

**ALTA LOMA SCHOOL DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, May 3, 2023**  
**6:00 pm**

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

Motion  
1st   2nd   App

**A. OPEN SESSION**

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

**C. PLEDGE OF ALLEGIANCE**

**D. PUBLIC COMMENT ANNOUNCEMENT**

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

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

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

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

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

Action

**E. ADOPTION OF AGENDA**

\_\_\_\_\_

Action

**F. APPROVAL OF MINUTES**

4/19/23 (pp. 1-5)

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

## **G. RECOGNITIONS AND PRESENTATIONS**

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

1. Student Presentation – Vineyard Junior High
2. Parent Volunteer Groups (PTA, PTSA, PFSA, Site Council)

## **H. PUBLIC COMMENT**

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

## **I. PUBLIC HEARING**

None.

## **J. BOARD REPORT**

An opportunity for Board members to discuss items as follows:

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

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

## **K. SUPERINTENDENT & STAFF REPORTS**

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

1. Curriculum/instructional updates
2. District activities
3. Timely events/information
  - a. West Side Band Concert, May 8, 7:00 PM, ALJH
  - b. VJH 8<sup>th</sup> Grade Promotion, May 25, 9:00 AM
  - c. ALJH 8<sup>th</sup> Grade Promotion, May 25, 11:00 AM

Action

## **L. CONSENT CALENDAR**

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

1. Recommend the Board approve routine agreements with the following vendors:

- 1) Budget Bouncers Party Rental; 2) Fun Services; 3) Riley's Farm 4) Tools4Ever; 5) Whole Child Therapy. (pp. 6-7)
2. Recommend the Board accept the following donations:
  - a. Donation of \$1,115.00 from Cal Poly Donation Foundation to Jasper Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
  - b. Donation of \$714.84 from Stork PFSA to Stork Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
  - c. Donation of \$223.96 from Premises Metal & Relying, Inc. to Stork Elementary School's Student Fundraiser Account to be used to enhance the instructional program. (No exhibit)
3. Recommend the Board approve payments to vendors in Board Payment Report, as presented. (p. 8)
4. Recommend the Board approve employment, terminations, resignations, leaves and temporary assignments, as presented. (pp. 9-14)
5. Board Policies  
*Second 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. 15-39)
6. Adopt Job Description  
*Second Reading*
  - Transportation Supervisor
  - Facilities Supervisor
 (pp. 40-51)

## M. CURRICULUM AND INSTRUCTION

- |        |   |                         |
|--------|---|-------------------------|
| Action | <ol style="list-style-type: none"> <li>1. Recommend the Board enter into a one-year contract with Global CTI Group, Inc., for warranty, support, and service of the Mitel Telephone System for a total cost not-to-exceed \$27,000, and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (pp. 52-60)</li> </ol> | _____<br>_____<br>_____ |
| Action | <ol style="list-style-type: none"> <li>2. Recommend the Board approve the purchase and implementation of Reading Horizons reading intervention programs for an amount not-to-exceed \$55,000 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (pp. 61-67)</li> </ol>  | _____<br>_____<br>_____ |

## N. BUSINESS AND FINANCIAL PROCEDURES

Action

1. Recommend the Board approve the Agreement for Crossing Guard Services for the 2023-24 school year and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (p. 68)

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## O. HUMAN RESOURCES

Action

1. Recommend the Board approve the Management Salary Schedule as presented with a retroactive effective date of July 1, 2022. (pp. 69-71)

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## P. BOARD INFORMATION/DISCUSSION

1. Amend Board Policies  
*First Reading*  
BP 0420.4 – Charter School Authorization  
BP 3270 – Sale and Disposal of Book, Equipment and Supplies  
BP 3350 – Travel Expenses  
BP 3530 – Risk Management/Insurance  
BP 6115 – Ceremonies and Observances  
(pp. 72-83)
2. Amend & Reclass Job Description  
*First Reading*
  - Administrative Secretary, Human Resources  
(pp. 84-90)
3. Governance Calendar  
(pp. 91-92)

## Q. FUTURE AGENDA ITEMS

## R. ANNOUNCEMENTS

1. The date of the next special meeting of the Board of Trustees for the purpose of a Governance Workshop is Tuesday, May 9, 2023, 6:00 PM at the Alta Loma School District Support Center, 9390 Base Line Road.
2. The date of the next regular meeting of the Board of Trustees is Wednesday, May 17, 2023, 6:00 PM at the Alta Loma School District Support Center, 9390 Base Line Road.

## S. CLOSED SESSION

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

- ✓ 1. Public Employee Performance Evaluation/Employment – Superintendent.

- ☐ 2. Conference with labor negotiators Sherry Smith, Superintendent, Eric Hart, Associate Superintendent, Administrative Services, Donna Carlson, Assistant Superintendent, Human Resources and other negotiation team members.
  - a. Alta Loma Educators Association (ALEA).
- ☐ 3. Conference with labor negotiators for unrepresented employees:
  - a. Certificated and Classified Management, and Confidential. Agency representative - Superintendent.
  - b. Classified Employees and Proctors. Agency representative – Superintendent.
  - c. Superintendent. Agency representative – Board of Trustees.
- ☐ 4. Student Disciplinary/Expulsion/Readmission Matters.
- ☒ 5. Public Employee Employment/Discipline/Dismissal/Release.
  - a. Employment – Director - Educational Programs
  - b. Employment – Principal – Vineyard Junior High School
  - c. Resignation – Employee #4973
  - d. Complaint Against Personnel
- ☒ 6. Conference with Legal Counsel – Existing/Potential Litigation. (Government Code §54956.9(d)(1), and §54956.9(d)(2))

**T. OPEN SESSION**

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

**U. ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, ALTA LOMA SCHOOL DISTRICT, COUNTY OF SAN BERNARDINO–WEDNESDAY, APRIL 19, 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 5:11 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 two of three. Items on the agenda to review key recommendations, present options, engage in conversation and work toward consensus.

REGULAR OPEN SESSION

The regular meeting was called to order by Board President Brad Buller at 6:05 PM.

PLEDGE OF ALLEGIANCE

Deer Canyon Elementary Student Ambassador, Zinnia Flores led the flag salute.

PUBLIC COMMENT ANNOUNCEMENT

Mr. Buller read aloud the Public Comment Announcement.

ADOPTION OF AGENDA

Moved by Mrs. Davies, seconded by Mr. Chung, 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.

RECOGNITIONS AND PRESENTATIONS

Student Presentations – Deer Canyon Elementary School

- Kindergarten Musical Performance
- Deer Canyon Student Ambassadors, Elias Cruz and Zinnia Flores

WRITTEN COMMUNICATIONS

Letter of Positive Certification form San Bernardino County Superintendent of Schools.

PUBLIC COMMENT

None.

PUBLIC HEARING

None.

BOARD REPORTS

Board member Dr. Malinda Hurley ... April 6, attended Alta Loma Junior High and Vineyard Junior High School's GATE Spelling Bee with Dr. Smith and fellow Board Member Chung; it was joyful to see our elementary and junior high students team up against each other; April 7, attended Banyan's PTA Event, "A Spring Thing" with Dr. Smith, the DJ kept students dancing, while others were buying stuffed animal mascot bulldogs to dress up and others were buying Bulldog swag; April 12, had the pleasure of attending the Cucamonga Valley Water District's 5<sup>th</sup>

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District's 5<sup>th</sup> Grade Poster Contest Awards Ceremony along with Dr. Smith and Member Chung; it was wonderful to see artwork reflecting the theme "Water is Life" on display; 3 submissions were allowed from each school and Alta Loma Elementary, Banyan, Deer Canyon, Stork, Hermosa, Jasper, and Victoria Groves were all represented, Member Hurley is proud of the Alta Loma School District; Member Hurley gave a shout out to her neighbor, Amelie Rybchinsky who won first place for Victoria Groves; April 13, along with fellow Member Chung attended the Superintendent's Community Cabinet where they had the opportunity to collaborate with the new coding curriculum for the EXPLORE Program, they also had a conversation about "How are the Children?" and a lively discussion about the social emotional needs of our students and lastly, they gave feedback on a rough draft for a new school site survey; April 14, attended Jasper's PTA Carnival; Member Hurley had the best time and Principal, Curtis Quanstrom welcomed her and Assistant Principal, Bridget Travis gave her a tour of the event; There were so many booths, inflatable sports bounce houses, and a miniature golf course that made this community event a success.

Board member Eric Chung ... congratulated all the students who participated in the GATE Spelling Bee, all the kids had fun and it was nice to see how competitive it got towards the end; had the opportunity to attend the Cucamonga Valley Water District 5<sup>th</sup> Grade Poster Contest Awards Ceremony with Dr. Smith, Member Hurley and our principals; the kids did a phenomenal job; April 18, had a site visit at Stork with Dr. Smith and Member Martinez, Member Chung had a different perspective as he walked the campus this time from when he first visited the campus; this visit Member Chung has honed his skills and was looking for the academic discourse and differentiation, Stork is doing a wonderful job and Member Chung looks forward to a few more site visits before the end of the year; attended the Superintendent's Community Cabinet, received good feedback on site specific surveys.

Board member Jessica Martinez ... visited Stork with Dr. Smith and Member Chung, and Member Martinez believes that Principal Bires is the perfect addition to the Stork community; during her visit Member Martinez noticed lots of technology usage from K-6 grade students; attended a webinar titled "No more Status Quo. Tips for Transforming Teaching to Support All Learners"; the webinar shared Shelley Moore's 5-minute video titled "The Evolution of Inclusion, The Past and Future of Education"; if you go to Shelley's website Five Moore Minutes you will find additional videos dedicated to supporting all learners.

Board member Rebecca Davies . . . April 8, the Rancho Cucamonga Rotary hosted their annual All City Track Meet, they have been hosting this meet every year, with a few exceptions since 1985; pleased that students from 6 of our schools had an opportunity to participate in this fun day; students from Stork, Jasper, Deer Canyon, Carnelian, Victoria Groves, and Banyan participated; A big thanks to our staff members at these schools who gave their time and talent to make this event possible.

Board member Brad Buller ... appreciates his fellow Board members for being out supporting our teachers and staff; thanked the Rotary Club and Alta Loma High School staff and students for their help facilitating the All City Track Meet.

#### SUPERINTENDENT & STAFF REPORTS

Superintendent Smith shared that the Superintendent's Community Cabinet continues to grow and evolve with each session, next year the plan is to have all the agenda topics set for each

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session so when the date is advertised the topic can be too allowing our community to attend the sessions they are interested in. January 1, 2023 – March 31, 2023, no complaints were received during the Williams Quarterly Reporting. Dr. Smith is looking forward to the Staff Appreciation Days that are coming up in May.

Associate Superintendent Chris Deegan updated the Board on the Transitional Kindergarten Curriculum Adoption Recommendation. The adoption team is recommending Learning Without Tears and there will be a public viewing of the recommended materials from April 20, 2023- May 20, 2023. After the public preview, it will need Board approval to order materials, the TK teams will be trained in the fall for implementation in August 2023.

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) 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.

Board Payment Report

Approved the Board Payment Reports, as presented.

Routine Personnel Items

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

Board Policies

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

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 Material

BP 6161.1 – Selection and Evaluation of Instructional Materials

BP 6161.11 – Supplementary Instructional Materials



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**April 19, 2023**

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Board Bylaws

A Second Reading was held to amend Board Bylaws

BB 9270 – Conflict of Interest

BB 9320 – Meetings and Notices

Conference Attendance

Approved the conference attendance for Superintendent Sherry Smith, Principal Andrew Carter and not-to-exceed three Board Members to attend the National Schools to Watch Conference, June 22, 2023 – June 25, 2023 in Washington, D.C. and approve all related expenses.

CURRICULUM & INSTRUCTION

Wellness Enrichment Provider

Moved by Dr. Hurley, seconded by Mr. Chung, and carried unanimously to approve the addition of a wellness enrichment provider to be paid at the hourly rate of \$40.

Classified Community Enrichment Provider

Moved by Mrs. Davies, seconded by Dr. Hurley, and carried unanimously to approve the addition of classified community enrichment providers to be paid at the hourly rate of \$20.

Certificated Community Enrichment Provider

Moved by Dr. Hurley, seconded by Ms. Martinez, and carried unanimously to approve the addition of certificated community enrichment providers to be paid at the hourly rate of \$20.

Elizabeth Gendry-Shaker, M.D.

Moved by Dr. Hurley, seconded by Ms. Martinez, and carried unanimously to 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.

Cengage, Big Ideas

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

HUMAN RESOURCES

Retirement Incentive

Moved by Dr. Hurley, seconded by Ms. Martinez, and carried unanimously to 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.

Classified Salary Ranges

Moved by Dr. Hurley, seconded by Ms. Martinez, and carried unanimously to 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.

BOARD INFORMATION/DISCUSSION

Board Policies

A first reading was held to amend Board policies related to Philosophy, Goals, Objectives and Comprehensive Plans, Community Relations, Instruction and Students, as presented.

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

Job Description

A First Reading was held to adopt Job Description

- Transportation Supervisor
- Facilities Supervisor

FUTURE AGENDA ITEMS

None.

ANNOUNCEMENTS

The date of the next regular meeting of the Board of Trustees is Wednesday, May 3, 2023, 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.

CLOSED SESSION

The Board adjourned to Closed Session at 6:57 PM for the purpose of discussing matters expressly authorized by Government Code Section 3549.1, 54956.9, 54956.9(d), 54957, and 54957.6.

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 9:44 PM.

## Administrative Services Memorandum

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

**From:** ~~24~~ Eric Hart, Associate Superintendent, Administrative Services

**Date:** May 3, 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. Budget Bouncers Party Rental
2. Fun Services
3. Riley's Farm
4. Tools4Ever
5. Whole Child Therapy

<b>VENDOR</b>	<b>DESCRIPTION/COST</b>	<b>RESPONSIBLE ADMINISTRATOR OR MANAGER</b>
Budget Bouncers Party Rental	Rental fee for Stork Elementary student event on May 24, 2023. Deposit and prepayment are required. Total cost is \$800.	Principal
Fun Services	Carnival fee for Stork Elementary students on May 18, 2023. Deposit and prepayment are required. Total cost is \$4,520.	Principal
Riley's Farm	Field trip fee for Alta Loma Elementary fifth grade students on March 24, 2024. Deposit and prepayment are required. Total cost is \$1,080.	Principal
Tools4Ever	Annual fee for Tools4Ever software licensing renewal from July 1, 2023 through June 30, 2024. Total cost is \$4,100.	Director, Information Technology
Whole Child Therapy	Increase purchase order for consultation for the 2022-23 school year from a total not-to-exceed \$15,000 to \$27,000.	Director, Special Education/Pupil Services



## Administrative Services Memorandum

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

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

**Date:** May 3, 2023

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

Total of Purchase Orders: \$123,308.40

Total Payments to Vendors (All Funds): \$1,317,331.53


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



**Alta Loma**  
SCHOOL DISTRICT

## **Human Resources Memorandum**

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

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

**Date:** May 3, 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  
May 3, 2023

**CERTIFICATED PERSONNEL**

**I. RECOMMENDED APPOINTMENTS**

(Pending approval of new position/salary placement)

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

None

**Temporary**

None

**Temporary Extension**

None

**Probationary 1**

None

**Probationary 2**

None

**II. CHANGE OF STATUS**

(Change in site or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Orellano, Bertha	02/22/23	From:	Teacher, SDC, CHAMPS, Carnelian Elementary, CETEAC0501, 7 hours a day, Salary D-6
		To:	Salary D-15

**Leave of Absence**

NAME	EFFECTIVE	ASSIGNMENT/SITE/CODE
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None

**Return from Leave of Absence**

NAME	EFFECTIVE	POSITION/SITE/CODE
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None

ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
May 3, 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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Melchor, Guadalupe	05/24/23	Teacher, Secondary, Alta Loma Junior High School, CETEAC0106
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Rachielles, Michele	06/30/23	Principal, Hermosa Elementary, CEPRIN0007
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**V. TERMINATION OF EMPLOYMENT**

EMPLOYEE	EFFECTIVE	POSITION/SITE/CODE
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None



ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
May 3, 2023

**CLASSIFIED PERSONNEL**

**I. RECOMMENDED APPOINTMENTS**

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY/HOURS
Hayward, Jillian	05/01/23	ELO-P Assistant Site Coordinator, Deer Canyon Elementary	CLCCRE1104, Salary 31-D, 8 hours a day
Romero, Victoriano	05/01/23	ELO-P Assistant Site Coordinator, Alta Loma Elementary	CLCCRE1101, Salary 31-A, 8 hours a day
Wahba, Nardine	04/17/23	Instructional Aide, SNA, Banyan Elementary	CLAIDE0325, Salary 30-A, 3.5 hours plus additional temporary 2.3 average hours a day

**Short Term Appointment**

Cavazos, Lucy	04/10/23	Child Development Teacher, Carnelian Elementary	CLCDIN0006, Salary 51-C, 4 hours a day
Flores Sheppard, Lindsay	04/17/23	Child Development Teacher, Carnelian Elementary	CLCDIN0007, Salary 51-A, 4 hours a day

**II. CHANGE OF STATUS**

(Change in site, position or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Coronado, Sarah	04/17/23	From:	Instructional Aide, SNA, Alta Loma Elementary, CLAIDE0299, Salary 30-B, 3.5 hours a day
		To:	Banyan Elementary, CLAIDE0357
Gomez, Abigail	05/01/23	From:	ELO-P Activities/Enrichment Assistant, Stork Elementary, CLCCRE0031, Salary 26-B, 5.5 hours a day
		To:	ELO-P Assistant Site Coordinator, Hermosa Elementary, CLCCRE1105, Salary 31-B, 8 hours a day
Kochman, Kelly	05/01/23	From:	ELO-P Activities/Enrichment Assistant, Hermosa Elementary, CLCCRE0001, Salary 26-C, 5.5 hours a day
		To:	ELO-P Assistant Site Coordinator, Jasper Elementary, CLCCRE1106, Salary 31-B, 8 hours a day
Lindstrom, Katelyn	05/01/23	From:	ELO-P Activities/Enrichment Assistant, Jasper Elementary, CLCCRE0014, Salary 26-A, 5.5 hours a day
		To:	ELO-P Assistant Site Coordinator, Stork Elementary, CLCCRE1107, Salary 31-B, 8 hours a day

ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
May 3, 2023

**CLASSIFIED PERSONNEL** (continued)

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

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Lombardo, Tyler	05/01/23	From:	ELO-P Activities/Enrichment Assistant, Alta Loma Elementary, CLCCRE0017, Salary 26-B, 2.3 average hours a day Proctor, Alta Loma Elementary, CLPCTR0304, Salary 17-B, 3 hours a day
		To:	ELO-P Assistant Site Coordinator, Carnelian Elementary, CLCCRE1103, Salary 31-B, 8 hours a day
Mathews, Catherine	04/17/23	From:	Instructional Aide, SNA, Victoria Groves Elementary, CLAIDE0309, Salary 30-E, 3.5 hours a day
		To:	Alta Loma Junior High School, 3.5 hours plus additional temporary .7 average hours a day
Ochs, Leila	05/01/23	From:	ELO-P Activities/Enrichment Assistant, Banyan Elementary, CLCCRE0072, Salary 26-B, 5.5 hours a day
		To:	ELO-P Assistant Site Coordinator, Salary 31-B, 8 hours a day
Varner, Nicole	04/17/23	From:	Child Nutrition Worker, Vineyard Junior High School, CLCNWK0037, Salary 26-B, 3.5 hours a day
		To:	Carnelian Elementary, CLCNWK0020, 2 hours a day

**Leave of Absence**

NAME	EFFECTIVE	POSITION/SITE/CODE
Baugh, Carla	04/22/23 to 07/20/23	Custodian, Part Time, Carnelian Elementary, CLCUST0050
Gill, Arlene	04/03/23 to 07/01/23	Custodian, Lead, Hermosa Elementary, CLCUST0025

**Return from Leave of Absence**

NAME	EFFECTIVE	POSITION/SITE/CODE
Espinoza, Natalie	04/24/23	Instructional Aide, TK, Jasper Elementary, CLAIDE0300

ALTA LOMA SCHOOL DISTRICT  
BOARD OF TRUSTEES  
May 3, 2023

**CLASSIFIED PERSONNEL** (continued)

**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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Espinoza, Natalie	05/24/23	Instructional Aide, TK, Jasper Elementary, CLAIDE0300
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**VI. TERMINATION OF EMPLOYMENT**

**CLASSIFIED CONCLUSION OF SHORT TERM APPOINTMENT**


EMPLOYEE	EFFECTIVE	POSITION/SITE/CODE
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#5653	05/24/23	Instructional Aide, SDC, Carnelian Elementary, CLAIDE0377
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## Superintendent's Memorandum

**To:** Board of Trustees

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

**Date:** May 3, 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.

### *Second 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

BP 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 Board of Trustees 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)*

*(cf. 6174 – Education for English Language Learners)*

*(cf. 6175 – Migrant Education Program)*

## UNIFORM COMPLAINT PROCEDURES (continued)

~~(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 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.)~~

**UNIFORM COMPLAINT PROCEDURES (continued)**

- ~~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)**
  - 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**

**UNIFORM COMPLAINT PROCEDURES (continued)**

*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)*
- 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*

## UNIFORM COMPLAINT PROCEDURES (continued)

**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 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:~~



## UNIFORM COMPLAINT PROCEDURES (continued)

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 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)*

**UNIFORM COMPLAINT PROCEDURES (continued)**

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)*
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

BP 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~~ *The Superintendent or designee shall* verifying that students have complied with legal requirements for *comprehensive* health examinations *screening, an oral health assessment,* and immunizations ~~before enrolling in~~ *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~~ *and* 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 students *experiencing homelessness* 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)

**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, 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)

**EDUCATION FOR HOMELESS CHILDREN (continued)**

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 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~~ students *experiencing homelessness* 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)~~

**EDUCATION FOR HOMELESS CHILDREN** (continued)

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*.

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.

Policy  
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
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.

**SUMMER LEARNING PROGRAMS (continued)**

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~~
- ~~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~~


Policy  
 adopted: November 1, 2006  
 amended: October 17, 2018

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



Alta Loma  
SCHOOL DISTRICT

## Human Resources Memorandum

**To:** Dr. Sherry Smith, Superintendent  
**From:**  Donna Carlson, Assistant Superintendent, Human Resources  
**Date:** May 3, 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, retraining and behind the wheel instruction of bus drivers.

### *Second 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 that the Board approve 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.	<b>STRENGTH:</b>		
A.	<i>Standing</i>		15%
	<i>Walking</i>		15%
	<i>Sitting</i>		70%
B.	<i>Lifting</i>	O	50 lbs.
	<i>Carrying</i>	O	25 lbs.
	<i>Pushing</i>	C	50 lbs.
	<i>Pulling</i>	C	50 lbs.
2.	<i>CLIMBING</i>	C	
	<i>BALANCING</i>	C	
3.	<i>STOOPING</i>	O	
	<i>KNEELING</i>	F	
	<i>CROUCHING</i>	O	
	<i>CRAWLING</i>	NP	
4.	<i>REACHING</i>	C	
	<i>HANDLING</i>	C	
	<i>FINGERING</i>	O	
	<i>FEELING</i>	O	
5.	<b>TALKING:</b>		
	<i>Ordinary</i>	C	
	<i>Other</i>	F	
	<b>HEARING:</b>		
	<i>Conversations</i>	F	
	<i>Other Sounds</i>	C	
6.	<b>SEEING</b>		
	<i>Acuity, Near</i>	C	
	<i>Acuity, Far</i>	C	



**ALTA LOMA SCHOOL DISTRICT****TRANSPORTATION SUPERVISOR – Page 4**

<i>Depth Perception</i>	<i>C</i>
<i>Accommodation</i>	<i>C</i>
<i>Color Vision</i>	<i>NP</i>
<i>Field of Vision</i>	<i>C</i>

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

8. **PHYSICAL DEMAND COMMENTS:** *Examples of 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:**  

<i>Inside 50%</i>	<i>Outside 50%</i>
-------------------	--------------------
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:**  

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

*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:**

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

*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.**



Alta Loma  
SCHOOL DISTRICT

## Human Resources Memorandum

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

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

**Date:** May 3, 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.

### *Second 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 that the Board approve 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. This individual, in partnership with site administration, 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, in partnership with site administration.*
- *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.*
- *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 training 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:**

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

#### **2. CLIMBING O**

**ALTA LOMA SCHOOL DISTRICT****FACILITIES SUPERVISOR - Page 4**

- |    |  |           |
|----|--|-----------|
|    | <b>BALANCING</b>   | <b>O</b>  |
| 3. | <b>STOOPING</b>  | <b>O</b>  |
|    | <b>KNEELING</b>  | <b>O</b>  |
|    | <b>CROUCHING</b>   | <b>O</b>  |
|    | <b>CRAWLING</b>  | <b>O</b>  |
| 4. | <b>REACHING</b>  | <b>C</b>  |
|    | <b>HANDLING</b>  | <b>C</b>  |
|    | <b>FINGERING</b>   | <b>O</b>  |
|    | <b>FEELING</b>   | <b>O</b>  |
| 5. | <b>TALKING:</b>  |           |
|    | <b>Ordinary</b>  | <b>O</b>  |
|    | <b>Other</b>   | <b>O</b>  |
|    | <b>HEARING:</b>  |           |
|    | <b>Conversations</b>   | <b>O</b>  |
|    | <b>Other Sounds</b>  | <b>O</b>  |
| 6. | <b>SEEING</b>  |           |
|    | <b>Acuity, Near</b>  | <b>F</b>  |
|    | <b>Acuity, Far</b>   | <b>F</b>  |
|    | <b>Depth Perception</b>  | <b>F</b>  |
|    | <b>Accommodation</b>   | <b>NP</b> |
|    | <b>Color Vision</b>  | <b>NP</b> |
|    | <b>Field of Vision</b>   | <b>O</b>  |
| 7. | <b>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).</b> |           |
| 8. | <b>PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are furniture, trashcans, dumpsters, ladders, floor polisher, vacuum; reaching/handling are vacuum, supplies, broom.</b>       |           |

**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.*





## Educational Services Memorandum

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

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

**Date:** May 3, 2023

**Subject:** Approval of Contract with Global CTI Group, Inc., for Warranty, Support, and Service of the Mitel Telephone System

**BACKGROUND:** The Alta Loma School District originally purchased the Mitel Telephone System from Frontier with a five-year support agreement which will terminate at the end of April. The phone system is an integral part of the daily operation for the District and to maintain optimal operation, warranty, support, and service from and external vendor will be required.

**RATIONALE:** Global CTI Group, Inc., is a Mitel-certified Gold Partner and is a preferred provider for Mitel support and services. The Alta Loma School District has worked with Global CTI Group, Inc., on a past project which has provided insight on their working knowledge of the Mitel telephone system.

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

**RECOMMENDATION:** Recommend the Board enter into a one-year contract with Global CTI Group, Inc., for warranty, support, and service of the Mitel Telephone System for a total cost not-to-exceed \$27,000, and further authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

**Prepared By:** Rick Brindle, Director of Information Technology



## Global CTI

### Exhibit of Services – Enhanced Mitel Support

This Agreement is by and between Global CTI Group, Inc., a California corporation (“we”, “us”, “Vendor”, or “Global”), and the person or entity signing below as a Buyer (“you” or “Buyer”) and is made and entered into as of the latest date shown in the signature blocks below (the “Effective Date”).

This Agreement sets forth the terms and conditions upon which Global will provide services (the “Services”) to Buyer.

#### 1) Definitions

- a) Normal Business Hours: 8:00 a.m. to 5:00 p.m. PST – Monday thru Friday, excluding Holidays.
- b) After-Hours: All hours not included in Normal Business Hours.
- c) Business Day: Monday through Friday inclusive, excluding holidays.
- d) Holidays: Vendor observes the following calendar days in the United States as holidays; New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving Day and Christmas Day. Vendor may designate two additional holidays each year.
- e) System: As referenced in Exhibit M.
- f) Time of Coverage: As referenced in Exhibit M.
- g) TAC: Defined as Technical Assistance Center. May also be referenced to as Client Care or NOC (Network Operations Center).
- h) Authorized Contacts: Buyer employee approved to request service with Vendor.
- i) Professional Services: Labor performed by Vendor to complete a task.

#### 2) Term and Termination.

- a) Term. Defined as the period of time from the execution of this Contract until its conclusion
  - i) The initial term of this Agreement will commence on the date product is first shipped to Buyer.
  - ii) Additions to the term shall be prorated to end per the initial commencement of this Agreement.
- b) Renewal. At the end of the initial term, this Agreement will auto renew unless cancelled in writing by Buyer. Renewal price shall be based on Vendor’s then price for the current applicable Support plan.
- c) Termination. Either party may terminate this Agreement upon 30 days’ prior written notice from the end date of the initial term. If Buyer terminates contract prior to the end date of initial term, all prepaid payments are forfeited. If a multi-year contract is cancelled before the end of the term any discounts applied will be billed to Buyer.

#### 3) Pricing and Payment Terms

- a) Price. Unless otherwise agreed by Vendor and Buyer in writing, pricing for the Support plan is based on pricing set forth on the Exhibit M.
- b) Add-On Purchases. Support for all add-on purchases will be billed at the time of shipment, pro-rated for the remaining term, and at the rate on Vendor’s then current price list for the current Support plan. All applicable taxes, if any, will be billed at the time Support Charges are invoiced.
- c) Payments. Terms are net ten (30) days. Accounts thirty (30) days past due will be subject to a monthly charge at a rate equal to the lesser of one and one-half percent (1.5%) per month or the maximum legal rate permitted under the applicable law.

#### 4) Services:

- a) This Agreement covers services for equipment and material specified on Exhibit M, only.
  - i) IP Phones are not covered unless otherwise specified on the Exhibit M.
  - ii) Mitel Switch equipment replacement is Next Business Day.
  - iii) Onsite labor for replacement of defective hardware is included.
    - (1) Travel charges will be billed for locations not within 50 miles of the following California metro areas: City of Fresno, City of Visalia, City of Bakersfield, City of Los Angeles, City of Irvine, City of Corona. Travel charges will be invoiced at standard hourly charge.
- b) Mitel system software updates are included in this Agreement.
  - i) This Agreement includes remote labor to upgrade the Director Application software, Remote (DVS) Application software, SG/ST Switches, Phones and confirm and test functionality after the upgrade is performed. Communicator/Connect Client upgrades per workstation will be performed by the Buyer with instruction and guidance from VENDOR. A qualified Buyer representative is required to be on-site during the entire remote upgrade process. This upgrade does NOT include Server Operating System upgrades, server hardware upgrades, or migration onto another server (Physical or Virtual). Remote labor for one remote upgrade per year is included in VENDOR’s annual Enhanced Support Agreement. If the upgrade is required due to a service affecting situation, then there is no labor charged for the upgrade and it does not count towards the one remote upgrade. If the upgrade requires on site assistance due to service affecting problems caused by the upgrade, there is no charge for onsite labor. To protect the Buyer from downtime, VENDOR reserves the right to determine which Mitel (Operating System) will be installed for the yearly upgrade. If Buyer insists on upgrading to a different software release not approved by VENDOR, then the Buyer acknowledges that they will be invoiced for any additional labor expended solving issues caused by the “Not Yet Approved Software”. Vendor is responsible for procurement of Mitel Software Assurance and will purchase when and if necessary.

- c) Remote Professional Services to troubleshoot system issues are included for covered equipment.
- d) All on-site Professional Services will be invoiced per applicable hourly rates.
- e) Professional Services provided by Vendor to work on equipment not covered by this Agreement will be invoices per applicable hourly rates.
- f) Support performed during After-Hours is subject to charges.
- g) This Agreement includes replacement of defective Mitel IP Phone Handsets, Handset Cords, and Ethernet Patch Cords.
  - i) Ethernet Patch Cords replacements cannot exceed 10 per year.
- h) Remote Troubleshooting Support and Support for Down Systems after hours is included.
- i) Microsoft Windows Operating System Maintenance – Connect Director is included
  - i) Includes required Microsoft Windows Updates and Patches per Mitel’s technical specification and recommendations. Offsite backup of Connect Director is included.
  - ii) VENDOR will back-up and store Buyers Connect Director database folder as installed or upon agreement at a centrally secure storage location in the VENDOR NOC. VENDOR Amigo Client is required. This procedure is executed twice monthly on the 15th and end of the month. Vendor reserves the right to change the dates of monthly backups.
- j) Additional Web-based Administration and End User Training is included.
- k) 24 X 7 Monitoring is included.
  - i) Vendor will provide monitoring of Connect Director Servers and Connect Switches via Vendor's AMIGO Managed Services. Monitoring requires remote internet connectivity of the AMIGO Client Application between the Buyer's locations and Vendor's NOC. Buyer's firewall and /or routers will be required to allow AMIGO to notify and be accessed by Vendor's NOC to perform Monitoring. During Non-Business Hours the Vendor NOC will notify a person designated by Buyer via email of a system outage. The Buyer's representative will have an option to call the emergency on-call phone number for a Global technician. Please note: There may be instances where the Vendor NOC will not receive signals of a downed system. For example, with some SIP Trunking, the carrier runs software that does not provide a downed system signal and therefore Vendor's AMIGO service will not be able to detect the system as down. Vendor will provide every effort to notify Buyer of downed carrier service but please note that this Agreement does not cover carrier services and therefore Vendor cannot be held liable for downed carrier service.

5) Service Level Agreement (SLA)

Definition	Priority	Response Time (Business Hours)	Response Time (After Hours)	Resolution Time
CRITICAL: Defined as System Down: System Down is defined as Inbound and/or outbound calls, voicemail, auto attendants, workgroups, or contact center are NOT functional.	1	Within 2 hours	Within 4 hours	ASAP - Best Effort
NON CRITICAL: Non-critical but significant issue or an issue that is degrading the performance and reliability of supported services. These issues could escalate to a critical status if not addressed quickly.	2	Within 4 hours	Next Business Day	ASAP - Best Effort

- 6) Emergency 911 Dialing: The Mitel system has the capability of deploying various Mobility, Softphones, VPN phones, and Remote Sites. Public Safety considerations have to be considered when 911 emergency dialing is made from these devices and environments.
- a) Remote Mobility, Softphones, and VPN phones: These devices obtain dial tone from the Headquarters Mitel system. With that said, if a user dials emergency services (911) via these devices, the 911 Public Safety Answering Point (PSAP) will recognize the caller-ID as the Headquarters main address and NOT the remote user's location. It is not recommended that these devices be used for dialing 911 emergency services since they are not physically located at the Headquarters address.
  - b) Remote Sites: Remote Sites may or may not have local Public Switched Telephone Network (PSTN) circuits deployed at their location. It is highly recommended that a local backup PSTN circuit be deployed for dialing 911 emergency services. In the event the Remote Site does not have a local backup circuit, the user calling 911 emergency services would have to notify the PSAP of their address of the emergency. Remote Sites without local PSTN will obtain dial tone from the Headquarters system of the main address and NOT of their local address.
  - c) Data Center where all the PSTN circuits are installed: With the ability of deploying the Mitel system within a Data Center environment, it is highly recommended that local PSTN circuits be installed on the local premise for dialing 911 emergency services. With all the PSTN circuits residing in a Data Center, the user calling 911 emergency services would have to notify the PSAP of their address of the emergency.
- 7) Server Warranty & Maintenance:
- (1) Server warranty is provided by the server manufacturer. Servers provided by Mitel as a SBE (Small Business Addition) bundle or DVS are manufactured by Dell. By default, Vendor servers are provided by Dell unless other manufacturer is specified by client. If another server manufacturer such as HP, etc., then that server will be cover by said server manufacturer. Dell servers come with 3 year Basic hardware only warranty support. Local business hours only Next Business Day (5 x 10). SATA hard drives are

only covered for 1 year regardless the length of contract. Vendor maintenance does not add additional server coverage other than what is provided by the server manufacturer. Dell Servers are covered by Dell's 3-year warranty and should Buyer wish to extend this warranty at the end of the 3-years it is Buyer's responsibility to contact Dell to obtain quotes for to extend this service. Note: Exception to above, The Mitel SBE-100 UC Server 20/25 is covered under Mitel Support plan by Mitel.

- 8) Travel Expenses: Travel charges may apply for onsite labor required to service System outside a 50 mile radius of the following metro areas: City of Fresno, City of Visalia, City of Bakersfield, City of Los Angeles, and City of Irvine. Travel shall be invoiced at applicable hourly rates.
- 9) Third Party Product Issues: In the event that product issues assigned to Vendor are ultimately defined as third party issues or equipment not covered in the Exhibit M, Buyer may be charged an appropriate hourly rate from Vendor's then current price list for Vendor's efforts.
- 10) Time of Coverage: Defined as period of support hours. Unless otherwise agreed to in writing and signed by Vendor and Buyer, the time of coverage is defined as Normal Business Hours.
- 11) Hardware Updates: In the event Mitel deems it necessary to issue critical Engineering Change Orders, ("ECO's"), Buyer will receive a replacement Mitel switch with those ECO's installed during the term of the agreement. The installation of replacement Mitel switches is not included as part of Basic Support Plan and is the responsibility of the Buyer
- 12) No Installation or Delay: The Buyer may elect to not install or to delay the installation of Connect System software or ShoreGear updates. If the Buyer elects not to install two successive updates of either hardware or software, Buyer will be subject to an update charge or may incur additional charges for support due to the additional costs associated with supporting older versions of the product.
- 13) Buyer Responsibilities:
  - a) Authorized Contacts: Buyer shall designate specific Authorized Contacts. Buyer shall maintain the responsibility of notifying Vendor's TAC via written request in the event changes to the Buyer's previously designated Authorized Contacts are required.
  - b) On Site Contacts: In situations in which the Buyer has multiple locations, Buyer shall provide at least one individual per location to work with Vendor personnel to resolve cases if initial efforts to resolve the incident with the Buyer are unsuccessful. These contacts can be system administrators and/or trainers that have received training.
  - c) Latest Release: Buyer shall maintain all Mitel hardware and software within two versions of current release level including equipment held as replacement parts. Installation of new software and hardware is the Buyer's responsibility and will be installed in accordance with Mitel's specifications. Installation support for subsequent hardware and software purchases and/or releases are available and are priced separately.
  - d) Remote Access: Buyer shall provide Vendor with remote access to Buyer's network. Vendor reserves the right to remotely access Buyer's system to a) review the final installation for quality assurance purposes, b) provide remote installation support, c) provide troubleshooting and support tasks, and/or d) for system auditing and license compliance reviews. If Buyer does not elect to provide remote access, Vendor shall charge Buyer fees for on-site access in accordance with Vendor's then-current price list.
  - e) Onsite Access: Vendor may utilize certain items of Buyer's equipment and may gain access to certain Buyer facilities. Buyer retains title and ownership in all of Buyer's equipment owned by Buyer and utilized by Vendor and must grant authority for Vendor to access Buyer's facility. Facility access may be denied for any reason at any time, however if access to facilities is denied, Buyer understands that Vendor may be unable to perform their duties adequately and if such a situation should exist, Vendor will be held harmless.
  - f) Maintenance of Facilities: Buyer shall maintain the switch room, cable plant, Mitel server, including software updates, Buyer PC's, LAN/WAN equipment, telephone sets, and all other third-party products or applications. Buyer shall keep the equipment in good working condition and shall provide proper site environment as defined in the product documentation during the continuance of this Agreement. Consumable items such as batteries, wall mount kits and line cords are not covered under this Agreement. Buyer shall maintain all Mitel hardware and software within two versions of current release level including replacement equipment held as replacement parts
  - g) System Care: Buyer shall maintain the switch room cable plant, Mitel server, Buyer PC's, LAN/WAN equipment, telephone sets, and all other third-party products or applications in good working condition and shall provide proper site environment as defined in the product documentation during the continuance of this Agreement. Buyer shall maintain all Mitel hardware and software within two versions of current release level including Mitel equipment held as replacement parts. Consumable items such as batteries, wall mount kits and line cords are not covered under this Agreement.
- 14) Confidentiality and Solicitation of Employees:
  - a) Vendor recognizes that in the course of performing Services, it may have access to confidential and proprietary information, and trade secrets concerning Buyer's business and operations, (collectively referred to as "Confidential Information"). Vendor recognizes that disclosure of the Confidential Information to competitors, non-authorized third parties, or the general public would be detrimental to the Company. Accordingly, Vendor covenants and agrees with Buyer that it will keep secret and treat confidentially the Confidential Information and will not disclose any of the Confidential Information to any person or entity nor shall we use the Confidential Information for any purpose other than purposes which serve Buyer.

- b) **SOLICITATION OF EMPLOYEES:** Buyer acknowledges that Vendor is involved in a highly strategic and competitive business. Buyer further acknowledges that Buyer would gain substantial benefit and that Vendor would be deprived of such benefit, if Buyer were to directly hire any personnel employed by Vendor. Except as otherwise provided by law, Buyer shall not, without the prior written consent of Vendor, solicit the employment of Vendor personnel or induce any Vendor personnel to leave to go to another firm during the term of this Agreement and for a period of two (2) years following the termination or expiration of this Agreement. Buyer agrees that damages to Vendor resulting from breach by Buyer of this provision would be impracticable and that it would be extremely difficult to ascertain the actual amount of damages. Therefore, in the event Buyer violates this provision, Buyer shall immediately pay Vendor an amount equal to US \$100,000 as liquidated damages and Vendor shall have the option to terminate this Agreement without further notice or liability to Buyer. The amount of the liquidated damages reflected herein is not intended as a penalty and is reasonably calculated based upon the projected costs Vendor would incur to identify, recruit, hire and train suitable replacements for such personnel.

15) Miscellaneous

- a) **Governing Law:** The laws of the United States and the State of California, without reference to conflict of law principles govern this Agreement. Any dispute between the Buyer and Mitel regarding this Agreement will be subject to the exclusive venue of the state and federal courts in the State of California.
- b) **Entire Agreement; Severability.** This Agreement is the entire agreement between Buyer and Vendor with respect to support services provided by Vendor and supersedes any other verbal or written communications or advertising. If any provision of this Agreement is held invalid, the remainder of this Agreement will continue in full force and effect.
- c) **Force Majeure:** Vendor is not liable for any failure or delay in performance due to any cause beyond its control. In any event, if Vendor's ability to deliver services is impaired by Buyer or circumstances beyond Vendor's control, Vendor may terminate this Agreement, in which event, Buyer will receive a refund for any unused portion of the service term for which it had paid.

16) Equipment Warranty:

- a) Vendor hereby warrants the equipment defined in the Exhibit M against defective parts and workmanship. Vendor shall use its reasonable, best efforts to provide the support services defined in this Agreement and warrants that such services shall be performed in a professional manner. Vendor will make available a list of supported hardware platforms, operating systems, database versions, and other third-party software products for covered equipment and this warranty covers only the configurations set forth in the Exhibit M. This warranty is contingent upon Buyer's adherence to these supported configurations and following the proper installation and support practices and procedures in which the System was intended. Vendor's obligations for breach of any warranty shall be limited to compliance with applicable Exhibit/Exhibit which shall be Buyer's exclusive remedy and Vendor will not be liable for consequential damages, personal injury, commercial loss or any other matter. All warranties shall be void as to equipment damaged or rendered unserviceable by negligence, misuse, theft, fire, water, electrical power surges, electrical power outages, or acts of God. All warranties shall be void as to equipment stolen or damaged by wiring, repair, relocation or alteration not authorized by Vendor.
- b) **EXCEPT AS EXPRESSLY PROVIDED FOR THIS AGREEMENT, Vendor MAKES NO WARRANTIES WITH RESPECT TO THE EQUIPMENT, EITHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, AND Vendor SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. IN THE EVENT Vendor BREACHES ANY WARRANTY, BUYER'S EXCLUSIVE REMEDY WILL BE FOR Vendor TO MAKE ANY NECESSARY EQUIPMENT ADJUSTMENTS, REPAIRS OR PARTS REPLACEMENTS.**

17) LIMITATION OF LIABILITY:

- a) **IN NO EVENT SHALL VENDOR'S LIABILITY UNDER, ARISING OUT OF OR RELATING TO ITS SUPPORT PLAN OR THIS AGREEMENT EXCEED THE AMOUNT PAID TO Vendor BY Buyer FOR THE SERVICES GIVING RISE TO SUCH LIABILITY. IN NO EVENT WILL Vendor BE LIABLE FOR LOST PROFITS, LOSS OF USE, LOSS OF DATA, COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICE, UNAUTHORIZED CALLS THAT MAY BE MADE USING THE SYSTEM AND CHARGED TO THE Buyer, ANY TELEPHONE TOLL FRAUD, OR ANY OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES, HOWEVER CAUSED, AND ON ANY THEORY OF LIABILITY, WHETHER FOR BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHERWISE. Vendor SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR LOSS, DAMAGE OR EXPENSE, DIRECTLY OR INDIRECTLY, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING FROM (1) BUYER'S USE OF OR INABILITY TO USE THE EQUIPMENT, EITHER SEPARATELY OR IN COMBINATION WITH ANY OTHER EQUIPMENT, (2) PERSONAL INJURY, LOSS OR DESTRUCTION OF OTHER PROPERTY OR (3) ROUTING OR PROGRAMMING ERRORS OR UNAUTHORIZED TRESPASS OF PROGRAMMING, SOFTWARE AND/OR EQUIPMENT. Vendor SHALL NOT BE RESPONSIBLE FOR THE PROCUREMENT OF, OR PAYMENT FOR, ANY LICENSES REQUIRED AS A RESULT OF THE USE OF COPYRIGHTED MUSIC ON THE EQUIPMENT. ADDITIONALLY, Vendor SHALL NOT BE RESPONSIBLE FOR THE PAYMENT OF ANY CHARGES OWED BY BUYER TO ANY COMPANY (1) FOR TERMINATION OF OR FAILURE TO TERMINATE PRE-EXISTING AGREEMENTS OR FOR REMOVAL OF EXISTING EQUIPMENT OR (2) FOR MODEM LINES AND/OR CARRIER SERVICES. THE PARTIES ACKNOWLEDGE THAT THE SUPPORT CHARGES WERE DETERMINED BASED UPON THE FOREGOING LIMITATION OF LIABILITY.**

By signing below, you acknowledge and agree that, prior to signing, you read the entire Agreement, consulted with legal counsel of your choice (or had the opportunity to consult with legal counsel of your choice but declined to do so), you are authorized to enter such agreement, and you are willfully bound by all the terms and conditions set forth in this Agreement. Further, by our signature below, we likewise agree to be legally bound by the Agreement and by all the terms and conditions set forth in it.

\_\_\_\_\_  
"Buyer"

\_\_\_\_\_  
**Global CTI Group, Inc.**

"Vendor"

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Alta Loma School District  
Exhibit M - Equipment Covered  
Enhanced Support Plan**

Line #	Part #	Qty.	Schedule M - List of Components
1			<b>Mitel Software Licenses</b>
2	Covered	1	SYSID: 19663171 CX Gateway Deer Canyon (MiVoice Business)
3	Covered		SWA Std 1y MiVBus System
4	Covered	1	SYSID: 21045861 CX Gateway Carnellian (MiVoice Business)
5	Covered		SWA Std 1y MiVBus System
6	Covered	1	SYSID: 21167883 CX Gateway Jasper (MiVoice Business)
7	Covered		SWA Std 1y MiVBus System
8	Covered	1	SYSID: 26876250 ULM (Mitel Unified Collaboration and Communications)
9	Covered		SWA Std 1y UCC Entry MiVB & SWA Std 1y UCC Std MiVB
10	Covered	1	SYSID: 28412426 MBG (MiVoice Border Gateway)
11	Covered		SWA Std 1y MiV BG System & SWA Std 1y MiV BG SIP Connect
12	Covered	1	SYSID: 40149766 CX Gateway Banyan (MiVoice Business)
13	Covered		SWA Std 1y MiVBus System
14	Covered	1	SYSID: 45865861 CX Gateway Vineyard Jr High (MiVoice Business)
15	Covered		SWA Std 1y MiVBus System
16	Covered	1	SYSID: 47083077 CX Gateway Hermosa (MiVoice Business)
17	Covered		SWA Std 1y MiVBus System
18	Covered	1	SYSID: 59600907 Alta Loma School District Office (MiVoice Business)
19	Covered		SWA Std 1y MiVBus System
20	Covered	1	SYSID: 70838187 District Support Center CX Gateway (MiVoice Business)
21	Covered		SWA Std 1y MiVBus System
22	Covered	1	SYSID: 75303627 CX Gateway Alta Loma Elem (MiVoice Business)
23	Covered		SWA Std 1y MiVBus System
24	Covered	1	SYSID: 75472738 MiCollab (MiCollab)
25	Covered		SWA Std 1y MiCollab System
26	Covered	1	SYSID: 86309917 CX Gateway Alta Loma Jr High (MiVoice Business)
27	Covered		SWA Std 1y MiVBus System
28	Covered	1	SYSID: 92889602 CX Gateway Victoria Grove (MiVoice Business)
29	Covered		SWA Std 1y MiVBus System
30	Covered	1	SYSID: 95546814 CX Gateway Floyd M Starr (MiVoice Business)
31	Covered		SWA Std 1y MiVBus System
32			

1 Year Mitel Support for Switches & Software	\$25,057.00
	\$0.00
<b>Total Price</b>	<b>\$25,057.00</b>

**Proposal Date: April 17, 2023.**

**Enhanced Support Plan**

**Mitel Support Coverage from April 25, 2023 to April 24, 2024**

**This quote will remain valid until April 24, 2023.**

**\* Note: Mitel charges a reinstatement fee for all reinstated Mitel agreements, or for agreements renewed after their expiration date.**

**Only the products and equipment listed with the status of "Covered" will be supported by Mitel and Global CTI.**

**Any items listed with the status of "Not Covered" are not covered under this Service Agreement.**

**Buyer's signature below indicates that you have read, understand, and agree with the Terms and Conditions stated on this Exhibit M as well as the following:**

- Global CTI Master Services Agreement
- Mitel Schedule of Services

***Alta Loma School District***  
**Exhibit M - Equipment Covered**  
**Enhanced Support Plan**

Line #	Part #	Qty.	Schedule M - List of Components
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**Buyer = Alta Loma School District, This Exhibit M is an Agreement between Global CTI and Buyer.**

**Authorized Contact: Rick Brindle**

**Authorized Signature: X \_\_\_\_\_**

**Date: April 17, 2023.**



## SUPPORT PLANS

DESCRIPTION	BASIC	ENHANCED	PREMIUM
MiVoice Connect Software Updates Available for Download	✓	✓	✓
Hardware Replacement (Advanced Replacement Next Business Day)	✓	✓	✓
Replacement of Defective Handsets/Handset Cords	✓	✓	✓
Replacement of ShoreTel Phones	Optional	Optional	Optional
Replacement of Patch Cords	✓	✓	✓
24x7 Monitoring by GCTI Client Care	✓	✓	✓
Administrator & End User Training for Your Chosen Conference Call Platform	✓	✓	✓
Twice Monthly Off-Site Backup of MiVoice Connect Director	✓	✓	✓
Onsite Labor to Replace Defective Hardware	T&M Per Incident	✓	✓
Remote Troubleshooting Support	T&M Per Incident	✓	✓
Remote Adds/Moves & Changes	T&M Per Incident	✓	✓
Labor for Support on Downed System	T&M Per Incident	✓	✓
Windows OS Maintenance - MiVoice Connect Director Server	T&M Per Incident	✓	✓
Labor for Remote Upgrades	T&M Per Incident	✓	✓
Labor for Onsite Upgrades	T&M Per Incident	T&M Per Incident	✓
Additional Onsite Administrator & End User Training	T&M Per Incident	T&M Per Incident	✓
Help Button on Phone for Direct Access to GCTI Client Care	Optional	Optional	✓
GCTI Quarterly Technology Alignment Report	Optional	Optional	✓
Annual vCIO Health Check and Recommendations	Optional	Optional	✓



## Educational Services Memorandum

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

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

**Date:** May 3, 2023

**Subject:** Approval for the Purchase and Implementation of Reading Horizons Reading Intervention Material, Grades K-8<sup>th</sup>.

**BACKGROUND:** The Special Education Department currently uses Language! Live for grades 4th-8th. Special education teachers use a variety of reading intervention strategies and programs for grades K-3, but are in need of a research-based structured literacy intervention program.

**RATIONALE:** After researching the effectiveness of a variety of reading intervention programs for students with dyslexia and other reading disabilities, the District would like to begin implementing Reading Horizons for special education students in grades K-3rd. This program teaches systematic reading including phonemic awareness, phonics, and fluency using an Orton-Gillingham based methodology. In addition, it provides for a multi-sensory approach with an explicit, easy to follow scope and sequence. The Reading Horizons Discovery intervention program will be used during the regular school year for grades K-3, to expand the District's ability to provide targeted reading intervention for students with Dyslexia and other reading disabilities. Reading Horizons summer program kits, Horizons Discovery (grades K-3) and Elevate (grades 4-8), will help to maintain and strengthen literacy skills for students who attend ESY. Upon Board approval, the Reading Horizon summer program will be implemented in the District's 2023 ESY program and each year thereafter.

**FUNDING:** The total cost for the Reading Horizon intervention program is not-to-exceed \$55,000 and will be funded through the Learning Recovery Grant for Special Education. The cost for the summer program kits, teacher manuals and one day training is \$9,600. The cost of the Reading Horizons Discovery Program, teacher manuals and two days of training for the 2023-2024 school year is \$44, 900.

**RECOMMENDATION:** Recommend the Board approve the purchase and implementation of Reading Horizons reading intervention programs for an amount not-to-exceed \$55,000 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

**Prepared By:**

Lisabeth Pina, Director of Special Education and Pupil Services



## Quote

Alta Loma School District  
Tricia Oleas  
9390 BASE LINE RD BLDG A  
Rancho Cucamonga, CA 91701-5844  
Customer ID: 101066

Purchase includes:  
\* Unlimited 800-line phone support for the life of the product.

Quotation prepared by Bryson Stewart, 4/15/2023

Account Manager	Quote #	Shipping Method	Shipping Terms	Payment Terms
Bryson Stewart	97703	Ground		30 days

Item	Description	Quantity	Unit Price	Total
C550-000	Reading Horizons Discovery® Reading Kit, Grade K  This kit includes: (1) Set of Kindergarten Teacher's Manuals - Chapter 1-2 (1) Games Supplement (4) Wall Posters (696) Transfer Cards (1) Set of 20 Kindergarten Little Books (1) Tote Bag Access to additional resources and activities on teacher resource site, Reading Horizons Accelerate.	1	\$399.00	\$399.00
C500-000	Reading Horizons Discovery® Reading Kit, Grades 1-3  This kit includes: (1) Set of Teacher's Manuals - Volumes 1-6 (1) Games Supplement (7) Wall Posters (756) Transfer Cards (1) Set of 54 Little Books (1) Tote Bag  Access to additional resources and activities on teacher resource site, Reading Horizons Accelerate	2	\$649.00	\$1,298.00

\* Indicates Component Product

Reading Horizons \* 1194 Flint Meadow Drive \* Kaysville, UT 84037  
800.333.0054 \* info@readinghorizons.com \* www.readinghorizons.com \* fax: 801.295.7088

Quotation is valid through 5/15/2023  
Quote # 97703

Item	Description	Quantity	Unit Price	Total
C610-050	<p>Reading Horizons Elevate® Literacy Skills Toolkit - Grades 4-12 and Adult</p> <p>This kit includes:</p> <p>(1) Set of Teacher's Manuals - Volumes 1-6  (1) Supplementary Materials Manual  (7) Wall Posters  (624) Transfer Cards  (1) Reading Library Teacher's Edition  (1) Tote Bag</p> <p>Student Materials Include:</p> <p>(6) Sets of Reading Library Books - Volumes 1-4  (1) Student Activity Book  (1) English Language Enhancement  Access to additional resources and activities on teacher resource site,  Reading Horizons Accelerate</p>	4	\$875.00	\$3,500.00
H475-000	<p>One-Day Reading Horizons Discovery® Coaching In-Person</p> <p>Optimal for initial coaching at a site.</p> <p>This session includes observation and feedback on the Daily Core 4 since the program's success is largely dependent upon the effective implementation of this instructional design. The facilitator will observe a full skill lesson (about 30 minutes) and provide immediate feedback. This takes about 45-50 minutes total per teacher. In a typical school day, facilitators can observe and give about five teachers feedback. Can be done virtually.</p>	1	\$3,500.00	\$3,500.00
H480-500	This fee will allow a teacher access to the Reading Horizons professional development course available on Reading Horizons Accelerate. This fee is per teacher and is renewed on an annual basis. (Year 1)	10	\$100.00	\$0.00

Subtotal	\$8,697.00
Shipping & Handling	\$415.76
Tax (4.63%)	\$402.78
Total	\$9,515.54

\* Indicates Component Product

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## Quote

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Account Manager	Quote #	Shipping Method	Shipping Terms	Payment Terms
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Item	Description	Quantity	Unit Price	Total
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H475-000	<p>One-Day Reading Horizons Discovery® Coaching In-Person</p> <p>Optimal for initial coaching at a site.</p> <p>This session includes observation and feedback on the Daily Core 4 since the program's success is largely dependent upon the effective implementation of this instructional design. The facilitator will observe a full skill lesson (about 30 minutes) and provide immediate feedback. This takes about 45-50 minutes total per teacher. In a typical school day, facilitators can observe and give about five teachers feedback. Can be done virtually.</p>	1	\$3,500.00	\$3,500.00
H480-500	This fee will allow a teacher access to the Reading Horizons professional development course available on Reading Horizons Accelerate. This fee is per teacher and is renewed on an annual basis. (Year 1)	10	\$100.00	\$0.00

Subtotal	\$8,697.00
Shipping & Handling	\$415.76
Tax (4.63%)	\$402.78
Total	\$9,515.54

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800.333.0054 \* info@readinghorizons.com \* www.readinghorizons.com \* fax: 801.295.7088

Quotation is valid through 5/15/2023  
Quote # 97703



## Quote

Alta Loma School District  
 Lisabeth Pina  
 9390 BASE LINE RD BLDG A  
 Rancho Cucamonga, CA 91701-5844  
 Customer ID: 101066

Purchase includes:  
 \* Unlimited 800-line phone support for the life of the product.

Quotation prepared by Bryson Stewart, 4/15/2023

Account Manager	Quote #	Shipping Method	Shipping Terms	Payment Terms
Bryson Stewart	97710	Ground		30 days

Item	Description	Quantity	Unit Price	Total
C571-400	Reading Horizons Discovery® Print Essentials Pack - SPED	6	\$2,000.00	\$12,000.00
C571-400	Reading Horizons Discovery® Print Essentials Pack - SPED	3	\$2,000.00	\$0.00
C571-001	Reading Horizons Discovery® Print Essentials Starter Pack - Grade K Decodable Books (6 sets of 46 books), Poster Pack (including Sound City posters and cards), Student Transfer Book (6 sets of two volumes)	1	\$720.00	\$720.00
C571-101	Reading Horizons Discovery® Print Essentials Pack - Grade 1 Decodable/Letter Books (6 sets of 47 books), Poster Pack (including Sound City posters and cards), Student Transfer Book (6 sets of two volumes)	3	\$1,100.00	\$3,300.00
C571-201	Reading Horizons Discovery® Print Essentials Pack - Grade 2/3 Decodable Books (6 sets of 33 books), Poster Pack (including Sound City posters and cards), Student Transfer Book (6 sets of two volumes)	3	\$800.00	\$2,400.00
H410-000	This two-day in-person training covers a brief overview of the science of reading and Structured Literacy and the process of implementing the Reading Horizons instructional framework in various settings. Attendees will receive an overview of the phonics skills taught in the program, focusing on the content in the initial chapters, how to implement the program in their classroom with hands-on practice of the instructional design, how to deliver a lesson, and how to use the available resources.  Note: In-person training is two six-hour instructional days. The days can be consecutive or split. We recommend splitting the days for optimal learning and retention. This training allows for up to 25 attendees.	1	\$7,000.00	\$3,500.00

\* Indicates Component Product

Reading Horizons \* 1194 Flint Meadow Drive \* Kaysville, UT 84037  
 800.333.0054 \* info@readinghorizons.com \* www.readinghorizons.com \* fax: 801.295.7088

Quotation is valid through 5/15/2023  
 Quote # 97710

Item	Description	Quantity	Unit Price	Total
H338-002	Reading Horizons Discovery Online software includes: 63 interactive lessons that teach the Reading Horizons methodology, 22 Most Common Word lessons, 15 grammar lessons, Vocabulary Word Wall, 74 full color stories, and six engaging games. The Administration System includes pre- and post-testing, customizable reports, and options for tailoring the software to each student's needs. It is necessary to purchase an entry for each student that will access the software. Students may be deleted at any time and replaced with new students. The software can be run from an unlimited number of computers at each site (provided they have an Internet connection). Students may access the software on their home computers at no additional charge. (Year 1)	150	\$110.00	\$16,500.00
H480-500	This fee will allow a teacher access to the Reading Horizons professional development course available on Reading Horizons Accelerate. This fee is per teacher and is renewed on an annual basis. (Year 1)	16	\$100.00	\$1,600.00
Subtotal				\$40,020.00
Shipping & Handling				\$2,082.00
Tax (6.76%)				\$2,706.30
Total				\$44,808.30

\* Indicates Component Product

Reading Horizons \* 1194 Flint Meadow Drive \* Kaysville, UT 84037  
800.333.0054 \* info@readinghorizons.com \* www.readinghorizons.com \* fax: 801.295.7088

Quotation is valid through 5/15/2023  
Quote # 97710



## Administrative Services Memorandum

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

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

**Date:** May 3, 2023

**Subject:** Approval of Agreement for Crossing Guard Services

**BACKGROUND:** The City of Rancho Cucamonga's purpose in funding the crossing guard services is to improve public safety by protecting persons who are crossing the street or highway in the vicinity of a school identified by the City engineer for City-funded crossing guards. Each year the City evaluates sixteen (16) intersections within the District to determine if the location is eligible for a crossing guard by using a process called a warrant study. After the latest warrant study results, the City has determined the District will receive one crossing guard for the 2023-24 school year.

**RATIONALE:** District staff has received feedback through various forums where the community has shared a desire for the presence of crossing guards at each school site. As a result, the agreement with All City Management Services, Inc. will provide nine (9) crossing guards to the school sites that are no longer supported by the City.

**FUNDING:** Total cost not-to-exceed \$159,019 from the Unrestricted General Fund

**RECOMMENDATION:** Recommend the Board approve the Agreement for Crossing Guard Services for the 2023-24 school year and authorize Superintendent Sherry Smith and/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:** May 3, 2023

**Subject:** Management Salary Schedule

**BACKGROUND:** The role and responsibilities of the Administrative Assistant and confidential positions have become increasingly complex and demanding over the past several years. Therefore, a compensation comparison of surrounding districts has been conducted.

**RATIONALE:** The Management Salary Schedule has been updated in order to regulate with industry standards the compensation for the Administrative Assistant and confidential positions. Increases for these positions will be retroactive to July 1, 2022.

**FUNDING:** The approximate cost to the general fund is \$36,360.

**RECOMMENDATION:** Recommend the Board approve the Management Salary Schedule as presented with a retroactive effective date of July 1, 2022.

# Aita Loma School District

## Management Salary Schedule

### 6% Salary Increase Effective July 1, 2022

	Step I	Step II	Step III	Step IV	Step V	Work Year
Assistant Superintendent of Human Resources**	\$148,236	\$156,386	\$164,540	\$172,693	\$180,847	225 Days
Director of Special Education**	\$141,177	\$148,940	\$156,705	\$164,470	\$172,234	225 Days
Director of Student Services**	\$141,177	\$148,940	\$156,705	\$164,470	\$172,234	225 Days
Director of Educational Programs**	\$141,177	\$148,940	\$156,705	\$164,470	\$172,234	225 Days
Principal**	\$127,113	\$134,055	\$141,001	\$147,943	\$154,887	210 Days
Program Specialist**	\$114,262	\$120,494	\$126,722	\$132,954	\$139,186	210 Days
Junior High Assistant Principal**	\$112,930	\$119,139	\$125,350	\$131,560	\$137,770	210 Days
Junior High Dean of Students**	\$109,700	\$115,735	\$121,768	\$127,800	\$133,836	204 Days
Elementary Assistant Principal**	\$109,700	\$115,735	\$121,768	\$127,800	\$133,836	204 Days
Coordinator of Counseling Services**	\$105,556	\$111,314	\$117,067	\$122,824	\$128,582	194 Days
Coordinator of Instructional Technology**	\$105,556	\$111,314	\$117,067	\$122,824	\$128,582	194 Days
District Behavior Specialist**	\$100,530	\$106,014	\$111,493	\$116,975	\$122,459	194 Days
Psychologist - Behavior Interventionist**	\$100,530	\$106,014	\$111,493	\$116,975	\$122,459	194 Days
Psychologist **	\$100,530	\$106,014	\$111,493	\$116,975	\$122,459	194 Days
Psychologist/Clinical Counselor**	\$100,530	\$106,014	\$111,493	\$116,975	\$122,459	194 Days
Director of Fiscal Services*	\$100,273	\$105,788	\$111,303	\$116,818	\$122,330	225 Days
Director of Information Technology	\$95,498	\$100,751	\$106,002	\$111,254	\$116,505	225 Days
Director of Maintenance, Operations, & Transportation***	\$95,498	\$100,751	\$106,002	\$111,254	\$116,505	225 Days
Director of Child Nutrition*	\$95,498	\$100,751	\$106,002	\$111,254	\$116,505	225 Days
Network Specialist	\$87,294	\$92,044	\$96,800	\$101,553	\$106,307	225 Days
Coordinator of Purchasing, Warehouse, and Reprographics	\$80,713	\$85,152	\$89,835	\$94,775	\$99,986	225 Days
Expanded Learning Opportunity Program Coordinator	\$80,713	\$85,152	\$89,835	\$94,775	\$99,986	225 Days
<b>Administrative Assistants</b>						
Administrative Assistant to the Superintendent & Board of Trustees, (Confidential)	<del>\$72,165</del> <b>\$84,046</b>	<del>\$76,133</del> <b>\$88,669</b>	<del>\$80,104</del> <b>\$93,102</b>	<del>\$84,073</del> <b>\$97,152</b>	<del>\$88,041</del> <b>\$102,010</b>	225 Days
Administrative Secretary – Administrative Services (Confidential)	<del>\$61,339</del> <b>\$70,910</b>	<del>\$64,715</del> <b>\$74,810</b>	<del>\$68,090</del> <b>\$78,551</b>	<del>\$71,461</del> <b>\$82,478</b>	<del>\$74,836</del> <b>\$86,476</b>	225 Days
Administrative Secretary – Educational Services	<del>\$61,339</del> <b>\$70,910</b>	<del>\$64,715</del> <b>\$74,810</b>	<del>\$68,090</del> <b>\$78,551</b>	<del>\$71,461</del> <b>\$82,478</b>	<del>\$74,836</del> <b>\$86,476</b>	225 Days

Note: Fringe benefit entitlement for Certificated and Classified Management/Confidential employees shall be in accordance with BP 4351.

Summer-ESY & Enrichment Administrator Stipend-\$6,000 (to include preparation)

\* Placement contingent upon minimum education requirements.

\*\*\$500 stipend for doctoral degree.

\*\*\*Director of Maintenance, Operations, & Transportation Stipend: \$1000 monthly while overseeing Measure H Modernization projects.

**Aita Loma School District**  
**Management Salary Schedule**  
**6% Salary Increase Effective July 1, 2022**

Note: District Dental - no cost to full-time employees.

Note: District Medical - up to ~~\$18,230~~ **\$20,571** insurance allowance to full-time employees.

**Updated 2/15/23-5/03/23**

Page 2 of 2



## Superintendent's Memorandum

**To:** Board of Trustees

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

**Date:** May 3, 2023

**Subject:** Amend Board Policies Related to Philosophy, Goals, Objectives and Comprehensive Plans, Instruction, Business and Noninstructional Operations.

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

*First Reading*

BP 0420.4 – Charter School Authorization  
BP 3270 – Sale and Disposal of Book, Equipment and Supplies  
BP 3350 – Travel Expenses  
BP 3530 – Risk Management/Insurance  
BP 6115 – Ceremonies and Observances

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

# Alta Loma SD

## Board Policy

### Philosophy, Goals, Objectives and Comprehensive Plans

BP 0420.4(a)

#### CHARTER SCHOOL AUTHORIZATION

~~The Board of Trustees believes that charter schools shall operate under the provisions of their charters, federal laws, specified state laws and general oversight of the Board.~~

*The Board of Trustees recognizes that charter schools may assist the District in offering diverse learning opportunities for students. In considering any petition to establish a charter school within the District, the Board shall give thoughtful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.*

*One or more persons may submit a petition to the Board for a charter school to be established within the District or for the conversion of an existing District school to a charter school. (Education Code 47605)*

*Any petition for a charter school shall include all components, signatures, and statements required by law, as specified in the accompanying administrative regulation. The proposed charter shall be attached to the petition. (Education Code 47605)*

*The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter petition with legal requirements.*

~~The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to gather information about the proposal and suggest components that would align the petition with the district's vision and goals for student learning.~~ *ensure compliance of the petition with legal requirements.* As needed, ~~he/she~~ *the Superintendent or designee* may ~~work also meet~~ with the petitioners to establish workable plans for ~~technical assistance or contracted services which the dDistrict may provide to the~~ proposed charter school.

~~The district~~ *Board* shall not require any *District* student to attend a charter school and *nor* shall ~~not it~~ require any ~~dDistrict~~ employee to work at a charter school. (Education Code 47605)

~~At his/her discretion, the Superintendent or designee may establish a staff advisory committee to review a submitted petition and the supporting documentation. Such a committee may be used to evaluate the completeness of the proposal, the merits of the proposed educational program, the level of community support, and any concerns that should be addressed by the petitioners. The superintendent or designee shall also consult with legal counsel as appropriate regarding compliance of the proposal with legal requirements.~~

~~In determining whether to grant or deny a charter, the Board shall carefully review the proposed charter and any supplementary information, consider public and staff input, and determine~~

**CHARTER SCHOOL AUTHORIZATION (continued)**

~~whether the charter petition adequately addresses all the provisions required by law. The Board shall not deny a charter school petition unless specific written factual findings are made pursuant to law and administrative regulation.~~

~~The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school and adjusted as necessary.~~

~~The Board shall ensure that any charter granted by the Board contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but not be limited to, fiscal accountability systems as well as multiple measures for evaluating the educational program. In accordance with law and the charter provisions, charters shall provide regular reports to the Board to assist the Board in its fulfilling oversight responsibility.~~

***Timelines for Board Action***

***Within 60 days of receiving a charter petition, the Board shall hold a public hearing on the charter provisions, at which time the Board shall consider the level of support for the petition by District teachers, other District employees, and parents/guardians. A petition is deemed received on the day the petitioner submits a petition to the District office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)***

***The Board shall either grant or deny the petition at a public hearing held within 90 days of receiving the petition, or within 120 days with the consent of both the petitioner and the Board. (Education Code 47605)***

***At least 15 days before the public hearing at which the Board will grant or deny the charter, the District shall publish all staff recommendations regarding the petition, including any recommended findings and, if applicable, certification from the County Superintendent of Schools regarding the potential fiscal impact of the charter school on the District. During the public hearing, the petitioners shall have equal time and opportunity to present evidence and testimony in response to the staff recommendations and findings. (Education Code 47605)***

***The Superintendent or designee shall maintain accurate records, in relation to each charter petition, of documents submitted, the Board's proceedings, and the findings upon which the Board's decision is made.***

***Approval of Petition***

***A charter petition shall be granted only if the Board is satisfied that doing so is consistent***

**CHARTER SCHOOL AUTHORIZATION (continued)**

*with sound educational practice and the interests of the community in which the school is proposing to locate. In granting charters, the Board shall consider the academic needs of the students the charter school proposes to serve and shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences for students who are identified by the petitioner as academically low-achieving, based on standards established by California Department of Education (CDE). (Education Code 47605)*

*Prior to authorizing any charter, the Board shall verify that the charter includes adequate processes and measures for monitoring and holding the school accountable for fulfilling the terms of its charter and complying with all applicable laws, including Education Code 47604.1. Such processes and measures shall include, but are not limited to, fiscal accountability systems, multiple measures for evaluating the educational program, inspection and observations of any part of the charter school, and regular reports to the Board.*

*The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)*

*The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the District and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school governing body and amended as necessary.*

*The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)*

*When a petition is approved by the Board, it shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the petition to the County Superintendent of Schools, CDE, and the State Board of Education (SBE). (Education Code 47605)*

***Denial of Petition***

*The Board shall summarily deny any charter petition that proposes to:*

- 1. Operate a charter school as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)*
- 2. Convert a private school to a charter school (Education Code 47602)*
- 3. Serve students in a grade level that is not served by the District, unless the petition proposes to serve students in all the grade levels served by the District (Education Code 47605)*



**CHARTER SCHOOL AUTHORIZATION (continued)**

***4. Offer nonclassroom-based instruction (Education Code 47612.7)***

***Regarding all other charter petitions, the Board shall deny a petition only if the Board makes written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605; 5 CCR 11967.5.1)***

- 1. The charter school presents an unsound educational program that has a likelihood of physical, educational, or psychological harm to, or which is not likely to provide an educational benefit for, the students to be enrolled in the charter school.***
- 2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.***
- 3. The petition does not contain the number of signatures required.***
- 4. The petition does not contain a clear, unequivocal statement described in Education Code 47605(e), including that the charter school will be nonsectarian and that the school shall not charge tuition or discriminate against any student based on the characteristics specified in Education Code 220.***
- 5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(c).***
- 6. The petition does not contain a declaration as to whether the charter school shall be deemed the exclusive public employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3.***
- 7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. Analysis of this finding shall include consideration of the fiscal impact of the proposed charter school. A written factual finding shall detail specific facts and circumstances that analyze and consider the following factors:***
  - a. The extent to which the proposed charter school would substantially undermine existing services, academic offerings, or programmatic offerings***
  - b. Whether the proposed charter school would duplicate a program currently offered within the District, when the existing program has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate***

**CHARTER SCHOOL AUTHORIZATION (continued)**

8. *The District is not positioned to absorb the fiscal impact of the proposed charter school. The District meets this criterion if it has a negative interim certification, has a qualified interim certification and the County Superintendent certifies that approving the charter school would result in the District having a negative interim certification, or is under state receivership*

*The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll students with disabilities who reside outside the special education local plan area in which the District participates. (Education Code 47605.7, 47647)*

***Appeals***

*If the Board denies a petition, the petitioner may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to SBE. (Education Code 47605)*

*At the request of the petitioner, the Board shall prepare the documentary record, including a transcript of the public hearing at which the Board denied the charter, no later than 10 business days after the petitioner makes the request. (Education Code 47605)*

*Within 30 days of receipt of an appeal submitted to SBE, the Board may submit a written opposition to SBE, which may include supporting documentation, detailing, with specific citations to the documentary record, how the Board did not abuse its discretion in denying the petition. (Education Code 47605)*

*If either the County Board or SBE remands the petition to the Board because the petition on appeal contains new or different material terms, the Board shall reconsider the petition and shall grant or deny the petition within 30 days. (Education Code 47605)*

Policy  
adopted: September 19, 2006  
amended: April 20, 2022

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

# Alta Loma SD

## Board Policy

### Business and Noninstructional Operations

BP 3270(a)

#### SALE AND DISPOSAL OF BOOK, EQUIPMENT AND SUPPLIES

~~When any district-owned books, instructional materials, equipment, supplies, or other personal property become unusable, obsolete, or no longer needed, the Superintendent or designee shall notify the Board of Trustees, provide an estimated value and recommend whether the items be sold or disposed of by one of the methods prescribed in law and administrative regulations. Upon approval by the Board, the Superintendent or designee shall arrange for the sale or disposal of these items.~~

*The Board of Trustees recognizes its fiscal responsibility to maximize the use of District equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective District operations. When the Board, upon recommendation of the Superintendent or designee, declares any District-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.*

*The Board shall approve the price and terms of any sale or lease of personal property of the District.*

*If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)*

*If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of in the local public dump. (Education Code 17546)*

~~Instructional materials may~~ *shall* be considered obsolete or unusable ~~when they by the District if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the District's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the District. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:~~

1. Contain information rendered inaccurate or incomplete by new discoveries ~~research~~ or technologies
2. ~~Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas~~

## SALE AND DISPOSAL OF BOOK, EQUIPMENT AND SUPPLIES

- 3.2. Contain demeaning, stereotyping or patronizing references to any group of persons protected against discrimination by law or Board policy.
- 4.3. Have ~~been inspected and discovered to be~~ **Are** damaged beyond use or repair
5. ~~Are not aligned with the district's academic standards or course of study.~~

The Superintendent or designee shall establish procedures to be used ~~whenever the District selling~~ ***sells*** equipment ***or supplies originally acquired under a*** ~~for which the federal~~ ***grant or subgrant.*** ~~government has a right to receive all or part of the proceeds. These~~ ***Such*** procedures shall ***be designed to*** ~~ensure a reasonable amount of competition so as to result in~~ the highest possible revenue ***return.***

Policy  
adopted: November 1, 2006  
amended: March 10, 2010

ALTA LOMA SCHOOL DISTRICT  
Alta Loma, California

# Alta Loma SD

## Board Policy

### Business and Noninstructional Operations

BP 3350(a)

#### TRAVEL EXPENSES

The ~~Governing~~ Board *of Trustees* recognizes that District employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

The Board of Trustees shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the District, whether within or outside District boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. ~~He/she~~ *They* also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if ~~he/she~~ *they* determines that the travel is essential and that resources may be obtained or redirected for this purpose.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when District business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on District business, and other necessary incidental expenses.

The District shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on District-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on District business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

**TRAVEL EXPENSES (continued)**

The mileage allowance provided by the District for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when ~~he/she is~~ **they are** transported free of charge or by another employee who is entitled to the expense reimbursement.

Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Superintendent or designee and based on the time of day that travel for District business begins and ends.

Any expense that exceeds the maximum rate of reimbursement established by the District shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a District form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet District criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to District business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent or designee, an employee may be issued a District credit card for use while on authorized District business. Receipts documenting the expenses incurred on a District credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a District credit card, even if the employee intends to subsequently reimburse the District for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on District business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. ~~He/she~~ **The employee** shall refund to the District any amount of cash advance exceeding the actual approved reimbursable expenses.

Policy  
adopted: November 1, 2006  
amended: December 11, 2013

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

# Alta Loma SD

## Board Policy

Business and Noninstructional Operations

BP 3530

### RISK MANAGEMENT/INSURANCE

The Board of Trustees ~~strongly supports a risk management program that protects district resources and promotes the safety of students, staff and the public.~~ ***desires to promote the safety of students, staff, and the public while protecting District resources.*** The Superintendent or designee shall establish a risk management program that uses effective safety and loss control practices.

The ~~d~~**D**istrict shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection ***against loss which may occur due to hazards facing the District.***

To determine the most economical means of insuring the ~~d~~**D**istrict consistent with required services, the Superintendent or designee shall annually review the ~~d~~**D**istrict's options for obtaining coverage, including qualified insurance agents, a joint powers agency, self-insurance or a combination of these means. ***Decisions regarding the means of insuring the District shall be based on careful analysis of past claims records indicating the frequency and magnitude of losses and prediction of future losses.***

~~The Board reserves the right to remove an insurance agent of record or a participating agent whenever, in the judgment of the Board, such action becomes desirable for the best interests of the district.~~

To ~~attempt to~~ minimize the ~~d~~**D**istrict's exposure to liability, the Board shall adopt clear policies related to discrimination, harassment, safety procedures, and the timely handling of claims. The Superintendent or designee shall ~~ensure that~~ ***enforce*** these policies and related procedures ~~are enforced~~ fairly and consistently. ***The Superintendent or designee shall provide safety-related training and protective equipment to staff as appropriate for their position.***

***The Superintendent or designee shall periodically report to the Board on the District's risk management activities, including but not limited to, the District's property and liability risks and exposures and the effectiveness of the District's risk management and loss control practices.***

# Alta Loma SD

## Board Policy

Instruction

BP 6115

### CEREMONIES AND OBSERVANCES

The Board of Trustees recognizes the importance of having students ~~join together~~ **observe holidays**, ~~to~~ celebrate events of cultural or historical significance, ~~or to~~ **and** acknowledge the contributions of outstanding individuals **in society**. ***On days designated by the Board, staff shall provide students with appropriate commemorative exercises so that they may acquire the knowledge, skills, and principles essential for informed, responsible citizenship in a democratic society.*** ~~Besides helping students to appreciate their pluralistic heritage, holidays, ceremonies and observances can enhance their sense of community, instill pride in our country, and contribute to a positive school climate.~~


***District schools shall be closed on the holidays specified in Education Code 37220 and on any other day designated as a holiday by the Board. The Board may, by adoption of a resolution, revise the date upon which schools close in observance of any holiday except Veterans Day, which shall be celebrated on its actual date. (Education Code 37220)***

***In addition, the Board may, through the adoption of a resolution, authorize the display of symbolic flags or banners in support of specific awareness months.***





## Human Resources Memorandum

**To:** Dr. Sherry Smith, Superintendent  
**From:**  Donna Carlson, Assistant Superintendent, Human Resources  
**Date:** May 3, 2023  
**Subject:** Job Description: Administrative Secretary, Human Resources

**BACKGROUND:** The Administrative Secretary, Human Resources, position has experienced a significant increase in complex and confidential responsibilities. As a result, the job description is being amended and reclassified to Administrative Assistant, Human Resources, in order to properly ensure alignment of the duties and demands with the current roll.

### *First Reading*

**RATIONALE:** This amended job description outlines and clarifies the essential duties, qualifications and physical demands of the Administrative Assistant, Human Resources. This position will be placed on the Management Salary Schedule.

**FUNDING:** The budgetary impact to the general fund is approximately \$8,296.

**RECOMMENDATION:** Recommend the Board amend and reclassify the job description of Administrative Secretary, Human Resources, to Administrative Assistant, Human Resources, as presented.

## ALTA LOMA SCHOOL DISTRICT

### ADMINISTRATIVE SECRETARY - HUMAN RESOURCES ADMINISTRATIVE ASSISTANT - HUMAN RESOURCES (CONFIDENTIAL)

#### DEFINITION

~~Under direction, to perform responsible secretarial and clerical functions; to relieve an administrator of clerical and administrative detail by coordinating, organizing, and participating in the various operational aspects of the administrator's assignment; and to do other related work as required.~~

*Under the direction of the Assistant Superintendent of Human Resources, serve as a confidential administrative assistant to perform a diverse and complex range of secretarial, clerical, and administrative support. Act as liaison between the Assistant Superintendent, the community at large, and District employees. Exercise independent judgment within the assignment and areas of responsibility with latitude, for initializing action on behalf of the Assistant Superintendent. Requires a high degree of initiative and independence.*

#### ESSENTIAL DUTIES

- ~~Serve as a personal secretary and office management aide dealing with a variety of sensitive and privileged matters.~~
- ~~Coordinate the staff activities of the administrator's office, including the organization, planning, layout, and development of work accomplishment time lines.~~
- ~~Prepare information and data requested for administrative review.~~
- ~~Attend meetings and conferences as requested and take and transcribe notes into summary form.~~
- ~~Take and transcribe correspondence, memoranda, reports, and other communicative documents that include technical terminology requiring a familiarity with legal mandates, policies, regulations, and operational procedures affecting the administrator's functional responsibilities.~~
- ~~Interpret policies, regulations, and operational procedures to those persons contacting the administrator's office either by telephone or through personal visitation.~~
- ~~Act as a receptionist and office management aide to the administrator, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details.~~
- ~~Establish and maintain complex manual and automated alphabetical, numerical, and subject matter files and data that may include sensitive and privileged data.~~
- ~~Utilize modern office equipment, including computers and related application software.~~
- ~~May provide technical input into the performance evaluation of the office clerical staff.~~
- ~~Assist with budget planning and expenditure control procedures.~~
- ~~May assist in the preparation of the materials and documents pertaining to the Governing Board meeting agenda.~~
- *Create and maintain absence reports and organize supporting documents for the Department; assist with preparing a variety of personnel-related correspondence with accuracy and efficiency*
- *Arrange, prepare, set-up, and clean up refreshments/meals for all Human Resources meetings and activities*
- *Review records, reports, and data for accuracy, completeness, and compliance with standardized procedures, federal and state regulations, such as, but not limited to Board Policies and Education Code*
- *Interpret policies, regulations, and procedures for individuals contacting Human Resources Department*
- *Assist with maintaining the Assistant Superintendent's calendar, schedule, appointments, conferences, site visitations and meetings, along with assisting in agenda and material preparation*
- *Maintain a variety of contracts, records and files, including those related to personnel that may include sensitive and privileged data*

ALTA LOMA SCHOOL DISTRICT

**ADMINISTRATIVE ASSISTANT - HUMAN RESOURCES (CONFIDENTIAL) - Page 2**

- *Compose correspondence independently or with minimal supervision on a wide range of subjects, requiring thorough knowledge of District policies and procedures with attention to format, syntax, and grammatical construction*
- *Attend meetings and conferences as requested and take notes*
- *Plan, organize, and coordinate with the staff the preparation of the Human Resource Department section of Governing Board agenda and related materials, notices, bulletins and other required documents*
- *Perform follow-up functions to ensure timely responses to community members and District employees*
- *Assist with the recruitment and retention of new employees for the purpose of filling open positions*
- *Assist in screening and interviewing potential employees*
- *Coordinate, assign and manage databases to track personnel changes*
- *Prepare documents related to the requirements, examination, selection, employment, licensure and assignment functions of District personnel*
- *Assist certificated and classified staff in proper and timely compliance with certification and exam requirements*
- *Keep administrators apprised of employment statuses*
- *Establish and maintain databases of personnel files and records in order to produce accurate and timely reports*
- *Prepare salary information and records for the Payroll and Fiscal Departments*
- *In collaboration with the Fiscal Department and the Assistant Superintendent, monitor and manage District position control*
- *Assists in the research, preparation, filing and distribution of information related to collective bargaining and grievance processing*
- *Coordinates, implements, monitors, explains information and policies, and processes related documents and records associated with District employment.*
- *Answer and respond to phone calls, and communicate messages and information to the Assistant Superintendent*
- *Refer callers to District departments and personnel as appropriate*
- *Maintain good public relations with staff and the public in dealing with the Human Resources Department*
- *Order and maintain inventory of equipment, materials, and supplies*
- *Update the Human Resources Department pages on website*

**QUALIFICATIONS**

Knowledge of:

Procedures, methods, strategies, and techniques pertaining to the operation of an administrator's office;  
Modern office practices, trends, and procedures, standard office equipment and modern data management, storage, and retrieval systems;

Legal mandates, policies, regulations, and procedures which govern the administrator's operational processes;

English usage, spelling, grammar, and manuscript and report formatting;

Effective and efficient communication techniques, strategies, and procedures.

ALTA LOMA SCHOOL DISTRICT

**ADMINISTRATIVE ASSISTANT - HUMAN RESOURCES (CONFIDENTIAL) - Page 3**

Ability to:

Coordinate, organize, and monitor the clerical functions of the administrator's office;  
Effectively and efficiently perform highly responsible clerical, secretarial, and administrative aide functions and activities;  
Compile data and information, and prepare comprehensive reports;  
Communicate effectively in oral and written form;  
Establish and maintain a complex data management, storage, and retrieval systems, ~~using computers~~;  
Type or keyboard enter at a net corrected speed of 60 words per minute;  
Take and transcribe dictation, or use transcription equipment to accurately and efficiently produce a variety of printed informational material and data;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative relationships and maintain a *calm and tactful office atmosphere* ~~pleasant office climate~~;  
***Learn, understand, and apply technical detail pertaining to personnel practices;***  
***Design, prepare, and produce a variety of materials/presentations using computer applications such as desktop publishing, database, and electronic presentation software;***  
***Demonstrate note taking skills.***

**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:

Three years of highly responsible secretarial experience, preferably in an educational organization.

Education:

Equivalent to the completion of the twelfth grade, supplemented by course work, or training in office management, advanced secretarial skill areas, public relations, or related areas.

**SUMMARY OF PHYSICAL DEMANDS RATINGS**

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

Rating Symbol Key:

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

1. STRENGTH:

A.	Standing	10%
	Walking	10%
	Sitting	80%

## ALTA LOMA SCHOOL DISTRICT

***ADMINISTRATIVE ASSISTANT - HUMAN RESOURCES (CONFIDENTIAL) - Page 4***

- |    |          |   |         |
|----|----------|---|---------|
| B. | Lifting  | O | 25 lbs. |
|    | Carrying | F | 25 lbs. |
|    | Pushing  | O | 10 lbs. |
|    | Pulling  | O | 10 lbs. |
2. CLIMBING O
  - BALANCING NP
  3. STOOPING O
  - KNEELING O
  - CROUCHING O
  - CRAWLING NP
  4. REACHING C
  - HANDLING O
  - FINGERING C
  - FEELING NP
  5. TALKING:
  - Ordinary C
  - Other O
  - HEARING:
  - Conversations C
  - Other Sounds O
  6. SEEING
  - Acuity, Near C
  - Acuity, Far O
  - Depth Perception O
  - Accommodation C
  - Color Vision NP
  - Field of Vision O
  7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: 2 3 (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).
  8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are supplies, reams of paper, carts, desk drawers; reaching/handling/fingering are reports, telephone, computer keyboard, files; talking/hearing are conversations with students, general public in person and via telephone; seeing are computer screen, bulletin board, reviewing reports and records.



ALTA LOMA SCHOOL DISTRICT

***ADMINISTRATIVE ASSISTANT - HUMAN RESOURCES (CONFIDENTIAL) - Page 6***

8. PROTECTIVE CLOTHING – DEVICES: Headsets available
9. 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	(1st) Approve Board Calendar, Gov. Calendar	*special gov. workshop study: State of District	Conduct Board Self Evaluation -action plan-	(17th) Board Appreciation to Staff			Superintendent Goals Established (Closed)	CSBA Masters in Governance Begins		Designate Date for Annual Organizational Meeting	CSBA Annual Conf/ Annual Org. Mtg.
Student Voice	VGE	(1st) Stork (15th) ALE	Hermosa	(5th) Jasper (19) Deer Cyn	(3) Vineyard			Carnelian	(6) Banyan (20) ALJH	Victoria Groves	Stork	ALE
Policy Review	Approve School Calendar		CSBA Policy Updates	Approve CSBA Policy Services		CSBA Policy Updates	CSBA Policy Updates	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/ Recruitment & 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		





# Standardized Account Code Structure

FUND		RESOURCE		GOAL		FUNCTION		OBJECT		SCHOOL	
01	GENERAL FUND	0000	UNRESTRICTED (BASE – LCFF)	0000	UNDISTRIBUTED	1000-1999	INSTRUCTION	4000-4999	BOOKS, MATERIALS & SUPPLIES	000	DISTRICTWIDE
13	CAFETERIA FUND	0100	SUPPLEMENTAL - LCFF	1000	GENERAL EDUCATION SUMMARY	2000-2999	INSTRUCTION RELATED SERVICES	5000-5999	SERVICES & OTHER OPERATING EXPENDITURES	001	ALTA LOMA ELEMENTARY
21	BUILDING FUND	1100	LOTTERY - UNRESTRICTED	1110	REGULAR EDUCATION	3000-3999	PUPIL SERVICES	6000-6999	CAPITAL OUTLAY	002	CARNELIAN ELEMENTARY
		3010	TITLE I, PART A, BASIC GRANT	4760	BILINGUAL EDUCATION	5000-5999	COMMUNITY SERVICES			004	JASPER ELEMENTARY
		3220	CARES ACT	5760	SPECIAL EDUCATION, NONSEVERLY DISABLED AGES 5-22	7000-7999	GENERAL ADMINISTRATION			005	FLOYD M. STORK ELEMENTARY
		4035	Title II	8500	CHILD CARE SERVICES	8000-8999	PLANT SERVICES			006	DEER CANYON ELEMENTARY
		4127	Title IV							007	HERMOSA ELEMENTARY
		4203	Title III							009	VICTORIA GROVES ELEMENTARY
		5310	CHILD NUTRITION							010	BANYAN ELEMENTARY
		6500	Special Education – State AB602							303	ALTA LOMA JUNIOR HIGH
		8150	RRMA Ongoing Maintenance							308	VINEYARD JUNIOR HIGH

The chart of accounts above is a list of the most frequently used codes based on the Standardized Account Code Structure (SACS) established by the California Department of Education (CDE). All fields used in the SACS must work together to form valid account code strings.

BEST NET CONSORTIUM  
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT  
Board of Trustees Meeting 05/03/2023

02 Alta Loma School District

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
231354	WILCOX, ROCHELLE A.	Meet the Masters Art Program	1	01	-0000	-0	-1110	-1000	-5810	-002	-5109	2,195.00
											Total	2,195.00
231355	GRAD AWARDS LLC	ALJH / CJSF Honor Member Award	1	01	-0000	-0	-0000	-2700	-4350	-303	-5109	1,526.06
											Total	1,526.06
231356	SO CAL TEAM SPORTS LLC	ALJH / Track Uniforms	1	01	-0000	-0	-0000	-2700	-4350	-303	-5001	1,131.38
											Total	1,131.38
231357	EMPIRE SPORTS	VJH / TRACK JERSEYS	1	01	-0000	-0	-0000	-2700	-4350	-308	-5001	566.17
											Total	566.17
231358	ODP BUSINESS SOLUTIONS LLC	VG/ Teacher Supply	1	01	-1100	-0	-1110	-1000	-4310	-009	-903T	118.51
											Total	118.51
231359	ODP BUSINESS SOLUTIONS LLC	VG/ Teacher Supplies	1	01	-1100	-0	-1110	-1000	-4310	-009	-902T	800.00
											Total	800.00
231360	PEPPERDINE UNIVERSITY	SPED ED	1	01	-6536	-0	-5760	-2100	-5200	-000	-600S	5,200.00
											Total	5,200.00
231361	DEPT OF INDUSTRIAL RELATIONS	M&O / ELEVATOR PERMITS	1	01	-8150	-0	-0000	-8110	-5880	-722	-2076	2,000.00
											Total	2,000.00
231362	SPEEDY SWEEP NV INC.	DC/CUSTODIAL	1	01	-0000	-0	-0000	-8210	-4470	-006	-5109	1,068.89
											Total	1,068.89
231363	SOUTHWEST SCHOOL&OFFICE SUPPLY	Jasper Supplies (paper)	1	01	-0000	-0	-0000	-2700	-4350	-004	-5501	418.96
											Total	418.96
231364	DEMCO INC	DC/LIBRARY	1	01	-0000	-0	-0000	-2700	-4350	-006	-5501	130.40
											Total	130.40
231365	GLIDESCREEN INC	ACCORDIAN DOORS-STORK	1	01	-8150	-0	-0000	-8110	-4380	-722	-2076	2,272.00
											Total	2,272.00
231366	SO CAL TEAM SPORTS LLC	DC/SHIRTS	1	01	-0000	-0	-1110	-1000	-5890	-006	-5109	1,279.53
											Total	1,279.53
231367	ODP BUSINESS SOLUTIONS LLC	VG/ Classroom Supplies	1	01	-1100	-0	-1110	-1000	-4310	-009	-902T	840.00

BEST NET CONSORTIUM  
**ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT**  
 Board of Trustees Meeting 05/03/2023

02 Alta Loma School District

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Total	Encumbered
231368	PURPLE EASEL LLC	Carn/Field	1	01-0000-0-1110-1000-5810-002-5109							Total	1,260.00	1,260.00
231369	KOALA T'S APPAREL LLC	Jasper 6th Grade Shirts	1	01-0000-0-1110-1000-5890-004-5501							Total	906.18	906.18
231370	SAN BERNARDINO COUNTY MUSEUM	CARN / Field Trip, ,	1	01-0000-0-1110-1000-5888-002-5109							Total	332.00	332.00
231371	ODP BUSINESS SOLUTIONS LLC	Jasper / Classroom Supplies (C	1	01-1100-0-1110-1000-4310-004-904T							Total	648.12	648.12
231372	ODP BUSINESS SOLUTIONS LLC	TK Instructional Supplies	1	01-6053-0-1110-1000-4310-000-3053							Total	354.49	354.49
231373	PARTS-PEOPLE.COM INC	IT / Open Supplies	1	01-0000-0-0000-7700-4340-000-8305							Total	1,000.00	1,000.00
231374	DEMCO INC	BAN/DEMCO	1	01-3010-0-1110-1000-4310-010-526D							Total	239.79	239.79
231375	BOOKPAL	BAN/BOOKPAL	1	01-3010-0-1110-1000-4310-010-526D							Total	570.64	570.64
231376	ORIENTAL TRADING	BAN/ORIENTAL TRADING	1	01-1100-0-1110-1000-4310-010-901T							Total	477.31	477.31
231377	LEWIS FAMILY PLAYHOUSE	Carn / Field Trip	1	01-0000-0-1110-1000-5888-002-5109							Total	768.00	768.00
231378	HENRY SCHEIN INC	Warehouse/Health	1	01-0000-0-0000-0000-9320-000							Total	44.99	44.99
231379	ORIENTAL TRADING	DC/AR AWARDS	1	01-0000-0-0000-2700-4350-006-5501							Total	111.99	111.99
231380	A & J ENGRAVING	VJH / TROPHIES FOR EOY AWARDS	1	01-0000-0-0000-2700-5890-308-5501							Total	327.56	327.56

BEST NET CONSORTIUM  
**ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT**  
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Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
231381	BERTRANDS MUSIC	VJH / AMP	1	01-0000-0-1110-1000-4340-308-5777	Total							1,129.22
231382	SPEED STACKS INC	VG/ STEM	1	01-1100-0-1110-1000-4310-009-5333	Total							1,129.22
231383	ODP BUSINESS SOLUTIONS LLC	VG/ Classroom Supplies	1	01-1100-0-1110-1000-4310-009-902T	Total							107.71
231384	LAKESHORE EQUIPMENT COMPANY	ALE/Instructional Supplies	1	01-6500-0-5760-1120-4310-001-622S	Total							107.71
231385	ODP BUSINESS SOLUTIONS LLC	DC/INSTRU SUPPLIES	1	01-1100-0-1110-1000-4310-006-902T	Total							400.00
231386	VORTEX INDUSTRIES INC	DOOR REPAIR-ALJH	1	01-8150-0-0000-8110-5631-000-2076	Total							400.00
231387	STUDIO 1	ALE/Yearbook	1	01-0000-0-1110-1000-5890-001-5501	Total							182.00
231388	BOOST COLLABORATIVE	BOOST COLLABORATIVE	1	01-2600-0-8500-5000-5200-000-3600	Total							182.00
231389	ODP BUSINESS SOLUTIONS LLC	SPECIAL ED	1	01-6546-0-5760-1190-4350-000-6546	Total							166.97
231390	CALIFORNIA ARBOR CARE INC	M&O / GRNDS / TREE TRIMMING-VI	1	01-0000-0-0000-8211-5638-000-2095	Total							166.97
231391	CALIFORNIA ARBOR CARE INC	M&O / GRNDS / TREE TRIMMING-VI	1	01-0000-0-0000-8211-5638-000-2095	Total							4,850.00
231392	APPLE INC	SPECIAL ED	1	01-6500-0-5760-1190-4340-000-623S	Total							4,850.00
231393	GORM INC	ALJH/EXTRATOR	1	01-8150-0-0000-8110-4480-303-2076								467.00
			2	01-0000-0-0000-2700-4480-303-5501	Total							467.00


BEST NET CONSORTIUM  
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02 Alta Loma School District

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Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
231394	SOUTHWEST SCHOOL&OFFICE SUPPLY	Supplies	1	01	5634	0	8500	5000	4350	000	3634	179.15
											<b>Total</b>	179.15
231395	CDW LLC	IT / Software Renewal	1	01	0000	0	0000	7700	4340	000	8305	2,500.00
											<b>Total</b>	2,500.00
231396	SPHERO INC	Sphero	1	01	2600	0	8500	5000	4310	000	3600	66,753.65
											<b>Total</b>	66,753.65
231397	ELIZABETH GENDY-SHAKER	SPECIAL ED	1	01	9010	0	0000	2700	5810	000	660C	3,000.00
											<b>Total</b>	3,000.00
231398	TOOLS4EVER	IT / Maintenance	1	01	0000	0	0000	7200	5840	000	8305	4,065.92
											<b>Total</b>	4,065.92
		<b>Purchase Order Count: 45</b>									<b>Grand Total</b>	123,308.40
											<b>Fund Summary: Fund 01</b>	123,308.40

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 05/03/2023

02 Alta Loma School District

Fiscal Year: 2023

<b>Transmittal Number: 23000655-0 AUDIT</b>				
<b>Reference</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	
PO231288-001	KNOTT'S BERRY FARM	Knott's Berry Farm Field Trip	6,256.00	
		<b>Total Payment Amount</b>	6,256.00	
		<b>Transmittal Total</b>	6,256.00	
		<b>Fund Summary: Fund 01</b>	6,256.00	
<b>Transmittal Number: 23000655-0</b>				
PO231345-001	BOWLERO	Bowlero Field Trip	1,407.29	
		<b>Total Payment Amount</b>	1,407.29	
PV230661-001	CITY OF RANCHO CUCAMONGA	REPLACE VOIDED CHECK	870.00	
PV230662-001	CITY OF RANCHO CUCAMONGA	REPLACE VOIDED CHECK	870.00	
		<b>Total Payment Amount</b>	1,740.00	
PO230628-001	IRVINE PARK RAILROAD	DC/FIELD TRIP	1,680.00	
		<b>Total Payment Amount</b>	1,680.00	
PO231177-002	RILEY'S FARM	JASPER 5th Grade Field Trip to	1,606.50	
		<b>Total Payment Amount</b>	1,606.50	
PO231332-001	SO CAL JUNGLE REPTILE PARTIES	VG/ Reptile Party	395.00	
		<b>Total Payment Amount</b>	395.00	
PO231186-001	THE SAWDUST FACTORY	Kinder Field Trip	516.00	
		<b>Total Payment Amount</b>	516.00	
PO231277-001	WHEELS SQUARED BMX SHOW, LLC	JASPER BMX Assembly	899.00	
		<b>Total Payment Amount</b>	899.00	
		<b>Transmittal Total</b>	8,243.79	
		<b>Fund Summary: Fund 01</b>	8,243.79	
<b>Transmittal Number: 23000655-1 AUDIT</b>				
PO230103-005	AMTECH ELEVATOR SERVICES	M&O / MAINT AGREEMENT	1,854.00	
PO230104-005	AMTECH ELEVATOR SERVICES	M&O / MAINT AGREEMENT-WHEELCHA	1,112.40	
		<b>Total Payment Amount</b>	2,966.40	

BEST NET CONSORTIUM  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
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<b>Transmittal Number:</b> 23000655-1 AUDIT	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
PO231302-001	CDW GOVERNMENT LLC	VG - Bond Security Cameras	43,829.20
		<b>Total Payment Amount</b>	43,829.20
		<b>Transmittal Total</b>	46,795.60
		<b>Fund Summary:</b>	
		Fund 01	2,966.40
		Fund 21	43,829.20
<b>Transmittal Number:</b> 23000656-0 AUDIT	<b>BELL ROOF COMPANY</b>	<b>2021-22-04 Hermosa Modernizat</b>	11,907.98
PO230709-007		<b>Total Payment Amount</b>	11,907.98
		<b>Transmittal Total</b>	11,907.98
		<b>Fund Summary:</b>	
		Fund 21	11,907.98
<b>Transmittal Number:</b> 23000657-0	<b>DAVID M. BERTINO MFG. INC.</b>	<b>2022-23-01 VG Mod - #7</b>	941.92
PO231025-003		<b>Total Payment Amount</b>	941.92
		<b>Transmittal Total</b>	941.92
		<b>Fund Summary:</b>	
		Fund 21	941.92
<b>Transmittal Number:</b> 23000658-0	<b>ODP BUSINESS SOLUTIONS LLC</b>	<b>CN /Office Supplies</b>	107.74
PO230408-026	ODP BUSINESS SOLUTIONS LLC	CN /Office Supplies	215.48
PO230408-027	ODP BUSINESS SOLUTIONS LLC	CN /Office Supplies	83.19
PO230408-028	ODP BUSINESS SOLUTIONS LLC	CN /Office Supplies	126.02
PO230408-029		<b>Total Payment Amount</b>	532.43
		<b>Transmittal Total</b>	500.00
		<b>Fund Summary:</b>	
		CN / Open PO for service of re	395.04
		CN / Open PO for service of re	895.04
		<b>Total Payment Amount</b>	1,427.47
		<b>Transmittal Total</b>	1,427.47
		<b>Fund Summary:</b>	
		Fund 13	1,427.47



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<b>Transmittal Number:</b> 23000659-0	<b>Description</b>	<b>Amount</b>
<b>Reference</b>	2022-23-01 VG Mod - #21	45,801.30
PO231028-003	<b>Total Payment Amount</b>	45,801.30
	<b>Transmittal Total</b>	45,801.30
	<b>Fund Summary: Fund 21</b>	45,801.30
<b>Transmittal Number:</b> 23000660-0 AUDIT		
PO231266-004	ADMIN SERVICES/Carnelian ES PI	(4,000.00)
PO231266-005	ADMIN SERVICES/Carnelian ES PI	2,800.00
PO231268-001	ADMIN SERVICES/Security Upgrad	4,000.00
PO231268-002	ADMIN SERVICES/Security Upgrad	2,000.00
	<b>Total Payment Amount</b>	4,800.00
	<b>Transmittal Total</b>	4,800.00
	<b>Fund Summary: Fund 01</b>	4,800.00
<b>Transmittal Number:</b> 23000660-0		
PO231320-001	HERM/ACTIVITY	3,115.00
	<b>Total Payment Amount</b>	3,115.00
PO230310-013	M&O / OPEN, CUST SUPPLIES	460.49
PO230482-014	STRK / OPEN CUSTODIAL SUPPLIES	191.48
	<b>Total Payment Amount</b>	651.97
PO230517-004	ED SVCS / CONSULTANT SERVICES	178.81
PO230517-005	ED SVCS / CONSULTANT SERVICES	252.99
PO230517-006	ED SVCS / CONSULTANT SERVICES	182.43
	<b>Total Payment Amount</b>	614.23
PO231340-001	Magic Show Assembly	1,000.00
	<b>Total Payment Amount</b>	1,000.00
PO230388-011	HERMOSA / Open Office Supplies	386.09
PO230388-012	HERMOSA / Open Office Supplies	231.34
PO230523-021	STRK /Office Depot Open PO/Upp	54.11
PO230523-022	STRK /Office Depot Open PO/Upp	131.97
	<b>Total Payment Amount</b>	803.51

BEST NET CONSORTIUM  
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Transmittal Number: 23000660-0					
Reference	Vendor	Description	Amount		
PO231158-002	OTC BRANDS INC	Instructional Supplies	97.10		97.10
		Total Payment Amount			
		Transmittal Total	6,281.81		
		Fund Summary: Fund 01	6,281.81		
Transmittal Number: 23000661-0 AUDIT					
PO231032-003	RAN ENTERPRISES INC	2022-23-01 VG Mod - #22	6,365.00		6,365.00
		Total Payment Amount	6,365.00		
		Transmittal Total	6,365.00		
		Fund Summary: Fund 21	6,365.00		
Transmittal Number: 23000662-0 AUDIT					
PO231032-004	RAN ENTERPRISES INC	2022-23-01 VG Mod - #22	24,510.00		24,510.00
		Total Payment Amount	24,510.00		
		Transmittal Total	24,510.00		
		Fund Summary: Fund 21	24,510.00		
Transmittal Number: 23000663-0 AUDIT					
PO231168-014	RANCHO PACIFIC ELECTRIC	2022-23-01 VG Mod - #23	85,813.97		85,813.97
		Total Payment Amount	85,813.97		
		Transmittal Total	85,813.97		
		Fund Summary: Fund 21	85,813.97		
Transmittal Number: 23000664-0 AUDIT					
PO231036-002	RITE-WAY ROOF CORPORATION	2022-23-01 VG Mod - #8	58,672.38		58,672.38
		Total Payment Amount	58,672.38		
		Transmittal Total	58,672.38		
		Fund Summary: Fund 21	58,672.38		

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Transmittal Number: 23000665-0 AUDIT

Reference Vendor  
PO231133-001 OES GLOBAL INC./TRAFFIC CONES

Description  
ALJH / Delineators & Reserved  
Total Payment Amount

Amount  
1,556.59  
1,556.59

Transmittal Total

1,556.59

Fund Summary: Fund 01

1,556.59

Transmittal Number: 23000665-0  
PO231320-002 FUN SERVICES

HERM/ACTIVITY

Total Payment Amount

3,115.00  
3,115.00

PO231304-001 GORM INC

Warehouse/Gloves & Tissues

Total Payment Amount

830.22  
830.22

PO231300-001 JONES SCHOOL SUPPLY CO INC

Jasper / EOY Certificates

Total Payment Amount

49.76  
49.76

PO231240-001 KELLY SPICERS INC

VJH / CASE OF ORCHID PAPER

Total Payment Amount

115.45  
115.45

PO231310-001 LAKESHORE LEARNING MATERIALS

DC/INSTR SUPPLIES

Total Payment Amount

103.06  
103.06

PO230022-002 MARK CHRISTOPHER CHEVROLET INC

TRANSPORTATION / SUPPLIES

Total Payment Amount

505.33  
505.33

PO230422-038 MAXIM HEALTHCARE STAFFING

SPECIAL ED

Total Payment Amount

14,088.88  
14,088.88

PO230526-021 ODP BUSINESS SOLUTIONS LLC

BAN / OPEN-INSTRUCTIONAL SUPPL

118.05

PO230526-022 ODP BUSINESS SOLUTIONS LLC

BAN / OPEN-INSTRUCTIONAL SUPPL

76.15

PO230526-023 ODP BUSINESS SOLUTIONS LLC

BAN / OPEN-INSTRUCTIONAL SUPPL

47.81

PO230526-024 ODP BUSINESS SOLUTIONS LLC

BAN / OPEN-INSTRUCTIONAL SUPPL

257.39

PO230538-009 ODP BUSINESS SOLUTIONS LLC

VG / OPEN Office Depot/Office

60.44

PO231146-001 ODP BUSINESS SOLUTIONS LLC

DC/INSTRU SUPPLIES

98.28

PO231146-002 ODP BUSINESS SOLUTIONS LLC

DC/INSTRU SUPPLIES

51.71

PO231146-003 ODP BUSINESS SOLUTIONS LLC

DC/INSTRU SUPPLIES

114.90

Total Payment Amount

824.73

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<b>Transmittal Number: 23000665-0</b>				
<b>Reference</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	
PO231278-001	PEAP	BAN / STUDENT ACH PINS	208.99	
PO231301-001	PEAP	Jasper / President's Awards	374.48	
		<b>Total Payment Amount</b>	583.47	
		<b>Transmittal Total</b>	20,215.90	
		<b>Fund Summary: Fund 01</b>	20,215.90	
<b>Transmittal Number: 23000666-0 AUDIT</b>				
PO231041-013	SPEC CONSTRUCTION CO. INC	2022-23-01 VG Mod - #16	58,662.50	
PO231041-014	SPEC CONSTRUCTION CO. INC	2022-23-01 VG Mod - #16	1,767.00	
		<b>Total Payment Amount</b>	60,429.50	
		<b>Transmittal Total</b>	60,429.50	
		<b>Fund Summary: Fund 21</b>	60,429.50	
<b>Transmittal Number: 23000667-0</b>				
PO231042-005	SPEC CONSTRUCTION CO. INC	2022-23-01 VG Mod - #10	45,243.75	
		<b>Total Payment Amount</b>	45,243.75	
		<b>Transmittal Total</b>	45,243.75	
		<b>Fund Summary: Fund 21</b>	45,243.75	
<b>Transmittal Number: 23000668-0</b>				
PV230663-001	CRITCHFIELD, LISA	<b>Total Payment Amount</b>	368.19	
			368.19	
PV230665-001	GALBRAITH, VALERIE	<b>Total Payment Amount</b>	50.10	
			50.10	
PO231309-001	GRIGOLLA & SONS CONSTRUCTION	M & O / CONCRETE REPAIRS	4,500.00	
		<b>Total Payment Amount</b>	4,500.00	
PV230666-001	HOFF, BRITTNEY	<b>Total Payment Amount</b>	73.24	
			73.24	
PV230664-001	LENING, LAUREN	<b>Total Payment Amount</b>	65.04	

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Transmittal Number: 23000668-0

Total Payment Amount			65.04
Transmittal Total			5,056.57
Fund Summary: Fund 01			5,056.57
Transmittal Number: 23000669-0			
Reference	Vendor	Description	Amount
PO230055-007	ACTION AWARDS INC	M&O / OPEN PO-SIGNAGE	179.85
Total Payment Amount			179.85
PO231136-001	ART SPECIALTIES	ALJH / Office Branding	5,281.93
Total Payment Amount			5,281.93
PO231353-001	ATKINSON ANDELSON LOYA RUUD	Attendance at the 2022 It's th	59.00
Total Payment Amount			59.00
PO230018-012	BATTERY SYSTEMS	TRANSPORTATION / OPEN BATTERIE	123.00
Total Payment Amount			123.00
PO231137-001	CALIFORNIA LEAGUE OF EDUCATORS	Conference	718.00
Total Payment Amount			718.00
PO231232-001	COMMERCIAL DOOR METAL	M&O / DOOR REPAIRS-ALJH	5,761.63
Total Payment Amount			5,761.63
PO231097-002	CSM CONSULTING INC.	IT / Services	1,125.00
PO231097-003	CSM CONSULTING INC.	IT / Services	1,125.00
Total Payment Amount			2,250.00
PO231323-001	DEMCO INC	DC/LIBRARY	83.56
Total Payment Amount			83.56
PO230192-009	DS SERVICES OF AMERICA INC	CC / DS Waters	276.14
Total Payment Amount			276.14
PO231321-001	READY AMERICA	VJH / SPORTS FIRST AID BAGS	298.08
Total Payment Amount			298.08
PO230096-004	ROY O HUFFMAN ROOF COMPANY	M&O / REPAIRS DISTRICT WIDE	968.00

BEST NET CONSORTIUM  
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<b>Transmittal Number: 23000669-0</b>				
Reference	Vendor	Description	Amount	
PO230096-005	ROY O HUFFMAN ROOF COMPANY	M&O / REPAIRS DISTRICT WIDE	1,232.00	
PO230096-006	ROY O HUFFMAN ROOF COMPANY	M&O / REPAIRS DISTRICT WIDE	738.00	
PO230096-007	ROY O HUFFMAN ROOF COMPANY	M&O / REPAIRS DISTRICT WIDE	703.00	
PO230096-008	ROY O HUFFMAN ROOF COMPANY	M&O / REPAIRS DISTRICT WIDE	1,123.00	
		<b>Total Payment Amount</b>	<b>4,764.00</b>	
PO231272-001	SOUTHERN CALIFORNIA NEWS GROUP	Newspaper Advertisement / Bid	862.66	
		<b>Total Payment Amount</b>	<b>862.66</b>	
PO231308-001	THE LIBRARY STORE	Library Supplies	176.80	
		<b>Total Payment Amount</b>	<b>176.80</b>	
PO230111-011	UNITED REFRIGERATION INC	M&O / OPEN SUPPLIES	134.86	
		<b>Total Payment Amount</b>	<b>134.86</b>	
PO231271-001	VORTEX INDUSTRIES INC	DOOR REPAIR-BANYAN	5,573.25	
		<b>Total Payment Amount</b>	<b>5,573.25</b>	
PO230412-006	WHOLE CHILD THERAPY	SPECIAL ED/CONSULTANT SERVICES	2,100.00	
		<b>Total Payment Amount</b>	<b>2,100.00</b>	
		<b>Transmittal Total</b>	<b>28,642.76</b>	
<b>Transmittal Number: 23000670-0</b>				
PO230710-007	CG ACOUSTICS INC.			
		<b>Fund Summary:</b>	<b>Fund 01</b>	
			<b>Fund 13</b>	
			27,780.10	
			862.66	
		<b>2021-22-04 Hermosa Modernizat</b>	<b>2,422.50</b>	
		<b>Total Payment Amount</b>	<b>2,422.50</b>	
		<b>Transmittal Total</b>	<b>2,422.50</b>	
		<b>Fund Summary:</b>	<b>Fund 21</b>	
			2,422.50	
<b>Transmittal Number: 23000671-0 AUDIT</b>				
PO230711-008	CONTINENTAL PLUMBING			
		<b>2021-22-04 Hermosa Modernizat</b>	<b>16,157.60</b>	
		<b>Total Payment Amount</b>	<b>16,157.60</b>	
		<b>Transmittal Total</b>	<b>16,157.60</b>	

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Transmittal Number: 23000671-0 AUDIT

Fund Summary: Fund 21 16,157.60

Transmittal Number: 23000672-0 AUDIT

Reference Vendor  
PO230714-007 GIANT SERVICES INC

Description  
2021-22-04 Hermosa Modernizat  
Total Payment Amount

Amount  
55,163.72  
55,163.72

Transmittal Total

55,163.72

Fund Summary: Fund 21

55,163.72

Transmittal Number: 23000673-0

PO230717-006 K&Z CABINET CO INC

2021-22-04 Hermosa Modernizat  
Total Payment Amount

192.85  
192.85

Transmittal Total

192.85

Fund Summary: Fund 21

192.85

Transmittal Number: 23000674-0 AUDIT

PO230719-007 SIMMONS & WOOD INC.

2021-22-04 Hermosa Modernizat  
Total Payment Amount

11,596.08  
11,596.08

Transmittal Total

11,596.08

Fund Summary: Fund 21

11,596.08

Transmittal Number: 23000675-0 AUDIT

PO230721-008 SPEC CONSTRUCTION CO. INC

2021-22-04 Hermosa Modernizat  
Total Payment Amount

83,790.00  
83,790.00

Transmittal Total

83,790.00

Fund Summary: Fund 21

83,790.00

Transmittal Number: 23000676-0 AUDIT

PO230720-008 SPEC CONSTRUCTION CO. INC

2021-22-04 Hermosa Modernizat  
Total Payment Amount

86,687.50  
86,687.50

Transmittal Total

86,687.50

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Transmittal Number: 23000676-0 AUDIT

Fund Summary: Fund 21 86,687.50

Transmittal Number: 23000677-0 AUDIT

Reference Vendor  
 PO230725-006 WEST-TECH MECHANICAL INC

Description  
 2021-22-04 Hermosa Modernizati  
 Total Payment Amount 21,433.84

Amount  
 21,433.84  
 21,433.84

21,433.84

Transmittal Total

21,433.84

Fund Summary: Fund 21

Transmittal Number: 23000678-0

PV230667-001 CARTER, ANDREW

Total Payment Amount 364.05  
 364.05

PV230668-001 CHIEN, EUGENE  
 PV230669-001 CHIEN, EUGENE

Total Payment Amount 235.15  
 256.37  
 491.52

PV230670-001 GARCIA, ANGELICA

Total Payment Amount 117.91  
 117.91

PV230671-001 HENDERSON, ANDREA

Total Payment Amount 99.39  
 99.39

PO230484-006 HI-LINE MUSIC  
 PO230484-007 HI-LINE MUSIC

ED SVCS /Instrumental Supplies 60.00  
 ED SVCS /Instrumental Supplies 140.78  
 Total Payment Amount 200.78

PO231171-001 ODP BUSINESS SOLUTIONS LLC  
 PO231171-002 ODP BUSINESS SOLUTIONS LLC  
 PO231171-003 ODP BUSINESS SOLUTIONS LLC

DC/INSTR SUPPLIES 236.83  
 DC/INSTR SUPPLIES 467.43  
 DC/INSTR SUPPLIES 164.71  
 Total Payment Amount 868.97

PV230672-001 RIOS-LEETHAM, LORI

Total Payment Amount 57.24  
 57.24

PV230673-001 VARELA, JESSICA

Total Payment Amount 41.79  
 41.79



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Transmittal Number: 23000678-0

Reference Vendor  
PV230674-001 YEUTTER, JENNIFER

Description	Amount
Total Payment Amount	129.24
	129.24
Transmittal Total	2,370.89
Fund Summary: Fund 01	2,370.89

Transmittal Number: 23000679-0

PO230393-026 BURRTEC WASTE INDUSTRIES INC

DSC / DISTRICT-WIDE TRASH  
Total Payment Amount

PO230259-033	CUCAMONGA VALLEY	463.74
PO230259-034	CUCAMONGA VALLEY	825.45
PO230259-035	CUCAMONGA VALLEY	12.52
PO230269-025	CUCAMONGA VALLEY	837.79
PO230269-026	CUCAMONGA VALLEY	336.82
PO230269-027	CUCAMONGA VALLEY	7.59
PO230324-009	CUCAMONGA VALLEY	650.21
PO230327-026	CUCAMONGA VALLEY	372.94
PO230327-027	CUCAMONGA VALLEY	12.52
PO230327-028	CUCAMONGA VALLEY	718.96
PO230334-023	CUCAMONGA VALLEY	917.58
PO230334-024	CUCAMONGA VALLEY	365.30
PO230340-009	CUCAMONGA VALLEY	771.69
PO230344-016	CUCAMONGA VALLEY	7.59
PO230344-017	CUCAMONGA VALLEY	605.69
PO230354-017	CUCAMONGA VALLEY	880.17
PO230354-018	CUCAMONGA VALLEY	179.48
PO230363-025	CUCAMONGA VALLEY	278.93
PO230363-026	CUCAMONGA VALLEY	379.26
PO230363-027	CUCAMONGA VALLEY	7.59
	Total Payment Amount	8,631.82

PO231361-001	DEPT OF INDUSTRIAL RELATIONS	225.00
PO231361-002	DEPT OF INDUSTRIAL RELATIONS	225.00
PO231361-003	DEPT OF INDUSTRIAL RELATIONS	125.00
PO231361-004	DEPT OF INDUSTRIAL RELATIONS	225.00
PO231361-005	DEPT OF INDUSTRIAL RELATIONS	125.00
PO231361-006	DEPT OF INDUSTRIAL RELATIONS	125.00
PO231361-007	DEPT OF INDUSTRIAL RELATIONS	125.00
	M&O / ELEVATOR PERMITS	225.00
	M&O / ELEVATOR PERMITS	225.00
	M&O / ELEVATOR PERMITS	125.00
	M&O / ELEVATOR PERMITS	225.00
	M&O / ELEVATOR PERMITS	125.00
	M&O / ELEVATOR PERMITS	125.00
	M&O / ELEVATOR PERMITS	125.00

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Transmittal Number: 23000679-0

Reference	Vendor	Description	Total Payment Amount	Amount
PO230798-008	GRANITE TELECOMMUNICATIONS LLC	stork / telephone service		229.22
		Total Payment Amount		229.22
PO230681-009	SO. CALIFORNIA GAS COMPANY	TRANSPORTATION/FUEL		897.27
		Total Payment Amount		897.27
		Transmittal Total	15,576.98	
		Fund Summary: Fund 01	15,576.98	

Transmittal Number: 23000679-1 AUDIT

PO231085-002	ADVANCED ENVIRONMENTAL	M&O / GRNDS LANDSCAPING		63,745.00
		Total Payment Amount		63,745.00
PO231002-001	BOWLERO	VG/ 6th Gr Bowling		832.03
		Total Payment Amount		832.03
		Transmittal Total	64,577.03	
		Fund Summary: Fund 01	64,577.03	

Transmittal Number: 23000680-0 AUDIT

PO230623-018	TRI VALLEY INSPECTIONS INC	ADMINISTRATIVE SERVICES / INSP		11,790.00
		Total Payment Amount		11,790.00
		Transmittal Total	11,790.00	
		Fund Summary: Fund 21	11,790.00	

Transmittal Number: 23000680-0

PO230174-002	AMERICAN TIME & SIGNAL CO INC	M&O / OPEN SUPPLIES		1,913.86
		Total Payment Amount		1,913.86
PO231315-001	ENCORE DATA PRODUCTS INC	ALJH / Headphones		224.66
		Total Payment Amount		224.66
PO230277-010	LOWE'S COMPANIES INC	M&O / OPEN SUPPLIES		1,029.93

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Transmittal Number: 23000680-0

Reference	Vendor	Description	Total Payment Amount	Amount
PO231119-003	ODP BUSINESS SOLUTIONS LLC	BAN/OFFICE DEPOT	1,029.93	70.57
PO231122-001	ODP BUSINESS SOLUTIONS LLC	DC/SUPPLIES		233.25
PO231122-002	ODP BUSINESS SOLUTIONS LLC	DC/SUPPLIES		340.28
PO231122-003	ODP BUSINESS SOLUTIONS LLC	DC/SUPPLIES		23.57
PO231164-001	ODP BUSINESS SOLUTIONS LLC	BAN/OFFICE DEPOT		16.13
PO231164-002	ODP BUSINESS SOLUTIONS LLC	BAN/OFFICE DEPOT		61.02
		<b>Total Payment Amount</b>		<b>744.82</b>
PO230289-009	SM HOYT LUMBER CO INC	M&O / OPEN SUPPLIES		136.77
PO230343-003	SM HOYT LUMBER CO INC	CARNELIAN / Open Hoyt Lumber		66.85
		<b>Total Payment Amount</b>		<b>203.62</b>
PO230193-058	SMART & FINAL	CC / SUPP OPEN,		575.35
PO230514-004	SMART & FINAL	BAN / SMART & FINAL		274.62
		<b>Total Payment Amount</b>		<b>849.97</b>
PO230000-007	TIME AND ALARM SYSTEMS INC	M&O / OPEN REPAIRS		501.51
		<b>Total Payment Amount</b>		<b>501.51</b>
PO230286-006	TRANE	M&O / OPEN SUPPLIES		158.29
		<b>Total Payment Amount</b>		<b>158.29</b>
PO230623-019	TRI VALLEY INSPECTIONS INC	ADMINISTRATIVE SERVICES / INSP		11,790.00
		<b>Total Payment Amount</b>		<b>11,790.00</b>
		<b>Transmittal Total</b>		<b>17,416.66</b>
		<b>Fund Summary:</b>		
		Fund 01		5,626.66
		Fund 21		11,790.00
		<b>Total Payment Amount</b>		<b>1,012.57</b>
		<b>Transmittal Total</b>		<b>1,012.57</b>
		<b>Fund Summary:</b>		
		Fund 01		1,012.57

Transmittal Number: 23000681-0 AUDIT  
 PV230675-001 U S BANK

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Transmittal Number: 23000682-0

Reference Vendor  
MV230273-001 ABELINA MENDIOLA

Description  
Total Payment Amount  
Amount  
24.00  
24.00

MV230274-001 ANITA REVELLES

Total Payment Amount  
28.00  
28.00

MV230275-001 ARACELY ESTRADA

Total Payment Amount  
91.25  
91.25

MV230276-001 ASHLEY BAILEY

Total Payment Amount  
84.90  
84.90

MV230277-001 BONNIE BRUBAKER

Total Payment Amount  
45.20  
45.20

MV230278-001 BRAD BAKER

Total Payment Amount  
48.75  
48.75

MV230279-001 BRIAN BREWSTER

Total Payment Amount  
100.70  
100.70

MV230280-001 CANDY ZHOU

Total Payment Amount  
384.00  
384.00

MV230281-001 CHERIN WATANABE

Total Payment Amount  
18.00  
18.00

MV230282-001 CHRIS BOPKO

Total Payment Amount  
52.81  
52.81

MV230283-001 CHRISTY ALFREY

Total Payment Amount  
40.25  
40.25

MV230284-001 DANIELLE RETREAGE

Total Payment Amount  
33.00  
33.00

MV230285-001 DANIELLE RUBIO

Total Payment Amount  
22.00  
22.00

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Transmittal Number: 23000682-0	Vendor	Description	Amount
Reference			
MV230286-001	DARLENE STOLPER	Total Payment Amount	211.00 211.00
MV230287-001	DARREN COLEMAN	Total Payment Amount	52.60 52.60
MV230288-001	DOMINIQUE TEDESCO	Total Payment Amount	28.00 28.00
MV230289-001	DOROTHY BUCHANAN	Total Payment Amount	14.25 14.25
MV230290-001	ELIZABETH KONG	Total Payment Amount	29.35 29.35
MV230291-001	HEATHER LOUALHATI	Total Payment Amount	16.00 16.00
MV230292-001	JACQUELYN TERRANOVA	Total Payment Amount	16.90 16.90
MV230293-001	JAMIE PACKER	Total Payment Amount	19.75 19.75
MV230294-001	JIANXIA ZHANG	Total Payment Amount	77.50 77.50
MV230295-001	JULIA BARROWS	Total Payment Amount	66.75 66.75
MV230296-001	KARINA ALCANTARA	Total Payment Amount	33.00 33.00
MV230297-001	KATRINA CALDWELL	Total Payment Amount	19.40 19.40
MV230298-001	LAURA RIVAS	Total Payment Amount	22.10 22.10

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Transmittal Number: 23000682-0

Reference Vendor  
MV230299-001 LINLIN MEN WANG

Description Amount  
Total Payment Amount 35.20  
35.20

MV230300-001 LUCY HERRERA

Total Payment Amount 12.60  
12.60

MV230301-001 MARIFEL LEIVA

Total Payment Amount 113.75  
113.75

MV230302-001 MELINDA AGHASSI

Total Payment Amount 66.84  
66.84

MV230303-001 MELISSA GREEN

Total Payment Amount 25.00  
25.00

MV230304-001 MICHELLE COOPER

Total Payment Amount 145.60  
145.60

MV230305-001 MIR WASIF ALI

Total Payment Amount 99.65  
99.65

MV230306-001 NANCY ZUNIGA

Total Payment Amount 46.00  
46.00

MV230307-001 NORMA LOPEZ

Total Payment Amount 15.95  
15.95

MV230308-001 QI NA

Total Payment Amount 208.00  
208.00

MV230309-001 REBECCA HOLLINGSHEAD

Total Payment Amount 18.65  
18.65

MV230310-001 SHANNON PERRY

Total Payment Amount 90.75  
90.75

MV230311-001 STACY LEYVA

Total Payment Amount 15.80  
15.80

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<b>Transmittal Number: 23000682-0</b>			
<b>Reference</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
MV230312-001	STEPHANIE LOEB	Total Payment Amount	6.60
			6.60
MV230313-001	TIFFANY CHIU	Total Payment Amount	9.50
			9.50
MV230314-001	XIANGYI LI	Total Payment Amount	275.25
			275.25
MV230315-001	XIAOYAN HUANG	Total Payment Amount	200.00
			200.00
MV230316-001	YAJAIDA GASTANAGA	Total Payment Amount	20.10
			20.10
MV230317-001	YOUNG HWAN CHO	Total Payment Amount	135.00
			135.00
		Transmittal Total	3,119.70
		Fund Summary: Fund 13	3,119.70
<b>Transmittal Number: 23000683-0</b>			
PV230678-001	BENTLEY, DOLLY	Total Payment Amount	180.00
			180.00
PV230680-001	CALDERON, EGLADELY	Total Payment Amount	44.02
			44.02
PV230676-001	CARTER, ANDREW	Total Payment Amount	83.92
			83.92
PV230681-001	HOLDRIDGE- HAYS, BELINDA	Total Payment Amount	10.61
			10.61
PO231199-001	ODP BUSINESS SOLUTIONS LLC	Office supplies	181.96
PO231199-002	ODP BUSINESS SOLUTIONS LLC	Office supplies	5.42
PO231199-003	ODP BUSINESS SOLUTIONS LLC	Office supplies	185.55
PO231218-001	ODP BUSINESS SOLUTIONS LLC	Jasper / Classroom Ink (kinder	76.96

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<b>Transmittal Number: 23000683-0</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
PO231218-002	ODP BUSINESS SOLUTIONS LLC	Jasper / Classroom Ink (kinder	260.57
		<b>Total Payment Amount</b>	710.46
PV230679-001	PERRY, JIM	<b>Total Payment Amount</b>	132.51
		<b>Transmittal Total</b>	132.51
		<b>Transmittal Total</b>	1,161.52
<b>Transmittal Number: 23000684-0</b>	<b>Vendor</b>	<b>Fund Summary: Fund 01</b>	<b>1,161.52</b>
PV230677-001	BENTLEY, DOLLY	<b>Total Payment Amount</b>	979.15
		<b>Total Payment Amount</b>	979.15
PV230682-001	HOLDRIDGE- HAYS, BELINDA	<b>Total Payment Amount</b>	65.06
		<b>Total Payment Amount</b>	65.06
PO231224-001	ODP BUSINESS SOLUTIONS LLC	ALJH / Misc. Supplies	363.13
PO231224-002	ODP BUSINESS SOLUTIONS LLC	ALJH / Misc. Supplies	99.76
		<b>Total Payment Amount</b>	462.89
		<b>Transmittal Total</b>	1,507.10
		<b>Fund Summary: Fund 01</b>	<b>1,507.10</b>
<b>Transmittal Number: 23000685-0 AUDIT</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
PO231313-001	BEARCOM	VG/SITE RADIOS	7,151.94
		<b>Total Payment Amount</b>	7,151.94
PO230497-009	KONICA MINOLTA	BAN / COPY COSTS	135.44
		<b>Total Payment Amount</b>	135.44
PO230417-010	WESTERN HEALTH	SPECIAL ED/CONSULTANT SERVICES	1,750.00
		<b>Total Payment Amount</b>	1,750.00
		<b>Transmittal Total</b>	9,037.38
		<b>Fund Summary: Fund 01</b>	<b>9,037.38</b>



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<b>Reference</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	
PO230931-003	ACOSTA TREE SERVICE	M&O / GRNDS / OPEN - TREE TRIM	3,625.00	
		<b>Total Payment Amount</b>	3,625.00	
PO230568-009	ATKINSON ANDELSON LOYA RUUD	SUPERINTENDENT / Retainer agr	2,077.50	
PO231068-001	ATKINSON ANDELSON LOYA RUUD	SPECIAL ED	159.00	
		<b>Total Payment Amount</b>	2,236.50	
PO230071-036	CINTAS CORPORATION	TRANSPORTATION / OPEN PO LAUNDR	57.46	
PO230071-037	CINTAS CORPORATION	TRANSPORTATION / OPEN PO LAUNDR	59.96	
PO230071-038	CINTAS CORPORATION	TRANSPORTATION / OPEN PO LAUNDR	54.62	
PO230071-039	CINTAS CORPORATION	TRANSPORTATION / OPEN PO LAUNDR	57.46	
PO230071-040	CINTAS CORPORATION	TRANSPORTATION / OPEN PO LAUNDR	57.46	
		<b>Total Payment Amount</b>	286.96	
PO230394-010	CROWN CASTLE FIBER LLC	U-DATA LINE / DSC-SITES	1,725.21	
		<b>Total Payment Amount</b>	1,725.21	
PO230334-025	CUCAMONGA VALLEY	WATER / DSC	19.93	
		<b>Total Payment Amount</b>	19.93	
PO230419-003	DOCUMENT TRACKING SERVICES LLC	SPECIAL ED/CONSULTANT SERVICES	437.50	
		<b>Total Payment Amount</b>	437.50	
PO230241-002	FIELDMAN ROLAPP & ASSOCIATES	ADMIN SERVICES/CONSULTING SERV	3,200.00	
		<b>Total Payment Amount</b>	3,200.00	
PO230332-043	FRONTIER COMMUNICATIONS	DSC / U-PHONE LINES, DSC-SITES	100.23	
		<b>Total Payment Amount</b>	100.23	
PO230365-009	KONICA MINOLTA	ADMIN SERVICES / COPY COST	241.85	
PO230367-009	KONICA MINOLTA	PRINT SHOP / COPY COST	1,428.76	
PO230493-010	KONICA MINOLTA	STK / COPY COSTS	237.66	
PO230494-009	KONICA MINOLTA	HER / COPY COSTS	299.41	
PO230495-009	KONICA MINOLTA	DC / COPY COSTS	180.97	
PO230496-009	KONICA MINOLTA	CARN / COPY COSTS	187.74	
PO230535-009	KONICA MINOLTA	VGS / COPY COSTS	196.56	
PO230559-010	KONICA MINOLTA	JASPER / COPY COSTS	278.70	
PO230560-009	KONICA MINOLTA	ALE / COPY COSTS	122.78	
PO230575-009	KONICA MINOLTA	VJH / COPY COSTS	346.29	

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<b>Transmittal Number:</b> 23000685-0	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
PO230576-009	KONICA MINOLTA	ALJH / COPY COSTS	269.45
		<b>Total Payment Amount</b>	3,790.17
PO231150-001	RICCARDI FLOOR COVERING INC	M&O / FLOORING REPAIRS-JASPER	5,710.00
		<b>Total Payment Amount</b>	5,710.00
PO231326-001	ROCKLER WOODWORKING &	M&O OPEN PO-SUPPLIES	839.37
		<b>Total Payment Amount</b>	839.37
PO231356-001	SO CAL TEAM SPORTS LLC	ALJH / Track Uniforms	1,131.38
		<b>Total Payment Amount</b>	1,131.38
PO230299-003	VORTEX INDUSTRIES INC	M&O / OPEN REPAIRS/SUPPLIES	775.30
		<b>Total Payment Amount</b>	775.30
		<b>Transmittal Total</b>	23,877.55
<b>Transmittal Number:</b> 23000686-0 AUDIT		<b>Fund Summary:</b>	
PO231166-001	MAUREEN E LATHAM, ED.D.	Fund 01	23,877.55
		Fund 21	0.00
		<b>Total Payment Amount</b>	2,400.00
		<b>Transmittal Total</b>	2,400.00
<b>Transmittal Number:</b> 23000686-0		<b>Fund Summary:</b>	
PO230313-009	EWING IRRIGATION PRODUCTS INC	Fund 01	2,400.00
		<b>Total Payment Amount</b>	94.67
		<b>Transmittal Total</b>	94.67
PO230132-007	GORM INC	VJH/CUSTODIAL OPEN	734.03
		<b>Total Payment Amount</b>	734.03
PO230165-005	HOME DEPOT CREDIT SERVICES	JASPER / HOME DEPOT OPEN PO	230.16
PO230167-008	HOME DEPOT CREDIT SERVICES	DC/ CUST OPEN SUPPLIES	39.47
		<b>Total Payment Amount</b>	269.63

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Transmittal Number: 23000686-0

Reference	Vendor	Description	Amount
PO230409-013	KING FENCING INC	M&O / FENCING REPAIR	400.00
PO230409-014	KING FENCING INC	M&O / FENCING REPAIR	1,200.00
		<b>Total Payment Amount</b>	<b>1,600.00</b>
PO231307-001	PEAP	Carmelian/ President's Awards	490.00
		<b>Total Payment Amount</b>	<b>490.00</b>
PO230193-059	SMART & FINAL	CC / SUPP OPEN,	329.60
PO230349-008	SMART & FINAL	ALJH / Instr Supplies	79.14
PO230390-011	SMART & FINAL	ED SVCS / OPEN OFFICE SUPPLIES	181.86
PO230524-023	SMART & FINAL	STRK / Smart & Final Open PO 2	328.56
		<b>Total Payment Amount</b>	<b>919.16</b>
		<b>Transmittal Total</b>	<b>4,107.49</b>

**Fund Summary: Fund 01**

4,107.49

Transmittal Number: 23000687-0

PV230683-001 EMPLOYMENT DEVELOPMENT DEPT

64,313.46  
 64,313.46

**Total Payment Amount**

**Transmittal Total**

64,313.46

**Fund Summary: Fund 01**

64,313.46

Transmittal Number: 23000688-0

PV230684-001 U S BANK

6.90  
 6.90

**Total Payment Amount**

**Transmittal Total**

6.90

**Fund Summary: Fund 01**

6.90

Transmittal Number: 23000689-0

PV230685-001 JACKSON, KATHERINE

663.65  
 663.65

**Total Payment Amount**

**Transmittal Total**

663.65

BEST NET CONSORTIUM  
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Board of Trustees Meeting 05/03/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000689-0

Fund Summary: Fund 01 663.65

Transmittal Number: 23000690-0

Reference Vendor  
PV230687-001 CORONEL, LUCIA

Description  
Total Payment Amount Amount  
166.57  
166.57

PV230686-001 DINELEY, ASHLEY

Total Payment Amount 47.35  
47.35

PV230688-001 GARCIA, ROSEMARY

Total Payment Amount 39.76  
39.76

PV230689-001 MARTZ, LEA

Total Payment Amount 154.67  
154.67

Transmittal Total 408.35

Fund Summary: Fund 01 408.35

Transmittal Number: 23000691-0 AUDIT

PO230405-007 FOOD DISTRIBUTERS OF NEVADA  
PO230405-008 FOOD DISTRIBUTERS OF NEVADA

CN /shapped nuggets, burritos, 6,787.50  
CN /shapped nuggets, burritos, 5,882.50  
Total Payment Amount 12,670.00

Transmittal Total 12,670.00

Fund Summary: Fund 13 12,670.00

Transmittal Number: 23000691-0  
PO230406-010 GOLD STAR FOODS

CN /Food, commodities, snack i 90,402.91  
Total Payment Amount 90,402.91

Transmittal Total 90,402.91

Fund Summary: Fund 13 90,402.91

Transmittal Number: 23000692-0 AUDIT

PV230690-001 AUL TRUST

Total Payment Amount 19,253.18  
19,253.18

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Transmittal Number: 23000692-0 AUDIT

19,253.18

Transmittal Total

19,253.18

Fund Summary: Fund 01

Transmittal Number: 23000693-0

Reference Vendor  
PV230693-001 HUNT, SHELBY

Description  
Amount  
105.34  
105.34

Total Payment Amount

PV230694-001 LARGE, SAMANTHA  
267.99  
267.99

Total Payment Amount

PV230695-001 MANN, LAUREN  
190.22  
190.22

Total Payment Amount

PV230696-001 MCCLIMAN, WILLIAM  
167.63  
167.63

Total Payment Amount

PV230697-001 MELTON, SUSANNE  
552.32  
552.32

Total Payment Amount

PV230691-001 ROSE, SANDY  
79.86  
79.86

Total Payment Amount

PV230692-001 TORRY, KELLENE  
204.00  
204.00

Total Payment Amount

1,567.36

Transmittal Total

1,567.36

Fund Summary: Fund 01

Transmittal Number: 23000694-0 AUDIT

PO230792-032 TILDEN-COIL CONSTRUCTORS INC  
PO230792-033 TILDEN-COIL CONSTRUCTORS INC  
PO230792-034 TILDEN-COIL CONSTRUCTORS INC  
PO230792-035 TILDEN-COIL CONSTRUCTORS INC

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15,701.00

44,528.84

49,087.63

9,484.00

BEST NET CONSORTIUM  
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Transmittal Number: 23000694-0 AUDIT

Reference Vendor  
 PO230792-036 TILDEN-COIL CONSTRUCTORS INC

Description  
 CONSTRUCTION MANAGEMENT  
 SERVIC  
 Total Payment Amount 172,998.16  
 Transmittal Total 172,998.16  
 Fund Summary: Fund 21 172,998.16

Transmittal Number: 23000695-0 AUDIT

PO230586-004 DONALD M HOOVER COMPANY

2021-22-01 Floyd M. Stork Mode  
 Total Payment Amount 15,206.62  
 Transmittal Total 15,206.62  
 Fund Summary: Fund 21 15,206.62

Transmittal Number: 23000696-0

PV230700-001 DORR, CLARISSA

Total Payment Amount 199.90

PV230701-001 EDMON, GREG

Total Payment Amount 13.00

PV230705-001 GUERRERO , TED JR

Total Payment Amount 29.91

PV230704-001 KOPP, ALEXANDRA

Total Payment Amount 51.38

PV230702-001 MCDOWELL, DAWN

Total Payment Amount 15.72

PV230698-001 SNYDER, LAURA

Total Payment Amount 117.59

PV230699-001 TAYLOR, BRANDY

Total Payment Amount 30.58

PV230703-001 VERDUGO, KRISTEN

Total Payment Amount 349.56

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Transmittal Number: 23000696-0

	Transmittal Total
	807.64
Fund Summary:	
Fund 01	807.64

Transmittal Number: 23000697-0

Reference	Vendor	Description	Amount
PO231377-001	LEWIS FAMILY PLAYHOUSE	Carn / Field Trip	384.00
		Total Payment Amount	384.00
PO231354-001	WILCOX, ROCHELLE A.	Meet the Masters Art Program	800.00
PO231354-002	WILCOX, ROCHELLE A.	Meet the Masters Art Program	1,290.00
		Total Payment Amount	2,090.00

	Transmittal Total
	2,474.00
Fund Summary:	
Fund 01	2,474.00

Transmittal Number: 23000698-0 AUDIT

Reference	Vendor	Description	Amount
PO230619-004	JOHN R. BYERLY INC	ADMIN SERVICES/ SPECIAL INSPEC	4,246.50
		Total Payment Amount	4,246.50

	Transmittal Total
	4,246.50
Fund Summary:	
Fund 21	4,246.50

Transmittal Number: 23000698-0

Reference	Vendor	Description	Amount
PO230084-009	IPMTECH PEST MANAGEMENT	M&O / OPEN-PEST	1,721.00
		Total Payment Amount	1,721.00

Reference	Vendor	Description	Amount
PO231129-001	KOALA T'S APPAREL LLC	ALJH / Staff T-Shirts Reorder	174.56
PO231223-001	KOALA T'S APPAREL LLC	ALJH / Swag Store	246.75
PO231316-001	KOALA T'S APPAREL LLC	ALJH / Loaner Shorts	217.66
		Total Payment Amount	638.97

	Transmittal Total
	182.90
Fund Summary:	
Fund 01	182.90

Reference	Vendor	Description	Amount
PO231283-001	LAKESHORE LEARNING MATERIALS	ALE/Instructional supplies	182.90
		Total Payment Amount	182.90

Reference	Vendor	Description	Amount
MV230318-001	LOREN THOMPSON		500.00
		Total Payment Amount	500.00

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<b>Transmittal Number: 23000698-0</b>					
<b>Reference</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>		
PO230277-011	LOWE'S COMPANIES INC	M&O / OPEN SUPPLIES	1,337.54		
		Total Payment Amount	1,337.54		
PO230422-039	MAXIM HEALTHCARE STAFFING	SPECIAL ED	15,389.72		
		Total Payment Amount	15,389.72		
PO230670-010	PARADIGM HEALTHCARE	SPECIAL ED	500.00		
		Total Payment Amount	500.00		
PO231368-001	PURPLE EASEL LLC	Cam/ Field	1,260.00		
		Total Payment Amount	1,260.00		
PO230239-004	QUADIENT LEASING USA INC	ADMIN SERVICES / MAIL METER	526.90		
		Total Payment Amount	526.90		
PO231324-001	QUIZZ INC	VJH / QUIZZ	3,230.00		
		Total Payment Amount	3,230.00		
PO230193-060	SMART & FINAL	CC / SUPP OPEN,	261.74		
PO230339-015	SMART & FINAL	DC / OPEN	230.37		
PO230349-009	SMART & FINAL	ALJH / Instr Supplies	231.63		
PO230359-008	SMART & FINAL	ALE / OPEN MTG SUPP	85.42		
PO230524-024	SMART & FINAL	STRK / Smart & Final Open PO 2	151.03		
		Total Payment Amount	960.19		
		Transmittal Total	26,247.22		
		Fund Summary:	Fund 01		
				26,247.22	
<b>Transmittal Number: 23000699-0</b>					
PO231388-001	BOOST COLLABORATIVE	BOOST COLLABORATIVE	225.00		
		Total Payment Amount	225.00		
PV230707-001	DEEGAN, CHRIS	Total Payment Amount	83.77		
			83.77		
PV230706-001	NEWTON, KAREN	Total Payment Amount	103.62		
			103.62		



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Transmittal Number: 23000699-0

Transmittal Total	412.39
Fund Summary: Fund 01	412.39

Transmittal Number: 23000700-0  
 Reference Vendor  
 PV230708-001 U S BANK

Description	Amount
Total Payment Amount	159.51
	159.51

Transmittal Total	159.51
Fund Summary: Fund 01	159.51

Transmittal Number: 23000701-0 AUDIT  
 PV230709-001 U S BANK

Total Payment Amount	619.40
	619.40

Transmittal Total	619.40
Fund Summary: Fund 01	619.40

Transmittal Number: 23000702-0  
 PV230711-001 DEEGAN, CHRIS

Total Payment Amount	400.47
	400.47

PV230710-001 YOUNGSTROM, TAMARA

Total Payment Amount	112.56
	112.56

Transmittal Total	513.03
Fund Summary: Fund 01	513.03

Payment Count:	204	Transmittal Count:	58	Grand Total:	1,317,331.53
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BEST NET CONSORTIUM  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
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02 Alta Loma School District

Fiscal Year: 2023

The above Payable transactions have been issued in accordance with the District's policies and procedures.  
It is recommended that the Board of Trustees approve them.



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Authorized Agent