

ALTA LOMA SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, November 2, 2022
5:00 PM

District Support Center
9390 Base Line Road
Alta Loma, California

		Motion
		<u>1st</u> <u>2nd</u> <u>App</u>
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	<u> </u> <u> </u> <u> </u>
	E. CLOSED SESSION	
	<input checked="" type="checkbox"/> 1. Public Employee Performance Evaluation/Employment – Superintendent. (Government Code §54957)	
	<input checked="" type="checkbox"/> 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. (Government Code §54957.6)	
	a. Alta Loma Educators Association (ALEA).	
	<input checked="" type="checkbox"/> 3. Conference with labor negotiators for unrepresented employees: (Government Code §54957.6)	
	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.	
	<input type="checkbox"/> 4. Student Disciplinary/Expulsion/Readmission Matters. (Government Code §35146, §48912 §49070)	

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. 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.

✓ 5. Public Employee Employment/Discipline/Dismissal/Release.
 (Government Code §54957, 54957.10)

□ 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; and (2) 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
 10/19/22 (pp. 1-5)

J. 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.

K. 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).

L. 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. Timely events/information
3. District activities

Action

M. 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) Art Specialties; 2) Bowlero; 3) Bullwinkle's; 4) City of Rancho Cucamonga; 5) CUE; 6) Fuel Education, LLC (FuelEd); 7) Historical Society of Pomona Valley; 8) Irvine Park Railroad; 9) Lewis Family Playhouse; 10) Purple Easel; 11) Riley's Farm; 12) The Sawdust Factory; 13) Super Cooperative – San Mateo-Foster City School District (Lead District). (pp. 6-8)
2. Recommend the Board accept the following donations:
 - a. Donation of \$4,121.26 from Alta Loma Elementary PTA to Alta Loma Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
 - b. Donation of \$15,512.50 from Velocity Fundraising Resources, Inc. to Alta Loma Junior High School's Student Fundraiser Account to be used to enhance the instructional program.
 - c. Donation of 4 Spotlights and 1 Follow Spotlight, approximate value of \$600.00 from Broadway Experience to Vineyard Junior High School's Theatre Club to be used to enhance the instructional program.(No exhibit)
3. Recommend the Board approve payments to vendors in Board Payment Report, as presented. (p. 9)
4. Recommend the Board approve employment, terminations, resignations, leaves and temporary assignments, as presented. (pp. 10-15)
5. Recommend the Board approve the Practicum Site Agreement with California Baptist University, effective November 1, 2022 and authorize Superintendent Sherry Smith to sign all related documents. (pp. 16-23)

6. Board Policies

Second Reading

BP 0410 – Nondiscrimination in District Programs and Activities

BP 0450 – Comprehensive Safety Plan

BP 5141.21 – Administering Medication and Monitoring Health Conditions

BP 5141.52 – Suicide Prevention

(pp. 24-33)

7. Board Bylaws

Second Reading

BB 9100 – Organization

BB 9121 – President

BB 9321 – Closed Session

BB 9323 – Meeting Conduct

(pp. 34-54)

N. CURRICULUM AND INSTRUCTION

Action

1. Recommend the Board authorize the purchase pf JAMF, Apple Device Management Software for a total cost not-to-exceed \$3,000, and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (p. 55)

___ ___ ___

Action

2. Recommend the Board authorize the purchase of Unitrends Recovery Appliance from Kaseya that includes warranty and Support subscription for a total three-year cost not-to-exceed \$27,000 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (p. 56)

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O. HUMAN RESOURCES

Action

1. Recommend the Board approve the Consulting Contract with Loren Thompson for Administrative Coaching at the rate of \$31.25 per 15-minute increment, not-to-exceed \$6,000, effective November 5, 2022 through May 25, 2023, as presented. (pp. 57-58)

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Action

2. Recommend the Board approve the Consulting Contract with Victor Mojica for Social Media and Website Management at the rate of \$45.00 per hour, 20-hours per week, not-to-exceed \$20,000, effective November 5, 2022 through May 25, 2023, as presented. (pp. 59-60)

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P. BOARD INFORMATION/DISCUSSION

1. Board Policies

First Reading

BP 2000 – Concepts and Roles

BP 2110 – Superintendent Responsibilities and Duties

BP 2111 – Superintendent Governance Standards

BP 2140 – Evaluation of the Superintendent

BP 3230 – Federal Grant Funds

BP 3312 – Contracts
BP 3314 – Payment for Goods and Services
BP 6173.1 – Education for Foster Youth
BP 6173.2 – Education for Children of Military Families
(pp. 61-77)

2. Board Bylaws
First Reading
BB 9124 – Attorney
BB 9220 – Governing Board Elections
BB 9223 – Filling Vacancies
BB 9230 - Orientation
BB 9270 – Conflict of Interest
(pp. 78-95)
3. Job Descriptions and Reclassification
First Reading
 - Director of Maintenance, Operations, Transportation and Safety
 - Maintenance, Operations, Transportation and Safety Administrative Assistant
 - Risk Management and Employee Benefits Specialist
 - Director of Student Services(pp. 96-122)
4. Board of Trustees Meeting – Live Streaming
5. Future agenda items

Q. ANNOUNCEMENTS

1. The Board of Trustees will attend CSBA's Annual Education Conference, Thursday, December 1, 2022 – Saturday, December 3, 2022 in San Diego, CA. No action will be taken by the Board.
2. The date of the next regular meeting of the Board of Trustees is Wednesday, December 14, 2022, 5:00 PM at the District Support Center, 9390 Base Line Road. Following the regular meeting the Board will have an Information/Discussion Session to review the Board's experience at the CSBA Annual Education Conference.

R. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, ALTA LOMA SCHOOL DISTRICT, COUNTY OF SAN BERNARDINO–WEDNESDAY, October 19, 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 5:01 PM. Present were members Buller, Davies, and Roberts. Member Oerly arrived at 5:02 PM and Member Martinez arrived at 5:10 PM. Absent none.

PUBLIC COMMENT ON CLOSED SESSION ITEM

None.

ADOPTION OF AGENDA

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

AYES:	3 (Buller, Davies, Roberts)
NOES:	0
ABSENT:	2 (Martinez, Oerly)
ABSTAIN:	0

CLOSED SESSION

The Board adjourned to closed session at 5:02 PM for the purpose of discussing matters expressly authorized by Government Code Section §54957, and §54957.6.

REGULAR OPEN SESSION/ANNOUNCEMENTS

The Board convened to regular open session at 6:05 PM and no announcements were made regarding closed session items. The Board will go back into closed session after the regular session of the meeting.

PLEDGE OF ALLEGIANCE

Mr. Buller led the flag salute.

PUBLIC COMMENT ANNOUNCEMENT

Mr. Buller read aloud the Public Comment Announcement.

APPROVAL OF MINUTES

Moved by Mrs. Davies, seconded by Mrs. Oerly and carried unanimously to approve the meeting minutes of October 5, 2022 with the small corrections mentioned.

PUBLIC COMMENT

None.

BOARD REPORTS

Board Member Dave Roberts ... former Banyan Principal, Gary Hall contacted member Roberts, Gary was pleased that Banyan had reached out to him and invited him to Banyan's Time Capsule Event since he was the principal that opened Banyan; Mr. Hall cannot attend, but he sends his best for the event; had the opportunity to attend the ITAP training, looked like good stuff, anything the District does that goes over and above, is very important as we address the important issues that face the District; spent some time at the i-Ready training at Vineyard Junior High School; sat next to Mr. Stevenson from Alta Loma Junior High, what a wealth of

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
October 19, 2022

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information he was, he explained and showed fellow Board Member Oerly and myself how it all worked; time well spent.

Board Member Jessica Martinez ... Superintendent Smith had shared with the Board community input regarding streaming the District's Board meetings, member Martinez did some research and came across San Bernardino City Unified School Districts Board meeting, they stream their meetings live and their previous meetings are on Youtube for viewing; this highlighted for member Martinez the opportunity for community engagement; San Bernardino City also had the ability for community members to attend in-person, but they also allowed community members to video their public comment; appreciated San Bernardino City Board members' acknowledgement of their communities' concerns and public comments.

Board Member Rebecca Davies ... October 6, attended Parent University along with fellow Board Members Buller and Oerly, great to have Parent University back in-person; Associate Superintendent Chris Deegan and the Educational Services Department did an outstanding job organizing the event; October 13, attended with fellow Board Member Buller the Investigative Threat Assessment Process; the speaker Clayton Cranford, shared 15 years of science and fact based investigative procedures that enable a staff member to identify observable patterns of behavior, concern, address their seriousness, investigate the circumstances and then devise the most appropriate strategies for managing the case; thanked Superintendent Smith for adding the Smart Social link to her Superintendent's Weekly Update for parents to investigate all the wonderful topics that Smart Social has, this is a great parent resource.

Board Member Sandie Oerly ...attended Parent University on October 6, and had the opportunity to attend Carol Morrison's session "Getting Started with Footsteps2Brilliance", Detective Brad Guith's session "Internet Safety: What Parents Need to Know Internet Crimes Against Children" And Richard Solano's session "How do I Help my Child Cope?", very informative; attended every host school on staff development day for the different i-Ready sessions; it was very encouraging and positive to see the staff really involved and to see the value of the i-Ready program; attended the Investigative Threat Assessment Process Training; highlighted Week of the School Administrator, Boss's Day and recognized that October 2, was Custodial Worker's Recognition Day and this week is Bus Driver's recognition.

Board Member Brad Buller ... attended Parent University, thanked the team that was there that evening for all their efforts and the parents who attended; member Buller posed the questions; How do we show our community what it is that we do? How do we get the information out to the community?; some of the presentations at Parent University are priceless and it's only in that one room at that one moment; there are some great activities happening and the District needs to make those available to our community; attended the i-Ready in-service day; the instructors were very engaging, attended the training at Deer Canyon and Victoria Groves; attended the Threat Assessment Training and thanked Superintendent Smith for bringing this valuable training to the District.

SUPERINTENDENT AND STAFF REPORTS

Superintendent Smith had the opportunity today to attend both the 7th and 8th grade football games between Alta Loma Junior High and Vineyard Junior High. Alta Loma's 7th grade football team won, and Vineyard's 8th grade football team won, it was exciting and fun to see. Superintendent Smith, Associate Superintendent Deegan and Director of Student Programs,

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
October 19, 2022

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Susie Melton met to discuss the direction of the next State of the Districts. These next few State of the Districts have been tweaked from the town hall sessions to work study sessions. The District has three goals in their Strategic Plan and each State of the District will be a deep dive into one goal. The next State of the District will be Thursday, October 27 at 5:30 pm at the District Support Center. This State of the District will focus on Goal #3: Positive Environment.

Superintendent Smith shared that there were no reportable incidents for the District's quarterly submission for Williams Reporting for the period of July 1, 2022 through September 30, 2022.

Associate Superintendent Deegan shared the District held two big great events back to back, Parent University and Extended Professional Development Day. Associate Superintendent Deegan thanked Director of Student Programs, Susie Melton and his entire Educational Services Department for all their hard work and ensuring both these events were very successful. This week is Digital Citizenship Week, and Associate Superintendent Deegan recognized TOSA, Margaux Cruz for sending out great information to staff regarding, commonsense media, pacing and standards teaching our students to be positive strong digital citizens. Director of Student Services, Cara Cerecerez sent out a reminder this week to our community about the great resource that SmartSocial is.

Associate Superintendent Eric Hart announced, the District will once again host a staff flu shot clinic at the District Support Center on November 16, 2022. The next Citizens' Bond Oversight Committee Meeting will be Monday, November 14, at Carnelian Elementary School at 6:00 pm. Tomorrow, is the Great Shake Out, our duck and cover drill is scheduled at 10:20 am, staff will meet at the flag pole and radio checks will take place with each school site to make sure our emergency channel works the way our District wants it to work.

CONSENT CALENDAR

Moved by Ms. Martinez, seconded by Mrs. Davies, and carried unanimously to pull item M. (1) from the consent calendar items for a separate vote and adopt M. (2-7) on the Consent Calendar items:

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 \$50 from Angela Eisenbrey to Victoria Groves Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
2. Donation of \$364.01 from Chipotle to Victoria Groves Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
3. Donation of \$323.85 from Kroger to Victoria Groves Elementary School's Student Fundraiser Account to be used to enhance the instructional program.

Conference Attendance

Authorized Laura Snyder, Curriculum & Instruction TOSA to attend the 2022 CAC California Assessment Conference, October 18 – 20, 2022 in Riverside, California.

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Board Policies

A second reading was held to adopt Board Policy related to Business and Nondiscrimination Operations.

BP 3514 – Environmental Safety

Board Policies

A second reading was held to amend Board Policies related to Instruction and Facilities.

BP 617.01 – Transitional Kindergarten

BP 9173 – Education for Homeless Children

BP 7110 – Facilities Master Plan

BP 7150 – Site Selection And Development

Vendor Agreements

After a discussion and clarification was held regarding item M. (1.) Sub (6). Moved by Mrs. Oerly, seconded by Mr. Roberts and carried with the following vote to approve agreements with the following vendors, and authorized Sherry Smith, Eric Hart, and/or applicable administrators to sign all related documents: 1) BorderLAN Cyber Security; 2) City of Santa Ana, Santa Ana Zoo at Prentice Park; 3) General Audit Tool (GAT); 4) Jaren Eberwein dba Wheels Squared; 5) Motion Picture Licensing Corporation (MPLC); 6) PBK Architects; 7) San Bernardino County Superintendent of Schools; 8) The Sawdust Factory; 9) Seesaw Learning; 10) ZOHO Corporation.

AYES: 4 (Buller, Davies, Oerly, Roberts)

NOES: 1 (Martinez)

ABSENT: 0

ABSTAIN: 0

GENERAL FUNCTIONS

Lot Procedure/Runoff Election

A discussion was held. Moved by Mrs. Davies, seconded by Mrs. Oerly and carried with the following vote to determine to resolve a potential tie of two or more Board candidates at the November 8, 2022 General Election, by lot procedure.

AYES: 3 (Davies, Oerly, Roberts)

NOES: 2 (Buller, Martinez)

ABSENT: 0

ABSTAIN: 0

Annual Organizational Meeting

Moved by Mrs. Davies, seconded by Mrs. Oerly and carried unanimously to designate December 14, 2022 as the annual organizational meeting for the Board of Trustees.

CURRICULUM AND INSTRUCTION

Alta Loma Dance Academy

Moved by Mrs. Oerly, seconded by Mr. Roberts and carried unanimously to enter into an agreement with Alta Loma Dance Academy, LLC for an amount not-to-exceed \$8,000, and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

iWillHoop

Moved by Mrs. Oerly, seconded by Mr. Roberts and carried unanimously to enter into an agreement with iWillHoop for an amount not-to-exceed \$18,000, and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

BOARD INFORMATION/DISCUSSION

Board Policies – First Reading

BP 0410 – Nondiscrimination In District Programs and Activities

BP 0450 – Comprehensive Safety Plan

BP 5141.21 – Administering Medication and Monitoring Conditions

BP 5141.52 – Suicide Prevention

Board Bylaws – First Reading

BB 9100 – Organization

BB 9121 – President

BB 9321 – Closed Session

BB 9323 – Meeting Conduct

ANNOUNCEMENTS

The date of the next regular meeting of the Board of Trustees is Wednesday, November 2, 2022, 5:00 PM at Alta Loma School District Support Center, 9390 Base Line Road.

CLOSED SESSION/ADJOURNMENT

The Board adjourned to closed session in Honor of Bus Drivers, Custodians, and Administrators at 7:16 PM. The meeting was adjourned at 9:00 PM.

Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

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

Date: November 2, 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. Art Specialties
2. Bowlero
3. Bullwinkle's
4. City of Rancho Cucamonga
5. CUE
6. Fuel Education, LLC (FuelEd)
7. Historical Society of Pomona Valley
8. Irvine Park Railroad
9. Lewis Family Playhouse
10. Purple Easel
11. Riley's Farm
12. The Sawdust Factory
13. Super Cooperative – San Mateo-Foster City School District (Lead District)


VENDOR	DESCRIPTION/COST	RESPONSIBLE ADMINISTRATOR OR MANAGER
Art Specialties	Installation of new school signs throughout the Deer Canyon Elementary School campus. Prepayment is required. Total cost is \$1,690.	Principal
Bowlero	Field trip fees for Deer Canyon Elementary sixth grade students on May 22, 2023. Deposit and prepayment are required. Total cost is \$1,358.	Principal
Bowlero	Field trip fees for Hermosa Elementary fifth grade students on May 19, 2023. Deposit and prepayment are required. Total cost is \$992.	Principal
Bullwinkle's	Field trip fees for Jasper Elementary sixth grade students on May 18, 2023. Deposit and prepayment are required. Total cost is \$2,212.	Principal
City of Rancho Cucamonga	Special assessment for Parcel 1076-631-03/Victoria Groves Elementary School within Landscape Maintenance District 2. First installment of \$501.94 due in December 2022; second installment of \$501.94 due in April 2023.	Associate Superintendent, Administrative Services
CUE	Computer Using Educators (CUE) 2023 Conference registration fees for TOSAs and Site Technology Leaders to attend the annual conference March 16-18, 2023 in Palm Springs. Prepayment is required. Total cost is \$6,000.	Associate Superintendent, Educational Services
CUE	Computer Using Educators (CUE) 2023 Conference registration fees for a Vineyard Junior High teacher to attend the annual conference March 16-18, 2023 in Palm Springs. Prepayment is required. Total cost is \$325.	Principal

Fuel Education, LLC (FuelEd)	Increase purchase order for online platform and materials for ALLTIS K-5 students for the 2022-23 school year from a total cost not-to-exceed \$20,000 to \$25,000.	Director, Educational Programs
Historical Society of Pomona Valley	Field trip fees for Victoria Groves Elementary fourth grade students on December 8, 2022. Prepayment is required. Total cost is \$560.	Principal
Irvine Park Railroad	Field trip fees for Deer Canyon Elementary fourth grade students on May 4, 2023. Prepayment is required. Total cost is \$1,680.	Principal
Lewis Family Playhouse	Field trip fees for Alta Loma Elementary third grade students to attend a production of <i>Nutcracker</i> on December 1, 2022. Prepayment is required. Total cost is \$708.	Principal
Purple Easel	Field trip fees for Deer Canyon Elementary third grade students on December 9, 2022. Prepayment is required. Total cost is \$1,260.	Principal
Riley's Farm	Field trip fees for Banyan Elementary fifth grade students on March 10, 2023. Deposit and prepayment are required. Total cost is \$1,440.	Principal
Riley's Farm	Field trip fees for Jasper Elementary fifth grade students on May 16, 2023. Deposit and prepayment are required. Total cost is \$1,782.	Principal
The Sawdust Factory	Field trip fees and painting event for Banyan Elementary first grade students on December 16, 2022. Prepayment is required. Total cost is \$972.	Principal
Super Cooperative – San Mateo-Foster City School District (Lead District)	Cooperative membership fee for the 2023-24 school year. Child Nutrition fund cost is a not-to-exceed amount of \$900.	Director, Child Nutrition



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Eric Hart, Associate Superintendent, Administrative Services


Date: November 2, 2022

Subject: Approval of District Purchase Orders and Payments to Vendors

Total of Purchase Orders: \$156,236.14

Total Payments to Vendors (All Funds): \$1,150,756.06

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: November 2, 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
November 2, 2022

CERTIFICATED PERSONNEL

I. RECOMMENDED APPOINTMENTS

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	POSITION CODE/SALARY
<u>Administrative</u>			
None			
<u>Temporary</u>			
Sue Geddes	10/24/22	Interim Assistant Principal, Alta Loma Elementary	Timecarded Position, \$618.92 per diem

Temporary Extension

None

Probationary 1

Michelle Miller		Teacher, SDC, Jasper Elementary	CETEAC0066, Salary E-12
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Probationary 2

None

II. CHANGE OF STATUS

(Change in site or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Nancy Flippin	09/19/22	From:	Teacher, Special Education, Alta Loma Junior High School, CETEAC0102, Salary D-13
		To:	Salary D-19
Dalia Lister	08/03/22	From:	.5 FTE Teacher, Secondary, Alta Loma Junior School, CETEAC0058, Salary A-1
		To:	Salary A-3
Patricia Oleas	11/05/22	From:	Teacher, SDC, Jasper Elementary, CETEAC0066, Salary E-12
		To:	TOSA, Special Education, DSC, CETEAC0506, (Restricted Funds - Special Education Learning Recovery Grant)

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
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CERTIFICATED PERSONNEL, continued

II. CHANGE OF STATUS, continued

(Change in site or hours)

Leave of Absence

NAME	EFFECTIVE	ASSIGNMENT/SITE/CODE
Jennifer Lancaster	10/24/22 to 5/24/23	Teacher, Kindergarten, Victoria Groves School, CETEAC0431

III. OTHER PERSONNEL

(Stipends & Limited Assignments)

NAME	EFFECTIVE	ASSIGNMENT
None		

IV. RESIGNATIONS

NAME	EFFECTIVE	POSITION/SITE/CODE
Dalia Lister	10/31/22	.5 FTE Teacher, Secondary, Alta Loma Junior High School, CETEAC0058

V. TERMINATION OF EMPLOYMENT

NAME	EFFECTIVE	POSITION/SITE/CODE
None		

VI. CORRECTIONS

NAME	EFFECTIVE	CORRECTION
None		

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
November 2, 2022

CLASSIFIED PERSONNEL

I. RECOMMENDED APPOINTMENTS

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY/HOURS
Dolores Bautista	10/25/22	ELO-P Activities/Enrichment Assistant, Victoria Groves Elementary	CLCCRE0023, Salary 25-A, 5.5 hours a day
Ronnie Curby	10/17/22	Instructional Aide, RSP, Alta Loma Elementary	CLAIDE0097, Salary 23-A, 3 hours a day
Crystal Hernandez	10/25/22	ELO-P Activities/Enrichment Assistant, Carnelian Elementary	CLCCRE0111, Salary 25-A, 2.4 average a day
Valerie Johnson	11/01/22	Proctor, Jasper Elementary	CLPCTR0363, Salary 16-A, 3 hours a day
Tyler Lombardo	10/24/22	ELO-P Activities/Enrichment Assistant, Alta Loma Elementary	CLCCRE0017, Salary 25-B, 2.2 average hours a day
Amanda Salman	10/25/22	ELO-P Activities/Enrichment Assistant, Carnelian Elementary	CLCCRE0030, Salary 25-A, 5.5 hours a day

Short Term Appointment

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY/HOURS
Jack Alexander	10/25/22	Instructional Aide, 6th Grade Math, Banyan Elementary	CLAIDE0098, Salary 22-A, 3.5 hours a day
Sindhu Balasreedharan	10/17/22	Instructional Aide, 4th/5th Grade Math, Victoria Groves Elementary	CLAIDE0012, Salary 22-A, 3.5 hours a day
Jennifer McNinch	10/24/22	Instructional Aide, 1st Grade, Victoria Groves Elementary	CLAIDE0134, Salary 22-A, 3.5 hours a day
Candice Rodriguez	10/24/22	Instructional Aide, 1st Grade, Alta Loma Elementary	CLAIDE0068, Salary 22-A, 3.5 hours a day

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
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CLASSIFIED PERSONNEL, continued

II. CHANGE OF STATUS

(Change in site, position or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Sindhu Balasreedharan	10/24/22	From:	Instructional Aide, 4th/5th Grade Math, Victoria Groves Elementary, CLAIDE0012, Salary 22-A, 3.5 hours a day
		To:	Instructional Aide, 6th Grade Math, CLAIDE0029
Sylvia Baltazar	10/17/22	From:	Proctor, Banyan Elementary, CLPCTR0321, Salary 16-B, 3 hours a day and Breakfast Proctor, Banyan Elementary, CLPCTR0502, Salary 16-B, 1 hour a day
		To:	Proctor, Alta Loma Elementary, CLPCTR0303, 2.5 hours A day
Mahala Espinoza	10/19/22	From:	Child Nutrition Worker, Alta Loma Junior High School, CLCNWK0018, Salary 25-B, 2 hours a day
		To:	Carnelian Elementary, CLCNWK0004, 3.5 hours a day
Jodi Moran	10/24/22	From:	Proctor, Alta Loma Junior High School, CLPCTR0310, Salary 16-B, 3.5 hours a day
		To:	Instructional Aide, ALC, CLAIDE0035, Salary 22-B

Leave of Absence

NAME	EFFECTIVE	POSITION/SITE/CODE
Maria Cortez	10/11/22 to 11/28/22	Proctor, Jasper Elementary, CLPCTR0361

Return from Leave of Absence

NAME	EFFECTIVE	POSITION/SITE/CODE
Nesren Soliman	10/17/22	Instructional Aide, SNA, Banyan Elementary, CLAIDE0262

III. CHANGE OF CALENDAR

NAME	EFFECTIVE	POSITION/SITE/CODE	CALENDAR
None			

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
November 2, 2022

CLASSIFIED PERSONNEL, continued

IV. OTHER PERSONNEL
(Stipends & Limited Assignments)

Classified in Lieu of Certificated Staff

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY
Sarah Horne	08/17/22 to 05/24/23	Student Leadership, Victoria Groves Elementary	Stipend, \$600 per year

V. RESIGNATIONS

NAME	EFFECTIVE	ASSIGNMENT
Melissa Mills	10/21/22	Instructional Aide, RSP, Banyan Elementary, CLAIDE0108

VI. TERMINATION OF EMPLOYMENT

NAME	EFFECTIVE	POSITION/SITE/CODE
None		


VII. CORRECTIONS

NAME	EFFECTIVE	CORRECTION
None		



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent of Human Resources

Date: November 2, 2022


Subject: Practicum Site Agreement with California Baptist University

BACKGROUND: California Baptist University wishes to enter into an agreement to provide practicum experience to students enrolled in the Counseling Psychology Program. The program helps students acquire the skills and knowledge needed in their chosen field of study or occupation. The term of the agreement is effective from November 1, 2022 through October 31, 2026. Either party may terminate this agreement with thirty days written notice.

RATIONALE: California Baptist University, Counseling Psychology Program agrees to provide coursework, student professional liability insurance, and University supervision for each participating candidate, and the District agrees to provide them with a faculty mentor and appropriate support.

FUNDING: There is no financial impact to the District.

RECOMMENDATION: Recommend the Board approve the Practicum Site Agreement with California Baptist University, effective November 1, 2022 and authorize Superintendent Sherry Smith to sign all related documents.

PREPARED BY:  Patricia Chavez Urias, Credentials Technician

PRACTICUM SITE AGREEMENT

California Baptist University

Counseling Psychology Program

This Practicum Site Agreement (the “Agreement”) is entered into this 1st day of November, 2022 (the “Effective Date”) by and between California Baptist University through its Counseling Psychology Program (“CBU”) and Alta Loma School District (the “Practicum Provider”). CBU and Practicum Provider are each a “Party” and are sometimes collectively referred to herein as the “Parties.”

1. **INTER-INSTITUTIONAL APPLICATION:** In order to facilitate clinical training experience opportunities, this Agreement is intended to govern the relationship between CBU and Practicum Provider with respect to Counseling Psychology students from CBU involved in a clinical trainee experience arrangement with the Practicum Provider.

2. **GENERAL CONSIDERATIONS:**

2.1 The practicum experience is a cooperative program between CBU and approved practicum sites. The Practicum Providers provide clients, supervision, facilities, and instruction which help students acquire the skills and knowledge needed in their chosen field of study or occupation.

2.2 This Agreement is for the period agreed upon between the Practicum Provider and CBU. Termination of the employment of the student or Supervisor (as defined in Section 3.1 herein) or of this Agreement must take into account the clinical necessity of an appropriate termination or transfer of psychotherapeutic clients. This Agreement assumes that if there is an early termination of this Agreement such a decision must include prior consultation with the Director of Clinical Training (as defined in Section 4.1 herein) and/or the CBU Program Director. Termination of this Agreement with cause shall be in accordance with the academic policies of CBU or the employment or volunteer policies of the Practicum Provider. The term of this agreement shall commence on November 1, 2022 and terminate on October 31, 2026. Either party may terminate this agreement with thirty (30) days written notice.

3. **THE EXPERIENCE PROVIDER AGREES TO:**

3.1 Designate an individual who will serve as the supervisor and liaison (the “Supervisor”) with CBU and the student.

3.2 Provide the student and Supervisor with the documentation necessary to verify to the Board of Behavioral Sciences (the “BBS”) that the placement is one that is named in law as appropriate for a CBU student.

3.3 Evaluate the qualifications and credentials of any employee who provides supervision to CBU MFT students.

3.4 Involve the student for the entire period of clinical field experience as agreed unless this Agreement is terminated for cause pursuant to Section 2.2 above.

3.5 Provide adequate resources to the student and the Supervisor in order that they may provide clinically appropriate services to clients.

3.6 Orient the student to the Practicum Provider’s rules, policies, procedures, methods, and operations.

3.7 Provide and allow CBU MFT students access to parking and use of facilities to the same extent as Practicum Provider’s employees.

3.8 Evaluate the student’s performance and notify the Director of Clinical Training (as defined in Section 4.1 herein) immediately, preferably by phone, of any cause of dissatisfaction with, misconduct of, or any other difficulties in the work performance of the student.

3.9 Provide the student and the Supervisor with an emergency response plan which assures the personal safety and security of the student, Supervisor and student's clients in the event of the emergency.

3.10 Provide the student with a minimum of fifteen (15) hours per week of supervised clinical experience within the scope of practice of a Marriage, Family Therapy Trainee.

3.11 Accept the primary responsibility for supervision and control of the student at the Practicum site.

3.12 During the Term of this Agreement, the Supervisor shall:

(A) Be responsible for assuring that all clinical experience gained by the trainee is within the scope of marriage, family therapy counseling.

(B) Complete the "MFT Experience Verification Form" required for licensure.

(C) Abide by the ethical standards promulgated by the professional association of which the Supervisor belongs (e.g. CAMFT, AAMFT, APA, AMA, NASW, etc.).

(D) Provide regular evaluations of the student's performance at the site to the Director of Clinical Training at the end of each semester.

(E) Review and sign the "Weekly Summary of Hours of Experience" log.

(F) Provide the Practicum student with a current copy of his or her license and resume and notify the Director of Clinical Training and the student immediately of any action that may affect his or her license.

(G) Be familiar with the laws and regulations that govern the practice of Marriage, Family Therapy Counselors in the State of California.

(H) Provide the student with one (1) hour of individual or two (2) hours of group supervision for each five (5) hours of client contact provided by the student.

(I) Provide the student with a policy and procedure for crisis intervention and other client/clinical emergencies, in particular those mandated by law (e.g., child abuse, danger to self, others, etc.).

4. CBU AGREES TO:

4.1 Designate a point of contact for clinical field experience (a "Director of Clinical Training").

4.2 Ensure the Director of Clinical Training contacts the student and Practicum Supervisor to discuss the student's progress, and advises relative to the program of study.

4.3 Ensure the Director of Clinical Training strives to promote harmony and cooperation between the Experience Provider, the student, and the educational institution.

4.4 Provide professional liability insurance for the student to cover damage or harm caused by the student in the amount of \$1,000,000 per claim, \$3,000,000 in the aggregate, when this Agreement is signed and returned to CBU.

4.5 Cause each student participating in practicum which is the subject of this Agreement to acknowledge certain obligations as shown in substantial form attached hereto as Exhibit "A" and incorporated herein by this reference.

5. **NOTICES.** Any notice required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed via first class mail, or by a reputable overnight delivery service, or by personal delivery, and directed to the address of such Party set forth below:

PRACTICUM PROVIDER:	CBU:
Name: Alta Loma School District Attn: Patricia Chavez Urias Address: 9390 Base Line Road Alta Loma, CA 91701 Telephone: (909) 484-5151 Email: pchavezurias@alsd.org	Name: California Baptist University Attn: Jan Stanfield, MSW, LMFT, LCSW, Director of Clinical Training Address: 8432 Magnolia Avenue, Riverside, CA 92504 Telephone: (951) 343-4503 Email: jstanfield@calbaptist.edu

All notices shall be effective upon receipt or rejection. Notice of change of address shall be given by written notice in the manner detailed in this Section 5. Rejection or other refusal to accept or the inability to deliver because of changed address of which no notice was given shall be deemed to constitute receipt of the notice, demand, request or communication sent. Each party may change its address for the purpose of this paragraph by giving written notice of such change in the manner provided for in this Section 5.

6. **AMENDMENT:** No amendment or modification of this Agreement shall be valid unless in writing and executed by each of the Parties.

7. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement of the Parties with respect to the subject matter of this Agreement. This Agreement is not assignable without the prior written consent of the non-assigning party which consent will not be unreasonably withheld or delayed.

8. **COUNTERPARTS:** This Agreement may be signed in counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same Agreement. This Agreement may be executed by way of facsimile signature.

FIRST AMENDMENT TO PRACTICUM SITE AGREEMENT REGARDING TELETHERAPY AND SUPERVISION

This First Amendment to Practicum Site Agreement ("First Amendment") is made and entered into as of the 1st day of November, 2022 (the "Effective Date"), by and between Alta Loma School District ("Practicum Provider") and California Baptist University through its Counseling Psychology Program ("CBU") for the purpose of further delineating the responsibilities of each party to oversee the clinical training experience furnished to CBU students ("Trainees").

RECITALS

A. On November 1, 2022, Practicum Provider and CBU entered into that certain written Practicum Site Agreement ("Practicum Agreement") concerning Practicum Provider furnishing opportunities to Trainees to acquire clinical training experience;

B. CBU does not typically endorse Marriage and Family Therapy (MFT)/Professional Clinical Counseling (PCC) Trainees conducting therapy via teletherapy nor receiving supervision via video conferencing; and

C. Due to the government mandates and extraordinary circumstances surrounding the COVID-19 virus, the parties wish to amend the Practicum Site Agreement to allow such

interventions under the following circumstances and, accordingly, execute this First Amendment, which, together with the Practicum Agreement, shall be deemed a single integrated document (the "Agreement").

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by reference, and of the mutual covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

1. **Teletherapy.** The Practicum Site Agreement is hereby amended by the inclusion of the following provisions:

Teletherapy

- 1) The individual, couple, or family has agreed (verbally or in writing) to begin or continue treatment at the Practicum Provider site via teletherapy;
- 2) The Practicum Provider has determined that an individual, couple, or family is an appropriate candidate for teletherapy on a case-by-case basis;
- 3) The individual, couple, or family is informed of the potential risks and limitations of receiving treatment via teletherapy;
- 4) The Practicum Provider will assure that all teletherapy is HIPAA compliant as currently endorsed during the current COVID-19 health crisis and there is proper training for Trainees to perform teletherapy.

Supervision

- 1) The Supervisor and the Trainee(s) have agreed that supervision would occur through video conferencing.

2. **Entire Agreement; Amendment.** This First Amendment, together with the accompanying Practicum Site Agreement, constitute the sole complete and binding agreement between the parties hereto. Neither the Practicum Site Agreement nor this First Amendment may be changed, modified or altered except in writing signed by both parties. Except as amended hereby, the Practicum Site Agreement is and remains in full force and effect.

3. **Counterparts.** This First Amendment may be executed in counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same First Amendment.

IN WITNESS WHEREOF, the Parties through their authorized representatives have executed this Agreement and Amendment effective as of the Effective Date.

“PRACTICUM PROVIDER” Alta Loma School District By: _____ Name: Dr. Sherry Smith Title: Superintendent	“CBU” California Baptist University By: _____ Name: Mark Howe Title: Vice President for Finance and Administration
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EXHIBIT A

MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING
California Baptist University
Counseling Psychology Program

I, the undersigned student, desire to participate in a clinical trainee experience program offered through an agreement between CBU and a practicum provider ("Practicum Provider") and, in consideration of such placement by CBU, I agree that I shall:


- (A) Comply with the Practicum Provider's policies and procedures.
- (B) Comply with CBU's dress and grooming standards and honor code.
- (C) Be enrolled in Practicum courses: PSY534, PSY555, or PSY570 unless released by CBU and the Practicum Provider.
- (D) Notify the Director of Clinical Training in a timely manner of any professional or personal difficulties, including safety and personnel problems, which may affect the performance of this or of his/her professional duties and responsibilities.
- (E) Maintain personal health insurance or student health insurance.
- (F) Obtain approval from CBU to participate in the clinical trainee experience program including agreeing to abide by the terms of this Agreement and to perform additional duties and responsibilities as required by CBU.
- (G) Cause each of student's Supervisors to complete and sign the "Responsibility Statement for Supervisors of a Marriage and Family Therapist Trainee or Intern" before gaining supervised experience.
- (H) Maintain a weekly log of all hours of experience gained toward licensure.
- (I) Be responsible, along with his or her Supervisor, for providing complete and accurate documentation to the Board of Behavioral Sciences (the "BBS") in order to gain hours of experience toward licensure.
- (J) Be responsible for learning those policies of the practicum setting which govern the conduct of regular employees and students, and for complying with such policies.
- (K) Be responsible for participating in the periodic evaluation of his or her practicum experience.
- (L) Abide by the ethical standards of the California Association of Marriage and Family Therapists and of California Baptist University.

I understand that it is my obligation to comply by the terms of this Memorandum of Understanding and such failure could jeopardize my participation in the clinical trainee experience program.

STUDENT Name: _____ Student ID #: _____	Date: _____
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Superintendent's Memorandum

To: Board of Trustees

From:  Dr. Sherry Smith, Superintendent

Date: November 2, 2022

Subject: Amend Board Policies Related to Philosophy, Goals, Objectives and Comprehensive Plans, and 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.

Second Reading

BP 0410 – Nondiscrimination in District Programs and Activities

BP 0450 – Comprehensive Safety Plan

BP 5141.21 – Administering Medication and Monitoring Health Conditions

BP 5141.52 – Suicide Prevention

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 Philosophy, Goals, Objectives and Comprehensive Plans, and Students, as presented.

Alta Loma SD

Board Policy

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0410

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

The Board of Trustees is committed to *providing* equal opportunity for all individuals in ~~education~~. District programs, *and* activities. *District programs, activities*, and practices shall be free from *unlawful* discrimination, *including discrimination against an individual or group* based on race, color, ancestry, *nationality*, national origin, *immigration status*, ethnic group identification, *ethnicity*, age, religion, marital or ~~parental~~ status, *pregnancy, parental status*, physical or mental disability, sex, sexual orientation, gender, gender identity or *gender* expression, or genetic information; ~~the a~~ 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.

~~Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the District's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, application form, or other recruitment materials distributed to these groups.~~

~~The District's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand and, when required by law, in a language other than English.~~

All individuals shall be treated equitably in the receipt of District and school services. Personally identifiable information collected in the implementation of any District program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the District shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall ~~also~~ be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Nondiscrimination In District Programs and Activities (continued)

The Superintendent or designee shall annually review District programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing District programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in District programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's web site and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The District's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (*ADA*) and any implementing standards and/or regulations. *When structural changes to existing District facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.*

Nondiscrimination In District Programs and Activities (continued)

The Superintendent or designee shall ensure that the District provides ***appropriate*** auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, ***assistive technologies or other modifications to increase accessibility to District and school websites***, notetakers, written materials, taped text, and Braille or large-print materials, ~~or other modification to increase accessibility to District and school communications~~. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program or meeting.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the District's response to complaints and for complying with state and federal civil rights laws is hereby designated as the District's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to District programs, services, activities, or facilities.

Director of Human Resources

9390 Base Line Road

Alta Loma, CA 91701

(909) 484-5151

Alta Loma SD

Board Policy

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0450

COMPREHENSIVE SAFETY PLAN

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

The school site council at each District school shall develop a Comprehensive School Safety Plan relevant to the needs and resources of that particular school. (Education Code 32281, 32286)

The School Safety Plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

The Comprehensive Safety Plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the Comprehensive Safety Plans(s) in order to ensure compliance with State Law, Board Policy, and Administrative Regulation and shall approve the Plans(s) at a regularly scheduled meeting.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

Policy
adopted: November 1, 2011
amended: December 1, 2018

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Students

BP 5141.21

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

The Board of Trustees believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan as applicable.

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to ~~his/her~~ **their** child at school, designate other individuals to do so on ~~his/her~~ **their** behalf, and, with the ~~child's~~ **student's** authorized health care provider's approval, request the District's permission for ~~his/her child~~ **the student** to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The Superintendent or designee shall make naloxone hydrochloride or another opioid antagonist available for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the Board prohibits the administration of medicinal cannabis to students on school grounds by parents/guardians or school personnel

In addition, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

Administering Medication and Monitoring Health Conditions (continued)**Administration of Medication by School Personnel**

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.3, 49414.5, 49423, 49423.1)

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

Policy
adopted: September 19, 2006
amended: October 4, 2017

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Students

BP 5141.52

SUICIDE PREVENTION

The Board of Trustees recognizes that suicide is one of the leading causes of death among youth, ***prevention is a collective effort that requires community engagement***, and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. ~~To attempt~~ ***In an effort*** to reduce suicidal ***behavior***, and its impact on students and families, ***and other trauma associated with suicide***, the Superintendent or designee shall develop measures and strategies, ***practices, and supports*** for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the District ***policy and procedures for suicide prevention, intervention, and postvention***, the Superintendent or designee ~~may~~ ***shall*** consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations ***and community stakeholders, school-employed mental health professionals, suicide prevention experts, and, in developing policy for grades K-6, the county mental health plan. (Education Code 215)***

School and community stakeholders and school mental health professionals with whom the Superintendent or designee shall consult may include District and school administrators, school counselors, school psychologists, school social workers, school nurses, other staff, parents/guardians and caregivers, students, local health agencies, mental health professionals, community organizations, law enforcement, legal counsel, and/or the District's risk manager or insurance carrier. The Superintendent or designee may also collaborate with county and/or city governments in an effort to align District policy with any existing community suicide prevention plans.

~~Such measures and strategies~~ ***for suicide prevention, intervention, and postvention*** shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, ***interns***, school counselors, and others ~~District employees who interact with students in the secondary grades who interact with students, including, as appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and volunteers~~
2. Instruction to students in problem-solving and coping, ***and resiliency*** skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

SUICIDE PREVENTION (continued)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. *The review of materials and resources used in awareness efforts and communications to ensure they align with best practices for safe and effective messaging about suicide*
5. The provision of information to parents/guardians *and caregivers* regarding risk factors ~~and~~ warning signs of suicide, *the severity of the suicide problem among youth, the District's suicide prevention curriculum, the District's suicide prevention policy and procedures*, basic steps for helping suicidal youth, *the importance of communicating with appropriate staff if suicide risk is present or suspected, access to suicide prevention training*, and/or school and community resources that can help youth in crisis
6. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
7. Crisis intervention procedures for addressing suicide threats or attempts
8. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide
9. *Establishment of District and/or school-site crisis intervention team(s) to ensure the proper implementation and review of this policy and other District practices related to the emotional and behavioral wellness of students, including, but not limited to, the oversight of mental health and suicide prevention training, collaboration with community mental health organizations, identification of resources and organizations that provide evidence-based treatment, collaboration to build community response, and compliance with Education Code 215*

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

SUICIDE PREVENTION (continued)

The Board shall ensure that measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215)

If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code 215)

District employees shall act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging District employees to diagnose or treat mental illness unless they are specifically licensed and employed to do so. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. The Board may, at its discretion, review the policy more frequently. (Education Code 215)

The Superintendent or designee shall periodically review District data pertaining to school climate and reports of suicidal ideation, attempts, or death to identify patterns or trends and make recommendations regarding program development.


The Superintendent or designee shall post this policy on the District's website, in a prominent location and in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

Policy
adopted: September 6, 2017
amended:

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Superintendent's Memorandum

To: Board of Trustees

From:  Dr. Sherry Smith, Superintendent

Date: November 2, 2022

Subject: Amend Board Bylaws

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

Second Reading
BB 9100 - Organization
BB 9121 - President
BB 9321 – Closed Session
BB 9323 – Meeting Conduct

RATIONALE: This action will amend the bylaws 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 Bylaws, as presented.

Alta Loma SD

Board Bylaw

Board Bylaw

BB 9100

ORGANIZATION

Annual Organizational Meeting

The Board of Trustees shall hold an annual organizational meeting, ~~within the time limits prescribed by law.~~ *In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within 15 days following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December, but no later than December 20th.* (Education Code 35143)

During any year in which a regular election is conducted, the Board, at the regular meeting held immediately prior to the second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the Superintendent shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president, vice president and a clerk from its members
2. Develop a schedule of regular meetings for the year
3. ~~Develop a Board calendar for the year~~

Election of Officers

The Board shall each year elect its entire slate of officers.

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

Alta Loma SD

Board Bylaw

Board Bylaw

BB 9121(a)

PRESIDENT

At the annual organizational meeting, the Board of Trustees shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

To ensure that Board Meetings are conducted in an efficient, transparent, and orderly manner The president shall ~~preside at all Board meetings. He/she shall:~~

1. *Call such meetings of the Board as they may deem necessary, giving notice as required by law* ~~Call the meeting to order at the appointed time~~
2. *Consult with the Superintendent or designee on the preparation of Board meeting agendas* ~~Announce the business to come before the Board in its proper order~~
3. *Call the meeting to order at the appointed time and preside over the meeting* ~~Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act~~
4. *Announce the business to come before the Board in its proper order* ~~Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference~~
5. *Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act* ~~Explain what the effect of a motion would be if it is not clear to every member~~
6. *Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference* ~~Restrict discussion to the question when a motion is before the Board~~
7. *Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused* ~~Rule on issues of parliamentary procedure~~
8. *Rule on issues of parliamentary procedure* ~~Put motions to a vote, and state clearly the results of the vote~~
9. *Put motions to a vote, and clearly state the results of the vote* ~~Be responsible for the orderly conduct of all Board meetings~~

PRESIDENT (continued)

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts and orders, ***and resolutions*** necessary to ***comply with legal requirements and*** carry out ~~state requirements and~~ the will of the Board
2. Consulting with the Superintendent or designee on the review of the Board's agendas prior to a Board meeting
3. Working with the Superintendent to ensure that Board members have necessary materials and information
4. ***Subject to Board approval, appointing and dissolving all committees*** ~~Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law~~
5. ***In conjunction with the Superintendent or designee, r***Representing the ~~d~~District as ~~the Board's governance~~ spokesperson, in ***communication with the media*** ~~conjunction with the Superintendent~~
6. ***Leading the Board's advocacy efforts to build support within the local community and at the state and national levels***

~~The president shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.~~

When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the clerk shall perform the president's duties.

Alta Loma SD

Board Bylaw

Board Bylaw

BB 9321(a)

CLOSED SESSION

The Board of Trustees *is committed to complying with state open meeting laws and modeling transparency in its conduct of District business.* ~~The Board may hold closed sessions only for purposes identified in law. The Board may~~ *shall* hold a closed session ~~at any time~~ during a regular, ~~or~~ special meeting, ~~or and during~~ emergency meetings *only for purposes authorized by law.* ~~in accordance with law. (Government Code 54956.5, 54957.7, 54962)~~

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

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

~~The agenda shall contain a brief general description of all closed session items to be discussed. (Government Code 54954.2)~~

In the open session preceding the closed session, ~~The Board shall disclose in open meeting the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. (Government Code 54957.7)~~

After the closed session, the Board shall reconvene in open session before adjourning the meeting and, when applicable, shall publicly disclose any action taken in the closed session, the votes or abstentions thereon, and other disclosures specified below that are applicable to the matter being addressed. Such reports may be made in writing or orally at the location announced in the agenda for the closed session. (Education Code 32281; Government Code 54957.1, 54957.7)

When an action taken during a closed session involves final approval or adoption of a document such as a contract or settlement agreement, the Superintendent or designee shall provide a copy of the document to any person present at the conclusion of the closed session who submitted a written request. If the action taken results in one or more substantive amendments, the Superintendent or designee shall make the document available the next business day or when the necessary retyping is completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the Board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code 54957.1)

CLOSED SESSION (continued)***Confidentiality***

~~No agenda, notice, announcement, or report required by the Brown Act need identify any victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed. (Government Code 54961)~~

~~In accordance with law, a Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)~~

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

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

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

(cf. 1340 – Access to District Records)

Personnel Matters

The Board may hold closed sessions ***under the “personnel exception”*** to consider the appointment, employment, ***performance*** evaluation of ~~performance~~, discipline, or dismissal of an employee. These sessions shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4115 - Evaluation/Supervision)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4215 - Evaluation/Supervision)

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

(cf. 4315 - Evaluation/Supervision)

The Board may also hold closed sessions to hear complaints or charges brought against an employee by another person ***or employee***, unless the employee ***who is the subject of the complaint*** requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of ~~his/her~~ ***the*** right to have the complaints or charges heard in open session if desired. This

CLOSED SESSION (continued)

notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

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

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

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

After the closed session, the Board shall report any action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a District employee and shall identify the title of the affected position. The report shall be given at the public meeting during which the closed session is held, except that the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

(cf. 4117.7/4317.7 – Employment Status Reports)

Negotiations/Collective Bargaining

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

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

CLOSED SESSION (continued)

(cf. 4140/4240/4340 – *Bargaining Units*)
 (cf. 4143/4243 – *Negotiations/Consultation*)
 (cf. 4143.1/4243.1 – *Public Notice – Personnel Negotiations*)

The Board may meet in closed session, *prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees to review the Board's position and/or instruct its* with the Board's designated representative(s) regarding employee salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, *and, for represented employees, any other matter within the statutorily provided scope of representation. Prior to the closed session, the Board shall identify its designated representative in open session. Any closed session held for this purpose* These closed sessions may include discussions of the ~~d~~District's available funds and funding priorities, but only insofar as they relate to providing instructions to the ~~d~~District's designated representative. *Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session.* (Government Code 54957.6)

(cf. 2121 – Superintendent's Contract)

~~Closed sessions shall be for the purpose of reviewing the Board's position and instructing the Board's designated representative. Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.~~ (Government Code 54957.6)

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

~~For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees.~~ (Government Code 54957.6)

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

Agenda items related to negotiations shall specify the name(s) of the ~~d~~District's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization

CLOSED SESSION (continued)

representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

Approval of an agreement regarding labor negotiations with represented employees pursuant to Government Code 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code 54957.1)

Matters Related to Students

~~The Board shall meet in closed session to consider a suspension, disciplinary action, or any other action, except expulsion, against a student when a public hearing on the matter would violate student privacy rights. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. (Education Code 35146, 48912, 49073-49079)~~

If a public hearing would lead to the disclosure of confidential student information, the Board shall meet in closed session to consider a suspension, disciplinary action, any other action against a student except expulsion, or a challenge to a student record. If a written request for open session is received from the parent/guardian or adult student, the meeting shall be public, except that any discussion at the meeting which may be in conflict with the right to privacy of any student other than the student requesting the public meeting shall be in closed session. (Education Code 35146, 48912, 49070)

(cf. 5117 - Interdistrict Attendance)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125.3 - Challenging Student Records)

(cf. 5144 - Discipline)

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

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

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

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

CLOSED SESSION (continued)

Final action on a student matter deliberated in closed session shall be taken in open session and shall be a matter of public record. (Education Code 35146,48918)

(cf. 5125 - Student Records)

However, in taking final action, the Board shall not release any information in violation of student privacy rights provided in 20 USC 1232g or other applicable laws. In an expulsion or other disciplinary action, the cause for the disciplinary action shall be disclosed in open session, but the Board shall refer to the student number or other identifier and shall not disclose the student's name.

Security Matters

The Board may meet in closed session with the Attorney General, district attorney, ***District legal counsel***, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings;; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or to the public's right of access to public services or public facilities. ***Such discussion may be held in closed session during an emergency meeting called pursuant to Government Code 54956.5 if agreed to by a two-thirds vote of the Board members present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present.*** (Government Code 54956.5, 54957)

(cf. 0450 - Comprehensive Safety Plan

(cf. 3515 - Campus Security)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 9323.2 - Actions by the Board)

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

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

The Board may meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. Following the closed session, the Board shall report any action taken to approve the plan, but need not disclose the District's plan for tactical responses. (Education Code 32281)

CLOSED SESSION (continued)**~~Conference with Real Property Negotiator~~ *Real Property Negotiations***

The Board may meet in closed session with the Board's real property negotiator prior to the purchase, sale, exchange or lease of real property by or for the district in order to grant its negotiator the authority regarding the price and terms of the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) ~~and~~ the property under negotiation, and ~~to specify~~ the person(s) with whom the negotiator may negotiate. ***For purposes of real property transactions, negotiators may include members of the Board.*** (Government Code 54956.8)

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

Agenda items related to real property negotiations shall specify the ~~4~~District negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

When the Board approves a final agreement concluding real estate negotiations pursuant to Government Code 54956.8, it shall report that approval and the substance of the agreement in open session at the public meeting during which the closes session is held. If final approval rests with the other party to the negotiations, the Superintendent or designee shall disclose the fact of the approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the District of its approval. (Government Code 54957.1)

Pending Litigation

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

CLOSED SESSION (continued)

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

1. Litigation to which the ~~Board~~ **District** is a "party" has been initiated formally.
 (Government Code 54956.9(a)) ~~(d)(1))~~
2. A point has been reached where, in the Board's opinion based on the advice of *its* legal counsel **regarding** ~~and on the~~ "existing facts and circumstances", there is a "significant exposure to litigation" against the ~~d~~**District**, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized.
 (Government Code 54956.9(b)) **(d)(2), (3))**
3. ~~Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation.~~ (Government Code 54956.9(c))

~~"Existing facts and circumstances" authorizing a closed session pursuant to Government Code 54956.9(b) as described in item #2 above are limited to the following: (Government Code 54956.9)~~

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

1. ~~a.~~ Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiff(s) and which do not need to be disclosed.
2. b. Facts and circumstances including, but not limited to, an accident, disaster, incident or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiff(s), and which must be publicly disclosed before the closed session or specified on the agenda.
3. c. The receipt of a claim pursuant to the ~~For~~ **Government** Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

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

4. d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.
5. e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the ~~d~~**District** official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. ***Such***

CLOSED SESSION (continued)

record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat of litigation on the victim's behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(e)(d)(4))

~~The above record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.~~

Before holding a closed session pursuant to ~~this section~~ ***the pending litigation exception***, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a)(d)(1), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the ~~d~~District's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

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

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

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) (d)(2) or (3) and shall specify the potential number of cases. When the ~~d~~District expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(e) (d)(4) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information pursuant to items #2-5 ***b-e*** above. (Government Code 54954.5; ~~Government Code 54956.9(b)(3)(B-E)~~)

CLOSED SESSION (continued)

Following the closed session, the Board shall publicly report, as applicable: (Government Code 54957.1)

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

If approval is given to legal counsel to settle pending litigation but final approval rests with the other party or with the court, the District shall report the fact of approval and the substance of the agreement thereon to persons who inquire once the settlement is final. (Government Code 54957.1)

Joint Powers Agency Issues

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

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

~~(cf. 3320—Claims and Actions Against the District)~~
(cf. 3530 - Risk Management/Insurance)

Following the closed session, the Board shall publicly report the disposition of joint powers agency or self-insurance claims, including the name of the claimant(s), the name of the agency claimed against, the substance of the claim, and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

CLOSED SESSION (continued)

When the board of the ~~joint powers agency (JPA)~~ has so authorized and upon advice of ~~the~~ District legal counsel, the Board may *also* meet in closed session in order to receive, discuss and take action concerning information obtained in a closed session of the ~~joint powers agency~~ ***JPA that has direct financial or liability implications for the District.*** During the district's ***Board's*** closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

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

Closed session agenda items related to ~~"Conference Involving a Joint Powers Agency"~~ ***conferences involving a JPA*** shall specify the ***name of the JPA, the*** closed session description used by the ~~joint powers agency JPA~~, and the name of the ***Board member representing the*** ~~the District representative on the joint powers agency on the JPA~~ board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

Review of Audit Report from Bureau of State Audits

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

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

Following the closed session, the Board shall publicly confirm that the report was reviewed and a response was prepared.

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

~~(cf. 6162.5—Student Assessment)~~

CLOSED SESSION (continued)

(cf. 6162.51 – State Academic Achievement Tests)

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

Following the closed session, the Board shall confirm that the assessment instruments were received. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

Alta Loma SD

Board Bylaw

Board Bylaw

BB 9323(a)

MEETING CONDUCT

Meeting Procedures

All Board of Trustees meetings shall begin on time and shall be guided by an agenda prepared ~~and delivered~~ in accordance with Board bylaws and posted and distributed in accordance *with* the Ralph M. Brown Act (open meeting requirements) and other applicable laws. ~~The agenda shall be delivered in advance to all Board members and to other persons upon request.~~

(cf. 9322 – Agenda/Meeting Materials)

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 – President)

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 9:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and may be adjourned to a later date.

(cf. 9320 – Meetings and Notices)

Quorum and Abstentions

~~A majority of the number of filled positions on the Board constitutes a quorum. (Education Code 5095, 35165)~~

***The Board shall act by majority vote of all of the membership constituting the Board.
(Education Code 35164)***

(cf. 9323.2 – Actions by the Board)

~~Unless otherwise provided by law, affirmative votes by a majority of all the membership of the Board are required to approve any action under consideration, regardless of the number of members present. (Education Code 35164)~~

MEETING CONDUCT (continued)**Abstentions**

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, ~~his/her~~ **the** abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively. ***not be counted for purposes of determining whether a majority of the membership of the Board has taken action.***

(cf. 9270 0 Conflict of Interest)

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct ~~4~~ District business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board ***on any item of interest to the public that is within the subject matter jurisdiction of the Board***, either before or during the Board's consideration of ~~each~~ **the** item. ~~of business to be discussed at regular or special meetings.~~ (Education Code 35145.5, Government Code 54954.3)
2. At a time so designated on the agenda, members of the public may bring before the Board, at a regular meeting, matters that are not listed on the agenda. The Board ~~may refer such a matter to the Superintendent or designee or take it under advisement, but shall not take~~ ***no action or discussion any item not appearing on the posted agenda, at that time except as allowed authorized*** by law. ~~The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.~~ (Education Code 35145.5, Government Code 54954.2)
3. Without taking action, Board members or ~~4~~ District staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board ***members*** or staff members may ask a question for clarification, make a brief announcement, or make a brief report on ~~his/her~~ **their** own activities. (Government Code 54954.2)

MEETING CONDUCT (continued)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard it, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf. 9130 - Board Committees)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

In general, individual speakers shall will be allowed five three minutes to address the Board on each agenda or nonagenda item, and the Board shall will limit the total time for public input on each item to 45 20 minutes. However, in exceptional circumstances when necessary to ensure full opportunity for public input, with Board consent, the Board president may adjust increase or decrease the time allowed for public presentation input, depending on the topic and the number of persons wishing to be heard. And/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (GovernmentCode54954.3)

6. The Board president may rule on the appropriateness of a topic, ***subject to the following conditions:***
 - a. If the topic would be more suitably addressed at a later time, the ***Board*** president may indicate the time and place when it should be presented.

MEETING CONDUCT (continued)

- b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions. (Government Code 54954.3)
- c. In addition, the Board may not prohibit public criticism of district employees. ***However, W*** whenever a member of the public initiates specific complaints or charges against an ***individual*** employee, the Board president shall inform the complainant ***of the appropriate complaint procedure.*** ~~that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957.~~

(cf 1312.1 – Complaints Concerning District Employees)

(cf. 9321 – Closed Session Purposes and Agendas)

- 7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group ***or any conduct or statements that threaten the safety of any person(s) at the meeting*** shall be grounds for the ~~chair~~ ***president*** to terminate the privilege of addressing the Board. ~~The Board president shall also encourage the complainant to file a complaint using the appropriate district complaint procedure.~~

The Board may remove disruptive individuals and order the room cleared if necessary. ~~In~~ ***In*** this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals(s) not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement ***as necessary.***

Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cellphone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph or tape record open meetings ***make such recordings*** without causing a distraction.

(cf. 9324 – Board Minutes and Recordings)

MEETING CONDUCT (continued)

If the Board finds that noise, illumination or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)


Bylaw
adopted: September 19, 2006
amended: January 16, 2008

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California



Educational Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Chris Deegan, Associate Superintendent, Educational Services

Date: November 02, 2022


Subject: Authorization to Purchase JAMF, Apple Device Management Software

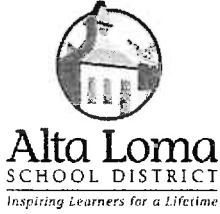
BACKGROUND: The Alta Loma School District uses a device management solution to manage Apple devices. Currently we are using Mosyle, Device Manager as the existing solution and will be switching to JAMF, Apple Device Management Software as our new solution for managing Apple devices.

RATIONALE: The Information Technology (IT) Department has reviewed both products and determined that at this time the JAMF, Apple Device Management Software will meet the needs of the Alta Loma School District more efficiently and for the same cost as the Mosyle, Device Manager.

FUNDING: Purchase will be funded through Unrestricted General Fund - Technology Budget.


RECOMMENDATION: Recommend the Board authorize the purchase of JAMF, Apple Device Management Software for a total cost not-to-exceed \$3,000, and further authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Prepared By:  Rick Brindle, Director of Information Technology



Educational Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Chris Deegan, Associate Superintendent, Educational Services

Date: November 02, 2022


Subject: Authorization to Purchase Unitrends Recovery Appliance

BACKGROUND: The Alta Loma School District has been using the Unitrends Recovery Appliance as the essential data backup solution in the District for the last eight years. The previous purchase was through Computer Discount Warehouse – Government and the upgraded appliance will be purchased through Kaseya. Kaseya is the parent company to Unitrends and this will be a direct company purchase.

RATIONALE: The Information Technology (IT) Department has viewed demonstrations and received pricing from different companies to investigate which backup would work best for the District. After reviewing the demonstrations and comparing the costs, it was determined that continuing to utilize the Unitrends Recovery Appliance would be a best fit solution for the Alta Loma School District.

FUNDING: Purchase will be funded through Unrestricted General Fund - Technology Budget.


RECOMMENDATION: Recommend the Board authorize the purchase of Unitrends Recovery Appliance from Kaseya that includes warranty and support subscription for a total three-year cost not-to-exceed \$27,000, and further authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Prepared By:  Rick Brindle, Director of Information Technology



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: November 2, 2022

Subject: Approval of Consulting Contract with Loren Thompson for Administrative Coaching

BACKGROUND: High quality administrators play a pivotal role in student achievement. Administrative coaching provides an opportunity for purposeful reflection with a focus on next level leadership through the lens of the California Professional Standards for Education Leaders (CPSEL).

RATIONALE: Administrative coaching helps participants successfully navigate their first years in administration. Collaboration with a retired Alta Loma School District administrator offers knowledgeable assistance, an opportunity to reflect on day-to-day school site experiences and informs administrators how to make evidence-based decisions that guide their future practice.

FUNDING: The budgetary impact is not-to-exceed \$6,000.

RECOMMENDATION: Recommend the Board approve the Consulting Contract with Loren Thompson for Administrative Coaching at the rate of \$31.25 per 15-minute increment, not-to-exceed \$6,000, effective November 5, 2022 through May 25, 2023, as presented.

PREPARED BY: Donna Carlson, Assistant Superintendent, Human Resources



Service Agreement for Consultant / Presenter

This agreement is made and entered into this 05 day of November, 2022, by and between the Alta Loma School District, hereinafter referred to as the "District" and Loren Thompson, hereinafter referred to as the "Consultant."

Witness:

Whereas, the District is in need of Administrative Coaching and whereas, the Consultant
(Indicate Project Description)
has some expertise in performing these services, it is mutually beneficial to the parties to enter into this agreement in accordance with the following terms and conditions:

The "District" will:

1. Provide the specific projects to be accomplished along with proposed timelines and progress reports with times of performance to be mutually agreed.
2. Pay the Consultant at the rate of \$ 31.25 per 15-minute increment for services performed.

The "Consultant" will:

1. Exercise professional skill and techniques in accomplishing the projects as assigned by the District.
2. Submit a detailed invoice to the District at the end of each month or at the end of the project indicating amount due for services.
3. Hold harmless the District and its representative of any liability imposed upon them for damages arising out of the performance of the services rendered by Consultant and caused by an error, omission or act of Consultant.
4. While performing services hereunder, Consultant is an independent contractor and not an officer, agent, or employee of the District. The District shall not make any payments, withholding, or deductions from the funds due Consultant under this agreement. Consultant shall be solely liable and responsible to pay all required wages, salaries, taxes, withholdings, contributions, payments, and any other obligations arising from payments made by District under this agreement.
5. No Yes **You must check applicable response to the following:** Have you ever been arrested for any crime (other than a minor traffic violation) which resulted in a conviction or a plea of nolo contendere? If this occurred, this question must be answered yes regardless of subsequent court action under Penal Code Section 1203.4 resulting in a dismissal or expungement. If this occurred with subsequent court action sealing the juvenile records under Penal Code Section 1203.45, this question may be answered no. (If answer is yes, please attach a complete explanation.)
6. **Fingerprinting:** If District determines that the services provided by Consultant involve more than limited contact with students, Consultant agrees that Consultant and/or its employees providing services pursuant to this Agreement shall be fingerprinted as arranged by the District before services commence pursuant to California Education Code §45125.1. Fingerprinting required: No Yes X

This agreement will continue until (Date) \$6,000 maximum, or May 25, 2023 unless cancelled prior to that time by one of the parties giving the other party at least twenty-four (24) hours advance notice.

Consultant/Presenter Signature: _____ Social Security # _____


Board Approval Date: _____ School Site: _____

Signature of Superintendent/Designee: _____ Date: _____



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: November 2, 2022

Subject: Approval of Consulting Contract with Victor Mojica for Social Media and Website Management

BACKGROUND: Consistent management of the District's social media and websites helps to ensure they are professional, up-to-date, and functioning as intended. This role encompasses the general maintenance, long-term development of the websites, as well as organizes our content delivery and marketing strategy.

RATIONALE: By maintaining our websites properly, our staff members, families and community members will be able to enjoy a consistent online experience. Visitors will be able to easily navigate to the information they need and leave our website with a positive experience.

FUNDING: The budgetary impact is not-to-exceed \$20,000.

RECOMMENDATION: Recommend the Board approve the Consulting Contract with Victor Mojica for Social Media and Website Management at the rate of \$45 per hour, 20-hours per week, not-to-exceed \$20,000, effective November 5, 2022 through May 25, 2023, as presented.

PREPARED BY: Donna Carlson, Assistant Superintendent, Human Resources



Service Agreement for Consultant / Presenter

This agreement is made and entered into this 05 day of November, 2022, by and between the Alta Loma School District, hereinafter referred to as the "District " and Victor Mojica, hereinafter referred to as the "Consultant."

Witness:

Whereas, the District is in need of Social Media & Website Management and whereas, the Consultant
(Indicate Project Description)
has some expertise in performing these services, it is mutually beneficial to the parties to enter into this agreement in accordance with the following terms and conditions:

The "District" will:

1. Provide the specific projects to be accomplished along with proposed timelines and progress reports with times of performance to be mutually agreed.
2. Pay the Consultant at the rate of \$ 45.00 per hour, for 20 hours per week for services performed.

The "Consultant" will:

1. Exercise professional skill and techniques in accomplishing the projects as assigned by the District.
2. Submit a detailed invoice to the District at the end of each month or at the end of the project indicating amount due for services.
3. Hold harmless the District and its representative of any liability imposed upon them for damages arising out of the performance of the services rendered by Consultant and caused by an error, omission or act of Consultant.
4. While performing services hereunder, Consultant is an independent contractor and not an officer, agent, or employee of the District. The District shall not make any payments, withholding, or deductions from the funds due Consultant under this agreement. Consultant shall be solely liable and responsible to pay all required wages, salaries, taxes, withholdings, contributions, payments, and any other obligations arising from payments made by District under this agreement.
5. **No** **Yes** **You must check applicable response to the following:** Have you ever been arrested for any crime (other than a minor traffic violation) which resulted in a conviction or a plea of nolo contendere? If this occurred, this question must be answered yes regardless of subsequent court action under Penal Code Section 1203.4 resulting in a dismissal or expungement. If this occurred with subsequent court action sealing the juvenile records under Penal Code Section 1203.45, this question may be answered no. (If answer is yes, please attach a complete explanation.)
6. **Fingerprinting:** If District determines that the services provided by Consultant involve more than limited contact with students, Consultant agrees that Consultant and/or its employees providing services pursuant to this Agreement shall be fingerprinted as arranged by the District before services commence pursuant to California Education Code §45125.1. Fingerprinting required: **No** **Yes** X

This agreement will continue until (Date) \$20,000 maximum, or May 25, 2023 unless cancelled prior to that time by one of the parties giving the other party at least twenty-four (24) hours advance notice.

Consultant/Presenter Signature: _____ Social Security # _____

Board Approval Date: _____ School Site: _____

Signature of Superintendent/Designee: _____ Date: _____



Superintendent's Memorandum

To: Board of Trustees

From:  Dr. Sherry Smith, Superintendent

Date: November 2, 2022

Subject: Amend Board Policies Related to Administration, Business and Noninstructional Operations, and 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 2000 – Concepts and Roles

BP 2110 – Superintendent Responsibilities and Duties

BP 2111 – Superintendent Governance Standards

BP 2140 – Evaluation of the Superintendent

BP 3230 – Federal Grant Funds

BP 3312 – Contracts

BP 3314 – Payment for Goods and Services

BP 6173.1 – Education for Foster Youth

BP 6173.2 – Education for Children of Military Families

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 Administration, Business and Noninstructional Operations, and Instruction, as presented.

Alta Loma SD

Board Policy

Administration

BP 2000

CONCEPTS AND ROLES

The Board of Trustees recognizes that ~~d~~**D**istrict administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of noninstructional operations. The Superintendent or designee may make decisions concerning ~~d~~**D**istrict operations within the parameters of law and Board policy.

The Superintendent shall provide leadership in developing administrative regulations and organizational structures, decision-making processes, and staff action plans that allow the ~~d~~**D**istrict to fulfill its vision and goals. The Board also expects the Superintendent to help shape the culture and environment of the ~~d~~**D**istrict in a manner that focuses ~~d~~**D**istrict operations on enhancing student achievement, encourages positive relationships within the community, and instills confidence in ~~d~~**D**istrict schools.

The Board and Superintendent shall work together as a team in the exercise of ~~d~~**D**istrict governance. The Board and Superintendent shall establish protocols that describe how the governance team will operate, including, but not limited to, agreements regarding Board meeting operations and communications between the Superintendent and the Board.

Because the Superintendent is the only ~~d~~**D**istrict employee who is directly selected and evaluated by the Board, the Board has a responsibility to ensure that the Superintendent possesses the skills and attributes that best meet the needs of the ~~d~~**D**istrict.

The Board and Superintendent shall agree upon a system for evaluating the Superintendent, including the evaluation criteria, method, evaluation instrument, process, and timeline.

The Superintendent may delegate to other ~~d~~**D**istrict staff any duties imposed upon ~~him/her~~ **the Superintendent** by the Board. This delegation shall not relieve the Superintendent of responsibility for actions taken by ~~his/her~~ **their** designees.

Policy
adopted: October 4, 2006
amended: November 7, 2007

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Administration

BP 2110

SUPERINTENDENT RESPONSIBILITIES AND DUTIES

The Board of Trustees desires to establish a productive working relationship with the Superintendent and to ensure that the work of the Superintendent is focused on student learning and achievement and the attainment of the ~~d~~**D**istrict's vision and goals. The Board also desires to provide a fair basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, in the Superintendent's contract, and throughout Board policies and administrative regulations.

The Board shall clarify expectations and goals for the Superintendent at the beginning of every evaluation year.

As the chief executive officer of the ~~d~~**D**istrict, the Superintendent shall implement all Board decisions and manage the instructional and noninstructional operations of the schools. The Superintendent also serves as a member of the ~~d~~**D**istrict's governance team and has responsibilities to support Board operations and decision making.

The Superintendent may delegate any of ~~his/her~~ **their** responsibilities and duties to other ~~d~~**D**istrict staff, but ~~he/she~~ **the Superintendent** remains accountable to the Board for all areas of operation under the Superintendent's authority.

Alta Loma SD

Board Policy

Administration

BP 2111(a)

SUPERINTENDENT GOVERNANCE STANDARDS

The Board of Trustees recognizes that effective district governance requires strong collaboration and teamwork with the Superintendent. Because the Board and Superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the ~~d~~District and the quality of education provided to the community's students.

The Superintendent is expected to hold ~~himself/herself~~ *themselves* to the highest standards of ethical conduct and professionalism.

To support the Board in the governance of the ~~d~~District, the Superintendent:

1. Promotes the success of all students and supports the efforts of the Board to keep the ~~d~~District focused on learning and achievement
2. Values, advocates and supports public education and all stakeholders
3. Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents/guardians and the community - and ensures that the diverse range of views inform Board decisions
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior
5. Serves as a model for the value of lifelong learning and supports the Board's continuous professional development
6. Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture
7. Recognizes that the Board/Superintendent governance relationship is supported by the management team in the ~~d~~District
8. Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community
9. Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole

SUPERINTENDENT GOVERNANCE STANDARDS (continued)

10. Communicates openly with trust and integrity, including providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications
11. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the ~~d~~**D**istrict

Alta Loma SD

Board Policy

Administration

BP 2140(a)

EVALUATION OF THE SUPERINTENDENT

The Board of Trustees recognizes *its responsibility to establish an evaluation system that enables a fair assessment of the Superintendent's effectiveness in leading the District toward established goals, serves to support his/her continued growth in leadership and management skills, and provides a basis for Board decisions regarding contract extension and compensation.* ~~that, in order to effectively fulfill its responsibilities for setting direction, ensuring accountability, and providing community leadership for the district, it must adopt measures for holding the Superintendent accountable. At a minimum, the Board shall annually conduct a formal evaluation of the Superintendent's performance in order to assess his/her effectiveness in leading the district toward established goals. In addition, the evaluation process and may include provide opportunities during throughout the year for review of the Superintendent's progress toward meeting the established goals. The evaluation shall be in accordance with the provisions of the Superintendent's contract and any applicable Board policy.~~

The Board shall determine, with the Superintendent's input, the criteria, schedule, method(s), and instruments(s) to be used for the Superintendent's evaluation. Evaluation criteria shall be agreed upon by the Board and Superintendent prior to the evaluation and shall include, but *are* not be limited to, ~~a~~ District goals and success indicators; educational, management, and community leadership skills; and the Superintendent's professional relationship with the Board.

~~The Board and Superintendent shall jointly determine the evaluation method(s) and schedule that will best serve the district and the structure and format of the instrument to be used.~~

Prior to the evaluation, the Superintendent shall provide to the Board for its review a report of progress toward ~~a~~ District goals, the Superintendent's self-appraisal of accomplishments and performance, and a *statement* review of actions taken to address any Board recommendations from the previous evaluation.

Each Board member shall independently evaluate the Superintendent's performance *based upon the evaluation criteria, after which the Board shall produce a single document that integrates the individual evaluations and represents the consensus of the Board.* The Board president shall produce a document that summarizes the individual evaluations. The Board shall then take action on this document and present it to the Superintendent for his/her response.

EVALUATION OF THE SUPERINTENDENT (continued)

The evaluation shall provide commendations in areas of strength and achievement, **and** provide recommendations for improving effectiveness in areas of concern and unsatisfactory performance, ~~and serve as a basis for making decisions about salary increase and/or contract extension.~~

The Board shall meet in closed session with the Superintendent to discuss the evaluation.
(Government Code 54957)

~~(cf. 9321 – Closed Session Purposes and Agendas)~~
(cf. 9321.1 – Closes Session Actions and Reports)

At this meeting, The Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional **information regarding** ~~evidence of his/her performance or~~ **District** progress.

The discussion shall include the establishment of performance goals for the next year and may identify professional development opportunities for the Superintendent and/or the entire governance team to address areas of concern, strengthen the relationship between the Superintendent and Board, or enhance the Superintendent's knowledge of current educational issues and leadership and management skills.

After the Board and Superintendent have discussed the evaluation, the Board president and Superintendent shall sign the evaluation and it shall be placed in the Superintendent's personnel file. ***The evaluation, including personal performance goals, shall be confidential to the extent permitted by law.***

~~At the open session after the Superintendent's evaluation or at a subsequent meeting, the Board and Superintendent shall jointly identify performance goals for the next year.~~

Alta Loma SD

Board Policy

Business and Noninstructional Operations

BP 3230(a)

FEDERAL GRANT FUNDS

The Board of Trustees recognizes the District's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants. The District shall comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 2 CFR 200.0-200.521 and any stricter state laws and District policy.

Any goods or services purchased with federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the District's financial management systems and procedures provide for the following: (2 CFR 200.302)

1. Identification in District accounts of each federal award received and expended and the federal program under which it was received
2. Accurate, current, and complete disclosure of the financial ~~and performance~~ results of each federal award or program in accordance with the reporting requirements of 2 CFR ~~200.327 and 200.328~~ **and 200.329**
3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, *financial* obligations, unobligated balances, assets, expenditures, income, and interest
4. Effective controls *over* and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes
5. Comparison of actual expenditures with budgeted amounts for each federal award
6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305
7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award

FEDERAL GRANT FUNDS (continued)

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly executed, recorded, and accounted for so that the District can prepare reliable financial statements and federal reports, maintain accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award. (2 CFR 200.61, 200.62, 200.303)

Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

The District shall submit *financial and* performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost-effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted ~~within 90~~ *no later than 120 calendar* days after the ending date of the grant. (2 CFR 200.301, 200.328, *200.329*)

Alta Loma SD

Board Policy

Business and Noninstructional Operations

BP 3312(a)

CONTRACTS

~~Whenever state law invests the Board of Trustees with the power to enter into contracts on behalf of the district, the Board may, by a majority vote, delegate this power to the Superintendent or designee. To be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Board. (Education Code 17604)~~

~~All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.~~

The Board of Trustees recognizes its responsibility to enter into contracts on behalf of the District for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of District goals. In exercising this authority to enter into a contract, the Board shall ensure that the District's interest is protected and that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the District as indicated on County Form No. 2. To be valid or to constitute an enforceable obligation against the District, all such contracts must be approved and/or ratified by the Board.

Every contract entered into on behalf of the District shall be made available for public inspection, except when the law prohibits disclosure. No contract shall prohibit a District employee from disparaging the goods or services of any contracting party.

Contracts for Non-nutritious Foods or Beverages

The District shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law.

Before the District enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the District has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the District's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

CONTRACTS (continued)

- 1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.*
- 2. Procedures to ensure that District personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for District proceeds directly to the school site.*

To ensure that funds raised by the contract benefit District schools and students:

- 1. The Superintendent or designee may invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.*
- 2. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fundraising activities.*

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5.)

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the District; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the District or a District school from making any part of the contract public. (Education Code 35182.5)

CONTRACTS (continued)***Contracts for Electronic Products or Services***

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students (Education Code 35182.5)

Contracts for Digital Storage and Maintenance of Student Records

The District may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the District that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other District employee, and do not include de-identified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

- 1. A statement that student records continue to be the property of and under the control of the District***
- 2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account***
- 3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract***
- 4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information***
- 5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records***
- 6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records***

CONTRACTS (continued)

7. *A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content*
8. *A description of how the District and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g*
9. *A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising*

Contracts for Personal Services

In order to achieve cost savings, the District may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school District employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the District meets the numerous conditions specified in Education Code 45103.1.

In addition, the District may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. *The contract is for new District functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.*
2. *The services contracted are not available within the District, cannot be performed satisfactorily by District employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the District.*
3. *The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.*
4. *The District's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary District hiring process.*

CONTRACTS (continued)

- 5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply.***
- 6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the District in the location where the services are to be performed.***
- 7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the District's regular or ordinary hiring process would frustrate their very purpose.***

Policy
adopted: November 1, 2006

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Business and Noninstructional Operations

BP 3314

PAYMENT FOR GOODS AND SERVICES

~~The Board of Trustees desires to have invoices paid on time in order that the district may take advantage of available discounts and avoid finance charges. The district shall not be responsible for unauthorized purchases.~~

~~The Superintendent or designee may pay invoices in excess of previously approved purchase order amounts without further Board approval when the excess amount represents less than 10 percent over original purchase order amount and/or is the result of charges for sales tax, transportation charges or charges made for the detention of a shipment during loading or unloading.~~

~~The Board delegates authority for release of payments to vendors prior to Board approval to the Superintendent or designee. The Board retains the sole authority and responsibility for all payments to vendors. Any such payments shall be ratified by the Board by a duly passed and adopted motion or resolution. The Superintendent or designee shall only release payments for which appropriate budget has been provided.~~

The Board of Trustees recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard District resources. To facilitate warrant processing, the Superintendent or designee shall ensure that purchasing, receiving, and payment functions are kept separate. The Superintendent or designee shall also ensure that invoices are paid expeditiously so that the District may, to the extent possible, take advantage of available discounts and avoid finance charges.

The Superintendent or designee shall sign all warrants and shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board shall approve all warrants at a regularly scheduled Board meeting.

The District shall not be responsible for unauthorized purchases.

Alta Loma SD

Board Policy

Instruction

BP 6173. 1

EDUCATION FOR FOSTER YOUTH

The Board of Trustees recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve State and District academic standards, the Superintendent or designee shall provide them with full access to the District's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the District's Local Control and Accountability Plan (LCAP).

The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation. To that end, ~~he/she~~ **the Superintendent or designee** shall designate a staff person as a District liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth.

The Superintendent or designee and District liaison shall ensure that all appropriate staff, including, but not limited to, each principal, school registrar, and attendance clerk, receive training regarding the enrollment, placement, and rights of foster youth and other related rights.

The Board desires to provide foster youth with a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement. The Superintendent or designee shall develop strategies to build a foster youth's feeling of connectedness with ~~his/her~~ **their** school, including, but not limited to, strategies that promote positive discipline and conflict resolution, the development of resiliency and interpersonal skills, and the involvement of foster parents, group home administrators, and/or other caretakers in school programs and activities.

To address the needs of foster youth and help ensure the maximum utilization of available funds, the Superintendent or designee shall collaborate with local agencies and officials including, but not limited to, the county placing agency, social services, probation officers, and juvenile court officers. The Superintendent or designee shall explore the feasibility of entering into agreements with these groups to coordinate services and protect the rights of foster youth.

At least annually and in accordance with the established timelines, the Superintendent or designee shall report to the Board on the outcomes for foster youth regarding the goals and specific actions identified in the LCAP, including, but not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, and suspension/expulsion rates. As necessary, evaluation data shall be used to determine and recommend revisions to the LCAP for improving or increasing services for foster youth.

adopted: November 1, 2006
amended: August 12, 2008

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Instruction

BP 6173.2

EDUCATION OF CHILDREN OF MILITARY FAMILIES

The Board of Trustees recognizes that children of military families face challenges to their academic success caused by the frequent moves or deployments of their parents/guardians in fulfillment of military service. The District shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all District students.

The Superintendent or designee may waive District policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time promotion of children of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code 49700-49704.

The Superintendent or designee shall provide information and/or training to administrators, other appropriate District staff, and military families regarding the provisions of the Interstate Compact and the educational rights of children of military families.

The Superintendent or designee shall collaborate with parents/guardians, school liaison officers from military installations, and/or other agencies within and outside the state to facilitate the transition of children of military families into and out of the District.

The Superintendent or designee shall annually report to the Board and the public on the educational outcomes of children of military families. Such reports may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade levels, and graduation rates.

Policy
adopted: June 6, 2018
amended:

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California



Superintendent's Memorandum

To: Board of Trustees

From:  Dr. Sherry Smith, Superintendent

Date: November 2, 2022

Subject: Amend Board Bylaws

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

First Reading

BB 9124 – Attorney
BB 9220 – Governing Board Elections
BB 9223 – Filling Vacancies
BB 9230 - Orientation
BB 9270 – Conflict of Interest

RATIONALE: This action will amend the bylaws 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 Bylaws, as presented.

Alta Loma SD

Board Bylaw

Board Bylaw

BB 9124(a)

ATTORNEY

The Board of Trustees recognizes the complex legal environment in which school districts operate and desires reliable, *high-quality* dependable legal advice *at reasonable rates. In order to meet the District's legal needs, the Board may contract with county counsels, attorneys in private practice, or appoint legal counsel as a District employee or independent contractor.* The Board also supports *pursuing* collaborative legal efforts with other agencies and districts *as appropriate.* ~~in order to promote the district's interests.~~

~~(cf. 1160 – Political Processes)~~

~~(cf. 3320 – Claims and Actions Against the District)~~

~~(cf. 9260 – Legal Protection)~~

~~The Board may use the county counsel, district attorney, or private attorneys to meet the needs of the district.~~

Duties of Legal Counsel

The ~~d~~ District's legal counsel may: *(Education Code 35041.5)*

1. Render legal advice to the Board and the Superintendent or designee
2. Serve the Board and the Superintendent or designee in the preparation and conduct of ~~d~~ District litigation and administrative proceedings
3. Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures
4. Perform other administrative duties as assigned by the Board and Superintendent or designee

~~The Superintendent may confer with the district's legal counsel at his/her discretion and shall provide the Board with desired legal information when so directed by a majority of the Board. The Board also may authorize a specific member to confer with legal counsel on behalf of the Board.~~

Contacting Legal Counsel

At their discretion, the Board president or Superintendent may confer with District legal counsel subject to any limits or parameters established by the Board. In addition, the

ATTORNEY (continued)

Superintendent or Board president may contact District legal counsel to provide the Board with legal information or advice when so directed by a majority of the Board.

Individual Board members other than the Board president may not seek advice from District legal counsel on matters of District business unless so authorized by a majority of the Board.

Alta Loma SD

Board Bylaw

Board Bylaw

BB 9220(a)

GOVERNING BOARD ELECTIONS

Board Member Qualifications

Any person is eligible to be a member of the Board of Trustees, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A ~~d~~District employee elected to the Board shall resign his/her employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

The Board encourages all candidates to become knowledgeable about the role of Board members. The Superintendent or designee shall provide all candidates with information that will enable them to understand the responsibilities and expectations of being a Board member. The Superintendent or designee shall provide all candidates with general information about school programs, District operations, and Board responsibilities.

~~(cf. 9224—Oath of Affirmation)~~

~~(cf. 9270—Conflict of Interest)~~

~~To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election. Board election procedures shall be conducted in accordance state and federal law.~~

~~(cf. 9110—Terms of Office)~~

~~Electing Board Members—Consolidation of Elections~~

To reduce cost associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election in accordance with Elections Code 1302.

Whenever a regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

GOVERNING BOARD ELECTIONS (continued)

Elections Process and Procedures

The District is divided into trustee areas and each trustee area shall be represented by a Board member who resides in and is elected by voters residing within that trustee area. Trustee areas shall be balanced by a population as required by state and federal law.

Prior to March 1 following the year in which the results of each decennial federal census are released, the Board shall adjust the boundaries of the District's trustee areas based on population figures as validated by the Population Research Unit of the Department of Finance. (Education Code 5019.5)

~~Board members may reside anywhere within the District's boundaries and shall be elected by all voters in the District.~~

Campaign Conduct

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign donations, funding, and expenditures.

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and ~~d~~District, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

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

(cf. 9005 - Governance Standards)

Statement of Qualifications

~~The District shall assume no part of the cost of printing, handling, translating or mailing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the District may require candidates to pay their estimated pro rata share of these costs to the District in advance pursuant to Elections Code 13307.~~

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and ~~d~~District seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the District to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the District or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

GOVERNING BOARD ELECTIONS (continued)

(cf. 9223 - Filling Vacancies)

Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

The District shall assume no part of the cost of printing, handling, translating, mailing, or electronically distributing candidate statements filed pursuant to Elections Code 13307.

Tie Votes in Board Member Elections

Before each election, the Board shall establish whether a potential tie is to be resolved by lot or with a runoff election. (~~Education Code 5016~~)

~~After an election for which~~ ***If*** the Board has decided to resolve a tie by lot, the Board shall, immediately ***after the election***, notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

~~After an election for which~~ ***If*** the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law. (Education Code 5016)

Bylaw
adopted: September 19, 2006
amended: September 18, 2013

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Bylaw

Bylaw

BB 9223(a)

FILLING VACANCIES

Events Causing a Vacancy

A vacancy on the Board of Trustees may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the District, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of ~~his/her~~ **their** resignation for more than 60 days after ~~he/she~~ they files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be a resident of the District (Government Code 1770)
6. ***A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which they represent on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))***
- 6-7. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon District business with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

FILLING VACANCIES (continued)

- c. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.
- d. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

- ~~7.~~ **8.** A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)
- ~~8.~~ **9.** A Board member's conviction of a felony or any offense involving a violation of ~~his/her~~ **their** official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
- ~~9.~~ **10.** A Board member's refusal or neglect to file ~~his/her~~ **their** required oath within the time prescribed (Government Code 1770)
- ~~10.~~ **11.** The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)
- ~~11.~~ The making of an order vacating a Board member's office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond. (Government Code 1770)
- 12.** A Board member's commitment to a hospital or sanitarium as a drug addict,

FILLING VACANCIES (continued)

dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

13. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs ~~less than~~ **within** four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)
2. When a vacancy occurs ~~four or more~~ **longer than four months** before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, ~~5093~~)
3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which ~~he/she~~ **they** ~~was~~ **were** elected to fill. (Education Code 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 – Governing Board Elections)

Provisional Appointments

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

FILLING VACANCIES (continued)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the ~~d~~ **District**. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for ~~d~~**District** Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no ~~person~~**candidate** or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a ~~d~~ **District** election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the ~~d~~ **District** election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the District shall publish a notice once in a newspaper of general circulation published in the District, or if no such newspaper exists, in a newspaper having general circulation within the District. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

FILLING VACANCIES (continued)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Bylaw
adopted: September 19, 2006
amended: November 7, 2012

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Bylaw

Bylaw

BB 9230(a)

ORIENTATION

Board Candidate Orientation

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

~~(cf. 9200—Limits of Board Member Authority)~~

~~(cf. 9270—Conflict of Interest)~~

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

~~(cf. 1340—Access to District Records)~~

~~(cf. 9011—Disclosure of Confidential/Privileged Information)~~

New Board Member Orientation

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

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

~~(cf. 9240—Board Development)~~

The Board of Trustees recognizes the importance of providing all newly elected or appointed Board members with support and information to assist them in becoming effective members of the Board. Incoming Board members shall be provided an orientation designed to build their knowledge of the District and an understanding of the responsibilities of their position. Such orientation may include the provision of

ORIENTATION

information, support, and/or training related to Board functions, policies, protocols, and standards of conduct.

(cf. 9000 – Role of the Board)

(cf. 9005 – Governance Standards)

(cf. 9220 – Governing Board Elections)

As early as possible following the election or appointment of Board members, one or more orientation sessions shall be held during open meeting(s) of the Board. The Board president and the Superintendent or designee shall develop an agenda for the meeting(s) and shall identify resources that may be useful for incoming Board members.

Upon their election or appointment, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with District staff, members of the public, and the media; and publications on effective governance practices.

In addition, the Superintendent or designee shall provide incoming Board members with specific background information regarding the District, including, but not limited to, the District's vision and goals statements, local control and accountability plan and other comprehensive plans, student demographic data, student achievement data, District policy manual, District budget, and minutes of recent open Board meetings.

The Superintendent or designee may offer incoming Board members a tour of District schools and facilities, and may introduce them to District and school site administrators and other staff.

Incoming members are encouraged, at District expense and with approval of the Board, to attend the California School Boards Association's Orientation for New Trustees, Institute for New and First-Term Board Members, and workshops and conferences relevant to the needs of the individual member, the Board as a whole, or the District.

Alta Loma SD

Board Bylaw

Board Bylaw

BB 9270(a)

CONFLICT OF INTEREST

The Board of Trustees desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the District and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the making of any decision for the District when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

Even if there is not a prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

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

The Board shall adopt a resolution that specifies the terms of the District's conflict of interest code, the District's designated positions, and the disclosure categories required for each position. The conflict of interest code shall be submitted to the District's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the District's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the District's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the District's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

CONFLICT OF INTEREST (continued)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the District's conflict of interest code. A Board member who leaves office or a designated employee who leaves ~~the~~ District employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or District employment. (Government Code 87302, 87302.6)

Conflict of Interest Under the Political Reform Act

A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use ~~his/her~~ **their** official position to influence a governmental decision in which ~~he/she~~ **they** knows or has reason to know that ~~he/she~~ **they have** a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member or designated employee makes a governmental decision when, acting within the authority of ~~his/her~~ **their** office or position, ~~he/she~~ votes on a matter, appoints a person, obligates or commits the District to any course of action, enters into any contractual agreement on behalf of the District or takes any other action specified in 2 CCR 18704.

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. ~~He/she~~ **The Board member** may remain on the dais, but ~~his/her~~ **their** presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

Additional Requirements for Boards that Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.

CONFLICT OF INTEREST (continued)

2. Recuse ~~himself/herself~~ **thierself** from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. ~~He/she~~ **The Board member** may listen to the public discussion of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse ~~himself/herself~~ **thierself** from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose ~~his/her~~ **their** interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that ~~his/her~~ **their** recusal is because of a conflict of interest pursuant to Government Code 87100. ~~He/she~~ **The Board member** shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or District consultants shall not be financially interested in any contract made by the Board on behalf of the District, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract if ~~he/she~~ **the Board member** has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or District official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5.

CONFLICT OF INTEREST (continued)

Noninterest includes a Board member's interest in being reimbursed for ~~his/her~~ **their** actual and necessary expenses incurred in the performance of ~~his/her~~ **their** official duties, in the employment of ~~his/her~~ **their** spouse/registered domestic partner who has been a District employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which ~~his/her~~ **their** private or personal interest may conflict with ~~his/her~~ **their** official duties.

Rule of Necessity or Legally Required Participation

On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18705.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the District. (Government Code 1099, 1126)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

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

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.

CONFLICT OF INTEREST (continued)

2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest Form 700 as required by law.

A gift of travel does not include travel provided by the District for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

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

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


Bylaw
adopted: September 19, 2006
amended: January 11, 2017

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: November 2, 2022

Subject: Reclassification of the Job Description for Director of Maintenance, Operations, Transportation and Safety (M.O.T.S.) to Director of Maintenance, Operations and Transportation (M.O.T.)

BACKGROUND: To ensure appropriate alignment of duties with the current role and responsibilities of the Director of Maintenance, Operations, Transportation and Safety (M.O.T.S.) the job description is being amended to remove aspects of District safety and is being reclassified as Director of Maintenance, Operations and Transportation (M.O.T.).

First Reading

RATIONALE: The amended job description for Director of Maintenance, Operations and Transportation (M.O.T.) outlines the change of responsibilities for this position.

FUNDING: There is no fiscal impact.

RECOMMENDATION: Recommend the Board approve the amended job description and reclassification of Director of Maintenance, Operations, Transportation and Safety (M.O.T.S.) to Director of Maintenance, Operations and Transportation (M.O.T.), as presented.

ALTA LOMA SCHOOL DISTRICT

**DIRECTOR OF MAINTENANCE, OPERATIONS, AND TRANSPORTATION, AND SAFETY
(M.O.T.)**

DEFINITION

Under the direction of the Associate Superintendent of Administrative Services, to coordinate, plan, direct, and administer the maintenance, repair, and cleaning of school facilities, including buildings and grounds; to coordinate and direct the building and grounds maintenance work performed by the District personnel; to coordinate, plan, and supervise the transportation services of the District, ~~and to coordinate, plan, and administer the safety, risk management, and disaster preparedness programs of the District.~~

ESSENTIAL DUTIES

- **Supervise** maintenance, grounds, transportation, and other assigned personnel to ensure departmental work goals are met
- **Direct** site repairs, construction, preventive maintenance, work order program, prioritize project deadlines, and allocate optimal utilization of personnel
- **Evaluate** assigned personnel to ensure performance standards are met and maximized
- **Develop** long and short-range maintenance plans/programs, ~~e.g., emergency response plans~~, energy management plans, and preventive maintenance programs, to ensure District resources are effectively utilized
- **Establish** and maintain cooperative working relationships
- **Confer** with a variety of District personnel and members of the public relative to the District maintenance, facilities, operations, and transportation services
- **Allocate** and monitor budgeted funds within specific categories for the Maintenance, Operations, ~~and~~ Transportation, ~~and Safety~~ departments
- **Assign** craftsmen and other personnel to emergency or routine maintenance and construction work, including rough and finished carpentry, plumbing, painting, electrical installations, glass repair, and door hardware
- **Recommend** the purchase of maintenance, operations, transportation, and ~~safety~~ supplies, materials, equipment, and services
- **Review** and approve receipts of merchandise purchased on open accounts
- **Plan**, develop, implement, and direct the building maintenance program, including the establishment of a preventative maintenance schedule and the deferred maintenance program
- **Inspect** repairs, projects, equipment, supplies, work orders, and daily maintenance to ensure jobs are completed efficiently and within local/state/federal guidelines
- **Train** custodial personnel in proper cleaning procedures
- **Prepare** a variety of documents including, but not limited to cost estimates, budgets, reports, time studies, productivity evaluation reports, and contract specifications to provide necessary information to state/federal agencies and appropriate District personnel
- **Recommend** new hires, promotions, terminations, and transfers to maintain staffing needs and productivity of work force
- **Inspect** school sites for ~~safety~~ **security, function** and cleanliness
- **Develop** long and short range plans and programs to meet the District's transportation needs
- **Work** collaboratively with the District staff and local agencies to develop bus routes or schedules, conduct studies of traffic conditions, pupil loading, transportation scheduling, and report findings and recommendations
- ~~Handle complaints, assist schools with student discipline and requests for information from parents and citizens pertaining to the District transportation of pupils~~
- **Monitor** the maintenance and repair of all District vehicles including school busses and keep proper maintenance records as required by the California Highway Patrol

ALTA LOMA SCHOOL DISTRICT

DIRECTOR OF MAINTENANCE, OPERATIONS, AND TRANSPORTATION, AND SAFETY (M.O.T.) - Page 2

- **Oversee** the District's Safety and Disaster Preparedness Program
- **Direct** and serve as administrator of the District's Illness & Injury Prevention (IIP) Program
- **Assist** in the organization of safety, accident prevention, in-service training and refresher programs for District employees
- **Coordinate** investigation of accidents and report preparation
- **Attend** a variety of meetings, trainings, hearings, with respect to risk management and safety to address liability concerns
- **Serve** as a liaison to independent contractors and vendors performing District service
- **Solicit** quotations for cost information, making purchases, construction, and securing items
- **Work** with city and community organizations for use of school site facilities and verify that organizations have proper insurance and permits
- **Perform** related duties as assigned

QUALIFICATIONS

Knowledge of:

Laws and regulations pertaining to building trades, custodial and grounds maintenance within educational settings including requirements of the Division of the State Architect (DSA), construction law, Public Contract Code (PCC), and Americans with Disabilities Act (ADA);
General use of the methods, materials, tools and equipment required in facility operations;
Pricing and estimating project costs;
State programs, e.g., Deferred Maintenance Program;
Principles, methods, and techniques of organization, management, and supervision;
Safe driving practices and procedures;
California transportation laws, rules, and regulations, and appropriate sections of the California Vehicle Code;
Transportation scheduling and routing methods and techniques;
Principles of organization, management, and supervision.

Ability to:

Plan and manage projects;
Supervise personnel and projects;
Estimate accurately the cost of maintenance repair and construction work;
Read sketches, drawings, and blue prints;
Maintain accurate maintenance activity and budgetary expenditure records;
Establish and maintain cooperative and ethical working relationships;
Implement management practice consistent with classified personnel law.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.

ALTA LOMA SCHOOL DISTRICT

DIRECTOR OF MAINTENANCE, OPERATIONS, AND TRANSPORTATION, ~~AND SAFETY~~
(M.O.T.) - Page 3

Experience:

Prior job related experience with increasing levels of responsibility, including five years of administrative supervision of projects and personnel.

Education:

Equivalent to the completion of twelfth grade, supplemented by advanced training or course work in organization, management, supervision, or advanced programs in the building, maintenance, or transportation trades.

LICENSE AND CERTIFICATE REQUIREMENTS

Possession of a valid California driver's license and evidence of insurability;
A current Class 1, 2, or 3 Division of State Architect (DSA) building inspector certification, or a California General Contractors Classification "B" License is desirable.

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 | 25% | |
| Walking | 25% | |
| Sitting | 50% | |
| B. Lifting | O | 50 lbs. |
| Carrying | O | 50 lbs. |
| Pushing | O | 50 lbs. |
| Pulling | O | 50 lbs. |
| 2. CLIMBING | O | |
| BALANCING | O | |
| 3. STOOPING | O | |
| KNEELING | O | |
| CROUCHING | O | |
| CRAWLING | O | |
| 4. REACHING | C | |
| HANDLING | F | |
| FINGERING | F | |

ALTA LOMA SCHOOL DISTRICT

DIRECTOR OF MAINTENANCE, OPERATIONS, AND TRANSPORTATION, AND SAFETY
(M.O.T.) - Page 4

FEELING	F
5. TALKING:	
Ordinary	C
Other	O
6. HEARING:	
Conversations	C
Other Sounds	O
7. SEEING	
Acuity, Near	C
Acuity, Far	C
Depth Perception	O
Accommodation	O
Color Vision	C
Field of Vision	O

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).

PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are tools, materials, and laptop computer; reaching/handling/fingering/feeling are operating computer, telephone, handling blue prints, papers and reports. Drives between locations.

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 60%	Outside 40%
2. EXTREME COLD	F
3. EXTREME HEAT	F
4. WET/HUMID	O

ALTA LOMA SCHOOL DISTRICT

DIRECTOR OF MAINTENANCE, OPERATIONS, AND TRANSPORTATION, ~~AND SAFETY~~
(M.O.T.) - Page 5

5. NOISE 120 decibels
VIBRATION S
Comments regarding "Vibrations" = Driving
6. HAZARDS:
Mechanical S
Explosives NP
Electrical S
Radiant Energy NP
Burns NP
Other Hazard/s NP
Comments regarding "Other Hazards" = Asbestos inspection
7. ATMOSPHERIC CONDITIONS:
Fumes S
Mists NP
Odors NP
Gases NP
Dusts S
Poor Ventilation S
Other Atmospheric Hazards S
8. PROTECTIVE CLOTHING – DEVICES: None


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

SUMMARY ENVIRONMENTAL COMMENTS: Exposures are generally limited to driving and inspecting building hazards/conditions such as smog, paint fumes and asbestos removal.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: November 2, 2022

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

BACKGROUND: Due to the reclassification of the Director of Maintenance, Operations, Transportation and Safety (M.O.T.S.) to Director of Maintenance, Operations and Transportation (M.O.T.), the position of Maintenance, Operations, Transportation and Safety (M.O.T.S.) Administrative Secretary is being reclassified to Maintenance, Operations and Transportation (M.O.T.) Administrative Secretary

First Reading

RATIONALE: The reclassification of this position is necessary to align with the removal of the safety aspects of the Maintenance, Operations and Transportation department

FUNDING: There is no fiscal impact.

RECOMMENDATION: Recommend the Board adopt the reclassified job description of the Maintenance, Operations, Transportation and Safety (M.O.T.S.) Administrative Secretary to Maintenance, Operations and Transportation (M.O.T.) Administrative Secretary, as presented.

ALTA LOMA SCHOOL DISTRICT

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

DEFINITION

Under the supervision of the Maintenance, Operations, *and* 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.

ALTA LOMA SCHOOL DISTRICT

MAINTENANCE, OPERATIONS, ~~AND~~ TRANSPORTATION ~~AND~~ SAFETY (M.O.T.S.)
ADMINISTRATIVE SECRETARY - page 2

- 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

ALTA LOMA SCHOOL DISTRICT

**MAINTENANCE, OPERATIONS, ~~AND TRANSPORTATION AND SAFETY~~ (M.O.T.S.)
ADMINISTRATIVE SECRETARY - page 3**

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 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.

ALTA LOMA SCHOOL DISTRICT

MAINTENANCE, OPERATIONS, AND TRANSPORTATION ~~AND SAFETY~~ (M.O.T.S.)
ADMINISTRATIVE SECRETARY - page 4

Education:

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

ALTA LOMA SCHOOL DISTRICT

MAINTENANCE, OPERATIONS, ~~AND TRANSPORTATION AND SAFETY~~ (M.O.T.S.)
ADMINISTRATIVE SECRETARY - page 5

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

ALTA LOMA SCHOOL DISTRICT


MAINTENANCE, OPERATIONS, AND TRANSPORTATION AND SAFETY (M.O.T.S.)
ADMINISTRATIVE SECRETARY - page 6

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 NP
Mists NP
Odors S

Gasses 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.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: November 2, 2022
Subject: Amendment of the Job Description for Risk Management and Employee Benefits Specialist

BACKGROUND: 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. Therefore, the job description for Risk Management and Employee Benefits Specialist is being amended to include additional aspects of District safety.

First Reading

RATIONALE: The amended job description outlines the additional safety duties of the position of Risk Management and Employee Benefits Specialist.

FUNDING: There is no fiscal impact.

RECOMMENDATION: Recommend the Board adopt the amended job description for Risk Management and Employee Benefits Specialist to include additional responsibilities of District safety, as presented.

ALTA LOMA SCHOOL DISTRICT

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.

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
- ***Direct and serve as administrator of the District's Illness & Injury Prevention (IIP) Program***
- ***Attend a variety of meetings, trainings, hearings, with respect to risk management and safety to address liability concerns***
- ***Handle employee inquiries and requests for information pertaining to District safety***
- 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

ALTA LOMA SCHOOL DISTRICT

RISK MANAGEMENT AND EMPLOYEE BENEFITS SPECIALIST - page 2

- 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
- 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;

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DC 9/07/22
ca 6/17/99
jm 5/11/16

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RISK MANAGEMENT AND EMPLOYEE BENEFITS SPECIALIST - page 3

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

ALTA LOMA SCHOOL DISTRICT

RISK MANAGEMENT AND EMPLOYEE BENEFITS SPECIALIST - page 4

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

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.

ALTA LOMA SCHOOL DISTRICT

RISK MANAGEMENT AND EMPLOYEE BENEFITS SPECIALIST - page 4

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
BALANCING

O
NP

3. STOOPING
KNEELING
CROUCHING
CRAWLING

O
O
O
NP

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RISK MANAGEMENT AND EMPLOYEE BENEFITS SPECIALIST - page 5

- | | |
|--|----|
| 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 |
| 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

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RISK MANAGEMENT AND EMPLOYEE BENEFITS SPECIALIST - page 6

1. ENVIRONMENT:

Inside 90%
Outside 10%

2. EXTREME COLD

NP

3. EXTREME HEAT

NP

4. WET/HUMID

NP

5. NOISE
VIBRATION

65 decibels
NP

Comments regarding "Noise" = General office conversation and equipment

6. HAZARDS:

Mechanical
Explosives
Electrical
Radiant Energy
Burns
Other Hazard/s

S
NP
NP
NP
S
NP

Comments regarding "Mechanical Hazards" = Copier, opening boxes

Comments regarding "Burn Hazards" = Copier

7. ATMOSPHERIC CONDITIONS:

Fumes
Mists
Odors
Gasses
Dusts
Poor Ventilation
Other Atmospheric Hazards

S
NP
S
NP
S
S
NP

Comments regarding "Fumes" = Copier

Comments regarding "Odors" = Copier

Comments regarding "Dust" = Paper

8. PROTECTIVE CLOTHING – DEVICES: Headsets available, gloves

Adopted: May 19, 1999
Revised: November 9, 2011
Amended: June 8, 2016
Amended: October 5, 2022
DRAFT 10/2022

ALTA LOMA SCHOOL DISTRICT

RISK MANAGEMENT AND EMPLOYEE BENEFITS SPECIALIST - page 7

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

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jm 5/11/16



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From: Donna Carlson, Assistant Superintendent, Human Resources

Date: November 2, 2022

Subject: Amendment of the Job Description for Director of Student Services

BACKGROUND: To clarify and ensure appropriate alignment of duties with the current responsibilities of the Director of Student Services, the job description for this position is being amended to update aspects of this role, including, but not limited to, District safety.

First Reading

RATIONALE: The amended job description for Director of Student Services outlines the updates and changes in the essential responsibilities for this position.

FUNDING: There is no fiscal impact.

RECOMMENDATION: Recommend the Board approve the amended job description for the Director of Student Services, as presented.

ALTA LOMA SCHOOL DISTRICT
DIRECTOR OF STUDENT SERVICES

DEFINITION

Under the direction of the Associate Superintendent, Educational Services, ***plans, organizes and directs*** ~~oversee support services including~~ Child Welfare and Attendance, ***Pupil Support McKinney-Vento*** and Foster Youth, and the ~~Child Care and Development programs~~; ***Community Outreach and Engagement, Extended Learning Opportunities Programs and the safety preparedness programs of the District.***

Responsible for supervision of ~~Supervise~~ inter and intra district student transfers, the student expulsion, suspension and discipline process, ***McKinney-Vento Act, Foster Youth, Safety Protocols***, student records, student enrollment and residency; provide information to the Board of Trustees, superintendent, staff and public; ensure compliance to established policies and procedures; address a variety of administrative needs.

ESSENTIAL DUTIES

- ***Recommend policy, procedures and programs to meet the needs of students and staff***
- ***Keep informed of legal requirements governing student services and disseminate such information to appropriate staff***
- ***Provide direction to District staff in the resolution of problems involving student behavior, attendance and adjustment.***
- ***Serve as District liaison to agencies, including, but not limited to, the School Resource Officer Program, probation, community-based agencies and community schools.***
- ***Develop school safety programs and emergency response plans***
- ***Handle student related complaints, assist schools with student discipline and requests for information from parents and citizens pertaining to the safety of the District***
- ***Oversee the District's Safety and Disaster Preparedness Program***
- ***Attend a variety of meetings, trainings, hearings, with respect to risk management and safety to address liability concerns***
- Supervise, coordinate, and implement child welfare and attendance services, including enrollment, discipline, transfer, truancy, permits, and residency
- Plan, organize, implement, and promote services throughout the District that maximize student attendance and student welfare
- ***Assist sites with developing prevention/intervention strategies to improve student involvement and relationships while decreasing behavior and attendance concerns***
- Serve as District liaison with county site administrators and staff in charge of guidance services regarding student welfare, attendance, discipline and safety
- Establish and implement a comprehensive SARB process
- Coordinate and supervise the inter and intra-district student transfer process
- Conduct and oversee the student expulsion and readmission process
- Supervise all aspects of the ~~Child Care Program~~ ***Expanded Learning Opportunities Program, including intersessions***
- Provide professional training, consulting, and support to school site administrators and staff who monitor and are accountable for positive attendance
- ***Serve as District liaison to the County, outside agencies, and school sites regarding youth and McKinney-Vento youth***
- Serve as the District liaison for matters pertaining to bullying prevention and investigations.
- Serve as the Custodian of Student Records to ensure all procedures are in compliance with ~~educational code~~ ***State and Federal law***
- ***Work with school site Student Study Teams***
- ***Coordinate the implementation of Section 504 plans***

ALTA LOMA SCHOOL DISTRICT

DIRECTOR OF STUDENT SERVICES – Page 2

- Assist school personnel and parents with legalities of custody issues
- Address all aspects of student residency including verification
- Work with staff on student enrollment and annual parent verification processes
- Prepare a wide variety of reports and studies for the purpose of providing information to the Board, the Superintendent, other staff and the public
- Research various information, e.g., education code, legal decisions, District practices for the purpose of analyzing potential implications, making recommendations, and/or addressing a variety of other management needs
- Recommend solutions to a variety of complex issues, for the purpose of addressing general needs and responsibilities of department
- Attend various meetings for the purpose of receiving, communicating, and/or gathering information
- Collaborate with Associate Superintendent and site staff on data collection and analysis with respect to student performance information for the Local Control Accountability Plan (LCAP)
- Provide counsel and guidance to District leaders, administrators, and managers pertaining to pupil services law, regulations, standards, practices and procedures
- Attend Board meetings; prepare Board agenda items; present goals, objectives and progress to the Board of Trustees
- Develop, supervise budgets for specially funded programs
- Assist in resolution of complaints by parent and community members
- Coordinate and conduct professional development and training
- Supervise and evaluate the performance of assigned staff; plan, coordinate and arrange for appropriate training of subordinates
- *Collaborate with Departments within ALSD in order to support the mission of the District*
- Perform other related duties as assigned

QUALIFICATIONS

Knowledge of:

Applicable laws, California Education code regulations, Board policies and procedures;
Budget preparation and control;
District organization, operations, policies and objectives;
Public speaking techniques;
Principles and practices of administration, supervision and training;
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Appropriately manage personnel and programs;
Provide direction to others and make sound independent judgments;
Analyze situations accurately and adopt an effective course of action;
Keep and maintain accurate records, meet deadlines;
Supervise and evaluate the performance of assigned staff;
Communicate effectively both orally and in writing;
Read, interpret, apply, and explain rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Meet schedules and timelines;
Work independently and with direction;
Plan and organize work;
Prepare comprehensive narrative and statistical reports;

ALTA LOMA SCHOOL DISTRICT

DIRECTOR OF STUDENT SERVICES – Page 3

EDUCATION AND EXPERIENCE

Minimum of master's degree is required;
Minimum of five (5) years successful classroom teaching experience;
Minimum of three (3) years successful administrative experience as a site Principal;
Experience at district office level desired.

LICENSE AND CERTIFICATE REQUIREMENTS

Possession of valid California administrative credential required;
Possession of valid California driver's license;
Proof of insurability;
Criminal Justice Fingerprint Clearance.

WORKING CONDITIONS

Environment

Office environment
Driving a vehicle to conduct work

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 | 25% | |
| Walking | 25% | |
| Sitting | 50% | |
| B. Lifting | O | 25 lbs. |
| Carrying | O | 25 lbs. |
| Pushing | O | 10 lbs. |
| Pulling | O | 10 lbs. |
| 2. CLIMBING | O | |
| BALANCING | F | |
| 3. STOOPING | O | |
| KNEELING | NP | |
| CROUCHING | O | |
| CRAWLING | NP | |

ALTA LOMA SCHOOL DISTRICT

DIRECTOR OF STUDENT SERVICES – Page 4

- | | |
|------------------|----|
| 4. REACHING | C |
| HANDLING | C |
| FINGERING | C |
| FEELING | O |
| | |
| 5. TALKING: | |
| Ordinary | C |
| Other | O |
| | |
| HEARING: | |
| Conversations | C |
| Other Sounds | F |
| | |
| 6. SEEING | |
| Acuity, Near | C |
| Acuity, Far | F |
| Depth Perception | F |
| Accommodation | C |
| Color Vision | O |
| Field of Vision | NP |

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).

PHYSICAL DEMAND COMMENTS: Examples of sitting for extended periods are meetings, computer use; reaching/handling/fingering are manipulating papers and materials, using computer; ordinary talking/hearing are participating in verbal interactions; visual acuity/depth perception/visual accommodation are driving vehicle to and from meetings, preparing and using written, typed or overhead transparency materials.

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

- | | |
|-----------------|-------------|
| 1. ENVIRONMENT: | |
| Inside 80% | Outside 20% |
| | |
| 2. EXTREME COLD | NP |
| | |
| 3. EXTREME HEAT | NP |

ALTA LOMA SCHOOL DISTRICT

DIRECTOR OF STUDENT SERVICES – Page 5

4. WET/HUMID NP
5. NOISE (In decibels) 65 decibels
VIBRATION O
Comments regarding “Vibrations” = Driving
6. HAZARDS:
Mechanical S
Explosives NP
Electrical NP
Radiant Energy NP
Burns NP
Other Hazard/s NP
7. ATMOSPHERIC CONDITIONS:
Fumes S
Mists NP
Odors S
~~Gases~~ *Gasses* NP
Dusts O
Poor Ventilation NP
Other Atmospheric Hazards NP
Comments regarding “Dust Exposure” = Paper dust
8. PROTECTIVE CLOTHING – DEVICES: None

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

SUMMARY ENVIRONMENTAL COMMENTS: Exposure to paper dusts, normal office noises, and road vibrations while driving an automobile.

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 11/02/2022

02 Alta Loma School District

						Fiscal Year: 2023	
Purchase Order	Vendor	Description	Ln	Fu Rs	Y Goal Func Obj	Sch Mgmt	Encumbered
230857	ART SPECIALTIES	DC/CAMPUS DECORATION	1	01-0000-0-1110-1000-5810-006-5109		Total	1,689.52
							1,689.52
230858	BARNES & NOBLE BOOKSTORES INC	DC/BOOKS	1	01-3010-0-1110-1000-4210-006-526D		Total	3,500.00
							3,500.00
230859	CALIFORNIA ARBOR CARE INC	M&O / GRNDS / TREE TRIMMING-VI	1	01-0000-0-0000-8211-5638-000-2095		Total	2,104.00
							2,104.00
230860	CURRICULUM ASSOCIATES LLC	license	1	01-0000-0-0000-3160-5844-000-3362		Total	21,120.40
							21,120.40
230861	EBERHARD EQUIPMENT	M&O / GRNDS / OPEN SUPPLIES	1	01-0000-0-0000-8211-4370-000-2095		Total	5,000.00
							5,000.00
230862	FIRST BOOK NATIONAL OFFICE	DC/BOOKS	1	01-3010-0-1110-1000-4210-006-526D		Total	1,500.00
							1,500.00
230863	GATES SOUND	Sound System	1	01-0000-0-0000-2700-4440-005-5501		Total	4,956.47
							4,956.47
230864	GOBULK INC	DC/SUPPLIES	1	01-0000-0-1110-1000-4310-006-570D		Total	1,527.20
							1,527.20
230865	GORM INC	JASP / VACCUUM	1	01-0000-0-0000-8210-4470-004-5501			320.16
			2	01-8150-0-0000-8110-4450-004-2076		Total	320.16
							640.32
230866	LEWIS FAMILY PLAYHOUSE	ALE/3rd Grade Field Trip	1	01-0000-0-1110-1000-5888-001-5109		Total	708.00
							708.00
230867	LOZANO SMITH	SPECIAL ED	1	01-6536-0-5760-1190-5200-000-600S		Total	195.00
							195.00
230868	ODP BUSINESS SOLUTIONS LLC	VJH / PAINT ART/SCIENCE	1	01-1100-0-1110-1000-4310-308-5333		Total	611.76
							611.76
230869	ODP BUSINESS SOLUTIONS LLC	SPECIAL ED/LOWI #10	1	01-6500-0-5760-1110-4350-000-617C		Total	476.02
							476.02

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 11/02/2022

02 Alta Loma School District				Fiscal Year: 2023	
Purchase Order	Vendor	Description	Ln	Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered
230870	ODP BUSINESS SOLUTIONS LLC	VJH / SUPPLIES FOR SPANISH	1	01-1100-0-1110-1000-4310-308-935T Total	128.71 128.71
230871	ODP BUSINESS SOLUTIONS LLC	ALE/Instruational supplies	1	01-1100-0-1110-1000-4310-001-902T Total	148.24 148.24
230872	SANTA ANA ZOO AT PRENTICE PARK	DC/FIELD TRIP	1	01-0000-0-1110-1000-5888-006-5109 Total	900.00 900.00
230873	SCHOOL MATE	ALE/Upper Grade Planners	1	01-0000-0-1110-1000-5890-001-570D Total	88.90 88.90
230874	TERRA PAVE INC.	M&O PATCH REPAIRS	1	01-8150-0-0000-8110-5633-000-2076 Total	2,990.00 2,990.00
230875	HODGES BADGE COMPANY INC	ALJH / Awards	1	01-0000-0-0000-2700-4350-303-5109 Total	993.81 993.81
230876	JONES SCHOOL SUPPLY CO INC	ALJH / Awards	1	01-0000-0-0000-2700-4350-303-5109 Total	627.98 627.98
230877	ONE DIVERSIFIED LLC	ALJH / Sound System	1	01-0000-0-0000-2700-4450-303-5109 Total	4,100.48 4,100.48
230878	SCHOOL SPECIALTY INC	BAN/PLAYGROUND	1	01-0000-0-0000-2700-4350-010-5501 Total	999.79 999.79
230879	TERRA PAVE INC.	M&O-ASPHALT REPAIRS - ALJH	1	01-8150-0-0000-8110-5633-000-2076 Total	29,650.00 29,650.00
230880	THE SAWDUST FACTORY	BAN/THE SAWDUST FACTORY	1	01-0000-0-0000-2700-5888-010-5109 Total	902.00 902.00
230881	US GAMES	ALJH / PE Equipment	1	01-0000-0-1110-1000-4310-303-5109 Total	1,107.89 1,107.89
230882	ZOHO CORPORATION	IT / License	1	01-0000-0-1110-1000-5844-000-8305 Total	1,295.00 1,295.00
230883	SUPER DUPER PUBLICATIONS	SPECIAL ED	1	01-6500-0-5760-1190-4310-005-623S	518.10

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 11/02/2022

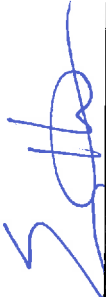
02 Alta Loma School District

						Fiscal Year: 2023	
Purchase Order	Vendor	Description	Ln	Fu Rs	Y Goal Func Obj Sch Mgmt	Encumbered	
230884	KING FENCING	VINEYARD JR. HIGH SAFETY CAGE	1	01-8150-0-0000-8530-6250-000-2076	Total	518.10	
230885	CENTRAL RESTAURANT PRODUCTS	CN / TRAY RAILS	1	13-5310-0-0000-3700-4350-000-2CAF	Total	9,880.00	
230886	MONTGOMERY HARDWARE CO	M&O / OPEN SUPPLIES	1	01-8150-0-0000-8110-4380-000-2076	Total	9,880.00	
230887	BOWLERO	HERM/FIELD TRIP	1	01-0000-0-1110-1000-5888-007-5109	Total	557.64	
230888	US GAMES	DC/PLAYGROUND	1	01-0000-0-0000-2700-4350-006-5501	Total	557.64	
230889	EMPIRE SPORTS	VJH / VOLLEYBALL JERSEYS	1	01-0000-0-1110-1000-5890-308-5001	Total	2,500.00	
230890	ODP BUSINESS SOLUTIONS LLC	VG/Postage	1	01-0000-0-0000-2700-5955-009-5501	Total	2,500.00	
230891	BEARCOM	DEER CANYON/SITE RADIOS	1	01-8150-0-0000-8110-4450-001-2076	Total	120.00	
230892	LEAVING THE VILLAGE	DC/CONFERENCE	2	01-0000-0-0000-2700-4450-006-5777	Total	120.00	
230893	BORDERLAN INC.	IT / Maint Agreement / License	1	01-0000-0-0000-2700-5200-006-570D	Total	3,318.65	
230894	LOZANO SMITH	Conference	1	01-0000-0-0000-2100-5844-000-8305	Total	3,318.67	
230895	BOOKPAL	BAN/BOOK PAL LIBRARY BOOKS	1	01-0000-0-0000-3900-5200-000-8600	Total	6,537.32	
230896	LEAVING THE VILLAGE	BAN/ LEAVING THE VILLAGE	1	01-3010-0-1110-1000-4310-010-526D	Total	375.00	
			1	01-0000-0-0000-2700-5200-010-570D	Total	375.00	
			1	01-0000-0-0000-2100-5844-000-8305	Total	23,620.00	
			1	01-0000-0-0000-3900-5200-000-8600	Total	23,620.00	
			1	01-0000-0-0000-3900-5200-000-8600	Total	595.00	
			1	01-0000-0-0000-3900-5200-000-8600	Total	595.00	
			1	01-3010-0-1110-1000-4310-010-526D	Total	442.85	
			1	01-0000-0-0000-2700-5200-010-570D	Total	442.85	
			1	01-0000-0-0000-2700-5200-010-570D	Total	375.00	

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 11/02/2022

02 Alta Loma School District		Fiscal Year: 2023			
Purchase Order	Vendor	Description	Ln	Fu Rs Y Goal Func Obj Sch Mgmt Total	Encumbered
230897	GENERAL AUDIT TOOL	IT / Mgmt	1	01-00000-0-0000-2100-5840-000-8305	19,971.00
				Total	19,971.00
		Purchase Order Count: 41		Grand Total	156,236.14
				Fund Summary:	
				Fund 01	155,678.50
				Fund 13	557.64

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 11/02/2022

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000205-0 AUDIT			
Reference	Vendor	Description	Amount
PO230452-003	IFS INDIVIDUAL FOODSERVICE	CN /Paper Goods	2,326.51
		Total Payment Amount	2,326.51
PO230396-003	P & R PAPER SUPPLY	CN /Paper Goods	1,713.57
		Total Payment Amount	1,713.57
PO230404-010	REFRIGERATION CONTROL	CN / Open PO for service of re	295.00
PO230404-012	REFRIGERATION CONTROL	CN / Open PO for service of re	286.16
PO230404-014	REFRIGERATION CONTROL	CN / Open PO for service of re	1,201.47
PO230404-016	REFRIGERATION CONTROL	CN / Open PO for service of re	494.09
		Total Payment Amount	2,276.72
		Transmittal Total	6,316.80
		Fund Summary:	Fund 13
			6,316.80
Transmittal Number: 23000205-0			
PO230773-001	CENTRAL RESTAURANT PRODUCTS	CN / MILK COOLER -CARN	4,525.50
PO230820-001	CENTRAL RESTAURANT PRODUCTS	CN/ BUN PAN RACK	1,763.60
		Total Payment Amount	6,289.10
PO230397-002	DRIFTWOOD DAIRY INC.	CN /Dairy Products	27,347.52
		Total Payment Amount	27,347.52
PO230712-001	EMS LINQ INC	CN / KEYPADS	4,741.00
		Total Payment Amount	4,741.00
PO230452-002	IFS INDIVIDUAL FOODSERVICE	CN /Paper Goods	1,797.19
		Total Payment Amount	1,797.19
PO230396-002	P & R PAPER SUPPLY	CN /Paper Goods	1,512.73
PO230396-004	P & R PAPER SUPPLY	CN /Paper Goods	2,153.93
		Total Payment Amount	3,666.66
PO230404-009	REFRIGERATION CONTROL	CN / Open PO for service of re	212.50
PO230404-011	REFRIGERATION CONTROL	CN / Open PO for service of re	442.50
PO230404-013	REFRIGERATION CONTROL	CN / Open PO for service of re	499.90
PO230404-015	REFRIGERATION CONTROL	CN / Open PO for service of re	1,170.42
		Total Payment Amount	2,325.32

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 11/02/2022

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000205-0	Description	Amount
Reference	CN /Fresh Produce	28,268.03
PO230398-002	Total Payment Amount	28,268.03
 MV230011-001	Total Payment Amount	59.95
TAMARA YOUNGSTROM		59.95
	Transmittal Total	74,494.77
	Fund Summary:	
	Fund 01	9,266.50
	Fund 13	65,228.27
 Transmittal Number: 23000206-0 AUDIT	Total Payment Amount	1,594.80
PV230194-001		1,594.80
U S BANK	Transmittal Total	1,594.80
	Fund Summary:	
	Fund 13	1,594.80
 Transmittal Number: 23000207-0 AUDIT	ADMINISTRATIVE SERVICES / INSP	13,427.50
PO230623-004	ADMINISTRATIVE SERVICES / INSP	13,427.50
PO230623-005	Total Payment Amount	26,855.00
	Transmittal Total	26,855.00
	Fund Summary:	
	Fund 21	26,855.00
 Transmittal Number: 23000207-0	CARNELIAN / Open Office Depot	445.68
PO230153-009	CARNELIAN / Open Office Depot	287.41
PO230153-010	DC/INSTR SUPPLIES	59.93
PO230561-001	DC/INSTR SUPPLIES	112.35
PO230561-002	Total Payment Amount	905.37
	Transmittal Total	289.70
	Fund Summary:	
	CC / SUPP OPEN,	289.70
	HERMOSA / Open Supplies	174.90
	DC / OPEN	41.99
	ED SVCS / OPEN OFFICE SUPPLIES	310.39
 PO230193-017		
PO230329-002		
PO230339-005		
PO230390-004		

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 11/02/2022

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000207-0	Description	Amount
Reference	BAN / SMART & FINAL	143.81
PO230514-002	Total Payment Amount	960.79
	Transmittal Total	1,866.16
	Fund Summary: Fund 01	1,866.16
Transmittal Number: 23000208-0 AUDIT	M&O / GRNDS / TREE TRIMMING-BA	8,085.00
PO230795-001	Total Payment Amount	8,085.00
	Transmittal Total	8,085.00
	Fund Summary: Fund 01	8,085.00
Transmittal Number: 23000208-0	M&O / OPEN SUPPLIES	261.81
PO230301-002	Total Payment Amount	261.81
	Total Payment Amount	261.35
PO230295-003	Total Payment Amount	261.35
	M&O / OPEN SUPPLIES	375.00
PO230409-002	Total Payment Amount	400.00
PO230409-003	Total Payment Amount	775.00
	M&O / GRNDS / OPEN SUPPLIES	1,100.86
PO230317-003	Total Payment Amount	1,100.86
	CC / SUPP OPEN	687.23
PO230193-018	Total Payment Amount	687.23
	Transmittal Total	3,086.25
	Fund Summary: Fund 01	3,086.25
Transmittal Number: 23000209-0	CONSULTANTA SERVICES	1,000.00
PO230848-001	Total Payment Amount	1,000.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 11/02/2022

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000209-0		Description	Amount
Reference	Vendor		
PO230741-001	ART SPECIALTIES	VJH/ LARGE BUILDING GRAPHIC	6,859.61
		Total Payment Amount	6,859.61
PO230779-001	LA VERNE HERITAGE FOUNDATION	Fieldtrip to Heritage Foundati	564.00
		Total Payment Amount	564.00
PO230803-001	SANTA ANA ZOO AT PRENTICE PARK	2nd Gr. Fieldtrip to Santa Ana	1,053.00
		Total Payment Amount	1,053.00
		Transmittal Total	9,476.61
		Fund Summary: Fund 01	9,476.61
Transmittal Number: 23000210-0 AUDIT		Description	Amount
PO230567-002	ADVANCED ENVIRONMENTAL		
PO230567-003	ADVANCED ENVIRONMENTAL	M&O / GRNDS LANDSCAPING	33,842.80
		M&O / GRNDS LANDSCAPING	40,076.20
		Total Payment Amount	73,919.00
		Transmittal Total	73,919.00
		Fund Summary: Fund 01	73,919.00
Transmittal Number: 23000210-0		Description	Amount
PO230833-001	ABLENET INC		
		SPECIAL ED/LOWI #9	544.15
		Total Payment Amount	544.15
PO230027-002	AUTO AIR SPECIALISTS	TRANSPORTATION / A/C REPAIRS	1,302.18
		Total Payment Amount	1,302.18
PV230195-001	BARNES & NOBLE	Total Payment Amount	28.40
			28.40
PO230800-001	LA VERNE HERITAGE FOUNDATION	VG/ Field Trip	240.00
		Total Payment Amount	240.00
		Transmittal Total	2,114.73
		Fund Summary: Fund 01	2,114.73

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 11/02/2022

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000211-0	AUDIT				
Reference	Vendor	Description	Amount		
PO230186-001	CALIFORNIA FINANCIAL SERVICES	ADMIN SERVICES / FINANCIAL REP	10,500.00		
		Total Payment Amount	10,500.00		
PO230807-001	COMMITTEE FOR CHILDREN ORG	LICENSE	37,243.32		
		Total Payment Amount	37,243.32		
		Transmittal Total	47,743.32		
		Fund Summary:			
		Fund 01	37,243.32		
		Fund 21	10,500.00		
Transmittal Number: 23000211-0					
PO230121-004	AAA CONTAINER SALES & RENTALS	M&O / STORAGE CONTAINER RENTAL	161.63		
PO230170-004	AAA CONTAINER SALES & RENTALS	M&O / STORAGE CONTAINER RENTAL	172.40		
		Total Payment Amount	334.03		
PO230801-001	LA VERNE HERITAGE FOUNDATION	HERM / FIELD TRIP	230.00		
		Total Payment Amount	230.00		
PO230766-001	TOP YOUTH SPEAKERS	VJH / THINK KINDNESS ASSEMBLY	3,900.00		
		Total Payment Amount	3,900.00		
		Transmittal Total	4,464.03		
		Fund Summary:			
		Fund 01	4,464.03		
Transmittal Number: 23000212-0					
PO230815-001	PBK ARCHITECTS INC.	ARCHITECTURE SERVICES FOR MOD	22,045.51		
		Total Payment Amount	22,045.51		
		Transmittal Total	22,045.51		
		Fund Summary:			
		Fund 21	22,045.51		
Transmittal Number: 23000213-0					
PO230525-015	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	54.09		
PO230525-016	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	54.11		
PO230525-017	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	122.94		
PO230525-018	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	199.64		

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 11/02/2022

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02 Alta Loma School District

Transmittal Number: 23000213-0		Vendor	Description	Amount
Reference				
PO230525-019		ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	66.37
PO230525-020		ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	113.08
PO230525-021		ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	32.31
PO230525-022		ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	66.78
			Total Payment Amount	709.32
PO230193-019		SMART & FINAL	CC / SUPP OPEN,	441.88
PO230524-006		SMART & FINAL	STRK / Smart & Final Open PO 2	576.31
			Total Payment Amount	1,018.19
			Transmittal Total	1,727.51
Fund Summary:				Fund 01
				1,727.51
Transmittal Number: 23000214-0 AUDIT		KONICA MINOLTA	JASPER / COPY COSTS	223.23
PO230559-003			Total Payment Amount	223.23
			Transmittal Total	223.23
Fund Summary:				Fund 01
				223.23
Transmittal Number: 23000214-0		CUCAMONGA VALLEY	WATER / VJH	4,973.98
PO230259-009		CUCAMONGA VALLEY	WATER / VJH	815.99
PO230259-010		CUCAMONGA VALLEY	WATER / STRK	817.88
PO230269-005		CUCAMONGA VALLEY	WATER / STRK	7.38
PO230269-006		CUCAMONGA VALLEY	WATER / JASP	2,845.01
PO230324-003		CUCAMONGA VALLEY	WATER / HERM	2,558.88
PO230327-005		CUCAMONGA VALLEY	WATER / HERM	790.93
PO230327-006		CUCAMONGA VALLEY	WATER / DSC	1,235.49
PO230334-006		CUCAMONGA VALLEY	WATER / DSC	365.12
PO230334-007		CUCAMONGA VALLEY	WATER / CARN	7.38
PO230344-004		CUCAMONGA VALLEY	WATER / CARN	2,491.97
PO230344-005		CUCAMONGA VALLEY	WATER / ALJH	5,877.78
PO230354-005		CUCAMONGA VALLEY	WATER / ALJH	867.10
PO230354-006		CUCAMONGA VALLEY		23,654.89
			Total Payment Amount	23,654.89
Fund Summary:				Fund 01
				250.23
PO230365-003		KONICA MINOLTA	ADMIN SERVICES / COPY COST	250.23

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 11/02/2022

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000214-0	Vendor	Description	Amount
Reference			
PO230367-003	KONICA MINOLTA	PRINT SHOP / COPY COST	1,978.01
PO230493-004	KONICA MINOLTA	STK / COPY COSTS	347.54
PO230494-003	KONICA MINOLTA	HER / COPY COSTS	451.20
PO230495-003	KONICA MINOLTA	DC / COPY COSTS	230.71
PO230496-003	KONICA MINOLTA	CARN / COPY COSTS	203.50
PO230497-003	KONICA MINOLTA	BAN / COPY COSTS	173.88
PO230535-003	KONICA MINOLTA	VGS / COPY COSTS	207.02
PO230560-003	KONICA MINOLTA	ALE / COPY COSTS	5.21
PO230575-003	KONICA MINOLTA	VJH / COPY COSTS	430.45
PO230576-003	KONICA MINOLTA	ALJH / COPY COSTS	297.39
		Total Payment Amount	4,575.14
PO230633-003	SUNBEAM SOLAR OPERATIONS LLC	DISTRICT WIDE / SOLAR ENEGRY U	51,474.62
		Total Payment Amount	51,474.62
		Transmittal Total	79,704.65
		Fund Summary: Fund 01	79,704.65
Transmittal Number: 23000215-0 AUDIT	U S BANK	Total Payment Amount	1,575.54
PV230196-001			1,575.54
		Transmittal Total	1,575.54
		Fund Summary: Fund 01	1,575.54
Transmittal Number: 23000216-0	A-Z BUS SALES INC	TRANSPORTATION / OPEN REPAIR	338.10
PO230176-001		Total Payment Amount	338.10
PO230313-003	EWING IRRIGATION PRODUCTS INC	M&O / GRNDS / OPEN SUPPLIES	1,748.59
		Total Payment Amount	1,748.59
PO230127-005	GORM INC	Carnelian / GORM	1,584.55
PO230130-002	GORM INC	ALE/Custodial Supplies	70.68
		Total Payment Amount	1,655.23
PO230409-004	KING FENCING INC	M&O / FENCING REPAIR	850.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 11/02/2022

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000216-0			
Reference	Vendor	Description	Amount
PO230409-005	KING FENCING INC	M&O / FENCING REPAIR	375.00
PO230409-006	KING FENCING INC	M&O / FENCING REPAIR	375.00
		Total Payment Amount	1,600.00
PO230134-001	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	11.60
PO230134-002	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	15.43
PO230134-004	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	82.03
PO230134-005	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	38.59
PO230134-006	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	19.08
PO230134-007	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	84.76
PO230134-008	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	451.73
PO230134-009	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	92.22
		Total Payment Amount	795.44
PO230289-003	SM HOYT LUMBER CO INC	M&O / OPEN SUPPLIES	325.04
PO230343-002	SM HOYT LUMBER CO INC	CARNELIAN / Open Hoyt Lumber	54.27
		Total Payment Amount	379.31
PO230193-020	SMART & FINAL	CC / SUPP OPEN,	555.33
PO230524-007	SMART & FINAL	STRK / Smart & Final Open PO 2	16.72
		Total Payment Amount	572.05
PO230308-001	SMITH BROTHERS GLASS INC	M&O / OPEN REPAIRS	204.29
		Total Payment Amount	204.29
		Transmittal Total	7,293.01
		Fund Summary: Fund 01	7,293.01
Transmittal Number: 23000217-0 AUDIT			
CM230013-001	U S BANK		(24.46)
PV230197-001	U S BANK		4,831.57
		Total Payment Amount	4,807.11
		Transmittal Total	4,807.11
		Fund Summary: Fund 01	4,807.11
Transmittal Number: 23000218-0 AUDIT			

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 11/02/2022

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000218-0 AUDIT

Reference Vendor
PO230409-007 KING FENCING INC

Description
M&O / FENCING REPAIR
Total Payment Amount

Amount
3,000.00
3,000.00

3,000.00

Transmittal Total

3,000.00

Fund Summary: Fund 01

Transmittal Number: 23000218-0

PO230715-001 HOME DEPOT CREDIT SERVICES

Home Depot

1,235.89
1,235.89

Total Payment Amount

PO230153-011 ODP BUSINESS SOLUTIONS LLC
PO230153-012 ODP BUSINESS SOLUTIONS LLC
PO230153-013 ODP BUSINESS SOLUTIONS LLC
PO230153-014 ODP BUSINESS SOLUTIONS LLC
PO230153-015 ODP BUSINESS SOLUTIONS LLC
PO230153-016 ODP BUSINESS SOLUTIONS LLC
PO230156-004 ODP BUSINESS SOLUTIONS LLC
PO230156-005 ODP BUSINESS SOLUTIONS LLC
PO230156-006 ODP BUSINESS SOLUTIONS LLC
PO230156-007 ODP BUSINESS SOLUTIONS LLC
PO230156-008 ODP BUSINESS SOLUTIONS LLC
PO230156-009 ODP BUSINESS SOLUTIONS LLC
PO230156-010 ODP BUSINESS SOLUTIONS LLC

CARNELIAN / Open Office Depot
CARNELIAN / Open Office Depot
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ALE / OPEN INSTR SUPP
ALE / OPEN INSTR SUPP
ALE / OPEN INSTR SUPP
ALE / OPEN INSTR SUPP

72.92
34.95
49.54
15.33
52.97
42.11
60.47
113.63
13.90
42.34
41.89
71.66
73.78
685.49

Total Payment Amount

PO230193-021 SMART & FINAL

CC / SUPP OPEN,

947.95
947.95

Total Payment Amount

2,869.33

Transmittal Total

2,869.33

Fund Summary: Fund 01

Transmittal Number: 23000219-0

PV230198-001 EMPLOYMENT DEVELOPMENT DEPT

EDD 3RD QUARTER

34,586.08
34,586.08

Total Payment Amount

34,586.08

Transmittal Total

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 11/02/2022

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000219-0

Fund Summary:		Fund 01	34,586.08
Reference	Vendor	Description	Amount
PO230393-011	BURRTEC WASTE INDUSTRIES INC	DSC / DISTRICT-WIDE TRASH	4,689.67
		Total Payment Amount	4,689.67
PO230259-011	CUCAMONGA VALLEY	WATER / VJH	12.17
PO230259-012	CUCAMONGA VALLEY	WATER / VJH	12.17
PO230261-005	CUCAMONGA VALLEY	WATER / VG	841.66
PO230261-006	CUCAMONGA VALLEY	WATER / VG	2,033.10
PO230347-005	CUCAMONGA VALLEY	WATER / BAN	143.47
PO230347-006	CUCAMONGA VALLEY	WATER / BAN	7.38
		Total Payment Amount	3,049.95
PO230332-013	FRONTIER COMMUNICATIONS	DSC / U-PHONE LINES, DSC-SITES	103.93
		Total Payment Amount	103.93
PO230223-001	RAPTOR TECHNOLOGIES LLC	ADMIN SVCS / VISITOR MANAGEMEN	6,250.00
		Total Payment Amount	6,250.00
PO230827-001	SCHOOL NURSE SUPPLY INC.	Warehouse/Lotion	29.60
		Total Payment Amount	29.60
PO230681-003	SO. CALIFORNIA GAS COMPANY	TRANSPORTATION/FUEL	619.93
		Total Payment Amount	619.93
PO230192-003	SPARKLETTS	CC / DS Waters	455.94
		Total Payment Amount	455.94
PO230231-001	SPIRAL BINDING LLC	PRINT SHOP / SUPP-OPEN	211.67
		Total Payment Amount	211.67
CM230014-001	STAPLES BUSINESS CREDIT	CORRECT PAYMENT MADE TO WRONG	(150.33)
PO230254-003	STAPLES BUSINESS CREDIT	VJH / OPEN PO OFFICE SUPPLIES	603.38
PO230545-002	STAPLES BUSINESS CREDIT	VG / OPEN Staples	407.42
PO230697-001	STAPLES BUSINESS CREDIT	Warehouse/Bags	142.50
PO230764-001	STAPLES BUSINESS CREDIT	ALJH / ASB Supplies	203.26
PO230789-001	STAPLES BUSINESS CREDIT	VJH / TAPE FOR SCIENCE	107.75
		Total Payment Amount	1,313.98

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 11/02/2022

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000220-0	Description	Amount
Reference	DSC / LONG DISTANCE VERIZON	41.47
PO230381-004	Total Payment Amount	41.47
Vendor	Transmittal Total	16,766.14
VERIZON BUSINESS	Fund Summary: Fund 01	16,766.14
Transmittal Number: 23000221-0	CN /Food, commodities, snack i	122,656.01
Reference	Total Payment Amount	122,656.01
PO230406-003	Transmittal Total	122,656.01
GOLD STAR FOODS	Fund Summary: Fund 13	122,656.01
Transmittal Number: 23000222-0	Total Payment Amount	13,138.79
Reference	Transmittal Total	13,138.79
PV230199-001	Fund Summary: Fund 01	13,138.79
AUL TRUST	TRANSPORTATION / OPEN FUEL	11,777.92
Transmittal Number: 23000223-0	Total Payment Amount	11,777.92
Reference	ALJH / Open Cust Supp	20.12
PO230009-002	Home Depot OPEN PURCHASE ORDER	180.47
PO230169-002	CHILD CARE / Home Depot Suppl	78.08
PO230557-001	Jasper / Earthquake Supply Bin	306.68
PO230627-001	Total Payment Amount	585.35
PO230776-001	MAINTENANCE /SERVICE OF ICE MA	506.59
Transmittal Number: 23000224-0	Total Payment Amount	506.59
Reference	ADMIN SERVICES / AUDITOR SERVI	13,500.00
PO230073-001	Total Payment Amount	13,500.00
PO230375-001		

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 11/02/2022

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02 Alta Loma School District

Transmittal Number: 23000223-0

Reference	Vendor	Description	Amount
PO230025-006	KC SERVICES	TRANSPORTATION / BUS AND FLEET Total Payment Amount	564.00 564.00
PO230492-002	KOALA T'S APPAREL LLC	STRK / Open PO Incentives 22-2	264.53
PO230492-003	KOALA T'S APPAREL LLC	STRK / Open PO Incentives 22-2 Total Payment Amount	168.92 433.45
PO230277-003	LOWE'S COMPANIES INC	M&O / OPEN SUPPLIES Total Payment Amount	839.79 839.79
PO230010-003	NAPA AUTO PARTS	TRANSPORTATION / OPEN SUPPLIES Total Payment Amount	698.71 698.71
PO230151-002	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off	67.66
PO230151-003	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off	47.82
PO230151-004	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off	83.94
PO230151-005	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off	23.68
PO230518-001	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Ki	66.69
PO230521-001	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Of	38.35
PO230521-002	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Of	20.52
PO230521-003	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Of	65.88
PO230521-004	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Of	264.68
PO230526-008	ODP BUSINESS SOLUTIONS LLC	BAN / OPEN-INSTRUCTIONAL SUPPL	182.76
PO230538-001	ODP BUSINESS SOLUTIONS LLC	VG / OPEN Office Depot/Office	44.59
PO230538-002	ODP BUSINESS SOLUTIONS LLC	VG / OPEN Office Depot/Office Total Payment Amount	67.55 974.12
PO230000-005	TIME AND ALARM SYSTEMS INC	M&O / OPEN REPAIRS Total Payment Amount	263.25 263.25
PO230286-005	TRANE	M&O / OPEN SUPPLIES Total Payment Amount	586.40 586.40
Transmittal Total			30,729.58
Fund Summary:			
Fund 01			30,729.58
Fund 21			0.00

Transmittal Number: 23000224-0

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Transmittal Number: 23000224-0

Reference	Vendor	Description	Amount
PO230408-010	ODP BUSINESS SOLUTIONS LLC	CN /Office Supplies	30.28
PO230408-011	ODP BUSINESS SOLUTIONS LLC	CN /Office Supplies	18.95
PO230408-012	ODP BUSINESS SOLUTIONS LLC	CN /Office Supplies	142.59
PO230408-013	ODP BUSINESS SOLUTIONS LLC	CN /Office Supplies	215.48
PO230408-014	ODP BUSINESS SOLUTIONS LLC	CN /Office Supplies	21.43
PO230408-015	ODP BUSINESS SOLUTIONS LLC	CN /Office Supplies	9.04
Total Payment Amount			437.77

Transmittal Total 437.77

Fund Summary: Fund 13 437.77

Transmittal Number: 23000225-0

PO230393-012	BURRTEC WASTE INDUSTRIES INC	DSC / DISTRICT-WIDE TRASH	189.63
Total Payment Amount			189.63

PO230215-004	CHARTER COMMUNICATIONS	FIBER INTERNET	800.00
Total Payment Amount			800.00

PO230394-004	CROWN CASTLE FIBER LLC	U-DATA LINE / DSC-SITES	2,619.44
Total Payment Amount			2,619.44

PO230269-007	CUCAMONGA VALLEY	WATER / STRK	2,036.67
PO230269-008	CUCAMONGA VALLEY	WATER / STRK	2,337.90
PO230269-009	CUCAMONGA VALLEY	WATER / STRK	2,055.96
Total Payment Amount			6,430.53

PO230332-014	FRONTIER COMMUNICATIONS	DSC / U-PHONE LINES, DSC-SITES	1,602.97
Total Payment Amount			1,602.97

PO230542-007	SOUTHWEST SCHOOL&OFFICE SUPPLY	BAN / OPEN-INSTRUCTIONAL SUPPL	295.80
PO230542-008	SOUTHWEST SCHOOL&OFFICE SUPPLY	BAN / OPEN-INSTRUCTIONAL SUPPL	195.03
PO230543-003	SOUTHWEST SCHOOL&OFFICE SUPPLY	VG / Open Southwest	99.56
PO230804-001	SOUTHWEST SCHOOL&OFFICE SUPPLY	Jasper Supplies	290.33
PO230822-001	SOUTHWEST SCHOOL&OFFICE SUPPLY	Jasper Supplies (paper)	200.44
Total Payment Amount			1,081.16

PO230824-001	TOUCHMATH ACQUISITION LLC	SPECIAL ED	150.73
Total Payment Amount			150.73

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Transmittal Number: 23000225-0
Reference PO230737-003 Vendor VERIZON

Description	Amount
IT/ HOTSPOTS	102.46
Total Payment Amount	102.46

Transmittal Total

12,976.92

Fund Summary: Fund 01

12,976.92

Transmittal Number: 23000226-0
PO230340-001 CUCAMONGA VALLEY
PO230340-002 CUCAMONGA VALLEY
PO230340-003 CUCAMONGA VALLEY

WATER / DC	3,962.65
WATER / DC	5,178.78
WATER / DC	4,534.89
Total Payment Amount	13,676.32

PO230162-003 SOUTHWEST SCHOOL&OFFICE SUPPLY
PO230162-004 SOUTHWEST SCHOOL&OFFICE SUPPLY
PO230162-005 SOUTHWEST SCHOOL&OFFICE SUPPLY

HERMOSA / Open Instr Supp	109.00
HERMOSA / Open Instr Supp	395.07
HERMOSA / Open Instr Supp	31.68
Total Payment Amount	535.75

PO230855-001 SUNSHINE GROWERS

M&O / GRNDS / OPEN SUPPLIES	256.45
Total Payment Amount	256.45

PO230819-001 SUPER DUPER PUBLICATIONS

Speech Teacher Supplies	140.99
Total Payment Amount	140.99

PO230111-003 UNITED REFRIGERATION INC
PO230111-004 UNITED REFRIGERATION INC
PO230111-005 UNITED REFRIGERATION INC

M&O / OPEN SUPPLIES	83.99
M&O / OPEN SUPPLIES	663.78
M&O / OPEN SUPPLIES	193.34
Total Payment Amount	941.11

Transmittal Total

15,550.62

Fund Summary: Fund 01

15,550.62

Transmittal Number: 23000227-0 AUDIT
PO230619-001 JOHN R. BYERLY INC

ADMIN SERVICES/ SPECIAL INSPEC	1,947.00
Total Payment Amount	1,947.00

Transmittal Total

1,947.00

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Transmittal Number: 23000227-0 AUDIT

Fund Summary: Fund 21 1,947.00

Transmittal Number: 23000227-0

Reference	Vendor	Description	Amount
PO230125-004	GORM INC	GORM	18.79
PO230482-004	GORM INC	STRK / OPEN CUSTODIAL SUPPLIES	427.33
		Total Payment Amount	446.12

PO230035-003 HOME DEPOT CREDIT SERVICES

M&O / OPEN SUPPLIES	917.10
Total Payment Amount	917.10

PO230618-001 LEIGHTON CONSULTING INC

ADMIN SERVICES/MODERNIZATION P	2,335.40
Total Payment Amount	2,335.40

PO230154-003 ODP BUSINESS SOLUTIONS LLC

PO230155-011 ODP BUSINESS SOLUTIONS LLC

PO230155-012 ODP BUSINESS SOLUTIONS LLC

PO230155-013 ODP BUSINESS SOLUTIONS LLC

PO230155-014 ODP BUSINESS SOLUTIONS LLC

PO230155-015 ODP BUSINESS SOLUTIONS LLC

PO230155-016 ODP BUSINESS SOLUTIONS LLC

PO230392-001 ODP BUSINESS SOLUTIONS LLC

PO230392-002 ODP BUSINESS SOLUTIONS LLC

ALJH / Open Instructional Supp	86.10
ALE / OPEN OFFICE SUPP,	9.38
ALE / OPEN OFFICE SUPP,	78.83
ALE / OPEN OFFICE SUPP,	45.03
ALE / OPEN OFFICE SUPP,	23.52
ALE / OPEN OFFICE SUPP,	39.11
ALE / OPEN OFFICE SUPP,	32.27
ED SVCS / OPEN OFFICE SUPPLIES	29.98
ED SVCS / OPEN OFFICE SUPPLIES	28.00
Total Payment Amount	372.22

PO230193-022 SMART & FINAL

PO230252-003 SMART & FINAL

CC / SUPP OPEN,	345.88
CARN / Open PO Smart & Final	186.92
Total Payment Amount	532.80

PO230284-003 VISTA PAINT CORP

M&O / OPEN SUPPLIES	1,336.59
Total Payment Amount	1,336.59

Transmittal Total

5,940.23

Fund Summary: Fund 01 3,604.83

Fund 21 2,335.40

Transmittal Number: 23000228-0 AUDIT

PO230380-004 DELTA DENTAL OF CALIFORNIA

FISCAL SERVICES / Dental	5,540.00
Total Payment Amount	5,540.00

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02 Alta Loma School District

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Transmittal Number: 23000228-0 AUDIT				
Reference	Vendor	Description	Amount	
PO230809-001	HERK EDWARDS INC	ALJH-BLEACHER SEAT REPLACEMENT	2,500.00	
		Total Payment Amount	2,500.00	
		Transmittal Total	8,040.00	
		Fund Summary: Fund 01	8,040.00	
Transmittal Number: 23000228-0				
PO230836-001	CDW GOVERNMENT LLC	ALE CAMERAS	41,750.88	
		Total Payment Amount	41,750.88	
PO230863-001	GATES SOUND	Sound System	4,956.47	
		Total Payment Amount	4,956.47	
PO230828-001	HENRY SCHEIN INC	Warehouse/Health	365.51	
		Total Payment Amount	365.51	
PO230483-002	HI-LINE MUSIC	BAND INSTRUMENTS	7,898.08	
		Total Payment Amount	7,898.08	
PV230200-001	VAIDYA, NEHA O		383.73	
		Total Payment Amount	383.73	
		Transmittal Total	55,354.67	
		Fund Summary: Fund 01	55,354.67	
Transmittal Number: 23000229-0 AUDIT				
PO230103-002	AMTECH ELEVATOR SERVICES	M&O / MAINT AGREEMENT	1,854.00	
PO230104-002	AMTECH ELEVATOR SERVICES	M&O / MAINT AGREEMENT-WHEELCHA	1,112.40	
		Total Payment Amount	2,966.40	
		Transmittal Total	2,966.40	
		Fund Summary: Fund 01	2,966.40	
Transmittal Number: 23000229-0				
PO230414-006	ASIAN-AMERICAN RESOURCE CENTER	SPECIAL ED/CONSULTANT SERVICES	308.00	
PO230414-007	ASIAN-AMERICAN RESOURCE CENTER	SPECIAL ED/CONSULTANT SERVICES	178.08	

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Transmittal Number: 23000229-0	Vendor	Description	Amount
PO230414-008	ASIAN-AMERICAN RESOURCE CENTER	SPECIAL ED/CONSULTANT SERVICES	183.18
		Total Payment Amount	669.26
PO230273-001	BATTERIES PLUS BULBS 638	M&O/OPEN SUPPLIES	600.01
		Total Payment Amount	600.01
PO230071-014	CINTAS CORPORATION	TRANSPORTATION /OPEN PO LAUNDR	49.40
		Total Payment Amount	49.40
PO230446-002	EMPIRE LASER INC	FISCAL SERVICES / PRINTER REPA	159.00
		Total Payment Amount	159.00
		Transmittal Total	1,477.67
Transmittal Number: 23000230-0	Fund Summary:	Fund 01	1,477.67
PV230203-001	CALDERON, EGLADELY	Total Payment Amount	47.37
		Total Payment Amount	47.37
PV230209-001	CHAVEZ, CHRISTINA	Total Payment Amount	12.00
		Total Payment Amount	12.00
PV230207-001	CHIEN, EUGENE	Total Payment Amount	223.69
		Total Payment Amount	223.69
PV230204-001	DISCHIAVI, SIERRA	Total Payment Amount	17.99
PV230210-001	DISCHIAVI, SIERRA	Total Payment Amount	21.00
		Total Payment Amount	38.99
PV230206-001	ESCARENO, JENNA	Total Payment Amount	136.13
		Total Payment Amount	136.13
PV230205-001	EVANS, SUSAN	Total Payment Amount	64.40
		Total Payment Amount	64.40
PV230202-001	GARCIA, ROSEMARY	Total Payment Amount	43.75
		Total Payment Amount	43.75

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Transmittal Number: 23000230-0		Description	Amount
Reference	Vendor		
PV230208-001	HARSTINE, ALLISON	Total Payment Amount	326.88
			326.88
		Transmittal Total	893.21
		Fund Summary: Fund 01	893.21
Transmittal Number: 23000231-0 AUDIT			
PO230128-003	GORM INC	JASPER/GORM OPEN PO	7.61
		Total Payment Amount	7.61
PO230618-002	LEIGHTON CONSULTING INC	ADMIN SERVICES/MODERNIZATION P	429.65
PO230618-003	LEIGHTON CONSULTING INC	ADMIN SERVICES/MODERNIZATION P	1,217.50
		Total Payment Amount	1,647.15
		Transmittal Total	1,654.76
		Fund Summary: Fund 01	7.61
		Fund 21	1,647.15
Transmittal Number: 23000231-0			
PO230128-002	GORM INC	JASPER/GORM OPEN PO	358.59
PO230128-004	GORM INC	JASPER/GORM OPEN PO	43.28
PO230128-005	GORM INC	JASPER/GORM OPEN PO	1,134.50
PO230128-006	GORM INC	JASPER/GORM OPEN PO	140.42
PO230128-007	GORM INC	JASPER/GORM OPEN PO	156.59
		Total Payment Amount	1,833.38
PO230035-004	HOME DEPOT CREDIT SERVICES	M&O / OPEN SUPPLIES	623.92
PO230167-002	HOME DEPOT CREDIT SERVICES	DC/ CUST OPEN SUPPLIES	49.19
		Total Payment Amount	673.11
PO230139-006	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES	85.50
PO230139-007	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES	52.97
PO230150-008	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE	11.37
PO230150-009	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE	46.00
PO230150-010	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE	32.39
PO230150-011	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE	31.63
PO230151-006	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off	193.92

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Transmittal Number: 23000231-0	Vendor	Description	Amount
Reference			
PO230151-007	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off	48.42
PO230151-008	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off	26.39
PO230389-005	ODP BUSINESS SOLUTIONS LLC	HERMOSA / Open Instr Supp	(18.79)
		Total Payment Amount	509.80
PO230193-023	SMART & FINAL	CC / SUPP OPEN,	360.58
PO230350-002	SMART & FINAL	ALJH / Open Supplies	144.93
PO230390-005	SMART & FINAL	ED SVCS / OPEN OFFICE SUPPLIES	57.34
		Total Payment Amount	562.85
		Transmittal Total	3,579.14
		Fund Summary: Fund 01	3,579.14
Transmittal Number: 23000232-0 AUDIT	BELL ROOF COMPANY		
PO230581-002		2021-22-01 Floyd M. Stork Mod	53,812.75
		Total Payment Amount	53,812.75
		Transmittal Total	53,812.75
		Fund Summary: Fund 21	53,812.75
Transmittal Number: 23000233-0 AUDIT	BITHELL INC		
PO230582-003		2021-22-01 Floyd M. Stork Mod	6,082.15
		Total Payment Amount	6,082.15
		Transmittal Total	6,082.15
		Fund Summary: Fund 21	6,082.15
Transmittal Number: 23000234-0	CG ACOUSTICS INC.		
PO230583-003		2021-22-01 Floyd M. Stork Mode	3,515.00
		Total Payment Amount	3,515.00
		Transmittal Total	3,515.00
		Fund Summary: Fund 21	3,515.00
Transmittal Number: 23000235-0			

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Transmittal Number: 23000235-0	Description	Amount
Reference		
PO230609-003	2021-22-01 Floyd M. Stork Mode	4,975.15
	Total Payment Amount	4,975.15
	Transmittal Total	4,975.15
	Fund Summary: Fund 21	4,975.15
Transmittal Number: 23000236-0 AUDIT		
Vendor		
PO230608-003	2021-22-01 Floyd M. Stork Mode	8,955.65
	Total Payment Amount	8,955.65
	Transmittal Total	8,955.65
	Fund Summary: Fund 21	8,955.65
Transmittal Number: 23000237-0 AUDIT		
Vendor		
PO230607-003	2021-22-01 Floyd M. Stork Mode	22,410.30
	Total Payment Amount	22,410.30
	Transmittal Total	22,410.30
	Fund Summary: Fund 21	22,410.30
Transmittal Number: 23000238-0 AUDIT		
Vendor		
PO230606-003	2021-22-01 Floyd M. Stork Mode	122,857.62
	Total Payment Amount	122,857.62
	Transmittal Total	122,857.62
	Fund Summary: Fund 21	122,857.62
Transmittal Number: 23000239-0 AUDIT		
Vendor		
PO230604-003	Floyd M. Stork Modernization 2	92,631.29
	Total Payment Amount	92,631.29
	Transmittal Total	92,631.29
	Fund Summary: Fund 21	92,631.29

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Transmittal Number: 23000240-0	Vendor	Description	Amount
PO230605-003	SPEC CONSTRUCTION CO. INC	2021-22-01 Floyd M. Stork Mode	34,656.00
		Total Payment Amount	34,656.00
		Transmittal Total	34,656.00
		Fund Summary: Fund 21	34,656.00
Transmittal Number: 23000241-0	KELLY SPICERS INC	Paper/Color Start Up	1,702.17
PO230477-017		Total Payment Amount	1,702.17
PO230613-001	KOALA T'S APPAREL LLC	Koala T-shirts	4,166.69
		Total Payment Amount	4,166.69
PO230631-003	LAKESHORE EQUIPMENT COMPANY	CC / Lakeshore	1,079.74
		Total Payment Amount	1,079.74
PO230780-001	MONOPRICE INC	IT/Hermosa	780.34
PO230780-002	MONOPRICE INC	IT/Hermosa	306.98
		Total Payment Amount	1,087.32
PO230239-002	QUADIENT LEASING USA INC	ADMIN SERVICES / MAIL METER	526.90
		Total Payment Amount	526.90
		Transmittal Total	8,562.82
		Fund Summary: Fund 01	7,475.50
		Fund 21	1,087.32
Transmittal Number: 23000242-0	CDW GOVERNMENT LLC	IT / FRONT ROW MOD -STRK Previ	43,755.12
PO230728-001		Total Payment Amount	43,755.12
		Transmittal Total	43,755.12
		Fund Summary: Fund 21	43,755.12
Transmittal Number: 23000243-0	CUCAMONGA VALLEY	WATER / VG	13.77
PO230261-007			

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Transmittal Number: 23000243-0		Vendor	Description	Amount
Reference				
PO230347-007		CUCAMONGA VALLEY	WATER / BAN	3,995.01
PO230347-008		CUCAMONGA VALLEY	WATER / BAN	4,642.95
PO230347-009		CUCAMONGA VALLEY	WATER / BAN	3,320.88
PO230347-010		CUCAMONGA VALLEY	WATER / BAN	785.30
PO230347-011		CUCAMONGA VALLEY	WATER / BAN	874.76
			Total Payment Amount	13,632.67
PO230332-015		FRONTIER COMMUNICATIONS	DSC / U-PHONE LINES, DSC-SITES	130.78
PO230332-016		FRONTIER COMMUNICATIONS	DSC / U-PHONE LINES, DSC-SITES	2,175.98
			Total Payment Amount	2,306.76
PO230231-002		SPIRAL BINDING LLC	PRINT SHOP / SUPP-OPEN	384.61
			Total Payment Amount	384.61
PO230333-004		STERICYCLE INC	DISTRICT SUPPORT / SHREDDING S	128.68
			Total Payment Amount	128.68
Transmittal Total				16,452.72
Fund Summary:				Fund 01
				16,452.72
Transmittal Number: 23000244-0				
PO230327-007		CUCAMONGA VALLEY	WATER / HERM	12.17
PO230327-008		CUCAMONGA VALLEY	WATER / HERM	12.17
PO230327-009		CUCAMONGA VALLEY	WATER / HERM	12.17
PO230363-001		CUCAMONGA VALLEY	WATER / ALE	1,465.80
PO230363-002		CUCAMONGA VALLEY	WATER / ALE	353.76
PO230363-003		CUCAMONGA VALLEY	WATER / ALE	7.38
PO230363-004		CUCAMONGA VALLEY	WATER / ALE	1,515.33
PO230363-005		CUCAMONGA VALLEY	WATER / ALE	375.47
PO230363-006		CUCAMONGA VALLEY	WATER / ALE	7.38
PO230363-007		CUCAMONGA VALLEY	WATER / ALE	1,359.12
PO230363-008		CUCAMONGA VALLEY	WATER / ALE	378.81
PO230363-009		CUCAMONGA VALLEY	WATER / ALE	7.38
			Total Payment Amount	5,506.94
PO230668-001		SCHOOL SPECIALTY LLC	ALJH / Sports Equipment	1,290.23
			Total Payment Amount	1,290.23

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Transmittal Number: 23000244-0
 Reference Vendor
 PO230818-001 STUDIES WEEKLY INC

Description
 INSTRUCTIONAL MATERIAL
 Total Payment Amount

Amount
 9,919.90
 9,919.90

Transmittal Total
 16,717.07

Fund Summary: Fund 01
 16,717.07

Transmittal Number: 23000245-0
 PV230211-001 U S BANK

Total Payment Amount

3,415.07
 3,415.07

Transmittal Total

3,415.07

Fund Summary: Fund 01

3,415.07

Payment Count: 127 Transmittal Count: 52 Grand Total:

1,150,756.06

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