ED	1	01-6500-0-5750-1110-5844-004-600M	Total	893.25	
230787	RAPTOR TECHNOLOGIES	HERM/RAPTOR LABELS	1	01-0000-0-0000-2700-4350-007-5501	Total	2,734.70	
230788	SCHOLASTIC BOOK FAIRS	READING BOOKS	1	01-3010-0-1110-1000-4210-000-526D	Total	1,904.75	
230789	STAPLES ADVANTAGE	VJH / TAPE FOR SCIENCE	1	01-1100-0-1110-1000-4310-308-5333	Total	129.00	
230790	STAPLES ADVANTAGE	ALJH / Ink	1	01-0000-0-1110-1000-4310-303-570D	Total	129.00	
230791	STARFALL EDUCATION FOUNDATION	SPECIAL ED	1	01-6500-0-5001-2100-5844-000-600S	Total	130.38	
230792	TILDEN-COIL CONSTRUCTION INC	CONSTRUCTION MANAGEMENT SERVIC	1	21-0000-0-0000-8520-6264-004-7304		130.38	
			2	21-0000-0-0000-8520-6264-005-7305		1,000.00	
			3	21-0000-0-0000-8520-6264-009-7309		1,000.00	
			4	21-0000-0-0000-8520-6264-007-7307	Total	195.00	
230793	U.S. POSTMASTER	ALJH / Postage	1	01-0000-0-0000-2700-5955-303-5501		100,000.00	
						450,000.00	
						500,000.00	
						575,000.00	
						1,625,000.00	

BEST NET CONSORTIUM  
**ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT**  
 Board of Trustees Meeting 10/05/2022

02 Alta Loma School District

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
											Total	600.00
230794	ATHENA PURPLE BEE LLC	Admin Services/Bus Training	1	01	0230	0	0000	3600	5810	721	2093	5,000.00
											Total	5,000.00
230795	CALIFORNIA ARBOR CARE INC	M&O / GRNDS / TREE TRIMMING-BA	1	01	0000	0	0000	8211	5638	000	2095	8,085.00
											Total	8,085.00
230796	COMMERCIAL DOOR METAL	M&O / DOOR REPAIRS-VJH	1	01	8150	0	0000	8530	6250	002	2076	3,736.50
											Total	3,736.50
230797	EMICS INC	HR: 22-23 Informed K12 Forms M	1	01	0000	0	0000	7400	5840	720	4400	2,000.00
											Total	2,000.00
230798	GRANITE TELECOMMUNICATIONS LLC	stork / telephone service	1	01	0000	0	0000	7200	5910	720	292U	4,000.00
											Total	4,000.00
230799	HOME DEPOT	Jasper / Vacuum	1	01	0000	0	0000	8210	4470	004	5501	531.75
											Total	531.75
230800	LA VERNE HERITAGE FOUNDATION	VG/ Field Trip	1	01	0000	0	1110	1000	5888	009	5109	240.00
											Total	240.00
230801	LA VERNE HERITAGE FOUNDATION	HERM / FIELD TRIP	1	01	0000	0	1110	1000	5888	007	5109	230.00
											Total	230.00
230802	ODP BUSINESS SOLUTIONS LLC	VJH / ART SUPPLIES SEPT	1	01	1100	0	1110	1000	4310	308	920T	504.35
											Total	504.35
230803	SANTA ANA ZOO AT PRENTICE PARK	2nd Gr. Fieldtrip to Santa Ana	1	01	0000	0	1110	1000	5888	002	5109	1,053.00
											Total	1,053.00
230804	SOUTHWEST SCHOOL&OFFICE SUPPLY	Jasper Supplies	1	01	0000	0	0000	2700	4350	004	5501	290.35
											Total	290.35
230805	CALIFORNIA MATHEMATICS	VJH / CMC CONFERENCE	1	01	0000	0	1110	1000	5200	308	570D	840.00
											Total	840.00
230806	CDW LLC	Printer for Math Lab	1	01	3010	0	1110	1000	4310	002	526D	268.81
											Total	268.81

BEST NET CONSORTIUM  
**ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT**  
 Board of Trustees Meeting 10/05/2022

02 Alta Loma School District

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu Rs	Y Goal Func Obj	Sch Mgmt	Encumbered
230807	COMMITTEE FOR CHILDREN ORG	LICENSE	1	01-1100-0-0000-2100-5844-000-3300		Total	37,243.32
							37,243.32
230808	FAGEN FRIEDMAN & FULFROST LLP	SPECIAL ED	1	01-6536-0-5760-1190-5200-000-600S		Total	1,880.00
							1,880.00
230809	HERK EDWARDS INC	ALJH-BLEACHER SEAT REPLACEMENT	1	01-8150-0-0000-8110-4480-722-2076		Total	2,500.00
							2,500.00
230810	KAMI	License for 2 Teachers.	1	01-0000-0-1110-1000-5844-002-570D		Total	198.00
							198.00
230811	LEAVING THE VILLAGE	VG/ Conference	1	01-0000-0-0000-2700-5200-009-5501		Total	375.00
							375.00
230812	ODP BUSINESS SOLUTIONS LLC	SPECIAL ED	1	01-6546-0-5760-1190-4350-000-6512		Total	350.18
							350.18
230813	ODP BUSINESS SOLUTIONS LLC	office supplies	1	01-1100-0-0000-2100-4350-720-3300		Total	631.86
							631.86
230814	ODP BUSINESS SOLUTIONS LLC	CARN / OD Start Up	1	01-0000-0-1110-1000-4310-002-570D		Total	1,271.21
			2	01-0000-0-0000-2700-4350-002-5501		Total	248.42
							1,519.63
230815	PBK ARCHITECTS INC.	ARCHITECTURE SERVICES FOR MOD	1	21-0000-0-0000-8520-6210-007-7307		Total	75,373.45
			2	21-0000-0-0000-8520-6210-009-7309		Total	100,000.00
							175,373.45
230816	SBCSS	registration fees for Spelling	1	01-0000-0-1110-1000-5888-308-570D		Total	65.00
							65.00
230817	SCHOOL NURSE SUPPLY INC.	BAN/HEALTH OFFICE	1	01-0000-0-0000-3140-4350-010-6612		Total	37.21
							37.21
230818	STUDIES WEEKLY INC	INSTRUCTIONAL MATERIAL	1	01-6300-0-1110-1000-4310-000-368D		Total	9,919.90
							9,919.90
230819	SUPER DUPER PUBLICATIONS	Speech Teacher Supplies	1	01-6500-0-5760-1190-4310-005-623S		Total	140.99
							140.99

BEST NET CONSORTIUM  
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT  
Board of Trustees Meeting 10/05/2022

02 Alta Loma School District

Fiscal Year: 2023

Purchase Order Count: 52

Grand Total	
1,911,034.82	

Fund Summary:

Fund 01	103,727.38
Fund 13	5,615.00
Fund 21	1,801,692.44

The above Purchase Order(s) have been issued in accordance with the District's policies and procedures and are hereby recommended for approval.



Authorized Agent

BEST NET CONSORTIUM  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
Board of Trustees Meeting 10/05/2022

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000134-0 AUDIT  
Reference PO230623-003 Vendor TRI VALLEY INSPECTIONS INC

Description  
ADMINISTRATIVE SERVICES / INSP  
Total Payment Amount  
  
Transmittal Total  
  
Fund Summary: Fund 21

Amount  
12,445.00  
12,445.00  
  
12,445.00  
12,445.00

Transmittal Number: 23000134-0  
PO230623-001 TRI VALLEY INSPECTIONS INC  
PO230623-002 TRI VALLEY INSPECTIONS INC

ADMINISTRATIVE SERVICES / INSP  
ADMINISTRATIVE SERVICES / INSP  
Total Payment Amount  
  
Transmittal Total  
  
Fund Summary: Fund 21

19,912.00  
12,445.00  
32,357.00  
  
32,357.00  
32,357.00

Transmittal Number: 23000135-0 AUDIT  
PO230185-007 CALIFORNIA ARBOR CARE INC

M&O / GRNDS / OPEN - TREE TRIM  
Total Payment Amount  
  
M&O / OPEN SUPPLIES  
Total Payment Amount  
  
Transmittal Total  
  
Fund Summary: Fund 01

5,640.00  
5,640.00  
  
2,196.72  
2,196.72  
7,836.72  
7,836.72

Transmittal Number: 23000135-0  
PO230419-002 DOCUMENT TRACKING SERVICES LLC

SPECIAL ED/CONSULTANT SERVICES  
Total Payment Amount  
  
Warehouse/Tissues  
Warehouse/Gloves  
Total Payment Amount  
  
Warehouse/Health  
Total Payment Amount

197.64  
197.64  
  
85.27  
513.75  
599.02  
201.70  
201.70

PO230699-001 HENRY SCHEIN INC  
  
PO230169-001 HOME DEPOT CREDIT SERVICES

245.82

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Transmittal Number: 23000135-0

Reference	Vendor	Description	Amount
PO230488-002	HOME DEPOT CREDIT SERVICES	STRK / Home Depot Open PO/Cust	245.29
PO230534-001	HOME DEPOT CREDIT SERVICES	VG /OPEN Home Depot	329.09
		<b>Total Payment Amount</b>	820.20
PO230477-013	KELLY SPICERS INC	Paper/Color Start Up	875.42
		<b>Total Payment Amount</b>	875.42
PO230703-001	KELVIN LP	VJH / SCIENCE PROPELLERS	109.00
		<b>Total Payment Amount</b>	109.00

Transmittal Total

2,802.98

Fund Summary: Fund 01

2,802.98

Transmittal Number: 23000136-0

PO230393-007	BURRTEC WASTE INDUSTRIES INC	DSC / DISTRICT-WIDE TRASH	4,643.67
		<b>Total Payment Amount</b>	4,643.67
PO230259-005	CUCAMONGA VALLEY	WATER / VJH	8,208.67
PO230259-006	CUCAMONGA VALLEY	WATER / VJH	807.64
PO230259-007	CUCAMONGA VALLEY	WATER / VJH	12.17
PO230259-008	CUCAMONGA VALLEY	WATER / VJH	12.17
PO230269-003	CUCAMONGA VALLEY	WATER / STRK	809.53
PO230269-004	CUCAMONGA VALLEY	WATER / STRK	7.38
PO230324-002	CUCAMONGA VALLEY	WATER / JASP	3,690.83
PO230327-003	CUCAMONGA VALLEY	WATER / HERM	3,198.96
PO230327-004	CUCAMONGA VALLEY	WATER / HERM	790.93
PO230344-002	CUCAMONGA VALLEY	WATER / CARN	14.76
PO230344-003	CUCAMONGA VALLEY	WATER / CARN	2,987.27
PO230354-003	CUCAMONGA VALLEY	WATER / ALJH	855.41
PO230354-004	CUCAMONGA VALLEY	WATER / ALJH	7,131.27
		<b>Total Payment Amount</b>	28,526.99

PO230332-009 FRONTIER COMMUNICATIONS

DSC / U-PHONE LINES, DSC-SITES

104.43

104.43

PO230511-001 SOUTHWEST SCHOOL&OFFICE SUPPLY

Office Supplies 22-23

56.68

56.68

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<b>Transmittal Number:</b> 23000136-0	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
PO230633-002	SUNBEAM SOLAR OPERERATIONS LLC	DISTRICT WIDE / SOLAR ENEGRY U	61,049.48
		<b>Total Payment Amount</b>	61,049.48
		<b>Transmittal Total</b>	94,381.25
		<b>Fund Summary: Fund 01</b>	94,381.25
<b>Transmittal Number:</b> 23000137-0 <b>AUDIT</b>			
PO230622-001	GO ARCHITECTS INC	ARCHITECTURE SERVICES FOR MEA	15,034.88
PO230622-002	GO ARCHITECTS INC	ARCHITECTURE SERVICES FOR MEA	10,619.43
PO230622-003	GO ARCHITECTS INC	ARCHITECTURE SERVICES FOR MEA	10,619.42
		<b>Total Payment Amount</b>	36,273.73
PO230621-001	WLC ARCHITECTS INC	ARCHITECTURE SERVICES FOR MODE	3,288.28
PO230621-002	WLC ARCHITECTS INC	ARCHITECTURE SERVICES FOR MODE	4,338.27
		<b>Total Payment Amount</b>	7,626.55
		<b>Transmittal Total</b>	43,900.28
		<b>Fund Summary: Fund 21</b>	43,900.28
<b>Transmittal Number:</b> 23000137-0			
PO230763-001	SO. CALIFORNIA GAS COMPANY	ADMIN SERVICES/SO CAL GAS	3,462.95
		<b>Total Payment Amount</b>	3,462.95
		<b>Transmittal Total</b>	3,462.95
		<b>Fund Summary: Fund 21</b>	3,462.95
<b>Transmittal Number:</b> 23000138-0 <b>AUDIT</b>			
PV230128-001	CURRICULUM ASSOCIATES LLC	<b>Total Payment Amount</b>	128,507.30
		<b>Transmittal Total</b>	128,507.30
		<b>Fund Summary: Fund 01</b>	128,507.30
<b>Transmittal Number:</b> 23000138-0			
PO230726-001	ACSA INC	SUPERINTENDENT / ACSA Membersh	1,973.83

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Transmittal Number: 23000138-0

Reference	Vendor	Description	Total Payment Amount	Amount
PV230127-001	LINDLEY, HAILEY			110.66
				110.66
PO230198-003	PALI INSTITUTE INC	HERM/CAMP		12,730.00
				12,730.00
PV230129-001	U S BANK			238.79
				238.79
		Transmittal Total		15,053.28
		Fund Summary: Fund 01		15,053.28
		M&O / GRNDS / OPEN SUPPLIES		3,646.60
		Total Payment Amount		3,646.60
		Transmittal Total		3,646.60
		Fund Summary: Fund 01		3,646.60
		M&O / GRNDS / OPEN - TREE TRIM		8,107.50
		Total Payment Amount		8,107.50
		TRANSPORTATION / OPEN FUEL		9,484.17
		Total Payment Amount		9,484.17
		SCIENCE SUPPLIES		253.29
		SCIENCE SUPPLIES		645.07
		SCIENCE SUPPLIES		207.98
		Total Payment Amount		1,106.34
		M&O-OPEN PO		1,817.40
		Total Payment Amount		1,817.40
		M&O / OPEN SUPPLIES		517.58

Transmittal Number: 23000139-0 AUDIT  
 PO230313-002 EWING IRRIGATION PRODUCTS INC

Transmittal Number: 23000139-0  
 PO230185-008 CALIFORNIA ARBOR CARE INC

PO230009-001	FLYERS ENERGY LLC			
PO230601-001	ODP BUSINESS SOLUTIONS LLC			
PO230601-002	ODP BUSINESS SOLUTIONS LLC			
PO230601-003	ODP BUSINESS SOLUTIONS LLC			
PO230079-002	QUALITY TELESERVICES			
PO230289-002	SM HOYT LUMBER CO INC			



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<b>Transmittal Number: 23000139-0</b>				
<b>Reference</b>	<b>Vendor</b>	<b>Description</b>	<b>Total Payment Amount</b>	<b>Amount</b>
PO230343-001	SM HOYT LUMBER CO INC	CARNELIAN / Open Hoyt Lumber		132.35
PO230362-001	SM HOYT LUMBER CO INC	ALE / OPEN CUST SUPP		59.25
				709.18
PO230000-001	TIME AND ALARM SYSTEMS INC	M&O / OPEN REPAIRS		972.04
PO230000-002	TIME AND ALARM SYSTEMS INC	M&O / OPEN REPAIRS		424.88
		<b>Total Payment Amount</b>		1,396.92
PO230284-002	VISTA PAINT CORP	M&O / OPEN SUPPLIES		213.31
		<b>Total Payment Amount</b>		213.31
		<b>Transmittal Total</b>		22,834.82
		<b>Fund Summary: Fund 01</b>		22,834.82
<b>Transmittal Number: 23000140-0 AUDIT</b>				
PO230365-002	KONICA MINOLTA	ADMIN SERVICES / COPY COST		267.82
		<b>Total Payment Amount</b>		267.82
		<b>Transmittal Total</b>		267.82
		<b>Fund Summary: Fund 01</b>		267.82
<b>Transmittal Number: 23000140-0</b>				
PO230393-008	BURRTEC WASTE INDUSTRIES INC	DSC / DISTRICT-WIDE TRASH		300.39
PO230393-009	BURRTEC WASTE INDUSTRIES INC	DSC / DISTRICT-WIDE TRASH		171.52
		<b>Total Payment Amount</b>		471.91
PO230394-001	CROWN CASTLE FIBER LLC	U-DATA LINE / DSC-SITES		2,619.44
PO230394-002	CROWN CASTLE FIBER LLC	U-DATA LINE / DSC-SITES		2,619.44
PO230394-003	CROWN CASTLE FIBER LLC	U-DATA LINE / DSC-SITES		2,619.44
		<b>Total Payment Amount</b>		7,858.32
PO230334-003	CUCAMONGA VALLEY	WATER / DSC		1,412.07
PO230334-004	CUCAMONGA VALLEY	WATER / DSC		696.81
		<b>Total Payment Amount</b>		2,108.88
PO230332-010	FRONTIER COMMUNICATIONS	DSC / U-PHONE LINES, DSC-SITES		1,623.70
		<b>Total Payment Amount</b>		1,623.70

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Transmittal Number: 23000140-0

Reference	Vendor	Description	Amount
PO230367-002	KONICA MINOLTA	PRINT SHOP / COPY COST	1,946.23
PO230493-003	KONICA MINOLTA	STK / COPY COSTS	128.67
PO230494-002	KONICA MINOLTA	HER / COPY COSTS	376.84
PO230495-002	KONICA MINOLTA	DC / COPY COSTS	175.51
PO230496-002	KONICA MINOLTA	CARN / COPY COSTS	201.74
PO230497-002	KONICA MINOLTA	BAN / COPY COSTS	154.58
PO230535-002	KONICA MINOLTA	VGS / COPY COSTS	300.25
PO230559-002	KONICA MINOLTA	JASPER / COPY COSTS	233.62
PO230560-002	KONICA MINOLTA	ALE / COPY COSTS	132.67
PO230575-002	KONICA MINOLTA	VJH / COPY COSTS	371.20
PO230576-002	KONICA MINOLTA	ALJH / COPY COSTS	423.34
		<b>Total Payment Amount</b>	<b>4,444.65</b>

PO230681-002 SO. CALIFORNIA GAS COMPANY

TRANSPORTATION/FUEL	560.90
<b>Total Payment Amount</b>	<b>560.90</b>

PO230192-002 SPARKLETT'S

CC / DS Waters	515.23
<b>Total Payment Amount</b>	<b>515.23</b>

PO230381-003 VERIZON BUSINESS

DSC / LONG DISTANCE VERIZON	44.03
<b>Total Payment Amount</b>	<b>44.03</b>

**Transmittal Total**

17,627.62

**Fund Summary: Fund 01**

17,627.62

Transmittal Number: 23000141-0

PO230406-002 GOLD STAR FOODS

CN /Food, commodities, snack i	84,135.21
<b>Total Payment Amount</b>	<b>84,135.21</b>

PO230408-003 ODP BUSINESS SOLUTIONS LLC

PO230408-004 ODP BUSINESS SOLUTIONS LLC

PO230408-005 ODP BUSINESS SOLUTIONS LLC

PO230408-006 ODP BUSINESS SOLUTIONS LLC

PO230408-007 ODP BUSINESS SOLUTIONS LLC

PO230408-008 ODP BUSINESS SOLUTIONS LLC

PO230408-009 ODP BUSINESS SOLUTIONS LLC

CN /Office Supplies	25.84
CN /Office Supplies	10.76
CN /Office Supplies	3.94
CN /Office Supplies	38.20
CN /Office Supplies	26.71
CN /Office Supplies	10.98
CN /Office Supplies	46.86
<b>Total Payment Amount</b>	<b>163.29</b>

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Transmittal Number: 23000141-0

84,298.50

Transmittal Total

84,298.50

Fund Summary: Fund 13

Transmittal Number: 23000142-0 AUDIT

Reference Vendor  
PO230084-002 IPMTECH PEST MANAGEMENT

Description Amount  
M&O / OPEN-PEST 1,657.00  
Total Payment Amount 1,657.00

1,657.00

Transmittal Total

1,657.00

Fund Summary: Fund 01

Transmittal Number: 23000142-0  
PO230025-004 KC SERVICES

TRANSPORTATION / BUS AND FLEET  
Total Payment Amount 528.00  
528.00

PO230589-001 LAKESHORE LEARNING MATERIALS

ALE/Kinder Classroom rug  
Total Payment Amount 673.90  
673.90

PO230751-001 LEARNING A-Z

SPECIAL ED  
Total Payment Amount 104.16  
104.16

PO230688-001 N2Y LLC

SPECIAL ED  
Total Payment Amount 219.65  
219.65

PO230525-005 ODP BUSINESS SOLUTIONS LLC  
PO230525-006 ODP BUSINESS SOLUTIONS LLC  
PO230525-007 ODP BUSINESS SOLUTIONS LLC  
PO230525-008 ODP BUSINESS SOLUTIONS LLC  
PO230525-009 ODP BUSINESS SOLUTIONS LLC  
PO230525-010 ODP BUSINESS SOLUTIONS LLC

STRK /Office Depot Open PO/Ins 80.52  
STRK /Office Depot Open PO/Ins 103.46  
STRK /Office Depot Open PO/Ins 73.79  
STRK /Office Depot Open PO/Ins 9.93  
STRK /Office Depot Open PO/Ins 301.67  
STRK /Office Depot Open PO/Ins 359.67  
Total Payment Amount 929.04

PO230685-001 PITSCO EDUCATION LLC

VJH / SCIENCE PITSCO  
Total Payment Amount 412.10  
412.10

PO230691-001 PRO ED

SPECIAL ED  
Total Payment Amount 826.45  
826.45

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Transmittal Number: 23000142-0  
 Reference PO230193-012 Vendor SMART & FINAL

Description	Amount
CC / SUPP OPEN,	929.59
Total Payment Amount	929.59
Transmittal Total	4,622.89
Fund Summary: Fund 01	4,622.89

Transmittal Number: 23000143-0  
 PO230422-006 MAXIM HEALTHCARE STAFFING

SPECIAL ED	Total Payment Amount
	2,802.24
	2,802.24

PO230470-002 NCS PEARSON INC

SPECIAL ED	Total Payment Amount
	12,655.65
	12,655.65

PO230424-001 ODP BUSINESS SOLUTIONS LLC  
 PO230424-002 ODP BUSINESS SOLUTIONS LLC  
 PO230525-011 ODP BUSINESS SOLUTIONS LLC  
 PO230525-012 ODP BUSINESS SOLUTIONS LLC  
 PO230525-013 ODP BUSINESS SOLUTIONS LLC  
 PO230525-014 ODP BUSINESS SOLUTIONS LLC

SPECIAL ED	35.33
SPECIAL ED	101.00
STRK /Office Depot Open PO/Ins	50.84
STRK /Office Depot Open PO/Ins	130.39
STRK /Office Depot Open PO/Ins	277.76
STRK /Office Depot Open PO/Ins	35.14
Total Payment Amount	630.46

PO230524-004 SMART & FINAL

STRK / Smart & Final Open PO 2	150.33
Total Payment Amount	150.33
Transmittal Total	16,238.68
Fund Summary: Fund 01	16,238.68

Transmittal Number: 23000144-0 AUDIT

PO230505-001 VOYAGER SOPRIS LEARNING  
 PO230505-002 VOYAGER SOPRIS LEARNING

SPECIAL ED	8,874.00
SPECIAL ED	4,100.00
Total Payment Amount	12,974.00
Transmittal Total	12,974.00
Fund Summary: Fund 01	12,974.00

Transmittal Number: 23000144-0

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<b>Transmittal Number:</b> 23000144-0	<b>Description</b>	<b>Amount</b>
<b>Reference</b>		
PO230639-001	SAN BERNARDINO COUNTY	200.00
	<b>Total Payment Amount</b>	200.00
PO230698-001	SCHOOL NURSE SUPPLY INC.	11.83
	<b>Total Payment Amount</b>	11.83
PO230450-001	SCHOOL SERVICES OF CALIF INC	275.00
	<b>Total Payment Amount</b>	275.00
PO230511-002	SOUTHWEST SCHOOL&OFFICE SUPPLY	64.43
PO230542-003	SOUTHWEST SCHOOL&OFFICE SUPPLY	226.01
	<b>Total Payment Amount</b>	290.44
PO230705-001	STOP SIGNS AND MORE COMPANY	414.61
	<b>Total Payment Amount</b>	414.61
PO230722-001	SWEETWATER SOUND INC.	484.86
	<b>Total Payment Amount</b>	484.86
PO230111-001	UNITED REFRIGERATION INC	49.26
PO230111-002	UNITED REFRIGERATION INC	66.23
	<b>Total Payment Amount</b>	115.49
	<b>Transmittal Total</b>	1,792.23
<b>Transmittal Number:</b> 23000145-0 AUDIT	<b>Fund Summary:</b>	<b>Fund 01</b>
PO230567-001	ADVANCED ENVIRONMENTAL	1,792.23
	<b>Total Payment Amount</b>	25,070.00
	<b>Transmittal Total</b>	25,070.00
<b>Transmittal Number:</b> 23000145-0	<b>Fund Summary:</b>	<b>Fund 01</b>
PO230414-001	ASIAN-AMERICAN RESOURCE CENTER	167.55
PO230414-002	ASIAN-AMERICAN RESOURCE CENTER	178.08
PO230414-003	ASIAN-AMERICAN RESOURCE CENTER	192.12

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<b>Transmittal Number: 23000145-0</b>				
<b>Reference</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	
PO230414-004	ASIAN-AMERICAN RESOURCE CENTER	SPECIAL ED/CONSULTANT SERVICES	176.33	
PO230414-005	ASIAN-AMERICAN RESOURCE CENTER	SPECIAL ED/CONSULTANT SERVICES	183.18	
		<b>Total Payment Amount</b>	897.26	
PO230675-001	BARNES & NOBLE	VG/ Barnes & Noble	410.57	
		<b>Total Payment Amount</b>	410.57	
PO230018-003	BATTERY SYSTEMS	TRANSPORTATION / OPEN BATTERIE	901.86	
PO230018-004	BATTERY SYSTEMS	TRANSPORTATION / OPEN BATTERIE	141.01	
		<b>Total Payment Amount</b>	1,042.87	
PO230071-009	CINTAS CORPORATION	TRANSPORTATION / OPEN PO LAUNDR	49.40	
PO230071-010	CINTAS CORPORATION	TRANSPORTATION / OPEN PO LAUNDR	49.40	
PO230071-011	CINTAS CORPORATION	TRANSPORTATION / OPEN PO LAUNDR	49.40	
		<b>Total Payment Amount</b>	148.20	
PO230059-001	DB SERVICES	M&O / WINDOW COVERING REPAIR	1,335.00	
		<b>Total Payment Amount</b>	1,335.00	
PV230130-001	ESCARENO, JENNA		54.94	
		<b>Total Payment Amount</b>	54.94	
PO230701-001	FOLLET CONTENT SOLUTIONS LLC	student workbooks	148.95	
		<b>Total Payment Amount</b>	148.95	
PO230699-002	HENRY SCHEIN INC	Warehouse/Health	9.59	
		<b>Total Payment Amount</b>	9.59	
PO230257-002	OCCUPATIONAL HEALTH CENTERS	2022-23 HR: Concentra Services	377.00	
		<b>Total Payment Amount</b>	377.00	
		<b>Transmittal Total</b>	4,424.38	
		<b>Fund Summary:</b>	<b>Fund 01</b>	
			4,424.38	
<b>Transmittal Number: 23000146-0</b>				
PO230393-010	BURRTEC WASTE INDUSTRIES INC	DSC / DISTRICT-WIDE TRASH	381.73	
		<b>Total Payment Amount</b>	381.73	

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<b>Transmittal Number:</b> 23000146-0	<b>Vendor</b>	<b>Description</b>	<b>Total Payment Amount</b>	<b>Amount</b>
PO230215-003	CHARTER COMMUNICATIONS	FIBER INTERNET		800.00
				800.00
PO230261-003	CUCAMONGA VALLEY	WATER / VG		826.63
PO230261-004	CUCAMONGA VALLEY	WATER / VG		2,547.45
PO230334-005	CUCAMONGA VALLEY	WATER / DSC		19.38
PO230347-003	CUCAMONGA VALLEY	WATER / BAN		141.80
PO230347-004	CUCAMONGA VALLEY	WATER / BAN		7.38
		<b>Total Payment Amount</b>		3,542.64
PO230230-002	MCI A VERIZON COMPANY	UTILITIES / PHONES LINES		64.67
		<b>Total Payment Amount</b>		64.67
PO230737-002	VERIZON	IT/ HOTSPOTS		44.34
		<b>Total Payment Amount</b>		44.34
		<b>Transmittal Total</b>		4,833.38
<b>Transmittal Number:</b> 23000147-0	<b>Fund Summary:</b>	<b>Fund 01</b>		4,833.38
PO230775-001	COUNTY OF SAN BERNARDINO	CN /Health Inspections		5,615.00
		<b>Total Payment Amount</b>		5,615.00
		<b>Transmittal Total</b>		5,615.00
	<b>Fund Summary:</b>	<b>Fund 13</b>		5,615.00
<b>Transmittal Number:</b> 23000148-0	<b>Total Payment Amount</b>			10,557.38
PV230131-001	AUL TRUST			10,557.38
		<b>Transmittal Total</b>		10,557.38
	<b>Fund Summary:</b>	<b>Fund 01</b>		10,557.38
<b>Transmittal Number:</b> 23000149-0 AUDIT				
PV230132-001	REVOLVING CASH FUND			52.00
PV230133-001	REVOLVING CASH FUND			188.00

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<b>Transmittal Number: 23000149-0 AUDIT</b>			
<b>Reference</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
PV230134-001	REVOLVING CASH FUND		1,744.31
PV230135-001	REVOLVING CASH FUND		4,020.00
		<b>Total Payment Amount</b>	6,004.31
		<b>Transmittal Total</b>	6,004.31
		<b>Fund Summary: Fund 01</b>	6,004.31
<b>Transmittal Number: 23000149-0</b>			
PO230651-001	J W PEPPER & SON INC	ALJH / J.W. Pepper Open PO	87.65
		<b>Total Payment Amount</b>	87.65
PO230477-014	KELLY SPICERS INC	Paper/Color Start Up	1,497.29
PO230477-015	KELLY SPICERS INC	Paper/Color Start Up	1,746.84
		<b>Total Payment Amount</b>	3,244.13
PO230666-001	MONOPRICE INC	VJH / HEADPHONES W MIC	180.79
		<b>Total Payment Amount</b>	180.79
PO230153-004	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	1,189.36
		<b>Total Payment Amount</b>	1,189.36
PO230193-013	SMART & FINAL	CC / SUPP OPEN,	130.71
PO230349-002	SMART & FINAL	ALJH / Instr Supplies	45.55
PO230390-003	SMART & FINAL	ED SVCS / OPEN OFFICE SUPPLIES	184.60
PO230524-005	SMART & FINAL	STRK / Smart & Final Open PO 2	190.82
		<b>Total Payment Amount</b>	551.68
		<b>Transmittal Total</b>	5,253.61
		<b>Fund Summary: Fund 01</b>	5,253.61
<b>Transmittal Number: 23000150-0 AUDIT</b>			
CM230010-001	STS EDUCATION	Hermosa Bond / Distributed Sou	(55,374.84)
PO230646-001	STS EDUCATION	<b>Total Payment Amount</b>	137,824.93
		<b>Transmittal Total</b>	82,450.09



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Transmittal Number: 23000150-0 AUDIT

Fund Summary: Fund 21 82,450.09

Transmittal Number: 23000151-0

Reference	Vendor
PO230580-002	KELLY SPICERS INC

Description	Amount
Warehouse/Paper	122.43
<b>Total Payment Amount</b>	<b>122.43</b>

PO230139-004	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES	61.31
PO230139-005	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES	8.94
PO230153-005	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	31.52
PO230153-006	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	239.57
PO230153-007	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	54.27
PO230155-007	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN OFFICE SUPP,	38.57
PO230155-008	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN OFFICE SUPP,	5.30
PO230155-009	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN OFFICE SUPP,	16.51
PO230155-010	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN OFFICE SUPP,	100.27
PO230388-003	ODP BUSINESS SOLUTIONS LLC	HERMOSA / Open Office Supplies	213.96
		<b>Total Payment Amount</b>	<b>770.22</b>

PO230670-001	PARADIGM HEALTHCARE	SPECIAL ED	500.00
PO230670-002	PARADIGM HEALTHCARE	SPECIAL ED	500.00
		<b>Total Payment Amount</b>	<b>1,000.00</b>

PO230311-002	PATTON'S SALES CORP	M&O / OPEN SUPPLIES	223.70
		<b>Total Payment Amount</b>	<b>223.70</b>

PO230000-003	TIME AND ALARM SYSTEMS INC	M&O / OPEN REPAIRS	222.00
PO230002-001	TIME AND ALARM SYSTEMS INC	M&O / OPEN SUPPLIES	1,213.71
		<b>Total Payment Amount</b>	<b>1,435.71</b>

**Transmittal Total** 3,552.06

Fund Summary: Fund 01 3,552.06

Transmittal Number: 23000152-0  
PV230136-001 U S BANK

<b>Total Payment Amount</b>	3,057.86
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**Transmittal Total** 3,057.86

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Transmittal Number: 23000152-0

Fund Summary:		Fund 01	
			3,057.86
Transmittal Number:	Vendor	Description	Amount
PV230144-001	LA CLAIRE, MICHELLE	Total Payment Amount	108.21
			108.21
PV230154-001	ANDAZOLA, SUSAN	Total Payment Amount	276.79
			276.79
PV230137-001	BENTLEY, DOLLY	Total Payment Amount	79.81
			79.81
PV230152-001	CALDERON, EGLADELY	Total Payment Amount	37.31
			37.31
PV230145-001	CERVANTES, LISA	Total Payment Amount	192.73
			192.73
PV230148-001	CURATOLO, SHIRLEE	Total Payment Amount	231.05
			231.05
PV230141-001	DINELEY, ASHLEY	Total Payment Amount	209.34
			209.34
PV230139-001	HOLT, KATHLEEN	Total Payment Amount	184.48
			184.48
PV230151-001	KROHN, AMBER	Total Payment Amount	40.92
			40.92
PV230142-001	MILLER, TANYA L.(HEE)	Total Payment Amount	285.23
			285.23
PV230143-001	REYNOSO, VIRIDIANA	Total Payment Amount	119.70
PV230146-001	REYNOSO, VIRIDIANA		106.35
PV230147-001	REYNOSO, VIRIDIANA		185.42
		Total Payment Amount	411.47
PV230140-001	ROJAS, SHELLY		369.31

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Transmittal Number: 23000153-0

Reference	Vendor	Description	Total Payment Amount	Amount
PV230138-001	SABATELLI, FRANCESCA			106.97
				106.97
PV230150-001	SKALA, JENNA			332.97
				332.97
PV230153-001	TAYLOR, BRANDY			34.98
				34.98
PV230149-001	VERDUGO, KRISTEN			18.30
				18.30

Transmittal Total

Fund Summary:

Fund 01

2,919.87

2,919.87

Transmittal Number: 23000154-0 AUDIT

CM230011-001	TILDEN-COIL CONSTRUCTORS INC	REFUND OF UNUSED ALLOWANCE FOR CONSTRUCTION MANAGEMENT SERVICE	(13,370.63)
PO230792-001	TILDEN-COIL CONSTRUCTORS INC	CONSTRUCTION MANAGEMENT SERVICE	53,646.00
PO230792-002	TILDEN-COIL CONSTRUCTORS INC	CONSTRUCTION MANAGEMENT SERVICE	53,935.41

Total Payment Amount

Transmittal Total

Fund Summary:

Fund 21

94,210.78

94,210.78

Transmittal Number: 23000155-0

PO230582-002 BITHELL INC

2021-22-01 Floyd M. Stork Mod

Total Payment Amount

Transmittal Total

Fund Summary:

Fund 21

10,494.67

10,494.67

Transmittal Number: 23000156-0 AUDIT

Fund Summary: Fund 21

10,494.67

10,494.67

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Transmittal Number: 23000156-0 AUDIT				
Reference	Vendor	Description	Amount	
PO230583-002	CG ACOUSTICS INC.	2021-22-01 Floyd M. Stork Mode	18,733.97	
		Total Payment Amount	18,733.97	
		Transmittal Total	18,733.97	
		Fund Summary: Fund 21	18,733.97	
Transmittal Number: 23000157-0				
PO230586-002	DONALD M HOOVER COMPANY	2021-22-01 Floyd M. Stork Mode	19,491.53	
		Total Payment Amount	19,491.53	
		Transmittal Total	19,491.53	
		Fund Summary: Fund 21	19,491.53	
Transmittal Number: 23000158-0				
PO230610-002	INLAND PACIFIC TILE INC.	2021-22-01 Floyd M. Stork Mode	7,773.84	
		Total Payment Amount	7,773.84	
		Transmittal Total	7,773.84	
		Fund Summary: Fund 21	7,773.84	
Transmittal Number: 23000159-0 AUDIT				
PO230687-002	INTERPIPE CONTRACTING INC	2021-22-01 Floyd M. Stork Mode	53,327.30	
		Total Payment Amount	53,327.30	
		Transmittal Total	53,327.30	
		Fund Summary: Fund 21	53,327.30	
Transmittal Number: 23000160-0 AUDIT				
PO230609-002	JANUS CORPORATION	2021-22-01 Floyd M. Stork Mode	47,067.89	
		Total Payment Amount	47,067.89	
		Transmittal Total	47,067.89	
		Fund Summary: Fund 21	47,067.89	

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<b>Transmittal Number:</b> 23000161-0	<b>Description</b>	<b>Amount</b>
<b>Reference</b> PO230608-002	2021-22-01 Floyd M. Stork Mode	4,043.20
<b>Vendor</b> K&Z CABINET CO INC	<b>Total Payment Amount</b>	4,043.20
	<b>Transmittal Total</b>	4,043.20
	<b>Fund Summary: Fund 21</b>	4,043.20
<b>Transmittal Number:</b> 23000162-0 AUDIT		
PO230607-002	2021-22-01 Floyd M. Stork Mode	10,813.37
	<b>Total Payment Amount</b>	10,813.37
	<b>Transmittal Total</b>	10,813.37
	<b>Fund Summary: Fund 21</b>	10,813.37
<b>Transmittal Number:</b> 23000163-0 AUDIT		
PO230606-002	2021-22-01 Floyd M. Stork Mode	89,543.90
	<b>Total Payment Amount</b>	89,543.90
	<b>Transmittal Total</b>	89,543.90
	<b>Fund Summary: Fund 21</b>	89,543.90
<b>Transmittal Number:</b> 23000164-0 AUDIT		
PO230604-002	Floyd M. Stork Modernization 2	323,242.72
	<b>Total Payment Amount</b>	323,242.72
	<b>Transmittal Total</b>	323,242.72
	<b>Fund Summary: Fund 21</b>	323,242.72
<b>Transmittal Number:</b> 23000165-0 AUDIT		
PO230605-001	2021-22-01 Floyd M. Stork Mode	16,620.25
PO230605-002	2021-22-01 Floyd M. Stork Mode	3,344.00
	<b>Total Payment Amount</b>	19,964.25
	<b>Transmittal Total</b>	19,964.25
	<b>Fund Summary: Fund 21</b>	19,964.25

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<b>Transmittal Number: 23000166-0</b>		<b>Vendor</b>			
<b>Reference</b>			<b>Description</b>		<b>Amount</b>
PO230332-011		FRONTIER COMMUNICATIONS	DSC / U-PHONE LINES, DSC-SITES		2,194.73
PO230332-012		FRONTIER COMMUNICATIONS	DSC / U-PHONE LINES, DSC-SITES		117.71
			<b>Total Payment Amount</b>		2,312.44
PO230798-001		GRANITE TELECOMMUNICATIONS LLC	stork / telephone service		483.22
			<b>Total Payment Amount</b>		483.22
PO230734-001		SCHOOL LIFE	DC/SUPPLIES		1,076.48
			<b>Total Payment Amount</b>		1,076.48
			<b>Transmittal Total</b>		3,872.14
			<b>Fund Summary:</b>	<b>Fund 01</b>	3,872.14
<b>Transmittal Number: 23000167-0</b>		<b>GORM INC</b>			
PO230129-003			ALJH / CUST OPEN		73.74
			<b>Total Payment Amount</b>		73.74
PO230477-016		KELLY SPICERS INC	Paper/Color Start Up		321.66
			<b>Total Payment Amount</b>		321.66
PO230752-001		LEARNING WITHOUT TEARS	SPECIAL ED		140.46
			<b>Total Payment Amount</b>		140.46
PO230034-004		MCC CARPET CLEANING INC	M&O / OPEN PO FOR CARPET CLEAN		135.00
PO230034-005		MCC CARPET CLEANING INC	M&O / OPEN PO FOR CARPET CLEAN		351.00
			<b>Total Payment Amount</b>		486.00
PO230467-001		MONOPRICE INC	IT / Open Supplies		68.94
			<b>Total Payment Amount</b>		68.94
PO230150-004		ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE		122.05
PO230150-005		ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE		30.20
PO230150-006		ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE		60.91
PO230150-007		ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE		65.00
PO230153-008		ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot		93.11
PO230157-001		ODP BUSINESS SOLUTIONS LLC	ADMIN SERVICES / OPEN OFFICE S		51.61
PO230157-002		ODP BUSINESS SOLUTIONS LLC	ADMIN SERVICES / OPEN OFFICE S		99.96
PO230157-003		ODP BUSINESS SOLUTIONS LLC	ADMIN SERVICES / OPEN OFFICE S		23.69

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<b>Transmittal Number:</b> 23000167-0	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
PO230157-004	ODP BUSINESS SOLUTIONS LLC	ADMIN SERVICES / OPEN OFFICE S	59.43
		<b>Total Payment Amount</b>	605.96
PO230350-001	SMART & FINAL	ALJH / Open Supplies	211.05
PO230352-005	SMART & FINAL	ALJH / Open Supplies	240.51
		<b>Total Payment Amount</b>	451.56
PO230000-004	TIME AND ALARM SYSTEMS INC	M&O / OPEN REPAIRS	394.50
		<b>Total Payment Amount</b>	394.50
		<b>Transmittal Total</b>	2,542.82
		<b>Fund Summary: Fund 01</b>	2,542.82
<b>Transmittal Number:</b> 23000168-0 AUDIT			
PV230155-001	U S BANK	<b>Total Payment Amount</b>	4,119.24
		<b>Transmittal Total</b>	4,119.24
		<b>Fund Summary: Fund 01</b>	4,119.24
<b>Transmittal Number:</b> 23000168-0			
CM230012-001	U S BANK	<b>Total Payment Amount</b>	(85.00)
PV230156-001	U S BANK		58.16
PV230157-001	U S BANK		413.07
		<b>Total Payment Amount</b>	386.23
		<b>Transmittal Total</b>	386.23
		<b>Fund Summary: Fund 01</b>	386.23
<b>Transmittal Number:</b> 23000169-0			
PO230125-002	GORM INC	GORM	121.52
PO230125-003	GORM INC	GORM	(18.79)
		<b>Total Payment Amount</b>	102.73
PO230389-004	ODP BUSINESS SOLUTIONS LLC	HERMOSA / Open Instr Supp	2,287.09
		<b>Total Payment Amount</b>	2,287.09

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Transmittal Number: 23000169-0

Reference PO230193-014 Vendor SMART & FINAL

Description	Amount
CC / SUPP OPEN,	730.79
<b>Total Payment Amount</b>	730.79
<b>Transmittal Total</b>	3,120.61
<b>Fund Summary: Fund 01</b>	3,120.61

Transmittal Number: 23000170-0

PO230591-001 ODP BUSINESS SOLUTIONS LLC  
 PO230591-002 ODP BUSINESS SOLUTIONS LLC  
 PO230591-003 ODP BUSINESS SOLUTIONS LLC  
 PO230591-004 ODP BUSINESS SOLUTIONS LLC  
 PO230591-005 ODP BUSINESS SOLUTIONS LLC

OFFICE SUPPLIES / ED SVCS	80.76
OFFICE SUPPLIES / ED SVCS	23.66
OFFICE SUPPLIES / ED SVCS	171.71
OFFICE SUPPLIES / ED SVCS	6.56
OFFICE SUPPLIES / ED SVCS	688.86
<b>Total Payment Amount</b>	971.55

PO230193-015 SMART & FINAL  
 PO230258-002 SMART & FINAL  
 PO230352-006 SMART & FINAL

CC / SUPP OPEN,	398.55
VJH OFFICE/ Open PO / Supplies	85.34
ALJH / Open Supplies	6.98
<b>Total Payment Amount</b>	490.87

PO230286-004 TRANE

M&O / OPEN SUPPLIES	567.19
<b>Total Payment Amount</b>	567.19
<b>Transmittal Total</b>	2,029.61
<b>Fund Summary: Fund 01</b>	2,029.61

Transmittal Number: 23000171-0

PO230193-016 SMART & FINAL  
 PO230339-004 SMART & FINAL

CC / SUPP OPEN,	509.73
DC / OPEN	199.81
<b>Total Payment Amount</b>	709.54
<b>Transmittal Total</b>	709.54
<b>Fund Summary: Fund 01</b>	709.54

Payment Count:	125	Transmittal Count:	49	Grand Total:	1,375,932.47
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02 Alta Loma School District

Fiscal Year: 2023

The above Payable transactions have been issued in accordance with the District's policies and procedures.  
It is recommended that the Board of Trustees approve them.



\_\_\_\_\_  
Authorized Agent