

ALTA LOMA SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, April 19, 2023
5:00 pm

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

Motion
1st 2nd App

5:00 PM

- A. OPEN SESSION**
- B. CALL TO ORDER AND ROLL CALL**
- C. BOARD INFORMATION/DISCUSSION**

1. Governance Workshop

6:00 PM

- D. REGULAR OPEN SESSION**
- E. PLEDGE OF ALLEGIANCE**
- F. PUBLIC COMMENT ANNOUNCEMENT**

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

The Board has set aside 45 minutes for the Public Comment, allowing a maximum of 3 minutes per individual.

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

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

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

Action

- G. ADOPTION OF AGENDA**

Action

- H. APPROVAL OF MINUTES**
4/5/23 (pp. 1-7)

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

I. 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 – Deer Canyon Elementary

J. WRITTEN COMMUNICATIONS

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

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

K. 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.

L. PUBLIC HEARING

None.

M. BOARD REPORT

An opportunity for Board members to discuss items as follows:

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

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

N. SUPERINTENDENT & STAFF REPORTS

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

1. District activities
2. Curriculum/instructional updates
 - a. TK Curriculum Task Force Recommendation
3. Timely events/information
 - a. Williams Quarterly Reporting (No Complaints received during reporting period January 1, 2023 – March 31, 2023)
 - b. CAC Arts & Writing Contest (4/25/23)
 - c. Employee Appreciation Days (5/11 & 5/12)

Action

O. CONSENT CALENDAR

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

1. Recommend the Board approve routine agreements with the following vendors:
 1) Adventure City Theme Park; 2) Best Bubble Parties; 3) Bowlero;
 4) Chuck E. Cheese; 5) Cinemark Movie Theater; 6) Discovery Cube;
 7) Infusion Zone; 8) John's Incredible Pizza; 9) Knott's Berry Farm;
 10) Kona Ice; 11) Lucky Art Crayonology; 12) Prismatic Magic;
 13) Rains House; 14) Sawdust Factory; 15) Traveling Tide Pools;
 16) Wheels Squared BMX Show, LLC. (pp.13-15)

2. Recommend the Board approve payments to vendors in Board Payment Report, as presented. (p. 16)

3. Recommend the Board approve employment, terminations, resignations, leaves and temporary assignments, as presented. (pp. 17-21)

4. Board Policies
Second Reading
 BP 1312.1 – Complaints Concerning District Employees
 BP 3511 – Energy And Water Management
 BP 3555 – Nutrition Program Compliance
 BP 4030– Nondiscrimination in Employment
 BP 4119.11/4219.11/4319.11 – Sexual Harassment
 BP 4119.42 – Exposure Control Plan for Bloodborne Pathogens
 BP 4144/4211/4344 - Complaints
 BP 4157 – Employee Safety
 BP 4158 – Employee Security
 BP 4218 – Dismissal/Suspension/Disciplinary Action
 BP 5141.4 – Child Abuse Prevention and Reporting
 BP 5142 - Safety
 BP 6161.1 – Selection and Evaluation of Instructional Materials
 BP 6161.11 – Supplementary Instructional Materials
 (pp. 22-55)

5. Board Bylaws
Second Reading
 BB 9270 – Conflict of Interest
 BB 9320 – Meetings and Notices
 (pp. 56-73)

6. Recommend the Board approve the conference attendance for Superintendent Sherry Smith, Principal Andrew Carter and not-to-exceed three (3) Board Members to attend the National Schools to Watch Conference on Thursday, June 22, 2023 – Saturday, June 25, 2023, in Washington D.C., and approve all related expenses. (No exhibit)

		Motion		
		<u>1st</u>	<u>2nd</u>	<u>App</u>
P. CURRICULUM & INSTRUCTION				
Action	1. Recommend the Board approve the addition of a wellness enrichment provider to be paid at the hourly rate of \$40. (p.74)	—	—	—
Action	2. Recommend the Board approve the addition of classified community enrichment providers to be paid at the hourly rate of \$20. (p. 75)	—	—	—
Action	3. Recommend the Board approve the addition of certificated community enrichment providers to be paid at the hourly rate of \$30. (p. 76)	—	—	—
Action	4. Recommend the Board enter into an agreement with Elizabeth Gendry-Shaker, M.D. for prescription authorizations for Speech and Occupational Therapy services for an amount not-to-exceed \$3,000 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (pp. 77-83)	—	—	—
Action	5. Recommend the Board authorize the purchase of Cengage, Big Ideas for grades 6-8 and Big Ideas Integrated for grade 8 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (pp. 84-89)	—	—	—

Q. HUMAN RESOURCES

Action	1. Recommend the Board approve a retirement incentive in the amount of \$500 per year of full-time service to eligible Classified employees of the Alta Loma School District who are active as of April 19, 2023, and further authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (p. 90)	—	—	—
Action	2. Recommend the Board approve the amended list of Classified Salary Ranges to include the position of Expanded Learning Opportunity Program Assistant Site Coordinator with placement on range 31, as presented. (pp. 91-93)	—	—	—

R. BOARD INFORMATION/DISCUSSION

1. Board Policies
First Reading
 BP 0430 – Comprehensive Local Plan for Special Education
 BP 0460 – Local Control and Accountability Plan
 BP 1312.3 – Uniform Complaint Procedures
 BP 5141.3 – Health Examinations
 BP 6164 – Identification and Evaluation of Individuals for Special Education
 BP 6173 – Education for Homeless Children
 BP 6173.1 – Education for Foster Youth
 BP 6177 – Summer Learning Program
 (pp. 94-120)

2. Adopt Job Description
First Reading
 - Transportation Supervisor
 - Facilities Supervisor(pp. 121-132)
3. Governance Calendar
(pp. 133-134)

S. FUTURE AGENDA ITEMS

T. ANNOUNCEMENTS

1. The date of the next regular meeting of the Board of Trustees is Wednesday, May 3, 2022 at the Alta Loma School District Support Center, 9390 Base Line Road. The meeting will begin with a Governance Workshop at 5:00 PM, followed by regular open session at 6:00 PM.

U. CLOSED SESSION

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

- ☒ 1. Public Employee Performance Evaluation/Employment – Superintendent.
- ☐ 2. Conference with labor negotiators Sherry Smith, Superintendent, Eric Hart, Associate Superintendent, Administrative Services, Donna Carlson, Assistant Superintendent, Human Resources and other negotiation team members.
 - a. Alta Loma Educators Association (ALEA).
- ☒ 3. Conference with labor negotiators for unrepresented employees:
 - a. Certificated and Classified Management, and Confidential. Agency representative - Superintendent.
 - b. Classified Employees and Proctors. Agency representative – Superintendent.
 - c. Superintendent. Agency representative – Board of Trustees.
- ☐ 4. Student Disciplinary/Expulsion/Readmission Matters.
- ☒ 5. Public Employee Employment/Discipline/Dismissal/Release.
- ☒ 6. Conference with Legal Counsel – Existing/Potential Litigation.
(Government Code §54956.9(d)(1), and §54956.9(d)(2))

V. OPEN SESSION

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

W. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, ALTA LOMA SCHOOL DISTRICT, COUNTY OF SAN BERNARDINO–WEDNESDAY, APRIL 5, 2023

OPEN SESSION, CALL TO ORDER AND ROLL CALL

The Board Information/Discussion portion of the meeting was called to order by Board President Brad Buller at 5:03 PM. Present were members Buller, Davies, Hurley, and Martinez. Member Chung arrived at 5:30 PM. Absent none.

BOARD INFORMATION/DISCUSSION

The Board and Executive Cabinet held a Governance Workshop, this was meeting number one of three. Items discussed were LCAP Survey Results, Key Recommendations, Community Member Feedback, Community Member Top Priorities, LCAP Goals, Overarching Priorities and Next Steps. The next Governance Workshop will be Wednesday, April 19, 2023, at 5:00 PM.

REGULAR OPEN SESSION

The regular meeting was called to order by Board President Brad Buller at 6:03 PM.

PLEDGE OF ALLEGIANCE

Jasper Elementary Student Ambassador, Liv Medina led the flag salute.

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 with the following vote to approve the meeting minutes of April 5, 2023, as presented.

AYES:	4	(Buller, Chung, Hurley, Martinez)
NOES:	0	
ABSENT:	0	
ABSTAIN:	1	(Davies)

RECOGNITIONS AND PRESENTATIONS

Student Presentations – Jasper Elementary School

- Kindergarten Musical Performance
- Jasper Student Ambassadors, Liv Medina, Jordan Brawner, and Jordan Ruggles

Special Education Director, Lisabeth Piña shared a Special Education Due Process Overview presentation with the Board.

PUBLIC COMMENT

Kurt Downs a member of the public shared information on Assembly Bill 1314 Parental Rights. AB 1314 aims to resolve the legal ambiguity for teacher and for parents by requiring notice. Mr. Downs asked what the District's policy is on pronouns asked the Board to put Assembly Bill 1314 on a future Board Agenda for a vote.

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PUBLIC HEARING

None.

BOARD REPORTS

Board member Dr. Malinda Hurley ... wished everyone "Happy Cesar Chavez Day" which was this past Friday; Dr. Hurley spoke at the 2023 CA Foster Youth Education Summit and prior to that she attended CTA's Equity & Human Rights Conference in Santa Clara; Wednesday, March 16, attended the Superintendent's Community Cabinet, where the community worked together to come up with a potential mission statement for the Alta Loma School District's California Consortium of Education Foundation; Brie Kabia volunteered to take the lead on this foundation, Dr. Hurley is looking forward to the next Superintendent's Community Cabinet meeting about site specific end-of-the-year surveys; had the opportunity to visit Carnelian with Superintendent Smith and Principal Williams; the campus has changed drastically since Dr. Hurley was a teenager and substitute teacher; Dr. Hurley enjoyed Mrs. Kawamura's Kindergarten student's watercolor painted paper eggs and the kites hanging from the ceiling; Dr. Hurley was impressed with the technology in the first grad classrooms and she observed teachers teaching in whole groups with direct instruction, teaching with online curriculum while other teachers had students in small groups working independently as they worked with a group of students that needed extra support; Dr. Hurley can't wait to view students' end-of-the-year iReady results in Language Arts and Math scores, she has heard that scores have increased and wants to know what percentage the scores have increased.

Board member Eric Chung ... attended the Superintendent's Community Cabinet along with fellow Board members Hurley and Buller; Member Chung stated that Director of Student Services, Cara Cerecerez did a phenomenal job and he hopes that next time there won't be a conflict in the schedule so more community members can attend; Member Chung finished his campus site tours at Banyan, Deer Canyon and Hermosa; after visiting all 10 sites, Member Chung was blown away by all the schools and what is going on in the Alta Loma School District, he is proud to be a part of the District; attended Stork's Open House as both a parent and a Board member, the kids are amazing and it reminds the Board why they are Board members.

Board member Jessica Martinez ... March 14, joined Member Chung and Superintendent Smith at Banyan and Deer Canyon; the new building at Deer Canyon for the 5th and 6th graders is amazing; March 16, had the opportunity to visit Banyan, impressed with all the campuses and thanked all the principals for the time that they carved out for the visits and for sharing their future plans and for the transparency in what is working at their sites and what can be improved upon; Member Martinez is looking forward to visiting Victoria Groves and Stork; March 23, attended the Budget Sub Committee Meeting, where Senator Ochoa Bogh provided public input regarding concerns that her community voiced; Member Martinez provided public comment in support of the Governor's proposal for local control and more transparency on the educational dollars for special education; Member Martinez shared that Austin F. from Stork Elementary School was selected as a winner of the Metropolitan Water District of Southern California's *Water is Life* Student Art Contest; Member Martinez concluded her report with acknowledgment that April is Autism Awareness Month.

Board member Rebecca Davies ... February 17, attended the 3rd Grade Wax Museum event at Victoria Groves with Trustee Martinez; very impressed with the students' costumes and the verbal presentations explain the background of their chosen historical person; February 21, along

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
April 5, 2023

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with fellow Board members Buller and Hurley attended the Jasper and Alta Loma Elementary STEM Fair, excellent projects and it was un to hear the students explain their projects; February 22, attended the Parent Leader Group meeting with Trustee Hurley and Associate Superintendent Eric Hart presiding; February 23, attended the Banyan and Hermosa STEM Fair, outstanding projects and huge turnout; March 11, attended the District-wide Festival of the Arts event at Vineyard Jr. High School; it was a fun morning of student performances and displays of student artwork, this event requires a lot of logistical assistance and so many staff members were involved; Hats off to all those that mad this event so special for students and families; March 21, attended the Hermosa Open House; great attendance by parents and guests despite the rain.

Board member Brad Buller ... attended the Superintendent's Community Cabinet; Member Buller shared that this year he is enjoying that all the Board members are participating in fabulous ways and staying in touch with the community that they serve, he loves hearing their reports; thanked the staff for all the extra hours they put in, this is what makes the community of Alta Loma School District family.

SUPERINTENDENT & STAFF REPORTS

Superintendent Smith shared that tomorrow night is the GATE/Honors Spelling Bee at Alta Loma Junior High, Superintendent Smith is looking forward to the Spelling Bee. Thursday, April 20 is the TK Parent Night at the District Support Center, 6:00 PM. Superintendent Smith had the opportunity to give her comments to Senator Ochoa Bogh, Superintendent Smith really wanted Senator Ochoa Bogh to hear about the disparities in funding for school districts. Superintendent Smith was blown away at the Open Houses, it was standing room only in the classrooms and it was pouring rain, its such a strong testament to our community and the love they have for their children and the involvement of parents, siblings and grandparents all being there.

Associate Superintendent Eric Hart presented the Alta Loma Schools District's Green Efforts Solar Energy Report. Associate Superintendent Hart shared the District's electricity, natural gas and water usage and comparisons from this year to previous years and information on the District's solar panels.

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) Avalon Protective Services; 2) Bowlero; 3) Bullwinkle's 4) Fun Services.; 5) Irvine Park Railroad, Inc.; 6) Just Play Indoor Adventure Park; 7) Knott's Berry Farm; 8) Magic Entertainment, Inc.; 9) Purple Easel; 10) Riley's Farm; 11) Rochelle Wilcox; 12) San Bernardino County Superintendent of School East Valley SELPA; 13) So Cal Jungle Reptile Parties; 14) Theatre Experience of Southern California; 15) Wheels Squared BmX Show, LLC.

Board Payment Report

Approved the Board Payment Reports, as presented.

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Routine Personnel Items

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

Donations

Accepted with appreciation the following donations:

1. Donation of \$100.00 from The Blackburn Giving Fund (SCE) to Alta Loma Junior High School's Student Fundraiser Account to be used to enhance the instructional program.
2. Donation of \$2,000 from Stork PFSA to Stork Elementary School's Student Fundraiser Account to be used to enhance the instructional program.

Board Policies

A second reading was held, amended Board policies related to Students.

BP 5131.7 – Weapons and Dangerous Instruments

BP 5148.2 – Before/After School Programs

Job Description

A second reading was held, adopted the job description for Expanded Learning Opportunities Program (ELO-P) Assistant Site Coordinator, as presented.

County Authorized Signature Listing

Approved amendments to the County Authorized Signature Listing, as presented. Submit signed copies of the following forms to San Bernardino County District Financial Services:

- 1) County Form No. 2 ~ Board Delegation – Authorized Agent
Status (add Carlson)
- 2) County Form No. 4 ~ Board Delegation-Termination Thereof
(Sanders)

CURRICULUM & INSTRUCTION

Nutanix Hyper-Converged Storage Equipment

Moved by Mr. Chung, seconded by Dr. Hurley, and carried unanimously to authorize the purchase of Nutanix Hyper-Converged Storage Equipment from Computer Discount Warehouse Government (CDWG) that includes a three-year warranty and support subscription for a total cost not-to-exceed \$95,000, and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

McGraw Hill, Glencoe Math Accelerated

Moved by Mrs. Davies, seconded by Dr. Hurley, and carried unanimously to authorize the purchase of McGraw Hill, Glencoe Math Accelerated, instructional material for Grade ;7 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

SAVAAS, CA

Moved by Dr. Hurley, seconded by Ms. Martinez, and carried unanimously to authorize the purchase of SAVAAS, CA envision Mathematics 2024, instructional material for grades K-5 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Mango Math

Moved by Mrs. Davies, seconded by Dr. Hurley, and carried unanimously to authorize the purchase of Mango Math and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Sphero Robotics

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Moved by Dr. Hurley, seconded by Ms. Martinez, and carried unanimously to authorize the purchase of Sphero Robotics equipment and training and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

BUSINESS AND FINANCIAL PROCEDURES

Advertise for Bids

Moved by Mrs. Davies, seconded by Dr. Hurley, and carried unanimously to grant permission to Advertise Bids for the District Support Center Security Project Bid #2022-23-04 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Notice of Completion

Moved by Dr. Hurley, seconded by Mr. Chung, and carried unanimously to approve Notice of Completion for Donald M. Hoover Company, Trade Category #14 Flooring for the Floyd M. Stork Elementary School Modernization Project and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Bid Rejection

Moved by Mrs. Davies, seconded by Dr. Hurley, and carried unanimously to reject the bid from Preferred ceilings, In. and award the contract for Bid #202-23-02, Trade Category #13 Acoustical Treatment, for Alta Loma Elementary HVAC & Lighting Upgrades to Southcoast Acoustical Interiors, Inc. in the amount of \$52,730 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Contracts - Bid #2022-23-02

Items P. 4-9 taken as a block vote. Moved by Mrs. Davies, seconded by Ms. Martinez, and carried unanimously to award the contract for Bid 32022-23-02, for Alta Loma Elementary HVAC & Lighting Upgrades and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

- Trade Category #15 Painting – Painting & Décor in the amount of \$57,900
- Trade Category #16 General Works – Spec Construction Co., Inc, in the amount of \$682,900
- Trade Category #21 Plumbing – Continental Plumbing, Inc., in the amount of \$93,776
- Trade Category #22 HVAC – Arrowhead Mechanical, Inc. dba, Arrowhead Sheet Metal, in the amount of \$363,000
- Trade Category #23 Electrical & Low Voltage, Daniel's Electrical Construction Company, Inc., in the amount of \$245,000
- Trade Category #27 Abatement & Demo, Janus Corporation, in the amount of \$99,462

HUMAN RESOURCES

Resolution – #04-05-23

Moved by Dr. Hurley, seconded by Mrs. Davies, and carried unanimously to approve Resolution #04-05-23, Recognizing and Celebrating Juneteenth, as presented.

Reclass and Amend Job Description

Moved by Dr. Hurley, seconded by Mr. Chung, and carried unanimously to amend and reclassify the job description for Behavioral Health Therapist and approve the increase in range 62 of the Classified Benefitted Hourly Schedule and Classified Part-Time Hourly Anniversary Step Schedule with a retroactive effective date of July 1, 2022, for active employees as of April 19, 2023, as presented.

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Reclass and Amend Job Description

Moved by Dr. Hurley, seconded by Mr. Chung, and carried unanimously to amend and reclassify the job description for Occupational Therapist and approve the increase in range 62 of the Classified Benefitted Hourly Schedule and Classified Part-Time Hourly Anniversary Step Schedule with a retroactive effective date of July 1, 2022, for active employees as of April 19, 2023, as presented.

BOARD INFORMATION/DISCUSSION

Board Policies

A first reading was held to amend Board policies related to Students, as presented.

BP 1312.1 – Complaints Concerning District Employees

BP 3511 – Energy And Water Management

BP 3555 – Nutrition Program Compliance

BP 4030– Nondiscrimination in Employment

BP 4119.11/4219.11/4319.11 – Sexual Harassment

BP 4119.42 – Exposure Control Plan for Bloodborne Pathogens

BP 4144/4211/4344 - Complaints

BP 4157 – Employee Safety

BP 4158 – Employee Security

BP 4218 – Dismissal/Suspension/Disciplinary Action

BP 5141.4 – Child Abuse Prevention and Reporting

BP 5142 - Safety

BP 6161.1 – Selection and Evaluation of Instructional Materials

BP 6161.11 – Supplementary Instructional Materials

Board Bylaws

A First Reading was held to amend Board Bylaws

BB 9270 – Conflict of Interest

BB 9320 – Meetings and Notices

Electronic Board Packets

A discussion was held to go from paper Board Packets to electronic Board Packets, the Board decided to remain with paper Board Packets and revisit this topic in the future.

FUTURE AGENDA ITEMS

None.

ANNOUNCEMENTS

The date of the next regular meeting of the Board of Trustees is Wednesday, April 19, 2023, at 6:00 PM at the Alta Loma School District Support Center, 9390 Base Line Road.

The majority of the Board of Trustees may attend the PTA Council Honorary Service Awards ceremony in Fontana, California on April 24, 2023. No action will be taken by the Board.

The majority of the Board of Trustees may attend the CAC Annual Art & Writing Showcase in Rancho Cucamonga, California on April 25, 2023. No action will be taken by the Board.

CLOSED SESSION

The Board adjourned to Closed Session at 8:00 PM for the purpose of discussing matters expressly authorized by Government Code Section 3549.1, 54956.9, 54956.9(d), 54957, and 54957.6.

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OPEN SESSION/ ADJOURNMENT

The Board reconvened to open session, no action was reported during closed session and no announcement were made. The Board adjourned the meeting at 11:14 PM.



San Bernardino County Superintendent of Schools

Ted Alejandro
County Superintendent

Transforming lives through education

March 28, 2023

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

Dear Dr. Smith:

The Office of the San Bernardino County Superintendent of Schools has reviewed the Second Interim Financial Report submitted by the Alta Loma Elementary School District for the period ending **January 31, 2023**. We recognize your efforts in the development of a financial plan that provides for ongoing financial stability and thank you for your submission. Based on our analysis, the data provided supports the board's **Positive Certification** of the district's financial condition and ability to meet its financial obligations in the current and two subsequent fiscal years.

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

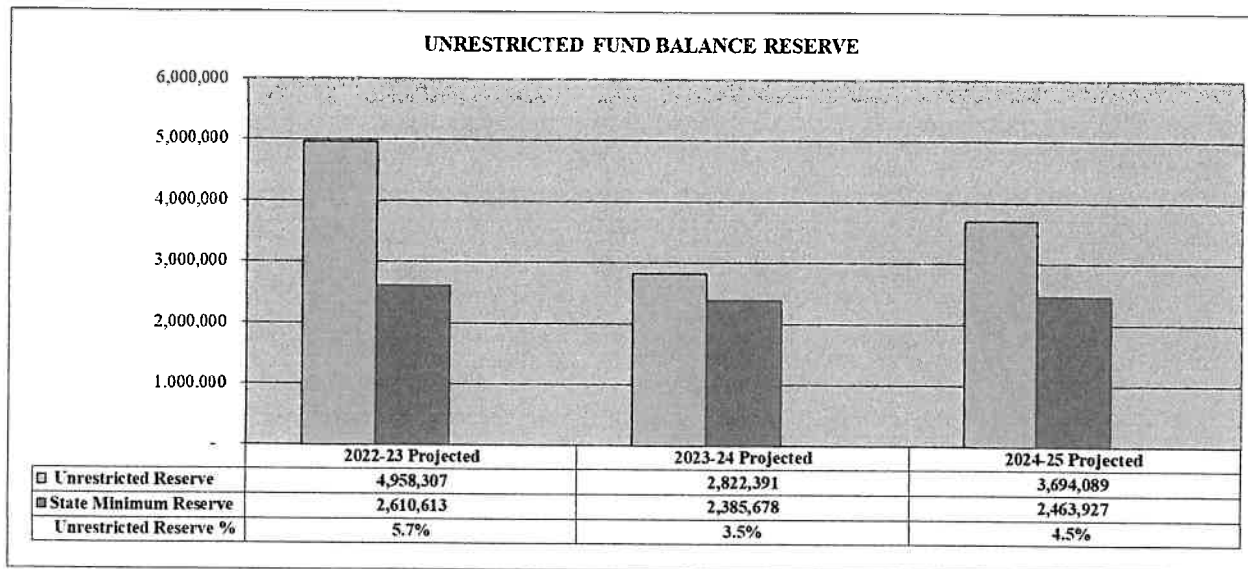
- Unrestricted Ending Fund Balance and State Minimum Reserve
- Unrestricted Deficit Spending
- Average Daily Attendance (ADA) & Enrollment Projections
- Current and Multiyear Projections
- Staffing Projections/Salary Settlements
- Long-Term Debt
- Ending Cash Position and Monthly Cash Flows

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

- **UNRESTRICTED ENDING FUND BALANCE AND STATE MINIMUM RESERVE** – As certified by the Governing Board, the district projects an unrestricted ending balance reserve in the General Fund of 5.7% in the current year, 3.5% in 2023-24, and 4.5% in 2024-25. The District's State Required Minimum Reserve percentage is 3.0%.

Business Services • Richard De Nava, Chief Business Officer

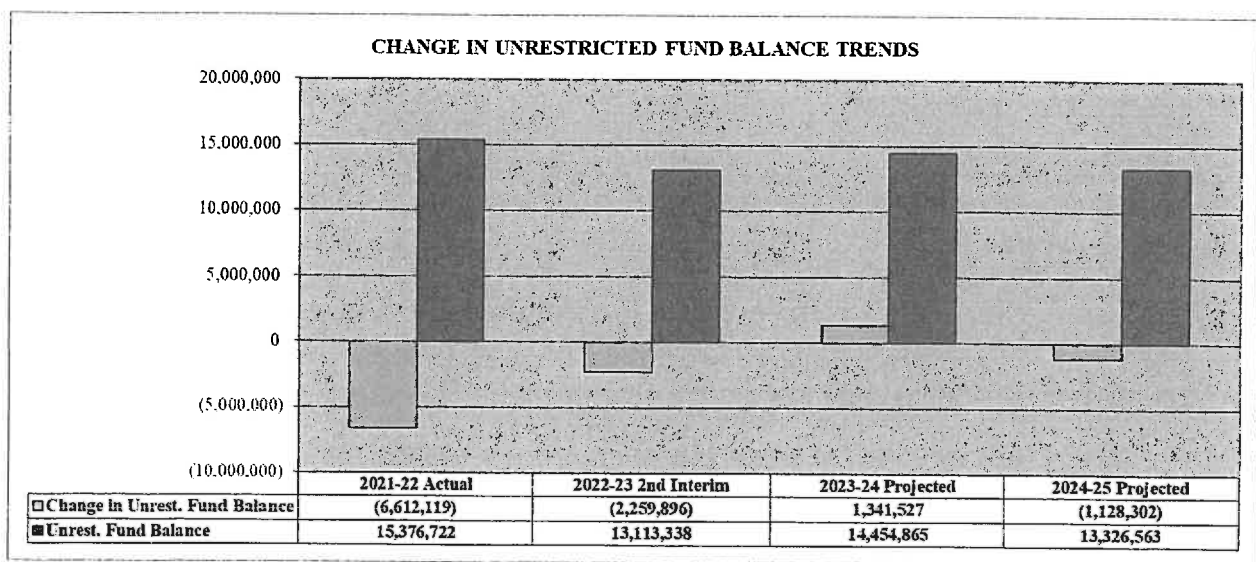
Business Advisory Services • Thomas Cassida, Director
760 East Brier Drive • San Bernardino, CA 92408 • P: 909.386.9676 • F: 909.386.9690 • www.sbcss.net



- UNRESTRICTED DEFICIT SPENDING** – The district is projecting unrestricted deficit spending of \$2,259,896 in the current fiscal year, primarily due to increased salaries and benefits costs. The district is projecting no deficit spending in fiscal year 2023-24. However, deficit spending of \$1,128,302 is projected for fiscal year 2024-25, which appears to be attributed to increased costs in salaries, retirement rate increases, and health benefits. Anticipated deficit spending should be for one-time, non-recurring expenditures to avoid depletion of the district's ongoing unrestricted reserves.

The district's projected deficit spending is not within the established state standard for the current and 2024-25 fiscal years. The State's established standard is one-third (1/3) of the district's available unrestricted reserve percentage.

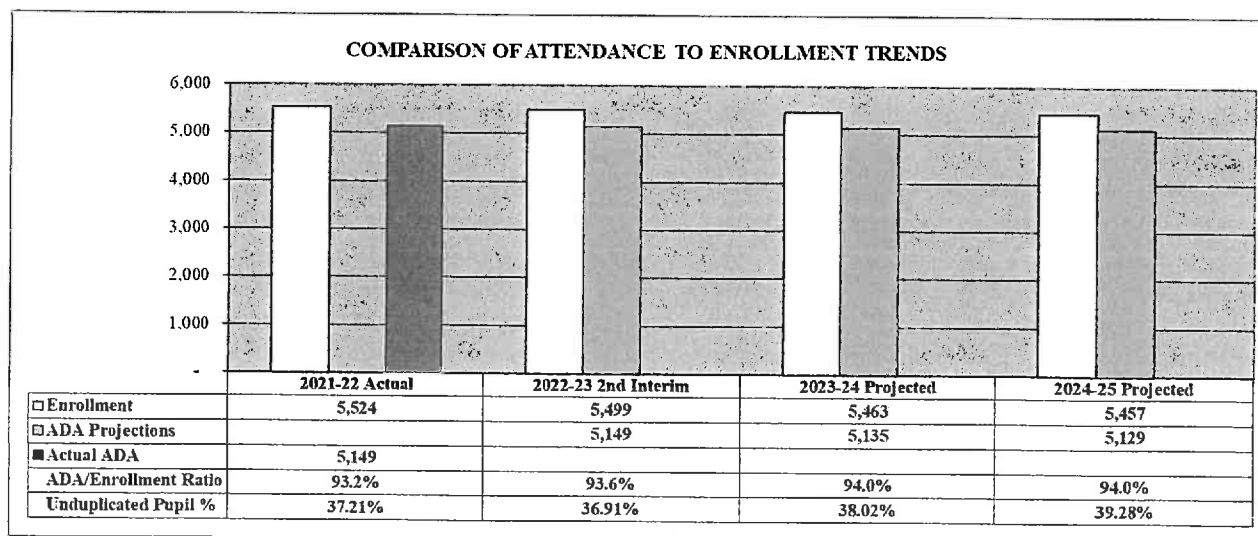
The following chart displays the actual Unrestricted General Fund balance change for the prior fiscal year and the projected changes for the current and two subsequent fiscal years, based on the multiyear projection included in the Second Interim Financial Report.



- AVERAGE DAILY ATTENDANCE (ADA) & ENROLLMENT PROJECTIONS** – The district is projecting 2022-23 P-2 ADA of 5,149 or no change over prior year P-2 ADA. Based on an enrollment projection of 5,499, current year ADA to enrollment ratio is anticipated to be 93.6%. Enrollment and ADA to enrollment ratio are projected to be 5,463 and 94.0% for 2023-24 and 5,457 and 94.0% for 2024-25. Additionally, the district is projecting its Unduplicated Pupil Percentage (UPP) to be 36.91% in 2022-23, 38.02% in 2023-24, and 39.28% in 2024-25.

The state's standard is based on the average ratio of P-2 ADA to enrollment over the past three years. Based on the district's enrollment and ADA projections, it is within the state standard of 98.2% for the current and two subsequent years. Although ADA projections appear to be reasonable based on state standards, we recommend that the district continue to monitor changes in attendance and enrollment closely. If the projected ADA or enrollment does not materialize as anticipated, the board will need to adjust the budget accordingly.

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

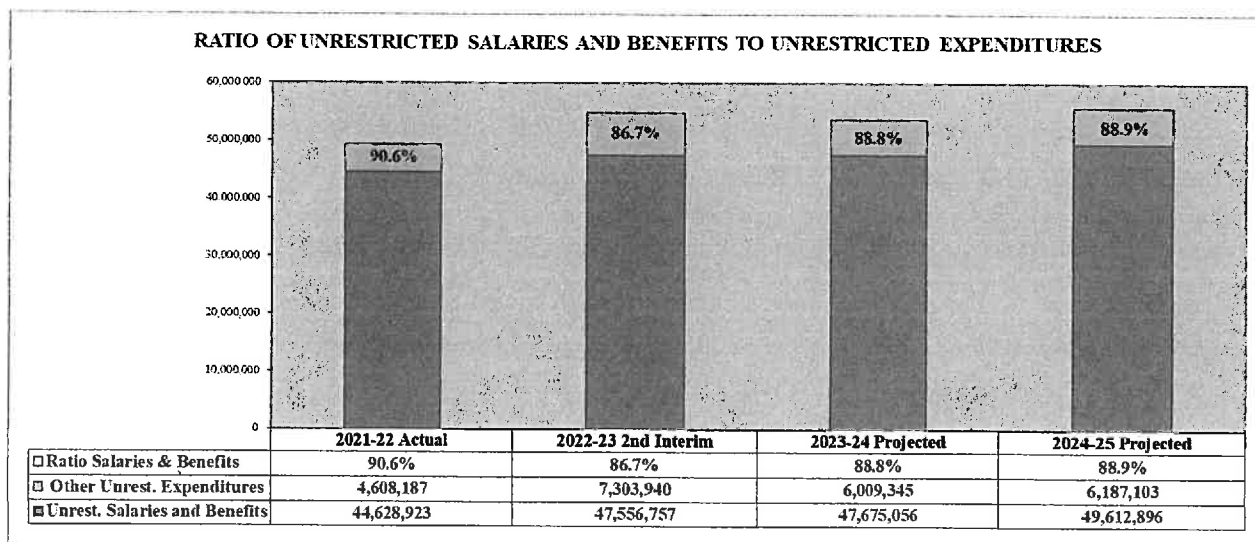


- CURRENT AND MULTIYEAR PROJECTIONS** – Our review included an analysis of the district's projection of revenues and expenditures in the current and two subsequent fiscal years. The projection of current and subsequent year state aid appears to be reasonable. Expenditure projections for the current and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

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

- **STAFFING PROJECTIONS/SALARY SETTLEMENTS** – The district has indicated that negotiations have been finalized with the certificated bargaining unit. The district does not have a classified bargaining unit. The agreement provided for a 6% salary schedule increase with an additional 4% one-time salary increase. The documents also indicate that there are no potential salary schedule increases or decreases included in the subsequent fiscal years other than the projected certificated FTE increase for TK and annual step and column advancements. The district has included an estimated increase of 8% and 5%, respectively in health benefits costs in the assumptions for future years.

Most of a school district's budget is spent on salaries and benefits. If these costs are growing at a rate faster than total expenditures, they will consume a disproportionately greater share of the district's resources, putting significant pressures on the rest of the budget. The following chart shows the percentage of unrestricted salaries and benefits to the total unrestricted general fund expenditures for the prior year, Second Interim, and multiyear projections. The state's established standard is based on an average of the district's three prior years of unrestricted salaries to total unrestricted expenditures. The district's ratio of unrestricted salaries and benefits to total unrestricted expenditures is not within the state's established standard for the current fiscal year, with 86.7% of unrestricted expenditures being consumed by salaries and benefits costs.



- **LONG-TERM DEBT** – The district's 2021-22 Audit Report identifies the district's Net Liability for Other Post-Employment Benefits (OPEB) of \$15,177,071 as long-term debt. The Audit Report also identifies the district's Net Pension Liability of \$34,992,447 as long-term debt. This is recognition of the present value of the district's portion of the unfunded liability for earned CalSTRS and CalPERS retirement benefits. The district's portion is approximately 0.05305% (CalSTRS) and 0.05336% (CalPERS) of the Statewide liability.

ENDING CASH POSITION AND MONTHLY CASH FLOWS – Our review of the cash flow provided indicates that the district will have a positive cash balance at the end of each month and at the end of the fiscal year. Additionally, the district's LCFF funding is computed to be 14.8% Property Taxes and 85.2% State Aid. A good cash projection will allow the district to schedule expenditures in months when adequate cash will be available.

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

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

Sincerely,



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

LR:bp


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

J:\Financial Reporting\2022-23\Second Interim\Letters\2022-23 Alta Loma-2ndInt – Supt Final



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Eric Hart, Associate Superintendent, Administrative Services

Date: April 19, 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. Adventure City Theme Park
2. Best Bubble Parties
3. Bowlero
4. Chuck E. Cheese
5. Cinemark Movie Theater
6. Discovery Cube
7. Infuzion Zone
8. John's Incredible Pizza
9. Knott's Berry Farm
10. Kona Ice
11. Lucky Art Crayonology
12. Prismatic Magic
13. Rains House
14. Sawdust Factory
15. Traveling Tide Pools
16. Wheels Squared BMX Show, LLC


VENDOR	DESCRIPTION/COST	RESPONSIBLE ADMINISTRATOR OR MANAGER
Adventure City Theme Park	Field trip fee for EXPLORE Summer TK through second grade students in July 2023. Prepayment is required. Cost is \$32.45 per student including lunch.	Director, Student Services
Best Bubble Parties	Assembly fee for EXPLORE Summer students on June 22, 2023. Prepayment is required. Total cost is not-to-exceed \$600.	Director, Student Services
Bowlero	Field trip fee for EXPLORE Summer TK through sixth grade students in July 2023. Deposit and prepayment are required. Cost is \$9 per student.	Director, Student Services
Chuck E. Cheese	Field trip for EXPLORE Summer TK through second grade students in July 2023. Prepayment is required. Cost is \$15 per student.	Director, Student Services
Cinemark Movie Theater	Field trip fee for EXPLORE Summer students to attend a movie in July 2023. Prepayment is required. Cost is not-to-exceed \$15 per person.	Director, Student Services
Discovery Cube	Field trip fee for EXPLORE Summer TK through sixth grade students in July 2023. Prepayment is required. Cost is \$11 per student.	Director, Student Services
Infuzion Zone	Field trip fee for EXPLORE Summer third through sixth grade students in July 2023. Prepayment is required. Cost not-to-exceed \$20 per student.	Director, Student Services
John's Incredible Pizza	Field trip fee for EXPLORE Summer third through sixth grade students in July 2023. Prepayment is required. Cost is \$15 per student.	Director, Student Services
Knott's Berry Farm	Field trip fee for EXPLORE Summer third through sixth grade students in July 2023. Prepayment is required. Cost is \$54 per student including lunch.	Director, Student Services
Kona Ice	Kona Ice for EXPLORE Summer students at Banyan Elementary on July 28, 2023. Prepayment is required. Cost is not-to-exceed \$5 per student.	Director, Student Services

Lucky Art Crayonology	Field trip fee for EXPLORE Summer TK through second grade students in July 2023. Prepayment is required. Cost is not-to-exceed \$15 per student.	Director, Student Services
Prismatic Magic	Assembly fee for EXPLORE Summer students on June 8, 2023. Prepayment is required. Total cost is \$899.	Director, Student Services
Rains House	Field trip fee for Carnelian Elementary third grade students to attend the Rains House on April 14, 28 and May 5, 2023 (one class per day). Prepayment is required. Total cost is \$332.	Principal
Sawdust Factory	Assembly fee for EXPLORE Summer students on June 6, 2023. Prepayment is required. Cost is \$11 per student plus a \$200 travel/event fee.	Director, Student Services
Traveling Tide Pools	Assembly fee for EXPLORE Summer students on June 27, 2023. Deposit and prepayment are required. Total cost is \$1,695.	Director, Student Services
Wheels Squared BMX Show, LLC	Assembly fee for all EXPLORE Summer students on June 20, 2023. Prepayment is required. Total cost is \$899.	Director, Student Services



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Eric Hart, Associate Superintendent, Administrative Services


Date: April 19, 2023

Subject: Approval of District Purchase Orders and Payments to Vendors

Total of Purchase Orders: \$462,765.88

Total Payments to Vendors (All Funds): \$1,814,619.89

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: April 19, 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
April 19, 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

Stelling, Sonya	04/03/23	Teacher, RSP Itinerant, DSC	CETEAC0487, Salary C-1
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Temporary Extension

None

Probationary 1

None

Probationary 2

None

II. CHANGE OF STATUS

(Change in site or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
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Leave of Absence

NAME	EFFECTIVE	ASSIGNMENT/SITE/CODE
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Huynh, Patty	08/02/23 to 05/23/24	Teacher, Secondary, Alta Loma Junior High School, CETEAC0227
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ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
April 19, 2023

CERTIFICATED PERSONNEL (continued)

III. OTHER PERSONNEL
(Stipends & Limited Assignments)

NAME	EFFECTIVE	ASSIGNMENT
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None

IV. RESIGNATIONS

NAME	EFFECTIVE	POSITION/SITE/CODE
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None

V. TERMINATION OF EMPLOYMENT

EMPLOYEE	EFFECTIVE	POSITION/SITE/CODE
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None

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
April 19, 2023

CLASSIFIED PERSONNEL

I. RECOMMENDED APPOINTMENTS

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY/HOURS
Burley, Shannon	04/03/23	ELO-P Program Technician, DSC	CLSCTY0031, Salary 45-A, 8 hours a day
Cunha, Maria	04/03/23	Instructional Aide, ALC, Vineyard Junior High School	CLAIDE0150, Salary 23-A, 3.5 hours a day
D'Amico, Laura	04/03/23	Certified Occupational Therapist Assistant, DSC	CLAIDE0315, Salary 55-F, 7 hours a day
Luna, Tiffany	04/10/23	Intermediate Purchasing Clerk, DSC	CLCLRK0247, Salary 33-A 3.5 hours a day

Short Term Appointment

None

II. CHANGE OF STATUS

(Change in site, position or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Benevenuto, Cynthia	04/06/23	From:	Speech Assistant, DSC, CLAIDE0307, Salary 55-F, 2.4 average hours a day
		To:	2.4 average hours plus additional temporary 3.4 average hours a day
Nottingham, Christian	03/23/23	From:	Utility Worker, DSC, CLUTIL0002, Salary 33-B, 8 hours a day
		To:	Maintenance Worker, Grounds, CLMNWK0002, Salary 35-C

Leave of Absence

NAME	EFFECTIVE	POSITION/SITE/CODE
None		

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
April 19, 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
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None

V. RESIGNATIONS

NAME	EFFECTIVE	ASSIGNMENT
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Burckel, Audrey	04/07/23	ELO-P Activities/Enrichment Assistant, Carnelian Elementary, CLCCRE0016
Hoskins, Dasha	04/07/23	Instructional Aide, SNA, Jasper Elementary, CLAIDE0312
Mauro Zambon, Jonni	04/20/23	Behavior Intervention Assistant, DSC, CLASST0002


VI. TERMINATION OF EMPLOYMENT

EMPLOYEE	EFFECTIVE	POSITION/SITE/CODE
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None



Superintendent's Memorandum

To: Board of Trustees
From: Dr. Sherry Smith, Superintendent 
Date: April 19, 2023
Subject: Amend Board Policies Related to Community Relations, Business and Noninstructional Operations, Personnel and Students.

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

Second Reading

BP 1312.1 – Complaints Concerning District Employees
BP 3511 – Energy And Water Management
BP 3555 – Nutrition Program Compliance
BP 4030– Nondiscrimination in Employment
BP 4119.11/4219.11/4319.11 – Sexual Harassment
BP 4119.42 – Exposure Control Plan for Bloodborne Pathogens
BP 4144/4211/4344 - Complaints
BP 4157 – Employee Safety
BP 4158 – Employee Security
BP 4218 – Dismissal/Suspension/Disciplinary Action
BP 5141.4 – Child Abuse Prevention and Reporting
BP 5142 - Safety
BP 6161.1 – Selection and Evaluation of Instructional Materials
BP 6161.11 – Supplementary Instructional Materials

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 Board Policies Related to Community Relations, Business and Noninstructional Operations, Personnel and Students.

Alta Loma SD

Board Policy

Community Relations

BP 1312.1(a)

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The Board recognizes its accountability to the public for the quality of the District's educational program and the performance of District employees. The District shall provide a process by which a complaint submitted by any person regarding an employee can be resolved impartially, expeditiously, and with minimal disruption to District operations and the educational program.

When a concern regarding an employee is presented during a Board meeting or to an individual Board member or employee outside of a Board meeting, the complainant shall be informed of the appropriate complaint procedure.

(cf. 9323 – Meeting Conduct)

Any complaint regarding the Superintendent shall be initially filed in writing with the Board. The Board shall consult with legal counsel or appoint an appropriate agent to conduct the investigation.

The Superintendent or designee shall determine whether a complaint against any other employee should be considered a complaint against the District and/or an individual employee, and whether it should be resolved by the District's process for complaints concerning personnel and/or other District procedures. Any complaint of child abuse or neglect alleged against a District employee shall be reported to the appropriate local agencies in accordance with law and BP 5141.4 - Child Abuse Prevention and Reporting. Any complaint alleging that an employee engaged in unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in District programs and activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. Any complaint by an employee, job applicant, volunteer, intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in accordance with AR 4030 - Nondiscrimination in Employment.

Any complaint subject to this policy and the accompanying administrative regulation shall be investigated by the principal, the employee's immediate supervisor, the Superintendent or designee, legal counsel, agent of the Board, and/or other appropriate person who is not the subject of the complaint or subordinate to the employee charged in the complaint. The complainant and the employee shall have an opportunity to present information relevant to the complaint.

A complaint that is filed anonymously may be investigated by the Superintendent or designee depending on the specificity and reliability of the information.

(cf. 5145.7 – Sexual Harassment)

COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

If a complainant requests confidentiality, the Superintendent or designee shall inform the complainant that the request may limit the District's ability to investigate the employee's conduct or take other necessary action. However, the Superintendent or designee shall take all reasonable steps to investigate and resolve the complaint without divulging the complainant's identity.

The Board prohibits retaliation against complainants.

Appeals

If either the complainant or the employee submits an appeal of the final written decision to the Board, the Board shall determine whether to uphold the final written decision without hearing the complaint or hear the appeal itself.

If the Board decides to hear the complaint, the matter shall be addressed in closed session in accordance with Government Code 54957. The Board shall review the original complaint and additional information provided by the Superintendent or designee regarding the steps taken to resolve the issue.

The Board's decision shall be final.

Alta Loma SD

Board Policy

Business and Noninstructional Operations

BP 3511

ENERGY AND WATER MANAGEMENT

The Board of Trustees recognizes the environmental and financial benefits that can be derived from conserving energy, water, and other natural resources, preparing for extreme weather and other natural events, and providing an environment that promotes the health and well-being of students and staff. To support District goals for energy and water management, the Superintendent or designee may develop a resource management program which may include strategies for implementing effective and sustainable resource use practices, exploring the use of renewable and clean energy technology and/or sources, reducing energy and water consumption, and promoting conservation principles in the educational program.

The Superintendent or designee may solicit input from staff, students, and parents/guardians regarding the District's resource management program. The Superintendent or designee shall provide staff and students with training and guidance on best practices to achieve the District's goals, and may establish a reward program to recognize outstanding accomplishments.

The Superintendent or designee shall regularly inspect District facilities, monitor operations, and make recommendations for maintenance and repairs which may help the District reach its conservation and management goals and improve efficiency.

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the District achieve its conservation and management goals. The District may coordinate with other local or regional entities to capitalize on their expertise and maximize the efficient use of resources, such as through joint or shared use agreements.

The Superintendent or designee may regularly report to the Board on the District's progress in meeting its conservation and resource management goals.

Emergency Interruption of Services

The Superintendent or designee shall develop a plan to minimize disruption to the educational program in the event of power outages or other emergency interruption of utility services. The plan shall include actions to be taken to facilitate student and staff safety, administrative control of operations, protection of equipment, effective communications, and coordination with local fire, police, and emergency personnel and utility service providers.

***Policy
adopted:***

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

Alta Loma SD

Board Policy

Business and Noninstructional Operations

BP 3555(a)

NUTRITION PROGRAM COMPLIANCE

The Board of Trustees recognizes the ~~d~~District's responsibility to comply with state and federal nondiscrimination laws as they apply to the ~~d~~District's nutrition programs. The ~~d~~District shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her because of his/her race, color, national origin, gender, sex, sexual orientation, disability, or any other basis prohibited by law, in its implementation of such a program *on any basis prohibited by law*.

Compliance Coordinator

The Board *shall* designate the *a compliance coordinator for nutritional programs, who may also be the* compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures, *to ensure compliance with the laws governing the District's nutrition programs.* ~~as coordinator of the district's efforts to comply with the laws governing its nutrition programs and to investigate any related complaints. Any complaint concerning the district's nutrition programs shall be investigated using the process identified in the section entitled "Procedures" in the district's AR 1312.3 - Uniform Complaint Procedures.~~

~~The coordinator shall provide training on the laws, regulations, procedures, and directives related to the district's nutrition programs to district employees involved in administering them. The coordinator also shall develop procedures and systems that do not restrict the participation of individuals in the district's nutrition programs, based on their race, ethnicity, or disability, and that prevent district employees from incorrectly denying the applications for participation submitted by such individuals.~~

~~The coordinator shall develop and maintain a system for collecting racial and ethnic data of participants in the district's nutrition programs and shall, at least annually, report to the Board on whether the district's nutrition programs are effectively reaching eligible individuals and whether and where additional outreach may be needed.~~

~~When a significant number of participants or potential participants in the district's nutrition programs are only non-English speakers, the coordinator shall make an appropriate language translation available.~~

~~The coordinator also shall ensure that the district's nutrition programs accommodate the special dietary needs of any individual with a disability who has on file a medical statement that restricts his/her diet because of his/her disability.~~

The responsibilities of the compliance coordinator include, but are not limited to:

NUTRITION PROGRAM COMPLIANCE (continued)

- 1. Providing the name of the compliance coordinator, the Section 504 coordinator, and Title IX coordinator, if different from the compliance coordinator, to the California Department of Education (CDE) and other interested parties***
- 2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff***

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

- 3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs***
- 4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants***
- 5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below***
- 6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency***
- 7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities***
- 8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet***
- 9. Implementing procedures to process and resolve civil rights complaints, including alleged discrimination on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, or disability, and program-related complaints, including maintaining a complaint log, working with the appropriate person to resolve any complaint, and referring the complainant to the appropriate state or federal agency when necessary***

NUTRITION PROGRAM COMPLIANCE (continued)

10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants

Notifications

The **compliance** coordinator shall ensure that the U.S. Department of Agriculture's **USDA "And Justice for All" civil rights poster**, or ~~other approved Nutrition Programs Civil Rights posters~~ **are a substitute poster approved by USDA's Food and Nutrition Service, is** displayed in areas visible to the ~~the~~ District's nutrition program participants, such as food service areas and school offices.

~~Annually, the coordinator shall notify all students, parents/guardians, and employees of program requirements and the procedures for filing a complaint, through the district's usual means of notification.~~

The compliance coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their rights and responsibilities and steps necessary to participate in the nutrition programs, including program requirements and program availability. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures and that a complaint may be filed anonymously or by a third party.

In addition, the **compliance** coordinator shall ensure that every informational release, publication, or poster concerning the district's nutrition programs and/or activities includes, in a prominent location, the following statement: **all forms of communication available to the public regarding program availability shall contain, in a prominent location, the most current version of the nondiscrimination statement provided by USDA about the District's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the District.**

~~"In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. In addition, California law prohibits discrimination on any basis identified in Government Code 12940.~~

Forms of communication requiring this nondiscrimination statement include, but are not limited to, websites, public information releases, publications, and posters, but exclude items such as cups, buttons, magnets, menus, and pens that identify the program when the size or configuration makes it impractical. The nondiscrimination statement need not be included on every page of program information on the District's or school's website, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, as provided by USDA, may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

NUTRITION PROGRAM COMPLIANCE (continued)

Complaints of Discrimination

A complaint alleging discrimination in the District's nutrition program(s) on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, or disability shall, within 180 days of the alleged discriminatory act, be filed or referred to USDA at any of the following: (5 CCR 15582)

Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

Phone: (866) 632-9992, (800) 877-8339 (Federal Relay Service - English, deaf, hard of hearing, or speech disabilities), (800) 845-6136 (Federal Relay Service - Spanish)

Fax: (833) 256-1665 or (202) 690-7442

Email: program.intake@usda.gov

Complaints of discrimination on any other basis shall be investigated by the District using the process identified in AR 1312.3 - Uniform Complaint Procedures.

Complaints Regarding Noncompliance with Program Requirements

Any complaint alleging that the District has not complied with program requirements pertaining to meal counting and claiming, reimbursable meals, eligibility of a child or adult, use of cafeteria funds and allowable expenses in relation to any child nutrition program specified in Education Code 49550-49564.5 shall be filed with or referred to CDE. (Education Code 49556; 5 CCR 15584)

Complaints against a program operator that is not an educational agency shall be filed with or referred to CDE. (5 CCR 15584)

Complaints of noncompliance with any other nutrition program requirements shall be submitted to and investigated by the District using the following procedures.

Complaints may be filed by a student or the student's duly authorized representative by phone, email, or letter. The complaint shall be submitted within one year from the date of the alleged violation and shall include the following: (5 CCR 15581)

- 1. A statement that the District has violated a law or regulation relating to its child nutrition program***
- 2. The facts on which the statement is based***
- 3. The name of the District or the school against which the allegations are made***
- 4. The complainant's contact information***

NUTRITION PROGRAM COMPLIANCE (continued)

- 5. *The name of the student if alleging violations regarding a specific student***
The District shall investigate and prepare a written report pursuant to 5 CCR 4631. (5 CCR 15583)

Unless extended by written agreement with the complainant, the District's compliance coordinator shall investigate the complaint and prepare a written report to be sent to the complainant within 60 days of the District's receipt of the complaint. (5 CCR 15583; 5 CCR 4631)

If the complainant is not satisfied with the findings in the District's report, the complainant may appeal the decision to CDE by filing a written appeal within 30 days of receiving the decision. (5 CCR 4632)

~~To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."~~

~~However, if the document is no more than one page and there is no room to print the full nondiscrimination statement, the district may instead use the statement "This institution is an equal opportunity provider" in the same print size as the rest of the text.~~

~~When a complaint is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:~~

- ~~1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 1500, Sacramento, CA 95814-2342 or call 916-445-0850 or 800-952-5609~~
- ~~2. Office of Civil Rights, USDA, Western Region, 90 Seventh Street, Suite 10-100, San Francisco, CA 94103 or call 415-705-1336 or fax 415-705-1364 or email Joe.Torres@fns.usda.gov~~
- ~~3. USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY)~~

Alta Loma SD

Board Policy

Personnel

BP 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

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

No District employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics.

Employers are also prohibited from discrimination against employees or job applicants on the basis of reproductive health decisionmaking, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health. (Government Code 12926, 12940)

(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)

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

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

1. Hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment

NONDISCRIMINATION IN EMPLOYMENT (continued)

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression or gender identity, including transgender status
 - b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the District's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement
 - c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
 - d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee
 - e. *Requiring an applicant or employee to disclose information relating to the employee's reproductive health decisionmaking*

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

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

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

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the supervisor, Superintendent or designee as soon

NONDISCRIMINATION IN EMPLOYMENT (continued)

as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)

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

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

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

Policy
 adopted: July 11, 2006
 amended: September 18, 2013
 amended: October 5, 2022

ALTA LOMA SCHOOL DISTRICT
 Alta Loma, California

Alta Loma SD

Board Policy

Personnel

BP 4119.11(a)

4219.11

4319.11

SEXUAL HARASSMENT

The following policy shall apply to all District employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the District.

The Board of Trustees ~~prohibits sexual harassment of District employees and job applicants. is committed to providing a safe work environment that is free of harassment and intimidation.~~ The Board also prohibits *sexual harassment against District employees* and retaliatory behavior or action against District employees or other any persons who complains, testifyies or otherwise participates in the complaint process established pursuant to *for the purpose of* this policy and administrative regulation. This policy shall apply to all District employees and, when applicable, to interns, volunteers, and job applicants.

~~(cf. 0410 – Nondiscrimination in District Programs and Activities)~~

~~(cf. 4030 – Nondiscrimination in Employment)~~

(cf. 5145.7 – Sexual Harassment)

(cf. 5145.71 – Title XI Sexual Harassment Complaint Procedures)

(cf. 4119.12/4219.12/4319.12 – Title IX Sexual Harassment Complaint Procedures)

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the District's sexual harassment policy to ~~staff~~ *employees*
3. Ensuring prompt, thorough, and fair *and equitable* investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the District's strategies to prevent and address harassment. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

SEXUAL HARASSMENT (continued)

Sexual Harassment Reports and Complaints

~~All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)~~

~~Any District employees or job applicant who feels that he/she has~~ *they have* ~~been sexually harassed in the performance of their District responsibilities or who has~~ *have* ~~knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her~~ *their direct* ~~supervisor, the principal, a District administrator, or Superintendent~~ *the District's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.*

~~A supervisor, principal or other District administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.~~

~~Complaints of sexual harassment shall be filed in accordance with AR 4031—Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.~~

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

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

~~(cf. 4031—Complaints Concerning Discrimination in Employment)~~

Upon investigation of a sexual harassment complaint, Any District employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a District employee, job applicant, or student is in violation of this policy and is shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

BP 4119.11(c)
4219.11
4319.11

SEXUAL HARASSMENT (continued)

~~(ef. 4117.4—Dismissal)~~
~~(ef. 4118—Suspension/Disciplinary Action)~~
~~(ef. 4218—Dismissal/Suspension/Disciplinary Action)~~

Policy
adopted: July 11, 2006
amended: July 26, 2017

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Personnel

BP 4119.42

4219.42

4319.42

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

As part of its commitment to provide a safe and healthful work environment, the Board of Trustees recognizes the importance of ~~developing an exposure control plan~~ *protecting employees from possible infection due to contact with bloodborne pathogens, including, but not limited to, hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV).* The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace ~~to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).~~

The exposure control plan shall be consistent with the District's injury and illness prevention program established pursuant to Labor Code 6401.7 and 8 CCR 3203. (8 CCR 5193)

(cf. 4119.43/4219.43/4319.43—Universal Precautions)

(cf. 4157/4257/4357—Employee Safety)

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the ~~the~~ District's exposure control plan, employees having occupational exposure shall *receive training and* be offered the hepatitis B vaccination. *(8 CCR 5193; 29 CFR 1910.1030)*

~~The Superintendent or designee may exempt designated first aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. (8 CCR 5193(f))~~

In the event that an employee has an exposure incident, the District shall implement follow-up procedures in accordance with the exposure control plan. All such incidents shall be evaluated to determine whether changes need to be made in District practices.

Alta Loma SD

Board Policy

Personnel

BP 4144

4244

4344

COMPLAINTS

The Board of Trustees recognizes the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The Board expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint.

The Board prohibits retaliation against complainants. The Superintendent or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

~~(cf. 1312.3—Uniform Complaint Procedures)~~

~~(cf. 1312.4—Williams Uniform Complaint Procedures)~~

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

~~(cf. 4031—Complaints Concerning Discrimination in Employment)~~

~~(cf. 4119.11/4219.11/4319.11—Sexual Harassment)~~

~~(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)~~

~~(cf. 4119.23/4219.23/4319.23—Unauthorized Release of Confidential/Privileged Information)~~

All matters related to a complaint shall be kept confidential and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's personnel file.

~~(cf. 4112.6/4212.6/4312.6—Personnel Records)~~

Policy

adopted: July 11, 2006

amended: December 17, 2008

ALTA LOMA SCHOOL DISTRICT

Alta Loma, California

Alta Loma SD

Board Policy

Personnel

BP 4157(a)

4257

4357

EMPLOYEE SAFETY

The Board of Trustees is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state and local laws and regulations.

~~(cf. 0450—Comprehensive Safety Plan)~~

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and, to the extent possible, to correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

~~(cf. 4117.4—Dismissal)~~

~~(cf. 4118—Suspension/Disciplinary Action)~~

~~(cf. 4218—Dismissal/Suspension/Disciplinary Action)~~

The Superintendent or designee shall establish and implement a written injury and illness prevention program, *and provide employees with access to such program*, in accordance with law. (Labor Code 6401.7; 8 CCR 3203)

~~(cf. 3514—Environmental Safety)~~

~~(cf. 3514.1—Hazardous Substances)~~

~~(cf. 4119.41/4219.41/4319.41—Employees with Infectious Disease)~~

~~(cf. 4119.42/4219.42/4319.42—Exposure Control Plan for Bloodborne Pathogens)~~

~~(cf. 4119.43/4219.43/4319.43—Universal Precautions)~~

~~(cf. 4157.1/4257.1/4357.1—Work Related Injuries)~~

~~(cf. 4157.2/4257.2/4357.2—Ergonomics)~~

~~(cf. 4158/4258/4358—Employee Security)~~

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for ~~making complaints, instituting proceedings or testifying with regard to~~ *exercising any right regarding* employee safety or

EMPLOYEE SAFETY (continued)

health, or for participating in any occupational health and safety committee established pursuant to *specified in* Labor Code 6401.7. (~~Labor Code 6310~~) *6310, including:*

1. *Making a report or complaint*
2. *Instituting proceedings or causing proceedings to be instituted*
3. *Testifying with regard to employee safety or health*
4. *Participating in any occupational health and safety committee established pursuant to Labor Code 6401.7*
5. *Requesting access to injury or illness reports and records*
6. *Exercising any other right protected by the Occupational Safety and Health Act*

Policy
adopted: July 11, 2006
amended: June 16, 2010

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Personnel

BP 4158(a)

4258

4358

EMPLOYEE SECURITY

The Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the ~~the~~ District's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing ~~them with~~ necessary assistance and support when emergency situations occur.

~~(cf. 0450—Comprehensive Safety Plan)~~

~~(cf. 3515—Campus Security)~~

~~(cf. 5131.4—Student Disturbances)~~

Any person who threatens the safety of others at any District facility may be removed by the Superintendent or designee in accordance with AR 3515.2 – Disruptions.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. Such measures may include seeking a temporary restraining order on behalf of the employee pursuant to Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to Penal Code 18150 and 18170.

Upon request by an employee who is a victim of domestic violence, sexual assault, or stalking, the Superintendent or designee shall provide reasonable accommodations in accordance with Labor Code 230-230.1 and the accompanying administrative regulation to protect the employee's safety while at work.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or the student's parent/guardian to recover damages for injury to the employee's person or property caused by the student's willful misconduct that occurred on District property, at a school or District activity, or in retaliation for lawful acts of the employee in the performance of the employee's duties. (Education Code 48904, 48905)

The Superintendent or designee shall ~~ensure that appropriate employees are trained~~ *provide staff development* in crisis prevention and intervention techniques, ~~in order to protect themselves and students.~~ Staff development *which* may include training in classroom management, effective communication techniques, *procedures for responding to an active shooter situation*, and crisis resolution.

~~(cf. 4131—Staff Development)~~

EMPLOYEE SECURITY (continued)

~~(cf. 4231 – Staff Development)~~

~~(cf. 4331 – Staff Development)~~

In accordance with law, ~~the Superintendent or designee also shall ensure that employees are informed, in accordance with law,~~ **inform teachers, administrators, and/or counselors** of crimes and offenses committed by students who may pose a danger in the classroom. *(Education Code 48201, 49079; Welfare and Institutions Code 827)*

The Superintendent or designee may make available at appropriate locations, including, but not limited to, District and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

~~(cf. 5141 – Health Care and Emergencies)~~

~~(cf. 3515.4 – Recovery for Property Loss or Damage)~~

~~(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)~~

Policy
adopted: July 11, 2006
revised: September 7, 2011

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Personnel

BP 4218(a)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

The Governing Board expects all employees to perform their jobs satisfactorily and to exhibit professional and appropriate conduct, and serve as positive role models both at school and in the community. A certificated employee may be disciplined for conduct or performance in accordance with law, Board policy, or administrative regulation.

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. An employee's private exercise of personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not involve coercion of students or any other violation of law, Board policy, or administrative regulation.

In addition, an employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student engaged in exercising any free speech or press right authorized by, or for refusing to infringe upon a student's conduct protected pursuant to, Education Code 48907 or 48950.

Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

A probationary classified employee may be dismissed without cause at any time prior to the expiration of the probationary period.

Permanent classified employees shall be subject to disciplinary action only for cause as specified in the accompanying administrative regulation. (Education Code 45113)

Procedures for Serious Disciplinary Proceedings

The Superintendent or designee shall develop disciplinary procedures for use when dismissal, suspension, demotion, involuntary reassignment, or other serious disciplinary action is contemplated against an employee. The procedures for such discipline shall

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

include an opportunity for an employee for whom any such disciplinary action is recommended to meet with, or respond in writing to, a designated District official ("Skelly officer") who will determine whether the recommended discipline should proceed further or be modified or withdrawn.

After meeting with the employee or considering the employee's written response, if the Skelly officer determines that the recommended discipline should proceed, the Superintendent or designee shall send the employee a notice of the recommended disciplinary action, a statement of charges, and the results of the Skelly review process. The notice shall include a statement advising the employee of the right to request a Board hearing on the matter.

If the employee fails to request a hearing within the time specified in the notice, the employee is deemed to have waived the right to do so, and the Board may order the recommended disciplinary action into effect immediately.

If a timely request is submitted, a hearing shall be conducted by the Board. (Education Code 45113, 45312)

A classified employee who timely requests a hearing may only be suspended, demoted, or dismissed pending the outcome of the hearing in accordance with Education Code 45113, and as specified in the accompanying administrative regulation.

The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board and the availability of legal counsel and witnesses. The employee shall be notified of the time and place of the hearing.

The hearing shall be held in closed session, unless the employee requests that the matter be heard in an open session meeting. (Government Code 54957)

The employee shall be entitled to appear personally, produce evidence, and be represented by legal counsel.

The Board may use the services of its legal counsel in ruling upon procedural questions, objections to evidence, and issues of law. The Board may review and consider the records of any prior personnel action proceedings against the employee in which a disciplinary action was ultimately sustained and any records contained in the employee's personnel files and introduced into evidence at the hearing. The Board shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made by the Board.

At any time before a matter is submitted to the Board for decision, the Superintendent or

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of disciplinary action. If the amended or supplemental recommendation includes new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegations may be made orally at the hearing and shall be noted on the record.

Following the hearing or, if the employee has not requested a hearing, after reviewing the Superintendent or designee's recommendation for disciplinary action, the Board shall affirm, modify, or reject the recommended disciplinary action. The decision of the Board shall be in writing and shall contain findings of fact and the disciplinary action approved, if any. The decision of the Board shall be final.

Within 10 working days of the Board's final decision, a copy of the decision shall be delivered to the employee and/or designated representative personally or by registered mail.

Except for an allegation of egregious misconduct in which a minor is involved, the Board may delegate the authority to determine whether sufficient cause exists for disciplinary action to an impartial third-party hearing officer. When a matter is heard by a third-party hearing officer, the Board shall review the determination and adopt or reject the recommended decision. (Education Code 45113)

When any matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a witness who is a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. In such cases, the ruling of the administrative law judge shall be binding on the District and the employee. (Education Code 45113)

***Policy
adopted:***

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

Alta Loma SD

Board Policy

Students

BP 5141.4(a)

CHILD ABUSE PREVENTION AND REPORTING

The Board of Trustees is committed to supporting the safety and well-being of District students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

Child Abuse Prevention

~~The Board of Trustees recognizes the District's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.~~

The District's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. ~~This curriculum shall~~ *which explains* students' right to live free of abuse, *includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly*, informs ~~them~~ *students* of available support resources, and teaches ~~them~~ *students* how to obtain help and disclose incidents of abuse. ~~The curriculum also shall include training in self-protection techniques.~~

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

The Superintendent or designee shall, *to the extent feasible*, seek to incorporate community resources into the District's child abuse prevention programs. ~~To the extent feasible, the Superintendent or designee shall use these community~~ *and may use these* resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the District has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

CHILD ABUSE PREVENTION AND REPORTING (continued)

Procedures for reporting child abuse shall be included in the District and/or school comprehensive safety plan. (Education Code 32282)

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters ***as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)***

~~In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)~~

Policy
adopted: September 19, 2006
amended:

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Students

BP 5142(a)

SAFETY

The Board of Trustees recognizes the importance of providing a safe school environment in order to help ensure *that is conducive to learning and promotes student safety and the prevention of student injury well-being*. The Superintendent or designee shall implement appropriate practices *measures shall be implemented* to minimize the risk of harm to students, including, *but not limited to protocols for maintaining safe conditions on school grounds*, practices relative to *promoting safe use of* school facilities and equipment, outdoor environment, *and guiding student participation in* educational programs and school-sponsored activities.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the District's processes and procedures related to the protection of the District's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

School staff shall be responsible for the proper supervision of students during school hours, while at s at all times when students are subject to District rules, including, but not limited to, during school hours, school-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using District provided transportation to and from school.

The Superintendent or designee shall ensure that students receive appropriate instruction in on topics related to safety *and emergency procedures, as well as injury* and disease prevention.

Crossing Guards

To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards at any District school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

Student Identification Cards and Safety Information

Student identification cards of students in grades 7-12 shall have printed on them safety information, including the following: (Education Code 215.5)

SAFETY (continued)

- 1. The National Suicide Prevention Lifeline telephone number and, at the District's discretion, the Crisis Text Line and/or a local suicide prevention hotline telephone number***
- 2. The National Domestic Violence Hotline***

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

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Instruction

BP 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Board of Trustees desires that District instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect ~~the~~ *and value society's* diversity ~~of our society,~~ and enhance ~~the use of multiple teaching strategies and technologies~~ *instructors' ability to educate all students through the use of multiple teaching strategies and technologies.* The Board's *shall* adoption of instructional materials ~~shall be~~ based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the District's curriculum to ensure that they effectively support the District's adopted courses of study.

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) *or that* have, ~~otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8 during the District's review process, been determined to be aligned with the State academic content standards adopted by SBE.~~ (Education Code 60200, 60210)

~~The Board's priority in the selection of instructional materials is to ensure that all students are provided with standards-aligned instructional materials in the core curriculum areas of English/language arts, mathematics, science, and history-social science.~~

~~Review Process~~

~~The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.~~

~~The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)~~

~~In addition, the instructional materials review committee may include administrators, other staff who have subject matter expertise, and students as appropriate.~~

~~If the District chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the District's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)~~

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

~~Individuals who participate in selecting and evaluating instructional materials shall not have a conflict of interest in the materials being reviewed, as defined in administrative regulation.~~

~~The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.~~

~~All recommended instructional materials shall be available for public inspection at the District office.~~

~~The District may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the District's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.~~

Public Hearing on Sufficiency of Textbooks or Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the District's instructional materials, *including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource.* (Education Code 60010, 60119)

~~The Board shall also make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the state curriculum frameworks. (Education Code 60119)~~

The hearing shall ~~take place~~ **be held** on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. ~~The Superintendent or designee shall post, 10~~ **Ten** days prior to the hearing, **the Superintendent or designee shall post a notice** and in three public places within the District, ~~a notice~~ containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

At these hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials ~~which~~ *that* are aligned to the State content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8 and which are *by SBE and* consistent with the content and cycles of the state's curriculum frameworks. ~~Sufficiency of instructional materials shall be determined~~ *adopted by SBE* in each of the following subjects: (Education Code 60119)

1. Mathematics
2. Science
3. History-social science
4. English/language arts, including the English language development component of an adopted program
5. *World language*
6. *Health*

~~In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the District and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)~~

~~The Board shall also make a determination that all students within the District who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, 60119, and 60422. (Education Code 1240.3, 42605)~~

If the Board determines that there are insufficient textbooks and/or instructional materials, the ~~Board~~ *District* shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, ~~except an action that would require reimbursement by the Commission of State Mandates,~~ to ensure that that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the District's local control and accountability plan. (Education Code 52060)

Complaints

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation *BP/AR 1312.2 - Complaints Concerning Instructional Materials or AR 1312.4 - Williams Uniform Complaint Procedures, as applicable.*

Policy
adopted: October 4, 2006
amended:

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Instruction

BP 6161.11(a)

SUPPLEMENTARY INSTRUCTIONAL MATERIALS

The Board of Trustees encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with District goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the District and/or available funding sources designated for these purposes.

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials. Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

Supplementary Materials Aligned with Common Core Standards

To prepare District students to achieve the Common Core Standards in English language arts and mathematics and the English language development standards, as applicable, the Board may select supplementary instructional materials from the lists of materials determined by the State Board of Education (SBE) to be aligned with those standards. (Education Code 60605.86-60605.88)

The Board may approve supplementary instructional materials that are not on the lists approved by the SBE but which are aligned with the Common Core Standards provided that the materials comply with the evaluation criteria established by the SBE and Education Code 60050, 60060-60062, and 60226. The Board shall select content review experts who possess the qualifications specified in law to review and recommend such supplementary materials. The majority of the content review experts shall be teachers who are credentialed and/or authorized in the subject area they are reviewing and the remainder shall include appropriate persons from postsecondary educational institutions, school and District curriculum administrators, and other persons who are knowledgeable in the subject area. (Education Code 60605.86-60605.88)

Appropriateness of Materials

Whenever a District employee proposes to use a supplementary resource which is not included in the approved learning resources of the District, ~~he/she~~ **they** shall preview the material to determine whether, in ~~his/her~~ **their** professional judgment, it is appropriate for the grade level taught and is consistent with District criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with District criteria. The primary considerations should be the educational value, appropriateness, and relevance of the materials as well as the ages and maturity of the students.

Policy
adopted: October 4, 2006
amended:

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California



Superintendent's Memorandum

To: Board of Trustees

From: Dr. Sherry Smith, Superintendent 

Date: April 19, 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 9270 – Conflict of Interest
BB 9320– Meetings and Notices

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 9270(a)

CONFLICT OF INTEREST

The Board of Trustees desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the District and the public. ~~In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the making of any decision for the District when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.~~ ***Accordingly, no Board member, District employee, or other person in a designated position shall participate in the making of any decision for the District when the decision will or may be affected by the Board member's, District employee's, or other designated person's financial, family, or other personal interest or consideration.***

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

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

The Board shall adopt ***for the District*** ~~a resolution that specifies the terms of the District's conflict of interest code~~ ***that incorporates the provisions of 2CCR 18730 by reference, specifies*** the District's designated positions, and ***provides*** the disclosure categories required for each position. The conflict of interest code shall be submitted to the District's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

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

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

CONFLICT OF INTEREST (continued)

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

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

Conflict of Interest Under the Political Reform Act

A District official, including a Board member or designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use their an official position to influence a governmental decision in which they the District official knows or has reason to know that they have there is a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" which is distinguishable from the effect on the public generally, on the District official, the District official's immediate family, or any financial interest described in 2 CCR 18700. one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-187097)

A Board member or designated employee District official makes a governmental decision when, acting within the authority of their the office or position, the District official authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before another District official for the purpose of affection the decision, votes on a matter, appoints a person, obligates or commits the District to any course of action, enters into any contractual agreement on behalf of the District or takes any other action specified in 2 CCR 18704.

However, A a Board member District official shall participate in the making of a contract in which the District official has a financial interest of such participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705. who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. The Board member may remain on the dais, but their presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

CONFLICT OF INTEREST (continued)***Conflict of Interest from Campaign Contributions***

To avoid improper influence over the Board's decision-making involving the issuance of a license, permit, or other entitlements for use, including a contract, District officers, which includes Board members or agency heads, shall comply with Government Code 84308, including the following: (Government Code 84308)

- 1. A District officer is prohibited from accepting, soliciting, or directing a contribution of more than \$250 from any party or participant to a proceeding involving a license, permit, or other entitlement for use, including a contract, or from that person's agent, while the proceeding is pending before the Board and for 12 months following the date a final decision is rendered in the proceeding, if the Board member knows or has reason to know that the party or participant has a financial interest in the Board's decision.***
- 2. Any District officer who received a contribution of more than \$250 from a party or participant in the preceding 12 months shall disclose that fact on the record of the proceeding prior to the Board rendering a decision in the proceeding. If the District officer willfully or knowingly received the contribution and knows or has reason to know that the participant has a financial interest in the Board's decision, the District officer shall not make, participate in making, or in any way attempt to use the official position to influence the Board's decision.***
- 3. A District officer who receives a contribution that would otherwise require disqualification as described in Item #2 above may participate in the proceeding if the contribution is returned within 30 days from the time the District officer knows or should have known about the contribution and the proceeding.***
- 4. A District officer who unknowingly accepts, solicits, or directs a contribution of more than \$250 during the 12 months after the date of the Board's final decision on the proceeding may cure the violation by returning the contribution, or the portion exceeding \$250, within 14 days of accepting, soliciting, or directing the contribution, provided the District officer did not knowingly or willfully accept, solicit, or direct the prohibited contribution. The District officer shall maintain records of curing the violation.***

The provision in Government Code 84308 as specified above do not apply to labor contracts, competitively bid contracts, and personal employment contracts. (Government Code 84308)

Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or

CONFLICT OF INTEREST (continued)

potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. ~~Recuse themselves from discussing and voting~~ ***Not discuss or vote*** on the matter, or otherwise ~~acting~~ ***act*** in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

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

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

If the item is on the consent calendar, the Board member ~~must recuse themselves~~ ***shall either make a motion to remove the item from the consent calendar or the Board member shall abstain from voting on the consent calendar. In any event, the Board member shall refrain*** from discussing or voting on ~~that matter,~~ ***but the item. However, the*** Board member is not required to leave the room during consideration of the consent calendar.

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

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

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

CONFLICT OF INTEREST (continued)

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

In addition, a Board member shall not be considered to be financially interested in a contract in which ~~his/her~~ *the* interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for ~~their~~ actual and necessary expenses incurred in the performance of ~~their~~ official duties, in the employment of ~~their~~ *a* spouse/registered domestic partner who has been a District employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which ~~their~~ *the Board member's* private or personal interest may conflict with ~~their~~ official duties.

~~Rule of Necessity or Legally Required Participation~~

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

Incompatible Offices and Activities

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

(cf. 4136/4236/4336 – Nonschool Employment for language implementing this mandate relative to employees)

(cf. 9220 – Governing Board Elections)

Gifts

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

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

CONFLICT OF INTEREST (continued)

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

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

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

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

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

Honoraria

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

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

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches

CONFLICT OF INTEREST (continued)

2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income for tax purposes

Bylaw
adopted: September 19, 2006
amended: January 11, 2017
December 14, 2022

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Bylaw

BB 9320(a)

MEETINGS AND NOTICES

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

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

(cf. 9012 - Board Member Electronic Communications)

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

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

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. ***Any doubt about a request for accommodation shall be resolved in favor of accessibility.*** (Government Code **54953**, 54953.2, 54954.1, **54954.2**)

Notice of the procedure for receiving and resolving requests for accommodation described above shall be given in each instance in which notice of the time of a meeting is otherwise given or the agenda for the meeting is otherwise posted. (Government Code 54953)

(cf. 9322 – Board Agenda/Materials)

MEETINGS AND NOTICES (continued)

Regular Meetings

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

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

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

(cf. 1340 - Access to District Records)

(cf. 9322 – Agenda/Meeting Materials)

Special Meetings

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

(cf. 3460 – Financial Reports and Accountability)

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

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

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

MEETINGS AND NOTICES (continued)**Emergency Meetings**

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

(cf. 9321 – Closed Session)

(cf. 9323.2 – Actions by the Board)

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

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

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

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

Adjourned/Continued Meetings

The Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the Board may

MEETINGS AND NOTICES (continued)

adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and place and shall give notice in the same manner required for special meetings. (Government Code 54955)

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

Study Sessions, Retreats, Public Forums, and Discussion Meetings

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

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

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

Other Gatherings

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

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school Board members
2. An open, publicized meeting organized by a person or organization other than the District to address a topic of local community concern
3. An open and noticed meeting of another body of the District
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

MEETINGS AND NOTICES (continued)

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

Location of Meetings

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

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

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the District is a party
2. Inspect real or personal property which cannot conveniently be brought into the District, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the District has no meeting facility within its boundaries or if its principal office is located outside the District
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the District over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the District but located outside the District, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the District's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the District
10. Interview a potential employee from another district

MEETINGS AND NOTICES (continued)

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

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

Traditional Teleconferencing

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

All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction.

All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within District boundaries. (Government Code 54953)

Unless a Board member participates by teleconference pursuant to the provisions described in the sections "Teleconferencing During a Personal Emergency," "Teleconferencing For 'Just Cause'" or "Teleconferencing During a Proclaimed State of Emergency" below, A agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. ~~Additional teleconference locations may be provided to the public. (Government Code 54953)~~

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

MEETINGS AND NOTICES (continued)

Teleconferencing During a Personal Emergency

Until January 1, 2026, with approval from the majority of the Board, a Board member may be permitted to participate in a meeting remotely when a physical or family medical emergency prevents the Board member from attending in person. The Board member requesting to appear remotely shall notify the Board of the emergency situation as soon as possible, and provide a concise general description of the circumstances relating to the Board member's need to appear remotely. The Board member shall not be required to disclose any disability, medical diagnosis, or personal medical information exempt under existing law. (Government Code 54953)

A Board member may not appear remotely under emergency circumstances for more than 20 percent of the Board's regular meetings or for more than three consecutive months. If the Board meets less than 10 times in a calendar year, a Board member may not appear remotely under emergency circumstances for more than two meetings. (Government Code 54953)

When a Board Member is approved to participate remotely due to emergency circumstances, the Board member is not required to participate from a location which is accessible to the public and the location does not need to be identified on the agenda. (Government Code 54953)

If permitted to participate remotely, the Board member shall utilize both audio and visual technology and publicly disclose, before any action is taken, whether any other individuals 18 years or older are present in the remote location with the Board member, and the general nature of the member's relationship with such individuals. (Government Code 54953)

The District shall also provide public access to the meeting via a two-way audiovisual platform or a two-way audio service and a live webcast, with public comment being allowed via the remote platform as well as in person and the public shall be able to offer comments in real time. The agenda shall include information describing how members of the public can access the platform. (Government Code 54953)

If a disruption prevents broadcasting the meeting to members of the public using the call-in option or internet-based service option, or a disruption that is within the Board's control prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board shall not take action on agenda items until public access to the meeting is restored. (Government Code 54953)

Teleconferencing for "Just Cause"

A Board member be permitted to appear remotely, pursuant to the provisions below, for just cause for no more than two meetings per calendar year. A Board member appearing

MEETINGS AND NOTICES (continued)

for just cause shall notify the Board at the earlier possibly opportunity of the need to participate in the meeting remotely, including at the start of a regular meeting. (Government Code 54953)

Just Cause may exist for any of the following: (Government Code 54953)

- 1. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a Board member to participate remotely*
- 2. A contagious illness prevents a Board member from attending in person*
- 3. A Board member has a need related to a physical or mental disability not otherwise reasonably accommodated*
- 4. A Board member is traveling while on official business of the Board or another state or local agency*

When a Board member participates remotely for just cause, the Board member is not required to participate from a location which is accessible to the public and the location does not need to be identified on the agenda. (Government Code 54953)

If the Board member participates remotely, the Board member shall utilize both audio and visual technology and publicly disclose, before any action is taken, whether any other individuals 18 years or older are present in the remote location with the Board member, and the general nature of the member's relationship with such individuals. (Government Code 54953)

The district shall also provide public access to the meeting via a two-way audiovisual platform or a two-way audio service and a live webcast, with public comment being allowed via the remote platform as well as in person and the public shall be able to offer comments in real time. The agenda shall include information describing how members of the public can access the platform. (Government Code 54953)

If a disruption prevents broadcasting the meeting to members of the public using the call-in option or internet-based service option, or a disruption that is within the Board's control prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board shall not take action on agenda items until public access to the meeting is restored. (Government Code 54953)

Teleconferencing During a Proclaimed State of Emergency

***Until January 1, 2024, the* Board may conduct Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each teleconference location,**

MEETINGS AND NOTICES (continued)

providing an opportunity for members of the public to address the Board directly at each teleconference location, and ensuring that at least a quorum of the Board participated from locations within District boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

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

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

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

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

3. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the Board directly pursuant to Government Code 54954.3
4. Members of the public shall not be required to submit public comments in advance of a Board meeting and shall be provided an opportunity to address the Board and offer comments in real time
5. Public comment periods shall not be closed until the timed public comment period, if such is offered by the Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed
6. If during a Board meeting a disruption occurs which prevents the District from

MEETINGS AND NOTICES (continued)

broadcasting the meeting to members of the public *using the call-in option* or ~~for internet-based service option, or I the event of a disruption within the District's control that prevents~~ members of the public ~~to offer~~ *from offering* public comments, the Board shall take no further action on any agenda item until public access via the call or internet-based service option to the meeting is restored

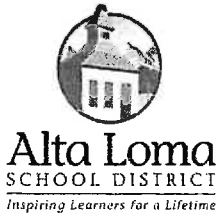
The District may, in its discretion, provide a physical location from which the public may attend or comment. (Government Code 54953)

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


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

Bylaw
adopted: September 19, 2006
amended: November 7, 2012
January 18, 2023

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California



Educational Services Memorandum


To: Dr. Sherry Smith, Superintendent
From:  Chris Deegan, Associate Superintendent
Date: April 19, 2023
Subject: Approval of EXPLORE Hourly Rate for Wellness Enrichment Provider

BACKGROUND: Quality enrichment opportunities play an important role in the Alta Loma School District's Expanded Learning Opportunity Program. These enrichments give students the opportunity to participate in activities that are of academic, social, emotional and physical interest to students but do not duplicate the school day. A key component of the program plan is social emotional enrichment opportunities. The addition of the wellness enrichment provider will allow for group enrichments that focus on proactive wellness and social skills.

RATIONALE: To provide students social emotional opportunities through the addition of wellness enrichments taught by a Marriage and Family Therapist intern who is contracted with the Alta Loma School District to complete clinical hours and is overseen by the District's Coordinator of Counseling Services and Clinical Supervisor.

FUNDING: The cost to provide this opportunity for students enrolled in EXPLORE would be based on an hourly rate of \$40. This is paid through restricted ELO-P State funding.


RECOMMENDATION: Recommend that the Board approve the addition of a wellness enrichment provider to be paid at the hourly rate of \$40.

Prepared by:  Cara Cerecerez, Director of Student Services



Educational Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Chris Deegan, Associate Superintendent

Date: April 19, 2023


Subject: Approval of EXPLORE Hourly Rate for Classified Community Enrichment Providers

BACKGROUND: Quality enrichment opportunities play an important role in the Alta Loma School District's Expanded Learning Opportunity Program. These enrichments give students the opportunity to participate in activities that are of academic, social, emotional and physical interest to students but do not duplicate the school day. The addition of classified community enrichment providers will allow EXPLORE to open the opportunity to provide enrichments to our classified employees and compensate them at an hourly rate. Classified community enrichment providers will help increase the various offerings to students in the areas of ELA, Math, STEAM, World Languages, Physical Activity, Art and more.

RATIONALE: To provide students increased enrichment opportunities.

FUNDING: The cost to provide this opportunity for students enrolled in EXPLORE would be based on an hourly rate of \$20. This is paid through restricted ELO-P State funding.


RECOMMENDATION: Recommend that the Board approve the addition of classified community enrichment providers to be paid at the hourly rate of \$20.

Prepared by:  Cara Cerecerez, Director of Student Services



Educational Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Chris Deegan, Associate Superintendent

Date: April 19, 2023


Subject: Approval of EXPLORE Hourly Rate for Certificated Community Enrichment Providers

BACKGROUND: Quality enrichment opportunities play an important role in the Alta Loma School District's Expanded Learning Opportunity Program. These enrichments give students the opportunity to participate in activities that are of academic, social, emotional and physical interest to students but do not duplicate the school day. The addition of certificated community enrichment providers will allow EXPLORE to open the opportunity to provide enrichments to our substitute teachers and compensate them at an hourly rate. Certificated community enrichment providers will help increase the various offerings to students in the areas of ELA, Math, STEAM, World Languages, Physical Activity, Art and more.

RATIONALE: To provide students increased enrichment opportunities.

FUNDING: The cost to provide this opportunity for students enrolled in EXPLORE would be based on an hourly rate of \$30. This is paid through restricted ELO-P State funding.

RECOMMENDATION: Recommend that the Board approve the addition of certificated community enrichment providers to be paid at the hourly rate of \$30.

Prepared by:  Cara Cerecerez, Director of Student Services



Educational Services Memorandum

To: Sherry Smith, Superintendent

From: Chris Deegan, Associate Superintendent, Educational Services

Date: April 19, 2023


Subject: Approval of Contract with Elizabeth Gendy-Shaker, M.D. for Speech and Occupational Therapy services.

BACKGROUND: The District, in cooperation with the California Department of Health Care Services participates in a program that allows the District to be reimbursed with federal Medicaid dollars for select health services provided to Medi-Cal eligible students at school. In order for the District to receive reimbursement for specific services such as Speech and Language Therapy and Occupational Therapy, a medical doctor must review and authorize the services. The District seeks to contract with Dr. Elizabeth Gendy-Shaker, M.D. to provide these services.

RATIONALE: The District has changed Medi-Cal billing providers from SEIS Service Tracking to Paradigm Healthcare and therefore needs to contract with a new medical doctor to provide medical consulting and treatment prescriptions for Speech and Occupational Therapy. Dr. Elizabeth Gendy-Shaker is familiar with the requirements of the California Department of Health Care Services school based Medi-Cal billing program and the Paradigm Healthcare services authorization platform.

FUNDING: General Fund (Special Education) cost no-to-exceed \$3,000 for the 2022-2023 school year.

RECOMMENDATION: Recommend the Board enter into an agreement with Elizabeth Gendy-Shaker, M.D. for prescription authorizations for Speech and Occupational Therapy services for an amount not-to-exceed \$3,000 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Prepared By:  Lisabeth Piña, Director of Special Education and Pupil Services

PROFESSIONAL SERVICES AGREEMENT
(Use for more than one day of service)

This Agreement, made and entered into this March 1, 2023 by and between **ELIZABETH GENDY-SHAKER, M.D.** (herein referred to as "CONTRACTOR"), and the ALTA LOMA SCHOOL DISTRICT, a political subdivision of the State of California, (herein referred to as "DISTRICT").

WHEREAS, DISTRICT desires to contract with **ELIZABETH GENDY-SHAKER, M.D.** for the purpose of providing MEDICAL CONSULTING for the purpose of providing administrative review and treatment prescriptions for speech and occupational therapy as required by DISTRICT, in its sole discretion.

WHEREAS, CONTRACTOR has the expertise, special skills, knowledge and experience to perform the duties set out herein.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. **DESCRIPTION OF SERVICES:** CONTRACTOR shall provide all services as outlined and specified in **Exhibit A**, consisting of 1 page(s), attached hereto and by this reference incorporated herein.

2. **PERIOD OF PERFORMANCE:** It is mutually agreed and understood that the obligation of the DISTRICT is limited by and contingent upon the availability of **2022-23** fiscal year (July 1, 2022 – June 30, 2023) funds for the reimbursement of CONTRACTOR'S expenditures hereunder. In the event that such funds are not forthcoming for any reason, DISTRICT shall immediately notify CONTRACTOR in writing. This Agreement shall be deemed terminated and of no further force and effect immediately on the DISTRICT'S issuance of a notification to CONTRACTOR. In the event of such termination, CONTRACTOR shall be entitled to reimbursement of his costs up to the date the DISTRICT issues the termination notification, in accordance with Paragraph 3 herein.

2.1 Initial Agreement Period: The Initial Agreement Period begins on, **Jan 1, 2022** (the "Effective Date") and will automatically expire on **June 30, 2023** (the "Expiration Date"), unless terminated as specified in Paragraph 6.

2.2 First Option Agreement Period. DISTRICT, at its sole discretion, may elect to extend the Agreement Period of this contract for the period of July 1, 2023 through June 30, 2024, by delivering written notice (per Section 6) prior to the expiration of the Initial Agreement Period.

2.3 Second Option Agreement Period. DISTRICT, at its sole discretion, may elect to extend the Agreement Period of this contract for the period of July 1, 2024 through June 30, 2025, by delivering written notice (per Section 6) prior to the expiration of the First Option Agreement Period.

3. **COMPENSATION:** The DISTRICT shall pay the CONTRACTOR for services performed and expenses incurred in accordance with the terms in Section 3.1 below. The total amount of compensation paid to the CONTRACTOR under this agreement shall not exceed the sum of **\$3,000** unless a written amendment to this Agreement is executed by both parties prior to the performance of additional services. CONTRACTOR is not authorized to perform services in excess of the above-mentioned agreed upon amount without DISTRICT'S express written authorization.

3.1 Said compensation shall be paid in accordance with an invoice submitted to DISTRICT by CONTRACTOR within fifteen (15) days from the last day of each calendar month, and DISTRICT shall pay the invoice within thirty (30) working days from the date of receipt of the invoice.

4. **HOLD HARMLESS-INDEPENDENT CONTRACTOR:** It is understood and agreed that CONTRACTOR is an independent contractor and that no relationship of employer-employee exists between the parties hereto. CONTRACTOR shall not be entitled to any benefits payable to employees of DISTRICT including DISTRICT Workers' Compensation Benefits. DISTRICT is not required to make any deductions from the compensation payable to CONTRACTOR hereby holds DISTRICT harmless from any and all claims that may be made against DISTRICT based upon any contention by any third party that an employer-employee relationship exists by reason of this agreement.

CONTRACTOR agrees to indemnify DISTRICT for any and all Federal/State withholding or State retirement system payments which DISTRICT may be required to make by Federal or State government if for any reason CONTRACTOR is determined not to be an independent contractor to DISTRICT in carrying out the terms of this agreement. Such indemnification shall be paid in full to DISTRICT upon sixty (60) days written notice to CONTRACTOR of a Federal and/or state determination that such payment is required.

4.1 It is further understood and agreed by the parties hereto that CONTRACTOR in the performance of his obligation hereunder is subject to the control or direction of DISTRICT merely as to the result to be accomplished by the services to be performed and not as to the means and methods for accomplishing the results.

5. **INSURANCE-INDEMNIFICATION:** CONTRACTOR shall defend, indemnify and hold harmless DISTRICT, its officers, employees, agents and students from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion in and to the extent that such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of CONTRACTORS, its officers, employees and agents.

5.1 Without limiting CONTRACTOR'S indemnification, CONTRACTOR shall maintain in force at all times during the performance of this Agreement, insurance policies evidencing coverage during the entire term of the Agreement as follows:

(a) General liability insurance in the amount of not less than \$1,000,000 per occurrence, when CONTRACTOR performs any professional services to protect CONTRACTOR and DISTRICT against liability or claims of liability, which may arise out of the Agreement.

(b) Worker's Compensation insurance in accordance with statutory requirements.

(c) If motor vehicles are used pursuant to this Agreement, not less than \$1,000,000 per occurrence combined single limit for damage to property and injury to persons.

(d) CONTRACTOR is required to maintain any insurance required by federal or California State law, including but not limited to medical malpractice coverage.

Certificate(s) satisfactory to the DISTRICT'S Risk Manager evidencing the maintenance of such insurance coverage shall be filed with the DISTRICT'S Associate Superintendent, Administrative Services prior to providing any services pursuant to this Agreement. CONTRACTOR agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than the actual start date, CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONTRACTOR agrees to name DISTRICT and its officers, agents and employees as additional insureds under said policy. All insurance shall be with a company or companies admitted by the Department of Insurance for the State of California to transact insurance business in California.

6. **TERMINATION:** This Agreement may be terminated by either party by giving thirty (30) days written notice of intention to terminate, and may be terminated for cause by either party by giving five (5) days written notice of intention to terminate.

6.1 Notwithstanding any of the provisions of this Agreement, CONTRACTOR'S rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon CONTRACTOR'S bankruptcy, death or disability, or in the event of fraud, dishonesty, or a willful or material breach of this Agreement by CONTRACTOR. DISTRICT may terminate this Agreement at any time and for any reason upon at least thirty days prior written notice to CONTRACTOR. In such event, CONTRACTOR shall be entitled to no further compensation under this Agreement, it being the intent that CONTRACTOR shall be paid as specified in Section 3.1 only during such period that CONTRACTOR shall, in fact, be performing the duties hereunder. In the event the Agreement is terminated, CONTRACTOR shall return to DISTRICT all fees paid in excess of services rendered within five days after notice of termination has been provided by either party.

7. **CONFLICT OF INTEREST:** CONTRACTOR promises, covenants, and warrants that the performance of its services and representations to DISTRICT under this Agreement do not result in a "conflict of interest" as that term is used in the Conflict of Interest Code of the Alta Loma School District (the "Code"). CONTRACTOR represents that it has read and is familiar with the Conflict of Interest Code of the DISTRICT as well as California Government Code sections 1090 et. seq. and 87000 et seq. CONTRACTOR understands that "Consultants" are included in the list of designated employees in the Code and shall disclose, pursuant to the broadest disclosure category in that Code, subject to the limitations set forth in the Code. CONTRACTOR promises, covenants, and warrants that the performance of its services under this agreement shall not result in or cause a violation of the Code or Government Code Section 1090 et seq. and 87000 et. seq.

8. **ADMINISTRATION:** The Associate Superintendent, Administrative Services (or designee) shall administer this Agreement on behalf of DISTRICT.

9. **ASSIGNMENT:** This Agreement shall not be assigned by CONTRACTOR, either in whole or in part, without prior written consent of DISTRICT. Any assignment or purported assignment of this agreement by CONTRACTOR without the prior written consent of DISTRICT will be deemed void and of no force or effect.

10. **NONDISCRIMINATION:** CONTRACTOR shall not discriminate in his/her recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, national origin, ancestry, physical mental disability, medical condition, marital status, sex, or sexual orientation in the performance of this Agreement, and, to the extent they shall be found

to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act Government Code section 12900 et seq., and Federal Civil Rights Act of 1964 (P.L. 88-352).

11. **ALTERATION:** No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

12. **ELIGIBILITY:** Services and benefits shall be provided by CONTRACTOR to individuals without reference to their religion, color, sex, sexual orientation, national origin, age or physical or mental disability.

13. **LICENSE AND CERTIFICATION:** CONTRACTOR verifies upon execution of this Agreement, possession of a current and valid license in compliance with any local State, and Federal laws and regulations relative to the scope of services to be performed under Exhibit A, and that service(s) will be performed by properly trained and licensed staff. This Agreement will be deemed void and of no force or effect if CONTRACTOR fails to maintain a legally required license.

14. **CONFIDENTIALITY:** CONTRACTOR shall observe all Federal, State and DISTRICT regulations concerning confidentiality of records, including but not limited to the Family Educational Rights and Privacy Act (20 U.S.C. section 1232g) and the California Education Code.

15. **WORK PRODUCT:** All reports, preliminary findings, or data assembled or compiled by CONTRACTOR under this Agreement become the property of the DISTRICT. The DISTRICT reserves the right to authorize others to use or reproduce such materials. Therefore, such materials may not be circulated in whole or in part, nor released to the public, without the direct authorization of the Associate Superintendent, Administrative Services or an authorized designee.

16. **JURISDICTION, VENUE, ATTORNEY'S FEES:** This Agreement is to be construed under the laws of the State of California. The parties agree to the jurisdiction and venue of the appropriate courts in the County of Los Angeles, State of California. Should action be brought to enforce or interpret the provisions of the Agreement, each party shall pay its own attorneys' fees.

17. **WAIVER:** Any waiver by DISTRICT of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term thereof. Failure on the part of the DISTRICT to require exact, full and complete compliance with any terms of this agreement shall not be construed as in any manner changing the terms hereof, or stopping DISTRICT from enforcement hereof.

18. **SEVERABILITY:** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

19. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof, and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be superseded by this Agreement. Any modifications to the terms of this Agreement must be in writing and signed by the parties herein.

20. **NOTICES:** All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted one (1) day after their deposit in the United States Mail, postage prepaid.

DISTRICT:

ALTA LOMA SCHOOL DISTRICT
9390 Base Line Rd.
Alta Loma, CA 91701

CONTRACTOR:

Elizabeth Gendy-Shaker, M.D
201 Brookside Ave. Unit 1555
Redlands, Ca 92374

IN WITNESS WHEREOF, the parties hereto have caused their duly representative(s) to execute this agreement.

Associate Superintendent, Administrative Services



Elizabeth Gendy-Shaker, M.D.

Date_____

Date 3-28-23

Contracted Services to be charged to the following Fund/Program Number:

EXHIBIT A

Scope of Work:

Please describe in detail the services to be performed:

DISTRICT is entering this contract for the sole purpose of obtaining legally required protocols and prescriptions for speech and occupational therapy service as required by the California Department of Health Care Services, in compliance with the School Based Medi-Cal Billing programs. CONTRACTOR will provide administrative review and prescriptions through the Paradigm SHN online platform as required by the Department of Health Care Services for the purpose of Medi-Cal reimbursement. Cost is \$1,100 - \$3,000 per set of prescriptions per school year. The "school year" starts July 1 and ends June 30.

The provider authorized as consultant under this Agreement is Elizabeth Gendy-Shaker, M.D..

Educational Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: Chris Deegan, Associate Superintendent

Date: April 19, 2023


Subject: Authorize the Purchase of Cengage, Big Ideas Math for Grades 6-8, and Big Ideas Integrated Math for Grade 8

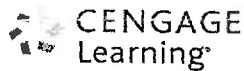
BACKGROUND: The District is approaching a final adoption deadline for Cengage, Big Ideas math materials. Big Ideas for grades 6-8 math material final year is 2022-23. Big Ideas Integrated for grade 8 has one more year on the contract which will end in 2023-24. A collaborative meeting was held with 6th grade elementary teachers and both junior high 7th and 8th grade math teams to discuss the Big Ideas grades 6-8 and Big Ideas Integrated grade 8. Each team agreed to continue with utilizing Cengage's Big Ideas for grades 6-8 and Big Ideas Integrated for grade 8 math materials.

RATIONALE: The Cengage, Big Ideas and Big Ideas Math Integrated has been approved by the State and aligns closely with State Mathematics Standards and District needs. Big Ideas 6-8 is a three year material bridge for grades 6-8. Big Ideas Integrated Grade 8 is a two year material bridge for 8th grade. These math materials will serve as the bridge materials upon which a CA State Frameworks for Mathematics will be available and the District will move forward with a full mathematics adoption cycle.

FUNDING: The cost of the adopted bridge materials is not-to-exceed \$73,000. Proposition 20 Lottery and unrestricted one-time funds will be used to purchase the materials.

RECOMMENDATION: Recommend the Board authorize the purchase of Cengage, Big Ideas for grades 6-8 and Big Ideas Integrated for grade 8 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Prepared by:  Susie Melton, Director of Educational Programs



To place your order: select [Submit Customer Purchase Order Here](#)

Confidential Price Quote (6423397)

[Submit Customer Purchase Order Here](#)

4/6/2023

Pricing on this Proposal Guaranteed: **10/10/2023**

Presented To: Shirlee Curatolo, scuratolo@alsd.org

Prepared By: Vicki Rothwell, (562) 212-3554, vicki.rothwell@cengage.com

SHIP TO: ALTA LOMA JR HIGH SCHOOL Shirlee Curatolo 9000 LEMON AVE ALTA LOMA, CA 91701 USA	BILL TO: ALTA LOMA ELEM SCHOOL DISTRICT Educational Services Department 9390 BASELINE RD ALTA LOMA, CA 91701 USA	Cengage Learning ATTN: Order Fulfillment 10650 Toebben Drive Independence, KY 41051 (800) 354-9706 http://NGL.Cengage.com/CustomerSupport
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[View Quote in CAD](#)

Quoted Products: BIL Digital Renewal

Qty	Update Qty	Product	Price	Quoted Price	Total
232		EPACK BIM COURSE 2 CA ONLINE A ND JOURNAL 3YR Larson 1st Edition [K12, 2015] 9781638962403 / 1638962405 <i>Bundle includes Online access and Practice Journal for 3 years</i>	\$35.00	\$35.00	\$8,120.00
245		EPACK BIM COURSE 3 CA ONLINE A ND JOURNAL 3YR Larson 1st Edition [K12, 2015] 9781638962458 / 1638962456 <i>Bundle includes Online access and Practice Journal for 3 years</i>	\$35.00	\$35.00	\$8,575.00
95		BIL CA INTEGRATED I DYN STUD R ESOURCES ONLINE EXT 2 YR LARSON 1st Edition [K12, 2016] 9798888027998 / 8888027998 <i>Digital Access for 2 years for Students and 2 Teachers</i>	\$19.00	\$19.00	\$1,805.00
4		BIM COURSE 2 A CC CURRICULUM C A ED DYN TEACH RES OL 3YR LARSON 1st Edition [K12, 2015] 9798888028636 / 8888028633	\$280.00	\$0.00	FREE
4		BIM COURSE 3 A CC CURRICULUM C A ED DYN TEACH RES OL 3YR LARSON 1st Edition [K12, 2015] 9798888028667 / 8888028668	\$280.00	\$0.00	FREE

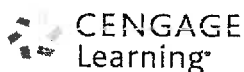
Sub-Total: \$18,500.00
 + Tax (%): \$1,433.75
 Processing Fee: \$1,850.00

TOTAL: \$21,783.75
Total Savings: \$2,240.00

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4/6/2023

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Presented To: Shirlee Curatolo, scuratolo@alsd.org

Prepared By: Vicki Rothwell, (562) 212-3554, vicki.rothwell@cengage.com

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Shirlee Curatolo
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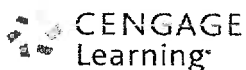
Sub-Total: \$20,650.00
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4/6/2023

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Presented To: Shirlee Curatolo, scuratolo@alsd.org

Prepared By: Vicki Rothwell, (562) 212-3554, vicki.rothwell@cengage.com

SHIP TO: ALTA LOMA ELEM
SCHOOL DISTRICT
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572		<u>EPACK BIM COURSE 1 CA ONLINE AND JOURNAL 3YR</u> Larson 1st Edition [K12, 2015] 9781638962359 / 1638962359 <i>Bundle includes Online access and Practice Journal for 3 years</i>	\$35.00	\$35.00	\$20,020.00
83		<u>BIM CA COURSE 1 A CC CURRICULU M DYN STUD RES OL 3YR</u> Larson 1st Edition [K12, 2015] 9781638962328 / 1638962324 <i>Digital Access for 3 years</i>	\$27.00	\$27.00	\$2,241.00

Sub-Total: \$22,261.00
+ Tax (%): \$1,725.23
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TOTAL: \$26,212.33

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Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: April 19, 2023

Subject: Classified Retirement Incentive

BACKGROUND:

In years when a retirement incentive has been offered by the District to eligible Certificated, Management and Confidential Management staff and when the requirements for that incentive have been met, a retirement incentive has been offered to eligible Classified employees.

On February 15, 2023, the Board of Trustees approved a retirement incentive for eligible Certificated, Management and Confidential Management staff for the 2022-23 school year. The contingency requirements for that incentive have been met. Therefore, a classified retirement incentive can be offered to eligible Classified employees who are at least 55 years of age and will have a minimum of 10 years of full-time service to the District by June 30, 2023. The Classified retirement incentive will be \$500 per year of full-time service for active employees as of April 19, 2023.

RATIONALE:

The District has the potential to realize ongoing salary and benefit savings, assisting in balancing the budget into the future.

FUNDING:


The cost of this action is estimated to be \$60,000 paid through the Unrestricted General Fund by salary and benefits savings. Actual cost will be determined by the number and status of the Classified employees that accept the incentive offer.

RECOMMENDATION:

Recommend that the Board approve a retirement incentive in the amount of \$500 per year of full-time service to eligible Classified employees of the Alta Loma School District who are active as of April 19, 2023, and further authorize Superintendent Dr. Sherry Smith or Associate Superintendent Eric Hart to sign all related documents.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: April 19, 2023
Subject: List of Classified Salary Ranges

BACKGROUND: On April 5, 2023, the Board of Trustees took action to approve the position of Expanded Learning Opportunity Program (ELO-P) Assistant Site Coordinator.

RATIONALE: The list of Classified Salary Ranges needs to be updated to include the position of ELO-P Assistant Site Coordinator. This position will be placed on range 31 of the list of Classified Salary Ranges.

FUNDING: There is no fiscal impact to amend the list of Classified Salary Ranges.

RECOMMENDATION: Recommend the Board approve the amended list of Classified Salary Ranges to include the position of Expanded Learning Opportunity Program Assistant Site Coordinator with placement on range 31, as presented.

CLASSIFIED SALARY RANGES *Page 1 of 2*

Clerical / Fiscal

Account Clerk – Intermediate	33
Account Clerk – Senior	39
Accounting Technician	45
Administrative Secretary	45
Attendance Clerk	26
Child Nutrition Technician	45
Clerk Typist	20
Clerk Typist – Intermediate	23
Clerk Typist – Senior	26
Computer Technician	52
Credentials Technician	45
Database Management Specialist	51
Database Technician – Special Education	41
Expanded Learning Opportunity Program Technician	45
Fiscal Services Technician	45
Human Resources Technician - Senior	48
Library/Media Clerk	26
Maintenance, Operations and Transportation (M.O.T.)	
Administrative Secretary	45
Parent Ambassador	23
Parent Liaison Aide	23
Payroll Clerk – Intermediate	39
Payroll Clerk – Senior	43
Payroll Specialist	51
Proctor	17
Purchasing Clerk – Intermediate	33
Purchasing Clerk – Senior	39
Purchasing Technician	45
Receptionist/H.R. Clerk	25
Reprographics Technician – Lead	37
Risk Management and Employee Benefits Specialist	51
School Residency & Attendance Assistant	61
Secretary – Human Resources	39
Secretary – Senior	40
School Clerk	26
School Secretary	39
Student Body Account Clerk	33

Child Nutrition

Child Nutrition Elementary-Lead	31
Child Nutrition Junior High-Lead	36
Child Nutrition Worker	26

Instructional

AVID Tutor	21
Behavioral Health Therapist	62
Behavior Intervention Assistant	34
Certified Occupational Therapist Assistant	55
Child Development Teacher	51
Family Engagement Liaison	29

CLASSIFIED SALARY RANGES Page 2 of 2

Instructional, continued

Health Clerk	26
Instructional Aide	23
Instructional Aide – P.E.	23
Instructional Aide (ELD)	24
Instructional Aide (ELD) – Lead	30
Instructional Aide – Special Education:	
Resource Specialist Assistant, Special Day Class (Mild/Mod)	24
Instructional Aide - Special Education:	
Special Day Class (Mod/Severe), Special Needs (1:1)	30
Licensed Vocational Nurse (LVN)	51
Music Accompanist	23
Occupational Therapist	62
Speech & Language Pathology Assistant	55

Expanded Learning Opportunity Program (ELO-P)

Expanded Learning Opportunity Program	
Activities/Enrichment Assistant	26
Expanded Learning Opportunity Program Assistant Site Coordinator	31
Expanded Learning Opportunity Program Site Coordinator	36

Maintenance-Operations

Custodian	31
Custodian – Lead	37
Custodian – Night Lead	33
Grounds Maintenance Worker	35
Grounds Maintenance Worker – Senior	48
HVAC Technician	56
Lead Warehouse/Delivery Worker	37
Maintenance Worker – Intermediate	43
Maintenance Worker – Senior	51
Temporary Utility Worker	31
Utility Worker	33
Warehouse/Delivery Worker	33

Transportation

Bus Driver	34
Bus Driver/Dispatcher Assistant	34
Dispatcher/Trainer/Bus Driver	41
Mechanic – Senior	56

Other: Payment to hourly employees shall be as follows:

Foreman Stipend: \$2,000 - \$6,000 per year based on an annual review of responsibilities and the needs of the district

ELO-P Site Coordinator - Lead Stipend: \$2,000 - \$6,000 per year based on an annual review of responsibilities and the needs of the district

Instructional Aide Stipend: Overnight Camp Supervision: \$100 per night; Diapering/Toileting \$1/hour

Hourly and Substitute Employees: Assigned range of Classified Hourly Salary Schedule

Superintendent's Memorandum

To: Board of Trustees

From: Dr. Sherry Smith, Superintendent

Date: April 19, 2023

Subject: Amend Board Policies Related to Philosophy, Goals, Objectives and Comprehensive Plans, Community Relations, Instruction and Students.

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

First Reading

BP 0430 – Comprehensive Local Plan for Special Education
BP 0460 – Local Control and Accountability Plan
BP 1312.3 – Uniform Complaint Procedures
BP 5141.3 – Health Examinations
BP 6164 – Identification and Evaluation of Individuals for Special Education
BP 6173 – Education for Homeless Children
BP 6173.1 – Education for Foster Youth
BP 6177 – Summer Learning Program

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 Board Policies Related to Philosophy, Goals, Objectives and Comprehensive Plans, Community Relations, Instruction and Students. as presented.

Alta Loma SD

Board Policy

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0430

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

The Board of Trustees recognizes its obligation to provide a free and appropriate public education to all individuals with disabilities, aged 3 to 21 years who reside in the District.

In order to meet the needs of individuals with disabilities, the District shall participate as a member of a multi-district Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1.

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

The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the county office of education and the Superintendent of Public Instruction. (Education Code 56195.1, 56195.3)

Each year, the Superintendent or designee shall provide to the Board any data and/or information regarding the special education funding generated by the district as supplied by the SPI and the SELPA in accordance with Education Code 56836.148.

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

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

Policy
adopted: September 19, 2006
amended: October 17, 2007
October 5, 2022

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Philosophy, Goals, Objectives and Comprehensive Plans

0460(a)

LOCAL CONTROL AND ACCOUNTABILITY PLAN

The Board of Trustees desires to ensure the most effective use of available State funding to improve outcomes for all students. A ~~community-based~~, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions aligned with ~~State and local priorities and to~~ **the District budget and** facilitate continuous improvement of District practices.

The Board shall adopt a Districtwide Local Control and Accountability Plan (LCAP), ~~using the~~ **based on the** template provided by the State Board of Education (**SBE**), ~~in Education Code 52060~~ that addresses the State priorities specified in Education Code 52060. The LCAP shall be updated on or before July 1 of each year and, like the District budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060, **52064**; 5 CCR 15494-15497)

~~In addition, the LCAP shall address any local priorities adopted by the Board.~~

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, **as defined in Education Code 42238.01** and are counted only once for purposes of the local control funding formula (**LCFF**). (Education Code 42238.02)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students, or as otherwise defined by the Superintendent of Public Instruction (SPI). (Education Code 52052)

Beginning July 1, 2025, if the District is identified by the California Department of Education (CDE) as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the District adopts an improvement plan after being identified, but before July 1, 2025, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, 2028, whichever occurs first. The IDEA addendum shall be developed, reviewed, and approved in conjunction with and in the same manner as the LCAP and the annual update to the LCAP, and shall be submitted to CDE within 15 days of adoption by the Board. (Education Code 52064.3)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

The Superintendent or designee shall review the ~~Single-Plan~~ **School Plan** for Student Achievement (SPSA) submitted by each District school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP or the annual update are consistent with strategies included in the SPSA. (Education Code 52062)

~~To minimize duplication of effort and provide clear direction for program implementation, the LCAP and other District and school plans shall be aligned to the extent possible.~~

The LCAP shall also be aligned with other District and school plans, to the extent possible, in order to minimize duplication of effort and provide clear direction for program implementation.

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by SBE, which includes specified information relating to the District's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the District has not complied with, legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the numbers of students in ~~various~~ student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Public Review and Input

The Board shall establish a Parent Advisory Committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above *and parents/guardians of students with disabilities*. (Education Code 52063; 5 CCR 15495)

Beginning July 1, 2024, unless a student advisory committee is established to provide advice to the Board and Superintendent, two students shall be included as full members of the parent advisory committee. The students shall serve for a renewable term of one full school year. (Education Code 52063)

Student members of the parent advisory committee or the student advisory committee shall represent the diversity of the District's students, including geographical, socioeconomic, cultural, physical, and educational diversity, and particular effort shall be made to reach out to at-risk or disadvantaged students to serve as members of such committees. (Education Code 52063)

Whenever District enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English Learner Parent Advisory Committee composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP or the annual update to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (~~Education Code 52062~~)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP ~~or the annual update to the LCAP~~. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP ~~or the annual update~~ shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

As part of the parent and community engagement process, the District shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the District is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP ~~or the annual update~~. The public hearing shall be held at the same meeting as the ~~public hearing~~ ***budget hearing*** required ~~prior to the adoption of the District budget in accordance with~~ ***pursuant to*** Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the District budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the Plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, *the District budget, and the budget overview for parent/guardians*, the Board shall file the LCAP, *the budget, the budget overview* with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the District's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by ~~him/her~~ *the Superintendent* and the Board, regarding the District's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of District and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

The Superintendent or designee shall seek and/or accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072 when a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the LCAP.

Technical Assistance/Intervention

~~When it is in the best interest of the District, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)~~

- ~~1. Assistance in the identification of District strengths and weaknesses in regard to State priorities and review of effective, evidence-based programs that apply to the District's goals~~
- ~~2. Assistance from an academic expert, team of academic experts, or another District in the county in identifying and implementing effective programs to improve the outcomes for student subgroups~~
- ~~3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074~~

~~In the event that the County Superintendent requires the District to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.~~

~~If the Superintendent of Public Instruction (SPI) identifies the District as needing intervention pursuant to Education Code 52072, the District shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:~~

- ~~1. Revision of the District's LCAP~~
- ~~2. Revision of the District's budget in accordance with changes in the LCAP~~

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

- ~~3. A determination to stay or rescind any District action that would prevent the District from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement~~

Policy
adopted: March 5, 2014
amended: February 7, 2018

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Community Relations

BP 1312.3(a)

UNIFORM COMPLAINT PROCEDURES

~~The Board of Trustees recognizes the District's responsibility to comply with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation. The District shall investigate complaints alleging failure to comply with such laws and/or alleging unlawful discrimination and shall seek to resolve those complaints in accordance with the District's Uniform Complaint Procedures.~~

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

(cf. 5145.7 – Sexual Harassment)

(cf. 5145.71 – Title IX Sexual Harassment Complaint Procedures)

Complaints Subject to UCP

The District's Uniform Complaint Procedures (UCP) shall be used to investigate and resolve the following complaints:

~~1. Any complaint alleging the District's failure to comply with applicable state and/or federal laws or regulations governing any program subject to the UCP which is offered by the District, including adult education, After School Education and Safety programs; consolidated categorical aid programs, the federal Every Student Succeeds Act; migrant education, school safety plans, child care and development programs, child nutrition programs, compensatory education; and any other District implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000.~~

(cf. 3553 – Free and Reduced Price Meals)

(cf. 3555 – Nutrition Program Compliance)

(cf. 5141.4 – Child Abuse Prevention and Reporting)

(cf. 5148 – Child Care and Development)

(cf. 6159 – Individualized Education Program)

(cf. 6171 – Title I Programs)

UNIFORM COMPLAINT PROCEDURES (continued)

~~(cf. 6174—Education for English Language Learners)~~
~~(cf. 6175—Migrant Education Program)~~
~~(cf. 6178—Career Technical Education)~~
~~(cf. 6178.1—Work Based Learning)~~
~~(cf. 6178.2—Regional Occupational Center/Program)~~
~~(cf. 6200—Adult Education)~~

2. ~~Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in District programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code section 200 or 220, Government Code section 11135, or Penal Code section 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~
~~(cf. 4030—Nondiscrimination in Employment)~~
~~(cf. 4031—Complaints concerning Discrimination in Employment)~~
~~(cf. 5131.2—Bullying)~~
~~(cf. 5145.3—Nondiscrimination/Harassment)~~
~~(cf. 5145.7—Sexual Harassment)~~

3. ~~Any complaint alleging district non-compliance of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)~~

~~(cf. 3260—Fees and Charges)~~
~~(cf. 3320—Claims and Actions Against the District)~~

4. ~~Any complaint alleging that the District has not complied with legal requirements related to the implementation of the local control and accountability plan (LCAP) (Education Code 52075)~~

5. ~~Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)~~

~~(cf. 0420—School Plans/Site Councils)~~

6. ~~Any complaint, by or on behalf of any student who is a foster youth, alleging District noncompliance with any legal requirement applicable to the student regarding~~

UNIFORM COMPLAINT PROCEDURES (continued)

~~placement decisions, the responsibilities of the District's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfers, or the grant of an exemption from District graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2.)~~

~~7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging District noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.1, 51225.2)~~

~~8. Any complaint alleging District noncompliance with the requirements of Education Code sections 51228.1 and 51228.2, prohibiting the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)~~

~~9. Any complaint alleging District noncompliance with the physical education instructional minutes requirement for students in grades 1 through 8 (Education Code 51210, 51223.)~~

~~10. Any complaint alleging retaliation against complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation to this policy.~~

1. *Accommodations for pregnant and parenting students (Education Code 46015)*
2. *Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)*
3. *After School Education and Safety programs (Education Code 8482-8484.65)*
4. *Agricultural career technical education (Education Code 52460-52462)*
5. *Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)*
6. *Child care and development programs (Education Code 8200-8488)*

UNIFORM COMPLAINT PROCEDURES (continued)

7. *Compensatory education (Education Code 54400)*
8. *Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)*
9. *Course periods without educational content (Education Code 51228.1-51228.3)*
10. *Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)*
11. *Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)*
12. *Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)*
13. *Local control and accountability plan (Education Code 52075)*
14. *Migrant education (Education Code 54440-54445)*
15. *Physical education instructional minutes (Education Code 51210, 51222, 51223)*
16. *Student fees (Education Code 49010-49013)*
17. *Reasonable accommodations to a lactating student (Education Code 222)*
18. *Regional occupational centers and programs (Education Code 52300-52334.7)*
19. *School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)*

UNIFORM COMPLAINT PROCEDURES (continued)

20. *School safety plans (Education Code 32280-32289)*
21. *School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)*
22. *State preschool programs (Education Code 8207-8225)*
23. *State preschool health and safety issues in license-exempt programs (Education Code 8212)*
24. *Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy*
25. *Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate*

(cf. 5145.71 – Title IX Sexual Harassment Complaint Procedures)

~~In filing and investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected as required by law. As appropriate for any complaint alleging retaliation, unlawful discrimination, or bullying, the Superintendent or designee shall keep the identity of a complainant and/or the subject of the complaint, if he/she is different from the complainant, confidential as long as the integrity of the complaint process is maintained.~~

~~(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)~~

~~(cf. 5125 – Student Records)~~

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

The District shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the District shall

UNIFORM COMPLAINT PROCEDURES (continued)

refer the non-UCP allegation to the appropriate staff or agency and shall investigate. ~~and, if appropriate, resolve the UCP-related allegations(s) through the District's UCP.~~

The Superintendent or designee shall provide training to District staff to ensure awareness and knowledge of current law and ~~related~~ requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

The Superintendent or designee shall maintain ~~records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and District policy~~ *a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.*

~~(cf. 3580—District Records)~~

The District's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. ~~Sufficiency of textbooks or instructional materials~~
2. ~~Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff~~
3. ~~Teacher vacancies and misassignments~~
4. ~~Deficiency in the District's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination~~

~~(cf. 1312.4—Williams Uniform Complaint Procedures)~~

Non-UCP Complaints

The following complaints shall not be subject to the District's UCP but shall be referred to the specified agency: ~~(5 CCR 4611)~~ *or through an alternative process:*

1. Any complaint alleging child abuse or neglect shall be referred to the County Department

UNIFORM COMPLAINT PROCEDURES (continued)

of Social Services Protective Services Division ~~and~~ *or* the appropriate *law* enforcement agency. (5 CCR 4611)

(cf. 5141.4 — Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services ~~and shall, for licensing exempt facilities, be referred to the appropriate Child Development regional administrator.~~ (5 CCR 4611)
3. ~~Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.~~ *Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.*
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the District in accordance with the procedures specified in AR 4030-Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

(cf. 4030 – Nondiscrimination in Employment)

5. *Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)*
6. *Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)*

UNIFORM COMPLAINT PROCEDURES (continued)

7. *Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)*
8. *Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)*

(cf. 1312.4 – Williams Uniform Complaint Procedures)

Policy

adopted: October 4, 2006

amended: November 7, 2012

May 20, 2015

September 21, 2016

September 16, 2020

ALTA LOMA SCHOOL DISTRICT

Alta Loma, California

Alta Loma SD

Board Policy

Students

5141.3

HEALTH EXAMINATIONS

The Board of Trustees recognizes that periodic health examinations of students may lead to the detection and treatment of conditions that impact learning. Health examinations also may help in determining whether special adaptations of the school program are necessary.

In addition to verifying that students have complied with legal requirements for health examinations and immunizations before enrolling in school, ***for a comprehensive health screening, an oral health assessment,*** and immunizations ~~before enrolling in school,~~ ***at school entry.*** ***In addition,*** the District shall administer tests for vision, hearing and scoliosis as required by law.

The Superintendent or designee shall ensure that staff employed to examine students exercise proper care of each student and that examination results are kept confidential. Records related to these examinations shall be available only in accordance with law.

~~Reports to the Board regarding the number of students found to have physical problems and the effort made to correct them shall in no way reveal the identity of students.~~

Policy
adopted: September 19, 2006
amended:

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Instruction

BP 6164

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION

The Board of Trustees recognizes the need to actively seek out and evaluate District residents from birth through age 21 who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law.

The Superintendent or designee shall establish a comprehensive *child find* system that includes procedures for the identification, screening, referral, *assessment* and regular and triennial assessment of individuals eligible for special education, as well as procedures for the planning, implementation, and review of the education and related services provided to such individuals. (Education Code 56301)

~~The Superintendent or designee shall establish a method whereby~~ *The District's identification procedures shall include systematic methods for utilizing referrals from* parents/guardians, teachers, *agencies*, appropriate professionals and others ~~members of the public may refer an individual for assessment for special education services.~~ Identification procedures shall be coordinated with school site procedures for referral of students with *whose* needs that cannot be met with modifications to the regular instructional program. (Education Code 56302)

The Superintendent or designee shall notify parents/guardians in writing of their rights related to identification, referral, assessment, instructional planning, implementation and review, including the right to consent to any assessment concerning their child. In addition, the Superintendent or designee shall notify parents/guardians of procedures for initiating a referral for assessment to identify individuals who need special education services. (Education Code 56301)

Policy
adopted: November 1, 2006
amended: February 20, 2008

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Instruction

BP 6173(a)

EDUCATION FOR HOMELESS CHILDREN

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

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

The Superintendent or designee shall ~~regularly~~ review *District policies at least once every three years* and recommend updates to District policies to ensure removal of any barriers to the education of homeless students and unaccompanied youth. Any such review shall address identification, enrollment, and retention of such students, including those barriers that are due to absences or outstanding fees or fines. (*Education Code 48851.3*, 42 USC 11432)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The District liaison for homeless students shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students *experiencing homelessness* to succeed in school, *and as specified in Education Code 48851.3 related to trainings for District staff providing assistance to students experiencing homelessness*.

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

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

If the primary language of a student's parent/guardian or an unaccompanied youth is not English, either the housing questionnaire shall be made available in the primary language of the student's parent/guardian or the unaccompanied youth pursuant to Education Code 48985,

EDUCATION FOR HOMELESS CHILDREN (continued)

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

The Superintendent or designee shall report to CDE the number of students experiencing homelessness, including unaccompanied youths, enrolled in the district as identified from the housing questionnaire described above. (Education Code 48851)

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

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

Each ~~homeless~~ student ***experiencing homelessness*** shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (***Education Code 48850; 42 USC 11432***)

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

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

Information about a ~~homeless student's~~ ***the living situation of a student experiencing homelessness*** shall be considered part of a student's educational record, subject to the Family

EDUCATION FOR HOMELESS CHILDREN (continued)

Educational Rights and Privacy Act, shall not be deemed to be directory information as defined in 20 USC 1232g, and shall not be released without written consent. (42 USC 11432)

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

At least annually, the District liaison and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of ~~homeless~~ ***students experiencing homelessness***. Such professional development and technical assistance shall include, but are not limited to, training on the ***District's homeless education program policies***, definitions of terms related to homelessness, ~~the recognition of~~ signs of ***that students are experiencing or are at risk of experiencing*** homelessness, the steps that should be taken once a potentially homeless student is identified, and how to connect ~~homeless~~ ***experiencing homelessness*** students with appropriate housing and service providers. (Education Code ***48851.3***, 48852.5; 42 USC 11432)

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

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

EDUCATION FOR HOMELESS CHILDREN (continued)

Annually, the Superintendent or designee shall report to CDE, in accordance with Education Code 51225.1, the number of students experiencing homelessness graduating from the fourth or fifth year of high school who, for the prior school year, graduated with an exemption from district- established graduation requirements that are in addition to statewide coursework requirements.

Policy
adopted: November 1, 2006
amended: November 6, 2017
October 19, 2022

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Instruction

BP 6173.1(a)

EDUCATION FOR FOSTER YOUTH

The Board of Trustees recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. ~~To enable such students to achieve State and District academic standards, the Superintendent or designee shall provide them with full access to the District's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the District's Local Control and Accountability Plan (LCAP that may be addressed with the provision of a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement.~~

The Superintendent or designee shall provide foster youth with full access to the District's educational program and implement strategies necessary for the improvement of the academic achievement of foster youth as identified in the District's local control and accountability plan (LCAP). The Superintendent or designee shall also develop strategies to build a foster youth's feeling of connectedness with school, including, but not limited to, strategies that promote positive discipline and conflict resolution, the development of resiliency and interpersonal skills, and the involvement of foster parents, group home administrators, and/or other caretakers in school programs and activities.

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

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

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

EDUCATION FOR FOSTER YOUTH (continued)

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

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

adopted: November 1, 2006
amended: August 12, 2008
December 14, 2022

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Instruction

BP 6177(a)

SUMMER LEARNING PROGRAMS

The Board of Trustees recognizes that an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to practice essential skills and make academic progress *and develop social, emotional and physical needs and interests through hands-on engaging learning experiences.*

Summer programs offered by the District shall be aligned with District's local control and accountability plan (LCAP), other applicable District and school plans, and the educational program provided during the school year. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social and emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.

Summer School

The Superintendent or designee, with Board approval, may establish summer school day and/or evening classes.

The District's summer school program may be used to provide supplemental instruction to students needing remediation and/or enrichment in core academic subjects.

As appropriate, priority for enrollment in summer school programs shall be given to District students who:

1. Have been retained or are at risk of being retained at their grade level
2. Demonstrate academic deficiencies in core curriculum areas
3. Are in targeted student groups identified in the District's LCAP as needing increased or improved services to succeed in the educational program

SUMMER LEARNING PROGRAMS (continued)***4. Are in grades transitional kindergarten (TK)-6 and are required to be offered or provided access to Expanded Learning Opportunities Programs pursuant to Education Code 46120 and BP/AR 5184.2 – Before/After School Programs***

Because summer courses cover extensive instructional content in a relatively short time period, students who have more than three excused absences or one unexcused absence may not receive credit for summer session class(es) unless they make-up missed work in accordance with law, Board policy, and administrative regulation.

Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to accommodate the maintenance needs of District schools.

The Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population. In addition, ~~he/she~~ ***the Superintendent or designee*** may report on the extent to which students successfully achieved the outcomes established for the program.

Additional Summer Learning Opportunities

The Superintendent or designee may collaborate with parents/guardians, city and county agencies, community organizations, child care providers, and/or other interested persons to develop, implement, and build awareness of organized activities that support summer learning.

Strategies to support summer learning may include, but are not limited to:

- ~~1. Providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations~~
- ~~2. Collaborating with the local parks and recreation agency and/or community organizations to provide day camps, sports programs, or other opportunities for physical education and activity~~
- ~~3. Encouraging reading in the home, such as providing lists of recommended reading to students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals~~
- ~~4. Assigning summer homework in core curricular subject(s) for extra credit~~

SUMMER LEARNING PROGRAMS (continued)

- ~~5. Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subjects~~
- ~~6. Arranging opportunities for community service~~



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From: Donna Carlson, Assistant Superintendent, Human Resources
Date: April 19, 2023
Subject: Job Description: Transportation Supervisor

BACKGROUND: To generate additional support for the Maintenance, Operations and Transportation Department, a new job description has been developed. The Transportation Supervisor will be responsible for the dispatching and coordination of all transportation related activities as well as overseeing and maintaining the training, retaining and behind the wheel instruction of bus drivers.

First Reading

RATIONALE: The job description outlines the essential duties, qualifications and physical demands of the Transportation Supervisor.

FUNDING: The Transportation Supervisor will be placed on the Management Salary Schedule and paid from the general fund. There will be an approximate cost of \$63,684 to the District.

RECOMMENDATION: Recommend the Board adopt the job description for Transportation Supervisor as presented.

ALTA LOMA SCHOOL DISTRICT**TRANSPORTATION SUPERVISOR****DEFINITION**

Under the direction of the Director of Maintenance, Operations & Transportation, assists in planning, organizing, and directing the operations of the District pupil transportation program; assists in direction of driver and bus related activities; maintains currently employed drivers with training, retraining, and behind the wheel instruction; is responsible for the dispatching and coordination of all transportation related activities for the District; assists in supervision and coordination of all transportation related activities for the District.

ESSENTIAL DUTIES

- *Prepares the bus routes and schedules after studying traffic conditions, pupil loads and other such pertinent factors to obtain maximum utilization of equipment and personnel.*
- *Maintain and compile data and information regarding the pupil transportation program, and prepare concise and clear summaries as required.*
- *Assign and schedule bus drivers to field trips and special events in coordination with the regular pupil transportation scheduling.*
- *Prepare reports and records as needed.*
- *Assists in the preparation of preliminary budgets for the purpose of recommending new and replacement purchases.*
- *Prepares operating statistics and cost control data for the transportation department.*
- *Evaluates and makes recommendations on equipment, supplies, projects and procedures.*
- *Assists with inventory planning and control for the purpose of promoting efficient practices.*
- *Procures supplies and equipment necessary to maintain effective and efficient transportation services.*
- *Assist in the planning, organization, and conduct of transportation personnel orientation and training programs.*
- *Supervises and evaluates the performance of assigned personnel.*
- *Trains current employees with training, retraining, and behind the wheel instruction.*
- *Rides with and trains regular, probationary, substitute and prospective bus drivers.*
- *Compile, maintain, and monitor a variety of records related to the training, certification, and maintenance of certification of bus drivers.*
- *Keeps records of operations in conformance with District and State policies for the purpose of developing and submitting reports as required.*
- *Maintains liaison with California Highway Patrol and the Department of Motor Vehicles*
- *Prepare zone maps and discuss bus routing with the drivers.*
- *Review mileage for student required walking areas.*
- *Arrange for and assign substitute drivers.*
- *Confer with, counsel, and advise transportation, school, parents, and administrative personnel concerning student behavior management problems, any scheduling conflicts, and the resolution of complaints or problem situations.*
- *Respond to public inquiries regarding transportation concerns.*
- *Troubleshoots and provides solutions for transportation related inquiries and concerns.*
- *Provide customer service by communicating effectively with staff, parents and the community.*
- *Communicate effectively via radio with drivers to monitor the status of routes and location of buses.*
- *Evaluate and report obstructions and road hazards to the appropriate agency.*
- *Plan, organize, and implement student safety and pupil transportation vehicle evacuation drills.*
- *Conduct bus inspections and report damage, vandalism, and needed maintenance.*
- *May drive a school bus in an emergency situation or on a relief basis.*
- *Perform other related duties as assigned.*

ALTA LOMA SCHOOL DISTRICT

TRANSPORTATION SUPERVISOR - Page 2

QUALIFICATIONS

Knowledge of:

Methods, procedures, and practices pertaining to a comprehensive pupil transportation program.
Provisions of the California Motor Vehicle Code, and Title 13 Code of Regulations applicable to the operation of school buses in the transportation of students.
Training of school bus drivers, and the Commercial Driver's Handbook.
Principles, methods, and techniques for training bus drivers.
Safety and maintenance requirements of bus and other transportation equipment.
Basic first aid procedures and methods.
Transportation routing and scheduling methods and techniques.
Service excellence and inventory control.
Safe driving practices and procedures.
Basic clerical, technical, mathematical and oral and written English skills.

Ability to:

Plan, organize, and coordinate a comprehensive pupil transportation program.
Assist in the planning of school bus routes and schedules.
Drive and teach others to drive safely and efficiently all the vehicles in the transportation fleet.
Perform appropriately in situations requiring tact and diplomacy.
Maintain accurate records and prepare concise reports.
Operate a computer and other basic office equipment.
Maintain accurate and comprehensive records, and prepare clear and concise reports.
Safely, effectively, and efficiently drive a school bus and other transportation related equipment.
Understand and carry out oral and written directions.
Establish and maintain cooperative working relationships with others.

EXPERIENCE AND EDUCATION

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

Experience:

Five years of experience in the transportation of school children free from citations for motor vehicle code violations, and one year of involvement in a driver-training program.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in transportation systems, organization, and supervision, or a closely related area and pertaining to school bus driver training.

License and Certificate Requirements:

Possession of a valid Class B, California Driver's License with a Passenger and School (PS) endorsement;
Possession of a School Bus Driver's Certificate, issued by the Department of Motor Vehicles;
Possession of current District approved First Aid and CPR Certificates;
Possession of a current Department of Motor Vehicles medical examination report;
Possession of an unrestricted State Department of Education Driver Instructor Certificate.

ALTA LOMA SCHOOL DISTRICT**TRANSPORTATION SUPERVISOR – Page 3****Condition of Employment:****Insurability by the District's liability insurance carrier;****Pre-employment drug testing (DOT);****Post employment immediate post-accident drug and alcohol testing;****Random drug and/or alcohol test;****Current Department of Motor Vehicles Driver's Record.****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		15%
	Walking		15%
	Sitting		70%
	B. Lifting	O	50 lbs.
	Carrying	O	25 lbs.
	Pushing	C	50 lbs.
	Pulling	C	50 lbs.
2.	CLIMBING	C	
	BALANCING	C	
3.	STOOPING	O	
	KNEELING	F	
	CROUCHING	O	
	CRAWLING	NP	
4.	REACHING	C	
	HANDLING	C	
	FINGERING	O	
	FEELING	O	
5.	TALKING:		
	Ordinary	C	
	Other	F	
	HEARING:		
	Conversations	F	
	Other Sounds	C	
6.	SEEING		
	Acuity, Near	C	
	Acuity, Far	C	

ALTA LOMA SCHOOL DISTRICT

TRANSPORTATION SUPERVISOR – Page 4

Depth Perception	C
Accommodation	C
Color Vision	NP
Field of Vision	C

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

8. **PHYSICAL DEMAND COMMENTS:** Examples of lifting/carrying/pushing/pulling are hood, stop sign, doors, brake, shift; climbing in and out of bus; reaching/handling are driving, inspecting; hearing are engine, air leak, emergency equipment; visual acuity are driving, observing students.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

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

Key to Environmental Factors Rating:

NP = Not present in the job environment

S = Seldom – Under 5% of work day

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

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

C = Constantly – 2/3 or more time

1. **ENVIRONMENT:**

Inside 50%	Outside 50%
------------	-------------
2. **EXTREME COLD** S
3. **EXTREME HEAT** O
4. **WET/HUMID** O
5. **NOISE** 120 decibels
VIBRATION C
Comments regarding "Noise" = Traffic, students
Comments regarding "Vibrations" = Driving
6. **HAZARDS:**

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

Comments regarding "Mechanical Hazards" = Inspecting and cleaning bus
Comments regarding "Burn Hazards" = Inspecting engine

ALTA LOMA SCHOOL DISTRICT

TRANSPORTATION SUPERVISOR – Page 5

Comments regarding “Other Hazardous Conditions” = Traffic, crosswalks, slippery, uneven surfaces

7. ATMOSPHERIC CONDITIONS:

Fumes	C
Mists	S
Odors	C
Gasses	O
Dusts	F
Poor Ventilation	NP
Other Atmospheric Hazards	NP

Comments regarding “Fumes” = Buses, traffic

Comments regarding “Odors” = Perfume, hair spray, fuel

Comments regarding “Gasses Exposure” = Fueling

Comments regarding “Dust” = Pollen, dirt surfaces

8. PROTECTIVE CLOTHING – DEVICES: Latex gloves, regulation shoes, fire extinguishers.

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: April 19, 2023
Subject: Job Description: Facilities Supervisor

BACKGROUND: To generate additional support for the Maintenance, Operations and Transportation Department, a new job description has been developed. The Facilities Supervisor will be responsible for training and overseeing the custodial staff as well as developing and maintaining consistent expectations for cleanliness, safety and security of District buildings and facilities.

First Reading

RATIONALE: The job description outlines the essential duties, qualifications and physical demands of the Facilities Supervisor.

FUNDING: The Facilities Supervisor will be placed on the Management Salary Schedule and paid from the general fund. There will be an approximate cost of \$63,684 to the District.

RECOMMENDATION: Recommend the Board adopt the job description for Facilities Supervisor as presented.

ALTA LOMA SCHOOL DISTRICT

FACILITIES SUPERVISOR

DEFINITION

Under the direction of the Director of Maintenance, Operations and Transportation, the Facilities Supervisor provides oversight and training of the custodial team. The incumbent provides the technical expertise needed to define specific programs necessary to maintain District facilities in the most efficient and effective manner. This individual is responsible for the development of plans and strategies to maintain consistent expectations for cleanliness, safety, and security of District buildings and facilities; directs and oversees the performance of skilled custodial staff members, delegates responsibilities, sets goals and objectives, and solves issues and concerns when any arise; and participates in other related duties as assigned.

ESSENTIAL DUTIES

- *Support the commitment to the District's mission, vision, and goals by providing a clean, attractive, safe and secure environment.*
- *Assists in the preparation of preliminary budgets for the purpose of recommending new and replacement equipment purchase.*
- *Prepares operating statistics and cost control data for the custodial department based on plans developed for replacement of supplies and existing equipment.*
- *Evaluates and makes recommendations on equipment, supplies, projects and procedures.*
- *Assists with inventory planning and control for the purpose of promoting efficient practices.*
- *Procures supplies and equipment necessary to maintain effective and efficient custodial services.*
- *Keeps records of operations in conformance with District and State policies for the purpose of developing and submitting reports as required.*
- *Maintains liaison with state and local agencies for the purpose of complying with rules and regulations regarding hazardous materials including conducting inventories and meeting posting requirements.*
- *Coordinates sanitary disposal services for the purpose of meeting the needs of the District.*
- *Conduct site inspections to ensure District standards are being maintained.*
- *Works cooperatively with administration, other staff and custodial staff in evaluating site needs, developing custodial cleaning schedules and recommending equipment and supply needs for the purpose of providing efficient services.*
- *Develops standards for the purchase of custodial supplies and equipment in coordination with the purchasing department for the purpose of ensuring quality control and standardizing District services.*
- *Develops work schedules and coordinates workloads for custodians for the purpose of ensuring efficient services.*
- *Implements performance standards to meet service expectations and productivity measures to identify and track progress toward expectations.*
- *Provide positive and strong leadership, coaching, and mentoring for employees to monitor performance and results.*
- *Evaluates custodial employees with input from administrators and other staff for the purpose of promoting professional growth and ensuring adherence to District employment standards.*
- *Travel throughout the District as required.*
- *Monitors and inspects custodial work for the purpose of ensuring adherence to established District cleaning, sanitation and safety standards.*
- *May work a varied schedule that includes evening and/or weekend hours.*
- *Prepares accident and injury reports as needed for the purpose of following District procedures.*

ALTA LOMA SCHOOL DISTRICT

FACILITIES SUPERVISOR - Page 2

- *Reports safety hazards and repair needs to appropriate personnel for the purpose of ensuring safe facilities.*
- *Monitors safe working practices and safety programs for the purpose of ensuring efficient practices and promoting proper working habits.*
- *Researches and tests new custodial methods, supplies and equipment for the purpose of improving custodial services.*
- *Provides training and supervision for District custodial staff for the purpose of promoting efficient practices.*
- *Conducts meetings as needed for the purpose of disseminating information to custodians.*
- *Participates in the recruitment and selection of personnel for the purpose of making recommendations for hiring quality staff.*
- *Oversee the planning, organization, work scheduling, and leading of custodial staff in cleaning and maintaining school facilities.*
- *Work independently with minimal supervision, take initiative with basic problem solving and exhibit flexibility to meet District needs.*
- *Assist in emergency operations and procedures.*
- *Assist and participate in staff meetings, professional development and trainings as required.*
- *Work collaboratively with District and site staff in resolving problems and unusual situations.*
- *Interact with District personnel in a professional, friendly, tactful and appropriate manner.*
- *Ensures security of District property at all times.*
- *Perform other related duties as assigned.*

QUALIFICATIONS

Knowledge of:

Service excellence and inventory control

District, State, and OSHA policies

Industry standards

Project management and ability to prioritize tasks

Methods, procedures, materials, and equipment utilized in cleaning and maintaining a variety of surfaces, and equipment;

Effective cleaning and maintenance procedures;

Safe working methods and procedures;

Policies, regulations, and operational guidelines pertaining to the cleaning and maintenance of school facilities;

Effective leadership and communication techniques;

Basic clerical, technical, mathematical oral and written English skills.

Ability to:

Effectively maintain work schedules and routes;

Perform light to moderately heavy manual activities;

Effectively lead District custodial staff and evaluate work performance;

Effectively and efficiently assist in the training and orientation of custodial staff ;

Direct, understand and carry out oral and written directions;

Establish and maintain cooperative working relationships;

Utilize effective interpersonal skills including tact, patience and courtesy;

ALTA LOMA SCHOOL DISTRICT

FACILITIES SUPERVISOR - Page 3

Work independently with minimal supervision;

Take initiative with basic problem solving and exhibit flexibility to meet District needs;

Make decisions based on sound judgment, discretion and honesty;

Communicate effectively with others, demonstrating poise, patience, sensitivity and cultural understanding;

Use positive and appropriate methods to maintain standards of student behavior;

Perform basic first aid and CPR.

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:

Five years of experience in skilled custodial work, including one year of experience in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade.

Certificate Requirement:

Current First Aid and CPR training certification is required.

License Requirement:

Possession of a valid Class C, California Driver's License

SUMMARY OF PHYSICAL DEMANDS RATINGS

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

Rating Symbol Key:

NP = Not Present – Does not exist

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

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

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

1. STRENGTH:

A. Standing	40%
Walking	40%
Sitting	20%
B. Lifting	C 50 lbs.
Carrying	C 50 lbs.
Pushing	F 50 lbs.
Pulling	F 50 lbs.

2. CLIMBING O

ALTA LOMA SCHOOL DISTRICT

FACILITIES SUPERVISOR - Page 4

- | | | |
|----|--|-----------|
| | BALANCING | O |
| 3. | STOOPING | O |
| | KNEELING | O |
| | CROUCHING | O |
| | CRAWLING | O |
| 4. | REACHING | C |
| | HANDLING | C |
| | FINGERING | O |
| | FEELING | O |
| 5. | TALKING: | |
| | Ordinary | O |
| | Other | O |
| | HEARING: | |
| | Conversations | O |
| | Other Sounds | O |
| 6. | SEEING | |
| | Acuity, Near | F |
| | Acuity, Far | F |
| | Depth Perception | F |
| | Accommodation | NP |
| | Color Vision | NP |
| | Field of Vision | O |
| 7. | PHYSICAL DEMANDS RATING SUMMARY: Medium Work: (1) 2 3 (4) 5 (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses). | |
| 8. | PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are furniture, trashcans, dumpsters, ladders, floor polisher, vacuum; reaching/handling are vacuum, supplies, broom. | |

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

ALTA LOMA SCHOOL DISTRICT**FACILITIES SUPERVISOR - Page 5***F = Frequently – From 1/3 to 2/3 of the time**C = Constantly – 2/3 or more time*

1. **ENVIRONMENT:**

<i>Inside 50%</i>	<i>Outside 50%</i>	
-------------------	--------------------	--
2. **EXTREME COLD** *S*
3. **EXTREME HEAT** *O*
4. **WET/HUMID** *S*
5. **NOISE** *120 decibels*
VIBRATION *O*
Comments regarding "Noise" = cleaning equipment
Comments regarding "Vibrations" = cleaning equipment
6. **HAZARDS:**

<i>Mechanical</i>	<i>S</i>
<i>Explosives</i>	<i>NP</i>
<i>Electrical</i>	<i>S</i>
<i>Radiant Energy</i>	<i>NP</i>
<i>Burns</i>	<i>S</i>
<i>Other Hazard/s</i>	<i>NP</i>
7. **ATMOSPHERIC CONDITIONS:**

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

Comments regarding "Fumes" = Cleaning solvents, wax strippers
Comments regarding "Odors" = Spray cleaner
Comments regarding "Dust" = Dust
8. **PROTECTIVE CLOTHING – DEVICES** *Gloves, safety glasses, dust/face mask, back safety belt, safety shoes*

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

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 VGE	(1st) Approve Board Calendar, Gov. Calendar (15th) ALE	*special gov. workshop study: State of District Hermosa	Conduct Board Self Evaluation -action plan- (5th) Jasper (19) Deer Cyn	(17th) Board Appreciation to Staff (3) Vineyard			Superintendent Goals Established (Closed) Carnelian	CSBA Masters in Governance Begins (6) Banyan (20) ALJH	Victoria Groves	Designate Date for Annual Organizational Meeting Stork	CSBA Annual Conf/ Annual Org. Mtg. ALE
Student Voice												
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) / School Accountability Report Card (SARC)	Post SARCs			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			Transportation Service Plan	District Solar Energy Update								
Human Resources	Qualified Coaches	Intention to Release	RIF & Reassignment Notices by 14th	Recruitment & Hiring	Final RIF/ Hiring/ Retirement Celebration/ Hire summer staff	Recruitment & Hiring/Renewal of Assoc. Sup & Sup contracts		Convocation/ Alternate Credentials	(20th) Qualified Coaches			
Collective Bargaining	Governor's January Budget				Governor's May Revise		State Adopted Budget			Collective Bargaining Begins		

Website Maintenance		Update Principal's Letter to Site Community						Update Site Bell Schedules, Calendars, Principal's Welcome Back Letter, Site Administrators and Staff Roster	BTS Night Attendance Family Engagement Policy	1st Quarter Williams Report	Update Principal's Letter to Site Community	
								Community Advisory Committee Rep Auth (every 2 yrs.) 4th Quarter Williams Report				
Community Relations Topics	2nd Quarter Williams Report/		Attend Open House 3rd Quarter Williams Report	(3rd) PTA Recognition/ (17th) Employee Retirements	(14th) Resolutions: Red Ribbon Week / Week of the School Administrator / Teacher Appreciation Week / CA Day of the Teacher / Classified			LCAP posted on website District Welcome Back Letter				
			Attend Open House Festival of the Arts	(3rd & 17th) LCAP/Budget Study Sessions	(7th) Budget Public Hearing (14th) Budget Adoption / Renewal of Major Vendor Contracts				(6th) Approve Unaudited Actuals, (6th) Adopt GANN Limit Resolution			Approve 1st Interim Report
Financial	Receive Annual Audit Reports (District and Measure H Bond)		Approve 2nd Interim Report									

4.19.23

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 04/19/2023

02 Alta Loma School District

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu Rs	Y Goal Func Obj	Sch Mgmt	Encumbered
231332	SO CAL JUNGLE REPTILE PARTIES	VG/ Reptile Party	1	01-0000-0-1110-1000-5810-009-5109		Total	395.00
							395.00
231333	JUST PLAY ADVENTURE PARK	Just Play Field Trip	1	01-0000-0-1110-1000-5888-005-5109		Total	3,185.00
							3,185.00
231334	AMERICAN PRINTING HOUSE FOR	SPECIAL ED	1	01-6500-0-5760-1110-4310-000-600S		Total	1,613.18
							1,613.18
231335	TFD UNLIMITED LLC	ALE/Headphones	1	01-0000-0-1110-1000-4310-001-5777		Total	346.15
							346.15
231336	GORM INC	Wet/Dry Extractor	1	01-0000-0-0000-8210-4370-002-5501		Total	1,228.02
							1,228.02
231337	U.S. POSTMASTER	ALJH / Postage	1	01-0000-0-0000-2700-4350-303-570D		Total	945.00
							945.00
231338	ORIENTAL TRADING	VG/ Testing Prizes	1	01-0000-0-1110-1000-4310-009-570D		Total	145.88
							145.88
231339	THEATRE EXPERIENCE OF	Bridges Auditorium	1	01-0000-0-1110-1000-5888-005-5109		Total	999.00
							999.00
231340	MAGIC ENTERTAINMENT INC.	Magic Show Assembly	1	01-0000-0-1110-1000-5810-005-5109		Total	1,000.00
							1,000.00
231341	SOUTHWEST SCHOOL&OFFICE SUPPLY	ALE/Classroom supplies	1	01-1100-0-1110-1000-4310-001-903T		Total	113.43
							113.43
231342	ACTION AWARDS INC	Science trophies	1	01-0000-0-1110-1000-5890-001-5501		Total	42.93
							42.93
231343	BULLWINKLES	Jasper / 6th Grade EOY Field T	1	01-0000-0-1110-1000-5888-004-5109		Total	2,767.71
							2,767.71
231344	ODP BUSINESS SOLUTIONS LLC	Jasper / Ink (Alvarez)	1	01-0000-0-1110-1000-4340-004-5777			70.99
			2	01-6500-0-5760-1120-4310-004-622S		Total	71.00
							141.99

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 04/19/2023

02 Alta Loma School District

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu Rs	Y Goal Func Obj	Sch Mgmt	Encumbered
231345	BOWLERO	Bowlero Field Trip	1	01-0000-0-1110-1000-5888-005-5109		Total	1,407.29
							1,407.29
231346	ODP BUSINESS SOLUTIONS LLC	office supplies	1	01-0000-0-0000-3140-4350-000-6600			331.94
			2	01-1100-0-0000-2100-4330-720-3300		Total	20.89
							352.83
231347	MCGRAW-HILL	license for bridge material	1	01-6300-0-1110-1000-5844-000-368D		Total	5,682.00
							5,682.00
231348	ODP BUSINESS SOLUTIONS LLC	DC/INSTR SUPPLIES	1	01-1100-0-1110-1000-4310-006-903T		Total	347.52
							347.52
231349	PACIFIC HEARING SERVICES	SPED/LOWI #22	1	01-6500-0-5760-1110-4340-000-617C		Total	2,946.98
							2,946.98
231350	CDW LLC	IT Equipment	1	01-0000-0-0000-8530-6442-000-8305		Total	89,936.89
							89,936.89
231351	GATEWAY EDUCATION HOLDINGS LLC	STUDENT WORK BOOKS	1	01-6300-0-1110-1000-4210-000-368D		Total	325,801.12
							325,801.12
231352	MANGO MATH GROUP LLC	Mango Math Complete Set	1	01-2600-0-8500-5000-4350-000-3600		Total	23,308.96
							23,308.96
231353	ATKINSON ANDELSON LOYA RUUD	Attendance at the 2022 It's th	1	01-0000-0-0000-7400-5200-720-4400		Total	59.00
							59.00
Purchase Order Count: 22							462,765.88
Fund Summary:							462,765.88
Fund 01							

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 04/19/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000617-0	Vendor	Description	Amount
PV230630-001	CHIEN, EUGENE		191.65
PV230631-001	CHIEN, EUGENE		220.21
		Total Payment Amount	411.86
PV230632-001	KULM, KELLY		8.16
		Total Payment Amount	8.16
PO230152-024	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	47.30
PO230152-025	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	360.78
PO230152-026	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	19.69
PO230152-027	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	112.59
		Total Payment Amount	540.36
		Transmittal Total	960.38
		Fund Summary: Fund 01	960.38
Transmittal Number: 23000618-0 AUDIT	HIGH THREAT INNOVATIONS		
PO231261-001		Emergency Packs - Trauma PAK	5,172.00
		Total Payment Amount	5,172.00
PO231156-001	HOUGHTON MIFFLIN HARCOURT	Student Textbooks	9,875.36
		Total Payment Amount	9,875.36
		Transmittal Total	15,047.36
		Fund Summary: Fund 01	15,047.36
Transmittal Number: 23000618-0	EPIC SPORTS		
PO231219-001		VJH \ SPORTS BALLS	396.73
		Total Payment Amount	396.73
PO230366-006	FEDEX	ADMIN SERVICES / OPEN FEDEX	5.69
PO230366-007	FEDEX	ADMIN SERVICES / OPEN FEDEX	26.37
		Total Payment Amount	32.06
PO231212-001	FOLLET CONTENT SOLUTIONS LLC	books	1,036.82
		Total Payment Amount	1,036.82

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 04/19/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000618-0	Description	Amount
Reference	VG / Gorm OPEN	1,500.31
PO230532-007	Total Payment Amount	1,500.31
PO230733-001	ALE/Classroom Supplies	232.35
	Total Payment Amount	232.35
	Transmittal Total	3,198.27
	Fund Summary: Fund 01	3,198.27
Transmittal Number: 23000619-0 AUDIT	CONSTRUCTION MANAGEMENT	31,404.00
PO230792-029	SERVIC	
PO230792-030	CONSTRUCTION MANAGEMENT	28,455.00
	SERVIC	
PO230792-031	CONSTRUCTION MANAGEMENT	58,973.29
	SERVIC	
	Total Payment Amount	118,832.29
	Transmittal Total	118,832.29
	Fund Summary: Fund 21	118,832.29
Transmittal Number: 23000620-0 AUDIT	2022-23-01 VG Mod - #23	43,581.25
PO231168-007	2022-23-01 VG Mod - #23	55,390.70
PO231168-008	Total Payment Amount	98,971.95
	Transmittal Total	98,971.95
	Fund Summary: Fund 21	98,971.95
Transmittal Number: 23000621-0 AUDIT	2022-23-01 VG Mod - #7	2,825.77
PO231025-002	Total Payment Amount	2,825.77
	Transmittal Total	2,825.77
	Fund Summary: Fund 21	2,825.77

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 04/19/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000622-0 AUDIT

Reference Vendor
PO231031-002 JANUS CORPORATION

Description
2022-23-01 VG Mod - #27
Total Payment Amount

Amount
67,997.58
67,997.58

Transmittal Total

67,997.58

Fund Summary: Fund 21

67,997.58

Transmittal Number: 23000623-0 AUDIT
PO231273-001 BEARCOM

M&O /SITE RADIOS
Total Payment Amount

3,938.15
3,938.15

Transmittal Total

3,938.15

Fund Summary: Fund 01

3,938.15

Transmittal Number: 23000623-0
PO230018-011 BATTERY SYSTEMS

TRANSPORTATION / OPEN BATTERIE
Total Payment Amount

684.79
684.79

PO231294-001 CDW GOVERNMENT LLC
PO231294-002 CDW GOVERNMENT LLC

Printer
Printer
Total Payment Amount

220.05
749.19
969.24

PO230230-005 MCI A VERIZON COMPANY

UTILITIES / PHONES LINES
Total Payment Amount

4.73
4.73

PO230326-009 SOUTHERN CALIFORNIA EDISON
PO230331-009 SOUTHERN CALIFORNIA EDISON
PO230342-009 SOUTHERN CALIFORNIA EDISON
PO230346-009 SOUTHERN CALIFORNIA EDISON
PO230356-017 SOUTHERN CALIFORNIA EDISON
PO230356-018 SOUTHERN CALIFORNIA EDISON
PO230369-009 SOUTHERN CALIFORNIA EDISON
PO230370-009 SOUTHERN CALIFORNIA EDISON
PO230371-009 SOUTHERN CALIFORNIA EDISON
PO230372-017 SOUTHERN CALIFORNIA EDISON
PO230372-018 SOUTHERN CALIFORNIA EDISON

ELECTRICITY / JASP
ELECTRICITY / HERM
ELECTRICITY / DC
ELECTRICITY / CARN
ELECTRICITY / ALJH
ELECTRICITY / ALJH
ELECTRICITY / ALE
ELECTRICITY / VJH
ELECTRICITY / VG
ELECTRICITY / STRK
ELECTRICITY / STRK
Total Payment Amount

3,559.36
2,716.22
3,397.25
4,117.49
429.65
4,176.93
1,318.79
3,849.19
2,552.69
2,234.27
3,523.98
31,875.82

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 04/19/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000623-0 Reference PO230855-004 Vendor SUNSHINE GROWERS	Description M&O / GRNDS / OPEN SUPPLIES Total Payment Amount	Amount 381.44 381.44
	Transmittal Total	33,916.02
	Fund Summary: Fund 01	33,916.02
Transmittal Number: 23000624-0 AUDIT PO231168-009 RANCHO PACIFIC ELECTRIC	2022-23-01 VG Mod - #23 Total Payment Amount	26,540.62 26,540.62
	Transmittal Total	26,540.62
	Fund Summary: Fund 21	26,540.62
Transmittal Number: 23000625-0 AUDIT PO231168-010 RANCHO PACIFIC ELECTRIC PO231168-011 RANCHO PACIFIC ELECTRIC	2022-23-01 VG Mod - #23 2022-23-01 VG Mod - #23 Total Payment Amount	39,330.00 94,170.07 133,500.07
	Transmittal Total	133,500.07
	Fund Summary: Fund 21	133,500.07
Transmittal Number: 23000627-0 AUDIT PO231035-002 RICCARDI FLOOR COVERING INC PO231035-003 RICCARDI FLOOR COVERING INC	2022-23-01 VG Mod - #14 2022-23-01 VG Mod - #14 Total Payment Amount	3,182.50 4,845.00 8,027.50
	Transmittal Total	8,027.50
	Fund Summary: Fund 21	8,027.50
Transmittal Number: 23000628-0 AUDIT PO231168-012 RANCHO PACIFIC ELECTRIC PO231168-013 RANCHO PACIFIC ELECTRIC	2022-23-01 VG Mod - #23 2022-23-01 VG Mod - #23 Total Payment Amount	302,244.40 62,823.59 365,067.99

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Transmittal Number: 23000628-0 AUDIT

365,067.99

Transmittal Total

365,067.99

Fund Summary: Fund 21

Transmittal Number: 23000629-0

Reference Vendor
PO231038-003 SIMMONS & WOOD INC.

Amount

7,723.50

Description
2022-23-01 VG Mod - #15

7,723.50

Total Payment Amount

7,723.50

Transmittal Total

7,723.50

Fund Summary: Fund 21

Transmittal Number: 23000630-0 AUDIT

PO230375-002 JEANETTE L GARCIA & ASSOCIATES

2,500.00

ADMIN SERVICES / AUDITOR SERVI

2,500.00

Total Payment Amount

2,500.00

Transmittal Total

0.00

Fund Summary: Fund 01

2,500.00

Fund 21

Transmittal Number: 23000630-0

PO231155-001 HOUGHTON MIFFLIN HARCOURT

9,875.36

Student Textbooks

9,875.36

Total Payment Amount

9,601.60

MANGO MATH GROUP LLC

Total Payment Amount

9,601.60

13,055.04

SPECIAL ED

Total Payment Amount

13,055.04

131.77

VJH / OPEN PO - SCHOOL/OFFICE

6.33

VJH / OPEN PO - SCHOOL/OFFICE

39.15

VJH / OPEN PO - SCHOOL/OFFICE

165.15

VJH / OPEN PO - SCHOOL/OFFICE

155.98

VJH / OPEN PO - SCHOOL/OFFICE

65.83

VJH / OPEN PO - SCHOOL/OFFICE

10.71

VJH / OPEN PO - SCHOOL/OFFICE

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Transmittal Number: 23000630-0				
Reference	Vendor	Description	Total Payment Amount	Amount
PO230150-046	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE		145.85
PO230150-047	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE		78.69
PO230150-048	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE		6.33
				805.79
PO230670-009	PARADIGM HEALTHCARE	SPECIAL ED	Total Payment Amount	500.00
				500.00
MV230272-001	SASHA NICHOLS		Total Payment Amount	180.00
				180.00
PO230193-055	SMART & FINAL	CC / SUPP OPEN,		762.92
PO231076-004	SMART & FINAL	ALJH / Open Supplies		250.37
		Total Payment Amount		1,013.29
		Transmittal Total		35,031.08
		Fund Summary: Fund 01		35,031.08
Transmittal Number: 23000631-0 AUDIT				
PO231042-004	SPEC CONSTRUCTION CO. INC	2022-23-01 VG Mod - #10		2,327.50
		Total Payment Amount		2,327.50
		Transmittal Total		2,327.50
		Fund Summary: Fund 21		2,327.50
Transmittal Number: 23000632-0				
PV230634-001	BASCOMB, GENESIS		Total Payment Amount	17.03
				17.03
PV230638-001	CHAMPION, AMANDA		Total Payment Amount	260.31
				260.31
PV230633-001	LAM, DEE		Total Payment Amount	32.92
				32.92
PV230639-001	LAWRENCE , CELA		Total Payment Amount	300.09

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Transmittal Number: 23000632-0

Reference	Vendor	Description	Total Payment Amount	Amount
PV230635-001	OLEAS, PATRICIA			34.06
			Total Payment Amount	34.06
PV230637-001	RODRIGUEZ, CHARRON			67.05
			Total Payment Amount	67.05
PV230636-001	TAYLOR, BRANDY			86.51
			Total Payment Amount	86.51
		Transmittal Total		797.97
		Fund Summary: Fund 01		797.97
Transmittal Number: 23000633-0				
PO231254-001	MULTI-HEALTH SYSTEMS INC	SPECIAL ED	Total Payment Amount	225.00
				225.00
PO230134-051	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O		206.22
PO230134-052	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O		161.65
PO230134-053	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O		287.89
PO230134-054	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O		4.51
PO230134-055	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O		132.72
PO230134-056	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O		13.07
PO230134-057	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O		21.54
PO230134-058	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O		86.02
		Total Payment Amount		913.62
PO230193-056	SMART & FINAL	CC / SUPP OPEN,		439.93
PO230329-004	SMART & FINAL	HERMOSA / Open Supplies		116.62
PO230524-022	SMART & FINAL	STRK / Smart & Final Open PO 2		153.51
PO230914-002	SMART & FINAL	VJH / OPEN PO FOR SMART AND FI		11.49
		Total Payment Amount		721.55
		Transmittal Total		1,860.17
		Fund Summary: Fund 01		1,860.17

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Transmittal Number: 23000634-0				
Reference	Vendor	Description		Amount
PO230151-044	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off		59.25
PO230151-045	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off		23.49
PO230151-046	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off		215.17
PO230151-047	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off		178.54
PO230151-048	ODP BUSINESS SOLUTIONS LLC	HR / 2022-23 (ODP) (former Off		463.22
		Total Payment Amount		939.67
PO230193-057	SMART & FINAL	CC / SUPP OPEN,		645.91
		Total Payment Amount		645.91
		Transmittal Total		1,585.58
		Fund Summary: Fund 01		1,585.58
Transmittal Number: 23000635-0 AUDIT				
PO231028-002	EMPYREAN PLUMBING INC	2022-23-01 VG Mod - #21		15,422.68
		Total Payment Amount		15,422.68
		Transmittal Total		15,422.68
		Fund Summary: Fund 21		15,422.68
Transmittal Number: 23000636-0 AUDIT				
PO231041-006	SPEC CONSTRUCTION CO. INC	2022-23-01 VG Mod - #16		53,551.50
PO231041-007	SPEC CONSTRUCTION CO. INC	2022-23-01 VG Mod - #16		9,595.95
		Total Payment Amount		63,147.45
		Transmittal Total		63,147.45
		Fund Summary: Fund 21		63,147.45
Transmittal Number: 23000637-0 AUDIT				
PO231041-008	SPEC CONSTRUCTION CO. INC	2022-23-01 VG Mod - #16		3,562.50
PO231041-009	SPEC CONSTRUCTION CO. INC	2022-23-01 VG Mod - #16		73,692.45
		Total Payment Amount		77,254.95
		Transmittal Total		77,254.95

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Transmittal Number: 23000637-0 AUDIT

Fund Summary: Fund 21 77,254.95

Transmittal Number: 23000638-0 AUDIT

Reference	Vendor	Description	Amount
PO231041-010	SPEC CONSTRUCTION CO. INC	2022-23-01 VG Mod - #16	241,505.20
		Total Payment Amount	241,505.20

Transmittal Total 241,505.20

Fund Summary: Fund 21 241,505.20

Transmittal Number: 23000639-0 AUDIT

PO231041-011	SPEC CONSTRUCTION CO. INC	2022-23-01 VG Mod - #16	19,712.50
PO231041-012	SPEC CONSTRUCTION CO. INC	2022-23-01 VG Mod - #16	152,670.70
		Total Payment Amount	172,383.20

Transmittal Total 172,383.20

Fund Summary: Fund 21 172,383.20

Transmittal Number: 23000640-0

PO231174-002	SOUTHERN CALIFORNIA NEWS GROUP	Newspaper Advertisement / Bid	4,246.49
		Total Payment Amount	4,246.49

Transmittal Total 4,246.49

Fund Summary: Fund 01 4,246.49

Transmittal Number: 23000641-0

PV230640-001	U S BANK		1,751.45
		Total Payment Amount	1,751.45

Transmittal Total 1,751.45

Fund Summary: Fund 01 1,751.45

Transmittal Number: 23000642-0

PV230643-001	MATHEWS, CATHY		9.10
		Total Payment Amount	9.10

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Transmittal Number: 23000642-0

Reference Vendor
PV230641-001 MCMANAMAN, ALICIA

Description	Amount
Total Payment Amount	349.00
	349.00
Total Payment Amount	400.41
	400.41
Transmittal Total	758.51
Fund Summary: Fund 01	758.51

Transmittal Number: 23000643-0

PO231144-001 CED INC

LIGHTING SUPPLIES	36,764.30
Total Payment Amount	36,764.30

PO230127-013 GORM INC
PO230127-014 GORM INC

Carnelian /GORM	1,145.27
Carnelian /GORM	699.21
Total Payment Amount	1,844.48

PO230295-006 JOHNSTONE SUPPLY INC

M&O / OPEN SUPPLIES	118.87
Total Payment Amount	118.87

PO230149-022 ODP BUSINESS SOLUTIONS LLC
PO230149-023 ODP BUSINESS SOLUTIONS LLC
PO230149-024 ODP BUSINESS SOLUTIONS LLC
PO231118-001 ODP BUSINESS SOLUTIONS LLC
PO231118-002 ODP BUSINESS SOLUTIONS LLC
PO231118-003 ODP BUSINESS SOLUTIONS LLC
PO231118-004 ODP BUSINESS SOLUTIONS LLC
PO231118-005 ODP BUSINESS SOLUTIONS LLC
PO231118-006 ODP BUSINESS SOLUTIONS LLC

DC / OPEN INSTR SUPPLIES	227.23
DC / OPEN INSTR SUPPLIES	225.12
DC / OPEN INSTR SUPPLIES	28.95
DC/INSTR SUPPLIES	7.27
DC/INSTR SUPPLIES	17.66
DC/INSTR SUPPLIES	165.58
DC/INSTR SUPPLIES	33.47
DC/INSTR SUPPLIES	(33.47)
DC/INSTR SUPPLIES	39.25
Total Payment Amount	711.06

PO230287-017 THOMPSON PLUMBING SUPPLY
PO230287-018 THOMPSON PLUMBING SUPPLY

M&O / OPEN SUPPLIES	2,466.49
M&O / OPEN SUPPLIES	(45.40)
Total Payment Amount	2,421.09
Transmittal Total	41,859.80

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Transmittal Number: 23000643-0

Fund Summary: Fund 01 41,859.80

Transmittal Number: 23000644-0 AUDIT

Reference PO231169-001 Vendor COLLINS COMPANY

Description
DC - PRIVACY WINDSCREEN
Total Payment Amount

Amount
5,490.00
5,490.00

Transmittal Total

5,490.00

Fund Summary: Fund 01

5,490.00

Transmittal Number: 23000644-0

PO230121-007 AAA CONTAINER SALES & RENTALS
PO230121-008 AAA CONTAINER SALES & RENTALS
PO230170-007 AAA CONTAINER SALES & RENTALS
PO230170-008 AAA CONTAINER SALES & RENTALS

M&O / STORAGE CONTAINER RENTAL
M&O / STORAGE CONTAINER RENTAL
M&O / STORAGE CONTAINER RENTAL
M&O / STORAGE CONTAINER RENTAL

161.63
161.63
172.40
172.40
668.06

Total Payment Amount

PO230107-025 BUG X PEST CONTROL
PO230107-026 BUG X PEST CONTROL
PO230107-027 BUG X PEST CONTROL
PO230107-028 BUG X PEST CONTROL
PO230107-029 BUG X PEST CONTROL

M&O / EXTERMINATOR SERVICES
M&O / EXTERMINATOR SERVICES
M&O / EXTERMINATOR SERVICES
M&O / EXTERMINATOR SERVICES
M&O / EXTERMINATOR SERVICES

275.00
275.00
275.00
275.00
275.00
1,375.00

Total Payment Amount

PO231298-001 CDW GOVERNMENT LLC

ALJH / MPR Projector

4,175.31
4,175.31

Total Payment Amount

PO230636-002 COPIES & INK INC
PO230636-003 COPIES & INK INC

SUPERINTENDENT / Open Purchase
SUPERINTENDENT / Open Purchase

289.56
305.65
595.21

Total Payment Amount

PO230380-011 DELTA DENTAL OF CALIFORNIA

FISCAL SERVICES / Dental

60.17
60.17

Total Payment Amount

PO230292-023 RBM LOCK & KEY SERVICE

M&O / OPEN SUPPLIES

51.55
51.55

Total Payment Amount

PO231189-001 SCHOLASTIC INC

DC/BOOKS

523.67

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Reference	Vendor	Description	Total Payment Amount	Amount
PO230373-008	SOUTHERN CALIFORNIA EDISON	ELECTRICITY / BAN		3,105.48
		Total Payment Amount		3,105.48
PO230374-010	T-MOBILE	M&O / CELL PHONE SERVICE		18.80
PO230653-009	T-MOBILE	NURSE / CELL PHONE SERVICE		28.20
PO230707-009	T-MOBILE	CHILD CARE / CELL PHONE SERVIC		82.88
PO231317-001	T-MOBILE	T-Mobile Cell Phone		336.18
		Total Payment Amount		466.06
PO230283-004	ULINE	M&O / OPEN / SUPPLIES		175.84
		Total Payment Amount		175.84
		Transmittal Total		11,196.35
		Fund Summary:	Fund 01	11,196.35
Transmittal Number: 23000645-0	COCKRELL, TRACY			
PV230646-001		Total Payment Amount		154.91
		Total Payment Amount		154.91
PV230647-001	NATIVIDAD, JAIME	Total Payment Amount		190.07
		Total Payment Amount		190.07
PV230648-001	U S BANK	Total Payment Amount		437.82
		Total Payment Amount		437.82
PV230645-001	WISINGER, DIANA	Total Payment Amount		161.58
		Total Payment Amount		161.58
PV230644-001	ZUBIATE, KARENA	Total Payment Amount		176.24
		Total Payment Amount		176.24
		Transmittal Total		1,120.62
		Fund Summary:	Fund 01	682.80
			Fund 13	437.82

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Transmittal Number: 23000646-0 AUDIT

Reference PO231013-006 Vendor CALIFORNIA INDUSTRIAL

PO230452-012 IFS INDIVIDUAL FOODSERVICE

PO230396-020 P & R PAPER SUPPLY
PO230396-023 P & R PAPER SUPPLY

Description
CN / KITCHEN REPAIRS
Total Payment Amount
Amount
964.96
964.96

CN /Paper Goods
Total Payment Amount
2,408.92
2,408.92

CN /Paper Goods
CN /Paper Goods
Total Payment Amount
3,391.02
1,397.32
4,788.34

Transmittal Total
8,162.22

Fund Summary: Fund 13
8,162.22

Transmittal Number: 23000646-0

PO231013-005 CALIFORNIA INDUSTRIAL
PO231013-007 CALIFORNIA INDUSTRIAL

PO230397-009 DRIFTWOOD DAIRY INC.

PO230401-004 ECHO FIRE PROTECTION CO INC
PO230401-005 ECHO FIRE PROTECTION CO INC
PO230401-006 ECHO FIRE PROTECTION CO INC

CN /Dairy Products
Total Payment Amount
23,779.46
23,779.46

CN / Service Fire System
CN / Service Fire System
CN / Service Fire System
Total Payment Amount
152.50
121.25
121.25
395.00

PO230396-021 P & R PAPER SUPPLY
PO230396-022 P & R PAPER SUPPLY
PO230396-024 P & R PAPER SUPPLY

CN /Paper Goods
CN /Paper Goods
CN /Paper Goods
Total Payment Amount
1,644.89
(5.08)
2,820.60
4,460.41

PO230398-008 SUNRISE PRODUCE

CN /Fresh Produce
Total Payment Amount
20,980.61
20,980.61

PO230453-018 SYSCO LOS ANGELES INC
PO230453-019 SYSCO LOS ANGELES INC
PO230453-020 SYSCO LOS ANGELES INC

CN /Grocery Products
CN /Grocery Products
CN /Grocery Products
794.70
(15.78)
1,992.60

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Transmittal Number: 23000646-0	Vendor	Description	Amount
PO230453-021	SYSCO LOS ANGELES INC	CN /Grocery Products	3,310.89
PO230453-022	SYSCO LOS ANGELES INC	CN /Grocery Products	2,632.70
		Total Payment Amount	8,715.11
		Transmittal Total	59,719.69
		Fund Summary: Fund 13	59,719.69
Transmittal Number: 23000647-0 AUDIT	PALI INSTITUTE INC		
PO230648-003		BAN/CAMP PALI	15,352.50
		Total Payment Amount	15,352.50
		Transmittal Total	15,352.50
		Fund Summary: Fund 01	15,352.50
Transmittal Number: 23000648-0	LA CLAIRE, MICHELLE		
PV230650-001			86.22
		Total Payment Amount	86.22
PO230525-074	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	230.37
PO230525-075	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	(246.21)
PO230525-076	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	30.61
PO230525-077	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	173.15
PO230525-078	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	49.55
PO230525-079	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	212.03
PO230525-080	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	30.59
PO230525-081	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	23.25
PO230525-082	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	2.24
PO230525-083	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	(30.59)
PO230525-084	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	31.68
PO230525-085	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	143.76
		Total Payment Amount	650.43
PV230649-001	ROSE, SANDY		231.52
		Total Payment Amount	231.52
		Transmittal Total	968.17

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Transmittal Number: 23000648-0

Fund Summary: Fund 01 968.17

Transmittal Number: 23000649-0 AUDIT

Reference Vendor
PO230280-002 TURBOSCAPE INC

Description
M&O / OPEN/SUPPLIES
Total Payment Amount

Amount
14,700.00
14,700.00

Transmittal Total
14,700.00

Fund Summary: Fund 01 14,700.00

Transmittal Number: 23000649-0

PO230001-001 AIRGAS USA LLC

M&O / OPEN SUPPLIES
Total Payment Amount

146.50
146.50

PO230366-008 FEDEX

ADMIN SERVICES / OPEN FEDEX
Total Payment Amount

122.29
122.29

PO230009-006 FLYERS ENERGY LLC

TRANSPORTATION / OPEN FUEL
Total Payment Amount

7,888.58
7,888.58

PO230128-020 GORM INC
PO230130-010 GORM INC

JASPER/GORM OPEN PO
ALE/Custodial Supplies
Total Payment Amount

848.66
960.54
1,809.20

PO230035-016 HOME DEPOT CREDIT SERVICES

M&O / OPEN SUPPLIES
Total Payment Amount

783.53
783.53

PO230099-006 JAYCOX CONSTRUCTION CNG

M&O/CNG PREVENTATIVE MAINTENAN
Total Payment Amount

895.00
895.00

PO231284-001 JONES SCHOOL SUPPLY CO INC

VJH / TRI AWARD CERTIFICATES
Total Payment Amount

139.30
139.30

PO231236-001 KAGAN PROFESSIONAL DEVELOPMENT

DC/INSTR SUPPLIES
Total Payment Amount

128.22
128.22

PO230139-027 ODP BUSINESS SOLUTIONS LLC
PO230139-028 ODP BUSINESS SOLUTIONS LLC

VJH / OPEN PO OFFICE SUPPLIES
VJH / OPEN PO OFFICE SUPPLIES

1.07
16.83

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Transmittal Number: 23000649-0

Reference	Vendor	Description	Amount
PO230139-029	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES	17.46
PO230139-030	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES	86.47
PO230525-068	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	30.59
PO230525-069	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	34.14
PO230525-070	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	57.62
PO230525-071	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	84.86
PO230525-072	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	6.66
PO230525-073	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	21.54
		Total Payment Amount	357.24

Transmittal Total 12,269.86

Fund Summary: Fund 01 12,269.86

Transmittal Number: 23000650-0 AUDIT

PO230186-003	CALIFORNIA FINANCIAL SERVICES	ADMIN SERVICES / FINANCIAL REP	10,500.00
		Total Payment Amount	10,500.00

Transmittal Total 10,500.00

Fund Summary: Fund 21 10,500.00

Transmittal Number: 23000650-0

PO230172-001	ACTION AWARDS INC	ALE / Student Awards	69.48
		Total Payment Amount	69.48

PO230858-004	BARNES & NOBLE	DC/BOOKS	176.59
PO230858-005	BARNES & NOBLE	DC/BOOKS	572.59
		Total Payment Amount	749.18

PO230850-001	CALIFORNIA STATE UNIVERSITY	CONTRACT SERVICES	6,000.00
		Total Payment Amount	6,000.00

PO231319-001	CDW GOVERNMENT LLC	HERM/MICE	244.59
		Total Payment Amount	244.59

PO230704-003	PALI INSTITUTE INC	ALE / 6th Grade Science Camp	7,762.50
		Total Payment Amount	7,762.50

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 04/19/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000650-0

Reference	Vendor	Description	Amount
PO231279-001	SBCSS EAST VALLEY SELPA	SBCSS SPECIAL ED	50.00
PO231279-002	SBCSS EAST VALLEY SELPA	SBCSS SPECIAL ED	50.00
PO231279-003	SBCSS EAST VALLEY SELPA	SBCSS SPECIAL ED	50.00
PO231279-004	SBCSS EAST VALLEY SELPA	SBCSS SPECIAL ED	50.00
PO231279-005	SBCSS EAST VALLEY SELPA	SBCSS SPECIAL ED	50.00
PO231279-006	SBCSS EAST VALLEY SELPA	SBCSS SPECIAL ED	50.00
Total Payment Amount			300.00

PO230260-009	SO. CALIFORNIA GAS COMPANY	GAS / VJH	2,741.60
PO230262-009	SO. CALIFORNIA GAS COMPANY	GAS / VG	1,593.44
PO230270-008	SO. CALIFORNIA GAS COMPANY	GAS / STRK	2,213.39
PO230325-010	SO. CALIFORNIA GAS COMPANY	GAS / JASP	1,842.82
PO230330-005	SO. CALIFORNIA GAS COMPANY	GAS / HERM	1,540.96
PO230335-009	SO. CALIFORNIA GAS COMPANY	GAS / DSC	2,793.66
PO230341-009	SO. CALIFORNIA GAS COMPANY	GAS / DC	1,340.91
PO230345-009	SO. CALIFORNIA GAS COMPANY	GAS / CARN	1,983.59
PO230348-009	SO. CALIFORNIA GAS COMPANY	GAS / BAN	2,111.26
PO230355-009	SO. CALIFORNIA GAS COMPANY	GAS / ALJH	3,066.95
PO230364-009	SO. CALIFORNIA GAS COMPANY	GAS / ALE	1,545.37
Total Payment Amount			22,773.95

PO230545-006	STAPLES BUSINESS CREDIT	VG / OPEN Staples	148.80
PO231303-001	STAPLES BUSINESS CREDIT	Warehouse/Bags	456.00
PO231303-002	STAPLES BUSINESS CREDIT	Warehouse/Bags	112.75
Total Payment Amount			717.55

PO231287-002 WORXTIME LLC

ADMIN SERVICES / WORXTIME	2,100.00
Total Payment Amount	2,100.00

Transmittal Total	40,717.25
Fund Summary:	Fund 01
	40,717.25

Transmittal Number: 23000651-0 AUDIT

PO231306-001	KELLY SPICERS INC	Warehouses/Paper	377.88
PO231306-002	KELLY SPICERS INC	Warehouses/Paper	23,833.17
Total Payment Amount			24,211.05

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 04/19/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000651-0 AUDIT

24,211.05

Transmittal Total

24,211.05

Fund Summary: Fund 01

Transmittal Number: 23000651-0

Reference Vendor
PO230008-004 A-Z BUS SALES INC

Description
TRANSPORTATION / OPEN REPAIR P
Total Payment Amount

Amount
511.44
511.44

PO230353-002 FOOTHILL VACUUM&JANITORIAL INC
PO230361-001 FOOTHILL VACUUM&JANITORIAL INC
PO231153-001 FOOTHILL VACUUM&JANITORIAL INC
PO231153-002 FOOTHILL VACUUM&JANITORIAL INC

ALJH / Open Custodial Supp
ALE / OPEN CUST SUPP,
JASPER/FOOTHILL VACUUM & JANIT
JASPER/FOOTHILL VACUUM & JANIT

109.37
268.30
105.97
216.86
700.50

Total Payment Amount

PO231305-001 HENRY SCHEIN INC

Warehouse/Health

772.09
772.09

Total Payment Amount

PO230035-017 HOME DEPOT CREDIT SERVICES
PO230169-005 HOME DEPOT CREDIT SERVICES
PO230488-007 HOME DEPOT CREDIT SERVICES
PO230534-004 HOME DEPOT CREDIT SERVICES

M&O / OPEN SUPPLIES
ALJH / Open Cust Supp
STRK / Home Depot Open PO/Cust
VG /OPEN Home Depot

166.18
220.84
57.87
196.30
641.19

Total Payment Amount

PO230078-003 KLAUS & SONS PLUMBING HEATING

M&O / HVAC

1,250.00
1,250.00

Total Payment Amount

PO230492-004 KOALA T'S APPAREL LLC

STRK / Open PO Incentives 22-2

414.84
414.84

Total Payment Amount

PO230631-018 LAKESHORE LEARNING MATERIALS
PO230631-019 LAKESHORE LEARNING MATERIALS
PO231160-001 LAKESHORE LEARNING MATERIALS
PO231160-002 LAKESHORE LEARNING MATERIALS
PO231289-001 LAKESHORE LEARNING MATERIALS

CC / Lakeshore
CC / Lakeshore
Instructional Supplies
Instructional Supplies
BAN/LAKESHORE

39.03
16.42
39.30
264.53
107.97
467.25

Total Payment Amount

PO231262-001 LEARNING HEADPHONES

Headphones

532.29
532.29

Total Payment Amount

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 04/19/2023

Fiscal Year: 2023

ACCOUNTS PAYABLE BOARD PAYMENT REPORT

02 Alta Loma School District

Transmittal Number: 23000651-0	Vendor	Description	Amount
PO230047-004	LIGHTING INSTYLE	M&O / OPEN PO-SUPPLIES	189.01
		Total Payment Amount	189.01
PO230422-037	MAXIM HEALTHCARE STAFFING	SPECIAL ED	17,725.60
		Total Payment Amount	17,725.60
PO231293-001	MONOPRICE INC	VJH / MICE	1,118.48
		Total Payment Amount	1,118.48
PO230152-028	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	21.21
PO230152-029	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	90.11
PO230152-030	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	228.44
PO230152-031	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	77.01
PO230152-032	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	26.91
PO230152-033	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	20.79
PO230152-034	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	30.80
PO230152-035	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	69.13
PO230152-036	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	42.24
PO230152-037	ODP BUSINESS SOLUTIONS LLC	CARNELIAN / Open Office Depot	39.43
		Total Payment Amount	646.07
PO230293-003	OWEN ELECTRIC INC	M&O / OPEN SUPPLIES	282.73
		Total Payment Amount	282.73
PO230014-004	PARKHOUSE TIRE INC	TRANSPORTATION / OPEN TIRES	3,963.98
		Total Payment Amount	3,963.98
		Transmittal Total	29,215.47
		Fund Summary: Fund 01	29,215.47
Transmittal Number: 23000652-0 AUDIT	GO ARCHITECTS INC	ADMIN SERVICES/HVAC UPGRADES	2,727.00
PO230598-009		Total Payment Amount	2,727.00
PO230815-014	PBK ARCHITECTS INC.	ARCHITECTURE SERVICES FOR MOD	10,810.21
		Total Payment Amount	10,810.21

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 04/19/2023

Fiscal Year: 2023

ACCOUNTS PAYABLE BOARD PAYMENT REPORT

02 Alta Loma School District

Transmittal Number: 23000652-0 AUDIT

13,537.21

Transmittal Total

2,727.00
10,810.21

Fund Summary: Fund 01
Fund 21

Transmittal Number: 23000652-0
Reference Vendor
PO230815-015 PBK ARCHITECTS INC.

Description
ARCHITECTURE SERVICES FOR MOD
Total Payment Amount

Amount
9,513.10
9,513.10

9,513.10

Transmittal Total

9,513.10

Fund Summary: Fund 21

Transmittal Number: 23000653-0
PV230652-001 CHRISTIANSEN, BRANDYN

221.70
221.70

Total Payment Amount

PV230653-001 ESCARENO, JENNA

104.48
104.48

Total Payment Amount

PV230654-001 HARGRAVE, ALEXANDRA

275.23
275.23

Total Payment Amount

PV230655-001 HUNT, SHELBY

617.93
617.93

Total Payment Amount

PV230651-001 MCDOWELL, DAWN

47.16
47.16

Total Payment Amount

PV230657-001 ROJAS, SADIE

44.02
44.02

Total Payment Amount

PV230656-001 SABATELLI, FRANCESCA

38.59
38.59

Total Payment Amount

PV230658-001 SCHAFFRAN, TRACEY

38.74
38.74

Total Payment Amount

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 04/19/2023

Fiscal Year: 2023

ACCOUNTS PAYABLE BOARD PAYMENT REPORT

02 Alta Loma School District

Transmittal Number: 23000653-0

Reference Vendor
PV230660-001 TAYLOR, MADILYN

Description	Amount
Total Payment Amount	439.36
	439.36
Total Payment Amount	152.99
	152.99
Transmittal Total	1,980.20
Fund Summary: Fund 01	1,980.20

Transmittal Number: 23000654-0

PO230482-009 GORM INC
PO230482-010 GORM INC
PO230482-011 GORM INC
PO230482-012 GORM INC
PO230482-013 GORM INC

STRK / OPEN CUSTODIAL SUPPLIES	11.85
STRK / OPEN CUSTODIAL SUPPLIES	308.04
STRK / OPEN CUSTODIAL SUPPLIES	1,929.48
STRK / OPEN CUSTODIAL SUPPLIES	35.03
STRK / OPEN CUSTODIAL SUPPLIES	1,273.90
Total Payment Amount	3,558.30

PO230303-007 LENNOX INDUSTRIES INC

M&O / OPEN SUPPLIES	194.02
Total Payment Amount	194.02

PO230010-009 NAPA AUTO PARTS

TRANSPORTATION / OPEN SUPPLIES	1,643.63
Total Payment Amount	1,643.63

PO230155-027 ODP BUSINESS SOLUTIONS LLC
PO230156-024 ODP BUSINESS SOLUTIONS LLC
PO230323-023 ODP BUSINESS SOLUTIONS LLC
PO230323-024 ODP BUSINESS SOLUTIONS LLC
PO230323-025 ODP BUSINESS SOLUTIONS LLC
PO230389-017 ODP BUSINESS SOLUTIONS LLC
PO230389-018 ODP BUSINESS SOLUTIONS LLC
PO230389-019 ODP BUSINESS SOLUTIONS LLC

ALE / OPEN OFFICE SUPP,	114.62
ALE / OPEN INSTR SUPP	38.50
JASPER / INST SUPPLIES	92.38
JASPER / INST SUPPLIES	39.03
JASPER / INST SUPPLIES	58.93
HERMOSA / Open Instr Supp	48.74
HERMOSA / Open Instr Supp	240.75
HERMOSA / Open Instr Supp	148.49
Total Payment Amount	781.44

PO230284-008 VISTA PAINT CORP

M&O / OPEN SUPPLIES	809.33
Total Payment Amount	809.33

Transmittal Total 6,986.72

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

ACCOUNTS PAYABLE BOARD PAYMENT REPORT

Board of Trustees Meeting 04/19/2023

02 Alta Loma School District

Transmittal Number: 23000654-0

Fiscal Year: 2023

	Fund Summary:	Fund 01	6,986.72
Payment Count:	128	Transmittal Count:	46
		Grand Total:	1,814,619.89

The above Payable transactions have been issued in accordance with the District's policies and procedures.
It is recommended that the Board of Trustees approve them.



Authorized Agent