

ALTA LOMA SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, January 18, 2023
6:00 PM

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

Motion
1st 2nd App

A. OPEN SESSION

B. CALL TO ORDER AND ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. 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 3 minutes per individual.

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

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

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

Action

E. ADOPTION OF AGENDA

Action

F. APPROVAL OF MINUTES

12/14/22 (pp. 1-7)

G. RECOGNITIONS AND PRESENTATIONS

An opportunity to honor students, employees, and community members for outstanding achievement. Information regarding district events is also available at each meeting.

1. Student Presentation – Victoria Groves
2. Audit Report
3. Facilities Presentation – Measure H

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 website at www.alsd.k12.ca.us.

H. WRITTEN COMMUNICATIONS

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

1. Letter of Positive Certification from the San Bernardino County Superintendent of Schools. (pp. 8-12)

I. 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.

J. PUBLIC HEARING

None

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 & STAFF REPORTS

An opportunity for the Superintendent and staff 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. District activities
2. Curriculum/instruction updates
 - a. Student Achievement Presentation (CAASPP)
3. Timely events/information
 - a. Williams Quarterly Reporting (no complaints received during reporting period of October 1, 2022 – December 31, 2022).

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) Alta Loma Dance Academy, LLC; 2) Inland Empire Trailers; 3) Los Angeles Zoo and Botanical Gardens. (pp. 13-14)
2. Recommend the Board accept the following donations:
 - a. Donation of \$200.00 from the Family of Connor Jarvis to Alta Loma Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
 - b. Donation of an Air Doctor 1016 Air Purifier from Air Doctor to Alta Loma Elementary School 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. 15)
4. Recommend the Board approve employment, terminations, resignations, leaves and temporary assignments, as presented. (pp. 16-22)
5. Board Policies
Second Reading
BP 4119.1/4219.1/4319.1 – Civil and Legal Rights
BP 4140/4240/4340 – Bargaining Units
BP 4216 – Probationary/Permanent Status
BP 6158 – Independent Study
(pp. 17-43)
6. Board Bylaws
Second Reading
BB 9012 – Board Member Electronic Communications
BB 9222 – Resignation
BB 9240 – Board Training
BB 9310 – Board Policies
BB 9320 – Meetings and Notices
BB 9322 – Agenda/Meeting Materials
BB 9323.2 – Actions by the Board
BB 9324 – Minutes and Recordings
BB 9400 – Board Self-Evaluation
(pp.44-74)
7. Adopt Job Descriptions
Second Reading
 - Database Technician – Special Education
 - Human Resources Technician – Senior(pp. 75-87)
8. Amend Job Descriptions
Second Reading
 - Director of Special Education(pp. 88-92)
9. Amend and Reclassify Job Descriptions
Second Reading
 - Child Nutrition Elementary Lead

- Child Nutrition Junior High Lead
 - Human Resources Secretary
 - Database Technician
- (pp. 93-118)

10. 2023-2024 School Calendar
Second Reading
 (pp. 119-120)

N. GENERAL FUNCTIONS

- | | | | | |
|--------|---|-----|-----|-----|
| Action | 1. Recommend the Board adopt Resolution No. 1-18-2023
Conflict of Interest Code Resolution. (p. 121) | ___ | ___ | ___ |
|--------|---|-----|-----|-----|

O. CURRICULUM AND INSTRUCTION

- | | | | | |
|--------|--|-----|-----|-----|
| Action | 1. Recommend the Board approve the 2022-23 School Plan for
Student Achievement for all District schools. (p. 122) | ___ | ___ | ___ |
|--------|--|-----|-----|-----|

P. BUSINESS AND FINANCIAL PROCEDURES

- | | | | | |
|--------|--|-----|-----|-----|
| Action | 1. Recommend the Board review and accept the 2021-22
<u>Audited Financial Report</u> as presented. (p. 123) | ___ | ___ | ___ |
| Action | 2. Recommend the Board review and accept the 2021-22
<u>Audited Financial Report for the General Obligation Bond</u>
Building Fund as presented. (p. 124) | ___ | ___ | ___ |
| Action | 3. Recommend the Board approve the use of the piggyback Irvine
Unified School District Bid No. 19/20-01, Technology
Equipment and Peripherals, Awarded to CDW Government,
LLC for the length of the contract. (pp. 125-131) | ___ | ___ | ___ |

Q. HUMAN RESOURCES

- | | | | | |
|--------|---|-----|-----|-----|
| Action | 1. Recommend the Board approve the additional stipend
compensation of \$15 an hour for coaches overseeing a junior
high intramural sport without an assistant coach. (p. 132) | ___ | ___ | ___ |
| Action | 2. Recommend the Board approve the District's use and assignment
of Resident Substitute Teacher at a rate of \$220 per day, through
May 25, 2023. (p. 133) | ___ | ___ | ___ |
| Action | 3. Recommend the Board approve the revised Classified Part Time
Hourly Schedule – Student Helpers, as presented with a retroactive
Effective date of January 1, 2023. (pp. 134-135) | ___ | ___ | ___ |
| Action | 4. Recommend the Board approve the request for retirement from
Maria Geraldine Young , Senior Accounting Clerk, District
Support Center. Geraldine's final day of service was
December 31, 2022, for a total of 15 years of service to the District.
(p. 136) | ___ | ___ | ___ |

R. BOARD INFORMATION/DISCUSSION

1. 2023-2024 Board of Trustees Meeting Schedule
First Reading
(p. 137)
2. Adopt Job Descriptions
First Reading
 - Fiscal Services Technician(pp. 138-144)
3. Amend and Reclassify Job Descriptions
 - Family Engagement Liaison
 - Secretary - Senior(pp. 145-156)
4. Board Policies
First Reading
BP 0510 – School Accountability Report Card
BP 5111 – Admission
BP 5116 – School Attendance Boundaries
BP 6164.2 – Guidance/Counseling Services
(pp. 157-165)
5. Board Bylaws
First Reading
BB 9220 – Governing Board Elections
BB 9223– Filling Vacancies
BB 9323 – Meeting Conduct
(pp. 166-180)



S. FUTURE AGENDA ITEMS

T. ANNOUNCEMENTS

1. Members of the Board of Trustees and Executive Cabinet may attend the San Bernardino County School Boards Association (SBCSBA) Annual Meeting on January 30, 2023. No action will be taken by the Board.
2. The date of the next regular meeting of the Board of Trustees is Wednesday, February 1, 2023, 6:00 PM at the Alta Loma School District Support Center, 9390 Base Line Road.

U. CLOSED SESSION

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

-  1. Public Employee Performance Evaluation/Employment – Superintendent.
-  2. Conference with labor negotiators Sherry Smith, Superintendent,

Eric Hart, Associate Superintendent, Administrative Services, Donna Carlson, Assistant Superintendent, Human Resources and other negotiation team members.

a. Alta Loma Educators Association (ALEA).

- ☒ 3. Conference with labor negotiators for unrepresented employees:
 - a. Certificated and Classified Management, and Confidential. Agency representative - Superintendent.
 - b. Classified Employees and Proctors. Agency representative – Superintendent.
 - c. Superintendent. Agency representative – Board of Trustees.
- ☐ 4. Student Disciplinary/Expulsion/Readmission Matters.
- ☒ 5. Public Employee Employment/Discipline/Dismissal/Release.
- ☒ 6. Conference with Legal Counsel – Existing/Potential Litigation. (Government Code §54956.9(d)(1), and §54956.9(d)(2))

V. OPEN SESSION

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

W. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, ALTA LOMA SCHOOL DISTRICT, COUNTY OF SAN BERNARDINO–WEDNESDAY, December 14, 2022

OPEN SESSION, CALL TO ORDER AND ROLL CALL

The regular meeting was called to order by Board President Brad Buller at 6:02 PM. Present were members Buller, Davies, Martinez, and Roberts. Member Oerly was absent.

PLEDGE OF ALLIGIANCE

Board Member Roberts led the flag salute.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES

Moved by Ms. Martinez, seconded by Mrs. Davies, and carried unanimously to approve the meeting minutes of November 2, 2022 as presented.

RECOGNITIONS AND PRESENTATIONS

Board member Roberts was recognized by fellow Board members and Executive Cabinet for his numerous years of service and the many contributions he has made to the Alta Loma School District during his Board terms. Mr. Roberts was presented with a gift from the District and Board as a token of their appreciation.

Board member Oerly was recognized for her 43 years of service and for the many contributions she has made to the Alta Loma School District during her Board terms. Mrs. Oerly was not in attendance, her gift from the District and Board was shared with the community as a token of their appreciation. Superintendent Smith read aloud Member Oerly's last Board report.

Mr. Buller was recognized for his outstanding service as the Board of Trustees President during 2022. Mr. Buller was presented with a gift from the District and Board as a token of their appreciation.

SWEARING IN OF ELECTED / RE-ELECTED BOARD

Superintendent Smith administered the Oath of Office to re-elected Board member, Rebecca Davies and newly elected Board members, Eric Chung and Dr. Malinda Hurley.

PUBLIC COMMENT ANNOUNCEMENT

Mr. Buller read aloud the Public Comment Announcement.

ORGANIZATION OF BOARD OFFICERS

Moved by Dr. Hurley, seconded by Mr. Chung, and carried by the following vote to elect Brad Buller to serve as president, Rebecca Davies to serve as vice president and Jessica Martinez to serve as clerk for the ensuring year.

Number of members voting AYE:	-5-
Number of members voting NO:	-0-

Number of members voting ABSTENTION: -0-

PUBLIC COMMENT

None.

BOARD REPORTS

Board member Dr. Malinda Hurley ... has been dedicated to service above self as evidenced by her career as a public-school teacher for 22 years, activism in the labor movement, and commitment to her community; Member Hurley is a graduate from Alta Loma High School, and is a proud niece of a Mexican immigrant and military family, her roots are deep in the community; her passion and dedication is in supporting our community and serving as an advocate for public education as a path to success in life; Member Hurley is an active public school leader, she serves in the Ontario-Montclair Teachers Association, the California Teachers Association, and the National Education Association as a California State Delegate to The Representative Assembly where she continues to lobby local, state, and national to strengthen laws and policies for public schools; volunteers every month to mentor foster youth through the foster youth organizations: Simply Friends, The Best Version of You, and STAR Scholars (Student Trust And Resilience); Member Hurley believes her passion and commitment to public education provides the dedication required to be a responsible Board member; she is endorsed by parents, teachers, business owners, school board trustees, and school board presidents throughout the county of San Bernardino; it is Member Hurley's greatest honor to serve the ALSD community, she is humbly thankful for those who voted for her to continue the important work of educating all the ALSD students.

Board member Eric Chung ... had the opportunity to attend the California School Board Association's Conference, received good information about the Brown Act and Governance; looking forward to applying the information he received in his role as a Board member; Member Chung also learned about some great programs that the District can apply to help our underperforming students and just as importantly our advanced students; thanked everyone that attended tonight, parents, teachers, administrators, stakeholders, having everyone attend will make our school district better; Member Chung hopes that everyone was not just here in attendance to celebrate, but flipping a page, having community members participate in the process; this is how we can make Alta Loma School District be the best it can be; Member Chung thanked his predecessor, Sandie Oerly; Member Oerly dedicated 43 years of her life to this District and Member Chung employs you, that if you see Member Oerly at school sites or out in public to thank her for her years of service.

Board member Jessica Martinez ... attended the Citizens' Bond Oversight Committee that was held at Carnelian, very informative meeting; learned a lot about the budget, facilities and all the improvements that are being made; seeing the new classrooms and how they accommodate diverse learners brought joy to Member Martinez's heart; Monday, had the opportunity to administer the Oath of Affirmation to a County Board Member and it reminded Member Martinez what her purpose as a Board member is and what an impact it can have; shared she is glad to have to new Board members next to her and she is looking forward to the next two years.

Board member Rebecca Davies... attended the CSBA Annual Education Conference, again very informative; member Davies came away from the conference with practical ideas and a renewed commitment to help the Board accomplish the critical work ahead; had the opportunity to get to know each of the new Board members a little bit better, and this will no doubt strengthen our

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

December 14, 2022

Page 3

governance team; Tuesday, attended Carnelian's 1st and 2nd grade and part of the 3rd and 4th grade choral concerts; delightful choice of songs sharing "Music through the Decades"; Music teacher Sierra is amazing to watch and she truly shares the joy of music with her students; performances were very well attended.

Board member Brad Buller ... attended the California School Board Association's Conference, CSBA is one of the yearly events that allows Board members to sit in on sessions and hear from other Board members and their staff from across the state of California and help the ALSD Board assess where they stand, what is their voice, and what will be their voice; Member Buller agrees with fellow Board Member Chung's comments, this community of Alta Loma, we want to keep getting better; had the opportunity to attend Vineyard Junior High's Theatre Performance lead by Jenna Vandergrift, fantastic performance, attended Deer Canyon's Choir Concert, "Music Through the Decades".

SUPERINTENDENT & STAFF REPORTS

Superintendent Smith welcomed and congratulated newly elected Board Members, Eric Chung and Dr. Malinda Hurley and congratulated re-elected Board Member Rebecca Davies on her next four years. Dr. Smith shared that Executive Cabinet finished their first round of Learning Walks today. Executive Cabinet walked classrooms and affirmed the amazing things our teachers and support staff are doing and looked for trends that will guide and educate the District on what the next steps will be.

Dr. Smith is looking forward to second semester, where she is planning a governance training in January for the Board. Excited to announce, in January there will be student voice at the Board Meetings. Victoria Groves TK students will perform for the Board and they will have two Student Ambassadors that will come to the podium and practice public speaking to officials. To keep the communication and the interaction alive, Dr. Smith is starting the Superintendent's Community Cabinet, they will meet five times a year and anyone is welcome to come. Each meeting will showcase some of the wonderful things that are happening in the District and allow for good questions and have a chance to interact with the community about what's happening and what some of the challenges are in Alta Loma. Dr. Smith will also be starting a Superintendent's Student Advisory, made up of 5th and 6th graders from the elementary sites and 7th and 8th graders from the junior highs. Dr. Smith is excited about the next pieces, student voice and continuing the bridge with the community.

Associate Superintendent Chris Deegan shared that the California School Dashboard and the Data Quest website is expected to be published within the next few days. The District is looking forward to taking a close look at student achievement data and looking at the areas that the District wants to celebrate, but also not neglect the areas of urgent need. At January's Board Meeting, Associate Superintendent Deegan will be presenting the information provided by the California School Dashboard and the Data Quest website.

Associate Superintendent Deegan highlighted that the Winter EXPLORE Intersession Program, will be at Alta Loma Elementary School from 6:30 am to 6:00 pm, December 27- 30 and January 3-6.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

December 14, 2022

Page 4

CONSENT CALENDAR

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

Vendor Agreements

Approved agreements with the following vendors, and authorized Sherry Smith and/or applicable administrators to sign all related documents: 1) Advanced Environmental Landscape; 2) Alf Museum of Paleontology; 3) Big Al's IV, Inc.; 4) Bowlero; 5) California Industrial; 6) California Science Center; 7) Chino Air Museum; 8) DocuSign, Inc.; 9) History Brought to Life; 10) Inland Empire Stages, LTD; 11) Jurupa Discovery Museum Center; 12) Purple Easel; 13) Total Safety Solutions.

Donations

Accepted with appreciation the following donations:

1. Donation of \$100.00 from The Blackbaud Giving Fund to Alta Loma Junior High School's Student Fundraiser Account to be used to enhance the instructional program.
2. Donation of \$2,000 from Dalton Glen Barnes Memorial Scholarship Fund to Alta Loma Junior High School's Student Fundraiser Account to be used to enhance the instructional program.
3. Donation of \$50.00 from Dawn McDowell to Alta Loma Junior High School's Student Fundraiser Account to be used to enhance the instructional program.
4. Donation of \$400.00 Stater Bros Gift Card to Hermosa Elementary School.
5. Donation of 50 Red Carnation Flowers from Archibald Flowers to Hermosa Elementary School for their Veterans Assembly.
6. Donation of \$200.00 Stater Bros Gift Card from Jessi Gargas and Mark Mattox to Hermosa Elementary School.

Board Payment Report

Approved the Board Payment Report, as presented.

Routine Personnel Items

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

Conference Attendance

Authorized Director of Special Education Lisabeth Pina, Program Specialist, Ray Hensley, and Psychologist, Amber Rueckner to attend Every Child Counts Symposium in Desert Springs, January 11-12, 2023, and approve all related expenses.

Conference Attendance

Authorized Associate Superintendent, Chris Deegan to attend the CISC Leadership Symposium in Monterey, February 22-24, 2023, and approve all related expenses.

Board Policies

A second reading was held, amended Board policies related to Administration, Business and Noninstructional Operations, and Instruction.

BP 2000 – Concepts and Roles

BP 2110 – Superintendent Responsibilities and Duties

BP 2111 – Superintendent Governance Standards

BP 2140 – Evaluation of the Superintendent

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

December 14, 2022

Page 5

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

Board Bylaws

A second reading was held, amended Board bylaws:

BB 9124 – Attorney

BB 9220 – Governing Board Elections

BB 9223 – Filling Vacancies

BB 9230 – Orientation

BB 9270 – Conflict of Interest

Job Descriptions

A second reading was held, amended Job Descriptions:

- Director of Maintenance, Operations, Transportation, and Safety
- Maintenance, Operations, Transportation, and Safety Administrative Secretary
- Risk management and Employee Benefits Specialist
- Director of Student Services

BUSINESS AND FINANCIAL PROCEDURES

2022-2023 First Interim Financial Report

Associate Superintendent of Administrative Services Eric Hart made a presentation of the District's First Interim Report and Financial Update. This report is a financial "check-up" with the County and the State to show what the District budgeted vs. what they actually spent. This First Interim Report addresses the activity from July 1 – October 31, 2022. His presentation made several key points:

- Our District will give ourselves a Positive Certification, (to be validated by the county) which means our District is able to meet our statutory 3% Reserve for Economic Uncertainties in the current and following two years.
- Estimated Department of Finance Cost of Living Adjustment (COLAs)
 - 5.38% for 2023-24
 - 4.02% for 2024-25
- 2023-24 Staffing Plan:
 - TK 10:1 Site Average
 - K-3 24:1 Districtwide Average
 - 4-8 30:1 Districtwide Average
- ALSD Budget Challenges
 - Declining Enrollment K-8
 - Staffing Cost 89% of Unrestricted Budget
 - Inflation in supplies, services and utilities
 - Competing priorities
- Governor's 2023-24 January Budget
 - Current State Revenues short of projections by \$25 Billion
 - No new one-time money

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

December 14, 2022

Page 6

- Maintaining ongoing costs only through Prop 98 reserve withdrawal

Moved by Dr. Hurley, seconded by Mrs. Davies and carried unanimously to approve the 2022-2023 First Interim Financial Report and find that Alta Loma School District will meet its financial obligations for the current and subsequent two fiscal years.

HUMAN RESOURCES

Qualified Coaches

Moved by Dr. Hurley, seconded by Ms. Martinez, and carried unanimously to certify that all conditions set forth in Title 5, Sections 5593 and 5594 (qualified coaches) have been met.

BOARD INFORMATION/DISCUSSION

Board Policies

A first reading was held to amend Board policies related to Personnel and Instruction

BP 4119.1/4219.1/4319.1 – Civil and Legal Rights

BP 4140/4240/4340 – Bargaining Units

BP 4216 – Probationary/Permanent Status

BP 6158 – Independent study

Board Bylaws

A first reading was held to amend Board bylaws

BB 9012 – Board Member Electronic Communications

BB 9222 – Resignation

BB 9240 – Board Training

BB 9310 – Board Policies

BB 9320 – Meetings and Notices

BB 9322 – Agenda/Meeting Materials

BB 9323.2 – Actions by the Board

BB 9324 – Minutes and Recordings

BB 9400 – Board Self-Evaluation

Job Descriptions

A first reading was held to adopt Job Descriptions

- Database Technician – Special Education
- Human Resources Technician – Senior

Job Descriptions

A first Reading was held to amend Job Description

- Director of Special Education

Job Descriptions

A first reading was held to amend and reclassify Job Descriptions:

- Child Nutrition Elementary Lead
- Child Nutrition Junior High Lead
- Human Resources Secretary
- Database Technician

2023-2024 School Calendar

A first Reading was held to adopt the 2023-2024 School Calendar

ANNOUNCEMENTS

The date of the next regular meeting of the Board of Trustees is Wednesday, January 18, 2022, 6:00 PM at the District Support Center, 9390 Base Line Road.

CLOSED SESSION

The Board adjourned to Closed Session at 7:21 PM for the purpose of discussing matters expressly authorized by Government code Section 3549.1, 54956.9, 54956.9(d), 54957, and 5497.6.

OPEN SESSION AND ADJOURNMENT

The Board reconvened to Open Session and no announcements were made. The meeting was adjourned at 9:30 PM.



San Bernardino County Superintendent of Schools

Ted Alejandro
County Superintendent

Transforming lives through education

January 6, 2023

Dr. Sherry Smith
Superintendent
Alta Loma Elementary School District
9390 Base Line Road
Alta Loma, CA 91701

Dear Dr. Smith:

The Office of the San Bernardino County Superintendent of Schools has reviewed the First Interim Financial Report submitted by the Alta Loma Elementary School District for the period ending **October 31, 2022**. We recognize your efforts in the development of a financial plan that provides for ongoing financial stability and thank you for your submission. Based on our analysis, the data provided supports the board's ***Positive Certification*** of the district's financial condition and ability to meet its financial obligations in the current and two subsequent fiscal years.

Our review included an assessment and analysis of the following major components of the district's report:

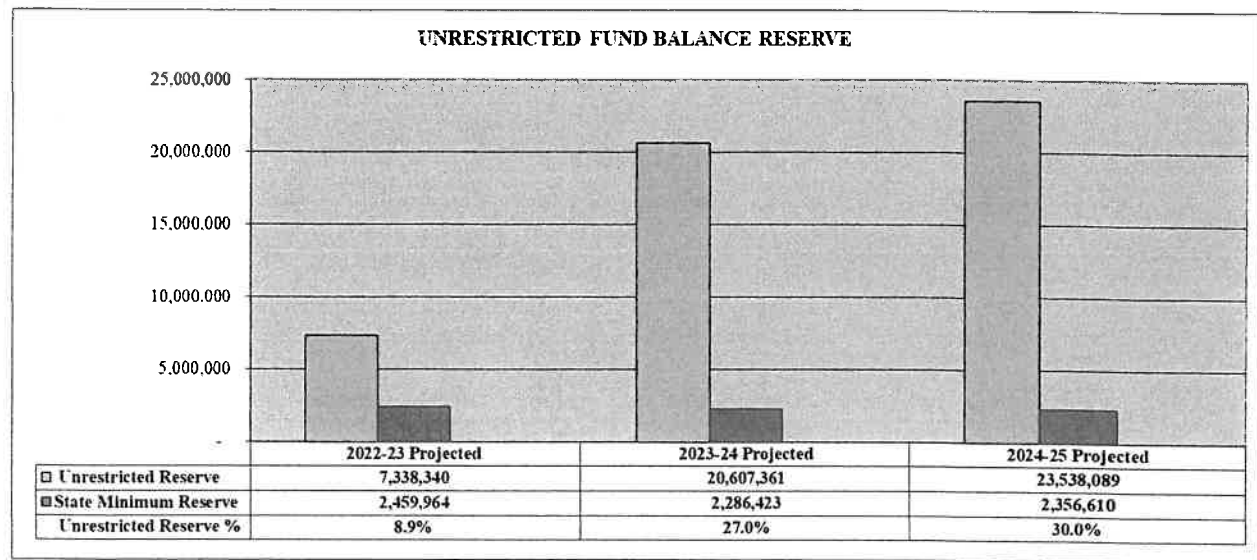
- Unrestricted Ending Fund Balance and State Minimum Reserve
- Unrestricted Deficit Spending
- Average Daily Attendance (ADA) & Enrollment Projections
- Current and Multiyear Projections
- Staffing Projections/Salary Settlements
- Long-Term Debt
- Ending Cash Position and Monthly Cash Flows

The First Interim Financial Report provides the Governing Board with the opportunity to revise and review its operating budget plan based on the most recent State Budget information and local decisions made since the Adopted Budget. This plan should incorporate any updated revenue projections and utilization of expenditures to meet the goals and financial obligations of the school district in the current and two subsequent fiscal years. To ensure that the district's operating budget continues to reflect that plan, we noted the following items that should be taken into consideration:

- **UNRESTRICTED ENDING FUND BALANCE AND STATE MINIMUM RESERVE** – As certified by the Governing Board, the district projects an unrestricted ending balance reserve in the General Fund of 8.9% in the current year, 27.0% in 2023-24, and 30.0% in 2024-25. The District's State Required Minimum Reserve percentage is 3.0%.

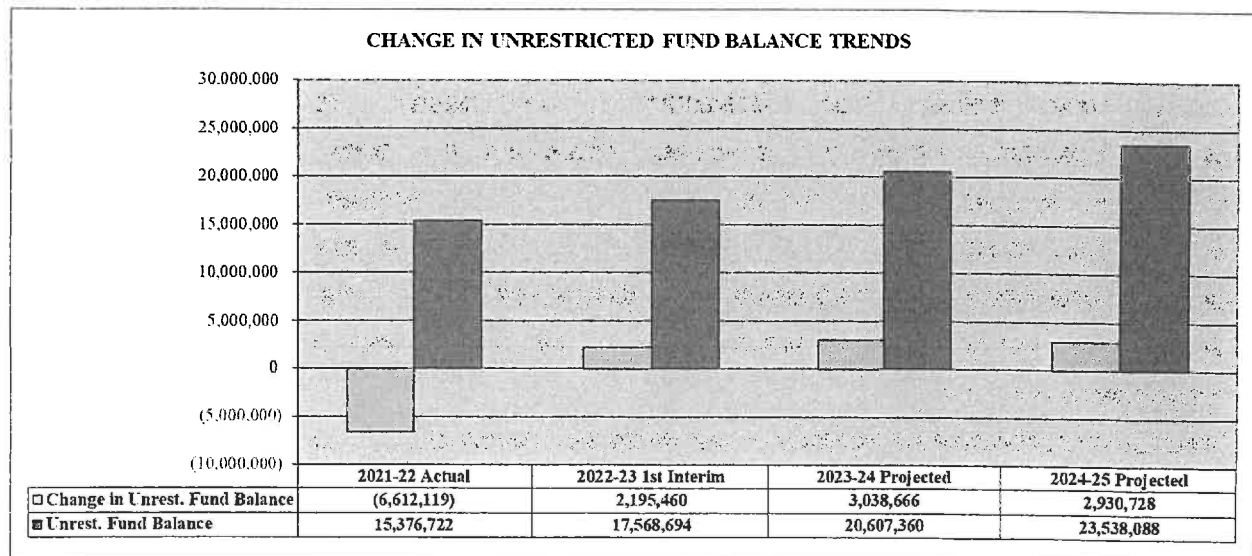
Business Services • Richard De Nava, Chief Business Officer

Business Advisory Services • Thomas Cassida, Director
760 East Brier Drive • San Bernardino, CA 92408 • P: 909.386.9676 • F: 909.386.9690 • www.sbcss.net



- UNRESTRICTED DEFICIT SPENDING** – The district is projecting unrestricted revenues to exceed unrestricted expenditures in each of the current and two subsequent fiscal years. With no deficit spending, the district is within the established state standard for the current and two subsequent fiscal years. The State’s established standard is one-third (1/3) of the district’s available unrestricted reserve percentage.

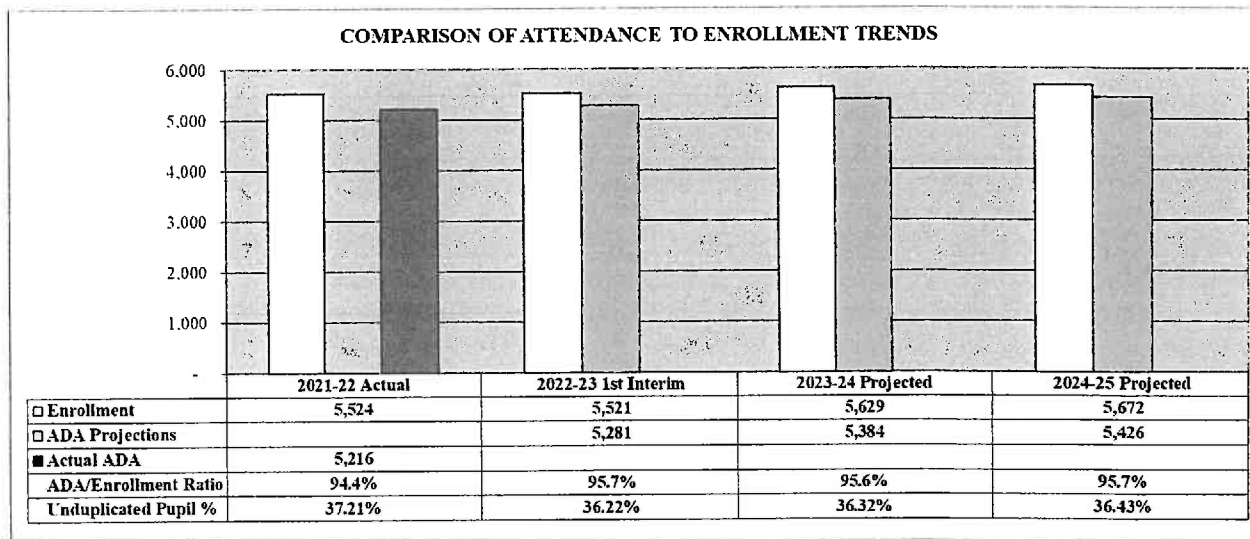
The following chart displays the actual Unrestricted General Fund balance change for the prior fiscal year and the projected changes for the current and two subsequent fiscal years, based on the multiyear projection included in the First Interim Financial Report.



- AVERAGE DAILY ATTENDANCE (ADA) & ENROLLMENT PROJECTIONS** – The district is projecting 2022-23 P-2 ADA of 5,281 or a 1.16% increase over prior year P-2 ADA. Based on an enrollment projection of 5,521, current year ADA to enrollment ratio is anticipated to be 95.7%. Enrollment and ADA to enrollment ratio are projected to be 5,629 and 95.6% for 2023-24 and 5,672 and 95.7% for 2024-25. Additionally, the district is projecting its Unduplicated Pupil Percentage (UPP) to be 36.22% in 2022-23, 36.32% in 2023-24, and 36.43% in 2024-25.

The state's standard is based on the average ratio of P-2 ADA to enrollment over the past three years. Based on the district's enrollment and ADA projections, it is within the state standard of 98.6% for the current and two subsequent years. We recommend that the district continue to monitor changes in attendance and enrollment closely. The district is projecting enrollment and ADA to increase at a higher rate than the three-year average of 2.68% decrease for enrollment and 3.39% decrease for ADA. If the projected ADA or enrollment does not materialize as anticipated, the board will need to adjust the budget accordingly.

The following chart displays the district's actual P-2 ADA and enrollment in the prior year along with the district's projected ADA and enrollment for the current and two subsequent fiscal years. Since a substantial portion of a school district's revenue is derived from ADA, it is imperative to monitor the correlation between enrollment and ADA closely.



- CURRENT AND MULTIYEAR PROJECTIONS** – Our review included an analysis of the district's projection of revenues and expenditures in the current and two subsequent fiscal years. The projections of current and subsequent year state aid appear to be reasonable, assuming ADA materializes as projected. Expenditure projections for the current and two subsequent years also appear to be reasonable. **We recommend that the district continue to be proactive by developing contingency plans in response to the potential for further changes in the Governor's 2023-24 January Budget proposal.**

The district is utilizing the average of the three prior years of ADA in its state aid projections for the current year. The state allows school districts to utilize the current year, prior year, or the average of the prior three years, whichever is higher, to determine annual state aid. Any ADA related to county operated programs or contracted programs such as Non-Public School (NPS) are funded on current year reported attendance.

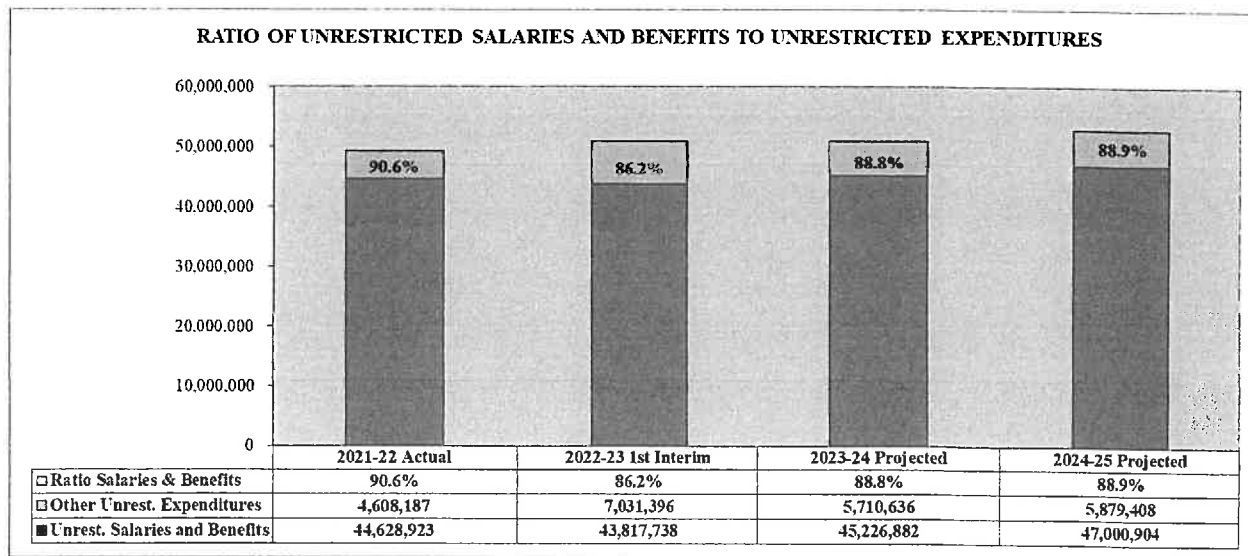
- STAFFING PROJECTIONS/SALARY SETTLEMENTS** – The district has indicated that negotiations have not been finalized with the certificated bargaining unit. The district does not have a classified bargaining unit. The documents also indicate that there are no potential salary schedule increases or decreases included in the current projected budget or subsequent fiscal years other than annual step and column advancements. The district has included an estimated increase of 5% in health benefits costs in the assumptions for future years. Please keep us apprised of any changes to the district's negotiations status.

Pursuant to AB1200/AB2756, please provide an analysis of the costs or savings associated with any proposed or tentative agreement or MOU, including the impact on the current operating budget and multiyear financial projections, at least ten working days prior to adoption by the board. Budget transfer

documents implementing any adjustments must be input into the financial system no later than 45 days after approval of the agreement by the Governing Board. If the costs associated with a negotiated salary or benefits increase reduce the available unrestricted ending balance below the required state minimum reserve level in the current and/or two subsequent fiscal years, the district Governing Board will be required to take action to maintain the required state reserves.

An outline of the disclosure procedures and a copy of the required disclosure documents are available in an Excel format on the San Bernardino County Superintendent of Schools, Business Advisory Services website (<http://www.sbcss.k12.ca.us/index.php/business-services/business-advisory-services/forms-financial-information>), under AB1200/AB2756 Salary disclosure. Instructions for completing these forms are also available on the website. **These forms must be completed, and disclosures taken to the board for all contract changes regardless of fiscal impact.**

Most of a school district's budget is spent on salaries and benefits. If these costs are growing at a rate faster than total expenditures, they will consume a disproportionately greater share of the district's resources, putting significant pressures on the rest of the budget. The following chart shows the percentage of unrestricted salaries and benefits to the total unrestricted general fund expenditures for the prior year, First Interim, and multiyear projections. The state's established standard is based on an average of the district's three prior years of unrestricted salaries to total unrestricted expenditures. The district's ratio of unrestricted salaries and benefits to total unrestricted expenditures is not within the state's established standard for the current fiscal year, with 86.2% of unrestricted expenditures being consumed by salaries and benefits costs.



- **LONG-TERM DEBT** – The district's 2021-22 Audit Report identifies the district's Net Liability for Other Post-Employment Benefits (OPEB) of \$15,177,071 as long-term debt. The Audit Report also identifies the district's Net Pension Liability of \$34,992,447 as long-term debt. This is recognition of the present value of the district's portion of the unfunded liability for earned CalSTRS and CalPERS retirement benefits. The district's portion is approximately 0.05305% (CalSTRS) and 0.05336% (CalPERS) of the Statewide liability.
- **ENDING CASH POSITION AND MONTHLY CASH FLOWS** – Our review of the cash flow provided indicates that the district will have a positive cash balance at the end of each month and at the end of the fiscal year. Additionally, the district's LCFF funding is computed to be 14.8% Property Taxes and 85.2% State Aid. A good cash projection will allow the district to schedule expenditures in months when adequate cash will be available.

First Interim Financial Report 2022-23
Alta Loma Elementary School District
Page 5

If you have any questions concerning our review of the district's 2022-23 First Interim Financial Report, please contact the undersigned.

Sincerely,



Lisa Regalado
Business Services Advisor
Business Advisory Services
(909) 386-9678

LR:bp


cc: Richard De Nava, Chief Business Officer, Business Services - SBCSS

J:\Financial Reporting\2022-23\First Interim\Letters\2022-23 Alta Loma-1stInt - Supt Final



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Eric Hart, Associate Superintendent, Administrative Services

Date: January 18, 2023

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. Alta Loma Dance Academy, LLC
2. Inland Empire Trailers
3. Los Angeles Zoo and Botanical Gardens

VENDOR	DESCRIPTION/COST	RESPONSIBLE ADMINISTRATOR OR MANAGER
Alta Loma Dance Academy, LLC	Increase open purchase order for the 2022-23 school year for first through sixth grade EXPLORE students from a total cost not-to-exceed \$8,000 to a total cost not-to-exceed \$16,000.	Director, Student Services
Inland Empire Trailers	Purchase of a utility trailer for the maintenance department. Prepayment is required. Total cost is not-to-exceed \$4,050 paid with a CAL-card.	Director, MOT
Los Angeles Zoo and Botanical Gardens	Field trip fee for Jasper Elementary third grade students to attend the Los Angeles Zoo and Botanical Gardens on March 14, 2023. Prepayment is required. Total cost is \$265.	Principal



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Eric Hart, Associate Superintendent, Administrative Services


Date: December 14, 2022

Subject: Approval of District Purchase Orders and Payments to Vendors

Total of Purchase Orders: \$470,450.76

Total Payments to Vendors (All Funds): \$2,383,816.93

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: January 18, 2023

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
January 18, 2023

CERTIFICATED PERSONNEL

I. RECOMMENDED APPOINTMENTS

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	POSITION CODE/SALARY
------	-----------	------------------	----------------------

Administrative

None

Temporary

Kussmann, Erica	01/09/23	Teacher, 5th Grade, Stork Elementary	CETEAC0298, Salary A-1
Taylor, Jennifer	12/22/22	Teacher, Kindergarten, Victoria Groves Elementary	CETEAC0232, Salary D-1

Temporary Extension

None

Probationary 1

None

Probationary 2

None

II. CHANGE OF STATUS

(Change in site or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
------	-----------	--------	------------

None

Leave of Absence

NAME	EFFECTIVE	ASSIGNMENT/SITE/CODE
------	-----------	----------------------

Dorr, Clarissa	04/03/23 to 05/24/23	Teacher, Secondary, Alta Loma Junior High School, CETEAC0025
----------------	----------------------	--

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
January 18, 2023

CERTIFICATED PERSONNEL, continued

III. OTHER PERSONNEL

(Stipends & Limited Assignments)

NAME	EFFECTIVE	ASSIGNMENT
------	-----------	------------

None

III. OTHER PERSONNEL

(Stipends & Limited Assignments)

NAME	EFFECTIVE	ASSIGNMENT
------	-----------	------------

None

IV. RESIGNATIONS

NAME	EFFECTIVE	POSITION/SITE/CODE
------	-----------	--------------------

None

V. TERMINATION OF EMPLOYMENT

NAME	EFFECTIVE	POSITION/SITE/CODE
------	-----------	--------------------

None

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
January 18, 2023

CLASSIFIED PERSONNEL

I. RECOMMENDED APPOINTMENTS

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY/HOURS
Bastida, Cristina	12/21/22	Instructional Aide, TK, Alta Loma Elementary	CLAIDE0285, Salary 22-B, 3.5 hours a day
Rosas-Serrato, Karina	12/15/22	Instructional Aide, RSP, Hermosa Elementary	CLAIDE0335, Salary 23-A, 3 hours a day
Sanchez, Jonathan	12/07/22	ELO-P Activities/Enrichment Assistant, Banyan Elementary	CLCCRE0125, Salary 25-A, 5.5 hours a day
Sifuentes, Gregoria	01/09/23	Instructional Aide, SNA, Banyan Elementary	CLAIDE0294, Salary 29-A, 3.5 plus 2.3 average additional hours a day

Short Term Appointment

None

II. CHANGE OF STATUS

(Change in site, position or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Bentley, Peyton	01/01/23	From:	Student Helper, Educational Services, DSC, CLSTDT0006, Salary \$15.30 an hour, 2 hours a day
		To:	Salary \$15.81 an hour
Benvenuto, Cynthia	09/29/22	From:	Speech Assistant, DSC, CLAIDE0307, Salary 54-F, 2.4 average hours a day
		To:	1.2 average hours a day
Benvenuto, Cynthia	01/17/22	From:	Speech Assistant, DSC, CLAIDE0307, Salary 54-F, 1.2 average hours a day
		To:	2.4 average hours a day
Burckel, Audrey	12/19/22	From:	ELO-P Activities/Enrichment Assistant, Hermosa Elementary, CLAIDE0022, Salary 25-A, 5.5 hours a day
		To:	Carnelian Elementary, CLAIDE0016
Diaz Castello, Mariecarmen	12/19/22	From:	Instructional Aide, SNA, Alta Loma Elementary, CLAIDE0030, Salary 29-A, 3.5 plus 2.3 average additional hours a day
		To:	Banyan Elementary
Garcia, Isabel	12/08/22	From:	Instructional Aide, Kindergarten, Stork Elementary, CLAIDE0132, Salary 22-B, 3.5 hours a day
		To:	Instructional Aide, SNA, CLAIDE0021, Salary 29-B

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
January 18, 2023

CLASSIFIED PERSONNEL, continued

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

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Goehring, Marleen	01/03/23	From:	ELO-P Activities/Enrichment Assistant, Carnelian Elementary, CLCCRE0037, Salary 25-C, 5.5 hours a day
		To:	ELO-P Site Coordinator, Stork Elementary, CLCCRE0501, Salary 35-A, 8 hours a day
Lynch, Kelly	01/09/23	From:	Instructional Aide, SNA, Banyan Elementary, CLAIDE0294, Salary 29-B, 3.5 plus 2.3 average additional hours a day
		To:	Stork Elementary, CLAIDE0288
Meyer, Courtney	01/03/23	From:	Intermediate Purchasing Clerk, DSC, CLCLRK0247, Salary 32-A, 3.5 hours a day
		To:	Human Resources Technician, Senior, CLCLRK0257, Salary 47-A, 8 hours a day
Nieves, Robert	12/21/22	From:	Proctor, Vineyard Junior High School, CLPCTR0393, Salary 16-B, 2 hours a day
		To:	Custodian, Night Lead, Deer Canyon Elementary, CLCUST0019, Salary 32-F, 8 hours a day
Ochs, Alivia	12/19/22	From:	ELO-P Activities/Enrichment Assistant, Carnelian Elementary, CLCCRE0122, Salary 25-A, 4.5 hours a day
		To:	5.5 hours a day
Oerly, Sandra	01/09/23	From:	Instructional Aide, Kindergarten, Stork Elementary, CLAIDE0130, Salary 22-E
		To:	Instructional Aide, Short Term, 1st Grade, CLAIDE0316
Quinn, Kaitlyn	12/12/22	From:	Instructional Aide, SNA, Victoria Groves Elementary, CLAIDE0341, Salary 29-B, 3.5 plus 2.3 average additional hours a day
		To:	Stork Elementary, CLAIDE0279
Romo, Rebecca	01/09/23	From:	Proctor, Stork Elementary, CLPCTR0371, Salary 16-B, 3.15 average hours a day
		To:	Hermosa Elementary, CLPCTR0353

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
January 18, 2023

CLASSIFIED PERSONNEL, continued

II. CHANGE OF STATUS, continued

(Change in site, position or hours)

Leave of Absence

NAME	EFFECTIVE	POSITION/SITE/CODE
Espinoza, Natalie	01/09/23 to 04/21/23	Instructional Aide, TK, Jasper Elementary, CLAIDE0300
Hardman, Cynthia	10/15/22 to 05/24/23	Instructional Aide, Short Term, 1st Grade, Hermosa Elementary, CLAIDE0095
Membreno, Alejandra	01/09/23 to 02/09/23	Instructional Aide, Short Term, 1st Grade, Banyan Elementary, CLAIDE0142
Shamim, Fatema	01/17/23 to 01/31/23	Child Nutrition Worker, Deer Canyon Elementary, CLCNWK0017

Return from Leave of Absence

NAME	EFFECTIVE	POSITION/SITE/CODE
None		

III. CHANGE OF CALENDAR

NAME	EFFECTIVE	POSITION/SITE/CODE	CALENDAR
None			

IV. OTHER PERSONNEL

(Stipends & Limited Assignments)

Classified in Lieu of Certificated Staff

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY
Hill, Heather	01/10/23 to 03/02/23	Assistant Girls Basketball Coach, Alta Loma Junior High	Stipend, \$30 an hour

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
January 18, 2023

CLASSIFIED PERSONNEL, continued

V. RESIGNATIONS

NAME	EFFECTIVE	ASSIGNMENT
Antoni, D'Ondra	12/16/22	Child Development Teacher, Carnelian Elementary, CLCDIN0003
Cardella, Sierra	12/22/22	ELO-P Activities/Enrichment Assistant, Banyan Elementary, CLCCRE0047
Dandridge, Erika	12/30/22	ELO-P Site Coordinator, Alta Loma Elementary, CLCCRE0502, ELO-P Site Coordinator, Stipend, West, CLCCRE0803
Johnson, Jacob	12/09/22	Instructional Aide, SNA, Stork Elementary, CLAIDE0279
Knight, Stephanie	12/09/22	Instructional Aide, SNA, Jasper Elementary, CLAIDE0324
Morales, Yaritzeh	12/09/22	Instructional Aide, ELD, Banyan Elementary, CLAIDE0355
Rosas-Serrato, Karina	12/22/22	Instructional Aide, RSP, Hermosa Elementary, CLAIDE0335
Santacruz, Lhesley	12/22/22	Instructional Aide, SNA, Stork Elementary, CLAIDE0288
St. Clair, Nicholas	12/22/22	Instructional Aide, SNA, Banyan Elementary, CLAIDE0166
Tuason, Megan	12/09/22	Instructional Aide, Short Term, 1st Grade, Stork Elementary, CLAIDE0316

VI. 39 MONTH REHIRE LIST

EMPLOYEE	EFFECTIVE	ASSIGNMENT
#4817	12/22/22	Child Development Teacher, Carnelian Elementary, CLCDIN0005

VII. TERMINATION OF EMPLOYMENT

EMPLOYEE	EFFECTIVE	POSITION/SITE/CODE
#5462	12/14/22	Custodian, Part Time, (Probationary Employee), CLCUST0055



Superintendent's Memorandum

To: Board of Trustees

From: Dr. Sherry Smith, Superintendent

Date: January 18, 2023

Subject: Amend Board Policies Related to Personnel 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.

Second Reading

BP 4119.1/4219.1/4319.1 – Civil and Legal Rights

BP 4140/4240/4340 – Bargaining Units

BP 4216 – Probationary/Permanent Status

BP 6158 – Independent Study

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

FUNDING: There is no fiscal impact to this action.

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

Alta Loma SD

Board Policy

Personnel

BP 4119.1(a)

4219.1(a)

4319.1(a)

CIVIL AND LEGAL RIGHTS

The Board of Trustees believes that the personal life of an employee is not an appropriate concern of the District, except as it may directly relate to the ~~employee's performance of his/her duties.~~

~~An employee's personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not violate law, Board policy, or administrative regulation.~~ *performance of the employee's duties.*

District employees may engage in private, personal activities, including the exercise of their religious, political, cultural, social or other beliefs or activities, during personal time.

The District shall make no inquiry concerning the personal values, attitudes, and beliefs of ~~district~~ **District** employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no ~~district~~ **District** employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the District reserves the right to access any publicly available information about any employee.

No employee shall be *dismissed, suspended*, disciplined, *reassigned, transferred or otherwise* retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950.

(cf. 5145.2 – Freedom of Speech/Expression)

When necessary to protect the health, welfare, or safety of students and staff, school officials may search ~~district~~ **District** property under an employee's control.

Whistleblower Protection

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, *the* County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the District or a ~~district~~ **District** employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, ~~he/she~~ *the employee*

CIVIL AND LEGAL RIGHTS (continued)

has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

The Superintendent or designee shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code *1102.7*, 1102.8)

No employee shall use or attempt to use ~~his/her~~ official authority *status* or influence to intimidate, threaten, coerce or command, *or attempt to intimidate, threaten, coerce, or command*, another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

An employee who has disclosed improper governmental activity and believes that ~~he/she has subsequently been subjected to~~ acts or attempted acts of reprisal *have subsequently occurred* shall file a written complaint in accordance with the District's complaint procedures. After filing a complaint with the District, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against ~~him/her~~ *the employee*, in accordance with Education Code 44114.

Protection Against Liability

No employee shall be liable for harm caused by ~~his/her~~ *the employee's* act or omission when ~~he/she is acting within the scope of employment or district~~ *District* responsibilities; when the employee's act or omission is in conformity with federal ~~or~~, state, *and local* law, ~~district~~ *District* policy, or administrative regulation; ~~or when~~ *and* the employee's act or omission is in furtherance of an effort to control, discipline, expel or suspend a student or to maintain order or control in the classroom or school. (*20 USC 7946*)

The protection against liability shall not apply when:

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed.
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.
3. The employee was not properly licensed, if required, by state law for such activities.
4. The employee was found by a court to have violated a federal or state civil rights law.

BP 4119.1(c)
4219.1(c)
4319.1(c)

CIVIL AND LEGAL RIGHTS (continued)

5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.
7. The misconduct involved a sexual offense for which the employee has been convicted in a court.
8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring.

(cf. 9260 – Legal Protection)

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

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Personnel

BP 4140(a)

4240(a)

4340(a)

BARGAINING UNITS

The Board of Trustees recognizes the right of ~~public school~~ *District* employees to form *a* bargaining units; *and to* select an employee organization as their exclusive representative; ~~and be represented by that organization in their~~ *to represent the employees in the employees'* employment relationship with the District. The Board is committed to negotiating in good faith with ~~the~~ *recognized* employee organizations and respecting the rights of employees and employee organizations.

The District shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

~~The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)~~

- ~~1. The bargaining unit includes all supervisory employees.~~
- ~~2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.~~

For this purpose, supervisory employee means any employee, regardless of job description, having ~~the~~ authority, in the interest of the District, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, *or* discipline *other employees, or the responsibility to* assign work *to*, direct, *or* adjust grievance of other employees, or effectively recommend that action; *when* ~~The~~ *the* exercise of ~~this~~ *that* authority ~~shall~~ *is* not ~~be~~ *of a* merely routine or clerical ~~in~~ nature, but ~~shall~~ requires the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. *In the employment relationship with the District,*

BARGAINING UNITS (continued)

Such *such* employees may represent themselves individually or ~~may~~ be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions, ~~but that~~ *An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the District on behalf of the employees.* For this purpose: (Government Code 3540.1, 3543.4)

- 1- Management employee means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board. (*Government Code 3540.1*)
- 2- Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (*Government Code 3540.1*)

Membership

The District shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the District shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

The Superintendent or designee may communicate with District employees regarding their rights under the law. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' right to join or support an employee organization or to refrain from joining or supporting an employee organization, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the District and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the District's mass communication provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

BARGAINING UNITS (continued)

Access to New Employee Orientations ~~and Contact Information~~

The District shall permit employee organizations access to new employee orientations *or onboarding process* where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The District shall provide employee organizations at least ~~five~~ **10** days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the District's operation prevents the required ~~five~~ **10** days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the District and the exclusive representative, following a request to negotiate by either party. If the District and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The District and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. *When any such dispute arises during the summer when the District's administrative office is closed, the timeline shall commence on the first day the administrative office reopens.* The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the District shall ensure the follows: (Government Code 3556)

- 1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting.*

Upon the request of an exclusive representative scheduling such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space within seven days of receiving the exclusive representative's request.

- 2. When, by reason of a state or local public health order limiting the size of gatherings, the District is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly*

BARGAINING UNITS (continued)

hired employees have an opportunity to attend without exceeding the maximum allowable number of people.

Access to Employee Contact Information

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the District, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire, *unless the exclusive representative has agreed to a different interval for the provision of the information.* In addition, the Superintendent or designee shall provide on request the same information in regard to all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or *of any employee who provides written request that the information not be disclosed for this purpose to the exclusive representative.* Following receipt of a written request, the District shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the District unless the list is only used by the District to contact the employee. (Government Code 3558, 6207, 6254.3)

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the District is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative. (Government Code 3558)

At least, at the beginning of each school year, the Superintendent or designee shall review the list of District employees to ensure that the list is complete and contains accurate information.

Communication with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use District facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Membership Dues or Other Payments to an Employee Organization

BARGAINING UNITS (continued)

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the District shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the District, the District shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the District a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the District. The employee organization shall indemnify the District for any employee claims regarding payroll deductions made by the District in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the District shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the District. The employee organization shall be responsible for processing these requests. The District shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the District for any claims made by an employee for deductions made by the District in reliance on information from the employee organization. (Education Code 45060, 45168)

Policy
adopted: July 11, 2006
revised: November 7, 2012
revised: October 17, 2018

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Personnel

BP 4216(a)

PROBATIONARY/PERMANENT STATUS

The Board of Trustees desires to employ and retain highly qualified classified personnel to support the District's educational program and operations. Newly hired classified employees shall serve a probationary period during which the Board shall determine their suitability for long-term District employment.

~~Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed six months or 130 days of paid probationary service, whichever is longer. Upon satisfactorily completing this period, they shall become permanent classified employees of the District.~~

~~For purposes of this policy, an employee completes probationary service when the employee has actually served in the position for six months or 130 days of paid probationary service, whichever is longer. Actual service includes days at work and paid holidays, but does not include any period of paid or unpaid leave such as sick leave or vacation. Employees who are scheduled to work ten or eleven months per year must actually serve in the position for six months or 130 days of paid probationary service, whichever is longer as probationary employees.~~

A probationary employee who has been employed by the District for six months or 130 days of paid service, whichever is longer, shall be classified as a permanent employee of the District (Education Code 45113, 45301)

(cf. 3513.3 – District Police/Security Department)

~~Probationary employees shall normally receive at least one written performance evaluation by their supervisor during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job. Neither a satisfactory evaluation, nor the lack of a written evaluation, during the probationary period is a guarantee that the employee will complete the probationary period and become a permanent employee.~~

~~The Superintendent or designee may dismiss the employee at any time, with or without cause, during the initial probationary period. Probationary employees are not entitled to a hearing or any other due process in connection with their dismissal.~~

The District may, without cause, dismiss a new employee during the probationary period.

~~Permanent employees who have completed the designated probationary period in a job classification and are promoted to a higher classification shall be considered probationary in the new position until they have satisfactorily completed the probationary period. –served six~~

PROBATIONARY/PERMANENT STATUS (continued)

~~months or 130 days of paid probationary service, whichever is longer. Classified employees who are promoted to a supervisory position shall serve a probationary period of six months or 130 days of paid probationary service, whichever is longer in the supervisory position.~~

A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which ~~he/she~~ *the employee* was promoted. ~~Completion of the probationary period in any promotional position is subject to the same conditions under this policy as completion of an initial probationary period.~~ *(Education Code 45113, 45301)*

This policy shall be made available to classified employees and the public. *(Education Code 45113)*

Policy
adopted: April 17, 2019
amended: December 11, 2019

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Instruction

BP 6158 (a)

INDEPENDENT STUDY

The Board of Trustees finds and declares that by offering a range of quality educational options, including classroom-based, hybrid and nonclassroom-based programs, Alta Loma School District can better tailor instruction to pupils, thereby improving academic outcomes while maximizing enrollments.

It is the intent of the Board of Trustees to offer educational programs that best serve the needs of the pupils.

It is also the intent of the Legislature to encourage local educational agencies, when adopting a written policy pursuant to Section 51747 or 51749.5 to consider offering more than one independent study model for short- and long-term placements in accordance with Sections 51747, 51747.5, and 51749.6. (Education Code 51744)

The Board of Trustees authorizes independent study as an optional alternative instructional strategy for ~~eligible~~ students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who ~~need to fulfill curricular objectives and requirements due to~~ *desire a more challenging educational experience, whose* health or other personal circumstances ~~that make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning.~~ As necessary to meet student needs, independent study may be offered on a short- and long-term *placements, on a full-time or part-time* basis and/or in conjunction with part- or full-time classroom study.

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 1170

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a home-based format, and an online course.

~~Except for students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to quarantine or school closure for exposure to or infection with COVID-19, student participation in independent home study shall be voluntary. (Education Code 51747, 51749, 51749.6).~~

INDEPENDENT STUDY (continued)

Student participation in independent study shall be voluntary and no student shall be required to participate. (Education Code 51747, 51749.5, 51749.6)

Independent study for each student shall be under the general supervision of a District employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

The minimum period of time for any independent study option shall be three consecutive school days. (Education Code 46300)

General Independent Study Requirements

~~For the 2022-23 school year and thereafter, the~~ Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the District's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

The minimum instructional minutes ~~for students participating in independent study~~ shall be the same ***for all students at each school including students participating in independent study***, ~~as required for their peers at the school who are receiving in-person instruction~~, except as otherwise permitted by law. (Education Code 46100)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of programs. When necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date on assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments

INDEPENDENT STUDY (continued)

3. Learning of required concepts as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. (Education Code 51747)

The Superintendent or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for 15 school days or more. (Education Code 51747)

1. *Not generating attendance for more than ten percent of required minimum instructional time over four continuous weeks of the District's approved instructional calendar*
2. *Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span*
3. *In violation of their written agreement*

~~This shall not apply to pupils that participate in an independent study program for fewer than 15 school days, in a school year and pupils enrolled in a comprehensive school for classroom-based instruction who, under the care of appropriately licensed professionals, participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, local educational agency shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision.~~

INDEPENDENT STUDY (continued)

Tiered reengagement strategies procedures used in the District's independent study programs shall include, *local programs intended to address chronic absenteeism, as applicable, including* but are not necessarily limited to, all of the following: (Education Code 51747)

~~Procedures for tiered reengagement strategies for all pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of a local educational agency's approved instructional calendar, pupils found not participatory in synchronous instructional offerings pursuant to Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span, or pupils who are in violation of the written agreement pursuant to the District's Master Agreement. These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:~~

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the recording of a non-attendance day or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall, *for students who participate in an independent study program for 15 school days or more*, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days. (Education Code 51747)

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee. (Education Code 51747)

INDEPENDENT STUDY (continued)

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in the section "Master Agreement," the District shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested, their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

For student participation for 15 school days or more, a signed written agreement shall be obtained before the student begins independent study. For student participation of less than 15 school days, a signed written agreement shall be obtained within ten school days of the first day of the student's enrollment. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but are not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The ***manner***, time, frequency, ***and*** place ~~and manner~~ for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study

INDEPENDENT STUDY (continued)

5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports
8. ~~The inclusion of a A statement of each *that* independent study agreement that independent study is an optional educational alternative in which no pupil *student* may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered to alternative of classroom instruction.~~
9. ~~For a pupil participating in an independent study program that is scheduled for more than 14 school days, each written agreement shall be signed, before the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver. If the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the special education programming of the pupil, as applicable. Beginning the 2022-23 independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. For purposes of the paragraph, "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code.~~

~~Signed written agreements, supplemental agreements, assignment records, work samples, and attendance records assessing time value of work or evidence that an instructional activity occurred may be maintained as an electronic file~~

INDEPENDENT STUDY (continued)

~~For purposes of this section, an electronic file includes a computer or electronic stored image of an original document, including, but not limited to portable document format (PDF), JPEG, or other digital image file type, that may be sent via fax machine, email, or other electronic means.~~

~~Either an original document or an electronic file of the original document is allowable documentation for auditing purposes.~~

~~Notwithstanding subparagraph (A), for the 2021-22 school year only a local educational agency shall obtain a signed written agreement for an independent study program of any length of time from the pupil, or the pupil's parent or legal guardian if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable, no later than 30 days after the first day of instruction in an independent study program or October 15, whichever date comes later. This subparagraph does not relieve a local educational agency from the obligation to comply with the requirements of this article, as amended by the act adding the subparagraph, upon commencement of instruction for a participating pupil in the 2021-22 school year.~~

9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction
10. *Before the commencement of independent study projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for less than 15 school days, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under 18 years of age, the certificated employee responsible for the general supervision of independent study, and for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student*

INDEPENDENT STUDY (continued)

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the department, that may be marking this is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied. *California Department of Education (CDE). (Education Code 51747)*

~~(cf 5144.1 Suspension and Expulsion/Due Process)~~

~~For the 2021-22 school year, this statement shall not be required for a student's participation in independent study if the student is unable to attend in-person instruction because of a quarantine or school closure mandated by a local or state health order or guidance due to the student's exposure to or infection with COVID-19.~~

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher

INDEPENDENT STUDY (continued)

4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a District employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The District shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

~~(cf 3580—District Records)~~

~~The signed, dated agreement, any~~ **written and** supplemental agreements, assignment records, work samples, and attendance records may be maintained ~~on~~ **as an electronic** file ~~electronically. in accordance with Education Code 51747 and 51749.6 as applicable.~~ (Education Code 51747)

INDEPENDENT STUDY (continued)

Program Evaluation

The Superintendent or designee shall annually report to the Board the number of District students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison, to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

~~(cf 0500—Accountability)~~

~~(cf 5121—Grades/Evaluation of Student Achievement)~~

~~(cf 6162.5—Student Assessment)~~

Policy

adopted: November 1, 2006

revised: October 6, 2010

February 7, 2018

April 6, 2022

August 3, 2022

ALTA LOMA SCHOOL DISTRICT

Alta Loma, California



Superintendent's Memorandum

To: Board of Trustees

From: Dr. Sherry Smith, Superintendent

Date: January 18, 2023

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 9012 – Board Member Electronic Communications

BB 9222– Resignation

BB 9240 – Board Training

BB 9310 – Board Policies

BB 9320 – Meetings and Notices

BB 9322 – Agenda/Meeting Materials

BB 9323.2 – Actions by the Board

BB 9324 – Minutes and Recordings

BB 9400 – Board Self-Evaluation

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 9012(a)

BOARD MEMBER ELECTRONIC COMMUNICATIONS

The Board of Trustees recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the District and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting nor to circumvent the public's right to access records regarding District business, *or restrict access to a public forum.*

(cf. 3513.1 – Cellular Phone Reimbursement)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

Examples of permissible electronic communications concerning District business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members may engage in separate conversations or communications with members of the public on a social media platform to answer questions, provide information, or solicit information regarding a matter that is within the subject matter jurisdiction of the Board, as long as a majority of the Board does not use the platform to discuss among themselves any business of a specific nature that is within the subject matter jurisdiction of the Board. A Board member is prohibited from responding directly to any communication from other Board members regarding matters that are within the subject matter jurisdiction of the Board or using digital icons (e.g., "likes" or emojis) to express reactions to communications made by other Board members. (Government Code 54952.2)

Whenever a Board member uses a social media platform to communicate with the public about District business or Board activities, the Board member shall not block access to a member of the public based on the viewpoint expressed by that individual.

Board members may use electronic communications to discuss matters that do not pertain to District business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a

BOARD MEMBER ELECTRONIC COMMUNICATIONS (continued)

member of the community and should make clear that ~~his/her~~ **the** response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate ~~d~~**D**istrict process. As appropriate, communication received from the media shall be forwarded to the designated District spokesperson.

(cf. 9200 – Limits of Board member Authority)

(cf. 1112 – Media Relations)

To the extent possible, electronic communications regarding any District-related business shall be transmitted through a District-provided device or account. When any such communication is transmitted through a Board member's personal device or account, ~~he/she~~ **the Board member** shall copy the communication to a District electronic storage device for easy retrieval.

(cf. 1340 – Access to District Records)

(cf. 3580 – District Records)

Alta Loma SD

Board Bylaw

BB 9222

RESIGNATION

A Board of Trustees member who wishes to resign *from the Board* ~~may do so by~~ **shall file** ~~filing~~ a written resignation with the County Superintendent of Schools. (Education Code 5090)

(cf. 9223 - Filling Vacancies)

The resigning Board member shall also notify the Board and give A a copy of their written resignation ~~shall be given~~ to the Board secretary.

The ~~written~~ resignation is **shall become** effective when filed **with the County Superintendent**, except when a deferred effective date is specified in the resignation. (Education Code 5090)

A Board member may not defer the effective date of his/her **their** resignation for more than 60 days after ~~they filing~~ **file the resignation with the County Superintendent**. (Education Code 5091)

Once filed, A a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable upon being filed. (Education Code 5090)

A Board member who tenders their resignation with a deferred effective date shall, until the effective date of ~~Upon resignation, the Board member may continue to exercise all his/her the powers of the office, except that they shall not have the right to vote, save that of voting for a their successor in an action taken by the Board to make a provisional appointment. until the effective date of resignation.~~ (Education Code **5091**, 35178)

A Board member who resigns shall file, within 30 days of leaving office, a revised Statement of Economic Interest Form 700 covering the period of time between the closing date of the last statement required to be filed and the date ~~he/she~~ **they** leaves office. (Government Code 87302, 87500)

(cf. 9270 - Conflict of Interest)

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

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Bylaw

BB 9240(a)

BOARD TRAINING

The Board of Trustees believes that the Board's ability to effectively and responsibly govern the District is essential to promoting student achievement, building positive community relations, and protecting the public interest in District schools. Citizens elected to the Board of Trustees are entrusted with the responsibility of governing district schools. The Board recognizes that its members need training. Board members shall be provided sufficient opportunities for professional development that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

The Board and/or the Superintendent or designee shall provide an orientation to newly elected or appointed Board members which includes comprehensive information regarding Board roles, policies, and procedures and the District's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

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

All Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the district on issues that involve the entire governance team.

~~(cf. 9230—Orientation)~~

~~(cf. 9320—Meetings and Notices)~~

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

Funds for Board development training shall be budgeted annually for the Board and each Board member, and monitored by the Superintendent. *In selecting appropriate activities, the Board and/or individual Board members shall consider activities that are aligned with*

BOARD TRAINING (continued)

the District's vision and goals and the needs of the Board or individual member to obtain specific knowledge and skills. The Board shall annually develop a Board training calendar in order to schedule and track Board training activities and to schedule opportunities for Board members to report on the activities in which they participated.

Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the District's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.

Board members shall report to the Board, orally or in writing, on the Board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and District.

*(cf. 9250—Remuneration, Reimbursement, and Other Benefits)
(cf. 9320 – Meetings and Notices)*

Alta Loma SD

Board Bylaw

BB 9310(a)

BOARD POLICIES

The Board of Trustees shall adopt written policies to convey its expectations for actions that will be taken in the ~~d~~District, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians and the community. ~~Board policies are binding on the dDistrict to the extent that they do not conflict with federal or state law and are consistent with the dDistrict collective bargaining agreements.~~

~~(cf. 0000—Vision)~~

~~(cf. 0100—Philosophy)~~

~~(cf. 9000—Role of the Board)~~

The Board shall ensure that District policies align with the District’s vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provisions of equal access to opportunities for all students.

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. ***Board Ppolicies are binding on the District to the extent that they do not conflict with federal or state law and are consistent with the District’s collective bargaining agreements. No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid the invalidity shall not affect other provisions of the policy.***

Polices shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

~~(cf. 9320—Meetings and Notices)~~

~~(cf. 9322—Agendas/Meeting Materials)~~

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or ~~d~~District circumstances.

~~(cf. 5116.1—Intradistrict Open Enrollment)~~

~~(cf. 6145—Extracurricular and Coextracurricular Activities)~~

BOARD POLICIES (continued)

Policy Development and Adoption Process

The ~~d~~District's policy development process shall include the following basic steps:

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new ~~d~~District vision *statement*, ~~or new goals in the local control accountability plan,~~ educational research or trends, ~~or a change in the superintendency or Board membership.~~ The need may also occur as a result of an incident that has arisen in the ~~d~~District, or a recommendation or request from staff, *a parent/guardian*, or other interested persons.
2. As needed, the Superintendent or designee shall gather fiscal ~~and other~~ data, staff and public input, related ~~d~~District policies, sample policies from *the California School Boards Association* or other organizations or agencies, and other useful information *and data* to fully inform the Board about the issue.

(cf. 1220—Citizen Advisory Committees)

3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, ~~how the proposed policy may affect student learning,~~ community expectations, staff recommendations, *and the expected impact of the policy on student learning and well-being, equity, governance and the District's fiscal resources impact,* ~~as well as the policy's impact on governance and operational efficiency.~~
4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.
5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

(cf. 9323—Meeting Conduct)

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

(cf. 9322—Agenda/Meeting Materials)

(cf. 9323.2—Actions by the Board)

BOARD POLICIES (continued)

The ~~d~~District's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

Board Bylaws

The Board shall prescribe and enforce rules for its own government consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

Administrative Regulations

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the ~~d~~District. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of ~~d~~District goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other ~~necessary~~ provisions. The Superintendent or designee *may* also ~~may~~ develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Superintendent or designee shall review corresponding *administrative* regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve *administrative* regulations for the purpose of ensuring conformity with the intent of Board policy.

Monitoring and Evaluation

~~At the time a policy is adopted, the Board and Superintendent or designee shall determine whether an evaluation of the policy should be scheduled and, At any time, the Board and Superintendent or designee may determine that progress reports to the Board on the implementation and/or effectiveness of the policy should be scheduled. i-If so, the Board and Superintendent or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the policy in achieving its purpose.~~

(cf. 0500—Accountability)

BOARD POLICIES (continued)**Access to Policies**

The Superintendent or designee shall ensure that all ~~d~~**D**istrict employees and the public have access to an up-to-date ~~d~~**D**istrict policy manual. ~~A public copy of the policy manual shall be maintained at the dDistrict central office and at each school site. These copies~~ **The Policy manual** shall be maintained ~~either~~ electronically **and/or** by paper copy.

(cf. 1113 - District and School Web Sites)

(cf. 1340 - Access to District Records)

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. ~~He/she~~ **The Superintendent or designee** may determine the appropriate communications strategy depending on the issue. **Policies shall be posted on the District's website when required by law.**

(cf. 1112 - Media Relations)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

(cf. 6020 - Parent Involvement)

Suspension of Policies

~~No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.~~

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

Bylaw
adopted: September 19, 2006
amended: December 12, 2007

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Bylaw

BB 9320(a)

MEETINGS AND NOTICES

Meetings of the Board of Trustees are conducted for the purpose of accomplishing ~~d~~District business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

(cf. 9321—Closed Session Purposes and Agendas)

(cf. 9321.1—Closed Session Actions and Reports)

(cf. 9322—Agenda/Meeting Materials)

(cf. 9323—Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and **location, including teleconference location as permitted by Government Code 54953**, place to hear, discuss, ~~or~~ deliberate, **or take action** upon any item within the subject matter jurisdiction of the Board or ~~d~~District. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, **including social media and other electronic communication** to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board.

(cf. 9012 - Board Member Electronic Communications)

However, an employee or ~~d~~District official may engage in separate conversations **or communications** with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or ~~d~~District official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

(cf. 9322 – Board Agenda/Materials)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Regular Meetings

The Board shall hold regular meetings each month. Regular meetings shall be held unless otherwise noticed at 6:00 p.m. on the first and/or third Wednesday of each month at the

MEETINGS AND NOTICES (continued)

District Support Center.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the District's ~~Internet~~ website. (Government Code 54954.2)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose *at the time the materials are distributed to all or a majority of the Board.* (Government Code 54957.5)

(cf. 1340 - Access to District Records)
(cf. 9322 – Agenda/Meeting Materials)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 – Superintendent's Contract)
(cf. 3460 – Financial Reports and Accountability)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the District's ~~Internet~~ website. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and ~~place~~ **location** of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (**Education Code 35144**;(Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

MEETINGS AND NOTICES (continued)

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

(cf. 9321 – Closed Session)

(cf. 9323.2 – Actions by the Board)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 – Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist **activity** that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting ~~under this section~~ may endanger the public health and/or safety as determined by a majority of the members of the Board

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time ~~he/she notifies~~ **notification is given to** the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

~~A majority vote by t~~The Board may adjourn/continue any regular or special meeting to a later

MEETINGS AND NOTICES (continued)

time and ~~place~~ **location** that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and **place and** shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

(cf. 2000—Concepts and Roles)

(cf. 2111—Superintendent Governance Standards)

(cf. 9000—Role of the Board)

(cf. 9005—Governance Standards)

(cf. 9400—Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within ~~a~~**D**istrict boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of the Board members at any of the following events is not subject to ~~state open meeting laws~~ **the Brown Act** provided that a majority of the Board members do not discuss specific ~~a~~**D**istrict business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school Boards ~~members~~
2. An open, publicized meeting organized by a person or organization other than the ~~a~~**D**istrict to address a topic of local community concern
3. An open and noticed meeting of another body of the District
4. An open and noticed meeting of a legislative body of another local agency

MEETINGS AND NOTICES (continued)

5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130—Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, ~~including, but not limited to, religion, sex, or sexual orientation.~~ In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

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

Meetings shall be held within ~~d~~District boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the District is a party
2. Inspect real or personal property which cannot conveniently be brought into the District, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the ~~d~~District has no meeting facility within its boundaries or if its principal office is located outside the District
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the District over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the District but located outside the District, provided the meeting *agenda* is limited to items directly related to that facility

MEETINGS AND NOTICES (continued)

7. Visit the office of the District's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the District
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a ~~place~~ **location** designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within ~~d~~**D**istrict boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

~~All Board policies, administrative regulations and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in~~

MEETINGS AND NOTICES (continued)

~~the meeting at each teleconference location.~~

Teleconferencing During a Proclaimed State of Emergency

The Board may conduct Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each teleconference location, providing an opportunity for members of the public to address the Board directly at each teleconference location, and ensuring that at least a quorum of the Board participated from locations within District boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

- 1. State or local officials have imposed or recommended measures to promote social distancing***
- 2. For the purpose of determining, by majority vote, whether as the result of the emergency meeting in person would present imminent risks to the health or safety of attendees***
- 3. When it has been determined, by majority vote as described in Item #2 above, that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees***

To conduct a teleconference meeting for these purposes the following requirements shall be satisfied: (Government Code 54953)

- 1. The notice and agenda shall be given and posted as otherwise required by the Brown Act***
- 2. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call-in or internet-based service option***

Members of the public may be required to register to log in to a meeting when making public comments through an internet website or other online platform that is operated by a third-party and not under the control of the Board

- 3. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the Board directly pursuant to Government Code 54954.3***
- 4. Members of the public shall not be required to submit public comments in advance of a Board meeting and shall be provided an opportunity to address the Board and offer comments in real time***

MEETINGS AND NOTICES (continued)

5. *Public comment periods shall not be closed until the timed public comment period, if such is offered by the Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed*
6. *If during a Board meeting a disruption occurs which prevents the District from broadcasting the meeting to members of the public or for members of the public to offer public comments, the Board shall take no further action on any agenda item until public access via the call or internet-based service option to the meeting is restored*

The District may, in its discretion, provide a physical location from which the public may attend or comment. (Government Code 54953)

The Board may continue to conduct meetings by teleconference, as specified above for teleconferencing during proclaimed states of emergency, by a majority vote finding within 30 days after teleconferencing for the first time, and every 30 days thereafter, that either: (Government Code 54953)

1. *The state of emergency continues to directly impact the ability of the Board to meet safely in person*
2. *State or local officials continue to impose or recommend measures to promote social distancing*

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

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Bylaw

BB 9322(a)

AGENDA/MEETING MATERIALS

Agenda Content

Board of Trustees meeting agendas shall *reflect the District's vision and goals and the Board's focus on student learning and well-being.*

Each agenda shall state the meeting time and ~~place~~ *location* and shall briefly describe each ~~business~~ item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. *However, ~~the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting by a committee comprised exclusively of Board members, provided that~~ shall also provide members of the public ~~were afforded~~ an opportunity to ~~comment on the item, before or during the committee's consideration of the item, and the item has not been substantially changed since the committee considered it.~~ testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board.* (Education Code 35145.5; Government Code 54954.3)

(cf. 9323—Meeting Conduct)

The agenda for a regular Board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Government Code 35145.5; Government Code 54954.3)

~~Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)~~

Each agenda for a regular meeting shall list the address designated by the Superintendent or designee for public inspection of documents related to an open session item that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall *include information regarding how, when and to whom a request for* ~~specify that an individual should contact the Superintendent or designee if he/she requires~~ disability-related accommodations or modifications, including auxiliary aids and services, *may*

AGENDA/MEETING MATERIALS (continued)

be an individual who requires accommodations or modifications in order to participate in the Board meeting. *(Government Code 54954.2)*

(cf. 9320 – Meetings and Notices)

Each agenda shall include a statement regarding the option for students and parents/guardians to request that directory information or personal information of the student or parent/guardian, as defined in Education Code 49061 and/or 49073.2, be excluded from the minutes. The agenda shall also state that the request must be made in writing to the secretary of the Board.

(cf. 9324 – Minutes and Recordings)

Agenda Preparation

The Board President and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. ~~Each agenda shall reflect the District's vision and goals and the Board's focus on student learning.~~

~~*(cf. 0000 – Vision)*~~

~~*(cf. 0200 – Goals for the School District)*~~

~~*(cf. 9121 – President)*~~

~~*(cf. 9122 – Secretary)*~~

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board President and Superintendent shall decide whether a request *a from a member of the public* is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board President and Superintendent shall determine if the item is merely a request for information, *and if so, respond accordingly*. ~~or whether the issue is covered by an existing policy or administrative regulation.~~

The Board President and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, *or an* informational item that does not require immediate action, ~~or consent item that is routine in nature and for which no discussion is anticipated.~~

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items

AGENDA/MEETING MATERIALS (continued)

shall be items of a routing nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member request the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item unless such item has been previously considered at an open meeting of a committee comprised exclusively of Board members. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

~~(cf. 1312.1—Complaints Concerning District Employees)
(cf. 1312.2—Complaints Concerning Instructional Materials)
(cf. 1312.3—Uniform Complaint Procedures)
(cf. 1340—Access to District Records)
(cf. 3320—Claims and Actions Against the District)
(cf. 5144.1—Suspension and Expulsion/Due Process)~~

Consent Agenda/Calendar

~~In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which Board discussion is not anticipated and for which the Superintendent recommends approval.~~

~~When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.~~

~~The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)~~

AGENDA/MEETING MATERIALS (continued)**Agenda Dissemination to Board Members**

At least ~~three days~~ **72 hours** before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, ~~citizens~~ and others; and other available documents pertinent to the meeting.

When special meetings are called, ~~the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting.~~ ***Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)***

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall ***no, outside of a noticed meeting***, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

~~(cf. 9012 – Board Member Electronic Communications)~~

Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act (PRA) and which relate to an agenda item scheduled for open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

~~The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)~~

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

~~(cf. 9320 – Meetings and Notices)~~

In addition, the Superintendent or designee shall post the agenda on the homepage of the District website. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the District's agenda management platform in accordance with Government Code 54954.2. When the District utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the website with the District's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

AGENDA/MEETING MATERIALS (continued)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, ~~provided the document is a public record under the Public Records Act. The Superintendent or designee may also post the document on the District's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting.~~ (Government Code 54957.5)

~~(cf. 1113—District and School Web Sites)~~

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

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

The Superintendent or designee shall email a copy of, or a website link to, the agenda or a copy of all the documents constituting the agenda packet to any person who request such items to be delivered by email. If the Superintendent or designee determines that it is technologically infeasible to do so, a copy of the agenda or a website link to the agenda and a copy of all other documents constituting the agenda packet shall be sent to the person who has made the request in accordance with mailing requirements specified in law. (Government Code 54954.1)

~~Any document prepared by the District or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)~~

~~Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)~~

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the District or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These BB

AGENDA/MEETING MATERIALS (continued)

requirements shall not apply to a document that is exempt from public disclosure under the PRA. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

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

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Bylaw

BB 9323.2(a)

ACTIONS BY THE BOARD

The Board of Trustees shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

~~(cf. 9000—Role of the Board)~~

~~(cf. 9005—Governance Standards)~~

~~(cf. 9012—Board Member Electronic Communications)~~

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

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the **Board** members to make a positive or negative decision
3. A vote by a majority of the **Board** members when sitting as the Board upon a motion, proposal, resolution, order or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

~~(cf. 9324—Minutes and Recordings)~~

Action on Non-Agenda Items

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the ~~d~~-District's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

ACTIONS BY THE BOARD (continued)~~(cf. 9320 Meetings and Notices)~~~~(cf. 9322 Agenda/Meeting Materials)~~**Challenging Board Actions**

The District Attorney's office or any interested person may file an action in court *for the purpose of:* ~~to stop or prevent the Board's violation or threats of violations of the Brown Act; to determine the applicability of the Brown Act to ongoing or future threatened Board actions; to determine the validity, under California or federal law, of any Board rule or action to penalize any of its members or otherwise discourage the member's expression; or to compel the Board to audio record its closed sessions because of its violation of any applicable Government Code provision.~~ (Government Code 54960)

1. *Stopping or preventing the Board's violation or threatened violation of the Brown Act*
2. *Determining the applicability of the Brown Act to ongoing or future threatened Board actions*
3. *Determining the applicability of the Brown Act to a past action of the Board that is not specified in Government Code 54960.1, provided that:*
 - a. *Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.*
 - b. *The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.*
 - c. *The action is brought within the time required by Government Code 54960.2.*
4. *Determining the validity, under state or federal law, of any Board rule or action which penalizes any of its members or otherwise discourages their expression*
5. *Compelling the Board to audio record its closed sessions because of a court's finding of the Board's violation of any applicable Government Code provision*

The District Attorney or any interested person may *file an action in court to nullify* ~~present a demand that the Board cure and correct~~ a Board action which he/she alleges is *alleged to be* in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)

ACTIONS BY THE BOARD (continued)

2. Agenda posting (Government Code 54954.2)
3. Closed session item descriptions (Government Code 54954.5)
4. New or increased tax assessments (Government Code 54954.6)
5. Special meetings (Government Code 54956)
6. Emergency meetings (Government Code 54956.5)

Prior to bringing any action to nullify a Board action, the District Attorney or other interested person shall present a demand to "cure and correct" an alleged violation. The demand shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action.

~~In addition, the District Attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government Code 54960.1, if the following conditions are met: (Government Code 54960.2)~~

- ~~1. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.~~
- ~~2. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.~~

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

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Bylaw

BB 9324(a)

MINUTES AND RECORDINGS

The Board of Trustees recognizes that maintaining accurate minutes of Board meetings ***helps foster public trust in Board governance and*** provides a record of Board actions for use by ~~all~~ District staff and the public ~~and helps foster public trust in Board governance.~~

~~(cf. 9000—Role of the Board)~~
~~(cf. 9005—Governance Standards)~~
~~(cf. 9323—Meeting Conduct)~~

The secretary of the Board of Trustees shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

~~(cf. 1340—Access to District Records)~~
~~(cf. 9122—Secretary)~~
~~(cf. 9323.2—Actions by the Board)~~

The minutes of the Board meetings shall include, but not be limited to:

- 1. A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure***
- 2. A brief summary of the Board's discussion on each agenda topic, rather than a verbatim record of each Board member's specific point of view during the discussion***
- 3. A summary of the public comments made on agendized items and unagendized topics***
- 4. The specific language of each motion and the names of the Board members who made and seconded the motion.***
- 5. Any action taken by the Board, and the vote or abstention on that action of each Board member present (Education Code 35145; Government Code 54953)***

~~The minutes shall reflect which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.~~

~~(cf. 9250—Remuneration, Reimbursement and Other Benefits)~~

~~In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific~~

MINUTES AND RECORDINGS (continued)

~~points during the discussion.~~

~~The minutes shall include the specific language of each motion and the names of the Board members who made and seconded the motion.~~

~~The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.~~

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

(cf. 5125.1 – Release of Directory Information)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of *the previous meeting(s)* ~~each regular or special meeting~~ with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

~~Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)~~

~~(cf. 9321.1 – Closed Session Actions and Reports)~~

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 932.2 – Actions by the Board)

Recording of Votes

~~Any action taken shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. (Government Code 54953)~~

~~Video or Audio Recording~~ Recording or Broadcasting of Meetings

The ~~d~~District may tape, film, *stream*, or broadcast any open Board meeting. *At the beginning*

MINUTES AND RECORDINGS (continued)

of the meeting, ~~the~~ Board president shall announce that a recording or broadcasting is being made at the direction of the Board ~~at the beginning of the meeting~~, and *that the recording or broadcast may capture images and sounds of those attending the meeting*. ~~a~~As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any ~~a~~District recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during ~~a regular or special Board~~ meetings are public records and, upon request, shall be made available for inspection by members of the public on a ~~a~~District *equipment recorder* without charge. (Government Code 54953.5)

Bylaw
adopted: September 19, 2006
amended: September 17, 2014

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Bylaw

BB 9400

BOARD SELF-EVALUATION

The Board of Trustees shall bi-annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that ~~the~~ District governance effectively supports student achievement and the attainment of the ~~the~~ District's vision and goals.

~~(cf. 0000—Vision)~~

~~(cf. 2140—Evaluation of the Superintendent)~~

The evaluation may address any areas of Board responsibility, including but not limited to Board performance in relation to vision setting, curriculum, personnel, finance, policy **development**, collective bargaining, ~~and~~ community relations, **and advocacy**. The evaluation also may address objectives related to Board meeting operations, relationships among Board members, relationship with the Superintendent, understanding of Board and Superintendent roles and responsibilities, communication skills, or other **governance or** boardmanship skills.

~~(cf. 9000—Role of the Board)~~

~~(cf. 9005—Governance Standards)~~

The Board shall ~~be evaluated~~ **evaluate itself** as a whole. Individual Board members **are** also ~~are encouraged~~ **expected** to use the evaluation process as an opportunity to ~~privately~~ assess **and set goals for** their own personal performance.

Each year, the Board with assistance from the Superintendent, shall determine an evaluation method or instrument that measures key components of Board responsibility and previously identified performance objectives. Visual and/or audio recordings of a Board meeting may only be used as an evaluation tool when consent is given by all Board members

Any discussion of the Board's self-evaluation shall be conducted in open session.

At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Superintendent or others **individual(s) with pertinent information** to provide input into the evaluation process.

Following the evaluation, ***the Board shall set goals, define and/or refine protocols, and establish priorities and objectives for the following year's evaluation.*** ~~†The Board shall also develop strategies for strengthening Board performance based on identified areas of need, including, but not limited to Board trainings such as those offered by the California School Boards Association, and shall establish priorities and objectives.~~

~~(cf. 9230—Orientation)~~

~~(cf. 9240—Board Development)~~

Bylaw

adopted: September 19, 2006


ALTA LOMA SCHOOL DISTRICT

Alta Loma, California



Alta Loma
SCHOOL DISTRICT

Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: January 18, 2023
Subject: Job Description for Database Technician - Special Education

BACKGROUND: The Special Education Department continues to experience a growing need for student assessment and Special Education services. The expansion of services for students has increased the need for additional support and monitoring of programs and student assessments within the Special Education Department.

Second Reading

RATIONALE: The job description for the Database Technician - Special Education outlines the essential duties, qualifications and physical demands of the position.

FUNDING: The Database Technician - Special Education will be placed on range 40 of the Classified Part-Time Hourly Schedule and will be funded from the Special Education budget. The budgetary impact will be approximately \$25,027.

RECOMMENDATION: Recommend the Board adopt the job description for Database Technician - Special Education, as presented, effective January 19, 2023.

ALTA LOMA SCHOOL DISTRICT

DATABASE TECHNICIAN - SPECIAL EDUCATION

DEFINITION

Under the direction of the Director of Special Education; plans, coordinates and performs activities related to the support and operation of the Special Education Information Systems (SEIS) and California Longitudinal Pupil Achievement Data System (CALPADS) integration. Audits, verifies, and ensures accuracy of student records related to Individual Education Plans (IEPs) and related program data, generates a variety of reports for use by the District and for reporting to State and Federal agencies, provides support to staff regarding data entry related to Special Education, and coordinates preschool assessments, in partnership with families, site staff and Inland Regional Center (IRC).

ESSENTIAL DUTIES

- *Maintain a database of students enrolled in Special Education programs*
- *Export data between Student Information Systems (SIS) and Special Education Information Systems (SEIS)*
- *Monitor and audit SEIS, and site special education documentation for accuracy and data integrity*
- *Provide technical support to staff regarding SEIS and California Longitudinal Pupil Achievement Data System (CALPADS)*
- *Collect, review, verify and submit special education information to the District and California Department of Education (CDE) for certification*
- *Serve as a liaison for families, and other related agencies involved in the scheduling, coordination, and planning of IEPs and assessment timelines*
- *Prepare assessment plans, meeting notices, and additional required documentation*
- *Verifies demographic information*
- *Respond to inquiries and provides information concerning program activities, policies, procedures, and objectives in order to build partnerships*
- *Participate in collaborative meetings with site staff and agencies to provide information and recommendations to the Special Education Team*
- *Add, change and exit student information*
- *Generate and analyze reports for teachers and administrators*
- *Provide training and support for CALPADS requirements and updates*
- *Initiate student referrals*
- *Track County service providers for ALSD students*
- *Maintain log of Private School service providers for ALSD students*
- *Manage and coordinate translation requests*
- *Provide a variety of clerical tasks, including typing, data entry, proofreading, and filing*
- *Compile, prepare and maintain reports and summaries*
- *Answer telephone inquiries*
- *Perform a variety of data entry functions*
- *Perform other duties as assigned*

QUALIFICATIONS

Knowledge of:

Requirements, trends, methods and procedures pertaining to Student Information Systems (SIS), Special Education Information Systems (SEIS), and California Longitudinal Pupil Achievement Data System (CALPADS)

ALTA LOMA SCHOOL DISTRICT

DATABASE TECHNICIAN - SPECIAL EDUCATION - page 2

Provisions of applicable Special Education 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;
Legal mandates, policies, regulations, and guidelines regarding special education related issues;
Information and data management, storage, and retrieval systems;
Basic computer skills and standard office software applications;
Research techniques and report writing;
Business telephone etiquette

Ability to:

Work with District and school personnel, community members and outside agencies in a pleasant and cooperative manner;
Establish and maintain effective, cooperative and harmonious working relationships with employees, employee organizations, public agencies and the public;
Provide excellent customer service and maintain confidentiality regarding sensitive information;
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;
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;

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

Experience:

Two years of experience in Special Education and database management preferably in a school district

ALTA LOMA SCHOOL DISTRICT**DATABASE TECHNICIAN - SPECIAL EDUCATION - page 3****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:

<i>A. Standing</i>		<i>10%</i>
<i>Walking</i>		<i>10%</i>
<i>Sitting</i>		<i>80%</i>
<i>B. Lifting</i>	<i>O</i>	<i>25 lbs.</i>
<i>Carrying</i>	<i>F</i>	<i>25 lbs.</i>
<i>Pushing</i>	<i>O</i>	<i>10 lbs.</i>
<i>Pulling</i>	<i>O</i>	<i>10 lbs.</i>

**2. CLIMBING
BALANCING**

O
NP

**3. STOOPING
KNEELING
CROUCHING
CRAWLING**

O
O
O
NP

**4. REACHING
HANDLING
FINGERING
FEELING**

C
O
C
O

5. TALKING:

<i>Ordinary</i>	<i>C</i>
<i>Other</i>	<i>O</i>
HEARING:	
<i>Conversations</i>	<i>C</i>
<i>Other Sounds</i>	<i>O</i>

ALTA LOMA SCHOOL DISTRICT

DATABASE TECHNICIAN - SPECIAL EDUCATION - page 4

6. SEEING

<i>Acuity, Near</i>	<i>C</i>
<i>Acuity, Far</i>	<i>O</i>
<i>Depth Perception</i>	<i>O</i>
<i>Accommodation</i>	<i>C</i>
<i>Color Vision</i>	<i>NP</i>
<i>Field of Vision</i>	<i>O</i>

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

8. PHYSICAL DEMAND COMMENTS: *Examples of sitting are computer work, reconciliation; lifting/carrying/pushing/pulling are supplies, reams of paper, cart, desk drawer; reaching/handling/fingering are reports, telephone, computer keyboard, files; talking/hearing are conversations with, staff and the general public in person and via telephone; seeing are computer screen, bulletin board, reviewing reports and records.*

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

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

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

1. ENVIRONMENT:

*Inside 90%
Outside 10%*

2. EXTREME COLD *NP*

3. EXTREME HEAT *NP*

4. WET/HUMID *NP*

5. NOISE *65 decibels*
VIBRATION *NP*

Comments regarding "Noise" = General office conversation and equipment

ALTA LOMA SCHOOL DISTRICT

DATABASE TECHNICIAN - SPECIAL EDUCATION - page 5

6. HAZARDS:

Mechanical

S

Explosives

NP

Electrical

NP

Radiant Energy

NP

Burns

S

Other Hazard/s

NP

Comments regarding "Mechanical Hazards" = Copier, opening boxes

Comments regarding "Burn Hazards" = Copier

7. ATMOSPHERIC CONDITIONS:

Fumes

S

Mists

NP

Odors

S

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: January 18, 2023
Subject: Job Description: Human Resources Technician - Senior

BACKGROUND: The Human Resources Department has experienced an increasing need for support due to the changing and competitive employment climate over the last several years. Hiring and retaining qualified certificated and classified staff throughout the District continues to be a challenging and demanding task. In addition, the need for continual oversight of health and dental benefit programs, leaves of absence and compliance with Workers' Compensation and state education laws has increased as well.

Second Reading

RATIONALE: The job description outlines the essential duties, qualifications and physical demands of the Human Resources Technician - Senior position.

FUNDING: The Human Resources Technician - Senior will be placed on range 47 of the Classified Benefitted Hourly Schedule and will be funded by the general fund. The budgetary impact will be approximately \$90,900, however, due to the departmental restructuring of roles and responsibilities, this new position will result in a cost savings for the District.

RECOMMENDATION: Recommend the Board adopt the job description for Human Resources Technician - Senior, as presented, with a retroactive effective date of January 3, 2023.

ALTA LOMA SCHOOL DISTRICT

HUMAN RESOURCES TECHNICIAN - SENIOR

DEFINITION

Under the direction of the Assistant Superintendent of Human Resources, the Human Resources Technician - Senior performs a wide variety of responsible analytical and technical duties relating to all aspects of District personnel. This position has both administrative and strategic responsibilities, and will help with important functions such as staffing, training and development, and compensation and benefits. Under general supervision, this position will also research, develop and maintain statistics, interpret policies, procedures and collective bargaining agreements, coordinate recruitment and selection efforts and monitor personnel transactions.

ESSENTIAL DUTIES.

- *Assist in the planning, organization, recommendation and administration of the District's programs for workers' compensation and employee health benefits*
- *Coordinate District insurance programs with representatives of insurance carriers and California Schools JPA*
- *Review and evaluate all District contracts and proposed insurance language for District insurance requirements and compliance*
- *Analyze, oversee, and maintain the Modified Return to Work Program for workers' compensation*
- *Represent the District, when assigned, at meetings with representatives from a variety of public agencies and insurance companies*
- *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 the illness or on the job injury of employees.*
- *Provide information and assist employees concerning workers' compensation and health benefits claim procedures.*
- *Prepare and distribute correspondence relative to District insurance concerns and issues.*
- *Serve as a liaison to the workers' compensation and health benefits third party administrator.*
- *Research trends, laws and regulations for the purpose of communicating with District administrators, vendors and employees*
- *Participate in development of HR objectives and systems, including data analysis, queries, and generating ongoing reports.*
- *Assist in administering health and welfare benefits, compensation, leaves of absence and employee performance programs.*
- *Suggest new procedures and policies for improving employee experience as well as the efficiency of the HR department.*
- *Ensure compliance with state and federal regulations and applicable employment laws, and update policies and procedures as necessary.*
- *Remain current regarding HR issues, trends, best practices, and research.*

ALTA LOMA SCHOOL DISTRICT

HUMAN RESOURCES TECHNICIAN - SENIOR – Page 2, continued

- *Assist with paperwork and schedules for smooth new-hire onboarding process, coordinating with departments to deliver an exceptional first-day experience*
- *Provide a dedicated and effective HR advisory service to employees that covers absence and health issues, conduct and capability, grievances, organizational change, and all other employee-relations matters*
- *Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contribute to policy development*
- *Implement a comprehensive program of recruitment, selection and appointment process for District vacancies*
- *Generate, monitor, review for accuracy and approve Personnel Action Requests (PARs)*
- *Plan and execute employee selection processes*
- *Assist with screening employment applications*
- *Initiate and prepare necessary forms, applications and letters in support of employment requirements and conditions*
- *Represent HR Personnel Services on interview panels*
- *Review and/or draft interview questions ensuring legal compliance with all applicable guidelines*
- *Review and process reference checks and recommendation forms for approval*
- *Assure that the employment functions comply with Equal Employment Opportunity (EEO) guidelines, Education Code, District policies and regulations*
- *Help recruit for and fill extra-duty and/or stipend vacancies*
- *Draft, review and edit job descriptions as new positions are created and existing positions evolve*
- *Assist in the development or modification of personnel policies, board policies, administrative regulations and procedures*
- *Devise and implement procedures to monitor and determine longevity*
- *Maintain and update seniority lists*
- *Monitor layoff/rehire rights*
- *Generate and post certificated and classified correspondence*
- *Receive and process staff transfer request forms*
- *Assist with the planning of new employee trainings*
- *Interpret District rules, federal and state laws and Education Code guidelines*
- *Gather, assemble, tabulate and prepare statistical data for analysis*
- *Maintain complete and accurate personnel files and records*
- *Solve routine or repetitive problems without assistance*
- *Maintain confidentiality of privileged information*
- *Respond to inquiries where judgment, knowledge and interpretations of negotiations, personnel policies and regulations are necessary*
- *Compose, interpret, edit and distribute in-District publications initiated by and related to HR*
- *Organize and direct the work of others as needed*
- *Understand and follow written and oral direction*
- *Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work*
- *Participate in District in-service training as required*
- *Performs related duties as required.*

ALTA LOMA SCHOOL DISTRICT

HUMAN RESOURCES TECHNICIAN - SENIOR – Page 3, continued

QUALIFICATIONS

Knowledge of:

Principles, trends, methods and procedures pertaining to insurance programs, workers' compensation, employee benefits programs and Human Resources
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, and health benefits insurance program matters;
Legal mandates, policies, regulations, and guidelines regarding Human Resources related issues;
Educational organization operating practices and procedures;
Information and data management, storage, and retrieval systems.
Basic computer skills and standard office software applications
Research techniques and report writing
Basic math, including calculations using fractions, percentages, and/or ratios
Business telephone etiquette

DESIRED QUALIFICATIONS

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, insurance 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 benefits programs, including workers' compensation, health, and medical plans
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 personnel 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

ALTA LOMA SCHOOL DISTRICT

HUMAN RESOURCES TECHNICIAN - SENIOR, page 4, continued

EXPERIENCE, EDUCATION AND LICENSES

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

Bachelor's Degree for an Accredited Institution is highly desirable

Supplementary advanced training and courses in Human Resources, Personnel, Business

Administration or related work

Experience:

Two years of experience in risk management and employee benefits, preferably in a school district, supplemented by coursework, training or workshops in safety, employee benefits, 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.

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:

<i>A. Standing</i>	<i>10%</i>	
<i>Walking</i>	<i>10%</i>	
<i>Sitting</i>	<i>80%</i>	
<i>B. Lifting</i>	<i>O</i>	<i>25 lbs.</i>
<i>Carrying</i>	<i>F</i>	<i>25 lbs.</i>
<i>Pushing</i>	<i>O</i>	<i>10 lbs.</i>
<i>Pulling</i>	<i>O</i>	<i>10 lbs.</i>

2. CLIMBING

O

BALANCING

NP

3. STOOPING

O

KNEELING

O

CROUCHING

O

CRAWLING

NP

ALTA LOMA SCHOOL DISTRICT

HUMAN RESOURCES TECHNICIAN - SENIOR – Page 5, continued

- | | |
|---|-----------|
| 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*

- | | |
|------------------------|--------------------|
| 1. ENVIRONMENT: | |
| Inside 90% | Outside 10% |
| | |
| 2. EXTREME COLD | NP |

ALTA LOMA SCHOOL DISTRICT


HUMAN RESOURCES TECHNICIAN - SENIOR – Page 6, continued

3. **EXTREME HEAT** **NP**
4. **WET/HUMID** **NP**
5. **NOISE** **65 decibels**
VIBRATION **NP**
Comments regarding "Noise" = General office conversation and equipment
6. **HAZARDS:**
Mechanical **S**
Explosives **NP**
Electrical **NP**
Radiant Energy **NP**
Burns **S**
Other Hazard/s **NP**
Comments regarding "Mechanical Hazards" = Copier, opening boxes
Comments regarding "Burn Hazards" = Copier
7. **ATMOSPHERIC CONDITIONS:**
Fumes **S**
Mists **NP**
Odors **S**
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: January 18, 2023

Subject: Job Description: Director of Special Education

BACKGROUND: To clarify and ensure appropriate alignment of duties with the current responsibilities of the Director of Special Education, the job description for this position is being amended to update aspects of this role.

Second Reading

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

FUNDING: There is no fiscal impact.

RECOMMENDATION: Recommend the Board amend the job description for the Director of Special Education, as presented.

ALTA LOMA SCHOOL DISTRICT

DIRECTOR, ~~OF SPECIAL EDUCATION/PUPIL SERVICES~~ – Page 2

QUALIFICATIONS

Skills to:

Effectively and efficiently plan, manage, and direct the District's Special Education ~~and Pupil Services~~ functions and activities.

Knowledge of:

State and Federal legislation pertaining to special education; Section 504;
Principles, methods, techniques, and strategies of modern organization, management, and supervision;
Principles, methods, strategies, and techniques related to a comprehensive guidance and psychological service program;
State and Federal mandates regarding timelines and criteria for special education placement;
Tests used for evaluation of student performance;
Curriculum development and design.

Ability to:

Integrate use of computers into areas of responsibility;
Communicate effectively in oral and written form;
Establish and maintain effective organizational and community relationships;
Effectively work with site administrators;
Effectively work with staff members in various programs;
Organize and conduct workshops and professional development activities;
Understand and carry out oral and written directions with minimal accountability controls.

EXPERIENCE AND EDUCATION

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

Experience:

Minimum of four (4) years successful teaching experience in regular and special education programs; Minimum of 3 years successful administrative experience, including experience in the areas of special education ~~and pupil personnel~~;
Successful leadership experience in curriculum/program development and design (desirable);
Site Administration Experience (desirable);

Education:

Master's degree is required

LICENSE AND CERTIFICATE REQUIREMENTS

Possession of valid California Teaching Credential;
Possession of valid California Administrative Credential;
Possession of Special Education Credential (desirable);
Pupil Personnel Services Credential (desirable);
Criminal Justice Fingerprint Clearance.

ALTA LOMA SCHOOL DISTRICT

DIRECTOR, OF SPECIAL EDUCATION/PUPIL SERVICES – Page 3

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
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

jcm 7/28/17
 tlc 11/18/22

ALTA LOMA SCHOOL DISTRICT

DIRECTOR, *OF* SPECIAL EDUCATION/~~PUPIL SERVICES~~ – Page 4

Color Vision	O
Field of Vision	NP

PHYSICAL DEMANDS RATING SUMMARY: Light 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 parenthesis).

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.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From: Donna Carlson, Assistant Superintendent, Human Resources
Date: January 18, 2023
Subject: Job Description: Child Nutrition Elementary Lead

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

Second Reading

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

FUNDING: Due to the increased demands of this position, as well as to assist in the recruitment of future and retention of current employees, the District recommends movement from range 25 to range 30 on the Classified Benefitted Hourly Schedule, retroactive to July 1, 2022. The budgetary impact is approximately \$26,460.

RECOMMENDATION: Recommend the Board amend and reclassify the job description for Child Nutrition Elementary Lead, as presented, with movement from range 25 to range 30 on the Classified Benefitted Hourly Schedule with a retroactive effective date of July 1, 2022.

ALTA LOMA SCHOOL DISTRICT

CHILD NUTRITION ELEMENTARY LEAD

DEFINITION

~~Under general supervision,~~ ***Under the supervision of the Child Nutrition Department,*** to organize and coordinate the operation of a school cafeteria; to perform skilled functions in the preparation, cooking, and baking of a variety of soups, meats, vegetables, desserts, and baked goods ***foods***; to requisition, receive, and store foodstuffs and supplies; to maintain a variety of records and prepare reports; ~~and to do~~ ***to perform*** other related work as required.

ESSENTIAL DUTIES

- ***Plan, schedule,*** Lead and participate in the preparation, cooking, and baking of a variety of ~~meat and vegetable dishes and baked goods, utilizing prepared menus and recipes.~~ ***foods in accordance with prescribed menus and established procedures***
- Lead and participate in the serving of foods.
- Plan and prepare employee work schedules.
- ***Follow department standard operating procedures***
- Collect monies and prepare cash receipts and bank deposits.
- Maintain a variety of ~~files and~~ records ***pertaining to the food service facility operation and prepare written and computer-generated reports as required***
- ***Participate in state and federal audits***
- Inventory and requisition foodstuffs and supplies.
- ***Ensure rotation of stock and FIFO (First In, First Out) procedures***
- Receive, inspect, and confirm the quantity and quality of ~~items~~ ***food and supplies*** delivered.
- ~~Review quality and~~ ***Lead and participate in*** portion control, and the wrapping, arranging, and storage of food to ensure the efficient use of foodstuffs and supplies.
- ~~Conduct~~ Assist in the orientation and in-service training of food service personnel.
- Maintain the food service facility and equipment in a clean, safe, and sanitary condition.
- ***Follow up and resolve all environmental health inspection recommendations***
- Provide technical input into the performance appraisal ***evaluation*** of food service workers.
- ~~May a~~ Assist in ~~with~~ the planning and preparation of banquets and catering type meals. ***Service***
- ***Assist with and respond to refrigeration monitoring alerts, electrical outages and disasters that may impact meal preparation and proper food storage***
- ***Follow dietary recommendations for students with food allergies and special dietary needs as provided by their medical authority***
- ***Train staff to safely assist with meal preparation and service for students with food allergies and special dietary needs***
- ***Maintain a positive atmosphere for students and staff***
- ***Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work***
- ***Maintain a high level of ethical behavior and confidentiality of information about students and staff***
- ***Participate in District in-service training as required***
- ***Perform other duties as required***

ALTA LOMA SCHOOL DISTRICT

CHILD NUTRITION ELEMENTARY LEAD - Page 2

QUALIFICATIONS

Knowledge of:

Methods, procedures, and techniques for preparing, cooking, baking, and serving foods in large quantities;

Forecasting meal participation for purchasing and preparation;

Sanitation and safety practices and procedures;

Standard ***food service terminology***, cafeteria appliances and equipment;

Menu planning, nutrition, and National School Lunch ~~program~~ ***Program*** requirements;

Basic arithmetic, record keeping, money handling, and banking procedures;

Methods and ***operational*** procedures for requisitioning, receiving, and storing of food ~~stuffs~~ and supplies;

Methods and techniques of personnel organization and supervision;

Safe working methods and procedures.

Ability to:

~~Prepare and serve a variety of foods in large quantities;~~

~~Effectively and efficiently prepare, package, and serve large quantities of food;~~

Effectively and efficiently prepare and serve large quantities of nutritionally sound and attractive food;

Effectively organize, schedule, and lead food service personnel;

Analyze and determine food ~~stuffs~~, supplies, and materials requirements;

Effectively and efficiently perform a variety of data entry functions using computers;

~~Maintain simple records and files, and prepare clear and concise reports;~~

Count money, make change, operate a cash register, and keep required records;

Operate a variety of food processing equipment;

Perform simple arithmetical calculations ***and maintain complete and accurate records;***

Compile data and prepare clear and concise reports;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships;

Use good judgement in the application of District and school policies;

Accept change positively and support new ideas and methodologies;

Relate effectively with diverse staff, students and community members;

Maintain consistent, regular and punctual attendance;

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

Meet demanding timelines and schedules;

Work effectively as a member of a team.

EXPERIENCE AND EDUCATION

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

ALTA LOMA SCHOOL DISTRICT

CHILD NUTRITION ELEMENTARY LEAD – Page 3

Experience:

Two years of experience in quantity food preparation, service and facility maintenance in a commercial, institutional, or school food service setting.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in nutrition, quantity food preparation, menu planning, safety, sanitation, or other closely related areas.

CERTIFICATE REQUIREMENT

Possession of a Food Handlers Certificate issued by the San Bernardino County Health Department.
Possession of a valid California driver's license and evidence of insurability.

Possession of a ServSafe Certificate issued by the State of California is desirable at time of application.
If not in possession, within the first six months of employment, probationary employee must take the training, pass the test and obtain ServSafe certification.

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 | 40% |
| Walking | 45% |
| Sitting | 15% |
| B. Lifting | F 40 lbs. |
| Carrying | F 40 lbs. |
| Pushing | C 40 lbs. |
| Pulling | C 40 lbs. |
| 2. CLIMBING | O |
| BALANCING | O |
| 3. STOOPING | O |
| KNEELING | O |
| CROUCHING | O |
| CRAWLING | NP |

ALTA LOMA SCHOOL DISTRICT

CHILD NUTRITION ELEMENTARY LEAD – Page 4

- | | |
|---|----|
| 4. REACHING | C |
| HANDLING | C |
| FINGERING | O |
| FEELING | O |
| | |
| 5. TALKING: | |
| Ordinary | C |
| Other | O |
| HEARING: | |
| Conversations | C |
| Other Sounds | O |
| | |
| 6. SEEING | |
| Acuity, Near | C |
| Acuity, Far | F |
| Depth Perception | NP |
| Accommodation | O |
| 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: Long periods of standing, standing on cement floors. Examples of lifting/carrying/pushing/pulling are #10 cans, trays, carts, hand trucks; reaching/handling are stocking supplies, chopping tomatoes; talking and hearing are normal conversations; visual acuity is monitoring kitchen and students. | |

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 100% Outside 0%

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

ALTA LOMA SCHOOL DISTRICT

CHILD NUTRITION ELEMENTARY LEAD – Page 5

2. EXTREME COLD S
Comments regarding “Extreme Cold” = Refrigeration units

3. EXTREME HEAT S
Comments regarding “Extreme Heat” = Stoves, ovens, fryers

4. WET/HUMID S

5. NOISE 80 decibels
VIBRATION NP
Comments regarding “Noise” = Normal working conditions.

6. HAZARDS:
Mechanical O
Explosives NP
Electrical S
Radiant Energy NP
Burns S
Other Hazard/s O
Comments regarding “Mechanical Hazards” = Mixer, slicer
Comments regarding “Electrical Hazards” = Electrical Appliances
Comments regarding “Burn Hazards” = Oven, steam tables
Comments regarding “Other Hazardous Conditions” = Wet surfaces on floor

7. ATMOSPHERIC CONDITIONS:
Fumes F
Mists NP
Odors S
Gases NP
Dusts O
Poor Ventilation O
Other Atmospheric Hazards NP
Comments regarding “Fume Exposure” = Solvents, ovens
Comments regarding “Odor Exposure” = Oven cleaners, bleach, cleaner
Comments regarding “Dust Exposure” = Flour, pollen
Comments regarding “Poor Ventilation Conditions” = Not a problem if window is open, or fan is on.


8. PROTECTIVE CLOTHING – DEVICES: Latex/mesh gloves, hairnets, back braces, ax, fire extinguisher, aprons, rubber mats

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



Alta Loma
SCHOOL DISTRICT

Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: January 18, 2023
Subject: Job Description: Child Nutrition Junior High Lead

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

Second Reading

RATIONALE: The amended and reclassified job description outlines and clarifies the essential duties, qualifications and physical demands of the position of Child Nutrition Junior High Lead.

FUNDING: Due to the increased demands of this position, as well as to assist in the recruitment of future and retention of current employees, the District recommends movement from range 31 to range 35 on the Classified Benefitted Hourly Schedule, retroactive to July 1, 2022. The budgetary impact is approximately \$5,206.

RECOMMENDATION: Recommend the Board amend and reclassify the job description for Child Nutrition Junior High Lead, as presented, with movement from range 31 to range 35 on the Classified Benefitted Hourly Schedule with a retroactive effective date of July 1, 2022.

ALTA LOMA SCHOOL DISTRICT

CHILD NUTRITION JUNIOR HIGH LEAD

DEFINITION

~~Under general supervision, to~~ ***Under the supervision of the Child Nutrition Department, to*** organize and coordinate the operation of a junior high school cafeteria; to oversee and perform skilled functions in the preparation, cooking, and baking of foods; ~~to~~ requisition, receive, and store foodstuffs and supplies; to maintain a variety of records and prepare reports; ~~and to do~~ ***to perform*** other related work as required.

ESSENTIAL DUTIES

- Plan, schedule, lead, and participate in the preparation, cooking, baking, and serving of a variety of foods: ***in accordance with prescribed menus and established procedures***
- ***Oversee sales and meal service at multiple selling locations***
- ***Make recommendations for optimal student traffic flow to minimize meal service wait times***
- Plan and develop employee work schedules: ***for preparation of multi-entrée meal service***
- ***Follow department standard operating procedures***
- Assist ~~in~~ ***with*** menu planning and adhere to ~~predetermined menus.~~ ***Prescribed United States Department of Agriculture and California Department of Education meal patterns and food standards***
- Maintain inventory and storeroom records:
- ***Ensure rotation of stock and FIFO (First In, First Out) procedures***
- Coordinate and review the collection and counting of cash and the preparation of cash receipts and bank deposits:
- ***Participate in state and federal audits***
- Requisition foodstuffs and supplies:
- ***Receive and distribute food and supplies for elementary kitchens***
- Receive, inspect, and confirm the quantity and quality of foodstuffs: ***food and supplies*** delivered.
- ~~•~~ Lead and participate in portion control, and the wrapping, arranging, and storage of foods to ensure appropriate and efficient use of foodstuffs and supplies:
- Maintain the food service facility in a clean, neat, safe, and sanitary condition:
- ***Follow up and resolve all environmental health inspection recommendations***
- Conduct the orientation and ~~in-service~~ training of food service personnel:
- Provide technical input into the performance appraisal ***evaluation*** of food service workers:
- Maintain a variety of records pertaining to the food service facility operation and prepare written ***and computer-generated*** reports as required:
- ~~May a~~ Assist ~~in~~ ***with*** the planning and preparation of banquet and catering type service:
- ***Assist with and respond to refrigeration monitoring alerts, electrical outages and disasters that may impact meal preparation and proper food storage***
- ***Follow dietary recommendations for students with food allergies and special dietary needs as provided by their medical authority***
- ***Train staff to safely assist with meal preparation and service for students with food allergies and special dietary needs***
- ***Maintain a positive atmosphere for students and staff***
-

ALTA LOMA SCHOOL DISTRICT

CHILD NUTRITION JUNIOR HIGH LEAD - Page 2

- *Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work*
- *Maintain a high level of ethical behavior and confidentiality of information about students and staff*
- *Participate in District in-service training as required.*
- *Perform other duties as required*

QUALIFICATIONS

Knowledge of:

Methods, procedures, and techniques of preparing, cooking, baking, and serving foods in large quantities;
Forecasting meal participation for purchasing and preparation;
Recipe quantification and ingredient substitution;
Sanitation and safety practices and procedures;
Standard ~~cafeteria~~ ***food service terminology***, appliances and equipment;
Menu planning, nutrition, and National School Lunch ~~p~~ ***Program*** requirements;
Basic record keeping, money handling, and banking procedures;
Methods and operational procedures for requisitioning, receiving, and storing foodstuffs and supplies;
Methods and techniques of personnel organization and supervision-;
Safe working methods and procedures

Ability to:

Effectively and efficiently prepare and serve large quantities of nutritionally sound and attractive food;
Analyze and determine foodstuffs, supplies, and materials requirements;
Effectively organize, schedule, and ~~supervise~~ ***lead*** food service personnel;
Effectively and efficiently perform a variety of data entry functions using computers;
Perform simple arithmetical calculations and maintain complete and accurate records;
Maintain simple records and files;
Compile data and prepare clear and concise reports;
Count money, make change, operate a cash register, and keep required records;
Operate a variety of food processing equipment;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships-;
Use good judgement in the application of District and school policies;
Accept change positively and support new ideas and methodologies;
Relate effectively with diverse staff, students and community members;
Maintain consistent, regular and punctual attendance;
Follow District, state and federal rules, policies, regulations and laws;
Meet demanding timelines and schedules;
Work effectively as a member of a team.

EXPERIENCE AND EDUCATION

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

ALTA LOMA SCHOOL DISTRICT

CHILD NUTRITION JUNIOR HIGH LEAD – Page 3

Experience:

Three years of experience in quantity food preparation, service, and facility maintenance in a commercial, institutional, or school food facility setting, including one year in a lead capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in nutrition, quantity food preparation, menu planning, safety, sanitation, or other closely related areas.

CERTIFICATE REQUIREMENT

Possession of a Food Handlers Certificate issued by the San Bernardino County Health Department.
Possession of a valid California driver's license and evidence of insurability.

Possession of a ServSafe Certificate issued by the State of California is desirable at time of application.
If not in possession, within the first six months of employment, probationary employee must take the training, pass the test and obtain ServSafe certification.

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 | 40% |
| Walking | 45% |
| Sitting | 15% |
| B. Lifting | F 40 lbs. |
| Carrying | F 40 lbs. |
| Pushing | C 40 lbs. |
| Pulling | C 40 lbs. |
| 2. CLIMBING | O |
| BALANCING | O |
| 3. STOOPING | O |
| KNEELING | O |
| CROUCHING | O |
| CRAWLING | NP |

ALTA LOMA SCHOOL DISTRICT

CHILD NUTRITION JUNIOR HIGH LEAD – Page 4

- | | |
|---|----|
| 4. REACHING | C |
| HANDLING | C |
| FINGERING | O |
| FEELING | O |
| 5. TALKING: | |
| Ordinary | C |
| Other | O |
| HEARING: | |
| Conversations | C |
| Other Sounds | O |
| 6. SEEING | |
| Acuity, Near | C |
| Acuity, Far | F |
| Depth Perception | NP |
| Accommodation | O |
| 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: Long periods of standing, standing on cement floors. Examples of lifting/carrying/pushing/pulling are #10 cans, trays, carts, hand trucks; reaching/handling are stocking supplies, chopping tomatoes; talking and hearing are normal conversations; visual acuity is monitoring kitchen and students. | |

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 100% Outside 0%

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

ALTA LOMA SCHOOL DISTRICT

CHILD NUTRITION JUNIOR HIGH LEAD – Page 5

2. EXTREME COLD S
Comments regarding “Extreme Cold” = Refrigeration units

3. EXTREME HEAT S
Comments regarding “Extreme Heat” = Stoves, ovens, fryers

4. WET/HUMID S

5. NOISE 80 decibels
VIBRATION NP
Comments regarding “Noise” = Normal working conditions

6. HAZARDS:
Mechanical O
Explosives NP
Electrical S
Radiant Energy NP
Burns S
Other Hazard/s O
Comments regarding “Mechanical Hazards” = Mixer, slicer
Comments regarding “Electrical Hazards” = Electrical appliances
Comments regarding “Burn Hazards” = Oven, steam tables
Comments regarding “Other Hazardous Conditions” = Wet surfaces on floor

7. ATMOSPHERIC CONDITIONS:
Fumes F
Mists NP
Odors S
Gasses NP
Dusts O
Poor Ventilation O
Other Atmospheric Hazards NP
Comments regarding “Fume Exposure” = Solvents, ovens
Comments regarding “Odor Exposure” = Oven cleaners, bleach, cleaner
Comments regarding “Dust Exposure” = Flour, pollen
Comments regarding “Poor Ventilation Conditions” = Not a problem if window is open, or fan is on.


8. PROTECTIVE CLOTHING – DEVICES: Latex/mesh gloves, hairnets, back braces, ax, fire extinguisher, aprons, rubber mats

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



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: January 18, 2023

Subject: Job Description: Human Resources Secretary

BACKGROUND:

The Human Resources Department has experienced a significant increase in additional duties due to the current employment climate in California. As a result of this increase of duties, the Human Resources Secretary position has become more demanding, resulting in the need for the job description to be amended and reclassified to ensure appropriate alignment of duties within the current role.

Second Reading

RATIONALE:

The amended job description outlines and clarifies the essential duties, qualifications and physical demands of the position of Human Resources Secretary

FUNDING:

Due to the increased demands of this position, the District recommends movement from range 36 to range 38 on the Classified Benefitted Hourly Schedule, retroactive to July 1, 2022. The budgetary impact is approximately \$1,540.

RECOMMENDATION:

Recommend the Board amend and reclassify the job description for the Human Resources Secretary, as presented, with movement from range 36 to range 38 on the Classified Benefitted Hourly Schedule and with a retroactive effective date of July 1, 2022.

ALTA LOMA SCHOOL DISTRICT

HUMAN RESOURCES SECRETARY

DEFINITION

Under ~~general~~ *the supervision of the Assistant Superintendent of Human Resources*, this position ~~to~~ performs a variety of advanced human resources services, transactions and related clerical functions; to type, input computer data, process employees, *organize and monitor annual notifications and handbooks, oversee substitute teacher placement*, and maintain human resources records and files; ~~and complete other related work as required. This position assists with technical skills within the Human Resources Department; including research, develop and maintain statistics, assist with coordinating recruitment and selection efforts and monitor personnel transactions; and complete other related work as required.~~

ESSENTIAL DUTIES

- Maintain personnel records
- Maintain and develop new electronic and hardcopy files as needed
- Answer the telephone and initiate outgoing calls
- Assist office visitors by making telephone inquiries, by answering questions pertaining to routine policies, regulations, and operational procedures, or by referring those making inquiries to appropriate departments
- Organize substitute staff lists, coordinate and arrange for substitutes as needed, administer staff absence management system
- Assist employees with questions, picture identification cards, annual intent to return forms
- Compile information and prepare reports and calendars as required
- Review records, reports, and data for accuracy, completeness, and compliance with standardized procedures
- Input data for a computerized record management, storage, and retrieval system, and utilize the output reports in the normal operations of the office
- Assist supervisors by following up on administrative or clerical detail, which may include contact with members of the educational community
- Coordinate, assign and manage databases to track employees' required trainings
- Maintain appropriate documentation of employment mandates, such as TB clearances and immunizations, and CPR/First Aid certifications
- Coordinate and organize STRS and PERS retirement workshops
- Process purchase orders and payment requests of department
- Respond to County Unemployment Insurance office documentation requests
- *Process, monitor and track fingerprint inquiries through the Department of Justice*
- *Assist with the preparation and coordination of interview panels*
- *Represent Human Resources on interview panels*
- *Administer appropriate written and oral pre-employment testing materials for applicants and score, rank and interpret results to determine eligibility to remain in recruitment process*
- *Maintenance of files and gather materials for interview packets*

●
ALTA LOMA SCHOOL DISTRICT

HUMAN RESOURCES SECRETARY – Page 2

- *Input new employees into the EPICS system*
- *Enter employee adjustments and changes into EPICS as needed*
- *Generate and post annual certificated and classified correspondence*
- *Assist with the planning of new employee trainings*
- *Solve routine or repetitive problems without assistance*
- *Maintain confidentiality of privileged information*
- *Respond to inquiries where judgment, knowledge and interpretations of policies and regulations are necessary*
- *Understand and follow written and oral direction*
- *Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work*
- *Participate in District in-service training as required*
- *Perform other related duties as required*

QUALIFICATIONS

Knowledge of:

Functions of the Human Resources Department including employment requirements, salary and position control;

Applicable sections of State Education Code;

Current Human Resource policies, procedures, trends and information sources;

Federal, state and local laws and regulations dealing with personnel;

Standard office practices, procedures and techniques and equipment;

Modern office practices, procedures, and techniques;

Proper English usage, spelling, grammar, and arithmetic;

Standard office machines and equipment;

Personnel practices and procedures.

Ability to:

Maintain records and files pertaining to a variety of personnel activities;

Maintain the security of confidential information;

Establish and maintain data management, storage, and retrieval systems;

Perform secretarial and clerical functions of average to above average difficulty with speed and accuracy;

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

Prepare accurate statistical summaries and reports independently;

Perform responsible, technical duties requiring independent judgment, initiative and procedural accuracy;

Establish and maintain cooperative working relationships;

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

Function in situations requiring tact, diplomacy, and discretion;

Demonstrate competency in the use of a variety of computer programs such as word processing, data entry, database, and spreadsheets.

ALTA LOMA SCHOOL DISTRICT

HUMAN RESOURCES SECRETARY – Page 3

EXPERIENCE AND EDUCATION

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

Experience

Three years of experience in clerical work, preferably including experience in a human resource or school site office.

Education

Equivalent to completion of the twelfth grade, including or supplemented by courses in clerical skills and equipment operation.

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	

12/2022 DC

8/1/19 jcm

FEELING

O

ALTA LOMA SCHOOL DISTRICT

HUMAN RESOURCES SECRETARY – Page 4

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, cart, desk drawer; reaching/handling/fingering are reports, telephone, computer keyboard, files; talking/hearing are conversations with staff, general public in person and via telephone; seeing are computer screen, reviewing reports and records.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

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

Key to Environmental Factors Rating:

NP = Not present in the job environment

S = Seldom – Under 5% of work day

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

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

C = Constantly – 2/3 or more time

1. ENVIRONMENT:

Inside 90%

Outside 10%

2. EXTREME COLD

NP

3. EXTREME HEAT

NP

4. WET/HUMID

NP

12/2022 DC

8/1/19 jcm

5. NOISE 65 decibels
 VIBRATION NP
 Comments regarding "Noise" = General office conversation and equipment
 ALTA LOMA SCHOOL DISTRICT

HUMAN RESOURCES SECRETARY – Page 5

6. HAZARDS:
 Mechanical S
 Explosives NP
 Electrical NP
 Radiant Energy NP
 Burns S-NP
 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
 Gases NP
 Dusts S
 Poor Ventilation S
 Other Atmospheric Hazards NP

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: January 18, 2023
Subject: Job Description: Database Technician

BACKGROUND: The Database Technician position has experienced a significant increase in additional responsibilities in the monitoring of student information in the last several years. As a result, the Database Technician job description is being amended and reclassified to Database Management Specialist to ensure appropriate alignment of duties with the current role.

Second Reading

RATIONALE: The amended job description outlines and clarifies the essential duties, qualifications and physical demands of the position of Database Management Specialist.

FUNDING: Due to the amendment of the job description for this position, the District recommends the Database Management Specialist be moved from range 44 to range 50 on the Classified Benefitted Hourly Schedule, retroactive to July 1, 2022. The budgetary impact is approximately \$6,579.

RECOMMENDATION: Recommend the Board amend and reclassify the job description of Database Technician to Database Management Specialist, as presented, with movement from range 44 to range 50 on the Classified Benefitted Hourly Schedule with a retroactive effective date of July 1, 2022.

ALTA LOMA SCHOOL DISTRICT

DATABASE ~~TECHNICIAN~~ MANAGEMENT SPECIALIST

DEFINITION

Under the supervision of the *Associate Superintendent of Education Services* ~~Educational Services Department~~; *the Database Management Specialist* plans coordinates and performs *complex information processing and distribution tasks and analyzes the output of data collection. This position requires specialized skills related to the development, maintenance, activities related to the support and operation of the District's Student Information System (SIS) and the California Longitudinal Pupil Achievement Data System (CALPADS). The incumbent must possess expert knowledge of departmental procedures and database management.* This individual confers with administrators and staff to provide support, documentation, training, data extraction, reporting to District staff and governmental agencies, and performs related work as assigned. ~~This job reports to the Associate Superintendent of Educational Services.~~

ESSENTIAL DUTIES

- Provide technical support of the District's Student Information System (SIS) application and database
- Identify, analyze and resolve problems with administrative software, interacts effectively with users to solve problems and advises on best practices for maintaining data
- Provide required information extracts to governmental and other outside agencies
- Establishment and enforcement of data entry standards
- *Support the District-wide maintenance of student records to ensure compliance with District standards and state and federal accountability measures.*
- Establishment, enforcement and maintenance of security standards
- Interpret state and federal mandates regarding data
- ~~Manage the student data collection specifically required for CALPADS and similar systems for mandated reporting~~
- *Organize and compile disaggregated information for reports including but not limited to CALPADS, Local Control Accountability Plan (LCAP) and California Assessment of Student Performance and Progress (CAASPP)*
- Communicate mandates to appropriate department personnel
- Data/export between SIS and secondary data systems
- *Export data to other formats for detailed analysis and specialized reporting*
- *Work independently on assigned projects, including research, documentation, development, coordination and decision making to complete assigned projects*
- *Develop and/or assist with training programs with District Office departments regarding maintenance of data fields required for local, state and federal accountability and assessment*
- *Upload and maintain report card data, including attendance data*
- Participate in District mandated training and retraining programs
- *Develop approaches to streamline processes and procedures to ensure data is reported with speed and accuracy*
- *Certify District data reports to the State of California via CALPADS as needed*

ALTA LOMA SCHOOL DISTRICT

DATABASE TECHNICIAN MANAGEMENT SPECIALIST – Page 2

- ***Collaborate with teammates across the District to identify internal data sources, validate and correct data inaccuracies***
- Design and layout reports to meet the needs of users and governmental agencies
- Monitor database for accuracy and data integrity
- Maintain knowledge of current state and governmental agencies reporting requirements
- Alignment of all student data to California Department of Education (CDE) and CALPADS standards and requirements
- Maintain confidentiality of sensitive employee and student information
- Provide user training and may travel to school sites in support of related duties
- Provide training and information to office staff on the new policies related to state reporting
- Responsible for finding and correcting data anomalies with the SIS data gate and certifying California Basic Educational Data System (CBEDS) or the successor system to it, enrollment totals to be reported to the CDE
- Manage the California Longitudinal Pupil Achievement Data System (CALPADS) with existing SIS
- May represent the District to state and local governmental agencies relative to CALPADS and best practices
- ***Troubleshoot problems in a timely and accurate manner***
- ***Provide excellent customer service to staff, parents and community members needing technical assistance***
- ***Contribute creative ideas for capturing knowledge about the process as well as ways to improve the process***
- ***Promote teamwork by sharing knowledgeable, providing cross training for other employees, cooperating with others, participating in meetings and work groups and support the goals and objectives of the District and department***
- ***Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work***
- ***Participate in District in-service training as required***
- Proficient and skilled in Excel, Word, Web-based tools, Google Drive, and CALPADS interface
- Perform other related duties as assigned

QUALIFICATIONS

Knowledge of:

Requirements, trends, methods and procedures pertaining to SIS, CBEDS and CALPADS; Provisions of applicable Education 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;

Legal mandates, policies, regulations, and guidelines regarding education related issues;

Educational organization operating practices and procedures;

ALTA LOMA SCHOOL DISTRICT

DATABASE TECHNICIAN MANAGEMENT SPECIALIST – Page 3

Information and data management, storage, and retrieval systems;

Basic computer skills and standard office software applications;

Research techniques and report writing;

Business telephone etiquette;

Technical information;

Compose a variety of documents, and/or facilitate group discussions;

Analyze situations to define issues and draw conclusions related to data management;

~~Knowledge base required to perform the functions of the job include: enterprise computer applications; PC applications; school operations; work process analysis techniques; and database management systems, concepts and usage.~~

Skills to:

Perform multiple tasks with a potential need to periodically upgrade skills in order to meet changing job conditions;

Specific skill-based competencies required to satisfactorily perform the functions of the job include:

Operate standard office equipment;

Planning and managing projects;

Problem solving;

Logical thinking;

Prepare and maintain accurate records;

Utilize pertinent software applications.

Ability to:

Schedule activities;

Gather, collate, and/or classify data;

Flexibility to work with others in a variety of circumstances;

Analyze data utilizing defined but different processes;

Operate equipment using a variety of standardized methods;

Work with a diversity of individuals and/or groups;

Work with a variety of data and utilize job-related equipment;

Problem solving to identify issues and create action plans;

Independent interpretation of guidelines;

Problem solve with equipment as needed;

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

communicating with persons of varied technical knowledge and backgrounds, establishing and maintaining effective working relationships, working as part of a team, adapting to changing priorities, setting priorities, meeting deadlines and schedules, working with detailed information/data, and applying logical processes and analytical skills.

Responsibilities include:

Working under direct supervision using standardized routines; leading; guiding, and/or

ALTA LOMA SCHOOL DISTRICT

DATABASE TECHNICIAN MANAGEMENT SPECIALIST – Page 4

coordinating others. Utilization of resources from other work units is often required to perform the job's functions.

DESIRED QUALIFICATIONS

Work with District and school personnel, community members and outside agencies in a pleasant and cooperative manner;
Establish and maintain effective, cooperative and harmonious working relationships with employees, employee organizations, public agencies and the public;
Provide excellent customer service and maintain confidentiality regarding sensitive information;
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;
Perform data research and prepare clear and concise reports;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

EXPERIENCE AND EDUCATION

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

Experience

Two years of responsible and varied database and higher-level computer entry experience, including some experience in organizing and coordinating specialized database functions.

Education

Equivalent to completion of the twelfth grade, including or supplemented by courses in data entry, database management and output report development.

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

ALTA LOMA SCHOOL DISTRICT

DATABASE ~~TECHNICIAN~~ MANAGEMENT SPECIALIST – Page 5

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

1. STRENGTH:

A. Standing	10%	
Walking	10%	
Sitting	80%	
B. Lifting	O	25 lbs.
Carrying	F	25 lbs.
Pushing	O	10 lbs.
Pulling	O	10 lbs.
2. CLIMBING O
- BALANCING NP
3. STOOPING O
- KNEELING O
- CROUCHING O
- CRAWLING NP
4. REACHING C
- HANDLING O
- FINGERING C
- FEELING NP
5. TALKING:

Ordinary	C
Other	O
HEARING:	
Conversations	C
Other Sounds	O
6. SEEING

Acuity, Near	C
Acuity, Far	O
Depth Perception	O
Accommodation	C
Color Vision	NP
Field of Vision	O
7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: 2 3 (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).

ALTA LOMA SCHOOL DISTRICT

DATABASE ~~TECHNICIAN~~ MANAGEMENT SPECIALIST – Page 6

8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are supplies, reams of paper, carts, desk drawer; reaching/handling/fingering are reports, telephone, computer keyboard, files; talking/hearing are conversations with students, general public in person and via telephone; seeing are computer screen, bulletin board, reviewing reports and records.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

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

Key to Environmental Factors Rating:

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

- | | |
|-----------------|-------------|
| 1. ENVIRONMENT: | |
| Inside 90% | Outside 10% |
| 2. EXTREME COLD | NP |
| 3. EXTREME HEAT | NP |
| 4. WET/HUMID | NP |
| 5. NOISE | 65 decibels |
| VIBRATION | NP |

Comments regarding "Noise" = General office conversation and equipment

- | | |
|----------------|----|
| 6. HAZARDS: | |
| Mechanical | S |
| Explosives | NP |
| Electrical | NP |
| Radiant Energy | NP |
| Burns | S |
| Other Hazard/s | NP |

Comments regarding "Mechanical Hazards" = Copier, opening boxes

Comments regarding "Burn Hazards" = Copier

- | | |
|----------------------------|----|
| 7. ATMOSPHERIC CONDITIONS: | |
| Fumes | S |
| Mists | NP |
| Odors | S |
| Gases | NP |

ALTA LOMA SCHOOL DISTRICT

DATABASE TECHNICIAN MANAGEMENT SPECIALIST – Page 7

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.



Alta Loma
SCHOOL DISTRICT
Inspiring Learners for a Lifetime

Superintendent's Memorandum

To: Board of Trustees

From: SY Dr. Sherry Smith, Superintendent

Date: January 18, 2022

Subject: 2023-2024 School Calendar

BACKGROUND: The calendar has been presented to staff for input and revision. Our calendar continues to align closely with Chaffey Joint Union High School District with regard to the start of school as well as winter and spring recesses.

RATIONALE: Adoption of the annual school calendar facilitates planning for the upcoming year. By continued alignment with Chaffey for the majority of non-student days, the District maximizes its ADA revenue because families are not forced to choose between two districts for vacation and holiday plans.

FUNDING: There is no monetary cost to the District.

RECOMMENDATION: Recommend the Board adopt the 2023-2024 school year calendar, as presented.

Alta Loma School District 2023-2024 School Calendar (DRAFT)

July-23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August-23						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September-23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October-23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December-23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January-24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February-24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April-24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May-24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June-24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Month	# School Days
July-23	
4 Independence Day Holiday (observed)	
24 Opening of School Offices	
August-23	19 (18)
1 New Certificated Staff Orientation	
2 Convocation	
7 Non-Work Day for 8th Grade Certificated Staff	
7 First Day for Grades K-7 (Grades 1-7 Modified Day)	
8 First Day 8th Grade Students (Grades 1-8 Modified Day)	
September-23	20
4 Labor Day Holiday	
21-22 Elementary Parent Conferences (Grades 1-6 Modified Days)	
25-28 Jr. High Parent Conferences (Grades 7-8 Modified Days)	
29 Jr. High - Modified Day (Grades 7-8)	
October-23	21
9 Staff Development Day	
27 End of Trimester I	(58 Days)
November-23	16
10 Veterans Day Holiday	
13-17 Elementary Parent Conferences (Grades 1-6 Modified Days)	
17 Jr. High - Modified Day (Grades 7-8)	
20-24 Thanksgiving Holidays	
December-23	15
21 Modified Day, Grades 1-8; P.M. TK/Kdgn. Students attend A.M.	
22-29 Christmas Holidays/Winter Recess	
January-24	17
1-5 New Year's Holiday/Winter Recess	
8 Students Return	
15 Martin Luther King Jr. Day	
February-24	19
12 President Lincoln's Birthday Holiday	
16 End of Trimester II	(61 Days)
19 Presidents' Day Holiday	
March-24	15
5 Elementary Parent Conferences (Grades 1-6 Modified Days)	
7-8 Elementary Parent Conferences (Grades 1-6 Modified Days)	
11 Staff Development Day	
22 Modified Day, Grades 1-8; P.M. TK/Kdgn. Students Attend A.M.	
25-29 Spring Recess	
April-24	22
May-24	16 (17)
17 Jr. High - Modified Day (Grades 7-8)	
22 Last Day of School Grades K-7	(61 Days)
22 Modified Day, Grades 1-8; P.M. TK/Kdgn. Students attend A.M.	
23 Last Day for 8th Grade Students (Modified Day)	
24 Floating Holiday - Admissions Day (Observed)	
27 Memorial Day	
Total School Days	180

	Elementary Conferences - Modified Days
	Jr. High Conferences - Modified Days
	Modified Day - Extended Professional Development
	Jr. High - Modified Day
	Elementary & Jr. High - Modified Day

	Non-School Day: Schools and District Office Closed
	Non-School Day: Schools Closed; District Office Open

*Note: Wednesdays are modified days at elementary sites grades 1-6 from August 9 through May 22.



**RESOLUTION ADOPTING A
CONFLICT OF INTEREST CODE**

Resolution No. 1-18-2023

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Alta Loma School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the District's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Alta Loma School District has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the District's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Alta Loma School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary/President



Educational Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: CP Chris Deegan, Associate Superintendent, Educational Services

Date: January 18, 2023

Subject: Approval of School Plan For Student Achievement

BACKGROUND: Each year site staff reviews student achievement data, to determine strengths and weaknesses of the instructional program, and to align their findings to Local Control Accountability initiatives. This analysis allows teachers and administrators to determine school goals for the year. These goals are described in the School Plan for Student Achievement. State and Federal funds are aligned with the goals. The School Plan for Student Achievement is presented to each school's Site Council for additional input and approval.

RATIONALE: The California Department of Education mandates that each school receiving State and Federal monies develop a School Plan for Student Achievement. The plan must be approved by the school's Site Council and the Board of Trustees.

FUNDING: There is no impact to the General Fund

RECOMMENDATION: Recommend the Board approve the 2022-23 School Plan for Student Achievement for all District schools



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

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

Date: January 18, 2023

Subject: Review and Acceptance of District Audit for 2021-22 School Year

BACKGROUND: Pursuant to Education Code Sections 41020 and 41020.3 and Board Policy 3460, an audit of the District's financial records is completed annually by a Certified Public Accountant (CPA). The audit must be placed on the agenda of a regularly scheduled Board Meeting for review and acceptance.

RATIONALE: The audit, performed by the firm of Jeanette L. Garcia and Associates, is included for review. There were no findings and/or recommendations for the fiscal year ended June 30, 2022.

FUNDING: Unrestricted General Fund (Fund 01)

RECOMMENDATION: Recommend the Board review and accept the 2021-22 Audited Financial Report as presented.



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

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

Date: January 18, 2023

Subject: Review and Acceptance of District Audit for 2021-22 School Year for the District General Obligation Bond Building Fund

BACKGROUND: Pursuant to Senate Bill (SB) 581, and Board Policy 3460, a financial and performance audit of the District's Bond Program by a Certified Public Accountant (CPA) will occur annually prior to March 31. The audit must be placed on the agenda of a regularly scheduled Board of Trustees Meeting for review and acceptance. The Citizens' Bond Oversight Committee (CBOC) will also review the audit report at their next scheduled meeting.

RATIONALE: The audit, performed by the firm of Jeanette L. Garcia and Associates, is included for review. There were no findings and/or recommendations for the fiscal year ended June 30, 2022.

FUNDING: Measure H Bond Fund (Fund 21)

RECOMMENDATION: Recommend the Board review and accept the 2021-22 Audited Financial Report for the General Obligation Bond Building Fund as presented.

Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: Eric Hart, Associate Superintendent, Administrative Services

Date: January 18, 2023

Subject: Request the Extension to Utilize the Piggyback Irvine Unified School District Bid No. 19/20-01, Technology Equipment and Peripherals, Awarded to CDW Government, LLC

BACKGROUND: The Irvine Unified School District piggyback bid with CDW Government, LLC is for the purchase of technology equipment and supplies. To align with the District's intent to increase the use of technology in classrooms and to deliver the finest 21st Century education to all students, the District has the need to purchase technology equipment and supplies.

RATIONALE: The annual cost to purchase technology equipment and supplies could potentially exceed the equipment 2023 public bid threshold of \$99,100. Competitive bids must be sought or identified to meet the formal bid requirements. However, Public Contract Code Section 20118 allows school districts the opportunity to utilize competitively bid contracts from other public agencies. Piggyback language can be found in Irvine's bid documents. It is in the District's best interest to utilize this contract as needed to purchase various technology equipment and supplies. On December 13, 2022, Irvine Unified School District authorized the extension of another 1-year term effective January 1, 2023 – December 31, 2023. The contract is currently in year four (4) of a five (5) year maximum term.

FUNDING: Unrestricted General Fund (Fund 01) and Fund 21.

RECOMMENDATION: Recommend the Board approve the use of the piggyback Irvine Unified School District Bid No. 19/20-01, Technology Equipment and Peripherals, Awarded to CDW Government, LLC for the length of the contract.

PREPARED BY: R. H. Ryan Hardman, Interim Coordinator of Purchasing Warehouse and Reprographics

19. a. Amend Contract/Award - Technology Equipment and Peripherals

Rationale

The Irvine Unified School District (District) has a need for technology equipment and peripherals.

On December 17, 2019, the Board of Education (Board) awarded Bid No. 19/20-01 IT Technology Equipment and Peripherals to CDW Government, LLC (CDWG). Bid No. 19/20-01 IT Technology Equipment and Peripherals was a unit-cost bid that included equipment and services the District anticipated were necessary to meet the District's technology needs.

The initial term of the contract was January 1, 2020 through December 31, 2021 with the option to extend for three (3) additional one (1) year terms, for a maximum term of five (5) years, in accordance with provisions contained in Education Code section 17596, upon mutual written agreement of the District and CDWG and the approval of the Board. The first extension for the period of January 1, 2022 through December 31, 2022 was Board approved on September 14, 2021.

The District has been pleased with the services from CDWG; therefore, staff requests the authorization to extend the contract for one (1) additional one (1) year term, as allowable per the terms and conditions outlined in the Bid, from January 1, 2023 through December 31, 2023.

Certain products specified in the bid have subsequently been updated, altered or discontinued; therefore, the parties wish to amend the underlying Bid Form Pricing Sheet to allow the District to purchase 1) new, upgraded products that replace those originally specified, and 2) substitute products which are direct replacements for original products that have been discontinued. Section 19.C of Bid No. 19 /20-01 IT Technology Equipment and Peripherals allows the successful bidder to "delete Equipment removed from the market by the manufacturer and/or add Equipment introduced to the market by the manufacturer under the following conditions: a. Deleted Equipment has been discontinued and is no longer available from the manufacturer; b. Added Equipment is a direct replacement for original Equipment listed in the bid, Contractor's bid, the resulting Agreement and/or any Purchase Agreements."

Manufacturers have discontinued certain products specified in the bid. In some cases, the replacement products include significant technical upgrades that have affected the product price. Additionally, some manufacturer cost increases require an adjustment to licensing and product costs. The Technical Specifications and Requirements form in Bid No. 19 /20-01 IT Technology Equipment and Peripherals allows "price increases reflecting original manufacturer's cost increases to the successful Bidder."

The Updated Bid Form Pricing Sheet is attached.

IUSD/Fogarty/Ford/Bennett
Board Agenda
December 13, 2022



Attachment

Financial Impact

Funding may be provided by various sources including, but not limited to: General Fund - Fund 01, Deferred Maintenance Fund - Fund 14, Building Fund - Fund 21, Capital Facilities Fund - Fund 25, County School Facilities Fund - Fund 35, Special Reserve Fund for Capital Outlay Projects - Fund 40, Community Facilities Districts, and Stimulus Funding Sources.

Amount of expenditure undetermined. School sites and programs make purchases within budget allocation amounts. Savings are anticipated due to reduced pricing of the Bid Contract.

Recommended Motion

Authorize the Assistant Superintendent of Business Services to amend the contract with CDW Government, LLC for technology equipment and peripherals, resulting from Bid No. 19/20-01 IT, to incorporate the additional and substituted products set forth in the Updated Bid Form Pricing Sheet and to extend the contract for one (1) additional one (1) year term, effective January 1, 2023 through December 31, 2023.

Quick Summary / Abstract

Authorize the Assistant Superintendent of Business Services to amend the contract with CDW Government, LLC for technology equipment and peripherals, resulting from Bid No. 19/20-01 IT, to incorporate the additional and substituted products set forth in the Updated Bid Form Pricing Sheet and to extend the contract for one (1) additional one (1) year term, effective January 1, 2023 through December 31, 2023.

Supporting Documents



CDWG Contract - Updated Bid Pricing Sheet 12.2022

AMENDMENT 7 TO AGREEMENT

This AMENDMENT 7 TO AGREEMENT ("Amendment 7") by and between CDW Government LLC ("CDWG", "Contractor") and Irvine Unified School District on behalf of itself and its affiliated schools ("Customer" or "District"), is entered into on January 1, 2023 (the "Effective Date"), with reference to the facts set forth below. Contractor and District agree to amend the terms and conditions of the Agreement ("Agreement"), upon and subject to the terms and conditions of this Amendment 7, notwithstanding anything to the contrary in the Agreement. Initial capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement.

Whereas, Contractor and District entered into the Agreement on January 1, 2020 with a term date ending December 31, 2021; and

Whereas, Contractor and District entered into an Amendment to the Agreement on January 1, 2021; and

Whereas, Contractor and District entered into an Amendment 2 to the Agreement on March 1, 2021; and

Whereas, Contractor and District entered into an Amendment 3 to the Agreement on June 9, 2021; and

Whereas, Contractor and District entered into an Amendment 4 to the Agreement on January 1, 2022 extending the term end date through December 31, 2022; and

Whereas, Contractor and District entered into an Amendment 5 to the Agreement on January 1, 2022; and

Whereas, Contractor and District entered into an Amendment 6 to the Agreement on August 1, 2022; and

Whereas, Contractor and District have mutually agreed to amend the Agreement as set forth in this Amendment 6.

NOW THEREFORE, in consideration of the mutual covenants, promises, representations, warranties, and conditions set forth herein, Contractor and District hereby agree as follows:

1. The Agreement is hereby amended to extend the term end date through December 31, 2023 pursuant to section 4 of the Agreement. The Agreement may be extended upon mutual consent of District and Contractor for two (2) additional one (1) year periods in accordance with provisions contained in Education Code section 17596 (K-12). The maximum term of the Agreement is five (5) years.
2. Whereas, section 19.C. of Bid No. 19/20-01 IT Technology Equipment and Peripherals allows the successful Bidder to "delete Equipment removed from the market by the manufacturer or and/or add Equipment introduced to the market by the manufacturer under the following conditions: a. Deleted Equipment has been discontinued and are no longer available from the manufacturer; b. Added equipment is a direct replacement for original Equipment listed in the bid, Contractor's bid, the resulting Agreement and/or any Purchase Agreements." Such changes have been made by manufacturers and the Bid Form Pricing Sheet is hereby amended to reflect changes in Exhibit A. Any future price decreases by the manufacturer will be incorporated into the Bid Form Pricing Sheet to decrease the purchase price for District.
3. Whereas, the Technical Specifications and Requirements in the RFP and Agreement states that "price increases reflecting original manufacturer's cost increases" may be allowed. Such changes have been made by manufacturers and the Bid Form Pricing Sheet is hereby amended to reflect changes in Exhibit A.


Documentation reflecting aforementioned price increases is attached hereto in Exhibit B. Any future price decreases by the manufacturer will be incorporated into the Bid Form Pricing Sheet to decrease the purchase price for District.

4. Except as otherwise expressly modified herein, all terms and conditions of the Agreement shall remain in full force and effect. To the extent there is a conflict between this Amendment 7 and the Agreement, this Amendment 7 shall control.

5. This Amendment 7 may be executed in multiple counterparts, each of which shall be deemed an original and, together shall constitute one document.


IN WITNESS WHEREOF, Contractor and DISTRICT have executed this Amendment 7 to Agreement as of the Effective Date.

CDW Government LLC


By: David Hutchins
Title: V.P. Strategic Programs
Date: 11/11/2022

**Digital Signature Not Accepted*

Irvine Unified School District


By: John Fogarty
Title: Asst Supt Business Services
Date: December 14, 2022

DISTRICT Board Approved: December 13, 2022

EXHIBIT A

Bid No. 19/20-01 IT Technology Equipment and Peripherals Updated Pricing Sheet
Updated Model and Pricing Information


Proposed Model and Pricing Information			Updated Model and Pricing Information		
Line #	Description	Unit Cost	MSRP	Unit Cost	MSRP
1	HP Chromebook 11 G8	\$229.00	\$299.00		
1a	43684UTRABA	\$229.00	\$299.00		
2	Dell Chrome 3100	\$225.71	\$349.00		
3	Google Chrome Mgmt License	\$31.00			
3a	CROSSWIDSEUENEW	\$1,220.00			
3b	CHRG36H+	\$1,181.24			
3c	55423-D8T	\$1,181.24			
3d	Anywhere Cart AC Plus-T	\$1,199.00			
3e	AC-PLUS-T	NO BID			
3f	DellCharge C36				
4	HP LaserJet Pro M404n	\$275.00	\$382.05		
4a	W1A5ZARBGJ	\$275.00	\$382.05		
4b	Lemmark B3442DW	\$310.00	\$449.00		
4c	2950300	\$310.00	\$449.00		
5	HP Color LaserJet M554DN	\$524.00	\$867.00		
5a	7ZU181ABRGJ	\$524.00	\$867.00		
5b	Lemmark C5672de	\$590.00	\$872.85		
5c	42C0080	\$590.00	\$872.85		
6	Cisco Catalyst 9500 16-port 10G K12	\$11,823.00	\$18,528.00		
6a	C9500-16K-EDU	\$11,823.00	\$18,528.00		
7	Cisco Catalyst 9200L 48-port PoE+ only 4x10G uplinks K12	\$4,950.00	\$7,823.17		
7a	C9200L-48P-4K-EDU	\$4,950.00	\$7,823.17		
8	Cisco Catalyst 9300 48-port(12 mgig)36 2.5Gbps K12	\$9,128.00	\$14,130.10		
8a	C9300-48UNM-EDU	\$9,128.00	\$14,130.10		
9	HP AP-535	\$1,085.00	\$1,570.00		
9a	K237A	\$1,085.00	\$1,570.00		
9b	HP AP-535	\$983.68	\$1,395.00		
9c	Ruckus R750	\$1,334.00	\$2,200.00		
9d	RAH18A265	\$1,334.00	\$2,200.00		
10	HP AP-575	\$2,500.00	\$3,495.00		
10a	Ruckus T750	\$2,500.00	\$3,495.00		
10b	301-1750-US01	\$1,022.00			
10c	HW619AAE	\$96.00			
11	Aruba AP7PEF/RFP License	\$96.00			
11a	Ruckus Virtual LC	\$96.00			
11b	UP9-0001-5600	\$5,340.00	\$9,480.00		
12	Schneider Electric UPS				
13	Epson L505	\$899.00	\$1,206.00		
14	Epson 725W	\$1,123.00	\$1,890.00		
15	Epson ELP164	\$137.00	\$252.00		
16	Bondhigh Precolor 753U	\$3,258.35			
16a	Promethean ACTIVpanel Titanium	\$3,700.00	\$7,139.00		
16b	No Bid				
16c	Smart MX275-V2	\$4,017.59			
16d	Dell C7520QT	\$4,800.00	\$5,749.99		
17	Samsung Q65R 65" Digital Signage	\$950.00	\$1,385.00		
18	Aver M15W	\$423.00	\$549.00		
18a	Discos no direct replacement				
19	LightSpeed TopCat	\$1,695.00			
20	Installation Service - Lightspeed Top cat	\$195.00			
21	ATLASD poe+ INDOOR WALL MOUNT	\$722.00	\$1,220.99		
22	Installation Service- atlas LED Loud speaker				



Alta Loma
SCHOOL DISTRICT

Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: January 18, 2023

Subject: Additional Junior High Coaching Stipend

BACKGROUND: Certificated and classified employees who meet State and District requirements earn an hourly stipend of \$40 an hour as coaches and \$30 an hour as assistant coaches to oversee the junior high school intramural sports program. The District is in the process of hiring qualified assistant coaches for positions that have not been filled with current employees.

RATIONALE: In addition to their hourly stipend, junior high coaches who are currently overseeing a sport without an assistant coach are recommended to receive 50% of the junior high assistant coaching stipend, in the amount of \$15 per hour, to compensate them for the additional responsibilities and duties required.


FUNDING: There is no impact to the District's General Fund.

RECOMMENDATION: Recommend the Board approve the additional stipend compensation of \$15 an hour for coaches overseeing a junior high intramural sport without an assistant coach.



Alta Loma
SCHOOL DISTRICT

Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: January 18, 2023
Subject: Resident Substitute Teachers

BACKGROUND: The recruitment and retention of certificated substitute teachers has been challenging and competitive in recent years. Resident substitute teachers will help provide sufficient classroom coverage in the event of a scheduled or unscheduled teacher absence.

RATIONALE: One Resident Substitute teacher will be assigned and available on a daily basis at each of the District's school sites. If a teacher vacancy is not covered through the existing substitute pool, the school site Secretary will have the ability to place the Resident Substitute Teacher into a vacancy. Resident Substitute Teachers will be considered members of the school site staff and will be added to the staff list. Resident Substitute Teachers will be paid the daily rate of \$220.

FUNDING: Resident Substitute Teachers will be funded through the general fund.

RECOMMENDATION: Recommend the Board approve the District's use and assignment of Resident Substitute Teachers at a rate of \$220 per day, through May 25, 2023.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From: Donna Carlson, Assistant Superintendent of Human Resources

Date: January 18, 2023

Subject: Revised Classified Part Time Hourly Schedule - Student Helpers

BACKGROUND: The Classified Part Time Hourly Schedule - Student Helpers was last revised on January 1, 2022 to \$15 an hour.

RATIONALE: Our current Classified Part Time Hourly Schedule for Student Helpers needs to be aligned with California's minimum wage order which was increased on January 1, 2023 to \$15.50 an hour.

FUNDING: The increase in salary costs is approximately \$120 annually to the Unrestricted General Fund.

RECOMMENDATION: Recommend the Board approve the revised Classified Part Time Hourly Schedule - Student Helpers as presented with a retroactive effective date of January 1, 2023.

ALTA LOMA SCHOOL DISTRICT

Classified Part Time Hourly Schedule - Student Helper


Effective: January 1, 2023

(Increase in California Minimum Wage)

	1 Yr A	2 Yrs B
Student Helper	\$15.50	\$15.81
Student Helper- Intermediate	\$16.50	\$17.33



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: January 18, 2023
Subject: Request for Retirement from Maria Geraldine Young, Account Clerk, Senior

BACKGROUND: Geraldine Young began her career with Alta Loma School District on April 9, 2007 as an Intermediate Accounting Clerk at the District Service Center. Geraldine was promoted to Senior Account Clerk on January 1, 2008 and has since remained in that position.

Geraldine's favorite memory during her time with the District is of the Thanksgiving Feast. She has very fond memories of each of the people she has worked with and says there are too many to list.

Geraldine's plans in retirement are to see family, spend more time with her mom and to visit her daughter and grandbaby in Texas. She also looks forward to traveling and starting new hobbies.

Congratulations, Geraldine, on the occasion of your retirement. Thank you for 15 years of exemplary service to the Alta Loma School District.

RATIONALE: Geraldine's final day of service to the Alta Loma School District was December 31, 2022.

FUNDING: Impact to the District's general fund will be \$16,953 annually, until Geraldine reaches age 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from Maria Geraldine Young, Senior Accounting Clerk at the District Service Center.



**Board of Trustees Meeting Schedule
2023-2024 School Year**

July	No Meeting	
August	August 2, 2023	
September	September 6, 2023	September 20, 2023
October	October 18, 2023	
November	November 15, 2023	
December	December 13, 2023	
January	January 17, 2024	
February	February 21, 2024	
March	March 13, 2024	
April	April 3, 2024	April 17, 2024
May	May 1, 2024	May 15, 2024
June	June 5, 2024	June 12, 2024

All regularly scheduled Board Meetings are held on WEDNESDAYS in the Board Room at the Alta Loma School District Support Center, 9390 Base Line Road. Meetings begin at 6:00 PM, but start time is subject to change.

To confirm meeting start time, please refer to the posted agenda which can be found on the Alta Loma School District website, www.alsd.k12.ca.us, in the school office, and at the Base Line Road entrance to the District Support Center. Agendas are posted at least 48 hours prior to the meeting and are usually posted the Friday before each meeting.


Adopted by the Board of Trustees:



Alta Loma
SCHOOL DISTRICT

Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: January 18, 2023

Subject: Job Description: Fiscal Services Technician

BACKGROUND: Due to personnel changes within the Fiscal and Risk Management Departments, a restructure of roles and responsibilities across the Fiscal and Human Resources Departments has taken place. As a result, a new job description for the position of Fiscal Services Technician is being created.

First Reading

RATIONALE: The job description for Fiscal Services Technician outlines the essential duties, qualifications and physical demands of the position.

FUNDING: The Fiscal Services Technician will be placed on range 44 of the Classified Benefitted Hourly Schedule and will be funded by the general fund. This departmental restructure will result in an anticipated net cost savings for the District.

RECOMMENDATION: Recommend the Board adopt the job description for Fiscal Services Technician, with placement on range 44 of the Classified Benefitted Hourly Schedule, as presented.

ALTA LOMA SCHOOL DISTRICT
FISCAL SERVICES TECHNICIAN

DEFINITION

Under the direction of the Director of Fiscal Services, the Fiscal Service Technician is responsible for processing accounting and budget functions, including state and federal reporting and various functions of the accounting and budget cycle which include, budget transfers, journal entries, accounts payable, accounts receivable, categorical grant/entitlement monitoring, purchasing, stores, asset management, bids, leases and payroll; to serve as a clerical liaison to the Joint Powers Authorities and third party insurance carrier; to provide assistance, council, and information regarding insurance claim procedures to District personnel; and to do other related work as required.

ESSENTIAL DUTIES

- *Prepare, audit, analyze and verify financial reports and records.*
- *Reconcile general ledger accounts.*
- *Prepare month-end and year end closing entries.*
- *Prepare monthly budget-to-actual analysis and resolve variances with appropriate administrators.*
- *Prepare and process journal entries, budget transfers, and related accounting functions, as needed.*
- *Analyze, prepare, and review data for input into federal, state, and local financial reports*
- *Prepare and/or review cash flows and other data necessary in the preparation of financial reports.*
- *Monitor and update budget, accounting, and other related financial data, including preparation and tracking of monthly financial reports.*
- *Analyze, evaluate, and develop procedures to meet needs of preparation, control, and coordination of departmental budgets.*
- *Post, examine, adjust, balance, and reconcile accounting records; allocate funds to correct accounts; post budget transfers as needed.*
- *Locate and resolve problems and determine corrective entries; use judgment in balancing and reconciling differences within the record keeping system, resolving most problems without assistance.*
- *Perform internal audits and assist external auditors by preparing documentation required for annual audits.*
- *Perform professional level accounting work in accordance with a prescribed accounting system, federal and state laws, Generally Accepted Accounting Principles (GAAP), California Schools Accounting Manual (CSAM), and Governmental Accounting Standards Board (GASB).*
- *Develop and maintain spreadsheets and generate a variety of computerized reports.*
- *Coordinate and analyze costs and prepare budget projections.*
- *Monitor compliance and collection of financial data for state, federal and local reimbursement in order to meet legal, fiduciary, and statutory regulations.*
- *Compare and reconcile reports, forms, and other financial documents.*
- *Perform other related duties as assigned that support the objective of the position.*
- *Collaborate with other District departments to reconcile position control and ensure all district authorized positions are accurately reflected within District budgets and the position control system.*

ALTA LOMA SCHOOL DISTRICT

FISCAL SERVICES TECHNICIAN - Page 2

- *Provide technical guidance and oversight for assigned areas of responsibility to assist District staff at the site/program/department level.*
- *Perform specialized and technical functions in assembling, tabulating, calculating, analyzing, verifying, and filing accounting and fiscally related information and data.*
- *Process a variety of documents pertaining to financial-related transactions, including accounts payable and other fiscal record management functions.*
- *Audit and process for payment all employee reimbursements, travel/conference advances, and justifications.*
- *Process student/parent reimbursements.*
- *May receive money, prepare a record of cash receipts and bank deposit documents, and reconcile bank statements.*
- *Assist in revision, formulation, and implementation of accounting and budget control record management systems and procedures.*
- *Verify/assign account classifications.*
- *Prepare and verify the accuracy and completeness of financial files, records, and reports.*
- *Assist with maintaining vendor list and 1099 reporting.*
- *Operate computers and other business office machines and equipment.*
- *Work with computer-based accounting, budget control, and attendance systems.*
- *Prepare system input data and analyze, verify, and reconcile output reports.*
- *May perform lead functions within a specialized accounting, budget control, or payroll record management system that may include the preparation of technical and complex reports.*
- *Interpret and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to District personnel.*
- *May provide technical information to county, state, and federal agencies.*
- *Physical custody, record keeping, reimbursement, reconciling, and maintenance of the Cash Clearing Account.*
- *Manage and maintain capital projects in the fixed assets system.*
- *Prepare and distribute correspondence relative to District insurance concerns and issues.*
- *Serve as a liaison to the Risk Management administrator.*
- *Assist in the development of safety and risk management policies, regulations and guidelines.*
- *Perform a variety of functions pertaining to the District's insurance programs, including program orientation, claims processing, and claim investigation.*
- *Provide information and assist employees concerning property and liability claim procedures.*
- *Perform general clerical functions (e.g., answer telephones, schedule meetings and appointments, file, copy, fax, scan, etc.) for the purpose of supporting departmental activities in an efficient manner.*

QUALIFICATIONS

Knowledge of:

Accounts payable and the preparation of purchasing related processes;

Bank deposits and statement reconciliation processes;

Laws, regulations, rules and District policies and procedures applicable to areas of responsibility;

Methods, practices, and procedures of school district accounting, budget control, and payroll record management;

Operation of manual and computer-assisted accounting, budget control, and payroll record management systems;

Modern office practices, procedures, and techniques;

Organization and planning methods, trends, techniques, and practices.

ALTA LOMA SCHOOL DISTRICT

FISCAL SERVICES TECHNICIAN - Page 3

Ability to:

***Effectively and efficiently serve as an informational recourse to District personnel;
Understand legal mandates, policies, regulations, and guidelines regarding risk management related issues;
Perform complex and technical accounting, budget control, and payroll clerical functions;
Perform complex and specialized pupil attendance functions and reports utilizing independent judgment, speed and accuracy;
Prepare, review, and analyze accounting, budget control, and payroll files, records, summaries, and reports;
Perform double entry bookkeeping and elementary accounting;
Lead and advise other accounting and budget control clerical personnel;
Make complex arithmetical calculations and verify the results;
Effectively and efficiently operate computers and other machines and equipment;
Type or keyboard at a net corrected speed of 40 words per minute;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.***

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:

Three years of highly responsible experience in accounting, payroll, or budget control record management and reporting, including one year in a lead or specialized capacity.

Preferred Experience:

One year in a lead or specialized capacity; Processing Risk Management claims; Managing Property and Liability Insurance.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in elementary 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***

ALTA LOMA SCHOOL DISTRICT

FISCAL SERVICES TECHNICIAN - Page 4

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

ALTA LOMA SCHOOL DISTRICT

FISCAL SERVICES TECHNICIAN - Page 5

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 students, general public in person and via telephone; seeing are computer screen, bulletin board, reviewing reports and records.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

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

Key to Environmental Factors Rating:

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

1. **ENVIRONMENT:**

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 NP
 Other Hazard/s NP

Comments regarding “Mechanical Hazards” = Copier, opening boxes

Comments regarding “Burn Hazards” = Copier

7. **ATMOSPHERIC CONDITIONS:**

Fumes S
 Mists NP

ALTA LOMA SCHOOL DISTRICT

FISCAL SERVICES TECHNICIAN - Page 6


<i>Odors</i>	<i>S</i>
<i>Gasses</i>	<i>NP</i>
<i>Dusts</i>	<i>S</i>
<i>Poor Ventilation</i>	<i>S</i>
<i>Other Atmospheric Hazards</i>	<i>NP</i>
<i>Comments regarding "Fumes" = Copier</i>	
<i>Comments regarding "Odors" = Copier</i>	
<i>Comments regarding "Dust" = Paper</i>	

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: January 18, 2023
Subject: Job Description: Family Engagement Liaison

BACKGROUND: To clarify and ensure appropriate alignment of duties with the current responsibilities of the position, the job description for the Family Engagement Liaison has undergone a review. The Family Engagement Liaison position is being amended and reclassified due to the increasing need of support for the District family engagement programs and policies that further student engagement, achievement and success.

First Reading

RATIONALE: The amended and reclassified job description outlines and clarifies the essential duties, qualifications and physical demands of the position of Family Engagement Liaison.

FUNDING: Due to the increased demands of this position, the District recommends movement from range 25 to range 28 on the Classified Part-Time Hourly Anniversary Steps Schedule, retroactive to July 1, 2022. The budgetary impact is approximately \$1,264.

RECOMMENDATION: Recommend the Board amend and reclassify the job description for Family Engagement Liaison, as presented, with movement from range 25 to range 28 on the Classified Part-Time Hourly Anniversary Steps Schedule with a retroactive effective date of July 1, 2022, as presented.

ALTA LOMA SCHOOL DISTRICT
FAMILY ENGAGEMENT LIAISON

DEFINITION

Under general supervision; to assist in the development and implementation of The Family Engagement Program; to provide a communication link between the parents and the school; to assist with parent advisory committees; to serve as a liaison to inform parents of community resources; to facilitate an understanding of District policy, regulations, and program goals and objectives; to support parents and students by making home visits; to assist in performing clerical support activities; and to do other *technical and clerical related* work as required.

ESSENTIAL DUTIES

- Performs a variety of tasks as a communication link between the school and parents/guardians.
- Facilitates parent/guardian understanding of school resources to address their questions, complaints, and comments.
- Provides friendly outreach where parents/guardians are welcomed, helped, encouraged and cared for.
- Performs a variety of planning, organization, and coordination functions and activities related to parents/guardians.
- Involves parents/guardians in the joint development of the District and school site's Family Engagement Policy.
- Assists in evaluating the content and effectiveness of the policy annually.
- Assists schools in planning and implementing effective parent/guardian involvement activities to improve student academic achievement and school performance.
- *Performs a variety of technical and clerical duties to assist Administrators.*
- *Applies pertinent rules, procedures and policies related to Student Services and Educational Programs.*
- Coordinates and integrates parent involvement resources and services from the community to strengthen school programs and practices.
- Communicates family-friendly volunteer policies to recruit and organize parent/guardian help and support.
- Represents the District during county Parent Engagement Network meetings and/or events.
- Assists in surveying, analyzing, and reporting yearly stakeholder input related to the Local Control Accountability Plan (LCAP).
- Arranges translation and interpretative services pertaining to both oral and written communication needs.
- Assists in the planning, organization, and coordination of advisory committee functions and activities (DELAC, TIDE, Foster Youth Summit, etc.).
- ~~Coordinates with the ALSD CBET—Community Based English Tutoring program.~~
- Participates in home visits to ensure productive communication, residency, and awareness of youth and community services.
- Assists schools with student attendance/tardies and informs families of available resources and supports.
- Coordinates transportation for chronically absent students.
- ~~Develops and maintains a Family Resource Center and arranges monthly access opportunities.~~
- Assists as Parent Liaison for Title 1 Engagement mandates.
- Performs a variety of support functions including inventory, ordering and distribution of school supplies.
- *Establishes and maintains accurate records and files related to departmental activities.*
- *Collects information and completes required reports for local, state and federal agencies.*
- *Maintains confidential student and family records.*

ALTA LOMA SCHOOL DISTRICT

FAMILY ENGAGEMENT LIAISON - Page 2

- *Provides assistance to school site and District Office staff pertaining to Student Services and Educational Programs.*
- Provides any clerical support necessary to the school, District, as well as advisory committees including recording data, copying documents, filing, laminating and other activities.
- Utilizes current technologies to communicate, analyze data, prepare presentations, and perform related tasks.
- Demonstrates knowledge of the District's and site's programs and objectives.
- *Proficiently operates a variety of standard office equipment, computer and software programs.*
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Procedures, methods, techniques, and strategies utilized in the development of parent school liaison processes;

Multicultural awareness and sensitivity as required by the assignment;

Purpose, goals, and objectives of public education;

Procedures, methods, techniques, and strategies utilized in dealing with sensitive school and community problems, issues and concerns.

Ability to:

Communicate clearly and concisely, both orally and in writing, in English and a designated second language as needed;

Understand and carry out oral and written directions;

Organize, set priorities and exercise sound independent judgment within areas of responsibility;

Creatively and innovatively provide liaison services to the educational community;

Assist in the implementation of a comprehensive Family Engagement program;

Establish and maintain cooperative educational community relationships;

Interact effectively with parents and children of diverse backgrounds, experiences and interests;

Recruit and maintain the interest of parents and help increase their participation in school activities.

EXPERIENCE AND EDUCATION

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

Experience:

A minimum of one year of paid experience providing service in parent and community service programs, or similarly related areas.

Education:

Equivalent to the completion of the twelfth grade. Course work or training in parent education and community awareness programs is preferred.

Licenses and other Requirements:

Possession of valid driver's license

Proof of insurability

ALTA LOMA SCHOOL DISTRICT

FAMILY ENGAGEMENT LIAISON – Page 3

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

SUMMARY OF PHYSICAL DEMANDS RATINGS (continued)

1. STRENGTH:	
A. Standing	60%
Walking	30%
Sitting	5%
B. Lifting	O 25 lbs.
Carrying	O 25 lbs.
Pushing	O 25 lbs.
Pulling	O 25 lbs.
2. CLIMBING	O
BALANCING	NP
3. STOOPING	O
KNEELING	O
CROUCHING	O
CRAWLING	NP
4. REACHING	O
HANDLING	C
FINGERING	O
FEELING	O
5. TALKING:	
Ordinary	C
Other	C
HEARING:	
Conversations	C
Other Sounds	C
6. SEEING	
Acuity, Near	C
Acuity, Far	F
Depth Perception	NP
Accommodation	N

JM/5/29/18

dlc 01/2023

ALTA LOMA SCHOOL DISTRICT

FAMILY ENGAGEMENT LIAISON – Page 4

Color Vision	NP
Field of Vision	NP

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 significant Physical abilities are associated with instructing and supervising volunteers.

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 50% Outside 50%
2. **EXTREME COLD** S
3. **EXTREME HEAT** S
4. **WET/HUMID** S
5. **NOISE** 80 decibels
VIBRATION NP
Comments regarding “Noise” = Operating machines in workroom and loud conversation
6. **HAZARDS:**
Mechanical NP
Explosives NP
Electrical S
Radiant Energy NP
Burns NP
Other Hazard/s NP
Comments regarding “Electrical Hazards” = Outlet covers on all plugs
7. **ATMOSPHERIC CONDITIONS:**
Fumes S
Mists NP
Odors F

ALTA LOMA SCHOOL DISTRICT

FAMILY ENGAGEMENT LIAISON – Page 5


Gasses	NP
Dusts	O
Poor Ventilation	NP
Other Atmospheric Hazards	NP
Comments regarding “Dust Exposure” = Pollen, sand	

8. PROTECTIVE CLOTHING – DEVICES: None
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: January 18, 2023

Subject: Job Description: Secretary - Senior

BACKGROUND: To clarify and ensure appropriate alignment of duties with the current responsibilities of the position, the job description for Secretary - Senior has undergone a review. As the duties for the Secretary - Senior position have significantly increased over the last several years to include oversight of the CHAMPS preschool program, intra and inter district transfers requests, as well as student services and educational programs, the job description is being amended and reclassified.

First Reading

RATIONALE: The amended and reclassified job description outlines and clarifies the essential duties, qualifications and physical demands of the position of Secretary - Senior.

FUNDING: Due to the increased demands of this position, the District recommends movement from range 38 to range 39 on the Classified Benefitted Hourly Schedule, retroactive to July 1, 2022. The budgetary impact is approximately \$1,300.

RECOMMENDATION: Recommend the Board amend and reclassify the job description for Secretary - Senior, with movement from range 38 to range 39 on the Classified Benefitted Hourly Schedule with a retroactive effective date of July 1, 2022, as presented.

ALTA LOMA SCHOOL DISTRICT

SECRETARY - SENIOR

DEFINITION

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

ESSENTIAL DUTIES

- ~~Serve as a personal secretary and office management aide.~~
- ***Serve as administrative support for Student Services and Educational Programs.***
- Review and screen incoming correspondence and communications routed to supervisor.
- ***Act as a receptionist and office management aide to administration, including the answering of routine inquiries and correspondence, scheduling appointments, conferences and meetings, and a variety of operational details.***
- 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.
- ***Assist with budget planning and expenditure control process.***
- 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.
- Operate a computer, and use a variety of application software.
- 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.
- May assist with budget planning and expenditure control processes.
- May assist with organizing the clerical functions of the office to which assigned.
- ***May assist with planning and implementation of District-wide events including GATE activities.***
- ***May assist with and organize expulsion processes and residency investigations.***
- ***Support inquiries and enrollment for intersession and independent study programs.***
- ***Process all cash and on-line payments for CHAMPS Program tuition.***
- ***Communicate with all subsidized agencies and verify student participation to apply tuition to student accounts.***
- ***Prepare all bank deposits for the CHAMPS Program.***
- ***Communicate past due amounts and collect overdue payments from fee-based families.***
- ***Independently manage the online program for payments and student registrations, including assisting parents.***
- ***Prepare annual tax statements and provide tax documentation to families.***

ALTA LOMA SCHOOL DISTRICT

SECRETARY - SENIOR – Page 2

- *Process all staff reimbursements.*
- *Monitor deposits and final payments to field-trips, consultants and outside agencies providing services to the CHAMPS Program.*
- *Prepare registration documents for the CHAMPS Program.*
- *Process CHAMPS enrollment applications, verify accuracy of data inputted into the student database.*
- *Collect and process timesheets for all Home Hospital employees.*
- *Collect and process Intra-District and Inter-District Transfer Requests.*
- *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.

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.

EXPERIENCE AND EDUCATION

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

Experience:

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

Education:

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

ALTA LOMA SCHOOL DISTRICT

SECRETARY - SENIOR – Page 3

SUMMARY OF PHYSICAL DEMANDS RATINGS

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

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

Rating Symbol Key:

NP = Not Present – Does not exist

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

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

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

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

ca/6-17-99

dlc 01/2023

SECRETARY - SENIOR – Page 4

- 155

ALTA LOMA SCHOOL DISTRICT

SECRETARY - SENIOR – Page 5

Gases	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.



Superintendent's Memorandum

To: Board of Trustees

From: §§ Dr. Sherry Smith, Superintendent

Date: January 18, 2023

Subject: Amend Board Policies Related to Philosophy, Goals, Objectives & Comprehensive Plans, Students 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 0510 – School Accountability Report Card
BP 5111 – Admission
BP 5116 – School Attendance Boundaries
BP 6164.2 – Guidance/Counseling Services

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 & Comprehensive Plans, Students and Instruction, as presented.

Alta Loma SD

Board Policy

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0510 (a)

SCHOOL ACCOUNTABILITY REPORT CARD

~~Such report cards shall be designed to~~ Inform parents/guardians and the community about the conditions, needs and progress at each school and to ~~help~~ provide data by which parents/guardians can make meaningful comparisons between schools. ~~The Board believes that The process of developing the report cards gives school staff opportunities to review achievements,~~ ***gathering and analyzing data also provides opportunities for school and District staff to review achievements and*** identify areas for improvement; enlist local support, and establish a vision for the future.

The Board of Trustees shall annually issue a school accountability report card for each school site. (Education Code 35256)

In preparing the District's report cards, the Superintendent or designee may choose to use or adapt the model template provided by the California Department of Education. If the model template is not used, the Superintendent or designee shall ensure that data are reported in a manner that is consistent with the definitions for school conditions as provided in the template. At least every three years, the Board shall compare the content of the District's report cards to the State's model template, recognizing that variances are allowed by law as necessary to meet local needs. (Education Code 33126.1, 35256)

The Board shall annually approve the SARCs for all District schools and shall evaluate the data contained in the SARCs as part of the Board's regular review of the effectiveness of the District's programs, personnel, and fiscal operations.

~~The Superintendent or designee shall maintain a process for developing annual report cards for each school site with input from all segments of the school community. The Superintendent or designee shall develop strategies for communicating the information contained in the eards SARCs to all stakeholders, including opportunities for staff and the community to discuss their content.~~

Notification and Dissemination of SARCs

~~The Superintendent or designee shall ensure that the information contained in the school accountability report card is accessible on the Internet and that the information is updated annually. (Education Code 35258)~~

SCHOOL ACCOUNTABILITY REPORT CARD (continued)

The ~~Board~~ *Superintendent or designee* shall publicize the issuance of ~~school accountability report cards~~ *SARCS* and notify parents/guardians that a paper copy will be provided upon request. *On or before February 1 of each year, the Superintendent or designee shall make the SARCs available in paper copy and on the internet.* (Education Code 35256)

Policy
adopted: November 1, 2003
amended: March 1, 2008

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Students

BP 5111 (a)

ADMISSION

The Board of Trustees believes that all children should have the opportunity to receive educational services. ***encourages the enrollment and appropriate placement of all children who are eligible for enrollment in school.*** Staff shall encourage parents/guardians to enroll all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children entering ***seeking admission to a*** District school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at District schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on District admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

Before enrolling any child in a District school, the Superintendent or designee shall verify the child's age, residency ***within the District***, immunization, and other applicable eligibility criteria specified in law, the accompanying Administrative Regulation, or other applicable Board Policy or Administrative Regulation.

The Superintendent or designee shall ensure that the enrollment of ***shall immediately enroll*** a homeless ***student***, or foster child ***youth, student who has had contact with the juvenile justice system***, or a child of a military family is not delayed because ***regardless*** of outstanding fees or fines owed to the child's ***student's*** last school or for his/her ***their*** inability to produce previous academic, medical, or other records normally required for enrollment. ***(Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)***

The Superintendent or designee shall not inquire into or request documentation of a student's citizenship or immigration status, and shall not deny a student enrollment in a District school on the basis of the citizenship or immigration status of the student or their parents/guardians. Any information obtained about a student's or parent/guardian's citizenship or immigration status shall not be shared without parent/guardian consent or a lawful judicial order, in accordance with laws pertaining to the confidentiality of student records.

ADMISSION (continued)

When enrolling in any District school, including a school in their attendance area, children whose parents/guardians reside within District boundaries shall be subject to the timelines established by the Board for open enrollment. Children whose parents/guardians do not reside within the District or who are not otherwise eligible for enrollment in the District may apply for interdistrict attendance in accordance with the timelines specified in applicable Board Policies and Administrative Regulations.

The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements specified in law and in Board Policies and Regulations.

Policy
adopted: September 19, 2006
amended: February 21, 2018

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Students

BP 5116

SCHOOL ATTENDANCE BOUNDARIES

The Board of Trustees shall establish school attendance boundaries in order to maximize the efficient use of District facilities and effective administration of District schools. The Superintendent or designee shall periodically review school attendance boundaries and, as necessary, make recommendations to the Board for boundary adjustments.

When reviewing school attendance boundaries, the Superintendent or designee shall consider the following factors:

- 1. School enrollment data, including declining enrollment patterns*
- 2. Facility capacity and design, including potential commercial and residential developments*
- 3. Federal, state, or court mandates*
- 4. Student safety*
- 5. Transportation capacity*
- 6. Educational programs, such as magnet schools and charter schools*
- 7. Other factors*

In order to alleviate overcrowding, the Superintendent or designee may place some students in a school outside of their attendance area. Parents/guardians of students who are attending schools outside of their attendance area shall be notified of the school their child will be attending as soon as possible. ~~If available, transportation shall be provided for such students.~~

Policy
adopted: September 1, 1990
amended: July 1, 2006

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Instruction

BP 6164.2 (a)

GUIDANCE/COUNSELING SERVICES

The Board of Trustees recognizes that a ***structured, coherent, and*** comprehensive counseling program ~~can help~~ promotes academic achievement ***and growth***, and serves the diverse needs of all District students. ***The District shall provide an educational counseling program that offers students services and supports within a Multi-Tiered Systems of Support (MTSS) framework, in accordance with law.*** Counseling staff shall be available to meet with ~~junior~~ high students to discuss academic, social, ~~or~~ personal difficulties, ~~as well as~~ ***or*** other issues that may impact student learning ***and well-being***.

The Superintendent or designee shall ensure that all persons employed to provide ***direct*** school counseling, school psychology, ~~and/or~~ school social work services ***to students, and/or implement equitable school programs and services that support students' academic and social emotional development and college and career readiness*** shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of each position shall be clearly defined in a job description.

~~Academic~~ Educational and Career Counseling

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

The District's ~~academic~~ ***educational*** counseling program shall ~~help students establish immediate and long-range educational plans, achieve academic standards, prepare for the high school exit examination, and complete the required curriculum in accordance with their individual needs, abilities, and interests. Insofar as possible, parents/guardians shall be included when making educational plans.~~ ***include academic counseling in the following areas (Education Code 49600):***

- 1. Development and implementation, with parent/guardian involvement, of the student's immediate and long-range educational plans***
- 2. Optimizing progress towards achievement of proficiency standards and competencies***

GUIDANCE/COUNSELING SERVICES (continued)**3. *Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes***

As part of the District's educational counseling program, students may be offered mental and behavioral health services under which a student may receive prevention, intervention, short-term counseling services, and mental health related classroom instruction to reduce stigma and increase awareness of counseling support services.

For assessing or counseling students, the District shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

~~Supplemental School Counseling Program for Students in Grades 7-8~~

~~The Board has adopted the Supplemental School Counseling Program in order to provide supplemental counseling services to all students in grades 7-8 to be delivered by personnel who hold a valid pupil personnel services credentials. In accordance with law and as specified in administrative regulation, the District's program shall provide for an individualized review of student records, an opportunity for a counselor to meet with students to discuss educational and vocational options, and specialized counseling services for students identified as at risk of not passing the high school exit examination.~~

~~Beginning in grade 6, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)~~

Personal or Mental Health Counseling

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by ~~his/her~~ **their** credential. Such services may include, but are not limited to, support related to the student's social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

GUIDANCE/COUNSELING SERVICES (continued)

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by ~~his/her~~ **the student's** parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)

A counselor shall consult with the Superintendent or designee and, as appropriate, with the District's legal counsel whenever unsure of how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan and other prevention and intervention practices designed to assist students and parents/guardians before, **during**, and after a crisis.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

In addition, the Superintendent or designee shall identify crisis counseling resources to train District staff in effective threat assessment ~~and~~, appropriate response techniques and/or **methods** to directly help students cope with ~~such a~~ **a** crisis if ~~they~~ **it** occurs.

Policy
adopted: November 1, 2007
amended:

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Superintendent's Memorandum

To: Board of Trustees

From: §§ Dr. Sherry Smith, Superintendent

Date: January 18, 2023

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 9220 – Governing Board Elections
BB 9223– Filling Vacancies
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

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 ***the person*** ~~he/she~~ is 18 years of age or older, a citizen of California, a resident of the school District ***or, if applicable, the trustee area***, 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 ***elected as*** ~~be~~ a Board member except when ~~he/she~~ ***the person*** has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A District employee elected to the Board shall resign ~~his/her~~ ***from District*** employment before being sworn in or shall have ~~his/her~~ ***the*** 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.

A Board member may be recalled as permitted by Elections Code 11000. Proponents of a recall are required to serve, file, and publish or post a notice of intention to circulate the recall petition and to comply with other applicable law and formalities and county elections official directives. The petition, pursuant to Elections Code 11041, is required to be in the format provided by the Secretary of State and to include an estimate of the cost of conducting the special election, as determined by the county elections official, in consultation with the District.

Within 14 days after the meeting at which the Board receives a certificate of sufficiency of signatures on a recall petition from the county elections official, the Board shall order an election to be held to determine whether the Board member named in the petition shall be recalled. The election shall be held not less than 88, nor more than 125 days after the date that the Board orders the election. However, the election may be conducted within 180 days after the issuance of the Board's order to consolidate the election with a regularly scheduled election.

Recall elections shall be conducted in accordance with Elections Code 11381-11386.

GOVERNING BOARD ELECTIONS (continued)**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.

In addition, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections. (Elections Code 14051, 14052)

In order to consolidate elections based on either circumstance described above, the Board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled District election. (Elections Code 10404.5)

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)

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)

The election method or trustee-area boundaries are in effect at the beginning of a Board member's term shall be used when any vacancy that occurs during that term is to be filled, even if, during the term, the District has adopted "by-trustee area" election method or trustee area boundaries have been adjusted.

Any petition for a special election ordered pursuant to Education Code 5091 shall contain the county election official's estimate of the cost of conducting the special election, expressed on a per-student basis. (Education Code 5091)

Campaign Conduct

All candidates, including current Board members running as incumbents, shall abide by local,

GOVERNING BOARD ELECTIONS (continued)

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 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

On the 125th day prior to the day fixed for the general District election, the Board secretary or ~~their~~ designee shall deliver a notice, bearing the secretary's signature and 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

~~(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. *As a condition of having candidate statements included in the hard copy and/or electronic 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.*

Tie Votes in Board Member Elections

Before each election, the Board shall ~~decide~~ ~~establish~~ whether *to resolve* a potential tie ~~by lot or by runoff election.~~ ~~is to be resolved by lot or with a runoff election.~~ 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

GOVERNING BOARD ELECTIONS (continued)

representatives should appear before the Board. The Board at that time shall determine the winner by lot. ~~(Education Code 5016)~~ 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
December 14, 2022

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Bylaw

BB 9223(a)

FILLING VACANCIES

Events Causing a Vacancy

A vacancy on the Board of Trustees may ~~occur~~ **arise from** ~~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~~ the office for the remainder of ~~his/her~~ **the** 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 ~~their~~ resignation for more than 60 days after ~~they file~~ the resignation **is filed** 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~~ **11000**; 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~~ A Board member ceases to inhabit the trustee area ~~which they represented~~ on the Board (58 Ops.Cal.Atty.Gen. 888 (1975))
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~~ *during the* 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.

- 8. A Board member's ceasing to discharge the duties of the 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)
- 9. A Board member's conviction of a felony or any offense involving a violation of ~~their~~ official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
- 10. A Board member's refusal or neglect to file the required oath within the time prescribed (Government Code 1770)
- 11. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)
- 12. A Board member's commitment to a hospital or sanitarium as a drug addict, 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)

FILLING VACANCIES (continued)**Timelines for Filling a Vacancy**

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

1. When a vacancy occurs 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 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. 2. 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 ~~they were~~ *the person was* elected to fill. (Education Code 5093)
3. *When a vacancy occurs outside of the statutory time windows identified in Items #1 and #2 above, 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. (Education Code 5091, 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, *as described in BB 9220 – Governing Board Elections.*

~~(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.

Within 10 days after the appointment is made, the Board shall post notices of the actual

FILLING VACANCIES (continued)

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 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 District Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

If within 30 days of the Board's appointment, registered voters of the District or, where elections are by trustee areas, of the trustee area submit a petition for special election which the County Superintendent determines to be legally sufficient, the provisional appointment is terminated, and a special election shall be held in accordance with Education Code 5091 to fill the vacancy.

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a 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 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
December 14, 2022

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

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 in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

~~(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 no later than 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, *if necessary*, may be *subsequently* adjourned to a later date.

~~(cf. 9320—Meetings and Notices)~~

Quorum and Abstentions

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)~~

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, the abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

~~(cf. 9270—Conflict of Interest)~~

MEETING CONDUCT (continued)**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, *except that if the meeting is conducted using remote public participation or with a Board member attending remotely pursuant to Government Code 54953, a member of the public desiring to provide comment through the use of a third party internet website or online platform may be required to register as required by the third party provider.*

In order to conduct 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 the item. (Education Code 35145.5, Government Code 54954.3)
2. At a time so designated on the agenda *at a regular meeting*, members of the public may bring before the Board *matters that are not listed on the agenda*, ~~at a regular meeting, matters that are not listed on the agenda.~~ The Board shall take no action or discussion any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)
3. Without taking action, Board members or 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, Board members or staff members may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. (Government Code 54954.2)

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)

MEETING CONDUCT (continued)

~~(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 will be allowed three minutes to address the Board on each agenda or nonagenda item, and the Board will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances when necessary to ensure full opportunity for public input, ~~with Board consent~~, the Board president may, **with Board consent**, adjust the **amount of** time allowed for public input, 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 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. (Government Code 54954.3)

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.
 - 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~~ **The Board may shall** not prohibit public criticism of District employees. However, 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.

~~(cf. 1312.1—Complaints Concerning District Employees)~~
~~(cf. 9321—Closed Session Purposes and Agendas)~~

7. The Board president shall not permit any **actual disruption** ~~disturbance or willful interruption~~ of Board meetings. ~~Persistent disruption~~ **Actual 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 president to terminate the privilege of addressing the Board. ~~The Board may~~ **and** remove ~~disruptive~~ **the** individuals ~~from the meeting. and order the room cleared if necessary. In this case, members of the media~~

MEETING CONDUCT (continued)

~~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.~~

The Board President or designee may remove an individual for actually disrupting the meeting. Prior to removal, the individual shall be warned that their behavior is disrupting the meeting and that failure to cease the disruptive behavior may result in removal. If, after being warned, the individual does not promptly cease the disruptive behavior, the Board President, or designee, may then remove the individual from the meeting. (Government Code 54957.95)

When an individual's behavior constitutes the use of force or a true threat of force, the individual shall be removed from a Board meeting without a warning. (Government Code 54957.95)

Disrupting means engaging in behavior during a Board meeting that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, a failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law, or engaging in behavior that constitutes use of force or a true threat of force. (Government Code 54957.95)

True threat of force means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat. (Government Code 54957.95)

Additionally, the Board may order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals 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)

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, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or

MEETING CONDUCT (continued)

designee ~~shall~~ **may** designate locations from which members of the public may make such recordings without causing a distraction.

~~(cf. 9324—Board Minutes and Recordings)~~

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
November 2, 2022

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Standardized Account Code Structure

FUND		RESOURCE		GOAL		FUNCTION		OBJECT		SCHOOL	
01	GENERAL FUND	0000	UNRESTRICTED (BASE – LCFF)	0000	UNDISTRIBUTED	1000-1999	INSTRUCTION	4000-4999	BOOKS, MATERIALS & SUPPLIES	000	DISTRICTWIDE
13	CAFETERIA FUND	0100	SUPPLEMENTAL - LCFF	1000	GENERAL EDUCATION SUMMARY	2000-2999	INSTRUCTION RELATED SERVICES	5000-5999	SERVICES & OTHER OPERATING EXPENDITURES	001	ALTA LOMA ELEMENTARY
21	BUILDING FUND	1100	LOTTERY - UNRESTRICTED	1110	REGULAR EDUCATION	3000-3999	PUPIL SERVICES	6000-6999	CAPITAL OUTLAY	002	CARNELLAN ELEMENTARY
		3010	TITLE I, PART A, BASIC GRANT	4760	BILINGUAL EDUCATION	5000-5999	COMMUNITY SERVICES			004	JASPER ELEMENTARY
		3220	CARES ACT	5760	SPECIAL EDUCATION, NONSEVERLY DISABLED AGES 5-22	7000-7999	GENERAL ADMINISTRATION			005	FLOYD M. STORK ELEMENTARY
		4035	Title II	8300	CHILD CARE SERVICES	8000-8999	PLANT SERVICES			006	DEER CANYON ELEMENTARY
		4127	Title IV							007	HERMOSA ELEMENTARY
		4203	Title III							009	VICTORIA GROVES ELEMENTARY
		5310	CHILD NUTRITION							010	BANYAN ELEMENTARY
		6500	Special Education – State AB602							303	ALTA LOMA JUNIOR HIGH
		8150	RRMA Ongoing Maintenance							308	VINEYARD JUNIOR HIGH

The chart of accounts above is a list of the most frequently used codes based on the Standardized Account Code Structure (SACS) established by the California Department of Education (CDE). All fields used in the SACS must work together to form valid account code strings.

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 01/18/2023

02 Alta Loma School District

		Fiscal Year: 2023		
Purchase Order	Vendor	Description	Ln Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered
231043	CALIFORNIA SCIENCE CENTER	HERM/FIELD TRIP	1 01-0000-0-1110-1000-5888-007-5109 Total	25.00 25.00
231044	DOCUSIGN INC	VJH / DOCUSIGN	1 01-0000-0-0000-2700-5844-308-5501 Total	1,673.25 1,673.25
231045	EMPIRE SPORTS	VJH / SOCCER JERSERYS	1 01-0000-0-1110-1000-5890-308-5001 Total	2,392.05 2,392.05
231046	INLAND EMPIRE TRAILERS	M&O / TRAILER	1 01-8150-0-0000-8110-5880-722-2076 2 01-8150-0-0000-8110-4480-722-2076 Total	200.00 3,808.96 4,008.96
231047	NEARPOD INC	Flocabulary Digital Site Licen	1 01-0000-0-1110-1000-5844-002-570D Total	3,191.25 3,191.25
231048	PEARSON ASSESSMENTS	SPECIAL ED	1 01-6500-0-5760-1110-4310-000-600S Total	62.44 62.44
231049	PETER O BENGTSSON	VG/ Sound System	1 01-0000-0-1110-1000-4450-009-5501 Total	4,249.13 4,249.13
231050	PLANES OF FAME AIR MUSEUM	Vg/ Field Trip	1 01-0000-0-1110-1000-5888-009-5109 Total	192.00 192.00
231051	RAYMOND M. ALF MUSEUM OF	VG/ Field Trip	1 01-0000-0-1110-1000-5888-009-5109 Total	525.00 525.00
231052	SCHOOL SERVICES OF CALIF INC	The Fundamentals Position Cont	1 01-0000-0-0000-7400-5200-720-4400 Total	195.00 195.00
231053	SIGNATURE FLOORING INC.	M&O / FLOORING REPAIRS-HERMOSA	1 01-8150-0-0000-8110-5633-000-2076 Total	3,346.00 3,346.00
231054	STAPLES ADVANTAGE	ALJH / Paper Folding Machine	1 01-0000-0-0000-2700-4450-303-570D Total	1,001.96 1,001.96
231055	TAYMARK	DC/OPEN	1 01-0000-0-1110-1000-5890-006-570D Total	1,500.00 1,500.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 01/18/2023

02 Alta Loma School District

				Fiscal Year: 2023	
Purchase Order	Vendor	Description	Ln	Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered
231056	THINKING MAPS INC	Herm / Thinking Maps	1	01-0000-0-1110-1000-4310-007-570D	50.64
				Total	50.64
231057	THREE OAKS OUTDOOR SCIENCE	VG/ 6th Grade Camp	1	01-0000-0-1110-1000-5888-009-5109	23,975.00
				Total	23,975.00
231058	U.S. BANK - PARS #6745037701	Admin Services/PARS	1	01-0000-0-1110-1000-3931-000-2SRP	36,352.60
				Total	36,352.60
231059	US GAMES	DC/PLAYGROUND	1	01-0000-0-0000-2700-4350-006-5501	245.88
				Total	245.88
231060	A-Z BUS SALES INC	M&O/TRANSPORTATION/TANK REPLAC	1	01-0230-0-0000-3600-5632-000-2093	0.01
				Total	0.01
231061	SEEDLINGS BRAILLE BOOKS FOR	SPECIAL ED/LOWI #12	1	01-6500-0-5760-1110-4310-000-617C	94.52
				Total	94.52
231062	BEARCOM	JASPER/SITE RADIOS	1	01-8150-0-0000-8110-4450-001-2076	5,121.36
			2	01-0000-0-0000-2700-4450-004-5501	5,121.36
				Total	10,242.72
231063	CDW GOVERNMENT LLC	VG Projectors	1	21-0000-0-0000-8580-4440-009-7309	13,313.70
				Total	13,313.70
231064	EXPLORE LEARNING	STRK / Reflex Site License	1	01-0000-0-1110-1000-5844-005-5109	3,295.00
				Total	3,295.00
231065	MONOPRICE INC	IT/VG Mod	1	21-0000-0-0000-8580-4340-009-7309	14,122.69
				Total	14,122.69
231066	ODP BUSINESS SOLUTIONS LLC	Jasper / Classroom Ink	1	01-0000-0-1110-1000-4340-004-5777	735.54
				Total	735.54
231067	ACOSTA TREE SERVICE	GRNDS TREE TRIMMING-ALE	1	01-0000-0-0000-8211-5638-000-2095	42,325.00
				Total	42,325.00
231068	ATKINSON ANDELSON LOYA RUUD	SPECIAL ED	1	01-6536-0-5760-1190-5200-000-600S	159.00
				Total	159.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 01/18/2023

02 Alta Loma School District

				Fiscal Year: 2023	
Purchase Order	Vendor	Description	Ln	Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered
231069	COMMERCIAL DOOR METAL	M&O / DOOR REPAIRS-STORK	1	01-8150-0-0000-8530-6250-000-2076	5,421.63
				Total	5,421.63
231070	KOALA T'S APPAREL LLC	VJH / STAFF	1	01-0000-0-0000-2700-5890-308-5501	1,063.49
				Total	1,063.49
231071	BUREAU OF ED & RESEARCH INC	ALJH / DESMOS Conference	1	01-0000-0-1110-1000-5200-303-570D	777.00
				Total	777.00
231072	CURRICULUM ASSOCIATES LLC	SPECIAL ED	1	01-6537-0-5760-1110-4310-009-600M	852.30
				Total	852.30
231073	DEMCO INC	HERM/LIBRARY SUPPLIES	1	01-0000-0-1110-1000-4310-007-570D	294.01
				Total	294.01
231074	ODP BUSINESS SOLUTIONS LLC	STUDENT SUPPLIES	1	01-5634-0-8500-5000-4350-000-3634	689.56
				Total	689.56
231075	PALI INSTITUTE INC	HERM/FIELD TRIP	1	01-0000-0-1110-1000-5888-007-5109	24,480.00
				Total	24,480.00
231076	SMART & FINAL	ALJH / Open Supplies	1	01-0000-0-0000-2700-4350-303-570D	1,500.00
				Total	1,500.00
231077	SOUTHWEST SCHOOL&OFFICE SUPPLY	Jasper / Supplies	1	01-0000-0-0000-2700-4350-004-5501	402.78
				Total	402.78
231078	ULINE	HERM/CUSTODIAL	1	01-0000-0-0000-8210-4370-007-5501	183.18
				Total	183.18
231079	CENTRAL RESTAURANT PRODUCTS	CN / VJH CARTS	1	01-7028-0-0000-3700-4340-000-2CAF	1,074.64
				Total	1,074.64
231080	HISTORY BROUGHT TO LIFE INC	HERM/ASSEMBLY	1	01-0000-0-1110-1000-5810-007-5109	1,350.00
				Total	1,350.00
231081	ALPHAGRAPHS 117	Fiscal/ Envelopes	1	01-0000-0-0000-7300-4350-720-2211	495.65
				Total	495.65
231082	SWEETMAN SYSTEMS	SPECIAL ED/LOWI #13	1	01-6500-0-5760-1110-6411-000-617C	6,485.74

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 01/18/2023

02 Alta Loma School District

		Fiscal Year: 2023		
Purchase Order	Vendor	Description	Ln Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered
231083	THOMPSON PLUMBING SUPPLY	M&O / CAMERA	1 01-8150-0-0000-8110-4450-000-2076 Total	6,485.74
231084	ODP BUSINESS SOLUTIONS LLC	Desk Organizer for the Library	1 01-0000-0-0000-2420-4350-002-5501 Total	16,049.32 16,049.32
231085	ADVANCED ENVIRONMENTAL	M&O / GRNDS LANDSCAPING	1 01-0000-0-0000-8211-5631-000-2095 2 01-0000-0-0000-8211-4370-000-2095 Total	175.08 175.08
231086	ACOSTA TREE SERVICE	GRNDS TREE TRIMMING-VICTORIA	1 01-0000-0-0000-8211-5638-000-2095 Total	53,380.00 29,115.00 82,495.00
231087	ACOSTA TREE SERVICE	GRNDS TREE TRIMMING-HERMOSA	1 01-0000-0-0000-8211-5638-000-2095 Total	14,895.00 14,895.00
231088	LAKESHORE EQUIPMENT COMPANY	TK INSTRUCTIONAL SUPPLIES	1 01-6053-0-5730-1110-4310-000-6053 Total	21,870.00 21,870.00
231089	LAKESHORE EQUIPMENT COMPANY	TK Supplies	1 01-6053-0-5730-1110-4310-000-6053 Total	342.47 342.47
231090	SCHOOL TECH SUPPLY INC	IT/ VG Mod	1 21-0000-0-0000-8530-6442-009-7017 Total	997.07 997.07
Purchase Order Count: 48			Grand Total	121,282.50 121,282.50
			Fund Summary:	470,450.76
			Fund 01	321,731.87
			Fund 21	148,718.89

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

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000308-0

Reference Vendor
PO230077-006 BAY ALARM

	Description	Amount
	M&O / MAINTENANCE AGREEMENT	2,084.54
	Total Payment Amount	2,084.54
PO230394-005	U-DATA LINE / DSC-SITES	2,619.44
	Total Payment Amount	2,619.44
PO230332-019	DSC / U-PHONE LINES, DSC-SITES	130.78
PO230332-020	DSC / U-PHONE LINES, DSC-SITES	2,175.87
	Total Payment Amount	2,306.65
PO230260-005	GAS / VJH	874.21
PO230262-005	GAS / VG	441.32
PO230270-004	GAS / STRK	746.55
PO230325-005	GAS / JASP	531.59
PO230330-001	GAS / HERM	150.06
PO230335-005	GAS / DSC	366.26
PO230341-005	GAS / DC	225.26
PO230345-005	GAS / CARN	455.96
PO230348-005	GAS / BAN	411.29
PO230355-005	GAS / ALJH	735.28
PO230364-005	GAS / ALE	504.03
	Total Payment Amount	5,441.81
PO230326-005	ELECTRICITY / JASP	4,391.48
PO230331-005	ELECTRICITY / HERM	2,557.60
PO230336-005	ELECTRICITY / DSC	3,716.36
PO230342-005	ELECTRICITY / DC	3,657.92
PO230346-005	ELECTRICITY / CARN	2,731.42
PO230356-009	ELECTRICITY / ALJH	293.44
PO230356-010	ELECTRICITY / ALJH	5,516.01
PO230369-005	ELECTRICITY / ALE	1,553.16
PO230370-005	ELECTRICITY / VJH	4,530.74
PO230371-005	ELECTRICITY / VG	3,254.90
PO230372-009	ELECTRICITY / STRK	1,748.38
PO230372-010	ELECTRICITY / STRK	4,382.52
	Total Payment Amount	38,333.93
PO230351-005	ALJH / Bottled Water	44.83
	Total Payment Amount	44.83

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000308-0			
Reference	Vendor	Description	Amount
PO230374-005	T-MOBILE	M&O / CELL PHONE SERVICE	17.60
PO230653-005	T-MOBILE	NURSE / CELL PHONE SERVICE	34.58
PO230707-005	T-MOBILE	CHILD CARE / CELL PHONE SERVICE	79.20
		Total Payment Amount	131.38
		Transmittal Total	50,962.58
		Fund Summary: Fund 01	50,962.58
Transmittal Number: 23000309-0 AUDIT			
PO230678-001	BEARCOM	ALJH /SITE RADIOS	2,983.81
		Total Payment Amount	2,983.81
PO230748-001	GLIDESCREEN INC	M&O / OPEN SUPPLIES	2,201.00
		Total Payment Amount	2,201.00
		Transmittal Total	5,184.81
		Fund Summary: Fund 01	5,184.81
Transmittal Number: 23000309-0			
PO230974-001	ACOSTA TREE SERVICE	GRNDS TREE TRIMMING-JASPER	8,250.00
PO230976-001	ACOSTA TREE SERVICE	GRNDS TREE TRIMMING-VG	3,750.00
		Total Payment Amount	12,000.00
PO230947-001	ADAMS SILVA & MCNALLY LLP	SUPERINTENDENT - Retainer agre	344.00
PO230947-002	ADAMS SILVA & MCNALLY LLP	SUPERINTENDENT - Retainer agre	32.50
PO230947-003	ADAMS SILVA & MCNALLY LLP	SUPERINTENDENT - Retainer agre	32.50
		Total Payment Amount	409.00
PO230173-001	ALLIED REFRIGERATION INC	M&O / OPEN SUPPLIES	223.49
		Total Payment Amount	223.49
PO230948-001	APPLE INC	SPECIAL ED	11,993.55
		Total Payment Amount	11,993.55
PO230858-001	BARNES & NOBLE	DC/BOOKS	151.49
		Total Payment Amount	151.49
PO230018-006	BATTERY SYSTEMS	TRANSPORTATION / OPEN BATTERIE	243.51

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000309-0

Reference	Vendor	Description	Total Payment Amount	Amount
PO230020-001	BELSHIRE ENVIRONMENTAL INC	TRANSPORTATION / SERVICE		1,200.00
		Total Payment Amount		1,200.00
PO230510-002	BSN SPORTS LLC	Playground Equipment		696.95
PO230888-001	BSN SPORTS LLC	DC/PLAYGROUND		430.63
		Total Payment Amount		1,127.58
PO230275-003	CHEROKEE WOOD PRODUCTS	M&O / OPEN SUPPLIES		114.58
		Total Payment Amount		114.58
PO230951-001	CM SCHOOL SUPPLY	TK Instructional Supplies - J		596.91
PO230987-001	CM SCHOOL SUPPLY	TK Instructional Supplies -		691.72
		Total Payment Amount		1,288.63
PO230840-001	DEMCO INC	DC/LIBRARY		80.81
		Total Payment Amount		80.81
PO230889-001	EMPIRE SPORTS	VJH / VOLLEYBALL JERSEYS		1,260.68
		Total Payment Amount		1,260.68
PO230901-001	GOPHER SPORT	VJH / BASKETBALL EQUIP		794.32
		Total Payment Amount		794.32
PO230379-001	HAVEN 76	WAREHOUSE / OPEN FUEL		38.69
		Total Payment Amount		38.69
PO230699-004	HENRY SCHEIN INC	Warehouse/Health		213.86
PO230919-001	HENRY SCHEIN INC	Warehouse/Health		633.71
		Total Payment Amount		847.57
PO230484-004	HI-LINE MUSIC	ED SVCS /Instrumental Supplies		146.87
		Total Payment Amount		146.87
PO230599-001	K12 MANAGEMENT	Copy of ED SVCS /consultant s		21,000.00
		Total Payment Amount		21,000.00
PO230958-001	LITERACY RESOURCES LLC	VG/ TK Curriculum		97.00
PO230992-001	LITERACY RESOURCES LLC	ALE/Instructional Supplies		260.72

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000309-0

		Total Payment Amount	357.72
		Transmittal Total	53,278.49
Fund Summary:		Fund 01	53,278.49
Transmittal Number: 23000314-0	Vendor	Description	Amount
PV230300-001	ANDRES, BRIDGET	Total Payment Amount	33.75
			33.75
PV230315-001	BAEHR, KAITLIN	Total Payment Amount	7.40
			7.40
PV230302-001	COOK II, ROBERT	Total Payment Amount	17.82
			17.82
PV230294-001	DANIELS, MELISSA	Total Payment Amount	67.50
			67.50
PV230301-001	DIXON, CHRISTINE	Total Payment Amount	8.21
			8.21
PV230313-001	ESPINOZA, KRISTIN	Total Payment Amount	26.51
			26.51
PV230311-001	FLEXEN, SARAH	Total Payment Amount	67.07
			67.07
PV230317-001	FORTUGNO, KENDALL	Total Payment Amount	26.95
			26.95
PV230307-001	GUILINGER, KYLIE	Total Payment Amount	10.43
			10.43
PV230305-001	HENDRICKS, KAREN	Total Payment Amount	366.84
			366.84
PV230308-001	HERNANDEZ, MEYOSHE	Total Payment Amount	23.62
			23.62

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000314-0		Description	Amount
Reference	Vendor		
PV230299-001	KELLEY, AMANDA	Total Payment Amount	46.93
PV230295-001	KING, STEPHANIE	Total Payment Amount	14.96
PV230312-001	KVALHEIM, KRISTINA	Total Payment Amount	107.65
PV230303-001	LAVELLE, KIMBERLYNN	Total Payment Amount	5.63
PV230296-001	MAIN, ALEXANDER	Total Payment Amount	29.72
PV230306-001	MARICH, GWEN	Total Payment Amount	40.10
PV230297-001	MARTINEZ, BONNIE	Total Payment Amount	42.69
PV230304-001	MASTROSIMONE, NATALIE	Total Payment Amount	20.37
PV230318-001	PASQUARELLA, KALEY	Total Payment Amount	7.17
PV230314-001	PEEK, ALEC	Total Payment Amount	26.51
PV230316-001	RUDD, REBECCA	Total Payment Amount	79.28
PV230298-001	SHEFF, CORI	Total Payment Amount	49.50
PV230310-001	STEINKE, LAUREN	Total Payment Amount	7.21
PV230309-001	WOLF, ALEXIS	Total Payment Amount	111.13

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000314-0

Total Payment Amount 111.13

Transmittal Total 1,244.95

Fund Summary: Fund 01 1,244.95

Transmittal Number: 23000315-0
Reference Vendor
PO230453-007 SYSCO LOS ANGELES INC

Description	Amount
CN /Grocery Products	4,948.20
Total Payment Amount	4,948.20
Transmittal Total	4,948.20
Fund Summary: Fund 13	4,948.20

Transmittal Number: 23000316-0
PO230482-006 GORM INC
PO230532-004 GORM INC
PO230946-001 GORM INC

STRK / OPEN CUSTODIAL SUPPLIES	89.32
VG / Gorm OPEN	688.64
Warehouse/Tissues and Spray	143.76
Total Payment Amount	921.72

PO230165-002 HOME DEPOT CREDIT SERVICES
PO230167-004 HOME DEPOT CREDIT SERVICES
PO230488-004 HOME DEPOT CREDIT SERVICES
PO230534-002 HOME DEPOT CREDIT SERVICES
PO230627-002 HOME DEPOT CREDIT SERVICES

JASPER / HOME DEPOT OPEN PO	18.91
DC/ CUST OPEN SUPPLIES	231.25
STRK / Home Depot Open PO/Cust	64.61
VG /OPEN Home Depot	223.06
CHILD CARE / Home Depot Suppl	221.22
Total Payment Amount	759.05

PO230954-001 JAMF HOLDINGS INC & SUBS

IT License	2,832.00
Total Payment Amount	2,832.00

PO230010-005 NAPA AUTO PARTS

TRANSPORTATION / OPEN SUPPLIES	1,299.03
Total Payment Amount	1,299.03

PO230910-001 NCS PEARSON INC

SPECIAL ED	790.83
Total Payment Amount	790.83

PO230139-010 ODP BUSINESS SOLUTIONS LLC
PO230139-011 ODP BUSINESS SOLUTIONS LLC
PO230151-016 ODP BUSINESS SOLUTIONS LLC
PO230538-005 ODP BUSINESS SOLUTIONS LLC

VJH / OPEN PO OFFICE SUPPLIES	33.83
VJH / OPEN PO OFFICE SUPPLIES	24.76
HR / 2022-23 (ODP) (former Off	811.19
VG / OPEN Office Depot/Office	9.40

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000316-0

Reference	Vendor	Description	Total Payment Amount	Amount
PV230319-001	OFFICE & ERGONOMIC SOLUTIONS			712.23
			Total Payment Amount	712.23
PO230670-005	PARADIGM HEALTHCARE	SPECIAL ED		500.00
			Total Payment Amount	500.00
PO230311-004	PATTON'S SALES CORP	M&O / OPEN SUPPLIES		90.36
			Total Payment Amount	90.36
PO230665-002	PITSCO EDUCATION LLC	VJH / SCIENCE PITSCO		1,530.05
			Total Payment Amount	1,530.05
PO230021-001	SM HOYT LUMBER CO INC	TRANSPORTATION / SUPPLIES		17.62
PO230289-005	SM HOYT LUMBER CO INC	M&O / OPEN SUPPLIES		45.22
			Total Payment Amount	62.84
		Transmittal Total		10,377.29
		Fund Summary: Fund 01		10,377.29
Transmittal Number: 23000317-0				
PO230301-004	CED INC	M&O / OPEN SUPPLIES		2,217.27
			Total Payment Amount	2,217.27
PO230126-002	GORM INC	WAREHOUSE / OPEN SUPPLIES		77.25
PO230127-007	GORM INC	Carnelian /GORM		333.63
PO230127-008	GORM INC	Carnelian /GORM		85.83
PO230271-004	GORM INC	M&O / OPEN PO FOR EQUIPMENT RE		664.42
			Total Payment Amount	1,161.13
PO230035-007	HOME DEPOT CREDIT SERVICES	M&O / OPEN SUPPLIES		627.81
			Total Payment Amount	627.81
PO230078-002	KLAUS & SONS PLUMBING HEATING	M&O / HVAC		357.00
			Total Payment Amount	357.00
PO230065-001	KWIK KLEEN	M&O / HAZ WASTE		890.60
			Total Payment Amount	890.60

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000317-0		Vendor		Description		Amount
Reference						
PO230150-017		ODP BUSINESS SOLUTIONS LLC		VJH / OPEN PO - SCHOOL/OFFICE		20.90
PO230150-018		ODP BUSINESS SOLUTIONS LLC		VJH / OPEN PO - SCHOOL/OFFICE		57.96
PO230150-019		ODP BUSINESS SOLUTIONS LLC		VJH / OPEN PO - SCHOOL/OFFICE		43.51
PO230150-020		ODP BUSINESS SOLUTIONS LLC		VJH / OPEN PO - SCHOOL/OFFICE		145.85
PO230525-026		ODP BUSINESS SOLUTIONS LLC		STRK /Office Depot Open PO/Ins		29.85
PO230525-027		ODP BUSINESS SOLUTIONS LLC		STRK /Office Depot Open PO/Ins		24.67
PO230525-028		ODP BUSINESS SOLUTIONS LLC		STRK /Office Depot Open PO/Ins		51.13
PO230525-029		ODP BUSINESS SOLUTIONS LLC		STRK /Office Depot Open PO/Ins		(3.02)
PO230525-030		ODP BUSINESS SOLUTIONS LLC		STRK /Office Depot Open PO/Ins		99.40
PO230525-031		ODP BUSINESS SOLUTIONS LLC		STRK /Office Depot Open PO/Ins		69.38
PO230525-032		ODP BUSINESS SOLUTIONS LLC		STRK /Office Depot Open PO/Ins		59.69
				Total Payment Amount		599.32
				Transmittal Total		5,853.13
				Fund Summary:	Fund 01	5,853.13
Transmittal Number: 23000318-0		PBK ARCHITECTS INC.		ARCHITECTURE SERVICES FOR MOD		9,513.10
PO230815-006		PBK ARCHITECTS INC.		ARCHITECTURE SERVICES FOR MOD		10,810.20
PO230815-007				Total Payment Amount		20,323.30
				Transmittal Total		20,323.30
				Fund Summary:	Fund 21	20,323.30
Transmittal Number: 23000319-0 AUDIT		TILDEN-COIL CONSTRUCTORS INC		CONSTRUCTION MANAGEMENT		15,702.00
PO230792-008		TILDEN-COIL CONSTRUCTORS INC		SERVIC		
PO230792-009		TILDEN-COIL CONSTRUCTORS INC		CONSTRUCTION MANAGEMENT		10,037.88
PO230792-010		TILDEN-COIL CONSTRUCTORS INC		SERVIC		
PO230792-011		TILDEN-COIL CONSTRUCTORS INC		CONSTRUCTION MANAGEMENT		95,254.59
PO230792-012		TILDEN-COIL CONSTRUCTORS INC		SERVIC		
				Total Payment Amount		262,946.15
				Transmittal Total		262,946.15

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000319-0 AUDIT

Fund Summary: Fund 21 262,946.15

Transmittal Number: 23000320-0 AUDIT

Reference	Vendor	Description	Amount
PO230254-004	STAPLES BUSINESS CREDIT	VJH / OPEN PO OFFICE SUPPLIES	117.53
PO230545-003	STAPLES BUSINESS CREDIT	VG / OPEN Staples	290.93
PO230545-004	STAPLES BUSINESS CREDIT	VG / OPEN Staples	129.67
PO230790-001	STAPLES BUSINESS CREDIT	ALJH / Ink	418.43
PO230918-001	STAPLES BUSINESS CREDIT	Warehouse/Bags	171.00
PO230971-001	STAPLES BUSINESS CREDIT	VG/ Headphones	388.98
PO230973-001	STAPLES BUSINESS CREDIT	Jasper / Class Desk (Bonilla)	485.94
		Total Payment Amount	2,002.48

Transmittal Total 2,002.48

Fund Summary: Fund 01 2,002.48

Transmittal Number: 23000320-0

PO230292-014	RBM LOCK & KEY SERVICE	M&O / OPEN SUPPLIES	16.11
PO230292-015	RBM LOCK & KEY SERVICE	M&O / OPEN SUPPLIES	9.95
		Total Payment Amount	26.06
PO230911-001	RICCARDI FLOOR COVERING INC	M&O / FLOORING REPAIRS-JASPER	5,690.00
		Total Payment Amount	5,690.00
PO230373-004	SOUTHERN CALIFORNIA EDISON	ELECTRICITY / BAN	2,735.05
		Total Payment Amount	2,735.05
PO230281-001	SOUTHWEST SCHOOL&OFFICE SUPPLY	M&O / OPEN , OFFICE SUPPLIES	92.46
		Total Payment Amount	92.46
PO230204-005	SPARKLETTTS	HERM/BOTTLED WATER SERVICE	53.45
		Total Payment Amount	53.45
PO230057-005	UPLAND SPINE & REHAB	DMV TESTING / OPEN PURCHASE OR	75.00
PO230057-006	UPLAND SPINE & REHAB	DMV TESTING / OPEN PURCHASE OR	75.00
		Total Payment Amount	150.00
PO230299-001	VORTEX INDUSTRIES INC	M&O / OPEN REPAIRS/SUPPLIES	2,386.00
		Total Payment Amount	2,386.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000320-0

11,133.02

Transmittal Total

11,133.02

Fund Summary: Fund 01

Transmittal Number: 23000321-0

Reference Vendor
PV230322-001 BOWYER, KRISTIN

Description

Amount
108.50
108.50

Total Payment Amount

PV230321-001 COHRT, KATHERINE

46.35
46.35

Total Payment Amount

PV230331-001 DELGADO, LORRAINE

49.94
49.94

Total Payment Amount

PV230328-001 ESCARENO, JENNA

132.31
132.31

Total Payment Amount

PV230324-001 GONZALES, JANINE

65.89
65.89

Total Payment Amount

PV230323-001 HARGRAVE, ALEXANDRA

162.21
162.21

Total Payment Amount

PV230320-001 JOHNSON, LAUREN

475.19
475.19

Total Payment Amount

PV230327-001 LEBECK, KATHRYN

274.43
274.43

Total Payment Amount

PV230329-001 LEMASTER, JAIME

287.33
287.33

Total Payment Amount

PV230325-001 MENESES, ELKY

407.12
407.12

Total Payment Amount

PV230330-001 STEELY, NICOLE

59.80
59.80

Total Payment Amount

PV230326-001 ZUBIATE, KARENA

65.40
65.40

Total Payment Amount

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000321-0

Transmittal Total 2,134.47

Fund Summary: Fund 01 2,134.47

Transmittal Number: 23000322-0 Reference Vendor	Description	Amount
PV230333-001 BASCOMB, GENESIS	Total Payment Amount	13.75
PV230336-001 BENTLEY, DOLLY	Total Payment Amount	13.75
PV230348-001 CALDERON, EGLADELY	Total Payment Amount	371.34
PV230332-001 CHRISTIANSEN, BRANDYN	Total Payment Amount	371.34
PV230349-001 COCKRELL, TRACY	Total Payment Amount	11.62
PV230350-001 COHRT, KATHERINE	Total Payment Amount	11.62
PV230347-001 CORONEL, LUCIA	Total Payment Amount	266.34
PV230352-001 CRITCHFIELD, LISA	Total Payment Amount	266.34
PV230335-001 CRUZ, KENNETH	Total Payment Amount	80.70
PV230339-001 GARCIA, ROSEMARY	Total Payment Amount	80.70
PV230344-001 GOSPOJEVIC, BETH	Total Payment Amount	17.85
PV230340-001 HOLDRIDGE- HAYS, BELINDA	Total Payment Amount	17.85
	Total Payment Amount	157.81
	Total Payment Amount	157.81
	Total Payment Amount	101.22
	Total Payment Amount	101.22
	Total Payment Amount	69.72
	Total Payment Amount	69.72
	Total Payment Amount	53.94
	Total Payment Amount	53.94
	Total Payment Amount	650.29
	Total Payment Amount	650.29
	Total Payment Amount	76.01
	Total Payment Amount	76.01

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000322-0		Description	Amount
Reference	Vendor		
PV230345-001	KLOMP, ELECTRA	Total Payment Amount	91.60 91.60
PV230341-001	LANDERS, MEGGAN	Total Payment Amount	16.59 16.59
PV230342-001	MCMANAMAN, ALICIA	Total Payment Amount	112.62 112.62
PV230337-001	RACHIELLES, MICHELE	Total Payment Amount	636.25 636.25
PV230334-001	ST PIERRE, MOLLY	Total Payment Amount	160.42 160.42
PV230343-001	VARELA, JESSICA	Total Payment Amount	60.88 60.88
PV230346-001	VIOLET, NATALIE	Total Payment Amount	42.56 42.56
PV230351-001	YEUTTER, CHAD	Total Payment Amount	77.87 77.87
Transmittal Total			3,069.38
Fund Summary:		Fund 01	3,069.38
Transmittal Number: 23000323-0		Description	Amount
Reference	Vendor		
PV230355-001	BASCOMB, GENESIS	Total Payment Amount	12.50 12.50
PV230353-001	CHIEN, EUGENE	Total Payment Amount	219.88 219.88
PV230358-001	ESCARENO, JENNA	Total Payment Amount	163.19 163.19
PV230354-001	GARCIA, ROSEMARY	Total Payment Amount	33.44 33.44

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000323-0

Reference Vendor
PV230365-001 GILLILAND, ANGELA C

	Description	Amount
	Total Payment Amount	92.10
		92.10
PV230368-001	LUSTER, TRACY	147.11
	Total Payment Amount	147.11
PV230356-001	MANGOLD, DORA	282.84
	Total Payment Amount	282.84
PV230359-001	MATHEWS, CATHY	5.38
	Total Payment Amount	5.38
PV230369-001	PERALTA, JOYLYNN	122.77
	Total Payment Amount	122.77
PV230367-001	QUANSTROM, CURTIS	71.90
	Total Payment Amount	71.90
PV230338-001	RACHIELLES, MICHELE	1,171.03
	Total Payment Amount	1,171.03
PV230366-001	RENNISON, SUSAN	633.95
	Total Payment Amount	633.95
PV230364-001	RODRIGUEZ, CHARRON	156.73
	Total Payment Amount	156.73
PV230363-001	ROSE, SANDY	883.65
	Total Payment Amount	883.65
PV230357-001	RUECKNER, AMBER	163.75
	Total Payment Amount	163.75
PV230360-001	VARELA, JESSICA	54.44
	Total Payment Amount	54.44
PV230362-001	WILLIAMS, AUTUMN	226.34
	Total Payment Amount	226.34
PV230361-001	ZUBIATE, KARENA	41.75
	Total Payment Amount	41.75

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000323-0

Total Payment Amount	41.75
Transmittal Total	4,482.75
Fund Summary: Fund 01	4,482.75

Transmittal Number: 23000324-0

Reference	Vendor	Description	Amount
PO230130-008	GORM INC	ALE/Custodial Supplies	1,185.49
		Total Payment Amount	1,185.49
PO230035-008	HOME DEPOT CREDIT SERVICES	M&O / OPEN SUPPLIES	642.40
		Total Payment Amount	642.40
PO230467-004	MONOPRICE INC	IT / Open Supplies	80.59
		Total Payment Amount	80.59

PO230134-020	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	143.28
PO230150-021	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE	29.38
PO230157-006	ODP BUSINESS SOLUTIONS LLC	ADMIN SERVICES / OPEN OFFICE S	31.64
PO230157-007	ODP BUSINESS SOLUTIONS LLC	ADMIN SERVICES / OPEN OFFICE S	22.89
PO230424-003	ODP BUSINESS SOLUTIONS LLC	SPECIAL ED	21.49
PO230424-004	ODP BUSINESS SOLUTIONS LLC	SPECIAL ED	129.28
PO230539-005	ODP BUSINESS SOLUTIONS LLC	VG / OPEN Office Depot Instr s	62.80
PO230539-006	ODP BUSINESS SOLUTIONS LLC	VG / OPEN Office Depot Instr s	115.09
PO230539-007	ODP BUSINESS SOLUTIONS LLC	VG / OPEN Office Depot Instr s	32.71
PO230539-008	ODP BUSINESS SOLUTIONS LLC	VG / OPEN Office Depot Instr s	43.28
		Total Payment Amount	631.84

PO230193-033 SMART & FINAL

CC / SUPP OPEN,	793.82
Total Payment Amount	793.82
Transmittal Total	3,334.14
Fund Summary: Fund 01	3,334.14

Transmittal Number: 23000325-0

PO231043-001	CALIFORNIA SCIENCE CENTER	HERM/FIELD TRIP	25.00
		Total Payment Amount	25.00
PV230375-001	DONNAN, RONALD		20.00

Fiscal Year: 2023

Transmittal Number: 23000325-0

1/6/2023 3:35:49 PM

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000327-0 AUDIT

13,697.74

Transmittal Total

13,697.74

Fund Summary: Fund 01

Transmittal Number: 23000327-0

Reference Vendor
PO230243-003 J W PEPPER & SON INC

Description Amount
VJH / OPEN PO FOR MUSIC 257.49
Total Payment Amount 257.49

PO230957-001 LEARNING WITHOUT TEARS 50.06
PO230981-001 LEARNING WITHOUT TEARS 73.01
Total Payment Amount 123.07

PO230257-005 OCCUPATIONAL HEALTH CENTERS 38.00
Total Payment Amount 38.00

PO230153-018 ODP BUSINESS SOLUTIONS LLC 72.72
PO230154-004 ODP BUSINESS SOLUTIONS LLC 16.40
PO230154-005 ODP BUSINESS SOLUTIONS LLC 87.64
PO230155-019 ODP BUSINESS SOLUTIONS LLC 94.10
PO230802-001 ODP BUSINESS SOLUTIONS LLC 464.39
PO230802-002 ODP BUSINESS SOLUTIONS LLC 69.26
Total Payment Amount 804.51

PO230670-006 PARADIGM HEALTHCARE 500.00
Total Payment Amount 500.00

PO230014-001 PARKHOUSE TIRE INC 3,763.08
Total Payment Amount 3,763.08

PO231021-001 PDQ.COM CORPORATION 313.20
Total Payment Amount 313.20

PO230222-003 SMART & FINAL 81.42
PO230339-008 SMART & FINAL 221.53
PO230350-006 SMART & FINAL 206.58
Total Payment Amount 509.53

6,308.88

Transmittal Total

6,308.88

Fund Summary: Fund 01

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000328-0 AUDIT

Reference PO231058-001 Vendor U.S. BANK - PARS #6745037701

Description
Admin Services/PARS
Total Payment Amount

Amount
36,352.60
36,352.60

36,352.60

Transmittal Total

36,352.60

Fund Summary: Fund 01

Transmittal Number: 23000329-0

MV230070-001 ADRIAN SOTO

286.00
286.00

Total Payment Amount

MV230036-001 ALEXANDRA GROSSO

143.00
143.00

Total Payment Amount

MV230056-001 ALEZ ORUNA

286.00
286.00

Total Payment Amount

MV230019-001 ALICE MENDEZ

286.00
286.00

Total Payment Amount

MV230061-001 ALICIA BARRETO

286.00
286.00

Total Payment Amount

MV230027-001 ALLISON DELVALLE

286.00
286.00

Total Payment Amount

MV230017-001 ANA MONTENEGRO ESCALANTE

290.00
290.00

Total Payment Amount

MV230024-001 ANGEL CHAVEZ

286.00
286.00

Total Payment Amount

MV230041-001 AUBRY KABIA

286.00
286.00

Total Payment Amount

MV230031-001 BRANDI FARRO

286.00
286.00

Total Payment Amount

MV230033-001 BRENDA FLORES

286.00
286.00

Total Payment Amount

**BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT**

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000329-0		Description	Amount
Reference	Vendor		
MV230064-001	BRENDA RICARTE	Total Payment Amount	286.00 286.00
MV230075-001	BRIAN WILSON	Total Payment Amount	286.00 286.00
MV230026-001	BRYAN CRAINE	Total Payment Amount	286.00 286.00
MV230062-001	CARIE RAJKUMAN	Total Payment Amount	286.00 286.00
MV230037-001	CHARLES GROSSO	Total Payment Amount	143.00 143.00
MV230065-001	CHELSEA RITCHIE	Total Payment Amount	286.00 286.00
MV230044-001	CHRISTIE CLARK	Total Payment Amount	286.00 286.00
MV230025-001	CHRISTINA TAVISON	Total Payment Amount	286.00 286.00
MV230021-001	CHRISULA BECERRA	Total Payment Amount	286.00 286.00
MV230051-001	CLAUDIA MYERS	Total Payment Amount	286.00 286.00
MV230022-001	CLEOPATRA WILLIAMS	Total Payment Amount	286.00 286.00
MV230053-001	DAN O'DONNELL	Total Payment Amount	286.00 286.00
MV230055-001	DANIEL ORTIZ	Total Payment Amount	286.00 286.00
MV230020-001	DAVID BAUTISTA	Total Payment Amount	286.00 286.00
			290.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000329-0

Reference	Vendor	Description	Total Payment Amount	Amount
MV230048-001	DAVID MEDINA		290.00	286.00
MV230046-001	DENISE MARTINEZ		143.00	286.00
MV230049-001	DOLORES MILLER		143.00	
MV230052-001	DORA SANCHEZ		286.00	
MV230066-001	ELENA HAMPTON		286.00	
MV230076-001	ESTHER LOPEZ CASTANO		286.00	
MV230047-001	FRED MYERS		286.00	
MV230067-001	JACQUELINE CLARK		143.00	
MV230072-001	JACQUELYN WALK		143.00	
MV230029-001	JAEI VALTIERRA		286.00	
MV230069-001	JASON SHAIBLE		286.00	
MV230060-001	JEANINE MEDRANO-PEREZ		286.00	
MV230039-001	JENNA JEMISON		286.00	

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000329-0

Reference Vendor
MV230073-001 JULIE KEYMEL

	Description	Amount
	Total Payment Amount	286.00
		286.00
MV230016-001	KARINA ALCANTARE	286.00
	Total Payment Amount	286.00
MV230050-001	LORENA VALENCIA	286.00
	Total Payment Amount	286.00
MV230028-001	MAHALA ESPINOZA GOMEZ	286.00
	Total Payment Amount	286.00
MV230063-001	MARIBEL REYES	280.00
	Total Payment Amount	280.00
MV230030-001	MARVIN ESTEVEZ	286.00
	Total Payment Amount	286.00
MV230054-001	MERCY ODELL	286.00
	Total Payment Amount	286.00
MV230018-001	MICHAEL ASHTON	286.00
	Total Payment Amount	286.00
MV230071-001	NICOLE VARNER	286.00
	Total Payment Amount	286.00
MV230035-001	OSWALDO DELTORO	286.00
	Total Payment Amount	286.00
MV230034-001	PRICILLA FUENTES	200.00
	Total Payment Amount	200.00
MV230045-001	QINGYUN CAI	286.00
	Total Payment Amount	286.00
MV230032-001	RYAN WESTERLINK	286.00
	Total Payment Amount	286.00
MV230074-001	RYAN WESTERLINK	286.00
	Total Payment Amount	286.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000329-0

Reference	Vendor	Description	Total Payment Amount	Amount
MV230042-001	SAMANTHA ROSS		286.00	286.00
MV230038-001	SHAUNISTA HEENEY		288.00	288.00
MV230043-001	SHAYNA LA SCALA		286.00	286.00
MV230068-001	SOFIA PERAZA		286.00	286.00
MV230057-001	SYLVIA PALMERIN		286.00	286.00
MV230058-001	TAJINDER KAUR		286.00	286.00
MV230059-001	TURQUOIZE MARTIN		286.00	286.00
MV230023-001	VICTORIA CELIS-CASTILLO		286.00	286.00
MV230040-001	YOLANDA LOERA		286.00	286.00
Transmittal Total			16,794.00	
Fund Summary:			Fund 01	16,794.00
Total Payment Amount				5,586.67
Transmittal Total				5,586.67
Fund Summary:			Fund 01	5,586.67

Transmittal Number: 23000330-0 AUDIT
PV230377-001 U S BANK

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000331-0 AUDIT

Reference PO230573-001 Vendor DAVE BANG & ASSOCIATES INC

Description Jasper / Picnic Tables Previous
Total Payment Amount

Amount
11,732.94
11,732.94

PO231007-001 FREEDOM U S ACQUISITION CORP

SPECIAL ED/LOWI #11
Total Payment Amount

3,629.57
3,629.57

Transmittal Total

15,362.51

Fund Summary: Fund 01

15,362.51

Transmittal Number: 23000331-0
PO230997-001 ACOSTA TREE SERVICE

GRNDS TREE TRIMMING-HERMOSA
Total Payment Amount

9,975.00
9,975.00

PO230998-001 AFFORDABLE AWNINGS COMPANY

M&O /RETRACTABLE PATIO AWNING
Total Payment Amount

5,020.00
5,020.00

PO230173-002 ALLIED REFRIGERATION INC

M&O / OPEN SUPPLIES
Total Payment Amount

64.30
64.30

PO230107-017 BUG X PEST CONTROL
PO230107-018 BUG X PEST CONTROL
PO230107-019 BUG X PEST CONTROL
PO230107-020 BUG X PEST CONTROL
PO230107-021 BUG X PEST CONTROL

M&O / EXTERMINATOR SERVICES
M&O / EXTERMINATOR SERVICES
M&O / EXTERMINATOR SERVICES
M&O / EXTERMINATOR SERVICES
M&O / EXTERMINATOR SERVICES
Total Payment Amount

275.00
275.00
300.00
275.00
275.00
1,400.00

PO230571-001 CDW GOVERNMENT LLC
PO230571-002 CDW GOVERNMENT LLC

VG/Color Printer
VG/Color Printer
Total Payment Amount

983.27
477.59
1,460.86

PO230275-004 CHEROKEE WOOD PRODUCTS

M&O / OPEN SUPPLIES
Total Payment Amount

232.03
232.03

PO230071-019 CINTAS CORPORATION
PO230071-020 CINTAS CORPORATION

TRANSPORTATION /OPEN PO LAUNDR
TRANSPORTATION /OPEN PO LAUNDR
Total Payment Amount

49.40
49.40
98.80

PO231045-001 EMPIRE SPORTS

VJH / SOCCER JERSERYS
Total Payment Amount

2,392.05
2,392.05

**BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT**

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000331-0	Description	Amount
Reference	VG/STEM Carts	1,831.72
PO230952-001	Total Payment Amount	1,831.72
PO230875-001	ALJH / Awards	993.81
	Total Payment Amount	993.81
PO230075-001	M&O / REPAIRS	1,401.83
	Total Payment Amount	1,401.83
PO230880-001	BAN/THE SAWDUST FACTORY	902.00
	Total Payment Amount	902.00
PO231057-001	VG/ 6th Grade Camp	1,000.00
	Total Payment Amount	1,000.00
	Transmittal Total	26,772.40
	Fund Summary: Fund 01	26,772.40
Transmittal Number: 23000332-0 AUDIT	2021-22-04 Hermosa Modernizat	80,689.58
PO230709-003	Total Payment Amount	80,689.58
	Transmittal Total	80,689.58
	Fund Summary: Fund 21	80,689.58
Transmittal Number: 23000333-0 AUDIT	2021-22-04 Hermosa Modernizat	78,375.00
PO230710-002	Total Payment Amount	78,375.00
	Transmittal Total	78,375.00
	Fund Summary: Fund 21	78,375.00
Transmittal Number: 23000334-0	2021-22-04 Hermosa Modernizat	15,205.70
PO230711-003	Total Payment Amount	15,205.70
	Transmittal Total	15,205.70

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000334-0	Fund Summary:	Fund 21	15,205.70
Transmittal Number: 23000335-0			
Reference PO230713-003	Description		Amount
	2021-22-04 Hermosa Modernizat		11,200.50
	Total Payment Amount		11,200.50
	Transmittal Total		11,200.50
Transmittal Number: 23000336-0 AUDIT			
PO230714-003	2021-22-04 Hermosa Modernizat	Fund 21	11,200.50
	Total Payment Amount		415,760.21
	Transmittal Total		415,760.21
Transmittal Number: 23000337-0			
PO230717-002	2021-22-04 Hermosa Modernizat	Fund 21	415,760.21
	Total Payment Amount		9,407.85
	Transmittal Total		9,407.85
Transmittal Number: 23000338-0 AUDIT			
PO230718-001	2021-22-04 Hermosa Moderniza	Fund 21	119,198.88
	Total Payment Amount		119,198.88
	Transmittal Total		119,198.88
Transmittal Number: 23000339-0 AUDIT			
PO230719-002	2021-22-04 Hermosa Modernizat	Fund 21	119,198.88
	Total Payment Amount		22,420.00
	Transmittal Total		22,420.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000339-0 AUDIT

Fund Summary: Fund 21 22,420.00

Transmittal Number: 23000340-0 AUDIT

Reference Vendor
PO230720-003 SPEC CONSTRUCTION CO. INC

Description
2021-22-04 Hermosa Modernizat
Total Payment Amount

Amount
93,032.79
93,032.79

93,032.79

Transmittal Total

93,032.79

Fund Summary: Fund 21

Transmittal Number: 23000341-0 AUDIT

PO230721-003 SPEC CONSTRUCTION CO. INC

2021-22-04 Hermosa Modernizat
Total Payment Amount

73,862.50
73,862.50

73,862.50

Transmittal Total

73,862.50

Fund Summary: Fund 21

Transmittal Number: 23000342-0 AUDIT

PV230378-001 U S BANK

Total Payment Amount
2,719.81
2,719.81

2,719.81

Transmittal Total

2,719.81

Fund Summary: Fund 13

Transmittal Number: 23000343-0 AUDIT

PO230623-009 TRI VALLEY INSPECTIONS INC

ADMINISTRATIVE SERVICES / INSP
Total Payment Amount
20,796.25
20,796.25

20,796.25

Transmittal Total

20,796.25

Fund Summary: Fund 21

Transmittal Number: 23000343-0

PO230618-004 LEIGHTON CONSULTING INC

ADMIN SERVICES/MODERNIZATION P
Total Payment Amount
870.40
870.40

3,930.00

Transmittal Total

3,930.00

Fund Summary: Fund 21

PO230623-008 TRI VALLEY INSPECTIONS INC

ADMINISTRATIVE SERVICES / INSP
Total Payment Amount
3,930.00
3,930.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000343-0

Transmittal Total	4,800.40
Fund Summary: Fund 21	4,800.40

Transmittal Number: 23000344-0	Vendor	Description	Amount
PV230392-001	ARMSTRONG, RUBY		53.88
		Total Payment Amount	53.88
PV230381-001	CARTER, ANDREW		130.81
PV230383-001	CARTER, ANDREW		6.14
		Total Payment Amount	136.95
PV230384-001	CHI, LARRY		23.50
PV230385-001	CHI, LARRY		43.35
PV230386-001	CHI, LARRY		81.83
PV230387-001	CHI, LARRY		94.13
PV230388-001	CHI, LARRY		21.60
		Total Payment Amount	264.41
PV230389-001	EDMON, GREG		52.65
		Total Payment Amount	52.65
PV230382-001	LENING, LAUREN		94.13
PV230390-001	LENING, LAUREN		356.25
		Total Payment Amount	450.38
PV230393-001	MELCHOR, GUADALUPE		94.13
		Total Payment Amount	94.13
PV230391-001	OPENSHAW, CHRISTINE		200.98
		Total Payment Amount	200.98
PV230394-001	REESE, JENNIFER		113.88
		Total Payment Amount	113.88
PV230379-001	RICHMEIER, MICHELE		23.50
		Total Payment Amount	23.50
		Transmittal Total	1,390.76

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000344-0

Fund Summary: Fund 01 1,390.76

Transmittal Number: 23000345-0

Reference	Vendor	Description	Amount
PO230462-006	CDW GOVERNMENT LLC	CDWG Open IT Supplies	153.22
PO230950-001	CDW GOVERNMENT LLC	IT / Maint Agreement / License	900.22
		Total Payment Amount	1,053.44

PO230875-002 HODGES BADGE COMPANY INC

ALJH / Awards
Total Payment Amount
993.81
993.81

PO230025-009 KC SERVICES

TRANSPORTATION / BUS AND FLEET
Total Payment Amount
552.00
552.00

PO230422-024

MAXIM HEALTHCARE STAFFING

SPECIAL ED
Total Payment Amount
5,306.40
5,306.40

PO230151-017

ODP BUSINESS SOLUTIONS LLC

HR / 2022-23 (ODP) (former Off
Total Payment Amount
855.23
855.23

PV230380-001

REVOLVING CASH FUND

Total Payment Amount
128.00
128.00

PO230193-034

SMART & FINAL

CC / SUPP OPEN,
170.48

PO230258-004

SMART & FINAL

VJH OFFICE/ Open PO / Supplies
348.29

PO230390-006

SMART & FINAL

ED SVCS / OPEN OFFICE SUPPLIES
105.82

PO230524-013

SMART & FINAL

STRK / Smart & Final Open PO 2
112.65

Total Payment Amount
737.24

Transmittal Total
9,626.12

Fund Summary: Fund 01 9,626.12

Transmittal Number: 23000346-0

PO230985-001 ACSA INC

SPECIAL ED
Total Payment Amount
1,500.00
1,500.00

PO230744-001

CALIFORNIA MATHEMATICS COUNCIL

ALJH / CMC Conference
Total Payment Amount
630.00
630.00

MV230077-001

LOREN THOMPSON

500.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000346-0

	Total Payment Amount
	500.00
	Transmittal Total
	2,630.00
Fund Summary:	Fund 01
	2,630.00

Transmittal Number: 23000347-0
Reference Vendor
PV230396-001 LA CLAIRE, MICHELLE

Description	Amount
Total Payment Amount	76.25
	76.25

PV230402-001 BULLER, BRAD

Total Payment Amount	90.00
	90.00

PV230403-001 CHUNG, ERIC

Total Payment Amount	90.00
	90.00

PV230395-001 CRITCHFIELD, LISA

Total Payment Amount	752.22
	752.22

PV230401-001 DAVIES, REBECCA

Total Payment Amount	1,231.88
	1,231.88

PV230399-001 DZAMA, MATTHEW

Total Payment Amount	15.50
	15.50

PV230400-001 HOOPER, BAILEY

Total Payment Amount	312.93
	312.93

PV230397-001 HUNT, SHELBY

Total Payment Amount	117.88
	117.88

PV230398-001 ROGERS, JEMMA

Total Payment Amount	70.28
	70.28

Transmittal Total	2,756.94
-------------------	----------

Fund Summary:	Fund 01
	2,756.94

Transmittal Number: 23000348-0 AUDIT
PO230567-004 ADVANCED ENVIRONMENTAL

M&O / GRNDS LANDSCAPING

33,842.80

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000348-0 AUDIT

Reference Vendor
PO230567-005 ADVANCED ENVIRONMENTAL

Description Amount
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: 23000349-0

PV230404-001 AUL TRUST

AUL 3121 TRUST
Total Payment Amount 14,080.27
14,080.27

Transmittal Total

14,080.27

Fund Summary:

Fund 01

14,080.27

Transmittal Number: 23000350-0 AUDIT

PO230977-001 CDW GOVERNMENT LLC

IT/ HER MOD
Total Payment Amount 23,808.27
23,808.27

Transmittal Total

23,808.27

Fund Summary:

Fund 21

23,808.27

Transmittal Number: 23000350-0

PO230129-004 GORM INC
PO230310-008 GORM INC
PO230310-009 GORM INC
PO230310-010 GORM INC

ALJH / CUST OPEN 229.83
M&O / OPEN, CUST SUPPLIES 475.02
M&O / OPEN, CUST SUPPLIES 440.91
M&O / OPEN, CUST SUPPLIES 72.02
Total Payment Amount 1,217.78

PO230084-005 IPMTECH PEST MANAGEMENT

M&O / OPEN-PEST 1,721.00
Total Payment Amount 1,721.00

PO230903-001 J W PEPPER & SON INC
PO230903-002 J W PEPPER & SON INC
PO230903-003 J W PEPPER & SON INC

instructional supplies - band 564.19
instructional supplies - band 27.99
instructional supplies - band 209.95
Total Payment Amount 802.13

PO230099-003 JAYCOX CONSTRUCTION CNG

M&O/CNG PREVENTATIVE MAINTENAN 895.00
Total Payment Amount 895.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000350-0				
Reference	Vendor	Description	Amount	
PO230047-001	LIGHTING INSTYLE	M&O / OPEN PO-SUPPLIES	86.82	
		Total Payment Amount	86.82	
PO230812-001	ODP BUSINESS SOLUTIONS LLC	SPECIAL ED	350.18	
PO230813-001	ODP BUSINESS SOLUTIONS LLC	office supplies	32.73	
PO230813-002	ODP BUSINESS SOLUTIONS LLC	office supplies	42.87	
PO230813-003	ODP BUSINESS SOLUTIONS LLC	office supplies	546.03	
PO230813-004	ODP BUSINESS SOLUTIONS LLC	office supplies	10.25	
		Total Payment Amount	982.06	
PO230193-035	SMART & FINAL	CC / SUPP OPEN,	502.52	
PO230210-004	SMART & FINAL	VJH / OPEN PO FOR SCIENCE & ST	54.92	
PO230349-004	SMART & FINAL	ALJH / Instr Supplies	52.37	
PO230352-010	SMART & FINAL	ALJH / Open Supplies	102.24	
PO230524-014	SMART & FINAL	STRK / Smart & Final Open PO 2	175.43	
		Total Payment Amount	887.48	
		Transmittal Total	6,592.27	
Transmittal Number: 23000351-0 AUDIT	GO ARCHITECTS INC	Fund Summary:	Fund 01	
PO230598-006		ADMIN SERVICES/HVAC UPGRADES	2,727.00	
		Total Payment Amount	2,727.00	
		Transmittal Total	2,727.00	
		Fund Summary:	Fund 01	
Transmittal Number: 23000351-0	CUCAMONGA VALLEY	WATER / VJH	3,442.36	
PO230259-017	CUCAMONGA VALLEY	WATER / VJH	807.26	
PO230259-018	CUCAMONGA VALLEY	WATER / STRK	815.56	
PO230269-013	CUCAMONGA VALLEY	WATER / STRK	1,141.89	
PO230269-014	CUCAMONGA VALLEY	WATER / STRK	7.38	
PO230269-015	CUCAMONGA VALLEY	WATER / JASP	2,071.58	
PO230324-005	CUCAMONGA VALLEY	WATER / HERM	290.47	
PO230327-013	CUCAMONGA VALLEY	WATER / HERM	12.17	
PO230327-014	CUCAMONGA VALLEY	WATER / HERM	729.37	
PO230327-015	CUCAMONGA VALLEY	WATER / HERM	2,900.91	
PO230340-005	CUCAMONGA VALLEY	WATER / DC		

**BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT**

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000351-0	Vendor	Description	Amount
PO230344-008	CUCAMONGA VALLEY	WATER / CARN	2,296.33
PO230354-009	CUCAMONGA VALLEY	WATER / ALJH	841.96
		Total Payment Amount	15,357.24
 PO230633-005	 SUNBEAM SOLAR OPERERATIONS LLC	 DISTRICT WIDE / SOLAR ENEGRY U	 40,617.83
		Total Payment Amount	40,617.83
 PO230283-003	 ULINE	 M&O / OPEN / SUPPLIES	 1,925.11
		Total Payment Amount	1,925.11
		Transmittal Total	57,900.18
	Fund Summary:	Fund 01	57,900.18
 Transmittal Number: 23000352-0 AUDIT	 KONICA MINOLTA	 STK / COPY COSTS	 198.62
PO230493-006		Total Payment Amount	198.62
		Transmittal Total	198.62
	Fund Summary:	Fund 01	198.62
 Transmittal Number: 23000352-0	 CUCAMONGA VALLEY	 WATER / VJH	 12.17
PO230259-019	CUCAMONGA VALLEY	WATER / VJH	12.17
PO230259-020	CUCAMONGA VALLEY	WATER / VG	817.78
PO230261-011	CUCAMONGA VALLEY	WATER / VG	1,001.49
PO230261-012	CUCAMONGA VALLEY	WATER / DSC	886.29
PO230334-012	CUCAMONGA VALLEY	WATER / DSC	19.38
PO230334-013	CUCAMONGA VALLEY	WATER / DSC	368.81
PO230334-014	CUCAMONGA VALLEY	WATER / CARN	7.38
PO230344-009	CUCAMONGA VALLEY	WATER / BAN	207.66
PO230347-017	CUCAMONGA VALLEY	WATER / BAN	7.38
PO230347-018	CUCAMONGA VALLEY	WATER / ALJH	3,176.49
PO230354-010	CUCAMONGA VALLEY	WATER / ALE	1,088.61
PO230363-013	CUCAMONGA VALLEY	WATER / ALE	371.99
PO230363-014	CUCAMONGA VALLEY	WATER / ALE	7.38
PO230363-015	CUCAMONGA VALLEY	Total Payment Amount	7,984.98
 PO230365-005	 KONICA MINOLTA	 ADMIN SERVICES / COPY COST	 146.65

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000352-0

Reference	Vendor	Description	Amount
PO230367-005	KONICA MINOLTA	PRINT SHOP / COPY COST	1,176.30
PO230494-005	KONICA MINOLTA	HER / COPY COSTS	308.19
PO230495-005	KONICA MINOLTA	DC / COPY COSTS	177.55
PO230496-005	KONICA MINOLTA	CARN / COPY COSTS	131.84
PO230497-005	KONICA MINOLTA	BAN / COPY COSTS	100.27
PO230535-005	KONICA MINOLTA	VGS / COPY COSTS	175.47
PO230559-005	KONICA MINOLTA	JASPER / COPY COSTS	177.03
PO230560-005	KONICA MINOLTA	ALE / COPY COSTS	162.77
PO230575-005	KONICA MINOLTA	VJH / COPY COSTS	214.06
PO230576-005	KONICA MINOLTA	ALJH / COPY COSTS	203.97
		Total Payment Amount	2,974.10
PO230787-001	RAPTOR TECHNOLOGIES LLC	HERM/RAPTOR LABELS	118.53
PO230982-001	RAPTOR TECHNOLOGIES LLC	VG/ Raptor Labels	118.53
		Total Payment Amount	237.06
PO230426-001	REAL OT SOLUTIONS INC	SPECIAL ED	93.30
		Total Payment Amount	93.30
PO231052-001	SCHOOL SERVICES OF CALIF INC	The Fundamentals Position Cont	195.00
		Total Payment Amount	195.00
PO231061-001	SEEDLINGS BRAILLE BOOKS FOR	SPECIAL ED/LOWI #12	91.68
		Total Payment Amount	91.68
PO230989-001	SUPER DUPER PUBLICATIONS	ALE/Instructional supplies for	197.60
		Total Payment Amount	197.60
PO230412-003	WHOLE CHILD THERAPY	SPECIAL ED/CONSULTANT SERVICES	2,100.00
PO230412-005	WHOLE CHILD THERAPY	SPECIAL ED/CONSULTANT SERVICES	2,100.00
		Total Payment Amount	4,200.00
		Transmittal Total	15,973.72
		Fund Summary:	Fund 01
			15,973.72
Transmittal Number: 23000353-0 AUDIT			
PO230241-001	FIELDMAN ROLAPP & ASSOCIATES	ADMIN SERVICES/CONSULTING SERV	1,780.50
		Total Payment Amount	1,780.50

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000353-0 AUDIT

	Transmittal Total
	1,780.50
Fund Summary:	
Fund 01	1,780.50

Transmittal Number: 23000353-0

Reference	Vendor	Description	Amount
PO230072-001	AAA CONTAINER SALES & RENTALS	M&O / STORAGE CONTAINERS	161.63
PO230072-002	AAA CONTAINER SALES & RENTALS	M&O / STORAGE CONTAINERS	172.40
PO230072-003	AAA CONTAINER SALES & RENTALS	M&O / STORAGE CONTAINERS	550.00
		Total Payment Amount	884.03
PO230947-004	ADAMS SILVA & MCNALLY LLP	SUPERINTENDENT - Retainer agre	1,744.00
PO230947-005	ADAMS SILVA & MCNALLY LLP	SUPERINTENDENT - Retainer agre	3,341.00
		Total Payment Amount	5,085.00
PO230108-001	ADVANCED AUTO SMOG CHECK	TRANSPORTATION / OPEN SMOG	40.00
		Total Payment Amount	40.00
PO230999-001	AFFORDABLE AWNINGS COMPANY	M&O / RETRACTABLE PATIO AWNING	2,790.00
		Total Payment Amount	2,790.00
PO231000-001	APPLE INC	Replacement I Pad	405.17
		Total Payment Amount	405.17
PO230414-009	ASIAN-AMERICAN RESOURCE CENTER	SPECIAL ED/CONSULTANT SERVICES	218.51
PO230414-010	ASIAN-AMERICAN RESOURCE CENTER	SPECIAL ED/CONSULTANT SERVICES	240.00
PO230414-011	ASIAN-AMERICAN RESOURCE CENTER	SPECIAL ED/CONSULTANT SERVICES	167.55
PO230414-012	ASIAN-AMERICAN RESOURCE CENTER	SPECIAL ED/CONSULTANT SERVICES	184.38
PO230414-013	ASIAN-AMERICAN RESOURCE CENTER	SPECIAL ED/CONSULTANT SERVICES	180.00
		Total Payment Amount	990.44
PO230794-002	ATHENA PURPLE BEE LLC	Admin Services/Bus Training	1,014.00
		Total Payment Amount	1,014.00
		Transmittal Total	11,208.64
		Fund Summary:	
		Fund 01	11,208.64
PO230852-001	LEAVING THE VILLAGE	conference	4,500.00
		Total Payment Amount	4,500.00

Transmittal Number: 23000354-0 AUDIT

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000354-0 AUDIT

		Transmittal Total	4,500.00
Fund Summary:		Fund 01	4,500.00
Transmittal Number: 23000354-0	Vendor	Description	Amount
PO230904-001	J W PEPPER & SON INC	instructional supplies	172.99
PO230904-002	J W PEPPER & SON INC	instructional supplies	48.49
PO230904-003	J W PEPPER & SON INC	instructional supplies	10.78
PO230933-001	J W PEPPER & SON INC	instructional supplies-element	119.99
PO230933-002	J W PEPPER & SON INC	instructional supplies-element	64.65
Total Payment Amount			416.90
PO230956-001	KASEYA US LLC	IT Support and Maintenance	637.50
Total Payment Amount			637.50
PO230303-003	LENNOX INDUSTRIES INC	M&O / OPEN SUPPLIES	624.85
PO230303-004	LENNOX INDUSTRIES INC	M&O / OPEN SUPPLIES	157.29
Total Payment Amount			782.14
PO230047-002	LIGHTING INSTYLE	M&O / OPEN PO-SUPPLIES	192.93
Total Payment Amount			192.93
PO230190-001	ODP BUSINESS SOLUTIONS LLC	WAREHOUSE / OPEN OFFICE SUPPLI	12.27
PO230190-002	ODP BUSINESS SOLUTIONS LLC	WAREHOUSE / OPEN OFFICE SUPPLI	98.66
PO230388-004	ODP BUSINESS SOLUTIONS LLC	HERMOSA / Open Office Supplies	75.80
PO230525-033	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	115.51
PO230525-034	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	146.11
PO230525-035	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	159.48
PO230755-001	ODP BUSINESS SOLUTIONS LLC	ALE/Instructional Supplies	416.23
PO230755-002	ODP BUSINESS SOLUTIONS LLC	ALE/Instructional Supplies	(416.23)
Total Payment Amount			607.83
PO230193-036	SMART & FINAL	CC / SUPP OPEN,	193.91
PO230210-005	SMART & FINAL	VJH / OPEN PO FOR SCIENCE & ST	66.77
PO230350-007	SMART & FINAL	ALJH / Open Supplies	135.64
PO230524-015	SMART & FINAL	STRK / Smart & Final Open PO 2	298.43
Total Payment Amount			694.75
Transmittal Total			3,332.05

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000354-0

Fund Summary: Fund 01 3,332.05

Transmittal Number: 23000355-0
Reference Vendor
PV230405-001 CHRISTIANSEN, BRANDYN

Description Amount
Total Payment Amount 92.97
92.97

PV230410-001 DZAMA, TRISHA

Total Payment Amount 313.17
313.17

PV230407-001 GARCIA, ANGELICA

Total Payment Amount 63.91
63.91

PV230406-001 LEWAN, LAUREN

Total Payment Amount 46.20
46.20

PV230409-001 LUSTER, TRACY

Total Payment Amount 140.31
140.31

PV230408-001 NAMEHAS, ADRIANNE

Total Payment Amount 220.00
220.00

PV230412-001 RICE, JENNIFER

Total Payment Amount 134.89
134.89

PV230411-001 ROGERS, JEMMA

Total Payment Amount 189.88
189.88

Transmittal Total 1,201.33

Fund Summary: Fund 01 1,201.33

Transmittal Number: 23000356-0
PO230792-013 TILDEN-COIL CONSTRUCTORS INC

CONSTRUCTION MANAGEMENT
SERVIC 22,661.63

Total Payment Amount 22,661.63

Transmittal Total 22,661.63

Fund Summary: Fund 21 22,661.63

Transmittal Number: 23000357-0

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000357-0					
Reference	Vendor	Description	Amount		
PO231070-001	KOALA T'S APPAREL LLC	VJH / STAFF	1,063.49		
		Total Payment Amount	1,063.49		
PO230517-001	LANGUAGELINE SERVCIES	ED SVCS / CONSULTANT SERVICES	212.78		
PO230517-002	LANGUAGELINE SERVCIES	ED SVCS / CONSULTANT SERVICES	65.44		
PO230517-003	LANGUAGELINE SERVCIES	ED SVCS / CONSULTANT SERVICES	174.71		
		Total Payment Amount	452.93		
PO230892-001	LEAVING THE VILLAGE	DC/CONFERENCE	375.00		
		Total Payment Amount	375.00		
PO230036-002	MARK CHRISTOPHER CHEVROLET INC	TRANSPORTATION/ OPEN PURCHASE	323.57		
		Total Payment Amount	323.57		
PO230422-025	MAXIM HEALTHCARE STAFFING	SPECIAL ED	543.84		
		Total Payment Amount	543.84		
PO231065-001	MONOPRICE INC	IT/VG Mod	7,727.40		
		Total Payment Amount	7,727.40		
PO230886-003	MONTGOMERY HARDWARE CO	M&O / OPEN SUPPLIES	156.81		
		Total Payment Amount	156.81		
PO230962-001	NETRONIX INTEGRATION INC	M&O / SALTO SUPPLIES	9,710.49		
		Total Payment Amount	9,710.49		
PO230152-007	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	37.53		
PO230152-008	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	191.19		
PO230323-010	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	129.91		
PO230323-011	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	57.90		
PO230323-012	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	23.16		
PO230323-013	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	2.56		
PO230521-014	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Of	85.97		
PO230854-001	ODP BUSINESS SOLUTIONS LLC	SPECIAL ED	139.47		
		Total Payment Amount	667.69		
		Transmittal Total	21,021.22		
Fund Summary:		Fund 01	13,293.82		
		Fund 21	7,727.40		

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000358-0
Reference Vendor
PV230413-001 U S BANK

Description	Amount
Total Payment Amount	1,264.47
	1,264.47

Transmittal Total

Fund Summary: Fund 01

Transmittal Number: 23000359-0
PO230200-001 THREE OAKS OUTDOOR SCIENCE

Jasper / Science Camp	17,082.00
Total Payment Amount	17,082.00

Transmittal Total

Fund Summary: Fund 01

Transmittal Number: 23000360-0
PO230393-018 BURRTEC WASTE INDUSTRIES INC

DSC / DISTRICT-WIDE TRASH	4,643.67
Total Payment Amount	4,643.67

PO230394-006 CROWN CASTLE FIBER LLC

U-DATA LINE / DSC-SITES	2,619.44
Total Payment Amount	2,619.44

PO230332-021 FRONTIER COMMUNICATIONS
PO230332-022 FRONTIER COMMUNICATIONS
PO230332-023 FRONTIER COMMUNICATIONS
PO230332-024 FRONTIER COMMUNICATIONS

DSC / U-PHONE LINES, DSC-SITES	2,173.82
DSC / U-PHONE LINES, DSC-SITES	1,602.97
DSC / U-PHONE LINES, DSC-SITES	130.78
DSC / U-PHONE LINES, DSC-SITES	103.93
Total Payment Amount	4,011.50

PO230325-006 SO. CALIFORNIA GAS COMPANY
PO230348-006 SO. CALIFORNIA GAS COMPANY

GAS / JASP	1,442.86
GAS / BAN	987.82
Total Payment Amount	2,430.68

PO230326-006 SOUTHERN CALIFORNIA EDISON
PO230336-006 SOUTHERN CALIFORNIA EDISON
PO230342-006 SOUTHERN CALIFORNIA EDISON
PO230346-006 SOUTHERN CALIFORNIA EDISON
PO230356-011 SOUTHERN CALIFORNIA EDISON
PO230356-012 SOUTHERN CALIFORNIA EDISON
PO230369-006 SOUTHERN CALIFORNIA EDISON
PO230370-006 SOUTHERN CALIFORNIA EDISON

ELECTRICITY / JASP	3,630.46
ELECTRICITY / DSC	3,609.41
ELECTRICITY / DC	2,895.39
ELECTRICITY / CARN	3,231.82
ELECTRICITY / ALJH	379.76
ELECTRICITY / ALJH	4,337.97
ELECTRICITY / ALE	1,590.68
ELECTRICITY / VJH	3,994.85

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000360-0				
Reference	Vendor	Description	Amount	
PO230371-006	SOUTHERN CALIFORNIA EDISON	ELECTRICITY / VG	2,671.30	
PO230372-011	SOUTHERN CALIFORNIA EDISON	ELECTRICITY / STRK	1,950.11	
PO230372-012	SOUTHERN CALIFORNIA EDISON	ELECTRICITY / STRK	3,202.67	
		Total Payment Amount	31,494.42	
PO230381-006		DSC / LONG DISTANCE VERIZON	41.62	
	VERIZON BUSINESS	Total Payment Amount	41.62	
PO230737-005		IT/ HOTSPOTS	90.18	
	VERIZON	Total Payment Amount	90.18	
		Transmittal Total	45,331.51	
		Fund Summary:	Fund 01	
			45,331.51	
Transmittal Number: 23000361-0 AUDIT				
PO230215-005	CHARTER COMMUNICATIONS	FIBER INTERNET	800.00	
PO230215-006	CHARTER COMMUNICATIONS	FIBER INTERNET	800.00	
		Total Payment Amount	1,600.00	
		Transmittal Total	1,600.00	
		Fund Summary:	Fund 01	
			1,600.00	
Transmittal Number: 23000361-0				
PV230433-001	FRONTIER COMMUNICATIONS	REPLACES LOST CHECK #739892	2,312.44	
		Total Payment Amount	2,312.44	
PO230291-005		M&O / OPEN SUPPLIES	389.32	
	RUSSELL SIGLER INC	Total Payment Amount	389.32	
PO230983-001		VJH / ART DRYING RACK	240.65	
	SCHOOL SPECIALTY LLC	Total Payment Amount	240.65	
PO230681-005		TRANSPORTATION/FUEL	386.64	
	SO. CALIFORNIA GAS COMPANY	Total Payment Amount	386.64	
PO230930-001		SPECIAL ED	225.21	
	WPS	Total Payment Amount	225.21	

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000361-0

Transmittal Total	3,554.26
Fund Summary: Fund 01	3,554.26

Transmittal Number: 23000362-0 AUDIT

Reference Vendor
PV230414-001 U S BANK

Description	Amount
Total Payment Amount	156.15
	156.15
Transmittal Total	156.15
Fund Summary: Fund 01	156.15

Transmittal Number: 23000362-0

PV230420-001 CHAIREZ, MARISSA

Total Payment Amount	24.95
	24.95

PV230418-001 DINELEY, ASHLEY

Total Payment Amount	250.02
	250.02

PV230422-001 DISCHIAVI, SIERRA

Total Payment Amount	27.00
	27.00

PV230416-001 ESCARENO, JENNA

Total Payment Amount	97.19
	97.19

PV230427-001 GARCIA, ROSEMARY

Total Payment Amount	26.69
	26.69

PV230424-001 HOLT, KATHLEEN

Total Payment Amount	151.23
	151.23

PV230426-001 HURLEY, MALINDA

Total Payment Amount	135.35
	135.35

PV230421-001 RHINES, STEPHANIE

Total Payment Amount	280.14
	280.14

PV230425-001 SMITH, SHERRY

Total Payment Amount	148.96
	148.96

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000362-0

Reference Vendor
PV230419-001 TAYLOR, BRANDY

Description Amount
Total Payment Amount 17.38
17.38

PV230415-001 TAYLOR, JENNIFER

Total Payment Amount 400.41
400.41

PV230423-001 VIDAL, SHANNON

Total Payment Amount 18.19
18.19

PV230417-001 ZUBIATE, KARENA

Total Payment Amount 27.55
27.55

Transmittal Total 1,605.06

Fund Summary: Fund 01 1,605.06

Transmittal Number: 23000363-0

PO230174-001 AMERICAN TIME & SIGNAL CO INC

M&O / OPEN SUPPLIES 2,745.10
Total Payment Amount 2,745.10

PO230313-005 EWING IRRIGATION PRODUCTS INC

M&O / GRNDS / OPEN SUPPLIES 271.32
Total Payment Amount 271.32

PO230009-004 FLYERS ENERGY LLC

TRANSPORTATION / OPEN FUEL 7,832.38
Total Payment Amount 7,832.38

PO230353-001 FOOTHILL VACUUM&JANITORIAL INC

ALJH / Open Custodial Supp 35.40
Total Payment Amount 35.40

PO230132-005 GORM INC

VJH/CUSTODIAL OPEN 1,240.28
Total Payment Amount 1,240.28

PO230978-001 INLAND EMPIRE STAGES LTD

VJHS - BUS FOR LEADERSHIP 2,765.00
Total Payment Amount 2,765.00

PO230955-001 JOHN AARON GILKEY

Piano Tuning 200.00
Total Payment Amount 200.00

PO230778-001 KOALA T'S APPAREL LLC

ALJH / Staff T-Shirts 879.24
Total Payment Amount 879.24

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000363-0				
Reference	Vendor	Description		Amount
PO230631-009	LAKESHORE LEARNING MATERIALS	CC / Lakeshore		82.28
PO230631-010	LAKESHORE LEARNING MATERIALS	CC / Lakeshore		295.81
			Total Payment Amount	378.09
PO231065-002	MONOPRICE INC	IT/VG Mod		6,403.04
			Total Payment Amount	6,403.04
PO230134-021	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O		71.75
PO230134-022	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O		146.53
PO230149-012	ODP BUSINESS SOLUTIONS LLC	DC / OPEN INSTR SUPPLIES		239.88
PO230149-013	ODP BUSINESS SOLUTIONS LLC	DC / OPEN INSTR SUPPLIES		209.60
PO230151-018	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off		32.30
PO230151-019	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off		132.08
PO230151-020	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off		14.15
			Total Payment Amount	846.29
PO230193-037	SMART & FINAL	CC / SUPP OPEN,		242.25
PO230222-004	SMART & FINAL	JASPER/SMART & FINAL OPEN PO		65.19
PO230339-009	SMART & FINAL	DC / OPEN		229.73
PO230359-002	SMART & FINAL	ALE / OPEN MTG SUPP		36.97
PO231076-001	SMART & FINAL	ALJH / Open Supplies		294.72
			Total Payment Amount	868.86
PO230314-001	TURF STAR INC	M&O / GRNDS / OPEN SUPPLIES		406.94
			Total Payment Amount	406.94
		Transmittal Total		24,871.94
			Fund Summary:	
			Fund 01	18,468.90
			Fund 21	6,403.04
Transmittal Number: 23000364-0 AUDIT				
PO230422-026	MAXIM HEALTHCARE STAFFING	SPECIAL ED		11,754.72
			Total Payment Amount	11,754.72
		Transmittal Total		11,754.72
			Fund Summary:	
			Fund 01	11,754.72

Transmittal Number: 23000364-0

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000364-0					
Reference	Vendor	Description	Amount		
PO230127-009	GORM INC	Carnelian /GORM	389.57		
PO230127-010	GORM INC	Carnelian /GORM	1,021.24		
		Total Payment Amount	1,410.81		
PO230409-010		M&O / FENCING REPAIR	800.00		
	KING FENCING INC	Total Payment Amount	800.00		
PO230467-005		IT / Open Supplies	293.07		
PO230780-003	MONOPRICE INC	IT/Hermosa	105.49		
	MONOPRICE INC	Total Payment Amount	398.56		
PO230869-001		SPECIAL ED/LOWI #10	476.02		
PO230870-001	ODP BUSINESS SOLUTIONS LLC	VJH / SUPPLIES FOR SPANISH	128.12		
PO230890-001	ODP BUSINESS SOLUTIONS LLC	VG/Postage	120.00		
		Total Payment Amount	724.14		
Transmittal Total			3,333.51		
Fund Summary:		Fund 01	3,228.02		
		Fund 21	105.49		
Transmittal Number: 23000365-0 AUDIT					
PO231063-001	CDW GOVERNMENT LLC	VG Projectors	13,313.70		
		Total Payment Amount	13,313.70		
Transmittal Total			13,313.70		
Fund Summary:		Fund 21	13,313.70		
Transmittal Number: 23000365-0					
PO231067-001	ACOSTA TREE SERVICE	GRNDS TREE TRIMMING-ALE	24,350.00		
		Total Payment Amount	24,350.00		
PO230018-007		TRANSPORTATION / OPEN BATTERIE	123.00		
PO230018-008	BATTERY SYSTEMS	TRANSPORTATION / OPEN BATTERIE	105.00		
	BATTERY SYSTEMS	Total Payment Amount	228.00		
PO230462-007		CDWG Open IT Supplies	57.99		
PO231003-001	CDW GOVERNMENT LLC	Jasper / Classroom Printer	268.81		
	CDW GOVERNMENT LLC	Total Payment Amount	326.80		

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000365-0					
Reference	Vendor	Description	Amount		
PO230275-005	CHEROKEE WOOD PRODUCTS	M&O / OPEN SUPPLIES	312.33		
		Total Payment Amount	312.33		
PO230366-002	FEDEX	ADMIN SERVICES / OPEN FEDEX	3.08		
PO230366-003	FEDEX	ADMIN SERVICES / OPEN FEDEX	50.59		
		Total Payment Amount	53.67		
PV230431-001	GARCIA, ANGELICA		70.00		
		Total Payment Amount	70.00		
PO230996-001	HENRY SCHEIN INC	Warehouse/Health	722.73		
		Total Payment Amount	722.73		
PV230428-001	LENING, LAUREN		27.81		
		Total Payment Amount	27.81		
PV230430-001	LIEBHART, ALANNA		44.83		
		Total Payment Amount	44.83		
PV230429-001	MCCLIMAN, WILLIAM		54.60		
		Total Payment Amount	54.60		
PV230432-001	U S BANK		1,675.09		
		Total Payment Amount	1,675.09		
		Transmittal Total	27,865.86		
		Fund Summary:		Fund 01	
			27,865.86		
Transmittal Number: 23000366-0 AUDIT					
PO230260-006	SO. CALIFORNIA GAS COMPANY	GAS / VJH	2,048.97		
		Total Payment Amount	2,048.97		
		Transmittal Total	2,048.97		
		Fund Summary:		Fund 01	
			2,048.97		
Transmittal Number: 23000366-0					
PO230077-007	BAY ALARM	M&O / MAINTENANCE AGREEMENT	2,084.54		
		Total Payment Amount	2,084.54		

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000366-0				
Reference	Vendor	Description	Amount	
PO230192-005	DS SERVICES OF AMERICA INC	CC / DS Waters	153.24	
		Total Payment Amount	153.24	
PO230559-006	KONICA MINOLTA	JASPER / COPY COSTS	30.14	
		Total Payment Amount	30.14	
PO231075-001	PALI INSTITUTE INC	HERM/FIELD TRIP	1,500.00	
		Total Payment Amount	1,500.00	
PO230292-016	RBM LOCK & KEY SERVICE	M&O / OPEN SUPPLIES	20.17	
PO230292-017	RBM LOCK & KEY SERVICE	M&O / OPEN SUPPLIES	61.42	
		Total Payment Amount	81.59	
PO230966-001	RTR DIRECT LLC	Kinder Rug	416.46	
		Total Payment Amount	416.46	
PO230995-001	SCHOOL NURSE SUPPLY INC.	Warehouse/Lotion	66.01	
		Total Payment Amount	66.01	
PO230938-001	SCHOOL SPECIALTY LLC	sVG /Bulletin Boards	683.80	
		Total Payment Amount	683.80	
PO230262-006	SO. CALIFORNIA GAS COMPANY	GAS / VG	983.54	
PO230270-005	SO. CALIFORNIA GAS COMPANY	GAS / STRK	1,561.48	
PO230330-002	SO. CALIFORNIA GAS COMPANY	GAS / HERM	880.40	
PO230335-006	SO. CALIFORNIA GAS COMPANY	GAS / DSC	1,409.56	
PO230341-006	SO. CALIFORNIA GAS COMPANY	GAS / DC	860.23	
PO230345-006	SO. CALIFORNIA GAS COMPANY	GAS / CARN	1,261.73	
PO230364-006	SO. CALIFORNIA GAS COMPANY	GAS / ALE	1,113.23	
		Total Payment Amount	8,070.17	
PO230331-006	SOUTHERN CALIFORNIA EDISON	ELECTRICITY / HERM	2,564.75	
		Total Payment Amount	2,564.75	
PO230387-002	SOUTHWEST SCHOOL&OFFICE SUPPLY	HERMOSA / Open Office Supplies	604.24	
PO230511-009	SOUTHWEST SCHOOL&OFFICE SUPPLY	Office Supplies 22-23	7.11	
PO230542-012	SOUTHWEST SCHOOL&OFFICE SUPPLY	BAN / OPEN-INSTRUCTIONAL SUPPL	70.33	
		Total Payment Amount	681.68	
PO230855-003	SUNSHINE GROWERS	M&O / GRNDS / OPEN SUPPLIES	162.14	

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000366-0

Total Payment Amount 162.14

Reference	Vendor	Description	Amount
PO230111-010	UNITED REFRIGERATION INC	M&O / OPEN SUPPLIES	41.28
		Total Payment Amount	41.28

Transmittal Total 16,535.80

Fund Summary: Fund 01 16,535.80

Transmittal Number: 23000367-0

PO230155-020	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN OFFICE SUPP,	73.68
PO230155-021	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN OFFICE SUPP,	60.12
PO230155-022	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN OFFICE SUPP,	55.43
PO230448-005	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	66.22
PO230448-006	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	83.31
PO230448-007	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	17.97
PO230448-008	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	13.62
PO230448-009	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	284.46
PO230448-010	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	30.15
PO230521-015	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Of	199.33
PO230521-016	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Of	46.61
		Total Payment Amount	930.90

Transmittal Total 930.90

Fund Summary: Fund 01 930.90

Transmittal Number: 23000368-0

PO230526-012	ODP BUSINESS SOLUTIONS LLC	BAN / OPEN-INSTRUCTIONAL SUPPL	530.43
PO230935-001	ODP BUSINESS SOLUTIONS LLC	ALJH / Science Supplies	60.18
PO230935-002	ODP BUSINESS SOLUTIONS LLC	ALJH / Science Supplies	87.49
PO230964-001	ODP BUSINESS SOLUTIONS LLC	Toner	233.79
		Total Payment Amount	911.89

Transmittal Total 911.89

Fund Summary: Fund 01 911.89

Transmittal Number: 23000369-0

PO230638-001	ODP BUSINESS SOLUTIONS LLC	SUPT / Open Purchase Order for	625.33
--------------	----------------------------	--------------------------------	--------

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000369-0				
Reference	Vendor	Description	Amount	
PO230842-001	ODP BUSINESS SOLUTIONS LLC	SPECIAL ED	106.72	
PO230907-001	ODP BUSINESS SOLUTIONS LLC	Jasper Health Office Privacy S	170.28	
		Total Payment Amount	902.33	
		Transmittal Total	902.33	
		Fund Summary: Fund 01	902.33	
Transmittal Number: 23000370-0				
PO230134-023	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	12.28	
PO230134-024	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	99.10	
PO230134-025	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	167.29	
PO230134-026	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	102.35	
PO230134-027	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	16.08	
PO230134-028	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	16.68	
PO230134-029	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	22.62	
PO230525-036	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	307.73	
		Total Payment Amount	744.13	
		Transmittal Total	744.13	
		Fund Summary: Fund 01	744.13	
Transmittal Number: 23000371-0 AUDIT				
PO230422-027	MAXIM HEALTHCARE STAFFING	SPECIAL ED	4,565.28	
		Total Payment Amount	4,565.28	
		Transmittal Total	4,565.28	
		Fund Summary: Fund 01	4,565.28	
Transmittal Number: 23000371-0				
PO230125-006	GORM INC	GORM	4,241.87	
		Total Payment Amount	4,241.87	
PO230295-005	JOHNSTONE SUPPLY INC	M&O / OPEN SUPPLIES	72.54	
		Total Payment Amount	72.54	
PO230074-001	NETRONIX INTEGRATION INC	M&O / SALTO SUPPLIES	559.25	
		Total Payment Amount	559.25	

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000371-0		
Reference	Vendor	Description
PO230134-030	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O
PO230134-031	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O
PO230134-032	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O
PO230134-033	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O
PO230150-022	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE
PO230150-023	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE
PO230150-024	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE
PO230323-014	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES
PO230323-015	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES
PO230323-016	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES
		Total Payment Amount
		883.99
		Transmittal Total
		5,757.65
		Fund Summary: Fund 01
		5,757.65
Transmittal Number: 23000372-0		
PO230131-005	GORM INC	HERM/CUST SUPPLIES
PO230131-006	GORM INC	HERM/CUST SUPPLIES
PO230310-011	GORM INC	M&O / OPEN, CUST SUPPLIES
PO230482-007	GORM INC	STRK / OPEN CUSTODIAL SUPPLIES
		Total Payment Amount
		1,108.61
		Transmittal Total
		27.20
		72.84
		159.61
		54.32
		166.62
		12.38
		21.77
		97.30
		96.81
		Total Payment Amount
		708.85
		Transmittal Total
		1,817.46
		Fund Summary: Fund 01
		1,817.46
Transmittal Number: 23000373-0 AUDIT		
PO230879-001	TERRA PAVE INC.	M&O-ASPHALT REPAIRS - ALJH
		Total Payment Amount
		29,650.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000373-0 AUDIT

	Total Payment Amount	29,650.00
	Transmittal Total	29,650.00
Fund Summary:	Fund 01	29,650.00

Transmittal Number: 23000374-0	Vendor	Amount
PO230532-005	GORM INC	1,294.01
PO230532-006	GORM INC	78.26
		1,372.27

Reference	Description	Amount
PO230151-021	ODP BUSINESS SOLUTIONS LLC	
PO230151-022	ODP BUSINESS SOLUTIONS LLC	
PO230151-023	ODP BUSINESS SOLUTIONS LLC	
PO230151-024	ODP BUSINESS SOLUTIONS LLC	
PO230151-025	ODP BUSINESS SOLUTIONS LLC	
PO230152-009	ODP BUSINESS SOLUTIONS LLC	
PO230152-010	ODP BUSINESS SOLUTIONS LLC	
PO230152-011	ODP BUSINESS SOLUTIONS LLC	
PO230388-005	ODP BUSINESS SOLUTIONS LLC	
PO230388-006	ODP BUSINESS SOLUTIONS LLC	
PO230388-007	ODP BUSINESS SOLUTIONS LLC	
	HR / 2022-23 (ODP) (former Off	29.62
	HR / 2022-23 (ODP) (former Off	21.43
	HR / 2022-23 (ODP) (former Off	268.71
	HR / 2022-23 (ODP) (former Off	22.41
	HR / 2022-23 (ODP) (former Off	45.32
	CARNELIAN / Open Office Depot	10.71
	CARNELIAN / Open Office Depot	41.78
	CARNELIAN / Open Office Depot	25.27
	HERMOSA / Open Office Supplies	72.25
	HERMOSA / Open Office Supplies	34.07
	HERMOSA / Open Office Supplies	72.92
	Total Payment Amount	644.49

	Transmittal Total	2,016.76
Fund Summary:	Fund 01	2,016.76

Transmittal Number: 23000375-0 AUDIT
PO230583-004 CG ACOUSTICS INC.

2021-22-01 Floyd M. Stork Mode	Total Payment Amount	2,280.00
	Transmittal Total	2,280.00

	Transmittal Total	2,280.00
Fund Summary:	Fund 21	2,280.00

Transmittal Number: 23000376-0 AUDIT
PO230623-010 TRI VALLEY INSPECTIONS INC

ADMINISTRATIVE SERVICES / INSP	Total Payment Amount	20,141.25
	Transmittal Total	20,141.25

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000376-0 AUDIT

	Transmittal Total
	20,141.25
Fund Summary:	Fund 21
	20,141.25

Transmittal Number: 23000377-0 AUDIT

Reference	Vendor	
PO231083-001	THOMPSON PLUMBING SUPPLY	
PO231083-002	THOMPSON PLUMBING SUPPLY	

Description	Amount
M&O / CAMERA	12,911.25
M&O / CAMERA	(239.65)
	12,671.60
Total Payment Amount	

Transmittal Total

	Fund 01
	12,671.60

Transmittal Number: 23000378-0 AUDIT

Reference	Vendor	
PO230623-011	TRI VALLEY INSPECTIONS INC	
PO230623-012	TRI VALLEY INSPECTIONS INC	

ADMINISTRATIVE SERVICES / INSP	1,146.25
ADMINISTRATIVE SERVICES / INSP	1,310.00
	2,456.25
Total Payment Amount	

Transmittal Total

	Fund 21
	2,456.25

Transmittal Number: 23000378-0
PO230895-001 BOOKPAL

BAN/BOOK PAL LIBRARY BOOKS	442.86
	442.86
Total Payment Amount	

PO231049-001 CENTRUM SOUND SYSTEMS

VG/ Sound System	4,249.12
	4,249.12
Total Payment Amount	

PO230035-009 HOME DEPOT CREDIT SERVICES
PO230487-002 HOME DEPOT CREDIT SERVICES

M&O / OPEN SUPPLIES	265.26
BAN / HOME DEPOT	357.95
	623.21
Total Payment Amount	

Transmittal Total

	Fund 01
	5,315.19

Transmittal Number: 23000379-0 AUDIT
PO230582-004 BITHELL INC

2021-22-01 Floyd M. Stork Mod	5,005.57
	5,005.57
Total Payment Amount	

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000379-0 AUDIT

Transmittal Total 5,005.57

Fund Summary: Fund 21 5,005.57

Transmittal Number: 23000380-0

Reference Vendor
PO230608-004 K&Z CABINET CO INC

Description
2021-22-01 Floyd M. Stork Mode
Total Payment Amount
Amount
2,021.60
2,021.60

Transmittal Total 2,021.60

Fund Summary: Fund 21 2,021.60

Transmittal Number: 23000381-0

PO230581-003 BELL ROOF COMPANY

2021-22-01 Floyd M. Stork Mod
Total Payment Amount
247.00
247.00

Transmittal Total 247.00

Fund Summary: Fund 21 247.00

Transmittal Number: 23000382-0

PO230035-010 HOME DEPOT CREDIT SERVICES
PO230167-005 HOME DEPOT CREDIT SERVICES
PO230169-003 HOME DEPOT CREDIT SERVICES
PO230487-003 HOME DEPOT CREDIT SERVICES

M&O / OPEN SUPPLIES 424.22
DC/ CUST OPEN SUPPLIES 82.56
ALJH / Open Cust Supp 47.23
BAN / HOME DEPOT 81.65
Total Payment Amount 635.66

PO230619-003

JOHN R. BYERLY INC

ADMIN SERVICES/ SPECIAL INSPEC 5,451.75
Total Payment Amount 5,451.75

PO230139-012

ODP BUSINESS SOLUTIONS LLC
PO230139-013 ODP BUSINESS SOLUTIONS LLC
PO230139-014 ODP BUSINESS SOLUTIONS LLC
PO230525-042 ODP BUSINESS SOLUTIONS LLC
PO230934-001 ODP BUSINESS SOLUTIONS LLC
PO230965-001 ODP BUSINESS SOLUTIONS LLC

VJH / OPEN PO OFFICE SUPPLIES 7.18
VJH / OPEN PO OFFICE SUPPLIES 32.59
VJH / OPEN PO OFFICE SUPPLIES 77.60
STRK /Office Depot Open PO/Ins 416.40
ALJH / Ink for Speech 88.55
office supplies 283.18
Total Payment Amount 905.50

PO230287-010
PO230287-011

THOMPSON PLUMBING SUPPLY
THOMPSON PLUMBING SUPPLY

M&O / OPEN SUPPLIES 530.43
M&O / OPEN SUPPLIES 476.78

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000382-0					
Reference	Vendor	Description	Amount		
PO230287-012	THOMPSON PLUMBING SUPPLY	M&O / OPEN SUPPLIES	(18.70)		
Total Payment Amount			988.51		
Transmittal Total			7,981.42		
		Fund Summary:	Fund 01		
			Fund 21		
			2,529.67		
			5,451.75		
Total Payment Amount			61,847.09		
Transmittal Total			61,847.09		
		Fund Summary:	Fund 01		
			61,847.09		
Total Payment Amount			61,847.09		
Transmittal Total			61,847.09		
		Fund Summary:	Fund 01		
			61,847.09		
Total Payment Amount			61,847.09		
Transmittal Total			61,847.09		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		
		Fund Summary:	Fund 13		
			3,457.64		
Total Payment Amount			3,457.64		
Transmittal Total			3,457.64		

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000385-0	Vendor	Description	Amount
Reference			
PO230396-008	P & R PAPER SUPPLY	CN /Paper Goods	2,280.51
PO230396-009	P & R PAPER SUPPLY	CN /Paper Goods	1,844.27
PO230396-010	P & R PAPER SUPPLY	CN /Paper Goods	1,032.32
		Total Payment Amount	5,157.10
PO230404-022	REFRIGERATION CONTROL	CN / Open PO for service of re	496.92
		Total Payment Amount	496.92
MV230078-001	SHANNON GIORDANO		60.00
		Total Payment Amount	60.00
PO230398-005	SUNRISE PRODUCE	CN /Fresh Produce	13,301.19
		Total Payment Amount	13,301.19
		Transmittal Total	116,468.00
Transmittal Number: 23000386-0		Fund Summary:	Fund 13
PO230605-004	SPEC CONSTRUCTION CO. INC	2021-22-01 Floyd M. Stork Mode	13,906.94
		Total Payment Amount	13,906.94
		Transmittal Total	13,906.94
Transmittal Number: 23000387-0		Fund Summary:	Fund 21
PO230792-014	TILDEN-COIL CONSTRUCTORS INC	CONSTRUCTION MANAGEMENT	12,994.67
PO230792-015	TILDEN-COIL CONSTRUCTORS INC	SERVIC	28,455.00
PO230792-016	TILDEN-COIL CONSTRUCTORS INC	CONSTRUCTION MANAGEMENT	58,101.27
		SERVIC	99,550.94
		Total Payment Amount	99,550.94
		Transmittal Total	99,550.94
Transmittal Number: 23000388-0		Fund Summary:	Fund 21
PO230815-008	PBK ARCHITECTS INC.	ARCHITECTURE SERVICES FOR MOD	9,513.10

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Fiscal Year: 2023


02 Alta Loma School District

Transmittal Number: 23000388-0

Reference PO230815-009 Vendor PBK ARCHITECTS INC.

Description	Amount
ARCHITECTURE SERVICES FOR MOD	10,810.21
Total Payment Amount	20,323.31
Transmittal Total	20,323.31
Fund Summary:	Fund 21
Payment Count: 393	Transmittal Count: 94
	Grand Total: 2,383,816.93

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