

**ALTA LOMA SCHOOL DISTRICT  
Regular Meeting of the Board of Trustees  
Wednesday, February 1, 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 agendized public hearing. All public comment will be heard during the agendized public comment section.**

Action

**E. ADOPTION OF AGENDA**

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Action

**F. APPROVAL OF MINUTES  
1/18/23 (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 – Floyd M. Stork Elementary**

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from Adriana Mohler at (909) 484-5151, Extension 102003, by FAX (909) 484-5155 or email at [amohler@alsd.org](mailto:amohler@alsd.org). Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting. Documents supporting agenda items are available for public inspection at the Alta Loma School District Support Center, 9390 Base Line Road and on the District website at [www.alsd.k12.ca.us](http://www.alsd.k12.ca.us).

## **H. 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.

## **I. PUBLIC HEARING**

None

## **J. 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).

## **K. 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. Curriculum/instructional updates
2. District activities
  - a. Recap Professional Learning Day
3. Timely events/information

Action

## **L. 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:
  - 1) CUE, Inc.; 2) Global CTI; 3) Joseph E. Bonadiman & Associates, Inc. (pp. 8-9)
2. Recommend the Board accept the following donations:
  - a. Donation of \$500.00 from MHR Investments Inc. (Yogurtland) to Banyan Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
  - b. Donation of \$1,000 from Crean Family Charitable Fund, a donor advised fund of Renaissance Charitable Foundation to Floyd M. Stork Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
  - c. Donation of \$28,117.32 from Stork PFSA to Floyd M. Stork

Elementary School's Student Fundraiser Account  
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. 10)
4. Recommend the Board approve employment, terminations, resignations, leaves and temporary assignments, as presented. (pp. 11-16)
5. Recommend the Board authorize Board Members Brad Buller, Jessica Martinez and Superintendent Sherry Smith to attend the California Schools to Watch District Celebration in Monterey, CA, March 9-10, 2023, and approve all related expenses. (No exhibit)
6. 2023-2024 Board of Trustees Meeting Schedule  
*Second Reading*  
(p. 17)
7. Adopt Job Descriptions  
*Second Reading*
  - Fiscal Services Technician
(pp. 18-24)
8. Amend and Reclassify Job Descriptions  
*Second Reading*
  - Family Engagement Liaison
  - Secretary - Senior
(pp. 25-36)
9. Board Policies  
*Second Reading*  
BP 0510 – School Accountability Report Card  
BP 5111 – Admission  
BP 5116 – School Attendance Boundaries  
BP 6164.2 – Guidance/Counseling Services  
(pp. 37-45)
10. Board Bylaws  
*Second Reading*  
BB 9220 – Governing Board Elections  
BB 9223– Filling Vacancies  
BB 9323 – Meeting Conduct  
(pp. 46-60)

## **M. CURRICULUM AND INSTRUCTION**

Action

1. Recommend the Board approve the purchase of Houghton Mifflin Harcourt, Avancemos, World Languages Spanish extension materials through 2026. (p. 61)

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## N. BUSINESS AND FINANCIAL PROCEDURES

- |        |  |  |  |  |
|--------|--|--|--|--|
| Action | 1. Recommend the Board grant approval to request proposals for Competitive Pricing for Grocery Products and Related Items on behalf of the Pomona Valley Cooperative Purchasing Group. (p. 62)   | <div style="border-bottom: 1px solid black; width: 30px; margin: 0 auto;"></div> | <div style="border-bottom: 1px solid black; width: 30px; margin: 0 auto;"></div> | <div style="border-bottom: 1px solid black; width: 30px; margin: 0 auto;"></div> |
| Action | 2. Recommend the Board grant approval to advertise bids for Alta Loma Elementary HVAC Upgrade Project Bid #2022-23-02 and further authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (p. 63) | <div style="border-bottom: 1px solid black; width: 30px; margin: 0 auto;"></div> | <div style="border-bottom: 1px solid black; width: 30px; margin: 0 auto;"></div> | <div style="border-bottom: 1px solid black; width: 30px; margin: 0 auto;"></div> |

## O. BOARD INFORMATION/DISCUSSION

1. Board Policies  
*First Reading*  
 BP 3250 – Transportation Fees  
 BP 3460 – Financial Reports and Accountability  
 BP 3540 – Transportation  
 (pp. 64-71)
2. Governance Calendar  
 (pp. 72-73)

## P. FUTURE AGENDA ITEMS

## Q. ANNOUNCEMENTS

1. The Board of Trustees will be holding a special governance training Wednesday, February 8, 2023, 5:30 PM at the Alta Loma School District Support Center, 9390 Base Line Road.
2. The date of the next regular meeting of the Board of Trustees is Wednesday, February 15, 2023, 6:00 PM at the Alta Loma School District Support Center, 9390 Base Line Road.

## R. 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))

**S. OPEN SESSION**

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

**T. ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, ALTA LOMA SCHOOL DISTRICT, COUNTY OF SAN BERNARDINO–WEDNESDAY, JANUARY 18, 2023**

OPEN SESSION, CALL TO ORDER AND ROLL CALL

The regular meeting was called to order by Board President Brad Buller at 6:00 PM. Present were members Buller, Chung, Davies, Hurley, and Martinez. Absent: none.

PLEDGE OF ALLEGIANCE

The flag salute was led by Victoria Groves Student Ambassador, Mikaela Phillips.

PUBLIC COMMENT ANNOUNCEMENT

Mr. Buller read aloud the Public Comment Announcement.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES

Moved by Dr. Hurley, seconded by Ms. Martinez and carried unanimously to approve the meeting minutes of December 14, 2022, as presented.

RECOGNITIONS AND PRESENTATIONS

Student Presentations – Victoria Groves

- Transitional Kindergarten Musical Performance
- Student Ambassadors, Addison Brunjes and Mikaela Phillips

Audit Report from Jeanette L. Garcia & Associates

- Annual Financial Statements with Report of Independent Certified Public Accountant
- Financial and Performance Audit 2016 Election General Obligation Bond Building Fund

Facilities Presentation – Measure H

- Lisa Cox from PBK & Lilliana Bustos from GO Architects, Inc.

WRITTEN COMMUNICATIONS

Letter of Positive Certification from the San Bernardino County Superintendent of School.

PUBLIC COMMENT

Public comments were read by a District Representative in the order they were received.

ALEA President, Peggy Swistock addressed the Board representing the teachers of Alta Loma and to support their bargaining team during the negotiation process.

PUBLIC HEARING

None.

BOARD REPORTS

Board member Dr. Malinda Hurley ... over Winter Break had the opportunity along with an assistant superintendent, a school board trustees, a charter school teacher, and foster youth volunteers from Simply Friends came together to give Christmas Cheer to 150 kids int the San Bernardino and High Desert Youth Detention Centers; we provided pizzas, jigsaw puzzles, and body wash for the 150 kids; it was a labor of love, and hopefully next year we can organize sooner to ensure these kids receive something on Christmas Day with more donations and volunteers to support our at-risk youth; attended CTA's and CSBA's Webinar on 'Governor's

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

January 18, 2023

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Budget Breakdown”, a few take-aways were the remaining unresolved issues on Pensions, Staffing Shortages, Cyber Security, and TK Facilities; Dr. Hurley is looking forward to attending the Superintendent’s 1<sup>st</sup> Community Cabinet event tomorrow night at 6:00 PM as well as the San Bernardino County School Board Association (SBCSBA)’s Annual Meeting where they will be honoring former Board member Sandie Oerly for her years of service at the CSBA’s Golden Bell Awards; Dr. Hurley gives her condolences to the families of Stork Librarian, Mary Laramie and Etiwanda School District Board of Trustees, Mr. David W. Long.

Board member Eric Chung ... had the opportunity to take his son Ethan to both Alta Loma and Vineyard Junior High School’s Winter Concerts; kudos to Principal Rose and Principal Carter and to the music directors, Mr. Evans and Mr. Wysocki; the kids were amazing, they put on a wonderful performance; Member Chung and his son were blown away by the performances; attended validation visits at both Alta Loma Junior High and Vineyard Junior High for the prestigious “California Schools to Watch”; Member Chung congratulated and commended both principals and their staff for doing such an amazing job in earning the state and national recognition; had the opportunity to do a walk-through at Stork Elementary with Principal Bires, her team is phenomenal; this morning Member Chung had the opportunity to do a walk-through at Victoria Groves Elementary with Dr. Smith; he commended Principal Johnson and her team on doing an amazing job; Member Chung’s hope is to get to walk through all the campuses in the next couple of weeks and get to know the principals and staff.

Board member Jessica Martinez ... had the opportunity along with fellow Board member Chung to attend the “Schools to Watch” validation visit at Alta Loma Junior High; it was a proud moment to hear the report from the committee and hear the authentic responses from students and to see the learning that was taking place; attended Stork’s Holiday Sing-A-Long with fellow Board member Chung; this past Saturday, attended the Celebration of Life for Mary Laramie, Member Martinez did not have the opportunity to meet Mary Laramie but it was evident the impact she made at Stork.

Board member Rebecca Davies... January 11, listened to the CSBA sponsored webinar on “The Governor’s Budget”; at the end of the webinar they discussed Legislative Action Week, March 14-16; this is a three-day virtual event that connects local governance leaders with members of the California Legislature and their staff to shine light on the critical issues facing California’s schools; attended the Rancho Cucamonga Chamber Luncheon with guest speaker Lynne Kennedy; January 13, attended the service for Mary “Sunshine” Laramie at St. Peter & St. Paul Church, lots of Alta Loma District staff members were in attendance; her 3 children shared special comments about their mom; Mary gave so much to her family, her friends, Stork school and our community, she served our school district for 42 year, with 41 of those years at Stork school; Mary truly brought sunshine into each life she touched; today attended the memorial for Noelia Chapa, Noelia was a classroom volunteer at Banyan, served on Banyan’s PTA and shared her leadership talents as PTA President; Member Davies got to know Noelia in her volunteer service to the RC Library where they were both board members on the Library Foundation working to raise funds to support library services.

Board member Brad Buller . . . thanked his fellow Board members for serving and extending their selves in many different ways to the community; attended both the Winter Concerts at the junior high schools; attended the virtual CSBA Governor’s Update; attended the Celebration of Life for Mary Laramie at Stork, it was a home coming.

### SUPERINTENDENT & STAFF REPORTS

Superintendent Smith listened in on CSBA's Governor's Update, thankful she made the decision to attend Mary Laramie's Celebration of Life. For somebody that is new to the community and the Alta Loma family to see all the people that had crossed her path, old and new in attendance was special.

Tomorrow night is the 1<sup>st</sup> Superintendent's Community Cabinet, this is a different role then the State of the Districts. Everyone is welcome to attend, the vision is to have an open-ended agenda and discussion on what's going well, what's not going well for you or are questioning, and how can you serve our community and our school district, what can you bring to the table?

Superintendent Smith shared that the San Bernardino County School Board Association will be honoring former Board member Sandie Oerly for her 43 years of service on January 30 at their annual meeting.

Superintendent Smith is pleased with the work that our West End SELPA is doing for our educators, our Board members and students, today they had a training on Alternative Dispute Resolution and Alta Loma was able to send 17 of our Special Education teachers to the training. Superintendent Smith is proud to announce that in her short tenure Alta Loma has not had any litigation and the District is not in litigation since Superintendent Smith has started in July.

Superintendent Smith shared that the state and national recognition of "Schools to Watch" is very prestige and to have both our junior high schools win is incredible. In March the District has a small team that will be going up to Monterey to receive the state recognition for being middle schools to watch and then in late June our District and both junior highs will be recognized in Washington D.C., this is incredible and prestigious, all of us as a team should be proud.

Superintendent Smith asked ALEA President Peggy Swistock to thank her members for their presence and for their love of the community, it shines through. Our students and our families are extremely lucky to have the teachers they have in the classrooms, the District recognizes that every single day. When you put passionate teachers and educators and passionate administrators in a room, they don't necessarily always see eye to eye on every part of the conversation, but Superintendent Smith does know that one thing the District does in Alta Loma is they keep students and the families that they serve at the heart of the decisions that they make. Superintendent Smith looks forward to the continuing conversations that are happening at the collective bargaining table, and if there is ever is a group of intelligent, creative and passionate people that will get it done and get it figured out, it is here. Superintendent Smith believes that with all her heart.

Superintendent Smith shared with the Board that there were no reportable incidents for the District's quarterly submission for Williams Reporting for the period of October 1, 2022 through December 31, 2022.

Associate Superintendent Deegan shared with the Board and the community District Achievement Data from the 2022 CAASPP. Associate Superintendent Deegan, shared the percentages of the 21-22 ELA District and County Comparisons of student groups that met or exceeded grade level proficiency. Associate Superintendent Deegan also shared the percentages of students meeting or exceeding standards in the areas of English Language Arts/Literacy,



Mathematics and Science as compared to other students in the State, County, and school districts in our area. The District will be working specifically to increase support that will benefit our foster youth students. The District has assembled teams that will look carefully at each criteria area and complete a root cause analysis. The teams will develop and implement plans of action to better support our foster youth students along with all student groups in District. The teams will support sites with implementation of best practices through Focused Learning Walks.

#### 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) Ala Loma Dance Academy, LLC; 2) Inland empire Trailers; 3) Los Angeles Zoo and Botanical Gardens.

##### Donations

Accepted with appreciation the following donations:

1. 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.
2. Donation of an Air doctor 1016 Air Purifier from Air Doctor to Alta Loma elementary School to be used to enhance the instructional program.

##### Board Payment Report M

Approved the Board Payment Reports, as presented.

##### Routine Personnel Items

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

##### Board Policies

A second reading was held, amended 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 second reading was held, amended 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 second reading was held to adopt Job Descriptions

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

### Job Descriptions

A second Reading was held to amend Job Description

- Director of Special Education

### Job Descriptions

A second 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 second reading was held to adopt the 2023-2024 School Calendar

## GENERAL FUNCTIONS

### Resolution No. 1-18-2023

Moved by Mrs. Davies, seconded by Dr. Hurley and carried unanimously to adopt Resolution No. 1-18-2023 Conflict of Interest Code Resolution.

## CURRICULUM AND INSTRUCTION

### 2022-2023 School Plan for Student Achievement

Moved by Dr. Hurley, seconded by Mrs. Davies and carried unanimously to approve the 2022-2023 School Plan for Student Achievement for all District schools.

## BUSINESS AND FINANCIAL PROCEDURES

### Audited Financial Report

Moved by Dr. Hurley, seconded by Mrs. Davies, and carried unanimously to review and accept the 2021-2022 Audited Financial Report, as presented.

### Audited Financial Report for the General Obligation Bond Building Fund

Moved by Dr. Hurley, seconded by Ms. Martinez, and carried unanimously to review and accept the 2021-2022 Audited Financial Report for the General Obligation Bond Building Fund, as presented.

### Piggyback Bid

Moved by Mrs. Davies, seconded by Dr. Hurly, and carried unanimously to 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.

## HUMAN RESOURCES

### Coach's Stipend

Moved by Dr. Hurley, seconded by Mr. Chung, and carried unanimously to approve the additional stipend compensation of \$15 an hour for coaches overseeing a junior high intramural sport without an assistant coach.

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

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### Resident Substitute Teacher

Moved by Dr. Hurley, seconded by Mrs. Davies, and carried unanimously to approve the District's use and assignment of Resident Substitute Teacher at a rate of \$220 per day, through May 25, 2023.

### Classified Part Time Hourly Schedule

Moved by Dr. Hurley, seconded by Mr. Chung, and carried unanimously to approve the revised Classified Part Time Hourly Schedule – Student Helpers, as presented with a retroactive effective date of January 1, 2023.

### Request for Retirement

Moved by Dr. Hurley, seconded by Mrs. Davies, and carried unanimously to accept the request for retirement from Maria Geraldine Young, Senior Accounting Clerk, District Support Center, effective December 31, 2022, for a total of 15 years of service to the District.

## BOARD INFORMATION/DISCUSSION

### 2023-2024 Board of Trustees Meeting Schedule

A first reading and discussion was held to adopt the 2023-2024 Board of Trustees Meeting Schedule

### Job Descriptions

A first reading was held to adopt job descriptions

- Fiscal Services Technician

### Amend and Reclassify Job Descriptions

A first reading was held to amend and reclassify job descriptions

- Family Engagement Liaison
- Secretary - Senior

### Board Policies

A first reading was held to amend Board policies related to Philosophy, Goals, Objectives & Comprehensive Plans, Students and Instruction

BP 0510 – School Accountability Report Card

BP 5111 – Admission

BP 5116 – School Attendance Boundaries

BP 6164.2 – Guidance/Counseling Services

### Board Bylaws

A first reading was held to amend Board bylaws

BB 9220 – Governing Board Elections

BB 9223– Filling Vacancies

BB 9323 – Meeting Conduct

## FUTURE AGENDA ITEMS

- Litigation Approval Process

## ANNOUNCEMENTS

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.

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**

**January 18, 2023**

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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.

**CLOSED SESSION**

The Board adjourned to closed session at 8:19 PM for the purpose of discussing matters expressly authorized by Government code Section 3549.1, 54956.9, 54956.9(d), 54957, and 5497.6.

**ADJOURNMENT**

The Board adjourned the meeting at 10:30 PM in honor of Stork Librarian Mary Laramie and Etiwanda Board of Trustee member David W. Long.



## Administrative Services Memorandum

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

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

**Date:** February 1, 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. CUE, Inc
2. Global CTI
3. Joseph E. Bonadiman & Associates, Inc.

<b>VENDOR</b>	<b>DESCRIPTION/COST</b>	<b>RESPONSIBLE ADMINISTRATOR OR MANAGER</b>
CUE, Inc.	Increase purchase order for Computer Using Educators (CUE) 2023 Conference registration fees for Vineyard Junior High teacher to attend the annual conference March 16-18 in Palm Springs. Total cost increase from \$325 to \$359.	Principal
Global CTI	Annual fee for Global Notification System Districtwide for the 2022-23 school year. Total cost is \$19,611.	Director, MOT
Joseph E. Bonadiman & Associates, Inc.	Construction staking services for ongoing modernization projects. Total cost is not-to-exceed \$24,000.	Associate Superintendent Administrative Services



## Administrative Services Memorandum

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

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


**Date:** February 1, 2023

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

Total of Purchase Orders: \$22,292.19

Total Payments to Vendors (All Funds): \$126,423.75

**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:** February 1, 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  
February 1, 2023

**CERTIFICATED PERSONNEL**

**I. RECOMMENDED APPOINTMENTS**

(Pending approval of new position/salary placement)

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

None

**Temporary**

None

**Temporary Extension**

None

**Probationary 1**

None

**Probationary 2**

None

**II. CHANGE OF STATUS**

(Change in site or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Keller, Scott	12/17/22	From:	Teacher, Elementary P.E., Itinerant, DSC, CETEAC0136, Salary D-1, 7 hours a day
		To:	Salary D-9

**Leave of Absence**

NAME	EFFECTIVE	ASSIGNMENT/SITE/CODE
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None

ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
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**CERTIFICATED PERSONNEL, continued**

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

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY
Underwood, Andrea	01/24/23 - 05/24/23	Meet the Masters Instructor, Hermosa Elementary	Stipend, \$40 an hour

**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  
February 1, 2023

**CLASSIFIED PERSONNEL**

**I. RECOMMENDED APPOINTMENTS**

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY/HOURS
Knapp, Kandace	01/17/23	Child Nutrition Worker, Jasper Elementary	CLCNWK0036, Salary 25-A, 2 hours a day
Lyons, Stephen	01/17/23	Proctor, Vineyard Junior High School	CLPCTR0391, Salary 16-A, 2 hours a day
Meadows, Donald	01/17/23	Utility Worker, DSC	CLUTIL0001, Salary 32-A, 8 hours a day
Rojas, Sadie	01/09/23	Behavioral Health Therapist, DSC	CLAIDE0328, Salary 62-A, 5 hours a day

**Short Term Appointment**

None

**II. CHANGE OF STATUS**

(Change in site, position or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Aldrete, Stephanie	01/19/23	From:	Clerk Typist, Intermediate, DSC, CLCLRK0242, Salary 22-B, 5 hours a day
		To:	Database Technician - Special Education, Salary 40-B
Bordes, Jessica	02/01/23	From:	Proctor, Hermosa Elementary, CLPCTR0351 and CLPCTR0352, Salary 16-B, 1 hour and 2.35 average hours a day
		To:	CLPCTR0352, 3.35 average hours a day
Flexen, Eden	01/17/23	From:	Proctor, Victoria Groves, CLPCTR0380, Salary 16-A, 2.6 average hours a day
		To:	3 hours a day
Leetham Rios, Lori	07/01/22	From:	Database Technician, DSC, CLCLRK0089, Salary 44-E, 8 hours a day
		To:	Database Management Specialist, Salary 50-E
Lewis, Melissa	01/09/23	From:	ELO-P Activities/Enrichment Assistant, Jasper Elementary, CLCCRE0115, Salary 25-B, 5.5 hours a day
		To:	Hermosa Elementary, CLCCRE0022
Nelms, Shelah	09/07/22	From:	Child Care Assistant, Alta Loma Junior High School, CLCCRE0118, Salary 25-C, 5.5 hours a day
		To:	Vineyard Junior High School

ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
February 1, 2023

**CLASSIFIED PERSONNEL, continued**

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

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Orlando, Karen	07/01/22	From:	Secretary, Human Resources, DSC, CLSCTY0014, Salary 36-F, 8 hours a day
		To:	Salary 38-F

**Child Nutrition Lead, Elementary Compensation Change from Range 25 to Range 30 Effective 07/01/22**

NAME	SITE/CODE
De Verna, Sandra	Banyan Elementary, CLCNMG0010
Garcia, Liliana	Deer Canyon Elementary, CLCNMG0006
Gutierrez, Teresa	Victoria Groves Elementary, CLCNMG0009
Morrison, Angelina	Alta Loma Elementary, CLCNMG0001
Nightlinger, Anne	Stork Elementary, CLCNMG0005
Park, Jaimi	Carnelian Elementary, CLCNMG0002
Santos, Isabel	Hermosa Elementary, CLCNMG0007
Sepulveda, Adriana	DSC, CLCNMG0012
Stevens, Jaimie	Jasper Elementary, CLCNMG0004
Thomas, Brianna	DSC, CLCNMG0011

**Child Nutrition Lead, Junior High Compensation Change from Range 31 to Range 35 Effective 07/01/22**

NAME	SITE/CODE
Kotenmayer, Donna	Vineyard Junior High School, CLCNMG0008
Moore, Alice	Alta Loma Junior High School, CLCNMG0003

**Leave of Absence**

NAME	EFFECTIVE	POSITION/SITE/CODE
Nollola, Andrea	02/07/23 - 05/24/23	ELO-P Activities/Enrichment Assistant, Alta Loma Elementary, CLCCRE0029

ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
February 1, 2023

**CLASSIFIED PERSONNEL, continued**

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

**Return from Leave of Absence**

NAME	EFFECTIVE	POSITION/SITE/CODE
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None

**III. CHANGE OF CALENDAR**

NAME	EFFECTIVE	POSITION/SITE/CODE	CALENDAR
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None

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

**Classified in Lieu of Certificated Staff**

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY
Lyons, Stephen	01/10/23 - 03/09/23	Assistant 7th Grade Boys Basketball Coach, Vineyard Junior High School	Stipend, \$30 an hour
Warren, Malakai	01/10/23 - 03/09/23	Assistant 7th Grade Boys Basketball Coach, Alta Loma Junior High School	Stipend, \$30 an hour

**V. RESIGNATIONS**

NAME	EFFECTIVE	ASSIGNMENT
Araga, Edgar	01/23/23	Instructional Aide, SNA, Banyan Elementary, CLAIDE0357
Hernandez, Crystal	01/27/23	Proctor, Alta Loma Elementary, CLPCTR0300
Nelms, Shelah	01/20/23	Child Care Assistant, Vineyard Junior High School, CLCCRE0118
Sanchez, Pauline	01/13/23	Proctor, Stork Elementary, CLPCTR0370

**VI. TERMINATION OF EMPLOYMENT**

EMPLOYEE	EFFECTIVE	POSITION/SITE/CODE
#5633	01/17/23	Utility Worker, DSC (Probationary Employee), CLUTIL0001





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

<b>July</b>	No Meeting	
<b>August</b>	August 2, 2023	
<b>September</b>	September 6, 2023	September 20, 2023
<b>October</b>	October 18, 2023	
<b>November</b>	November 15, 2023	
<b>December</b>	December 13, 2023	
<b>January</b>	January 17, 2024	
<b>February</b>	February 21, 2024	
<b>March</b>	March 13, 2024	
<b>April</b>	April 3, 2024	April 17, 2024
<b>May</b>	May 1, 2024	May 15, 2024
<b>June</b>	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](http://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:** February 1, 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.

### *Second 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:**

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

<b>2. CLIMBING</b>	<b>O</b>
<b>BALANCING</b>	<b>NP</b>

<b>3. STOOPING</b>	<b>O</b>
<b>KNEELING</b>	<b>O</b>
<b>CROUCHING</b>	<b>O</b>
<b>CRAWLING</b>	<b>NP</b>

<b>4. REACHING</b>	<b>C</b>
<b>HANDLING</b>	<b>O</b>
<b>FINGERING</b>	<b>C</b>
<b>FEELING</b>	<b>O</b>

<b>5. TALKING:</b>	
<b>Ordinary</b>	<b>C</b>
<b>Other</b>	<b>O</b>
<b>HEARING:</b>	
<b>Conversations</b>	<b>C</b>
<b>Other Sounds</b>	<b>O</b>

<b>6. SEEING</b>	
<b>Acuity, Near</b>	<b>C</b>
<b>Acuity, Far</b>	<b>O</b>
<b>Depth Perception</b>	<b>O</b>
<b>Accommodation</b>	<b>C</b>
<b>Color Vision</b>	<b>NP</b>
<b>Field of Vision</b>	<b>O</b>

**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  
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:** February 1, 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.

### *Second 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

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.



Alta Loma  
SCHOOL DISTRICT

## Human Resources Memorandum

**To:** Dr. Sherry Smith, Superintendent  
**From:**  Donna Carlson, Assistant Superintendent, Human Resources  
**Date:** February 1, 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.

### *Second 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



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

**SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS**

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

Key to Environmental Factors Rating:

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

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

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.



**Alta Loma**  
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## Superintendent's Memorandum

**To:** Board of Trustees

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

**Date:** February 1, 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.

### *Second 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 Personnel 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, enlist local support, and establish a vision for the future.~~ ***gathering and analyzing data also provides opportunities for school and District staff to review achievements and identify areas for improvement;***

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 SARC's for all District schools and shall evaluate the data contained in the SARC's 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 cards~~ **SARC's** to all stakeholders, including opportunities for staff and the community to discuss their content.

#### **Notification and Dissemination of SARC's**

~~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)

# 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.

# 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.~~



# 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.



**Alta Loma**  
SCHOOL DISTRICT  
*Inspiring Learners for a Lifetime*

## Superintendent's Memorandum

**To:** Board of Trustees

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

**Date:** February 1, 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 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~~ *ed* 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 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



## Educational Services Memorandum

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

**From:**  Chris Deegan, Associate Superintendent, Educational Services

**Date:** February 1, 2023

**Subject:** Approval of Houghton Mifflin Harcourt, Avancemos, World Languages Spanish, Material Extension for Grades 7-8

**BACKGROUND:** The District's current Houghton Mifflin Harcourt (HMH), Avancemos, World Languages Spanish materials will no longer be available for purchasing as of 2024. The District currently has licenses that will expire in 2024 and 2025. HMH is offering an option to current customers to purchase an extension of materials through the 2025-26 school year.

**RATIONALE:** By extending the adoption through the two school years, this will provide the District with an opportunity to work closely with the high schools, within the Chaffey Joint High School District, to pilot the future adoption materials together. This will prepare our students, from junior high to high school, for a smooth transition in the area of World Languages Spanish. This series has been approved by the State and aligns closely with the State World Languages Standards and District needs.

**FUNDING:** The cost to extend the adoption through 2026 will not exceed \$20,000. Proposition 20 Restricted Lottery funds will be used to purchase the materials.

**RECOMMENDATION:** Recommend the Board approve the purchase of Houghton Mifflin Harcourt, Avancemos, World Languages Spanish extension materials through 2026.



## Administrative Services Memorandum

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

**From:** 2H Eric Hart, Associate Superintendent, Administrative Services

**Date:** February 1, 2023

**Subject:** Permission to Advertise Request for Proposals for Competitive Pricing for Grocery Products and Related Items on Behalf of the Pomona Valley Cooperative Purchasing Group

**BACKGROUND:** School Districts are required to solicit competitive pricing for contracts that exceed \$109,300. Alta Loma School District is the lead district for the Pomona Valley Cooperative Purchasing Group 2023-24 Grocery Products and Related Items Request for Proposals.

**RATIONALE:** This action begins the Request for Proposal (RFP) process.

**FUNDING:** Funding for the RFP is from Child Nutrition, Fund 13.

**RECOMMENDATION:** Recommend the Board grant approval to request proposals for Competitive Pricing for Grocery Products and Related Items on Behalf of the Pomona Valley Cooperative Purchasing Group.

**PREPARED BY:** H/S Heather Sloan, Director, Child Nutrition



## Administrative Services Memorandum

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

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

**Date:** February 1, 2023

**Subject:** Permission to Advertise Bids for Alta Loma Elementary School HVAC Upgrade Project Bid # 2022-23-02

**BACKGROUND:** The District is currently planning to formally bid for the Alta Loma Elementary School HVAC Upgrade Project. The work will include HVAC units, structural upgrades, duct work, new ceiling and lighting in the MPR and administration building.

The District ESSER III Plan, approved by the Board, allowed for use of the grant funds for health and safety equipment. The use of these funds will allow the District to replace outdated HVAC systems to improve indoor air quality. The project will need to be complete by September 30, 2024 to utilize the grant funds.

In order to have an anticipated Board award in April, the District will need to advertise bids in February of 2023. Any award recommendation will be presented to the Board of Trustees for final action.

**RATIONALE:** To maximize our window of opportunity, an April bid award would likely allow construction to begin in spring of 2023. This action begins the formal bidding process for the Public Works project.

**FUNDING:** ESSER III funds.

**RECOMMENDATION:** Recommend the Board grant approval to advertise bids for Alta Loma Elementary School HVAC Upgrade Project Bid # 2022-23-02 and further authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.



**Alta Loma**  
SCHOOL DISTRICT  
*Inspiring Learners for a Lifetime*

## Superintendent's Memorandum

**To:** Board of Trustees

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

**Date:** February 1, 2023

**Subject:** Amend Board Policies Related to Business & Noninstructional Operations

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

*First Reading*

BP 3250 – Transportation Fees  
BP 3460 – Financial Reports and Accountability  
BP 3540 – Transportation

**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 Business & Noninstructional Operations, as presented.

# ***Alta Loma SD***

## ***Board Policy***

### ***Business and Noninstructional Operations***

***BP 3250***

#### ***TRANSPORTATION FEES***

***Whenever the cost of providing student transportation exceeds funding provided by the state, the Board of Trustees may charge fees for home-to-school student transportation and other transportation services as expressly authorized by law.***

***The Superintendent or designee shall annually submit proposed transportation fee schedules for Board approval.***

***The transportation fee shall be waived for any student who is eligible for free or reduced-price meals, who is an English learner, or who is a foster youth. (Education Code 39807.5)***

***At the recommendation of the Superintendent or designee, the Board may also approve a waiver of a transportation fee for any group of District students.***

***In addition, no charge shall be made for any transportation of a student with a disability. (Education Code 39807.5)***

***Students receiving free transportation shall not be identified by the use of special bus passes, tickets, lines, seats, or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted, or announced in any manner or used for any purpose other than the transportation program.***

***The Board shall certify to the County Superintendent of Schools that the District has levied fees in accordance with law and that, in the event that excess fees have been charged, the fees have been reduced and excess fee revenue eliminated. (Education Code 39809.5)***

# Alta Loma SD

## Board Policy

Business and Noninstructional Operations

BP 3460(a)

### FINANCIAL REPORTS AND ACCOUNTABILITY

The Board of Trustees is committed to ensuring public accountability and the fiscal health of the District. The Board shall adopt sound fiscal **management** policies **and practices**, oversee the ~~d~~District's financial condition, and continually evaluate whether the District's budget and financial operations support the District's goals for student achievement.

The Superintendent or designee shall ensure that all **District** financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). ~~He/she~~ **The Superintendent or designee** shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the District's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When **submission of** any such report ~~must be approved by the Board prior to its submission~~ to a local, state, and/or federal agency **requires prior Board approval**, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report ~~and meet any~~ **without breaking any** applicable submission deadline.

~~The Board shall regularly communicate the District's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the District's financial stability.~~

***The Board shall regularly assess the District's financial position and communicate the results to the public, and shall use financial reports to determine the actions and budget amendments, if any, that are needed to ensure the District's financial stability.*** If District conditions predict fiscal distress or indicate that the District might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall ~~act quickly~~ **take action** to identify ~~and~~ resolve these conditions **without delay**. The Board shall work cooperatively with the County Superintendent of Schools to improve the District's fiscal health and may contract with an external individual or organization to ~~advise~~ **provide** the District ~~on~~ **with needed advice or** fiscal matters **management or training**.

### Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the District's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)



**FINANCIAL REPORTS AND ACCOUNTABILITY (continued)****Gann Appropriations Limit Resolution**

On or before September 15, the Board shall, *at a regular or special meeting*, adopt a resolution identifying, pursuant to Government Code 7900-7914, the District's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

**Interim Reports/Certification of Ability to Meet Fiscal Obligations**

*Each Fiscal year*, ~~The~~ Superintendent or designee shall submit two interim fiscal reports to the Board. ~~The first report covering~~ *shall cover* the District's financial and budgetary status for the period ending October 31 and the second report ~~covering~~ *shall cover* the period ending January 31. ~~The~~ *These* reports and supporting data shall be made available by the District for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and ~~certify~~, on the basis of the interim report and any additional financial information known by the Board, *shall certify in writing* whether the District will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the District will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the District may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the District will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the District's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the District receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent. ~~under the authority granted to him/her pursuant to~~ (Education Code 42131)

## FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the District's fund and cash balances through June 30. (Education Code 42131)

~~If At~~ any time during the *fiscal* year ~~when~~ the County Superintendent *concludes that the District's budget does not comply with the standards and criteria for financial stability and* conducts a comprehensive review of the District's financial and budgetary conditions ~~after he/she has determined that the District's budget does not comply with state criteria and standards for fiscal stability,~~ the Board shall review *any report of* the County Superintendent's *findings and* recommendations at a public Board meeting. Within 15 days of receiving the report, the District shall notify the County Superintendent and the SPI of ~~its~~ *the Board's* proposed actions on the recommendation. (Education Code 42637)

### Audit Report

By April 1 of each year, the Board shall provide for an annual audit of the District's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

~~The Board shall not select any~~ *Except when, as determined by the Education Audits Appeal Panel, no otherwise eligible auditor is available,* a public accounting firm to ~~provide audit services if the~~ *whose* lead or coordinating audit partner having primary responsibility for the audit, or ~~the~~ *whose* audit partner responsible for reviewing the audit, has performed audit services for the District in each of the six previous fiscal years *shall not be selected to perform a District audit.* (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual District audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

### Audit Committee

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

**FINANCIAL REPORTS AND ACCOUNTABILITY** (continued)

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
4. Participate with the independent auditor in presenting the audit report to the Board
5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
6. Provide input on the effectiveness of the independent auditor
7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

# Alta Loma SD

## Board Policy

### Business and Noninstructional Operations

BP 3540(a)

#### TRANSPORTATION

The Board of Trustees desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance and reduce tardiness. *In determining* ~~The extent to which the dDistrict will~~ provides for transportation services, *the Board* shall ~~depend upon~~ *weigh* student and community needs and ~~a continuing assessment of financial resources~~ *against the cost of providing such services.*

The Superintendent or designee shall recommend to the Board ~~the most economical,~~ *environmentally sustainable*, and appropriate means of providing transportation services. *The District's transportation services may be provided by means of a joint powers agreement, a cooperative student transportation program, or a consortium, as permitted by law.*

*No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student pursuant to Education Code 35350 or the evacuation of students as necessary for their safety.*

#### *Transportation Plan*

*The Superintendent or designee shall develop a transportation plan in consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents/guardians, students, and other stakeholders. (Education Code 39800.1)*

*The transportation plan shall be presented to and adopted by the Board at an open meeting, with the opportunity for in-person and remote public comment, and shall be updated annually by April 1. (Education Code 39800.1)*

*The transportation plan shall include descriptions of the following: (Education Code 39800.1)*

- 1. The transportation services offered to students*
- 2. How transportation services will be prioritized for low-income students, students in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive*
- 3. The transportation services accessible to students with disabilities and homeless children and youth, as defined pursuant to the federal McKinney-Vento Homeless Assistance Act (42 USC 11301)*

## TRANSPORTATION

- 4. How unduplicated students, as defined in Education Code 42238.02, will be able to access available home-to-school transportation at no cost***

### ***Transportation Contracts***

***The Board may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)***

***In contracting for transportation services, the District shall comply with all applicable laws related to bids and contracts. (Education Code 39802-39803)***

### ***Expenses and Fees***

***The Board may charge a transportation fee to parents/guardians of transported students in accordance with Education Code 39807.5 and BP/AR 3250 - Transportation Fees.***

### ***Safety and Monitoring***

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

***The District may install a global positioning system (GPS) on school buses and/or student activity buses in order to enhance student safety and provide real-time location data to District and school administrators, and parents/guardians.***

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the ~~d~~District, provide for the maintenance inspection and operation of ~~d~~District-owned ~~properly equipped~~ school buses and other ~~vehicles~~ **equipment**, ~~in accordance with all legal requirements~~, and ensure adequate facilities for equipment storage and maintenance.

Job Area	January	February	March	April	May	June	July	August	September	October	November	December
Board Mtg Dates	18th	1st & 15th	8th	5th & 19th	3rd & 17th	7th & 14th	dark	2nd	6th & 20th	18th	15th	13th
Effective Governance	Midyear Review/Check In Board Evaluation/ 1st Reading Board Calendar for 2023-2024	(1st) Approve Board Calendar, Gov. Calendar	*special gov. workshop study: State of District	Conduct Board Self Evaluation -action plan-	(17th) Board Appreciation to Staff			Superintendent Goals Established (Closed)	CSBA Masters in Governance Begins		Designate Date for Annual Organizational Meeting	CSBA Annual Conf/ Annual Org. Mtg.
Student Voice	VGE	(1st) Stork (15th) ALE	Hermosa	(5th) Jasper (19) Deer Cyn	(3) Vineyard			Carmelian	(6) Banyan (20) ALJH	Victoria Groves	Stork	ALE
Policy Review	Approve School Calendar		CSBA Policy Updates	Approve CSBA Policy Services		CSBA Policy Updates Student IDT Master Attendance Agreement (2026, every 5 years)		Approval of Consolidated Application and Reporting System	CSBA Policy Updates		Calendar Committee Convene	CSBA Policy Updates 1st Reading School Calendar
Strategic Planning (LCAP)	SPSAs (Consent)				Post LCAP Public Hearing Notice	(7th) LCAP Public Hearing /Local Indicators/ (14th) LCAP Adoption		ELD Plan	LCAP Update			
Student Achievement	Achievement Data Presentation		New Adoptions Update SBCSS MOU Data Sharing Services (15th) Comprehensive Safety Plans		Textbook Adoption Approval	(14th) Special Field Trips / Approval of Field Trips, Deposits and Prepayments		Post Public Hearing Notice - Adequate Inst. Supplies	(6th) Adequate Inst. Supplies / Summer Offerings Presentation	Achievement Data Presentation		
Facilities				District Solar Energy Update								
Human Resources	Qualified Coaches	Intention to Release	RIF & Reassignment Notices by 14th	Recruitment & Hiring	Final RIF/ Recruitment & Hiring/ Retirement Celebration/ Hire summer staff	Recruitment & Hiring/Renewal of Assoc. Sup & Sup contracts		Convocalton/ Alternate Credentials	(20th) Qualified Coaches			
Collective Bargaining	Governor's January Budget				Governor's May Revise		State Adopted Budget			Collective Bargaining Begins		



BEST NET CONSORTIUM  
**ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT**  
 Board of Trustees Meeting 02/01/2023

**02 Alta Loma School District**

				Fiscal Year: 2023	
Purchase Order	Vendor	Description	Ln	Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered
231091	SOUTHWEST SCHOOL&OFFICE SUPPLY	ALJH / Misc. Supplies	1	01-0000-0-1110-1000-4310-303-570D Total	299.60 299.60
231092	J & J SPORTS & TROPHIES	Staff T-Shirts	1	01-0000-0-0000-2700-5890-002-5501 Total	558.14 558.14
231093	GOPHER SPORT	Sports Equipment	1	01-0000-0-1110-1000-4310-002-5109 Total	1,061.99 1,061.99
231094	STAPLES ADVANTAGE	CN / GUEST OFFICE CHAIRS	1	13-5310-0-0000-3700-4350-000-2CAF Total	381.41 381.41
231095	LITERACY RESOURCES LLC	DC/INSTR SUPPLIES	1	01-0000-0-1110-1000-4310-006-570D Total	383.59 383.59
231096	ODP BUSINESS SOLUTIONS LLC	DC/INSTR SUPPLIES	1	01-0000-0-1110-1000-4310-006-5109 Total	653.26 653.26
231097	CSM CONSULTING INC.	IT / Services	1	01-0000-0-0000-7700-5844-000-8305 Total	5,300.00 5,300.00
231098	SOUTHWEST SCHOOL&OFFICE SUPPLY	Jasper / Supplies	1	01-0000-0-0000-2700-4350-004-5501 Total	391.92 391.92
231099	US GAMES	Jasper / Playground Equipment	1	01-0000-0-1110-1000-4310-004-5501 Total	568.53 568.53
231100	JURUPA MOUNTAINS	Japser / 4th Grade Field Trip	1	01-0000-0-1110-1000-5888-004-5109 Total	707.50 707.50
231101	LOS ANGELES ZOO	Japser / 3rd Grade Field Trip	1	01-0000-0-1110-1000-5888-004-5109 Total	265.00 265.00
231102	SHERMAN GARNETT & ASSOCIATES	OFFICE SUPPLIES	1	01-0000-0-0000-3140-4350-000-6600 Total	208.92 208.92
231103	SBCSS	Conference	1	01-0000-0-0000-3900-5200-720-6600 Total	4,600.00 4,600.00
231104	PACIFIC HEARING SERVICES	SPECIAL ED/LOWI #14	1	01-6500-0-5760-1110-4340-000-617C Total	5,083.78



BEST NET CONSORTIUM  
**ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT**  
 Board of Trustees Meeting 02/01/2023

02 Alta Loma School District

					Fiscal Year: 2023	
Purchase Order	Vendor	Description	Ln	Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered	
231105	GOPHER SPORT	SPECIAL ED	1	01-6500-0-5760-1190-4350-004-662C	5,083.78	
				<b>Total</b>		89.65
231106	PEARSON ASSESSMENTS	SPECIAL ED	1	01-6500-0-5760-1110-4310-000-600S		89.65
				<b>Total</b>		248.45
231107	NAESP	VJH / PRESIDENTIAL PINS	1	01-0000-0-1110-1000-4310-308-5501		248.45
				<b>Total</b>		748.83
231108	SCHOOL HEALTH CORPORATION	Warehouse/Cups	1	01-0000-0-0000-0000-9320-000		258.06
				<b>Total</b>		258.06
231109	HENRY SCHEIN INC	Warehouse/Health	1	01-0000-0-0000-0000-9320-000		483.56
				<b>Total</b>		483.56
				<b>Grand Total</b>	22,292.19	
				<b>Fund Summary:</b>		
				<b>Fund 01</b>	21,910.78	
				<b>Fund 13</b>	381.41	

Purchase Order Count: 19

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

  
 \_\_\_\_\_  
 Authorized Agent

BEST NET CONSORTIUM  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
Board of Trustees Meeting 02/01/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000389-0

Reference	Vendor	Description	Amount
PO230393-019	BURRTEC WASTE INDUSTRIES INC	DSC / DISTRICT-WIDE TRASH Total Payment Amount	4,643.67 4,643.67
PO230259-021	CUCAMONGA VALLEY	WATER / VJH	953.26
PO230259-022	CUCAMONGA VALLEY	WATER / VJH	803.92
PO230269-016	CUCAMONGA VALLEY	WATER / STRK	812.22
PO230269-017	CUCAMONGA VALLEY	WATER / STRK	517.74
PO230269-018	CUCAMONGA VALLEY	WATER / STRK	7.39
PO230324-006	CUCAMONGA VALLEY	WATER / JASP	982.70
PO230327-016	CUCAMONGA VALLEY	WATER / HERM	290.47
PO230327-017	CUCAMONGA VALLEY	WATER / HERM	12.19
PO230327-018	CUCAMONGA VALLEY	WATER / HERM	702.46
PO230334-015	CUCAMONGA VALLEY	WATER / DSC	513.60
PO230334-016	CUCAMONGA VALLEY	WATER / DSC	387.20
PO230340-006	CUCAMONGA VALLEY	WATER / DC	1,337.61
PO230344-010	CUCAMONGA VALLEY	WATER / CARN	7.40
PO230344-011	CUCAMONGA VALLEY	WATER / CARN	982.24
PO230354-011	CUCAMONGA VALLEY	WATER / ALJH	855.32
PO230354-012	CUCAMONGA VALLEY	WATER / ALJH	814.29
		Total Payment Amount	9,980.01
PO230332-025	FRONTIER COMMUNICATIONS	DSC / U-PHONE LINES, DSC-SITES Total Payment Amount	104.54 104.54
PO230798-004	GRANITE TELECOMMUNICATIONS LLC	stork / telephone service	230.90
PO230798-005	GRANITE TELECOMMUNICATIONS LLC	stork / telephone service	233.48
		Total Payment Amount	464.38
PO230418-002	SAN JOAQUIN COUNTY	SPECIAL ED/CONTRACT SERVICE Total Payment Amount	1,066.50 1,066.50
PO230937-001	SCHOOL SERVICES OF CALIF INC	ADMIN SVCS /Unraveling the Mys Total Payment Amount	245.00 245.00
PO230681-006	SO. CALIFORNIA GAS COMPANY	TRANSPORTATION/FUEL Total Payment Amount	909.30 909.30
PO230373-005	SOUTHERN CALIFORNIA EDISON	ELECTRICITY / BAN Total Payment Amount	3,810.73 3,810.73

BEST NET CONSORTIUM  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
Board of Trustees Meeting 02/01/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000389-0

Reference	Vendor	Description	Amount
PO230333-006	STERICYCLE INC	DISTRICT SUPPORT / SHREDDING S	1,067.14
PO230333-008	STERICYCLE INC	DISTRICT SUPPORT / SHREDDING S	258.34
PO230333-010	STERICYCLE INC	DISTRICT SUPPORT / SHREDDING S	130.63
		<b>Total Payment Amount</b>	<b>1,456.11</b>
PO230633-006	SUNBEAM SOLAR OPERATIONS LLC	DISTRICT WIDE / SOLAR ENEGRY U	28,284.29
		<b>Total Payment Amount</b>	<b>28,284.29</b>
PO230374-006	T-MOBILE	M&O / CELL PHONE SERVICE	17.60
PO230374-007	T-MOBILE	M&O / CELL PHONE SERVICE	26.40
PO230707-006	T-MOBILE	CHILD CARE / CELL PHONE SERVIC	79.20
		<b>Total Payment Amount</b>	<b>123.20</b>
		<b>Transmittal Total</b>	<b>51,087.73</b>
		<b>Fund Summary: Fund 01</b>	<b>51,087.73</b>

Transmittal Number: 23000390-0 AUDIT

PO230365-006	KONICA MINOLTA	ADMIN SERVICES / COPY COST	208.02
PO230367-006	KONICA MINOLTA	PRINT SHOP / COPY COST	1,404.34
PO230493-007	KONICA MINOLTA	STK / COPY COSTS	203.69
PO230494-006	KONICA MINOLTA	HER / COPY COSTS	309.43
PO230495-006	KONICA MINOLTA	DC / COPY COSTS	62.41
PO230496-006	KONICA MINOLTA	CARN / COPY COSTS	120.16
PO230497-006	KONICA MINOLTA	BAN / COPY COSTS	107.47
PO230535-006	KONICA MINOLTA	VGS / COPY COSTS	147.89
PO230559-007	KONICA MINOLTA	JASPER / COPY COSTS	179.07
PO230560-006	KONICA MINOLTA	ALE / COPY COSTS	153.25
PO230575-006	KONICA MINOLTA	VJH / COPY COSTS	293.29
PO230576-006	KONICA MINOLTA	ALJH / COPY COSTS	227.68
		<b>Total Payment Amount</b>	<b>3,416.70</b>
PO231054-001	STAPLES BUSINESS CREDIT	ALJH / Paper Folding Machine	1,001.96
		<b>Total Payment Amount</b>	<b>1,001.96</b>
		<b>Transmittal Total</b>	<b>4,418.66</b>
		<b>Fund Summary: Fund 01</b>	<b>4,418.66</b>

BEST NET CONSORTIUM  
**ACCOUNTS PAYABLE - BOARD PAYMENT REPORT**  
 Board of Trustees Meeting 02/01/2023

**02 Alta Loma School District**

**Fiscal Year: 2023**

**Transmittal Number: 23000390-0**

**Reference**  
 PO230186-002 CALIFORNIA FINANCIAL SERVICES

**Amount**  
 10,500.00  
 10,500.00

PO230641-001 SCHOOL SERVICES OF CALIF INC

**Description**  
 ADMIN SERVICES / FINANCIAL REP  
**Total Payment Amount**

275.00  
 275.00

PO230192-006 SPARKLETTS  
 PO230204-006 SPARKLETTS  
 PO230351-006 SPARKLETTS  
 PO230351-007 SPARKLETTS

CONFERENCE  
  
 CC / DS Waters  
 HERM/BOTTLED WATER SERVICE  
 ALJH / Bottled Water  
 ALJH / Bottled Water  
**Total Payment Amount**

325.72  
 71.43  
 18.05  
 52.82  
 468.02

PO230545-005 STAPLES BUSINESS CREDIT  
 PO230993-001 STAPLES BUSINESS CREDIT  
 PO231024-001 STAPLES BUSINESS CREDIT  
 PO231024-002 STAPLES BUSINESS CREDIT  
 PO231024-003 STAPLES BUSINESS CREDIT

VG / OPEN Staples  
 Warehouse/Bags  
 ALJH / Awards Supplies  
 ALJH / Awards Supplies  
 ALJH / Awards Supplies  
**Total Payment Amount**

398.66  
 293.67  
 87.26  
 180.89  
 87.26  
 1,047.74

PO230112-001 SUNSHINE WINDOWS

DSC-WINDOW CLEANING  
**Total Payment Amount**

1,200.00  
 1,200.00

PO231056-001 THINKING MAPS INC

Herm / Thinking Maps  
**Total Payment Amount**

50.64  
 50.64

PO231078-001 ULINE

HERM/CUSTODIAL  
**Total Payment Amount**

202.22  
 202.22

**Transmittal Total**

13,743.62

**Transmittal Number: 23000391-0**  
 PV230435-001 U S BANK

**Fund Summary:**  
 Fund 01  
 Fund 21

3,243.62  
 10,500.00

**Total Payment Amount**

372.77  
 372.77

**Transmittal Total**

372.77

BEST NET CONSORTIUM  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
Board of Trustees Meeting 02/01/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000391-0

Fund Summary: Fund 13 372.77

Transmittal Number: 23000392-0

Reference Vendor  
PO230832-001 JARED EBERWEIN

Description Amount  
HERM/ASSEMBLY 899.00  
Total Payment Amount 899.00

PO230877-001 ONE DIVERSIFIED LLC

ALJH / Sound System  
Total Payment Amount 4,100.48

PO230648-002 PALI INSTITUTE INC

BAN/CAMP PALI  
Total Payment Amount 6,907.50

Transmittal Total 11,906.98

Fund Summary: Fund 01 11,906.98

Transmittal Number: 23000393-0 AUDIT

PO230991-002 IWILLHOOP BASKETBALL TRAINING

IWILLHOOP Basketball  
Total Payment Amount 8,000.00

Transmittal Total 8,000.00

Fund Summary: Fund 01 8,000.00

Transmittal Number: 23000393-0

PO231005-002 COURTNEY LABAT DAVALLE

Alta Loma Dance Academy LLC  
Total Payment Amount 2,000.00

PO230905-009 JENJO INK  
PO230905-010 JENJO INK

Jorry Keith - Comic Book 350.00  
Jorry Keith - Comic Book 350.00  
Total Payment Amount 700.00

PO230704-002 PALI INSTITUTE INC

ALE / 6th Grade Science Camp  
Total Payment Amount 6,780.00

Transmittal Total 9,480.00

Fund Summary: Fund 01 9,480.00

BEST NET CONSORTIUM  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
Board of Trustees Meeting 02/01/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000394-0 AUDIT

Reference PV230436-001 Vendor U S BANK

Description	Amount
Total Payment Amount	4,184.12
Transmittal Total	4,184.12
Fund Summary: Fund 01	4,184.12

Transmittal Number: 23000395-0  
PV230437-001 AUL TRUST

Total Payment Amount	12,867.39
Transmittal Total	12,867.39
Fund Summary: Fund 01	12,867.39

Transmittal Number: 23000396-0

PO230108-002 ADVANCED AUTO SMOG CHECK  
PO230108-003 ADVANCED AUTO SMOG CHECK  
PO230108-004 ADVANCED AUTO SMOG CHECK  
PO230108-005 ADVANCED AUTO SMOG CHECK

TRANSPORTATION / OPEN SMOG	40.00
TRANSPORTATION / OPEN SMOG	40.00
TRANSPORTATION / OPEN SMOG	40.00
TRANSPORTATION / OPEN SMOG	40.00
Total Payment Amount	160.00

PO230105-001 AMTECH ELEVATOR SERVICES

M&O /ELEVATOR REPAIRS	904.50
Total Payment Amount	904.50

PO230380-006 DELTA DENTAL OF CALIFORNIA

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

PV230438-001 KOALA T'S APPAREL LLC

Total Payment Amount	433.45
Total Payment Amount	433.45

PO230317-010 LA VERNE POWER EQUIPMENT  
PO230317-011 LA VERNE POWER EQUIPMENT  
PO230317-012 LA VERNE POWER EQUIPMENT

M&O / GRNDS / OPEN SUPPLIES	694.56
M&O / GRNDS / OPEN SUPPLIES	694.56
M&O / GRNDS / OPEN SUPPLIES	189.48
Total Payment Amount	1,578.60

PO230525-043 ODP BUSINESS SOLUTIONS LLC  
PO230525-044 ODP BUSINESS SOLUTIONS LLC  
PO230525-045 ODP BUSINESS SOLUTIONS LLC

STRK /Office Depot Open PO/Ins	83.31
STRK /Office Depot Open PO/Ins	154.73
STRK /Office Depot Open PO/Ins	13.27

BEST NET CONSORTIUM  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
Board of Trustees Meeting 02/01/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000396-0

Reference	Vendor	Description	Amount
PO230525-046	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	275.70
PO230525-047	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	56.01
PO230525-048	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	132.10
PO230525-049	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	236.21
PO230525-050	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	(56.01)
PO230525-051	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	39.37
		<b>Total Payment Amount</b>	<b>934.69</b>
PO230289-006	SM HOYT LUMBER CO INC	M&O / OPEN SUPPLIES	162.64
		<b>Total Payment Amount</b>	<b>162.64</b>
PO230193-038	SMART & FINAL	CC / SUPP OPEN,	312.40
PO230541-005	SMART & FINAL	VG / OPEN Smart & Final	272.34
PO231076-002	SMART & FINAL	ALJH / Open Supplies	63.86
		<b>Total Payment Amount</b>	<b>648.60</b>
		<b>Transmittal Total</b>	<b>10,362.48</b>
		<b>Fund Summary: Fund 01</b>	<b>10,362.48</b>
	<b>Payment Count: 36</b>	<b>Transmittal Count: 10</b>	<b>Grand Total: 126,423.75</b>

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.

  
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Authorized Agent