

ALTA LOMA SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, May 17, 2023
6:00 PM

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

Motion
1st 2nd App

- A. OPEN SESSION**
- B. CALL TO ORDER AND ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. PUBLIC COMMENT ANNOUNCEMENT**

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

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

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

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

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

Action **E. ADOPTION OF AGENDA**

____ ____ ____

Action **F. APPROVAL OF MINUTES**
 5/3/23 (pp. 1-7)

____ ____ ____

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from Adriana Mohler at (909) 484-5151, Extension 102003, by FAX (909) 484-5155 or email at amohler@alsd.org. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

Documents supporting agenda items are available for public inspection at the Alta Loma School District Support Center, 9390 Base Line Road and on the District website at www.alsd.k12.ca.us.

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. Introduction of newly appointed Principal, Kristin Bowyer, Hermosa Elementary School.
2. Introduction of newly appointed Principal, Joylynn Peralta, Victoria Groves Elementary School.
3. Introduction of newly appointed Principal, Jenny Vetere, Vineyard Junior High School.
4. Introduction of newly appointed Director of Student Programs, Kristy Johnson.
5. Employees of the Year

H. HUMAN RESOURCES

- | | | | | |
|--------|---|-------|-------|-------|
| Action | 1. Recommend the Board accept the request for retirement from Cindy Carnahan , Instructional Aide, RSP, Deer Canyon Elementary. Cindy's final day of service will be May 24, 2023, for a total of 10 years of service to the District. (p. 8) | _____ | _____ | _____ |
| Action | 2. Recommend the Board accept the request for retirement from Paula DeStefano , Teacher, Banyan Elementary. Paula's final day of service will be May 24, 2023, for a total of 10 years of service to the District. (p. 9) | _____ | _____ | _____ |
| Action | 3. Recommend the Board accept the request for retirement from Karen Orlando , Secretary, Human Resources, District Support Center. Karen's final day of service will be June 30, 2023, for a total of 13 years of service to the District. (p. 10) | _____ | _____ | _____ |
| Action | 4. Recommend the Board accept the request for retirement from Dawn McDowell , ASB Clerk, Alta Loma Junior High and Parent Liaison Victoria Groves Elementary. Dawn's final day of service was April 14, 2023, for a total of 19 years of service to the District. (p. 11) | _____ | _____ | _____ |
| Action | 5. Recommend the Board accept the request for retirement from Rick Brindle , Director of Information Technology, District Support Center. Rick's final day of service will be June 30, 2023, for a total of 21 years of service to the District. (p. 12) | _____ | _____ | _____ |
| Action | 6. Recommend the Board accept the request for retirement from Susanne Melton , Director of Educational Programs, District Support Center. Susie's final day of service will be June 30, 2023, for a total of 26 years of service to the District. (p. 13) | _____ | _____ | _____ |
| Action | 7. Recommend the Board accept the request for retirement from Sandra Rose , Principal, Vineyard Junior High School. Sandy's final day of service will be June 7, 2023, for a total of 26 years of service to the District. (p. 14) | _____ | _____ | _____ |

		Motion		
		<u>1st</u>	<u>2nd</u>	<u>App</u>
Action	8. Recommend the Board accept the request for retirement from Catherine Kerrigan , Instructional Aide, ELD, Carnelian Elementary. Cathie's final day of service will be May 24, 2023, for a total of 27 years of service to the District. (p. 15)	_____	_____	_____
Action	9. Recommend the Board accept the request for retirement from Karen Newton , Teacher, Deer Canyon Elementary. Karen's final day of service will be May 24, 2023, for a total of 27 years of service to the District. (p. 16)	_____	_____	_____
Action	10. Recommend the Board accept the request for retirement from Terresa Federico , Teacher, Vineyard Junior High. Terri's final day of service will be May 24, 2023, for a total of 28 years of service to the District. (p. 17)	_____	_____	_____
Action	11. Recommend the Board accept the request for retirement from Nancy Reeves , Senior Account Clerk, District Support Center. Nancy's final day of service will be June 30, 2023, for a total of 28 years of service to the District. (p. 18)	_____	_____	_____
Action	12. Recommend the Board accept the request for retirement from Frank Bovi , Teacher, Vineyard Junior High. Frank's final day of service will be May 24, 2023, for a total of 30 years of service to the District. (p. 19)	_____	_____	_____
Action	13. Recommend the Board accept the request for retirement from Sharon Tippetts , Instructional Aide, SDC, Carnelian Elementary. Sharon's final day of service will be May 24, 2023, for a total of 30 years of service to the District. (p. 20)	_____	_____	_____
Action	14. Recommend the Board accept the request for retirement from Cecelia Lawrence , Teacher, Vineyard Junior High. Cela's final day of service will be May 24, 2023, for a total of 31 years of service to the District. (p. 21)	_____	_____	_____
Action	15. Recommend the Board accept the request for retirement from Alexandra Kopp , Teacher, Victoria Groves Elementary. Alex's final day of service will be May 24, 2023, for a total of 35 years of service to the District. (p. 22)	_____	_____	_____
Action	16. Recommend the Board accept the request for retirement from David Kwinn , Teacher, Alta Loma Junior High. David's final day of service will be May 24, 2023, for a total of 35 years of service to the District. (p. 23)	_____	_____	_____
Action	17. Recommend the Board accept the request for retirement from Peggy Swistock , Teacher, Vineyard Junior High. Peggy's final day of service will be May 24, 2023, for a total of 35 years of service to the District. (p. 24)	_____	_____	_____
Action	18. Recommend the Board accept the request for retirement from Dawn Critchfield , Teacher, Stork Elementary. Dawn's final day of service will be May 24, 2023, for a total of 36 years of service to the District. (p. 25)	_____	_____	_____

Action

19. Recommend the Board accept the request for retirement from **Donald Burke**, Teacher, Alta Loma Junior High. Don's final day of service will be May 31, 2023, for a total of **44 years of service** to the District. (p. 26)

I. PUBLIC COMMENT

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

J. PUBLIC HEARING

K. BOARD REPORTS

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

L. 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
 - a) Promotion Ceremonies, 5/25, VJH 9:00 AM, ALJH 11:00 AM
3. Timely events/information

Action

M. CONSENT CALENDAR

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

1. Recommend the Board approve routine agreements with the following vendors, and authorize Sherry Smith and/or applicable administrators to sign all related documents:
 - 1) Alta Loma Dance Academy, LLC; 2) Bowlero;
 - 3) Chaffey Joint Union High School District; 4) Elizabeth Gendy-Shaker; 5) GO Architects; 6) Jenjo Ink; 7) Maxim Healthcare Staffing. (pp. 27-28)
2. Recommend the Board approve payments to vendors in Board Payment Report, as presented. (p. 29)

3. Recommend the Board approve employment, terminations, resignations, leaves and temporary assignments, as presented. (pp. 30-39)
4. Recommend the Board authorize Superintendent Sherry Smith, Associate Superintendent Eric Hart, Assistant Superintendent Donna Carlson and TBD Assistant Superintendent to attend the ALSD Leadership Summit in Big Bear, Ca on June 27-28, 2023 and approve all related expenses. (No exhibit)
5. Amend Board Policies
Second 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. 40-51)
6. Amend & Reclass Job Description
Second Reading
 - Administrative Secretary, Human Resources
 (pp. 52-58)

N. CURRICULUM AND INSTRUCTION

- | | | |
|--------|--|--------------------|
| Action | 1. Recommend the Board approve the Alta Loma School District Master Plan for English Learners. (pp. 59-95) | ____ ____ ____ |
|--------|--|--------------------|

O. BUSINESS AND FINANCIAL PROCEDURES

- | | | |
|--------|--|--------------------|
| Action | 1. Recommend the Board Award the contract for Bid #2022-23-03-CN Pomona Valley Co-Op Grocery Product and Related Items to Gold Star Foods, Inc., Loewy Enterprises dba Sunrise Produce, and Sysco Riverside, Inc. for the 2023-24 school year and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (p. 96) | ____ ____ ____ |
|--------|--|--------------------|

P. HUMAN RESOURCES

- | | | |
|--------|---|--------------------|
| Action | 1. Recommend the Board approve the revised Management Salary Schedule to include the salary ranges for Facilities Supervisor, Transportation Supervisor and Administrative Assistant, Human Resources (Confidential), as presented. (pp. 97-98) | ____ ____ ____ |
|--------|---|--------------------|

Q. BOARD INFORMATION/DISCUSSION

1. Amend Board Policies
First Reading
 BP 5113 – Absences and Excuses
 (pp. 99-101)

2. Governance Calendar
(pp. 102-103)

R. FUTURE AGENDA ITEMS

S. ANNOUNCEMENTS

1. The majority of the Board will attend the junior high promotion ceremonies on May 25, 2023. No action will be taken by the Board.
2. The date of the next regular meeting of the Board of Trustees is Wednesday, June 7, 2023, 6:00 PM at the Alta Loma School District Support Center, 9390 Base Line Road and will include a public hearing for the District's Local Control Accountability Plan.

T. CLOSED SESSION

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

- ☒ 1. Public Employee Performance Evaluation/Employment – Superintendent.
- ☐ 2. Conference with labor negotiator 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 – Information Technology
 - b. Employment – Assistant Superintendent, Educational Services
- ☒ 6. Conference with Legal Counsel – Existing/Potential Litigation (Government Code §54956.9(d)(1), and §54956.9(d)(2))
 - a. OAH Case No. 2023030523

U. OPEN SESSION

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

V. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, ALTA LOMA SCHOOL DISTRICT, COUNTY OF SAN BERNARDINO–WEDNESDAY, MAY 3, 2023

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Board President Brad Buller at 6:02 PM. Present were members Buller, Chung, Davies, and Martinez. Absent member Hurley.

PLEDGE OF ALLEGIANCE

Vineyard Junior High Student Ambassador, Chimdi Nnamonu, 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 with the following vote to adopt the agenda of the meeting as presented.

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

APPROVAL OF MINUTES

Moved by Mrs. Davies, seconded by Ms. Martinez, and carried with the following vote to approve the meeting minutes of April 19, 2023, as presented.

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

RECOGNITIONS AND PRESENTATIONS

Student Presentations – Vineyard Junior High School

- Orchestra Performance, Led by Music Teacher Eric Evans.
 - Alexis Lee – Violin
 - Priscilla Gallegos – Violin
 - Margaret Uy – Viola
 - Claire McMillian – Cello
 - James Yang – Cello (Soloist)
 - Stella Shen Bass
- Vineyard Junior High Student Ambassadors/ASB Leadership Students, Chimdi Nnamonu and Beisan Milbis

Parent Volunteer Groups - School Site Council and PTA, PTSA, and PFSA Recognitions.

Each school principal introduced the parent leaders and Site Council members that were present from their school, so that they could publicly thank them for their service to our school

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
May 3, 2023

Page 2

community. The Board presented each site with a certificate, expressed their appreciation, and photos were taken with each group and the Board.

The Board took a fifteen-minute recess at 7:05 PM to visit with those present for the recognition and their guests.

PUBLIC COMMENT

Philip Costas a parent and member of our community shared his experience and views on the forms that he had to fill out for his daughter who will be attending high school next year.

PUBLIC HEARING

None.

BOARD REPORTS

Board member Dr. Malinda Hurley ... absent, but submitted the following report. Good evening everyone. I apologize for not attending tonight's Board Meeting. I was asked, at the last moment, to attend OMSD's annual Sacramento field trip. I wanted to chaperone my Oaks and STAR Scholar foster youth students. I will begin my report on complimenting Jamie Sakaoghli for hosting The Alta Loma Council of PTA's 2023 Honorary Service Awards on April 24th. Dr. Smith, Eric, Donna, Trustee Davies, Trustee Martinez, Trustee Chung, and I were there to celebrate and honor the many parents and teacher volunteers who go beyond the call of duty to be public servants to our students and community. I will leave the rest for Superintendent Smith, Trustee Davies, Trustee Martinez, and Trustee Chung to report on individuals and the schools they serve. On Apr 25, 2023 at the Gardiner Auditorium at Chaffey High School, Superintendent Smith and I attended The Community Advisory Committee's Annual Art & Writing Showcase hosted by WESELPA. There were many local schools representing their hard work, talents, passion, and accomplishments. Their artwork, writing, and musical performances were inspiring. You could tell students were thrilled to receive their award from Superintendent Smith and other superintendents from local school districts because of the smiles on their faces. 3 of our Alta Loma School District students won a \$500.00 Disney gift card from a raffle they were automatically entered in. It truly was an amazing night. I am not familiar with all the student's names yet, as Superintendent Smith is, but I promise, I will get better at knowing them. Lastly, I attended Alta Loma Junior High School's Spring Choir Concert, Thursday, April 27, 2023. I want to thank Principal Andrew Carter and Assistant Principal Mathew Dzama for taking the time to invite Superintendent Smith, Trustee Chung, and I. I was highly impressed with the great work Mr. Ryan Wysocki, ALJH's music director, had done throughout the year with his choir to have them perform such whimsical at times and upbeat performance at others. I was moved by their version of Elvis Presley's "Can't Help Falling in Love." I look forward to more concerts in the future.

Board member Eric Chung ... quickly learned that this is the season of many activities and events to attend; they are all very fun and reminds the Board of their "why"; April 24, attended the Honorary Service Awards along with Dr. Smith and Dr. Hurley; Jaimee Sakaoghli did an amazing job emceeing the awards; Member Chung thanked all the volunteers and PTA members for making our District amazing; April 26, attended Victoria Groves talent show, April 27, attended Alta Loma Junior High's choir concert, and yesterday attended Stork's talent show; these students were so brave to get up in front of their peers to perform, play a musical instrument, dance and show off their talent, kudos to all those students, they did an amazing job;

Page 3

Member Chung was impressed and he's looking forward to a few more events in the next couple of weeks.

Board member Jessica Martinez ... attended the Honorary Service Awards with fellow Members Chung and Davies; Member Martinez echoed what Member Chung said about what an amazing job Jaimee Sakaoghli did at emceeding the awards; April 26, attended the LCAP Meeting via Zoom, Member Martinez thanked Associate Superintendent Deegan for making this meeting available via Zoom and for sharing that the District's ESY Program and the EXPLORE Program will be running simultaneously this summer; Thursday, attended the DELAC Meeting via Zoom hosted by Director of Educational Programs, Susie Melton; Mrs. Melton did a great job presenting the Masterplan for English Language Learners and she explained the score that students are required to get in order to exit the English Language Learner program.

Board member Rebecca Davies . . . April 20, attended the TK Parent Information Night, Associate Superintendent Deegan, Director Melton and the TK teachers did a great job sharing the wonderful opportunities for students that our TK Program has to offer; Director Cerecerez followed by sharing the District's EXPLORE Program; there was great excitement in the room about the ALSD TK program; April 24, attended the Alta Loma Council PTA Honorary Service Award Recognition dinner; the evening was filled with recognition of outstanding service and it was so heartwarming to hear all the brief descriptions of the service of the many honorees; Alta Loma Council chose to award Rosemary Batista with the Council HSA, Rosemary has served in various roles in PTA for the past 27 years, and her dedication is exemplary; we are blessed in the Alta Loma community to have such a great group of volunteers who give so selflessly to share their time and their talents; appreciated receiving the WestEnd Selpa video, it was delightful to see students sharing the activities of their day and the dancing segments were so much fun, and you could see so many smiles; seeing our students from Jasper Elementary and Alta Loma Junior High warmed Member Davies heart; kudos to those students and staff members that made it happen.

Board member Brad Buller ... last Saturday attended the memorial service for one of Alta Loma School District's bus drivers' husbands who suddenly passed away, Mr. David Baird.

SUPERINTENDENT & STAFF REPORTS

Superintendent Smith attended the Honorary Service Awards, along with the rest of the Board she shared what an amazing job Jaimee Sakaoghli did as the host and emcee of the event. Superintendent Smith was in awe hearing all the bios of our leaders with their servant hearts, it was incredible. Superintendent Smith attended the CAC Awards where our students were highlighted live on stage, it brought tears to her eyes. Their teachers were on stage with them doing the dance moves with their students, they didn't care who was there, they did it out of love for their students. Superintendent Smith is looking forward to the next events that are coming up; the west and east side band concerts, staff appreciation and our 8th grade promotions. Under the leadership and guidance of Director of Student Services, Cara Cerecerez, our District now has it's very first Family Resource Center at Alta Loma Elementary School, its Grand Opening Celebration will be May 8.

Page 4

CONSENT CALENDAR

Moved by Mrs. Davies, seconded by Ms. Martinez, and carried with the following vote to adopt the following Consent Calendar items:

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

Vendor Agreements

Approved agreements with the following vendors, and authorized Sherry Smith, and/or applicable administrators to sign all related documents:

- 1) Budget Bouncers Party Rental; 2) Fun Services; 3) Riley's Farm; 4) Tools4Ever;
- 5) Whole Child Therapy.

Donations

Accepted 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.

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 Philosophy, Goals, Objectives and Comprehensive Plans, Community Relations, Instruction and Students.

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 second reading was held, adopted job descriptions, as presented.

- Transportation Supervisor
- Facilities Supervisor
-

CURRICULUM AND INSTRUCTION

Global CTI Group, Inc.

Moved by Mr. Chung, seconded by Ms. Martinez and carried with the following vote to enter

Page 5

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.

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

Reading Horizons

Moved by Mrs. Davies, seconded by Mr. Chung and carried with the following vote to 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.

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

BUSINESS AND FINANCIAL PROCEDURES

Crossing Guard Services

Moved by Mr. Chung, seconded by Ms. Martinez, and carried with the following vote to 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.

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

HUMAN RESOURCES

Management Salary Schedule

Moved by Mrs. Davies, seconded by Ms. Martinez, and carried with the following vote to approve the Management Salary Schedule as presented with a retroactive effective date of July 1, 2022.

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

BOARD INFORMATION/DISCUSSION

Board Policies

A first reading was held to amend Board policies related to Philosophy, Goals, Objectives and Comprehensive plans, Instruction, Business and Noninstructional Operations, as presented.

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

Job Descriptions

A first reading was held to amend and reclass job description:

- Administrative Secretary, Human Resources

FUTURE AGENDA ITEMS

As time permits for staff, Mrs. Davies would like an update on the Residents Subs.

ANNOUNCEMENTS

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.

The date of the next regular meeting of the Board of Trustees is Wednesday, May 17, 2023, at 6:00 PM at the Alta Loma School District Support Center, 9390 Base Line Road.

CLOSED SESSION

The Board adjourned to Closed Session at 7:45 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, and made the following announcements.

Moved by Mr. Chug, seconded by Ms. Martinez and carried with the following vote to approve a resignation settlement agreement concerning employee #4973.

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

Moved by Mr. Chung, seconded by Mrs. Davies and carried with the following vote to appoint Kristy Johnson to the position of Director of Educational Programs, effective July 1, 2023.

AYES:	4	(Buller, Davies, Chung, Martinez)
-------	---	-----------------------------------

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
May 3, 2023

Page 7

NOES: 0
ABSENT: 1 (Hurley)
ABSTAIN: 0

Moved by Mrs. Davies, seconded by Ms. Martinez and carried with the following vote to appoint Jennifer Vetere to the position of Principal, Vineyard Junior High, effective July 1, 2023.

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

Moved by Mr. Chung, seconded by Mrs. Davies and carried with the following vote to uphold the findings concerning Complaint Against Personnel: No. 2223-1.

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

The Board adjourned the meeting at 10:05 PM.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From: Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Request for Retirement from Cynthia Carnahan, Instructional Aide, RSP, Deer Canyon Elementary

BACKGROUND: Cindy Carnahan began her career with the District on January 7, 2013. She has worked at Banyan and Jasper Elementaries and currently works at Deer Canyon Elementary. As an instructional aide with our special education department, Cindy has been a one-on-one aide and is retiring as a resource aide.

Cindy's favorite memories are of all the amazing people that have graced her life and left her a better person. Watching a generation of kids grow up at Deer Canyon Elementary has been a career highlight.

In retirement, Cindy's plans are to play with her grandbabies!

Congratulations, Cindy, on the occasion of your retirement. Thank you for 10 years of exemplary service to Alta Loma School District.

RATIONALE: Cindy's final day of service to Alta Loma School District will be May 24, 2023.


FUNDING: There is no impact to the general fund.

RECOMMENDATION: Recommend the Board accept the request for retirement from Cynthia Carnahan, Instructional Aide, RSP, Deer Canyon Elementary.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: May 17, 2023

Subject: Request for Retirement from Paula DeStefano, Teacher, Banyan Elementary

BACKGROUND: Paula DeStefano began her career with the District on July 31, 2013. She has taught fifth grade at Banyan Elementary.

Paula's favorite career memory is dressing up for Halloween with her grade level team, particularly one year when they were mad scientists and another year when they dressed as idioms.

Paula's career highlight is seeing students develop confidence in their skills. She always enjoyed weddings and baby showers for her colleagues as well.

Paula's retirement plans are to increase her practice of ballroom dancing with her husband of 29 years. She plans to savor nature everyday by hiking, exploring America's National Parks, stargazing and birding. She plans to travel and Italy is at the top of the list, as well as learning to converse in Italian. She also looks forward to more family time with her grown children and grandson.

Congratulations, Paula, on the occasion of your retirement. Thank you for 10 years of exemplary service to Alta Loma School District.


RATIONALE: Paula's final day of service to Alta Loma School District will be May 24, 2023.

FUNDING: There will be no impact to the general fund.

RECOMMENDATION: Recommend the Board accept the request for retirement from Paula DeStefano, Teacher, Banyan Elementary.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Request for Retirement from Karen Orlando, Secretary, Human Resources

BACKGROUND: Karen Orlando was hired at the District Support Center on January 19, 2010. She began as the District receptionist. In 2012 she was promoted to Human Resources Secretary where, among many other duties, she was the substitute coordinator.

Karen's favorite memories are of District field trips to the school sites for student plays and science fairs. Another favorite memory is the annual Thanksgiving Feast celebrated by the District office staff. Her favorite memory is the lifelong friendships she's made over the years by working in the Human Resources Department.

Karen is proud of being a part of the transformations in H.R. over the years. She has enjoyed helping new employees and getting to know them and watch them grow in their careers over the years.

Karen's plans in retirement are to spend more time with her family, especially her five grandchildren. She plans to travel, garden, learn to play the violin, relax and enjoy the great outdoors.

Congratulations, Karen, on the occasion of your retirement. Thank you for 13 years of exemplary service to Alta Loma School District.

RATIONALE: Karen's final day of service to Alta Loma School District will be June 30, 2023.


FUNDING: There is no impact to the general fund.

RECOMMENDATION: Recommend the Board accept the request for retirement from Karen Orlando, Secretary, Human Resources.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: May 17, 2023

Subject: Request for Retirement from Dawn McDowell, ASB Clerk, Alta Loma Junior High and Parent Liaison, Victoria Groves Elementary

BACKGROUND: Dawn McDowell has worked for the District since August 3, 2004. During that time she has been the parent liaison for Victoria Groves Elementary for 19 years and the ASB clerk for Alta Loma Junior High for five years.

Dawn's favorite memories are of the volunteer potlucks in the workroom held every Wednesday for many years.

Congratulations, Dawn, on the occasion of your retirement. Thank you for 19 years of exemplary service to Alta Loma School District.

RATIONALE: Dawn's final day of service to Alta Loma School District was April 14, 2023.


FUNDING: There is no impact to the general fund.

RECOMMENDATION: Recommend the Board accept the request for retirement from Dawn McDowell, ASB Clerk, Alta Loma Junior High and Parent Liaison, Victoria Groves Elementary.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: May 17, 2023

Subject: Request for Retirement from Richard Brindle, Director of Information Technology

BACKGROUND: Rick Brindle began his career with the District on March 19, 2002 as a Computer Technician at the District Support Center. Rick was promoted to Network Specialist and then to Director of Information Technology in 2015.

One of Rick's favorite memories of his time here is the day he was hired. Everyday there has been at least one laugh or interesting conversation with great people.

Highlights of Rick's career are the completion of the District Support Center, involvement in the Measure H projects and transitioning the Technology Department to where it is today.

Rick's retirement plans are to possibly give bounty hunting a try, hang in the garage and build things that people may want to buy, probably mow the lawn, clean the pool and squeeze in a trip or two.

Congratulations, Rick, on the occasion of your retirement. Thank you for 21 years of exemplary service to Alta Loma School District.


RATIONALE: Rick's final day of service to Alta Loma School District will be June 30, 2023.

FUNDING: Impact to the general fund will be \$20,571 annually until Rick reaches the age of 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from Richard Brindle, Director of Information Technology.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent; Human Resources
Date: May 17, 2023
Subject: Request for Retirement from Susanne Melton, Director of Information Technology

BACKGROUND: Susie Melton began her career here as a teacher on August 26, 1997. She has taught second, third and sixth grades, working at Deer Canyon, Hermosa and Stork Elementaries and was also the teaching assistant principal at Deer Canyon and Stork Elementaries. Susie was also the principal at Deer Canyon and Hermosa Elementaries and at Alta Loma Junior High. She came to the District Support Center in July, 2020 and is finishing her District career as the Director of Educational Programs.

Susie fondly remembers the eighth-grade promotion ceremonies and having watched the students mature during junior high school. Her goal of making a difference in their lives was possible by her value of being "student-centric" in her thoughts, solutions and decisions.

Susie's retirement plans are to open a UPS Store, write lots of letters and enjoy time with family and friends.


Congratulations, Susie, on the occasion of your retirement. Thank you for 26 years of exemplary service to our District.

RATIONALE: Susie's final day of service to the Alta Loma School District will be June 30, 2023.

FUNDING: Impact to the general fund will be \$3,600 annually until Susie reaches the age of 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from Susanne Melton, Director of Educational Services.

Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Request for Retirement from Sandra Rose, Principal, Vineyard Junior High

BACKGROUND: Sandy Rose began her career here on July 9, 1997. She has worked as a teacher at Jasper and Stork Elementaries in first, second and third grades. Sandy was both the teaching assistant principal and principal at Stork Elementary before becoming principal at Vineyard Junior High.

Sandy's favorite memories are of being made into a human sundae by students, witnessing student success and the cherished memories of working with amazing people. Some career highlights are collaborating with others to achieve Stork Elementary earning an API score of 936 and being named 10:10 school and Vineyard Junior High receiving the CA Distinguished School Award, the PBIS Gold Award, the CA Pivotal Practice Award and the Schools to Watch Award.

In retirement, Sandy plans to spend time with family, including her new grandbaby, travel, go to concerts and Angel's games and get together with friends.

Congratulations, Sandy, on the occasion of your retirement. Thank you for 26 years of exemplary service to Alta Loma School District.


RATIONALE: Sandy's final day of service to Alta Loma School District will be June 7, 2023.

FUNDING: Impact to the general fund will be \$16,953 annually until Sandy reaches the age of 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from Sandra Rose, Principal, Vineyard Junior High.

Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: May 17, 2023

Subject: Request for Retirement from Catherine Kerrigan, Instructional Aide, ELD, Carnelian Elementary

BACKGROUND: Cathie Kerrigan was hired on November 4, 1996 as an Instructional Aide for English language learners. Cathie's home school is Carnelian Elementary. Cathie has been the lead aide for the ELD program and has also worked at all of the school sites helping out, filling in and training new aides.

Cathie's favorite memories are of former students that have stopped by to share kind words regarding how she helped them learn English.

Although distance learning brought many challenges, Cathie was so proud of her students faithfully showing up for their lessons.

Cathie's retirement plans are taking care of her new granddaughter, as well as gardening and traveling.

Congratulations, Cathie, on the occasion of your retirement. Thank you for 27 years of exemplary service to Alta Loma School District.


RATIONALE: Cathie's final day of service to Alta Loma School District will be May 24, 2023.

FUNDING: There is no impact to the general fund.

RECOMMENDATION: Recommend the Board accept the request for retirement from Catherine Kerrigan, Instructional Aide, ELD, Carnelian Elementary.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Request for Retirement from Karen Newton, Teacher, Deer Canyon Elementary

BACKGROUND: Karen Newton began her career in the District on August 27, 1988. She has spent her years teaching fourth grade at Deer Canyon Elementary. Once an Eagle, Always an Eagle!

Karen has special memories of her fourth grade team members over the years, especially the first team with a special bond that included spouses. Another favorite memory is the fourth grade team's version of "Rancho Days", with hands-on activities and square dancing.

A career highlight for Karen is a former student writing about her in college as one of the student's most influential people. She was also invited to a wedding of two former students and was referenced in their speech and included in their slideshow.

In retirement, Karen and her husband will finish building their retirement home in Washington state, closer to their daughter and grandchildren, continue her genealogy research and read.

Congratulations, Karen, on the occasion of your retirement. Thank you for 27 years of exemplary service to Alta Loma School District.


RATIONALE: Karen's final day of service to Alta Loma School District will be May 24, 2023.

FUNDING: Impact to the general budget will be \$20,571 annually until Karen reaches the age of 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from Karen Newton, Teacher, Deer Canyon Elementary.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Request for Retirement from Terresa Federico, Teacher, Vineyard Junior High

BACKGROUND: Terri Federico began her teaching in the District on August 29, 1995. Terri has taught at Alta Loma, Carnelian and Hermosa Elementaries and at Vineyard Junior High. She taught special education for grades fourth through sixth. She transferred to Vineyard Junior High to teach special education and ended up teaching science.

Terri's favorite memories are of taking her students on the East coast trip for the last 10 years. She also loves the memories of going to Catalina with the seventh graders. A career highlight is distance learning during the pandemic!

Retirement plans for Terri include traveling to New York City to see her son and to Idaho to see her parents. She plans to travel, travel, travel!

Congratulations, Terri, on the occasion of your retirement. Thank you for 28 years of exemplary service to Alta Loma School District.

RATIONALE: Terri's final day of service to Alta Loma School District will be May 24, 2023.

FUNDING: Impact to the general fund will be \$20,571 annually until Terri reaches the age of 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from Terresa Federico, Teacher, Vineyard Junior High.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From: ~~JS~~ Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Request for Retirement from Nancy Reeves, Senior Account Clerk

BACKGROUND: Nancy Reeves was hired on November 1, 1995 after working as a temporary employee through an employment agency. During her career at the District Support Center she has held the positions of Intermediate Accounting Clerk and Senior Account Clerk, responsible for account payables and receivables.

Nancy's favorite memory of her time at the District is the annual Thanksgiving Feast, for which she was a major contributor in the last 22 years.

Nancy considers becoming a permanent employee of Alta Loma School District her career highlight.

Retirement plans for Nancy include spending time with her family and friends, traveling and just relaxing.

Congratulations, Nancy, on the occasion of your retirement. Thank you for 28 years of exemplary service to Alta Loma School District.


RATIONALE: Nancy's final day of service to Alta Loma School District will be June 30, 2023.

FUNDING: There is no impact to the general fund.

RECOMMENDATION: Recommend the Board accept the request for retirement from Nancy Reeves, Senior Account Clerk.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Request for Retirement from Frank Bovi, Teacher, Vineyard Junior High

BACKGROUND: Frank Bovi began his teaching career with the District on September 1, 1993. Frank has taught seventh and eighth grades and the subjects of Science, Math, Computers, STEM and P.E. Frank has spent his entire teaching career at Vineyard Junior High.

One of Frank's favorite memories is working with David Kwinn to start a soccer league involving 12 teams in the local area. A highlight of his career is 20 years of coaching boys and girls volleyball, boys soccer and boys basketball. Another highlight is transitioning the traditional 7th grade model to a more technology based learning model.

Frank's plans in retirement are to play golf and poker, help at his church and travel the United States.

Congratulations, Frank, on the occasion of your retirement. Thank you for 30 years of exemplary service to Alta Loma School District.


RATIONALE: Frank's final day of service to Alta Loma School District will be May 24, 2023.

FUNDING: Impact to the general fund will be \$8,573 annually until Frank reaches the age of 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from Frank Bovi, Teacher, Vineyard Junior High.

Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: May 17, 2023

Subject: Request for Retirement from Sharon Tippetts, Instructional Aide, SDC, Carnelian Elementary

BACKGROUND: Sharon Tippetts has worked as an Instructional Aide in the Special Education Department for the District since September 8, 1993. In that time Sharon has worked at Alta Loma, Banyan, Jasper and Stork Elementaries and Alta Loma Junior High and she is currently working at Carnelian Elementary.

Sharon's favorite memories are the friendships she has made. The most rewarding part of her career has been watching children grow and learn. Seeing a smile on their faces and a twinkle in their eyes has made her heart happy.

In retirement Sharon plans to enjoy time with her husband while traveling, including visiting their children and grandchildren. Sharon also plans to spend time quilting.

Congratulations, Sharon, on the occasion of your retirement. Thank you for 30 years of exemplary service to Alta Loma School District.


RATIONALE: Sharon's final day of service to Alta Loma School District will be May 24, 2023.

FUNDING: There is no impact to the general fund.

RECOMMENDATION: Recommend the Board accept the request for retirement from Sharon Tippetts, Instructional Aide, SDC, Carnelian Elementary.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Request for Retirement from Cecelia Lawrence, Teacher, Vineyard Junior High

BACKGROUND: Cela Lawrence began her career in the District on September 1, 1993. She has taught at Alta Loma Elementary, Stork Elementary and Vineyard Junior High in grades fourth through eighth.

Cela's favorite memories are of working with such great teachers at each school site. At Alta Loma Elementary, Mr. Lawrence and Ms. Bly made her first year wondrous and Principal Aleman always had a smile. Stork Elementary had astonishing teamwork and Mary Laramie was the staff's mother. Vineyard Junior High is an amazing group of hard-working professionals dedicated to educating students.

Cela was inspired by her fourth/fifth grade combo class in her last year at Stork Elementary. The students were always engaged, curious and had a desire to learn. She'll never forget them.

In retirement, Cela will spend time doing things she has never had time to do. She plans to volunteer, exercise and join a variety of groups.

Congratulations, Cela, on the occasion of your retirement. Thank you for 31 years of exemplary service to Alta Loma School District.


RATIONALE: Cela's final day of service to Alta Loma School District will be May 24, 2023.

FUNDING: Impact to the general budget will be \$16,953 annually until Cela reaches the age of 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from Cecelia Lawrence, Teacher, Vineyard Junior High.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Request for Retirement from Alexandra Kopp, Teacher, Victoria Groves Elementary

BACKGROUND: Alex Kopp began her career with the District on September 1, 1988. She has spent her entire career at Victoria Groves Elementary and has taught kindergarten, first, second, fourth and fifth grades.

Alex's favorite memories are of the opening celebration for the permanent building, family picnics at the park, first grade holiday programs and Safari Day. Her career highlight is working as an induction coach and hosting student teachers.

Alex plans to enjoy traveling, reading and scrapbooking in retirement.

Congratulations, Alex, on the occasion of your retirement. Thank you for 35 years of exemplary service to Alta Loma School District.


RATIONALE: Alex's final day of service to Alta Loma School District will be May 24, 2023.

FUNDING: Impact to the general budget will be \$8,573 annually until Alex reaches the age of 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from Alexandra Kopp, Teacher, Victoria Groves Elementary.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Request for Retirement from David Kwinn, Teacher, Alta Loma Junior High

BACKGROUND: David Kwinn began his career with the District on August 30, 1988. He has spent his entire career at Alta Loma Junior High teaching seventh and eighth grade Physical Education.

One of David's favorite memories of his years at Alta Loma Junior High is when the new gymnasium was built because he then had air conditioning in his office. Another favorite memory is of the last day of school each year.

David's career highlight is of teaching 37,600 periods of P.E.

David's plans in retirement are to spend time with and take care of his family, including his seven-year-old granddaughter, Raena, and his three-year-old grandson, Jameson. He also plans to visit the trophy case at the University of La Verne to see all of the sports trophies with his name on them.

Congratulations, David, on the occasion of your retirement. Thank you for 35 years of exemplary service to Alta Loma School District.


RATIONALE: David's final day of service with the District will be May 31, 2023.

FUNDING: Impact to the general budget will be \$20,571 annually until David reaches the age of 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from David Kwinn, Teacher, Alta Loma Junior High.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Request for Retirement from Peggy Swistock, Teacher, Vineyard Junior High

BACKGROUND: Peggy began teaching in the District on September 6, 1988. She taught kindergarten, first, second, fourth, fifth, sixth, seventh and eighth grades. Peggy has worked at Hermosa Elementary and Vineyard Junior High.

Peggy has fond memories of “looping” students in her elementary classes, seeing the “a-ha” moment when a student understood a concept and being a part of a student's journey to become a successful college student and adult.

Peggy's career highlights are teaching and loving several grades. She is also proud of being part of ALEA, representing amazing teachers as treasurer, a member of the negotiations team and President. She also had the privilege of being a CSEBA Board member.

Retirement plans for Peggy are to relax, volunteer for breast cancer awareness and vacation in a season other than summer!

Congratulations, Peggy, on the occasion of your retirement. Thank you for 35 years of exemplary service to Alta Loma School District.

RATIONALE: Peggy's final day of service to Alta Loma School District will be May 24, 2023.


FUNDING: Impact to the general budget will be \$16,953 annually until Peggy reaches the age of 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from Peggy Swistock, Teacher, Vineyard Junior High.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: May 17, 2023

Subject: Request for Retirement from Dawn Critchfield, Teacher, Stork Elementary

BACKGROUND: Dawn Critchfield began teaching in the District on September 1, 1987. She has taught first, second, third and sixth grades, all at Stork Elementary.

Dawn has loved working for Alta Loma School District and has too many favorite memories to count. She feels that her career has been a blessing and that she is fortunate. One of her career highlights was teaching a class about storyboarding at Parent University.

Dawn plans to keep active during retirement with exercise and would also like to volunteer in the community.

Congratulations, Dawn, on the occasion of your retirement. Thank you for 36 years of exemplary service to Alta Loma School District.

RATIONALE: Dawn's final day of service to Alta Loma School District will be May 24, 2023.

FUNDING: Impact to the general fund will be \$20,571 annually until Dawn reaches the age of 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from Dawn Critchfield, Teacher, Stork Elementary.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From: Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Request for Retirement from Donald Burke, Teacher, Alta Loma Junior High

BACKGROUND: Don Burke began his career with the District in 1979 working as a P.E. aide, custodian and maintenance worker. In 1980, Don began his teaching career. He has taught sixth grade and math, science and STEM for seventh and eighth grades. Don has worked at Carnelian and Hermosa Schools and is retiring from Alta Loma Junior High.

Don's favorite memories are 25 years of traveling with students to tour the East coast and having students excitedly tell him that their parents were in his class. One student told him her grandmother was in his class. Thankfully, she was wrong! Highlights of Don's career are playing a part in the implementation of the STEM lab at Alta Loma Junior High and the lifelong friendships with colleagues.

Don's retirement plans are spending time with family, including a soon-to-arrive granddaughter, traveling with his wife, Sidney, golfing and finally completing his Honey-Do List.

Congratulations, Don, on the occasion of your retirement. Thank you for 44 years of exemplary service to Alta Loma School District.

RATIONALE: Don's final day of service with the District will be May 31, 2023.

FUNDING: Impact to the general fund will be \$16,953 annually until Don reaches the age of 65.

RECOMMENDATION: Recommend the Board accept the request for retirement from Donald Burke, Teacher, Alta Loma Junior High.



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: Eric Hart, Associate Superintendent, Administrative Services

Date: May 17, 2023

Subject: Approval of Routine Agreements

BACKGROUND: Board Policy 3300 (Expenditures/Expending Authority) requires that all agreements must be approved or ratified by the Board.

RATIONALE: The attached list summarizes the agreements that require Board approval. The summary lists the vendors, a description of services and comments and responsible administrator/manager.

FUNDING: Per attached requisition summary.

RECOMMENDATION: Recommend the Board approve routine agreements with the following vendors:


1. Alta Loma Dance Academy, LLC
2. Bowlero
3. Chaffey Joint Union High School District
4. Elizabeth Gendy-Shaker
5. GO Architects
6. Jenjo Ink
7. Maxim Healthcare Staffing

VENDOR	DESCRIPTION/COST	RESPONSIBLE ADMINISTRATOR OR MANAGER
Alta Loma Dance Academy, LLC	Dance class fee for EXPLORE TK through sixth grade students participating in the EXPLORE Summer Program. Total cost is \$3,600.	Director, Student Services
Bowlero	Increase field trip fee for Deer Canyon Elementary sixth grade students to attend Bowlero on May 22, 2023. Deposit and prepayment are required. Total cost increase from \$1,358 to \$2,000.	Principal
Bowlero	Increase field trip fee for Hermosa Elementary sixth grade students to attend Bowlero on May 19, 2023. Deposit and prepayment are required. Total cost increase from \$992 to \$2,000.	Principal
Chaffey Joint Union High School District	Application permit and janitorial fees for the band concert facility use at Alta Loma High School for west side District schools.	Associate Superintendent, Educational Services
Elizabeth Gendy-Shaker	Consulting services for speech and occupational therapy for the 2022-23 school year. Total not-to-exceed \$3,000.	Director, Special Education
GO Architects	Increase purchase order for architectural and engineering services related to HVAC system upgrades at Alta Loma Elementary School from \$88,720 to \$162,671.	Associate Superintendent, Administrative Services
Jenjo Ink	Art class fee for EXPLORE fourth through sixth grade students participating in the EXPLORE Summer Program. Total cost is \$3,600.	Director, Student Services
Maxim Healthcare Staffing	Increase purchase order for consultation for the 2022-23 school year from a total not-to-exceed \$220,000 to \$270,000.	Director, Special Education/Pupil Services



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Eric Hart, Associate Superintendent, Administrative Services

Date: May 17, 2023

Subject: Approval of District Purchase Orders and Payments to Vendors

Total of Purchase Orders:	\$1,375,947.18
Total Payments to Vendors (All Funds):	\$604,465.43

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
Inspiring Learners for a Lifetime

Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: May 17, 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 17, 2023

CERTIFICATED PERSONNEL

I. RECOMMENDED APPOINTMENTS

(Pending approval of new position/salary placement)

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

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
------	-----------	--------	------------

None

Leave of Absence

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

Hooper, Bailey	08/02/23 to 05/24/24	Teacher, Carnelian Elementary, CETEAC0256
----------------	----------------------	---

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
May 17, 2023

CERTIFICATED PERSONNEL (continued)

III. OTHER PERSONNEL
(Stipends & Limited Assignments)

EXPLORE Summer Intersession

Effective May 31- June 30

Teacher, Banyan Elementary - \$55 / hour

Avendano, Barbara
Bell, Brooke
Bonilla, William
Canedo, Jessica
Chiever, Terry
Conroy, Deanne
Gallardo, Gina
Garcia, Angelica
Hess, Sonya
La Chase, Carla
Larson, Stephanie
Keller, Scott
Randall, Kimberly
Sandoval, Paulina
Sclafani, Christie
Taylor, Madilyn
Youngstrom, Tamara
Zomer-Ramos, Michelle
Zubiate, Karena

Principal - Salary \$6000 Stipend

Travis, Bridget

Extended School Year/Special Education

Effective May 31-June 29

Teacher, Alta Loma Junior High - \$55 / hour

Arvizu, Jonathan
Garcia, Angelica

Teacher - Banyan Elementary - \$55 / hour

Anderson, Ellen
Baker, Jennifer
Canedo, Jessica
Lam, Dee

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
May 17, 2023

CERTIFICATED PERSONNEL (continued)

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

Extended School Year/Special Education **Effective May 31-June 29**

Teacher - Banyan Elementary - \$55 / hour
Miller, Michelle
Sanford, Michelle

Extended School Year/Special Education **Effective May 31-June 29**

Teacher - Carnelian Elementary - \$55 / hour
Ubillus, Kara
Washington, Lisa
Wisinger, Diana

IV. RESIGNATIONS

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

None

V. TERMINATION OF EMPLOYMENT

CERTIFICATED CONCLUSION OF TEMPORARY APPOINTMENT

EMPLOYEE	EFFECTIVE	POSITION/SITE/CODE
#5109	05/24/23	Teacher, RSP Itinerant, DSC, CETEAC0487
#5160	05/24/23	Teacher, Deer Canyon Elementary, CETEAC0279
#5526	05/24/23	Teacher, Banyan Elementary, CETEAC0491
#5540	05/24/23	Teacher, SDC, Banyan Elementary, CETEAC0048

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
May 17, 2023

CLASSIFIED PERSONNEL

I. RECOMMENDED APPOINTMENTS

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY/HOURS
Alarcon, Crystal	05/01/23	ASB Account Clerk, Alta Loma Junior High School	CLCLRK0007, Salary 33-A, 3.5 hours a day
Kick, Lisa	04/28/23	Proctor, Alta Loma Elementary	CLPCTR0303, Salary 17-A, 2.9 average hours a day

Short Term Appointment

None

II. CHANGE OF STATUS

(Change in site, position or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Bautista, Dolores	04/20/23	From:	ELO-P Activities/Enrichment Assistant, Victoria Groves Elementary, CLCCRE0023, Salary 26-A, 5.5 hours a day
		To:	Carnelian Elementary, CLCCRE0016
Cantorán, Cruz	05/08/23	From:	Custodian, Part Time, Banyan Elementary, CLCUST0028, Salary 31-C, 3.5 hours a day
		To:	Custodian, Vineyard Junior High School, CLCUST0055, Salary 31-D, 8 hours a day

Leave of Absence

NAME	EFFECTIVE	POSITION/SITE/CODE
Baker, Thomas	07/03/23 to 07/21/23	Custodian, Night Lead, Vineyard Junior High School, CLCUST0031

Return from Leave of Absence

NAME	EFFECTIVE	POSITION/SITE/CODE
Beserra, Johnny	05/12/23	Proctor, Alta Loma Junior High, CLPCTR0317

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
May 17, 2023

CLASSIFIED PERSONNEL (continued)

III. CHANGE OF CALENDAR

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

None

IV. OTHER PERSONNEL

(Stipends & Limited Assignments)

Classified Summer Support Staff

EXPLORE Summer Intersession

Effective May 31-June 29

Extended School Year/Special Education

Effective May 31-June 29

Camp EXPLORE

Effective July 5-28

Bus Drivers - Salary Range -34

Cadle, Karen

Cardenas, German

Chavez, Andrea

Chavez, Christina

McAllister, Janine

Medrano, Brenda

Raygoza-Duran, Alma

Custodian - Salary Range 31

Cardenas Borocio, Miguel

Health Clerk - Salary Range 26

Krohn, Amber

Lewan, Lauren

Pahissa, Lauren

LVN - Salary Range 51

Alaniz, Destiny

Calderon, Egladley

Montbriand, Angela

Varela, Jessica

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
May 17, 2023

CLASSIFIED PERSONNEL (continued)

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

EXPLORE Summer Intersession
Camp EXPLORE

Effective May 31-June 29
Effective July 5-28

ELO-P Activities/Enrichment Assistants - Salary Range 26

Alvarez, Carmen
Bautista, Delores
Bittel, Susana
Campane, Allie
Cochrane, Amy
Delgado, Lorraine
Fajardo, Marci
Galbraith, Valerie
Gaxiola, Michael
Hernandez, Jayda
Holmes, Kristi
Jimenez, Kaitlyn
Johnson, Carmen
King, Samantha
Lewis, Melissa
McAlister, Stacy
Membreno, Alejandra
Munoz, Larissa
Nollola, Andrea
Ochs, Alivia
Ramirez, Iris
Salman, Amanda
Sanchez, Jonathan
Stutzman, Christy
Torres, Isabella
Ulloa, Victoria
Vance, Shelly
Vasquez, Stephanie
Velasco, Destiny
Webb, Robyn
Weekes, Mary
Wellington, Teresa

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
May 17, 2023

CLASSIFIED PERSONNEL (continued)

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

Extended School Year/Special Education **Effective May 31-June 29**

Attendance Clerk - Salary Range 26

Hamilton, Krista
Martinez, Susana
Race, Theresa

Behavior Intervention Assistant - Salary Range 34

Hill, Heather

Certified Occupational Therapist Assistant - Salary Range 55

D'Amico, Laura

Child Nutrition Lead

Bisharat, Ferial
Rodriguez, Rubiela
Smith, Julie

Child Nutrition Worker

Battista, Marissa
Odell, Mercy
Perry, Lavada
Trento, Crystal

Instructional Aide, SDC - Salary Range 24 & 30

Araga, Edgar
Argueta, Adriana
Bojorquez, Elissa
Bridgewater, Ydalva
Chavez-Lucero, Michael
Collins, Brianna
Fabrizio, Traci
Fontana, Catherine
Hill, Kimberly
Mares, Elda
Munoz, Sarah
Patel, Diptiben

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
May 17, 2023

CLASSIFIED PERSONNEL (continued)

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

Extended School Year/Special Education **Effective May 31-June 29**

Instructional Aide, SDC - Salary Range 24 & 30

Rodriguez, Jessica
Sakaoghli, Jaimee
Santacruz, Leslie
Shah, Amisha
Tonkinson, Jennifer

Instructional Aide, SNA - Salary Range 30

Alo, Abbie
Angulo, Destinee
Basich, Debra
Blackmon, Je'Keisha
Castellanos, Adam
Coronado, Sarah
Cuevas Pas, Valeria
Diaz Castello, Maricarmen
Ilagan, Shania
Jenkins, Stacey
Lizarraga, Celina
Lynch, Kelly
Martin, Tammy
Mathews, Catherine
Perales, Rachel
Rissinger, Jeanne
Sifuentes, Gregoria
Triana, Irasema
Wahba, Nardine

Classified in Lieu of Certificated Staff

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

None

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
May 17, 2023

CLASSIFIED PERSONNEL (continued)

V. RESIGNATIONS

NAME	EFFECTIVE	ASSIGNMENT
Cortez, Maria	05/24/23	Proctor, Jasper Elementary, CLPCTR0361
Marquez, Talitha	05/24/23	Proctor, Carnelian Elementary, CLPCTR0361
Mendoza, Hannah	05/24/23	Proctor, Carnelian Elementary, CLPCTR0334
Rojas, Brenda	05/24/23	Instructional Aide, Title 1, Deer Canyon Elementary, CLAIDE0372
Velasco Garcia, Elisa	05/24/23	Instructional Aide, Carnelian Elementary, CLAIDE0271

VI. TERMINATION OF EMPLOYMENT

CLASSIFIED CONCLUSION OF SHORT TERM APPOINTMENT

EMPLOYEE	EFFECTIVE	POSITION/SITE/CODE
#4115	05/24/23	Child Development Teacher, Carnelian Elementary, CLCDIN0006
#5134	05/24/23	Child Development Teacher, Carnelian Elementary, CLCDIN0007

Superintendent's Memorandum

To: Board of Trustees

From:  Dr. Sherry Smith, Superintendent

Date: May 17, 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.

Second 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, 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~~District 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~~District consistent with required services, the Superintendent or designee shall annually review the ~~d~~District'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~~District'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 17, 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 (Confidential) in order to properly ensure alignment of the duties and demands with the current role.

Second Reading

RATIONALE: This amended job description outlines and clarifies the essential duties, qualifications and physical demands of the Administrative Assistant, Human Resources (Confidential). 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 (Confidential), 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%

ca/6-7-99

dlc/04-2023

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

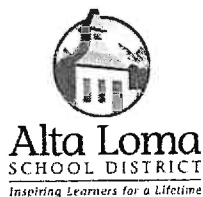
 7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: 2 3 (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).

 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.



Educational Services Memorandum


To: Dr. Sherry Smith, Superintendent
From: Chris Deegan, Associate Superintendent, Educational Services
Date: May 17, 2023
Subject: Approval of ALSD Master Plan for English Learners

BACKGROUND: The state recommends that districts approve educational and operational plans that assist the public in being better informed regarding instructional programs, especially those attached to Local Control Funding Formula (LCFF) and federal categorical entitlements.

RATIONALE: The updated Alta Loma School District Master Plan for English Learners provides the processes and procedures used to identify, serve, monitor, and improve the outcomes for our English Learner (EL) students. The plan has been updated with recommendations provided by the English Language Arts/English Language Development standards and is aligned with the principles of the California English Learner Roadmap. In addition, it outlines support and resources including amendments by Every Student Succeeds Act (ESSA), and English Language Proficiency Assessment of California (ELPAC).

FUNDING: No costs are associated with plan approval.

RECOMMENDATION: Recommend the Board approve the Alta Loma School District Master Plan for English Learners.

Prepared By:  Susie Melton, Director of Educational Programs



Alta Loma
SCHOOL DISTRICT

Inspiring Learners for a Lifetime

**Master
Plan
for
English
Learners

2023-2024**

Table of Contents

Vision Statement.....3

Mission Statement.....3

District Context.....3

Rationale for the Master Plan for English Learners.....3

Guiding Principles.....4

Identification of Potential English Learners.....6

English Language Proficiency Assessment.....8

Program Placement.....10

Special Education.....12

Reclassification.....13

Staffing and Professional Development.....15

Family-School Partnerships.....17

Funding.....19

Forms.....Appendix

"Inspiring Learners for a Lifetime"

Vision Statement

Alta Loma School District's safe and nurturing culture, along with its high levels of learning for all, ensures each and every student is college and career ready, inspired to be lifelong learners, and motivated to live responsibly as they successfully navigate their unique futures.

Mission Statement

The Alta Loma School District, in partnership with parents and community, provides a culturally diverse, safe and supportive environment where English Learner students develop a solid foundation to become productive, responsible citizens, and lifelong learners.

District Context

Alta Loma School District (ALSD) is located in the foothill community of Rancho Cucamonga, California. The District currently serves 5,561 achieving students with approximately 304 teachers and administrative staff, and an additional 467 support staff. The District prides itself on its educational program, which provides each student with the opportunity for maximum intellectual, social, and physical development. Strong parent and community partnerships and high expectations from teachers and administrators encourage students to pursue excellence and citizenship. A focus on rigorous and engaging instruction, authentic professional development in and out of the classroom, as well as the stability of instructional leadership provides the foundation for success.

Alta Loma School District enjoys a truly diverse community of students who are enrolled in eight elementary schools serving grades Transitional Kindergarten (TK) through 6 and two junior high schools serving grades 7 and 8. Our population encompasses 50% Hispanic, 28% White, 10% Asian, and 6% African American students. American Indian or Alaska Natives, Pacific Islanders, and students who report two or more races make up our remaining 6%. Socioeconomically disadvantaged students comprise 34% of our population, with 6% identified as English learners (ELs), 0.4% as foster youth, 11% as students with disabilities, and 12% as advanced learners. We build upon the strength of our collective experiences throughout the community.

Rationale for the Master Plan for English Learners

Our Master Plan for English Learners outlines the programs and systems in place in the ALS D schools serving English learners (ELs) to ensure compliance with state and federal laws and to ensure that English learners have access to a rigorous curriculum while becoming fluent English speakers. We strive in our commitment to prepare all ELs with the linguistic, academic, social skills and competencies required for college, career, and civic participation in a global, diverse and multilingual world. The plan also encompasses a well-designed professional development plan for administrators, teachers and support staff that support our foundational view of lifelong learning for all.

Guiding Principles

These guiding principles for educating English learners were developed as a collaborative effort by the members of the Master Plan writing committee with additional input from our educational partners as we work to offer effective programs for all of our students.

- English language learners are provided with equity-based quality instructional practices and resources, where students will be afforded the use of materials that gives them access to core content in a manner that is comprehensible and attainable.
- Programs and systems meet federal and state guidelines
- Maintain high quality, standards based language instruction for all English learners
- Monitoring and evaluating of program implementation
- Honoring, valuing, and embracing native heritage and cultural assets
- Engaging, informing, and supporting the family and community
- Decisions on professional learning and program development are based on input from our educational partners throughout all aspects of our school community and through achievement data and current research on best practices

Federal and State Requirements for Services to English Learners

The main purpose of the Alta Loma School District Master Plan for English Learners is to provide educators and staff with essential information addressing the linguistic and educational needs of EL students, as well as meeting the legal requirements for serving these students. Recognizing the strengths and needs of English learners, this plan will serve as a guide to best instructional practices for ELs and as a guide to ensure the academic success of linguistically diverse learners in our District. In July, 2017, the California State Board of Education adopted the English Learner Roadmap as a policy for the development and guidance of quality English learner programs that prepare students to be college and career ready with a focus on biliteracy. Legal requirements, goals and actions will also be addressed in the Local Control and Accountability Plan (LCAP). It is the belief that serving English learners falls on the shoulders of each and every educator in ALSD and that the success of our English learners is also our success.

The Four Principles of the California EL Roadmap Include:

Principle One: Assets-Oriented and Needs-Responsive Schools

Pre-schools and schools are responsive to different English learner (EL) strengths, needs, and identities and support the socio-emotional health and development of English learners. Programs value and build upon the cultural and linguistic assets students bring to their education in safe and affirming school climates. Educators value and build strong family, community, and school partnerships.

Principle Two: Intellectual Quality of Instruction and Meaningful Access

English learners engage in intellectually rich, developmentally appropriate learning experiences that foster high levels of English proficiency. These experiences integrate language development, literacy, and content learning as well as provide access for comprehension and participation through native language instruction and scaffolding. English learners have meaningful access to a full standards-based and relevant curriculum and the opportunity to develop proficiency in English and other languages.

Principle Three: System Conditions that Support Effectiveness

Each level of the school system (state, county, district, school, pre-school) has leaders and educators who are knowledgeable of and responsive to the strengths and needs of English learners and their communities and who utilize valid assessment and other data systems that inform instruction and continuous improvement. Each level of the system provides resources and tiered support to ensure strong programs and build the capacity of teachers and staff to leverage the strengths and meet the needs of English learners.

Principle Four: Alignment and Articulation Within and Across Systems

English learners experience a coherent, articulated, and aligned set of practices and pathways across grade levels and educational segments, beginning with a strong foundation in early childhood and appropriate identification of strengths and needs, and continuing through to reclassification, graduation, higher education, and career opportunities. These pathways foster the skills, language(s), literacy, and knowledge students need for college- and career-readiness and participation in a global, diverse, multilingual, twenty-first century world.

Identification of Potential English Learners

Alta Loma School District utilizes parent/guardian responses to the questions on the Home Language Survey (HLS) in order to determine student assessment and placement in an English language (EL) acquisition program.

Home Language Survey

California Education Code, Section 52164.1 (a) contains legal requirements that direct schools to determine the language(s) spoken in the home of each student. A Home Language Survey (HLS) must be completed by a parent or legal guardian upon initial registration of students in grades TK-12. New students enrolling in California schools for the first time must also complete the HLS.

The HLS consists of the following four questions:

1. Which language did your child learn when first learning to talk?
2. Which language does your child most frequently speak at home?
3. Which language do you (the parents or guardians) most frequently use when speaking with your child?
4. Which language is most often spoken by adults in the home? (parents, guardians, grandparents, or any other adults)

The answers provided for each HLS question are used to determine a student's home language status.

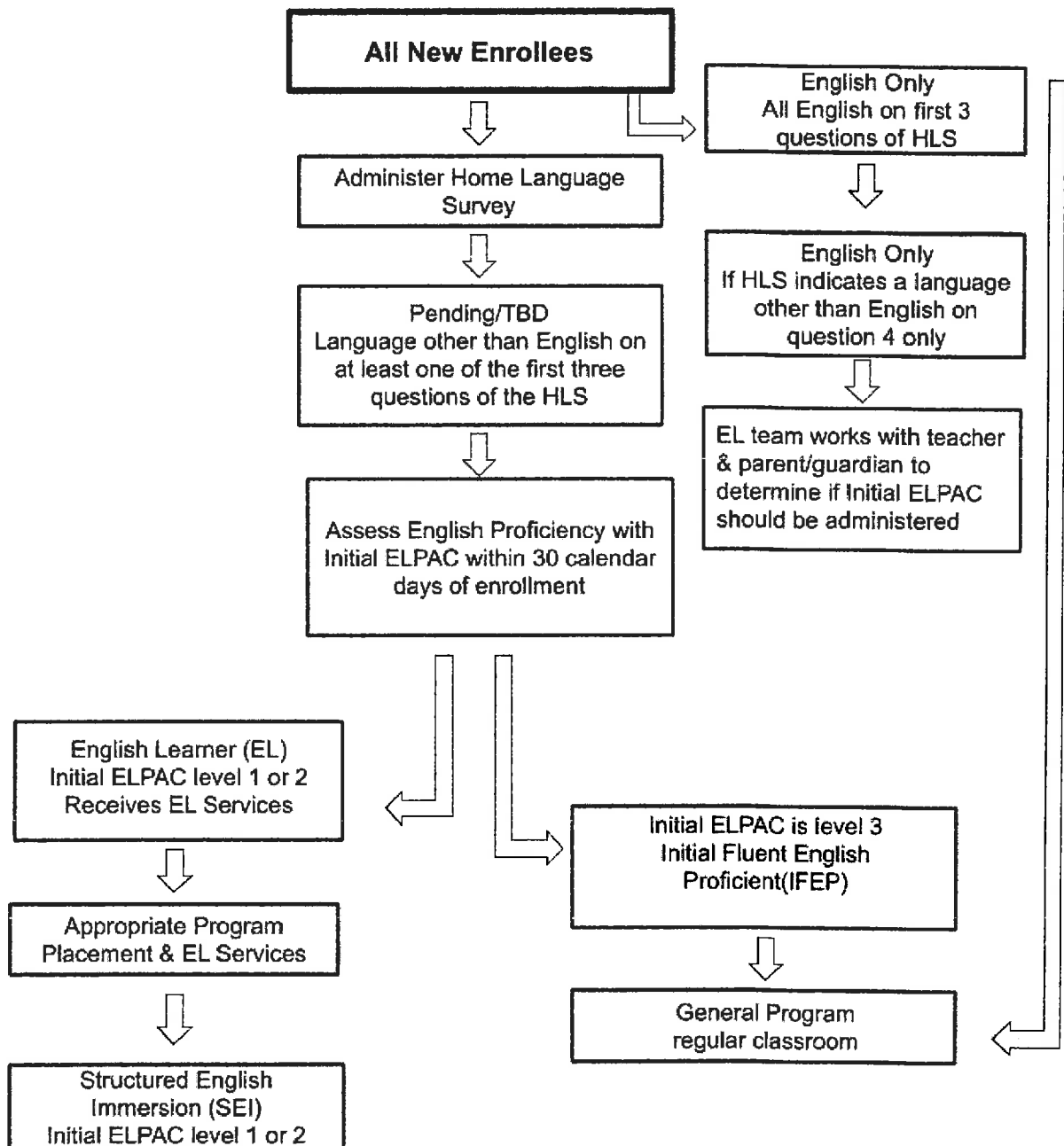
- **English Only (EO)**
- **Possible English Learner - To Be Determined (TBD/Pending)**

All four HLS questions must be answered and the HLS form must be signed by a parent/guardian. The document becomes a permanent part of the students cumulative record. The first, or **initial** HLS for a student supersedes any other HLS forms completed at later times. Therefore, the answers provided on the **initial HLS**** are documented permanently in the student record. In order to determine a student's home language status, follow these guidelines:

1. **ALL English on HLS questions #1-3 → Mark "EO"** This student is considered English Only. Office staff will update the primary language in the student information system. The HLS will be added to the student's cumulative file and the student will be placed in the District's general program.
2. **At least one response other than English on HLS questions #1-3 → mark "TBD/Pending"**
 - a. The student is designated as having a primary language other than English and the Initial English Language Proficiency Assessment for California (ELPAC) process begins.
 - b. A copy of the HLS shall be provided to the English Language Development (ELD) Aide who will send home an Initial Parent Notification Letter prior to assessment with the Initial ELPAC.
 - c. The Initial ELPAC process must take place within **30 calendar days** of enrollment.
 - d. District staff will update student language identification in the student information system following assessment from **TBD → Initial Fluent English Proficient (IFEP) or English Learner (EL)**.
 - e. Students will be placed in the appropriate educational program based on the results of the Initial ELPAC.
3. **A language other than English on question #4 only → Investigate** - The student may be considered English Only (EO) after the EL team works with the teacher and parent/guardian to determine if there is evidence of a language other than English spoken by the student. The language spoken most often *by the adults at home* does not necessarily determine the native language proficiency of the student. The Initial ELPAC may be administered if the team determines that a need has been identified.

****Home language does not need to be re-determined unless the parent/guardian makes a change request. However, once the student is assessed with the Initial ELPAC and identified as an English learner, changing the HLS will not change the student's identification. A student's EL status will change only when reclassification criteria are met. Parents/guardians cannot "opt out" of the ELPAC Assessment because English language proficiency assessment is both a Federal and State requirement.**

English Learner Identification/Placement Flow chart



English Language Proficiency Assessment ELPAC

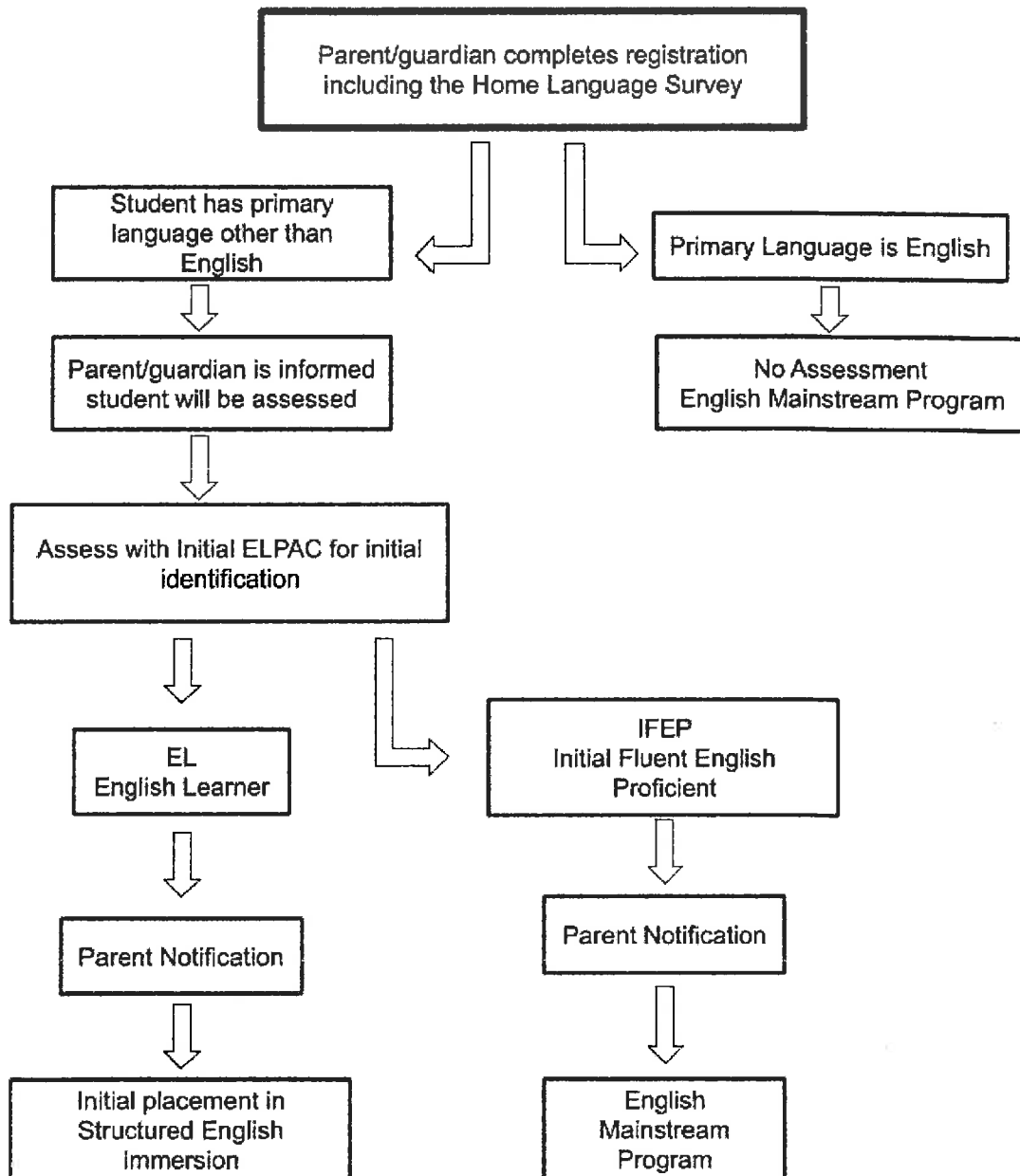
Procedures for Initial English Language Proficiency Assessment

1. If the Home Language Survey (HLS) indicates a primary language other than English (Questions 1-3), the student will be assessed using the Initial ELPAC in the areas of listening, speaking, reading and writing.
2. If the HLS indicates a language other than English on only question 4, the EL team works collaboratively with the classroom teacher and parent/guardian to determine if the Initial ELPAC should be administered.
3. A letter explaining the Initial ELPAC assessment is provided to parents/guardians before testing.
4. Authorized and trained staff will administer the Initial ELPAC assessment within 30 calendar days of the student's enrollment.
5. Initial ELPAC results will be used to determine one of the following designations:
 - a. **Initial Fluent English Proficient (IFEP):** A student is considered Initially Fluent English Proficient when they have met the ELPAC criterion on the Initial ELPAC test. Once determined, IFEP students require no further ELPAC testing and are placed in the general program.
 - b. **English Learner (EL):** Students who score at the Novice or Intermediate levels on the Initial ELPAC are designated EL and are placed in the EL program. They must receive EL services and be reassessed annually using the Summative ELPAC until they meet reclassification requirements.
6. All English Language Development (ELD) documents are stored in an orange ELD folder for students designated as EL. The ELD orange folder is part of the student's permanent record and must be maintained in the Cumulative file.
7. ELPAC assessment results are provided annually to parents/guardians.
8. ELPAC results are shared with staff to be utilized for program placement and to inform instruction in the classroom.

Initial ELPAC Performance Level Descriptors

Novice English Learner	Intermediate English Learner	Initial Fluent English Proficient
Students at this level have minimally developed oral (listening and speaking) and written (reading and writing) English skills and communicate at the basic level. Novice students require substantial linguistic support.	Students at this level have somewhat developed to moderately developed oral (listening and speaking) and written (reading and writing) English skills. Intermediate students require a moderate level of linguistic support.	Students at this level have well developed oral (listening and speaking) and written (reading and writing) English skills. IFEP students can communicate in meaningful ways and may require occasional linguistic support.

**Initial Language Proficiency Assessment,
Identification and Placement Process**
Flow chart



Program Placement

Structured English Immersion (SEI) is an intensive English and literacy program for EL students where all instruction is provided in English. The goal is to develop English language proficiency as effectively as possible.

Characteristics of the SEI program include:

1. Teachers hold appropriate certification (CLAD, BCLAD or equivalent).
2. Instruction focuses on:
 - a. Developing proficiency in English during ELD.
 - b. Providing increasing access to the core curriculum through scaffolded instruction and lessons designed for English proficient students.

Program Requirements:

1. All ELs receive designated ELD instruction at their proficiency level by an appropriately certified teacher, including daily integrated English language arts and content language development and literacy support.
2. Instruction addresses ELA/ELD and content standards while targeting speaking, listening, reading, and writing skills.
3. Parents/guardians must be notified of their child's placement in the SEI program and must also be informed of the option to sign a Parental Exemption Waiver.

Integrated and Designated ELD Instruction

EL students at all proficiency levels will be placed in an English Language Development (ELD) program as outlined in the ELA/ELD Framework. All students will receive both Integrated ELD and Designated Academic Instruction in English to address their individual English language learning needs.

Integrated ELD

Integrated ELD refers to English language development throughout the school day and across all disciplines. All teachers with EL students in their classrooms will use the CA ELD standards in addition to the CA Common Core Content Standards for ELA/Literacy to support academic and linguistic development.

Designated ELD

Designated ELD is defined as a dedicated time during the regular school day when Specialized Academic Instruction is provided to English learners based on the English Language Development Standards, each individual student's English language proficiency levels, and their English language learning needs.

Waiver Option for Program Services

A parent/guardian has the right to submit a written request for a waiver of EL services. They must address their concerns with the school's principal. The Superintendent and/or designee must approve the parental waiver pursuant to the Board policy. Waivers must be renewed annually.

- At the beginning of each school year, parents/guardians of English learners are notified of their child's placement in the ELD program. This includes a student's ELPAC level, scores, and proposed placement options.
- If a waiver of services is requested, the school Principal shall meet with the parent/guardian and provide a full description of the following:
 - The intent of the ELD Program
 - The content/instructional materials of the ELD Program
 - Educational opportunities available to the student
- If the parent/guardian still chooses to opt out of EL services, they must complete a Notification to Opt Out of EL Programs or Particular EL Services Form.

Access to Standard Instructional Program

- Academic instruction must be designed to ensure the EL students meet the content and performance standards for their grade levels.
- EL students in middle school cannot be denied participation in the following:
 - Core curriculum classes
 - Courses required for middle school promotion
 - Enrollment in a full course of study that are part of the standard instructional program
- Each District must monitor the academic progress and provide educational services to EL students for the purpose of overcoming language barriers in each subject area.

Program Options and Parent Choice

- If a school site has 20 or more ELs in any one grade level OR 30 or more ELs school-wide, then parents/guardians may request a language acquisition program designed to provide language instruction. The school District is required to offer such a program to the extent possible.
- In the case where the District determines it is not possible to implement a language acquisition program as requested by parents/guardians, the District must provide a written explanation as to why.

Student Evaluation

The ELPAC Summative Assessment is administered yearly during Spring testing to monitor student progress. Students in grades 3 through 8 are also given the California Assessment of Student Progress and Proficiency (CAASPP) in the spring. Results of both assessments will be maintained in the student's profile. District diagnostic and benchmark assessments, as well as teacher classroom performance evaluation in reading and writing will also be monitored and maintained as additional measures of English language proficiency. Teachers complete the Ellevation Progress Monitoring Form each trimester to report on student progress.

Summative ELPAC Performance Level Descriptors

1	2	3	4
Minimally Developed	Somewhat Developed	Moderately Developed	Well Developed
Students at this level have minimally developed oral (listening and speaking) and written (reading and writing) English skills and communicate at the basic level. Level 1 students require substantial linguistic support.	Students at this level have somewhat developed oral (listening and speaking) and written (reading and writing) English skills. Level 2 students require a moderate level of linguistic support.	Students at this level have moderately developed oral (listening and speaking) and written (reading and writing) English skills. Level 3 students can sometimes communicate in meaningful ways and require light to minimal linguistic support.	Students at this level have well developed oral (listening and speaking) and written (reading and writing) English skills. Level 4 students can communicate in meaningful ways and may require only occasional linguistic support.

English Learners Dually Identified in Special Education

The Individualized Educational Plan (IEP) team will ensure that all English learners who are dually identified in special education are provided linguistically appropriate goals and objectives. The IEP team will also convene to consider reclassification as appropriate and as criteria has been met.

Assessment of EL Students in Special Education

Special Education students who are also English learners will take the annual Summative ELPAC until they are eligible for reclassification.

- When administering the ELPAC assessment to a student with a disability, the District shall provide support or accommodations in accordance with the student's IEP or 504 plan.
- When a student's IEP team determines that a student has a significant cognitive disability that prevents them from participating in the Initial or Summative ELPAC, the student shall be assessed with the Alternate ELPAC assessments as specified in their IEP.
- IEP teams may determine that the student should be granted an appropriate domain exemption if their disability prevents them from mastery of that domain so that they are more able to pass the assessment.

Guidance on Designated and Integrated ELD for Dually Identified Students

All English learners dually identified as special education students are afforded the same educational opportunities as their peers in the least restrictive environment. Students may receive their daily designated and integrated ELD in any program option that is determined to be the most appropriate by their IEP team. The IEP will also indicate the "linguistically appropriate" IEP goals as well as who will be responsible for monitoring English language development.

Reclassification of English Learners Dually Identified as Special Education Students

Reclassification is the process used by the District to determine if an EL student has acquired sufficient English language skills to successfully access the curriculum without English language support. The reclassification process in California is based on guidelines approved by the State Board of Education (SBE) and is based on California EC Section 313(d). For English learners who are dually identified as special education students, the IEP team may determine appropriate measures of performance in basic skills and minimum levels of proficiency on these measures that would be equivalent to an English proficient peer with similar disabilities, in accordance with local reclassification policies based on English Language Proficient (EC Section 313(f)). Students must score a Performance Level (PL) of 4 on the Summative ELPAC or a Level 3 (Fluent English Proficient) on the Summative Alternative ELPAC to be eligible for reclassification. Alta Loma School District's policies for reclassification are based on the four criteria below:

1. Summative ELPAC Overall Performance Level (PL) 4 or Summative Alternate ELPAC Level 3 (Fluent English Proficient).
2. Teacher evaluation and recommendation.
3. Parent/guardian consultation and opinion.
4. Student performance in basic skills compared to the performance of English proficient students of the same grade level and similar disability, to show that the student is as sufficiently proficient in English as their native English peers.

Students who meet the District reclassification criteria enter the reclassification process. Students who meet the ELPAC criteria but do not meet the District basic skills criteria will be considered for reclassification through the IEP team meeting process.

Reclassification

The District reclassifies students from English learner (EL) to Fluent English Proficient (RFEP) by using a process and criteria set forth by the District and State of California in accordance with Title 5, Section 11303 of the *California Code of Regulations* (CCR 5) and California Education Code Section 313. Reclassification is performed at least annually.

1. Assessment of English language proficiency using the state test of English Language Proficiency Assessments for California (ELPAC).
2. Teacher evaluation, including, but not limited to, a review of the student's curriculum mastery.
3. Parent/guardian consultation and opinion.
4. Comparison of student performance in basic skills against an empirically established range of performance in basic skills based on the performance of English proficient students of the same age.

English learners shall be reclassified to Fluent English Proficient (RFEP) when they are able to demonstrate a command in English in the four educational domains of reading, writing, listening, and speaking and can demonstrate this proficiency in a regular instruction classroom at a level substantially equivalent to that of students at their age and grade-level who are English-speaking.

Criteria for Reclassification:

Criteria 1: Most Recent ELPAC Results	Criteria 2: Teacher Evaluation	Criteria 3: Parent/Guardian Consultation
Overall score of 4 on Summative ELPAC or 3 on Alternative ELPAC	Score of 3 or grade of C or better in English language arts	Notification of parent/guardian; consultation during process
Criteria 4: Basic Skills		
Student proficiency on local District diagnostic and formative assessments with average scores that are commensurate with peers who are native English speakers. Assessments include iReady, ESGI and CAASPP.		

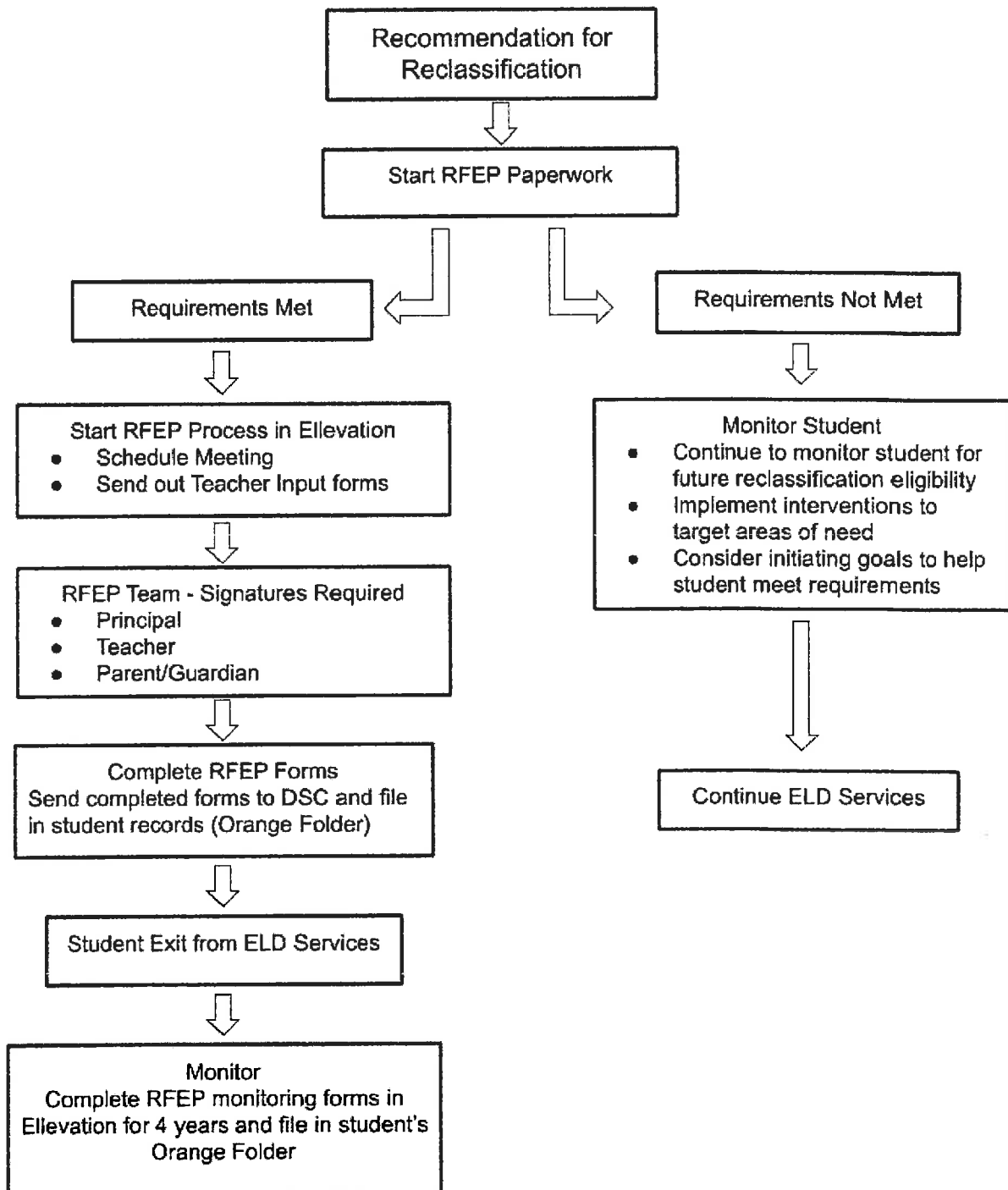
Progress Monitoring of Reclassified Students

After students have exited the EL program through the reclassification process, the District will monitor the academic progress of those RFEP students for at least four years to ensure that:

- Students have not been prematurely exited;
- Any academic deficit they incurred as a result of learning English has been remedied; and
- The students are meaningfully participating in the standard instructional program comparable to their English-only peers.

Alta Loma School District monitors Reclassified students at the end of each trimester utilizing the Ellevation RFEP Monitoring Form completed by the classroom teacher. Reclassified students who are not meeting the same academic achievement goals set for all students will be provided with additional academic support, as needed.

Reclassification Process Flow Chart



Staffing and Professional Development

Teachers assigned to provide ELD and instruction in subject matter courses in which ELs are enrolled must have the appropriate authorization and be fluent in English. Teachers provide English Language Development to students through the core curriculum in the form of designated and integrated support during the school day. Professional development will be provided in order to effectively ensure equal access for all students, as well as to address the specific needs of English language learners.

- Teachers hired into the District must possess the appropriate California certification (SB 2942/CLAD/BCLAD) as a condition of their employment. The District will provide high quality, on-going professional development for teachers.
- Alta Loma School District will provide professional development throughout each school year to support staff in an effort to ensure equal access for all students, as well as to address the specific needs of English learners.

Professional Development Specific to English Learners

Professional development is provided to classroom teachers, administrators, classified staff, and other school leaders that is:

- designed to improve the instruction and assessment of ELs;
- designed to enhance the ability of teachers, administrators, and other school leaders to understand and implement curricula; assessment practices and measures, and instructional strategies for ELs;
- effective in increasing the student's English language proficiency or substantially increasing the teacher's subject matter knowledge, teaching knowledge, and teaching skills as demonstrated through classroom observation; and
- of sufficient intensity and duration to have a positive and lasting impact on the teacher's performance in the classroom.

Family-School Partnerships

In accordance with Board Policy 6020, the Alta Loma School District's Board of Trustees recognizes that parents/guardians are their children's first and most influential teachers. Continued parental involvement contributes greatly to student achievement and a positive environment. The school sites will hold regular English Learner Advisory Committee (ELAC) meetings and the District will hold regular District English Language Advisory Committee (DELAC) meetings that will allow families to become involved in the education of their children.

English Learner Advisory Committee (ELAC)

A school site with 21 or more English learners must have a functioning ELAC that meets the following requirements:

- Family members are elected by parents or guardians of ELs.
- Family members of ELs constitute at least the same percentage of the committee membership as their children are represented of the student body.
- The ELAC shall be responsible for assisting in the development of the schoolwide needs assessment and ways to make parents/guardians aware of the importance of regular school attendance.
- The ELAC shall advise the administration and staff in the development of a site plan for ELs and submit the plan to the school site council for consideration for inclusion in the School Plan for Student Achievement (SPSA).
- The ELAC receives training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities.
- Each ELAC shall elect at least one member to the District English Learner Advisory Committee (DELAC).

District English Learner Advisory Committee (DELAC)

Each district with 51 or more English learners must form a DELAC unless the district designates for this purpose a subcommittee of an existing district wide advisory committee. In partnership with the district, engaged EL families ensure equity for all EL students. The DELAC shall advise the school district Governing Board on all of the following tasks:

- Development of an English Learner Master Plan.
- Conducting a district wide needs assessment on a school-by-school basis.
- Establishment of district program, goals and objectives for programs and services for ELs according to the State Board of Education-adopted EL Roadmap Policy.
- Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.
- Review and comment on the District's reclassification procedures.
- Review and comment on the written notifications required to be sent to parents/guardians.
- DELAC must carry out specific responsibilities related to the Local Control and Accountability Plan (LCAP), including providing input regarding the District's existing EL program.
- The DELAC receives training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities.

Communication

Alta Loma School District believes that communication plays an integral role in an effective family-school partnership and capacity building for families and the community. Communication with families of English learners comes in many forms:

- The District shall communicate with families in their primary language and/or provide translations when necessary.
- Communication throughout the school year regarding student assessment, academic progress, and services is provided to families in English and the student's primary language.

Home-School Collaboration

Alta Loma School District fosters collaboration between home and school in the following ways:

- Instructional support/tutoring is available for all students in grades 4 through 8 via the Paper platform which is accessible through their Clever account. Links are available on both the District and school websites.
- EXPLORE, our Expanded Learning Opportunities Program (ELO-P) is available to English learners at a free or reduced cost before and/or after school. Parents/guardians are strongly encouraged to complete an application for this learning opportunity which is available on the District or school website.
- Parents/guardians of English learner students are welcome to volunteer in their child's classroom following the guidelines set by the school for volunteers.
- Community Based Education Tutoring (CBET) classes will be held throughout the year as a community outreach to adult English learners. Childcare will be provided to participants. Classes will be conducted by a credentialed teacher and assisted by instructional support personnel.

Funding

Resources are used to provide each English learner with learning supports to access the core curriculum and to develop and maintain a high-quality teaching and learning environment. The provision of such services is not contingent on the receipt of state or federal categorical funds.

Title III and Local Control Funding Formula (LCFF) funds provide personnel, instructional materials, and supports for English learners as represented in the District's Local Control Accountability Plan (LCAP). These include:

- ELD instructional support staff (ELD Aides)
- Blended learning software programs (LexiaCore 5, Imagine Learning) accessible at both home and school
- Tablets and devices for student translation and program access
- Professional Development for teachers and classified staff
- Community-Based English Tutoring (CBET) for adults
- Additional support materials

Conclusion

The Board of Trustees and the ALSD community wishes to acknowledge and thank the members of the committee for the developmental process of writing and completing the Master Plan for English Learners.

Committee Members

Beata Kedzierski - Parent
Belinda Holdridge Hays - Parent and Family Engagement Liaison
Ines Shaw - English Learner Instructional Aide, Lead
Lori Rios - Database Management Specialist
Susie Melton - Director of Educational Programs

Approval of the Master Plan for English Learners was presented to the District English Language Advisory Committee DELAC for input and approval on April 27, 2023. The final draft of the Master Plan was presented to the Board on May 17, 2023.

In order to address the ever-changing and expanding needs of English learners, this document will be updated annually.

Appendix

District forms pertaining to the ELD Program

Initial Parent Notification Letter

Not of Not Qualifying for English Language Program

Annual Notification Letter

Grade K-6 ELD Student Progress Report

Grade 7-8 ELD Student Progress Report

Grade K-6 - RFEP Monitoring Report - for Reclassified Fluent English Learners

Grade 7-8 - RFEP Monitoring Report - for Reclassified Fluent English Learners

Student Meeting Report for Reclassification

Notification to Opt Out of EL Programs or Services



Initial Parent Notification Letter **Federal Title I or Title III and State Requirements**

Dear Parent(s) or Guardian(s)

When registering for school, you listed that your child speaks a language other than English. In California public schools, all students entering school for the first time will be assessed with the Initial English Language Proficiency Assessments for California, or "Initial ELPAC," if their home language is not English.

The Initial ELPAC is a required test that will help identify students who need help learning English by determining whether the student is an English learner or is fluent in English. This is important so they can get the support they need to do well in all school subjects. Your child's voice is being recorded as part of the Speaking portion of the computer-based test. A small percentage of student responses will be used to validate the accuracy of scoring and will not be used for identification. All recorded responses will be destroyed after the scores are validated.

Based on the Home Language Survey results, your child will be assessed with the Initial ELPAC. This year, ELPAC tests may be administered remotely, in person, or through a combination of in-person and remote testing, based on county public health department guidelines. At this point, Alta Loma School District is planning to administer ELPAC tests in person to all eligible students. To learn more about the ELPAC, go to the California Department of Education Parent Guides to Understanding web page at <https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp>. You also can review sample test questions on the practice tests, which can be found on the ELPAC Starting Smarter website at <https://elpac.startingsmarter.org/>.

If you have any questions about your child taking the ELPAC, please contact the school office.

Susie Melton, Director of Educational Programs

Notification of Not Qualifying for English Language Program

Student Information

Student	Grade Level	School
ELL Status:	Student ID#	

A language other than English was noted on your child's Home Language Survey when your child first enrolled in our school. State and federal laws require us to assess your child and notify you of your child's proficiency level in English. We are required to inform you of the language acquisition program options available. From these options, you may choose the one that best suits your child (California Education Code [EC] Section 310). This letter also explains the criteria for a student to exit the English learner (EL) status (20 United States Code [U.S.C.] Section 6312[e][3][A][ii]).

Upon enrollment, a language other than English was noted on your child's Home Language Survey. According to state and federal law, our school district is required to assess the English language proficiency of your child in listening, speaking, reading, and writing. Based on the results of the _____, a state-approved assessment for measuring English language proficiency, we are pleased to inform you that your child has demonstrated English language proficiency and is not eligible for services for English Language Learners. Below, please find results that have informed our decision, information about our language programs, and your rights as a parent.

English Language Proficiency Tests

No English Language Proficiency Tests available

Initial ELPAC

A copy of your child's Initial ELPAC test results are attached to this letter. Please contact your school office if you have questions.

Choosing a Language Acquisition Program

Parents or guardians may choose a language acquisition program that best suits their child (EC Section 310). Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible. They provide instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards (20 U.S.C. Section 6312[e][3][A][iii],[v]); EC Section 306[c]).

Language Acquisition Programs Offered

We are required to offer, at minimum, a Structured English Immersion (SEI) program option (EC Section 305[a][2]).

Parents or guardians may choose a language acquisition program that best suits their child (EC Section 310). Schools in which the parents or guardians of 30 students or more per school or the parents or guardians of 20 students or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible (20 U.S.C. Section 6312[e][3][A][viii][iii]); EC Section 310[a]). Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan (EC Section 52062). Although schools have an obligation to serve all ELL students, parents or guardians of English learners have a right to decline or opt their children out of a school's ELL program or out of particular ELL services within an ELL program. If parents or guardians opt their children out of a school's EL program or specific EL services, the children retain their status as English learners. The school remains obligated to take the affirmative steps required by Title VI of the Civil Rights Act of 1964 and the appropriate actions required by the Equal Educational Opportunity Act of 1974 to provide EL students access to its educational programs (20 U.S.C. sections 1703[f], 6312[e][3][A][viii]).



Annual Parent Notification Letter Federal Title I or Title III and State Requirements

Student Information

Student		Grade Level		School	
ELL Status:		Student ID#			

Dear Parent(s) or Guardian(s)

Your child continues to be identified as an English learner. Each year, we are required to assess your child and notify you of your child's proficiency level in English. We are required to inform you of the language acquisition program options available. From these options, you may choose the one that best suits your child (California Education Code [EC] Section 310). This letter also explains the criteria for a student to exit the English learner (EL) status (20 United States Code [U.S.C.] Section 6312[e][3][A][ii]).

English Language Proficiency Tests

Test Name & Date	Results								
ELPAC Initial Date	Overall			Oral Language			Written Language		
	1	2	3	1	2	3	1	2	3
	1			1			1		
	(151)								

All children, regardless of English proficiency, are eligible to participate in all school-wide programs. If your child has an Individualized Education Plan (IEP), or a 504 plan, the language instruction educational program will be utilized in coordination with your child's existing plan.

While the rate of English language development (ELD) varies between students, many exit the ELD program in 3-5 years.

Exit Criteria

Your child's English language development will be assessed annually until he/she meets specific academic achievement requirements.

Exit Criteria Category	Exit Criteria Standard
Overall	Score of 4 on the Summative ELPAC.
Teacher evaluation	Teacher Input for Reclassification
Parental Opinion and Consultation	Parental consultation and opinion.
Comparison of Performance in Basic Skills	Score of 3 or 4 on SBAC for grades 3-8.
Comparison of Performance in Basic Skills	STAR Reading level achievement for grades K-2.

Students who exit the program are monitored for academic success for 4 years.

Standardized Test Results

No Standardized Test Results available

Long-Term English Learner (LTEL)

Long-term English learner (LTEL) means an English learner who is enrolled in any of grades 6 to 12, inclusive, has been enrolled in schools in the United States for more than six years, has remained at the same English language proficiency level for two or more consecutive years as determined by the California English Language Development Test (CELDT), English Language Proficiency Assessment for California (ELPAC) or any successor test, and scores far below basic or below basic on the English language arts standards-based achievement test, or any successor test.

English Learner "At-Risk" of Becoming a Long-Term English Learner ("At-Risk")

English learner at risk of becoming a long-term English learner means an English learner who is enrolled in any of grades 5 to 11, inclusive, in schools in the United States for four years, scores at the intermediate level or below on the CELDT, ELPAC or any successor test, and scores in the fourth year at the below basic or far below basic level on the English language arts test of the California Standards Tests, or any successor test, he or she is identified as an English Learner at risk of becoming an LTEL.

Choosing a Language Acquisition Program

Parents or guardians may choose a language acquisition program that best suits their child (EC Section 310). Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible. They provide instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards (20 U.S.C. Section 6312[e][3][A][iii], [v]); EC Section 306[c]).

Language Acquisition Programs Offered

We are required to offer, at minimum, a Structured English Immersion (SEI) program option (EC Section 305[a][2]).

Parents or guardians may choose a language acquisition program that best suits their child (EC Section 310). Schools in which the parents or guardians of 30 students or more per school or the parents or guardians of 20 students or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible (20 U.S.C. Section 6312[e][3][A][viii][III]); EC Section 310[a]). Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan (EC Section 52062). Although schools have an obligation to serve all ELL students, parents or guardians of English learners have a right to decline or opt their children out of a school's ELL program or out of particular ELL services within an ELL program. If parents or guardians opt their children out of a school's EL program or specific EL services, the children retain their status as English learners. The school remains obligated to take the affirmative steps required by Title VI of the Civil Rights Act of 1964 and the appropriate actions required by the Equal Educational Opportunity Act of 1974 to provide EL students access to its educational programs (20 U.S.C. sections 1703[f], 6312[e][3][A][viii]).

<input type="checkbox"/>	Yes, I approve of this placement for my child.
<input type="checkbox"/>	No, I would like to decline this placement for my child and will contact the school to discuss the options available for my child's English language development. I understand that my child will be tested annually on a state-approved ELP assessment until he/she attains English proficiency.

Parent/Guardian Signature: _____ Date: _____ Phone Number: _____



Carta anual de notificación para padres

Requisitos del Título I o Título III de las reglamentaciones federales y requisitos estatales

Información del estudiante

Nombre		Grado		Escuela	
Tipo de Servicio ELL		N° de identificación del estudiante			

Estimados padres o tutores legales

Su hijo/a sigue siendo identificado como aprendiz de inglés. Todos los años, la escuela debe realizar una evaluación y notificarles a los padres cuál es el nivel de dominio del idioma inglés de su hijo/a. Tenemos la obligación de informarles cuáles son las opciones de programa de adquisición del lenguaje disponibles. De estas opciones, puede elegir la más adecuada para su hijo/a (Código de Educación de California [EC], art. 310). Esta carta también explica los criterios para que un estudiante deje de tener estatus de aprendiz de inglés (EL) (20 United States Code [U.S.C.] Section 6312[e][3][A][ii]).

Pruebas de Dominio del Idioma Inglés

Nombre y fecha de la prueba	Resultados								
ELPAC Initial	General			Lenguaje Oral			Lenguaje Escrito		
	1	2	3	1	2	3	1	2	3
	1			1			1		

(151)

Todos los niños, independientemente de su competencia en el idioma inglés, son elegibles para participar en los programas escolares. Si su hijo/a tiene un Plan de Educación Personalizada (IEP, por sus siglas en inglés) o un plan 504, el programa de enseñanza de idioma se implementará en forma coordinada con el plan preexistente de su hijo/a.

Aunque el índice de desarrollo en idioma inglés (ELD, por sus siglas en inglés) varía entre los estudiantes, muchos salen del programa de ELD en 3-5 años.

Criterios de salida del programa

Todos los años se evaluará el desarrollo de su hijo/a en el manejo del idioma inglés hasta que obtenga y alcance, por lo tanto, el nivel académico requerido.

Categoría de criterios de salida	Estándar de criterios de salida
General	Score of 4 on the Summative ELPAC.
Evaluación docente	Teacher Input for Reclassification
Opinión y consulta parental	Parental consultation and opinion.
Comparación de rendimiento en habilidades básicas	Score of 3 or 4 on SBAC for grades 3-8.
Comparación de rendimiento en habilidades básicas	STAR Reading level achievement for grades K-2.

A los estudiantes que salen del programa se les hace un seguimiento de rendimiento académico durante 4 años.

Resultados de pruebas estandarizadas

Sin Resultados de pruebas estandarizadas disponible

Aprendiz de inglés a largo plazo (LTEL)

Aprendiz de inglés a largo plazo (LTEL) significa un aprendiz de inglés que está inscripto en alguno de los grados 6 a 12, inclusive, ha estado inscripto en escuelas de Estados Unidos por más de seis años, ha mantenido el mismo nivel de dominio del idioma inglés durante dos años consecutivos o más según los resultados de la Prueba de Desarrollo del Idioma Inglés de California (CELDT), Evaluación de Dominio del Idioma Inglés para California (ELPAC) o cualquier prueba sucesora, y obtiene un puntaje de nivel muy inferior a básico o inferior a básico en la prueba de rendimiento según estándares de artes del idioma inglés, o cualquier prueba sucesora.

Estudiante que aprende inglés “en riesgo” de convertirse en un aprendiz de inglés a largo plazo (“en riesgo”)

Aprendiz de inglés en riesgo de convertirse en aprendiz de inglés a largo plazo (LTEL) significa un aprendiz de inglés que está inscripto en alguno de los grados 5 a 11, inclusive, que ha asistido a escuelas de Estados Unidos por cuatro años, que obtuvo un puntaje de nivel intermedio o inferior en las pruebas CELDT, ELPAC o cualquier prueba sucesora, y en el cuarto año obtiene un puntaje de nivel inferior a básico o muy inferior a básico en la prueba de artes del idioma inglés de las Pruebas de Normas de California (CST), o cualquier prueba sucesora, por lo cual es identificado como estudiante que aprende inglés en riesgo de convertirse en LTEL.

Elegir un programa de adquisición del lenguaje

Los padres o tutores legales pueden elegir un programa de adquisición del lenguaje más adecuado para su hijo/a (EC Section 310). Los programas de adquisición del lenguaje son programas educativos diseñados para garantizar que la adquisición del inglés se produzca lo más rápido y eficazmente posible. Le proporcionan enseñanza a aprendices de inglés basada en los estándares de contenido académico adoptados por el Estado, incluidos los estándares de desarrollo del idioma inglés (ELD) (20 U.S.C. Section 6312[e][3][A][iii], [v]); EC Section 306[c]).

Programas de adquisición del lenguaje ofrecidos

Debemos ofrecerle, como mínimo, una opción de programa de Inmersión Estructurada al Inglés (SEI) (EC Section 305[a][2]).

Los padres o tutores legales pueden elegir un programa de adquisición del lenguaje más adecuado para su hijo/a (EC Section 310). Las escuelas deben ofrecer un programa en la medida de lo posible si los padres o tutores legales de 30 estudiantes o más de la escuela o los padres o tutores legales de 20 estudiantes o más de cualquier grado solicitan un programa de adquisición del lenguaje diseñado para proporcionar enseñanza lingüística (20 U.S.C. Section 6312[e][3][A][viii][iii]); EC Section 310[a]). Los padres pueden aportar información sobre los programas de adquisición del lenguaje durante el desarrollo del Plan de Control y Responsabilidad Local. Aunque las escuelas tienen la obligación de prestar servicios para todos los estudiantes ELL, los padres o tutores legales de estudiantes que aprenden inglés tienen derecho a rechazar o no aceptar que sus hijos participen en un programa escolar de ELL o reciban servicios particulares de ELL dentro de un programa de ELL. Si los padres o tutores no aceptan que sus hijos participen en un programa escolar de enseñanza de idioma inglés (EL) o en servicios de EL específicos, los niños conservarán su estatus de aprendices de inglés. La escuela sigue estando obligada a tomar las medidas afirmativas requeridas por el Título VI de la Ley de Derechos Civiles de 1964 y las acciones pertinentes requeridas por la Ley de Igualdad de Oportunidades Educativas de 1974 para proporcionarles acceso a los aprendices de inglés a sus programas educativos (20 U.S.C. sections 1703[f], 6312[e][3][A][viii]).

<input type="checkbox"/>	Sí, autorizo la asignación de mi hijo/a a este programa.
<input type="checkbox"/>	No, rechazo la asignación de mi hijo/a al programa y me comunicaré con la escuela para conversar sobre otras opciones disponibles para el desarrollo de mi hijo/a en idioma inglés. Entiendo que mi hijo/a será evaluado/a anualmente con un examen de ELP aprobado por el estado hasta que se determine que tiene dominio del idioma inglés.

Firma del Padre o Encargado: _____ Fecha: _____ Número de teléfono: _____

Grade K-6 - ELD Student Progress Report

Teacher Name	Due Date
Teacher Subject	Submitted Date

This student is subject to occasional progress monitoring from the ELL department. As this student's classroom teacher, your feedback is invaluable. Please answer the questions below to provide feedback on how this student is performing academically.

Student Information

First Name	Last Name	Local ID
Student #	Grade Level	School
IEP	Exited Monitoring Status	

Monitoring Questions

1. Date Completed	
2. Level 1 - Beginning Stage	
	Has limited receptive and productive English Skills
	Needs substantial help using English to learn new things at school and to interact in social situations
	Knows some English words and phrases
	Uses gestures to communicate
	Expresses ideas using visuals, charts or graphic organizers
	Reads simple sentences supported by graphics or pictures
3. Level 2 - Somewhat Developed	
	Uses short sentences to express and respond to questions
	Usually needs help using English to learn new things at school and to interact in social situations
	Uses English for simple conversations
	Reads simple text but requires graphics or pictures for more complex text
	Comprehends basic concepts in content areas

4. Level 3 - Moderately Developed

	Expresses needs and ideas using oral and written English and responds to questions with more complicated sentences
	Often uses English to learn new things in school and to interact in social situations but may need help using English to communicate on less-familiar school topics and in less-familiar social situations
	Participates actively in collaborative conversations in all content areas
	Comprehends information with fewer contextual clues
	Reads and writes increasingly complex text relying on context, vocabulary, and prior knowledge support

5. Level 4 - Well Developed

	Initiates expression of needs and ideas using oral and written English and responds to questions with more extended and elaborate sentences
	Participates in collaborative conversations in all content areas at grade level, with occasional support as necessary
	Participates fully in both academic and non-academic settings requiring English
	Reads with limited comprehension difficulty in a variety of grade-level texts
	Writes and expresses ideas to meet a variety of social and academic needs

Academic Progress

As a classroom teacher for this student, I have been able to monitor academic progress during the indicated period and have submitted these answers and comments. Based on my observations, (check option below):

Select one

<input type="checkbox"/>	Student is - making adequate progress
<input type="checkbox"/>	Student is not - making adequate progress

Signatures

Subject : _____ Date: _____

Grade 7-8 - ELD Student Progress Report

Teacher Name	Due Date
Teacher Subject	Submitted Date

This student is subject to occasional progress monitoring from the ELL department. As this student's classroom teacher, your feedback is invaluable. Please answer the questions below to provide feedback on how this student is performing academically.

Student Information

Student Name	Grade Level	Student #
Local ID	IEP	School
Exited Monitoring Status		

Monitoring Questions

1. Date Completed	
2. Level 1 - Beginning Stage	
	Has limited receptive and productive English Skills
	Needs substantial help using English to learn new things at school and to interact in social situations
	Knows some English words and phrases
	Uses gestures to communicate
	Expresses ideas using visuals, charts or graphic organizers
	Reads simple sentences supported by graphics or pictures
3. Level 2 - Somewhat Developed	
	Uses short sentences to express and respond to questions
	Usually needs help using English to learn new things at school and to interact in social situations
	Uses English for simple conversations
	Reads simple text but requires graphics or pictures for more complex text
	Comprehends basic concepts in content areas
4. Level 3 - Moderately Developed	

	Expresses needs and ideas using oral and written English and responds to questions with more complicated sentences
	Often uses English to learn new things in school and to interact in social situations but may need help using English to communicate on less-familiar school topics and in less-familiar social situations
	Participates actively in collaborative conversations in all content areas
	Comprehends information with fewer contextual clues
	Reads and writes increasingly complex text relying on context, vocabulary, and prior knowledge support
5. Level 4 - Well Developed	
	Initiates expression of needs and ideas using oral and written English and responds to questions with more extended and elaborate sentences
	Participates in collaborative conversations in all content areas at grade level, with occasional support as necessary
	Participates fully in both academic and non-academic settings requiring English
	Reads with limited comprehension difficulty in a variety of grade-level texts
	Writes and expresses ideas to meet a variety of social and academic needs

Recommendation

As a classroom teacher for this student, I have been able to monitor academic progress during the indicated period and have submitted these answers and comments. Based on my observations, (check option below):

Select one	
<input type="checkbox"/>	Student is - making adequate progress
<input type="checkbox"/>	Student is not - making adequate progress
Comments	

Signatures

Teacher Name: _____ Date: _____

Grade K-6 - RFEP Monitoring Form - for Reclassified Fluent English Learners

Teacher Name	Due Date
Teacher Subject	Submitted Date

This student is a former English Language Learner (ELL) who has exited the ELL program. All former ELLs are required to be "monitored" for four years after they exit the program. As this student's classroom teacher, your feedback is invaluable. Please answer the questions below to provide feedback on how this student is performing academically.

Student Information

First Name	Last Name	Local ID
Student #	Grade Level	School
Exited Monitoring Status	Reclassification Date	Home Language

Monitoring Questions

1. 1. What is the student's current grade in your class?			
	A		
	B		
	C		
	D		
	F		
	No Grade		
2. 2. Academic Literacy and Oral Language Proficiency			
Indicate the student's Proficiency Level with respect to Academic Literacy and Oral Language Standards/Skills in your content area:			
	At or Above Grade Level Proficiency	Approaching Grade Level Proficiency	Below Grade Level Proficiency
Reading			
Writing			
Listening			
Speaking			
3. 3. Is this student's attendance impacting their performance in class?			

Yes
No
4. 4. Does the student demonstrate the critical thinking skills expected in the course?
Yes
No

Recommendation

As a classroom teacher for this student, I have been able to monitor academic progress during the indicated period and have submitted these answers and comments. Based on my observations, I recommend that (check option below): If you click on "Additional Support" below, please enter a comment with your recommendation for the student.

Select one
Continue - This student is progressing and achieving academically. No additional support is needed.
Additional Support - This student is not making adequate progress in class. They could benefit from additional academic support.

Signatures

Subject: _____ Date: _____

Grade 7-8 - RFEP Monitoring Form - for Reclassified Fluent English Learners

Teacher Name	Due Date
Teacher Subject	Submitted Date

This student is a former English Language Learner (ELL) who has exited the ELL program. All former ELLs are required to be "monitored" for four years after they exit the program. As this student's classroom teacher, your feedback is invaluable. Please answer the questions below to provide feedback on how this student is performing academically.

Student Information

First Name	Last Name	Local ID
Student #	Grade Level	School
Exited Monitoring Status	Reclassification Date	Home Language

Monitoring Questions

1. 1. What is the student's current grade in your class?			
A			
B			
C			
D			
F			
2. 2. Academic Literacy and Oral Language Proficiency			
Indicate the student's Proficiency Level with respect to Academic Literacy and Oral Language Standards/Skills in your content area:			
	At or Above Grade Level Proficiency	Approaching Grade Level Proficiency	Below Grade Level Proficiency
Reading			
Writing			
Listening			
Speaking			
3. 3. Is this student's attendance impacting their performance in class?			
Yes			

<input type="checkbox"/>	No
4. 4. Does the student demonstrate the critical thinking skills expected in the course?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Recommendation

As a classroom teacher for this student, I have been able to monitor academic progress during the indicated period and have submitted these answers and comments. Based on my observations, I recommend that (check option below): If you click on "Additional Support" below, please enter a comment with your recommendation for the student.

Select one	
<input type="checkbox"/>	Continue - This student is progressing and achieving academically. No additional support is needed.
<input type="checkbox"/>	Additional Support - This student is not making adequate progress in class. They could benefit from additional academic support.

Signatures

Subject : _____ Date: _____

Student #:
Date:
Time:

Student Meeting Report
Alta Loma School District

Student:
Report: SDC02Standard
Page: 1

Purpose: Reclassification

Meeting Date:

Name #

School:
Grade Level:

Enrolled US:
ELL Entry US:

Years in US Schools:
IEP:

LEP Status:

HLS Date:
Parent Refused EL:

SIFE:

Gender:

ELL Teacher:

DOB:
LTEL:

Asylee/Refugee:

ELP Assessment Results

Test	Date	Listening				Speaking				Reading				Writing				Overall			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
ELPAC Summative																					

Standardized Test Scores

Date	Grade	Test Name	Scores
Date	Grade	i-Ready Diagnostic ELA	Scale Score: 421 Lexile: 75 Placement: K - Mid Relative Placement: On Level Percentile: 93
Date	Grade	i-Ready Diagnostic Math	Scale Score: 386 Quantile: 170 Placement: K - Mid Relative Placement: On Level Percentile: 87
Date	Grade	i-Ready Diagnostic ELA	Scale Score: 422 Lexile: 70 Placement: K - Mid Relative Placement: On Level Percentile: 99
Date	Grade	i-Ready Diagnostic Math	Scale Score: 378 Quantile: 130 Placement: K - Mid Relative Placement: On Level Percentile: 94

Action Items

Deletions	Additions	Decision
ELL Status and Dates:		ELP Designation: EL Monitoring Status: Not Monitored ELL Status: EL Entered ELL: 8/26/2021 Reclassification Date: District Entry Date: 8/9/2021 US School Entry Date: 8/9/2021 Date Monitored Since: LTEL: <input type="checkbox"/> At Risk of LTEL: <input type="checkbox"/> TK: <input type="checkbox"/> CA Race Code: Asian Other ELPI: Current Year: 4 - Bridging Upper ELPI: 1 Year Ago: N/A (No Summative ELPAC) ELPI: 2 Years Ago: N/A (No Summative ELPAC)

Exit Criteria

Please confirm that all of the requirements have been reviewed and the student meets the exit criteria. Data can be viewed by clicking the 'View Test Results' link at the top of the page.

ELPAC
SBAC
Benchmark Assessment
Grades

Parent/Guardian Signature

- ☒ Approved - Parent/Guardian has signed off on the student's reclassification to RFEP status
☐ Not Approved - Parent/Guardian does not agree with reclassification

Reclassification Recommendation

This student has met the criteria to be reclassified from EL to RFEP

- ☒ Yes
☐ No
☐ Alternatively Reclassified (Special Education Teacher Signature Needed)

Meeting Notes

No notes were recorded for this meeting.

Attendee Signatures:

Site
Administrator:

Date:

Parent/Guardian
Parent:

Date:

Teacher:

Date:



Alta Loma School District

NOTIFICATION TO OPT A CHILD OUT OF EL PROGRAMS OR PARTICULAR EL SERVICES

Alta Loma School District
9390 Baseline Rd.
Alta Loma, CA 91701

Date:

Dear Parent/Guardian,

We understand that you would like to decline the English Learner (EL) program or particular EL services proposed for your child, _____ (insert child's name). EL services are specifically designed to help your child obtain English language proficiency as well as acquire grade-level content. However, as stated in our conversation, you have the legal right to opt your child out of the program or particular services.

If you still wish to opt your child out of the EL program or particular EL services, please initial next to each item on the checklist below. Doing so will indicate that you fully understand and agree with each statement. After you have initialed next to each of the statements, please sign, date, and return the form to your child's school. We will keep this document on file stating that you have declined or do not want these indicated EL services for your child.

____ I am aware of my child's English language assessment score and other information about my child's current academic progress, and understand why he/she was recommended for additional English language instruction.

____ I am familiar with the EL programs and services the school has available for my child.

____ I have had the opportunity to discuss the available EL programs and services with the school.

____ I understand that the school believes its recommendation is the most academically beneficial for my child.

____ I understand that my child will still be designated an "English Learner" and have his or her English proficiency assessed once per year until he/she no longer meets the definition of an English Learner.

____ All of this information has been presented to me in a language I fully understand.

I, _____ (insert name), with a full understanding of the above information, wish to

☐ decline **all** of the EL programs and EL services offered to my child.

☐ decline **some** of the EL programs and/or particular EL services offered to my child.

I wish to decline (List program/services)

Parent's Signature

Child's Name


Date

Updated
Jan/2021



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Eric Hart, Associate Superintendent, Administrative Services

Date: May 17, 2023

Subject: Approval of Request for Proposal (RFP) #2022-23-03-CN Pomona Valley Co-Op Grocery Products and Related Items

BACKGROUND: The Alta Loma School District was the lead agency for the 2023-24 Pomona Valley Co-Op Purchasing Group Grocery Products and Related Items RFP. The co-op consists of thirteen districts. This RFP is a line item RFP consisting of 178 line items used in various quantities by the co-op districts. A legal advertisement was published on February 27 and March 6, 2023, in the *Inland Valley Daily Bulletin*. Proposals were opened on April 13, 2023 at 2:00 p.m. Five proposals were received.


RATIONALE: In order for the RFP to proceed, the Board must award the contract to the lowest responsible proposers who are responsive to the call for proposals (Public Contract Code 20111).

The most responsive proposers awarded line items were:

- Gold Star Foods, Inc.
- Loewy Enterprises dba Sunrise Produce
- Sysco Riverside, Inc.


FUNDING: Funding will be paid from Child Nutrition, Fund 13.

RECOMMENDATION: Recommend the Board award the contract for Bid #2022-23-03-CN Pomona Valley Co-Op Grocery Products and Related Items to Gold Star Foods, Inc., Loewy Enterprises dba Sunrise Produce, and Sysco Riverside, Inc. for the 2023-24 school year and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Prepared By:  Heather Sloan, Director, Child Nutrition



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: May 17, 2023
Subject: Management Salary Schedule

BACKGROUND: The Board of Trustees has approved the adoption of new job descriptions for Facilities Supervisor and Transportation Supervisor and approved the amendment and reclassification of the job description for Administrative Secretary, Human Resources to Administrative Assistant, Human Resources (Confidential).

RATIONALE: The current Management Salary Schedule needs to be revised to include new salary ranges for the above referenced job descriptions.

FUNDING: There is no fiscal impact to the general fund for revising the Management Salary Schedule.

RECOMMENDATION: Recommend the Board approve the revised Management Salary Schedule to include the salary ranges for Facilities Supervisor, Transportation Supervisor and Administrative Assistant, Human Resources (Confidential) as presented.

Alta 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
Facilities Supervisor	\$69,840	\$73,681	\$77,365	\$81,234	\$85,295	225 Days
Transportation Supervisor	\$69,840	\$73,681	\$77,365	\$81,234	\$85,295	225 Days
Administrative Assistants						
Administrative Assistant to the Superintendent & Board of Trustees, (Confidential)	\$84,046	\$88,669	\$93,102	\$97,152	\$102,010	225 Days
Administrative Secretary – Administrative Services (Confidential)	\$70,910	\$74,810	\$78,551	\$82,478	\$86,476	225 Days
Administrative Secretary – Educational Services	\$70,910	\$74,810	\$78,551	\$82,478	\$86,476	225 Days
Administrative Assistant – Human Resources (Confidential)	\$61,339	\$64,715	\$68,090	\$71,461	\$74,835	225 Days

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

* 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.


Note: District Dental - no cost to full-time employees. Note: District Medical - up to \$20,571 insurance allowance to full-time employees.

Updated 5/03/23-5/17/23



Superintendent's Memorandum

To: Board of Trustees

From:  Dr. Sherry Smith, Superintendent

Date: May 17, 2023

Subject: Amend Board Policies Related to Students.

BACKGROUND:

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

First Reading

BP 5113 – Absences and Excuses

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 Students, as presented.

Alta Loma SD

Board Policy

Students

BP 5113(a)

ABSENCES AND EXCUSES

The Board of Trustees believes that regular attendance plays an important role in student achievement. ~~The Board recognizes its responsibility under the law to ensure that students attend school regularly. The Board shall work with Pparents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by~~ **and students to ensure their compliance with** all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

~~Excused Absences~~

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, board policy and administrative regulations. (Education Code 46010, 48216, **48205**)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

Inasmuch as school attendance and class participation are an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

~~At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grades 7 through 8, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)~~

~~The Board authorizes students, upon receipt of written consent of their parents/guardians, students will be excused from school in order to participate in religious exercises or to receive moral or religious instruction away from the school at a suitable location designated by their religious group or church. The instruction shall be in addition and supplementary to the instruction in morals, manners and ethical values taught in the classroom. Wherever possible, additional instruction shall be arranged at times other than core instructional periods during the school day.~~

ABSENCES AND EXCUSES (continued)

~~Students shall be excused from school for these purposes no more than one hour per week on no more than four days per month. In each case, the student shall attend school at least the legal minimum school day.~~

~~A student's grades may be affected by chronic unexcused absences in accordance with board policy.~~

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

Policy
adopted: August 23 2006
amended: December 13, 2017

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

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

Standardized Account Code Structure

FUND	
01	GENERAL FUND
13	CAFETERIA FUND
21	BUILDING FUND

RESOURCE	
0000	UNRESTRICTED (BASE - LCFF)
0100	SUPPLEMENTAL - LCFF
1100	LOTTERY - UNRESTRICTED
3010	TITLE I, PART A, BASIC GRANT
3220	CARES ACT
4035	Title II
4127	Title IV
4203	Title III
5310	CHILD NUTRITION
6500	Special Education – State AB602
8150	RRMA Ongoing Maintenance

GOAL	
0000	UNDISTRIBUTED
1000	GENERAL EDUCATION SUMMARY
1110	REGULAR EDUCATION
4760	BILINGUAL EDUCATION
5760	SPECIAL EDUCATION, NONSEVERELY DISABLED AGES 5-22
8300	CHILD CARE SERVICES

FUNCTION	
1000-1999	INSTRUCTION
2000-2999	INSTRUCTION RELATED SERVICES
3000-3999	PUPIL SERVICES
5000-5999	COMMUNITY SERVICES
7000-7999	GENERAL ADMINISTRATION
8000-8999	PLANT SERVICES

OBJECT	
4000-4999	BOOKS, MATERIALS & SUPPLIES
5000-5999	SERVICES & OTHER OPERATING EXPENDITURES
6000-6999	CAPITAL OUTLAY

SCHOOL	
000	DISTRICTWIDE
001	ALTA LOMA ELEMENTARY
002	CARNELIAN ELEMENTARY
004	JASPER ELEMENTARY
005	FLOYD M. STORK ELEMENTARY
006	DEER CANYON ELEMENTARY
007	HERMOSA ELEMENTARY
009	VICTORIA GROVES ELEMENTARY
010	BANYAN ELEMENTARY
303	ALTA LOMA JUNIOR HIGH
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 05/17/2023

02 Alta Loma School District

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
231399	BUDGET BOUNCERS PARTY	Bouncer Rental	1	01	0000	0	0000	2700	5810	005	5109	795.00
											Total	795.00
231400	CENGAGE LEARNING	STUDENT MATH MATERIAL 6TH GRA	1	01	6300	0	1110	1000	5844	000	368D	26,212.33
											Total	26,212.33
231401	CENGAGE LEARNING	STUDENT MATH MATERIAL 7TH / 8T	1	01	6300	0	1110	1000	5844	000	368D	24,315.37
											Total	24,315.37
231402	CENGAGE LEARNING	STUDENT MATH MATERIAL 7TH / 8T	1	01	6300	0	1110	1000	5844	000	368D	21,783.75
											Total	21,783.75
231403	WEST-TECH MECHANICAL INC	SITE INSPECTIONS	1	01	8150	0	0000	8110	5880	000	2076	602.40
											Total	602.40
231404	KOALA T'S APPAREL LLC	ALJH / EZ Ups	1	01	0000	0	0000	2700	4350	303	5109	1,713.23
											Total	1,713.23
231405	MIRACLE RECREATION EQUIP CO	CARNELIAN-PLAYGROUND EQUIPMENT	1	01	8150	0	0000	8110	4380	722	2076	487.65
											Total	487.65
231406	SOUTHWEST SCHOOL&OFFICE SUPPLY	ALJH / Art Supplies	1	01	1100	0	1110	1000	4310	303	920T	142.38
											Total	142.38
231407	HI-LINE MUSIC	ALJH / Instruments	1	01	0000	0	1110	1000	4310	303	570D	948.20
											Total	948.20
231408	GOPHER SPORT	ALJH / Cones	1	01	0000	0	1110	1000	4310	303	570D	560.62
											Total	560.62
231409	BERTRAND MUSIC ENTERPRISES INC	VJH/HARMONY DIRECTOR	1	01	1100	0	1110	1000	4310	308	912T	754.24
											Total	754.24
231410	ODP BUSINESS SOLUTIONS LLC	VJH/FILE FOLDERS	1	01	1100	0	1110	1000	4310	308	935T	54.94
											Total	54.94
231411	KOALA T'S APPAREL LLC	VJH / EZ UPS	1	01	0000	0	0000	2700	4350	308	5001	3,210.95
											Total	3,210.95
231412	ULINE	ALJH / Quad Umbrellas	1	01	0000	0	0000	2700	4350	303	5109	453.80

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 05/17/2023

02 Alta Loma School District

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
											Total	453.80
231413	ALEXANDRIA	IT / Library Software	1	01	0100	0	1110	1000	5844	000	8305	18,958.00
											Total	18,958.00
231414	LAKESHORE EQUIPMENT COMPANY	Instructional supplies	1	01	6500	0	5730	1110	4310	002	5800	418.03
											Total	418.03
231415	ODP BUSINESS SOLUTIONS LLC	Toner	1	01	6500	0	5730	1110	4310	002	5800	98.03
											Total	98.03
231416	ODP BUSINESS SOLUTIONS LLC	VG/ Classroom Supplies	1	01	1100	0	1110	1000	4310	009	902T	900.00
											Total	900.00
231417	ODP BUSINESS SOLUTIONS LLC	DC/INSTR SUPPLIES	1	01	1100	0	1110	1000	4310	006	903T	44.71
											Total	44.71
231418	RILEY'S FARM	ALE/Field Trip 5th grade	1	01	0000	0	1110	1000	5888	001	5109	162.00
											Total	162.00
231419	CHAFFEY JOINT UNION HIGH	Service Fees	1	01	4127	0	1110	1000	5810	000	327D	256.52
											Total	256.52
231420	ODP BUSINESS SOLUTIONS LLC	ALJH / SpEd Supplies	1	01	6500	0	5760	1120	4310	303	622S	173.22
											Total	173.22
231421	STAPLES ADVANTAGE	ALJH / SpEd Classroom Supplies	1	01	6500	0	5760	1120	4310	303	622S	304.92
											Total	304.92
231422	CDW LLC	VJH /BAND COPIER & INK	1	01	1100	0	1110	1000	4310	308	912T	571.98
											Total	571.98
231423	ODP BUSINESS SOLUTIONS LLC	DC/INSTR SUPPLIES	1	01	1100	0	1110	1000	4310	006	903T	238.54
											Total	238.54
231424	ODP BUSINESS SOLUTIONS LLC	DC/INSTR SUPPLIES	1	01	1100	0	1110	1000	4310	006	902T	110.74
											Total	110.74
231425	CDW LLC	IT Repair Labels	1	01	0000	0	0000	7700	4340	000	8305	993.46
											Total	993.46

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 05/17/2023

02 Alta Loma School District

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
231426	LITERACY RESOURCES LLC	BAN/HEGGERTY	1	01	3010	0	1110	1000	4310	010	526D	2,235.00
											Total	2,235.00
231427	GORM INC	ALJH / Custodial Supplies	1	01	0000	0	0000	8211	4370	303	570D	4,000.00
											Total	4,000.00
231428	SCHOOL SPECIALTY INC	ALE/ Office table/chairs	1	01	0000	0	0000	2700	4350	001	5501	1,268.20
											Total	1,268.20
231429	SCHOOL SERVICES OF CALIF INC	SPECIAL ED	1	01	6536	0	5760	2100	5200	720	622S	275.00
											Total	275.00
231430	CDW LLC	ADMIN SERVICES/PRINTER	1	01	0000	0	0000	7200	4340	720	2200	969.24
											Total	969.24
231431	BAY ALARM COMPANY	DEVICE INSTALLATION	1	01	8150	0	0000	8110	5631	000	2076	5,250.00
											Total	5,250.00
231432	READING HORIZONS	SPECIAL ED	1	01	6537	0	5760	1190	5810	000	6637	3,500.00
			2	01	6537	0	5760	1110	4310	000	622S	41,308.30
											Total	44,808.30
231433	READING HORIZONS	SPECIAL ED	1	01	6537	0	5760	1110	5810	720	600S	3,500.00
			2	01	6537	0	5760	1110	4310	000	622S	7,119.47
											Total	10,619.47
231434	AAA CONTAINER SALES & RENTALS	M&O / STORAGE CONTAINER RENTAL	1	01	8150	0	0000	8110	5611	000	2076	1,600.04
											Total	1,600.04
231435	STOTZ EQUIPMENT	MOWER REPAIR	1	01	0000	0	0000	8211	4370	000	2095	1,269.11
			2	01	0000	0	0000	8211	5631	000	2095	820.00
											Total	2,089.11
231436	CDW LLC	IT USB's	1	21	0000	0	0000	8580	4340	009	7309	579.26
											Total	579.26
231437	ART SPECIAL TIES	office supplies	1	01	5634	0	8500	5000	4350	000	3634	435.19
											Total	435.19
231438	E3 AUDIOMETRICS INC	SPECIAL ED	1	01	0000	0	0000	3140	5631	000	6612	1,870.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 05/17/2023

02 Alta Loma School District

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
											Total	
231439	COMMERCIAL COMPUTER SERVICES	Sound system for outdoor activ	1	01	0000	0	0000	8580	6443	002	5501	1,870.00
											Total	5,379.96
231440	CDW LLC	DSC - BOARD ROOM	1	01	8150	0	0000	8110	4440	000	2076	5,379.96
											Total	4,226.25
231441	JANUS CORPORATION	2022-23-02 Alta Loma Elementar	1	01	3213	0	0000	8530	6261	001	3213	4,226.25
											Total	99,462.00
231442	SOUTHCOAST ACOUSTICAL	2022-23-02 Alta Loma Elementar	1	01	3213	0	0000	8530	6250	001	3213	99,462.00
											Total	52,730.00
231443	NORTH AMERICAN RESCUE LLC	VG/ Tourmiquets	1	01	0000	0	0000	2700	4350	009	5501	52,730.00
											Total	1,758.90
231444	CROWN AWARDS	HERM/TROPHIES	1	01	0000	0	1110	1000	5890	007	570D	1,758.90
											Total	224.86
231445	CONTINENTAL PLUMBING	2022-23-02 Alta Loma Elementar	1	01	3213	0	0000	8530	6254	001	3213	224.86
											Total	93,776.00
231446	DANIEL'S ELECTRICAL	2022-23-02 Alta Loma Elementar	1	01	3213	0	0000	8530	6253	001	3213	93,776.00
											Total	245,000.00
231447	KOALA T'S APPAREL LLC	Lanyards and Badges	1	01	2600	0	8500	5000	5890	000	3600	245,000.00
											Total	544.98
231448	SPEC CONSTRUCTION CO. INC	2022-23-02 Alta Loma Elementar	1	01	3213	0	0000	8530	6250	001	3213	544.98
											Total	682,900.00
231449	GORM INC	Vacuums	1	01	2600	0	8500	5000	4350	000	3600	682,900.00
											Total	2,438.43
231450	OFFICE & ERGONOMIC SOLUTIONS	office furniture	1	01	2600	0	8500	5000	4450	720	3600	2,438.43
											Total	6,241.98
		Purchase Order Count: 52									Grand Total	1,375,947.18

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
Board of Trustees Meeting 05/17/2023

02 Alta Loma School District

	Fiscal Year: 2023
Fund 01	1,375,367.92
Fund 21	579.26

Fund Summary:

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 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000703-0 AUDIT

Reference Vendor
PO231333-001 JUST PLAY ADVENTURE PARK

Description	Amount
Just Play Field Trip	3,185.00
Total Payment Amount	3,185.00
Transmittal Total	3,185.00
Fund Summary: Fund 01	3,185.00

Transmittal Number: 23000703-0
PO231343-002 BULLWINKLES

Jasper / 6th Grade EOY Field T	2,767.71
Total Payment Amount	2,767.71
Transmittal Total	2,767.71
Fund Summary: Fund 01	2,767.71

PO230261-020 CUCAMONGA VALLEY	4.72
PO230261-021 CUCAMONGA VALLEY	853.40
PO230261-022 CUCAMONGA VALLEY	465.18
PO230347-028 CUCAMONGA VALLEY	652.62
PO230347-030 CUCAMONGA VALLEY	146.80
PO230347-031 CUCAMONGA VALLEY	843.71
PO230347-032 CUCAMONGA VALLEY	7.59
Total Payment Amount	2,974.02

PO230633-009 SUNBEAM SOLAR OPERATIONS LLC

DISTRICT WIDE / SOLAR ENEGRY U	44,437.28
Total Payment Amount	44,437.28
Transmittal Total	50,179.01
Fund Summary: Fund 01	50,179.01

Transmittal Number: 23000704-0
PO231273-004 BEARCOM

M&O /SITE RADIOS	3,938.15
Total Payment Amount	3,938.15
Transmittal Total	3,938.15
Fund Summary: Fund 01	3,938.15

Transmittal Number: 23000705-0
PV230712-001 ALVAREZ, CASEY

Total Payment Amount	122.60
Transmittal Total	122.60

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000705-0		Description	Amount
Reference	Vendor		
PV230718-001	BAILEY, JOHANNA	Total Payment Amount	94.26 94.26
PV230713-001	CHAIRES, MARISSA	Total Payment Amount	33.00 33.00
PV230714-001	DIAZ, STEPHANIE	Total Payment Amount	218.36 218.36
PV230715-001	DZAMA, MATTHEW	Total Payment Amount	215.87 215.87
PV230716-001	KENYON, REBECCA	Total Payment Amount	256.34 256.34
PV230717-001	LACHASE, CARLA	Total Payment Amount	331.58 331.58
PV230721-001	POSTOVOIT, CHEYENNE	Total Payment Amount	335.24 335.24
PV230719-001	POUNDS, FELICIA	Total Payment Amount	357.91 357.91
PV230720-001	ST.PIERRE , MOLLY	Total Payment Amount	47.27 47.27
PV230722-001	WENTWORTH, JULIE	Total Payment Amount	197.84 197.84
		Transmittal Total	2,210.27
		Fund Summary: Fund 01	2,210.27
		Total Payment Amount	21.10 21.10
			12.00

Transmittal Number: 23000706-0
 MV230319-001 BATOO DOST ALI

MV230320-001 BRAD NIEMAND

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000706-0

Reference	Vendor	Description	Total Payment Amount	Amount
MV230321-001	BRANDY TAYLOR		12.00	7.75
				7.75
MV230322-001	CANDICE NEWMAN			55.65
				55.65
MV230323-001	CASEY AU			9.70
				9.70
MV230324-001	CHRISTIE YOST			22.75
				22.75
MV230326-001	GORDON REED			59.55
				59.55
MV230325-001	GRACIELA GARCIA MCKINLEY			9.25
				9.25
MV230327-001	HO LEE			76.25
				76.25
MV230328-001	JESSICA HACKER			48.50
				48.50
MV230329-001	JWAN KHASRAW			25.95
				25.95
MV230330-001	LAURA BELL-NIXON			21.25
				21.25
MV230331-001	LAURA SHELTON			144.00
				144.00
MV230332-001	LAURA ZWERNER			22.65
				22.65
MV230333-001	LAUREL ELLEDGE			75.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000706-0

Reference	Vendor	Description	Total Payment Amount	Amount
MV230334-001	MARLENE J. COX			168.00
			Total Payment Amount	168.00
MV230335-001	MONICA FREITAS			23.40
			Total Payment Amount	23.40
MV230336-001	RACHEL VAN VELDHUIZEN			34.75
			Total Payment Amount	34.75
MV230337-001	STANLEY MWAURA			96.00
			Total Payment Amount	96.00
MV230338-001	TAI GUO			95.00
			Total Payment Amount	95.00
MV230339-001	TRACY HERNANDEZ			138.00
			Total Payment Amount	138.00
MV230340-001	VANESSA WARE			23.00
			Total Payment Amount	23.00
MV230341-001	YING LI			156.65
			Total Payment Amount	156.65
		Transmittal Total		1,346.15
		Fund Summary: Fund 13		1,346.15
		Total Payment Amount		502.70
		Transmittal Total		502.70
		Fund Summary: Fund 01		502.70

Transmittal Number: 23000707-0
 PV230723-001 U S BANK

Transmittal Number: 23000708-0

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000708-0		Description	Amount
Reference	Vendor		
PV230725-001	CAMPAGNE, CARRIE	Total Payment Amount	202.74 202.74
PV230730-001	CARTER, ANDREW	Total Payment Amount	26.72 26.72
PV230728-001	CAZARES, AMANDA	Total Payment Amount	101.55 101.55
PV230729-001	CRITCHFIELD, DAWN	Total Payment Amount	198.96 198.96
PV230724-001	FLORES, APRIL	Total Payment Amount	85.42 85.42
PV230731-001	MARTINEZ, JESSICA	Total Payment Amount	395.62 395.62
PV230727-001	MINOR, KATHLEEN	Total Payment Amount	332.65 332.65
PV230726-001	RICE, JENNIFER	Total Payment Amount	333.21 333.21
		Transmittal Total	1,676.87
		Fund Summary: Fund 01	1,676.87
Transmittal Number: 23000709-0 AUDIT		ALE/TK Instructional supplies	
PO231280-001	LAKESHORE LEARNING MATERIALS		
		Total Payment Amount	1,958.58 1,958.58
		Transmittal Total	1,958.58
		Fund Summary: Fund 01	1,958.58
Transmittal Number: 23000709-0		VJH / TRACK JERSEYS	
PO231357-001	EMPIRE SPORTS		
		Total Payment Amount	566.17 566.17

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000709-0				
Reference	Vendor	Description	Amount	
PO231355-001	GRAD AWARDS LLC	ALJH / CJSF Honor Member Award	1,526.06	
		Total Payment Amount	1,526.06	
PO230073-002	IMS REFRIGERATION INC.	MAINTENANCE /SERVICE OF ICE MA	506.59	
		Total Payment Amount	506.59	
PO230243-008	J W PEPPER & SON INC	VJH / OPEN PO FOR MUSIC	163.16	
		Total Payment Amount	163.16	
PO230099-007	JAYCOX CONSTRUCTION CNG	M&O/CNG PREVENTATIVE MAINTENAN	895.00	
		Total Payment Amount	895.00	
PO230025-014	KC SERVICES	TRANSPORTATION / BUS AND FLEET	516.00	
		Total Payment Amount	516.00	
PO231222-001	KOALA T'S APPAREL LLC	ALJH / Swag Store	1,508.50	
		Total Payment Amount	1,508.50	
PO230422-040	MAXIM HEALTHCARE STAFFING	SPECIAL ED	11,940.40	
		Total Payment Amount	11,940.40	
PO230193-061	SMART & FINAL	CC / SUPP OPEN,	819.66	
PO230359-009	SMART & FINAL	ALE / OPEN MTG SUPP	24.97	
		Total Payment Amount	844.63	
		Transmittal Total	18,466.51	
		Fund Summary: Fund 01	18,466.51	
Transmittal Number: 23000710-0				
PO230558-002	KOALA T'S APPAREL LLC	ALE/Student incentives, PBIS,	624.95	
		Total Payment Amount	624.95	
PO230422-041	MAXIM HEALTHCARE STAFFING	SPECIAL ED	1,296.00	
		Total Payment Amount	1,296.00	
PO230193-062	SMART & FINAL	CC / SUPP OPEN,	7.99	
PO230349-010	SMART & FINAL	ALJH / Instr Supplies	64.62	
PO230359-010	SMART & FINAL	ALE / OPEN MTG SUPP	37.97	

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000710-0

Reference	Vendor
PO230524-025	SMART & FINAL
PO231076-005	SMART & FINAL

Description	Amount
STRK / Smart & Final Open PO 2	209.44
ALJH / Open Supplies	241.87
Total Payment Amount	561.89

Transmittal Total

2,482.84

Fund Summary: Fund 01

2,482.84

Transmittal Number: 23000711-0

PO230414-023	ASIAN-AMERICAN RESOURCE CENTER
PO230414-024	ASIAN-AMERICAN RESOURCE CENTER
PO230414-025	ASIAN-AMERICAN RESOURCE CENTER
PO230414-026	ASIAN-AMERICAN RESOURCE CENTER

SPECIAL ED/CONSULTANT SERVICES	197.16
SPECIAL ED/CONSULTANT SERVICES	169.65
SPECIAL ED/CONSULTANT SERVICES	169.65
SPECIAL ED/CONSULTANT SERVICES	186.03
Total Payment Amount	722.49

PO230858-006	BARNES & NOBLE
PO230858-007	BARNES & NOBLE

DC/BOOKS	817.50
DC/BOOKS	4.51
Total Payment Amount	822.01

PO230215-009

CHARTER COMMUNICATIONS

FIBER INTERNET

Total Payment Amount	800.00
Total Payment Amount	800.00

PO230262-010	SO. CALIFORNIA GAS COMPANY
PO230335-010	SO. CALIFORNIA GAS COMPANY
PO230345-010	SO. CALIFORNIA GAS COMPANY
PO230348-010	SO. CALIFORNIA GAS COMPANY

GAS / VG	647.46
GAS / DSC	1,319.58
GAS / CARN	952.79
GAS / BAN	916.75
Total Payment Amount	3,836.58

PO230204-010

SPARKLETT'S

HERM/BOTTLED WATER SERVICE

Total Payment Amount	13.49
Total Payment Amount	13.49

PO230381-010

VERIZON BUSINESS

DSC / LONG DISTANCE VERIZON

Total Payment Amount	40.48
Total Payment Amount	40.48

PO230737-006

VERIZON

IT/ HOTSPOTS

Total Payment Amount	25.52
Total Payment Amount	25.52

Transmittal Total

6,260.57

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000711-0

Fund Summary: Fund 01

6,260.57

Transmittal Number: 23000712-0

Reference Vendor
PV230732-001 U S BANK

Description

Total Payment Amount

Transmittal Total

Fund Summary: Fund 01

Amount
614.38
614.38

614.38

614.38

Transmittal Number: 23000713-0

PO231380-001 A & J ENGRAVING

VJH / TROPHIES FOR EOY AWARDS
Total Payment Amount

327.56
327.56

PO230947-013 ADAMS SILVA & MCNALLY LLP
PO230947-014 ADAMS SILVA & MCNALLY LLP

SUPERINTENDENT - Retainer agre
SUPERINTENDENT - Retainer agre
Total Payment Amount

487.50
4,706.00
5,193.50

PO231381-001 BERTRANDS MUSIC

VJH / AMP
Total Payment Amount

1,129.22
1,129.22

PO231193-001 BSN SPORTS LLC

Playground Equipment
Total Payment Amount

477.76
477.76

PO230332-044 FRONTIER COMMUNICATIONS
PO230332-045 FRONTIER COMMUNICATIONS

DSC / U-PHONE LINES, DSC-SITES
DSC / U-PHONE LINES, DSC-SITES
Total Payment Amount

1,652.64
112.88
1,765.52

PO230912-001 RIVERSIDE COUNTY OFFICE OF ED

ED SVCS / INDUCTION PROGRAM F
Total Payment Amount

26,400.00
26,400.00

PO231366-001 SO CAL TEAM SPORTS LLC

DC/SHIRTS
Total Payment Amount

1,279.53
1,279.53

PO230326-010 SOUTHERN CALIFORNIA EDISON
PO230331-010 SOUTHERN CALIFORNIA EDISON
PO230336-010 SOUTHERN CALIFORNIA EDISON
PO230342-010 SOUTHERN CALIFORNIA EDISON
PO230346-010 SOUTHERN CALIFORNIA EDISON

ELECTRICITY / JASP
ELECTRICITY / HERM
ELECTRICITY / DSC
ELECTRICITY / DC
ELECTRICITY / CARN

2,144.00
1,652.69
3,184.73
2,152.19
1,850.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000713-0		Vendor		Description	Amount
Reference					
PO230356-019		SOUTHERN CALIFORNIA EDISON		ELECTRICITY / ALJH	419.04
PO230356-020		SOUTHERN CALIFORNIA EDISON		ELECTRICITY / ALJH	2,611.84
PO230369-010		SOUTHERN CALIFORNIA EDISON		ELECTRICITY / ALE	1,491.50
PO230370-010		SOUTHERN CALIFORNIA EDISON		ELECTRICITY / VJH	2,418.97
PO230371-010		SOUTHERN CALIFORNIA EDISON		ELECTRICITY / VG	3,211.64
PO230372-019		SOUTHERN CALIFORNIA EDISON		ELECTRICITY / STRK	1,992.98
PO230372-020		SOUTHERN CALIFORNIA EDISON		ELECTRICITY / STRK	1,910.25
				Total Payment Amount	25,039.83
PO230231-004		SPIRAL BINDING LLC		PRINT SHOP / SUPP-OPEN	227.08
				Total Payment Amount	227.08
PO230333-014		STERICYCLE INC		DISTRICT SUPPORT / SHREDDING S	126.24
				Total Payment Amount	126.24
PO230855-005		SUNSHINE GROWERS		M&O / GRNDS / OPEN SUPPLIES	706.84
				Total Payment Amount	706.84
PO230283-005		ULINE		M&O / OPEN / SUPPLIES	84.20
				Total Payment Amount	84.20
				Transmittal Total	62,757.28
				Fund Summary: Fund 01	62,757.28
Transmittal Number: 23000714-0		FEDEX		ADMIN SERVICES / OPEN FEDEX	186.18
PO230366-009				Total Payment Amount	186.18
PO230532-008		GORM INC		VG / Gorm OPEN	165.76
				Total Payment Amount	165.76
PO230619-005		JOHN R. BYERLY INC		ADMIN SERVICES/ SPECIAL INSPEC	434.00
				Total Payment Amount	434.00
PO231352-001		MANGO MATH GROUP LLC		Mango Math Complete Set	23,308.96
				Total Payment Amount	23,308.96
PO230139-031		ODP BUSINESS SOLUTIONS LLC		VJH / OPEN PO OFFICE SUPPLIES	35.37

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000714-0		Vendor		Description	Amount
PO230139-032	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES			25.67
PO230139-033	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES			2.46
PO230139-034	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES			28.19
PO230139-035	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES			171.59
PO230143-001	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN Title 1 Instructio			82.93
PO230143-002	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN Title 1 Instructio			63.79
PO230148-004	ODP BUSINESS SOLUTIONS LLC	DC/OPEN-TITLE I			72.49
PO230148-005	ODP BUSINESS SOLUTIONS LLC	DC/OPEN-TITLE I			135.56
PO230148-006	ODP BUSINESS SOLUTIONS LLC	DC/OPEN-TITLE I			32.79
PO230148-007	ODP BUSINESS SOLUTIONS LLC	DC/OPEN-TITLE I			255.50
		Total Payment Amount			906.34
PO231204-001	OFFICE & ERGONOMIC SOLUTIONS	Office Furniture - HR Office			994.53
		Total Payment Amount			994.53
PO230193-063	SMART & FINAL	CC / SUPP OPEN,			196.90
PO230541-007	SMART & FINAL	VG / OPEN Smart & Final			290.77
		Total Payment Amount			487.67
		Transmittal Total			26,483.44
		Fund Summary:	Fund 01		26,049.44
			Fund 21		434.00
Transmittal Number: 23000715-0	THEATRE EXPERIENCE OF				
PO231339-001		Bridges Auditorium			999.00
		Total Payment Amount			999.00
		Transmittal Total			999.00
		Fund Summary:	Fund 01		999.00
Transmittal Number: 23000716-0	SAN BERNARDINO COUNTY MUSEUM				
PO231370-001		CARN / Field Trip, ,			332.00
		Total Payment Amount			332.00
PO230163-015	SW SCHOOL SUPPLY	ALE / OPEN INSTR SUPP			113.43
PO230163-016	SW SCHOOL SUPPLY	ALE / OPEN INSTR SUPP			16.90
PO230163-017	SW SCHOOL SUPPLY	ALE / OPEN INSTR SUPP			52.59

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000716-0	Vendor	Description	Amount
PO230163-018	SW SCHOOL SUPPLY	ALE / OPEN INSTR SUPP	90.21
		Total Payment Amount	273.13
		Transmittal Total	605.13
		Fund Summary: Fund 01	605.13
Transmittal Number: 23000717-0			
PO230162-014	SW SCHOOL SUPPLY	HERMOSA / Open Instr Supp	403.49
PO231295-001	SW SCHOOL SUPPLY	ALJH / Art Supplies	134.54
PO231314-001	SW SCHOOL SUPPLY	ALJH / Rulers/Social Studies &	70.19
PO231314-002	SW SCHOOL SUPPLY	ALJH / Rulers/Social Studies &	24.14
		Total Payment Amount	632.36
		Transmittal Total	632.36
		Fund Summary: Fund 01	632.36
Transmittal Number: 23000718-0			
PO230542-020	SW SCHOOL SUPPLY	BAN / OPEN-INSTRUCTIONAL SUPPL	165.02
PO230542-021	SW SCHOOL SUPPLY	BAN / OPEN-INSTRUCTIONAL SUPPL	276.21
PO230543-008	SW SCHOOL SUPPLY	VG / Open Southwest	144.65
		Total Payment Amount	585.88
		Transmittal Total	585.88
		Fund Summary: Fund 01	585.88
Transmittal Number: 23000719-0			
PO230127-015	GORM INC	Camelian /GORM	472.39
		Total Payment Amount	472.39
PO230521-023	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Of	24.77
PO230521-024	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Of	80.58
PO230521-025	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Of	63.41
PO230521-026	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Of	32.31
PO230521-027	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Of	19.87
PO230522-004	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Pr	12.92
PO230522-005	ODP BUSINESS SOLUTIONS LLC	STRK / Office Depot Open PO/Pr	151.43

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000719-0		Vendor		Description	Amount
Reference					
PO230522-006		ODP BUSINESS SOLUTIONS LLC		STRK / Office Depot Open PO/Pr	7.21
PO231233-001		ODP BUSINESS SOLUTIONS LLC		VG/ Stamps	120.00
PO231238-001		ODP BUSINESS SOLUTIONS LLC		ALJH / SAI Supplies	32.07
PO231238-002		ODP BUSINESS SOLUTIONS LLC		ALJH / SAI Supplies	96.96
				Total Payment Amount	641.53
PO230524-026		SMART & FINAL		STRK / Smart & Final Open PO 2	402.40
				Total Payment Amount	402.40
				Transmittal Total	1,516.32
			Fund Summary:	Fund 01	1,516.32
Transmittal Number: 23000720-0 AUDIT		SOCAL FILTERS AND SERVICES INC		M&O/MAINTENANCE SUPPLIES	5,443.27
PO230029-004				Total Payment Amount	5,443.27
				Transmittal Total	5,443.27
			Fund Summary:	Fund 01	5,443.27
Transmittal Number: 23000720-0		AAA CONTAINER SALES & RENTALS		M&O / STORAGE CONTAINER RENTAL	172.40
PO230170-009				Total Payment Amount	172.40
PO230018-014		BATTERY SYSTEMS		TRANSPORTATION / OPEN BATTERIE	2,222.77
				Total Payment Amount	2,222.77
PO230013-003		BILL & WAG'S INC		TRANSPORTATION / OPEN TOWING	464.06
				Total Payment Amount	464.06
PO230275-006		CHEROKEE WOOD PRODUCTS		M&O / OPEN SUPPLIES	162.18
				Total Payment Amount	162.18
PO231382-001		SPEED STACKS INC		VG/ STEM	107.71
				Total Payment Amount	107.71
PO231337-001		U.S. POSTMASTER		ALJH / Postage	945.00
				Total Payment Amount	945.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000720-0

Transmittal Total
4,074.12

Fund Summary: Fund 01
4,074.12

Transmittal Number: 23000721-0 AUDIT
Reference Vendor
PO231413-001 COMPANION CORPORATION

Description Amount
IT / Library Software 18,958.00
Total Payment Amount 18,958.00

PO231398-001 TOOLS4EVER
IT / Maintenance 4,065.92
Total Payment Amount 4,065.92

Transmittal Total
23,023.92

Fund Summary: Fund 01
23,023.92

Transmittal Number: 23000721-0
PO230858-008 BARNES & NOBLE

DC/BOOKS 143.16
Total Payment Amount 143.16

PO230018-015 BATTERY SYSTEMS

TRANSPORTATION / OPEN BATTERIE 345.64
Total Payment Amount 345.64

PO230077-011 BAY ALARM 209.00
PO230077-012 BAY ALARM 157.00
PO230077-013 BAY ALARM 85.00
PO230077-014 BAY ALARM 241.00
PO230077-015 BAY ALARM 105.00
PO230077-016 BAY ALARM 45.00
PO230077-017 BAY ALARM 94.00
PO230077-018 BAY ALARM 229.00
PO230077-019 BAY ALARM 313.00
PO230077-020 BAY ALARM 168.00
PO230077-021 BAY ALARM 50.54
PO230077-022 BAY ALARM 170.00
PO230077-023 BAY ALARM 218.00

M&O / MAINTENANCE AGREEMENT 209.00
M&O / MAINTENANCE AGREEMENT 157.00
M&O / MAINTENANCE AGREEMENT 85.00
M&O / MAINTENANCE AGREEMENT 241.00
M&O / MAINTENANCE AGREEMENT 105.00
M&O / MAINTENANCE AGREEMENT 45.00
M&O / MAINTENANCE AGREEMENT 94.00
M&O / MAINTENANCE AGREEMENT 229.00
M&O / MAINTENANCE AGREEMENT 313.00
M&O / MAINTENANCE AGREEMENT 168.00
M&O / MAINTENANCE AGREEMENT 50.54
M&O / MAINTENANCE AGREEMENT 170.00
M&O / MAINTENANCE AGREEMENT 218.00
Total Payment Amount 2,084.54

PO231364-001 DEMCO INC
PO231374-001 DEMCO INC

DC/LIBRARY 93.02
BAN/DEMCO 239.81

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000721-0

Reference	Vendor	Description	Total Payment Amount	Amount
PO230332-046	FRONTIER CALIFORNIA INC	DSC / U-PHONE LINES, DSC-SITES		2,100.48
		Total Payment Amount		2,100.48
PO230292-025	RBM LOCK & KEY SERVICE	M&O / OPEN SUPPLIES		13.01
PO230292-026	RBM LOCK & KEY SERVICE	M&O / OPEN SUPPLIES		19.55
		Total Payment Amount		32.56
PO230260-010	SO. CALIFORNIA GAS COMPANY	GAS / VJH		1,271.41
PO230270-009	SO. CALIFORNIA GAS COMPANY	GAS / STRK		980.73
PO230325-011	SO. CALIFORNIA GAS COMPANY	GAS / JASP		767.37
PO230330-006	SO. CALIFORNIA GAS COMPANY	GAS / HERM		659.14
PO230341-010	SO. CALIFORNIA GAS COMPANY	GAS / DC		613.43
PO230355-010	SO. CALIFORNIA GAS COMPANY	GAS / ALJH		1,282.88
PO230364-010	SO. CALIFORNIA GAS COMPANY	GAS / ALE		931.37
		Total Payment Amount		6,506.33
PO231403-001	WEST-TECH MECHANICAL INC	SITE INSPECTIONS		602.40
		Total Payment Amount		602.40
		Transmittal Total		12,147.94
		Fund Summary: Fund 01		12,147.94
Transmittal Number: 23000722-0				
PO230127-016	GORM INC	Camelian /GORM		107.75
PO230127-017	GORM INC	Camelian /GORM		1,115.59
		Total Payment Amount		1,223.34
PO230556-004	HI-LINE MUSIC	ED SVCS /Instrumental Supplie		192.88
PO230556-005	HI-LINE MUSIC	ED SVCS /Instrumental Supplie		804.62
		Total Payment Amount		997.50
PO230025-015	KC SERVICES	TRANSPORTATION / BUS AND FLEET		540.00
		Total Payment Amount		540.00
PO230409-015	KING FENCING INC	M&O / FENCING REPAIR		1,200.00
		Total Payment Amount		1,200.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000722-0					
Reference	Vendor		Description	Amount	
PO230492-005	KOALA T'S APPAREL LLC		STRK / Open PO Incentives 22-2	415.90	
			Total Payment Amount	415.90	
PO230631-020	LAKESHORE LEARNING MATERIALS		CC / Lakeshore	63.96	
PO231384-001	LAKESHORE LEARNING MATERIALS		ALE/Instructional Supplies	181.17	
			Total Payment Amount	245.13	
PO230422-042	MAXIM HEALTHCARE STAFFING		SPECIAL ED	296.16	
			Total Payment Amount	296.16	
PO230424-009	ODP BUSINESS SOLUTIONS LLC		SPECIAL ED	258.56	
PO230424-010	ODP BUSINESS SOLUTIONS LLC		SPECIAL ED	78.74	
PO230424-011	ODP BUSINESS SOLUTIONS LLC		SPECIAL ED	395.03	
			Total Payment Amount	732.33	
PO230193-064	SMART & FINAL		CC / SUPP OPEN,	562.11	
			Total Payment Amount	562.11	
PO230280-003	TURBOSCAPE INC		M&O / OPEN/SUPPLIES	2,940.00	
			Total Payment Amount	2,940.00	
PO230284-009	VISTA PAINT CORP		M&O / OPEN SUPPLIES	566.52	
			Total Payment Amount	566.52	
			Transmittal Total	9,718.99	
Fund Summary:			Fund 01		
Transmittal Number: 23000723-0					
PO231336-001	GORM INC		Wet/Dry Extractor	1,228.02	
			Total Payment Amount	1,228.02	
PO230422-043	MAXIM HEALTHCARE STAFFING		SPECIAL ED	15,820.80	
			Total Payment Amount	15,820.80	
PO230467-007	MONOPRICE INC		IT / Open Supplies	414.32	
			Total Payment Amount	414.32	
PO230448-013	ODP BUSINESS SOLUTIONS LLC		FISCAL SERVICES / OPEN OFFICE	225.29	

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

Fiscal Year: 2023

02 Alta Loma School District

Transmittal Number: 23000723-0

Reference	Vendor	Description	Amount
PO230448-014	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	12.70
PO230448-015	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	85.95
PO230448-016	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	(90.67)
PO230448-017	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	212.83
PO230448-018	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	6.24
PO230448-019	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	57.47
PO231243-001	ODP BUSINESS SOLUTIONS LLC	BAN/OFFICE DEPOT MILLER	182.28
		Total Payment Amount	692.09

PO230287-019	THOMPSON PLUMBING SUPPLY	M&O / OPEN SUPPLIES	2,573.74
PO230287-020	THOMPSON PLUMBING SUPPLY	M&O / OPEN SUPPLIES	(47.78)
		Total Payment Amount	2,525.96

Transmittal Total

20,681.19

Fund Summary:

Fund 01

20,681.19

Transmittal Number: 23000724-0

PV230740-001	BAILEY, JOHANNA		72.93
		Total Payment Amount	72.93

PV230733-001	CAMPAGNE, CARRIE		9.10
		Total Payment Amount	9.10

PV230734-001	CRUZ, MARGAUX		106.41
		Total Payment Amount	106.41

PV230741-001	GARZA, EMILY		161.27
		Total Payment Amount	161.27

PV230735-001	GUERRERO , TED JR		196.12
		Total Payment Amount	196.12

PV230736-001	HOOPER, MONIQUE		180.73
		Total Payment Amount	180.73

PV230748-001	LOWRY, MARLA		126.20
PV230749-001	LOWRY, MARLA		277.56
		Total Payment Amount	403.76

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000724-0			
Reference	Vendor	Description	Amount
PO230134-059	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	36.12
PO230134-060	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	30.69
PO230134-061	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	6.94
PO230134-062	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	499.55
		Total Payment Amount	573.30
PV230737-001	PACKER, JAMIE	Total Payment Amount	13.31
			13.31
PV230742-001	PHILLIPS-VASQUES, REBECCA	Total Payment Amount	221.46
			221.46
PV230739-001	REYNOLDS, JENNIFER	Total Payment Amount	41.65
			41.65
PV230738-001	ROHALY-PUGH, DANIELLA	Total Payment Amount	56.29
			56.29
PV230743-001	SCLAFANI, CHRISTIE	Total Payment Amount	116.70
			116.70
PV230744-001	VIDAL, SHANNON	Total Payment Amount	191.30
			191.30
PV230746-001	WALKER, SARAH	Total Payment Amount	246.73
			246.73
PV230745-001	WON, JENNIFER	Total Payment Amount	127.56
			127.56
PV230747-001	YOUNGSTROM, TAMARA	Total Payment Amount	227.50
			227.50
		Transmittal Total	2,946.12
Fund Summary:		Fund 01	2,946.12
			(70.02)

Transmittal Number: 23000725-0 AUDIT
 CM230024-001 U S BANK

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 05/17/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000725-0 AUDIT
Reference PV230750-001
Vendor U S BANK

Description	Amount
Total Payment Amount	15,084.65
Transmittal Total	15,014.63
Fund Summary: Fund 01	15,014.63

Transmittal Number: 23000726-0
PO230949-002 BIG AL'S

HERM/FIELD TRIP	1,627.41
Total Payment Amount	1,627.41
Transmittal Total	1,627.41
Fund Summary: Fund 01	1,627.41

Transmittal Number: 23000727-0 AUDIT
PO230396-025 P & R PAPER SUPPLY
PO230396-027 P & R PAPER SUPPLY

CN /Paper Goods	2,419.79
CN /Paper Goods	2,585.55
Total Payment Amount	5,005.34
Transmittal Total	5,005.34
Fund Summary: Fund 13	5,005.34

Transmittal Number: 23000727-0
PO230397-010 DRIFTWOOD DAIRY INC.

CN /Dairy Products	25,935.46
Total Payment Amount	25,935.46

PO230396-026 P & R PAPER SUPPLY
PO230396-028 P & R PAPER SUPPLY

CN /Paper Goods	1,870.09
CN /Paper Goods	4,521.80
Total Payment Amount	6,391.89

PO230399-004 PAPE MATERIAL HANDLING INC

CN / Forklift maintenance & Re	105.23
Total Payment Amount	105.23

Transmittal Total	32,432.58
Fund Summary: Fund 13	32,432.58

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000728-0 AUDIT
Reference
 PO230182-001 Vendor
 BOWLERO

Description
 DC/FIELD TRIP
Total Payment Amount

Amount
 1,964.45
 1,964.45

1,964.45

Transmittal Total

1,964.45

Fund Summary: Fund 01

Transmittal Number: 23000729-0 AUDIT
 PO231396-001 SPHERO INC

Description
 Sphero
Total Payment Amount

66,753.65
 66,753.65

66,753.65

Transmittal Total

66,753.65

Fund Summary: Fund 01

Transmittal Number: 23000729-0
 PO230858-009 BARNES & NOBLE

Description
 DC/BOOKS
Total Payment Amount

722.51
 722.51

722.51

Total Payment Amount

PO231409-001 BERTRAND MUSIC ENTERPRISES INC

754.24
 754.24

754.24

Total Payment Amount

PO231375-001 BOOKPAL

570.66
 570.66

570.66

Total Payment Amount

PO230462-013 CDW GOVERNMENT LLC
 PO231395-001 CDW GOVERNMENT LLC

407.62
 2,500.00
 2,907.62

2,907.62

Total Payment Amount

PO230872-001 SANTA ANA ZOO AT PRENTICE PARK

789.00
 789.00

789.00

Total Payment Amount

PO231296-001 SCHOOL SPECIALTY LLC

1,358.50
 1,358.50

1,358.50

Total Payment Amount

PO230373-009 SOUTHERN CALIFORNIA EDISON

2,118.35
 2,118.35

2,118.35

Total Payment Amount

PO230374-011 T-MOBILE

19.86

M&O / CELL PHONE SERVICE

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000729-0					
Reference	Vendor	Description	Amount		
PO230653-010	T-MOBILE	NURSE / CELL PHONE SERVICE	29.79		
PO230707-010	T-MOBILE	CHILD CARE / CELL PHONE SERVIC	85.05		
		Total Payment Amount	134.70		
		Transmittal Total	9,355.58		
		Fund Summary: Fund 01	9,355.58		
Transmittal Number: 23000730-0					
PO230887-002	BOWLERO	HERM/FIELD TRIP	929.53		
		Total Payment Amount	929.53		
		Transmittal Total	929.53		
		Fund Summary: Fund 01	929.53		
Transmittal Number: 23000731-0					
PO230532-009	GORM INC	VG / Gorm OPEN	1,104.09		
PO230532-010	GORM INC	VG / Gorm OPEN	67.70		
		Total Payment Amount	1,171.79		
PO230243-009	J W PEPPER & SON INC	VJH / OPEN PO FOR MUSIC	479.41		
		Total Payment Amount	479.41		
PO231347-001	MCGRAW-HILL	license for bridge material	5,682.00		
		Total Payment Amount	5,682.00		
PO230424-012	ODP BUSINESS SOLUTIONS LLC	SPECIAL ED	2,054.29		
		Total Payment Amount	2,054.29		
PO230421-002	PACIFIC HEARING SERVICES	SPECIAL ED	2,249.00		
		Total Payment Amount	2,249.00		
PO231373-001	PARTS-PEOPLE.COM INC	IT / Open Supplies	219.85		
		Total Payment Amount	219.85		
PO230266-002	PRIME GLASS INC	TRANSPORTATION / OPEN REPAIRS	356.12		
		Total Payment Amount	356.12		

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000731-0

	Transmittal Total
	12,212.46
Fund Summary:	Fund 01
	12,212.46

Transmittal Number: 23000732-0 AUDIT

Reference	Vendor
PO230412-007	WHOLE CHILD THERAPY

Description	Amount
SPECIAL ED/CONSULTANT SERVICES	2,100.00
Total Payment Amount	2,100.00

	Transmittal Total
	2,100.00
Fund Summary:	Fund 01
	2,100.00

Transmittal Number: 23000732-0

PO231399-001	BUDGET BOUNCERS PARTY
--------------	-----------------------

Bouncer Rental	795.00
Total Payment Amount	795.00

PO231312-001	DISCOUNT MUGS
--------------	---------------

Employee Appreciation Gifts	5,000.00
Total Payment Amount	5,000.00

PO231418-001	RILEY'S FARM
--------------	--------------

ALE/Field Trip 5th grade	162.00
Total Payment Amount	162.00

PO230545-007	STAPLES BUSINESS CREDIT
PO230545-008	STAPLES BUSINESS CREDIT
PO230545-009	STAPLES BUSINESS CREDIT
PO230545-010	STAPLES BUSINESS CREDIT

VG / OPEN Staples	323.73
VG / OPEN Staples	133.05
VG / OPEN Staples	76.34
VG / OPEN Staples	100.10
Total Payment Amount	633.22

	Transmittal Total
	6,590.22
Fund Summary:	Fund 01
	6,590.22

Transmittal Number: 23000733-0

PO230815-016	PBK ARCHITECTS INC.
PO230815-017	PBK ARCHITECTS INC.

ARCHITECTURE SERVICES FOR MOD	9,513.10
ARCHITECTURE SERVICES FOR MOD	10,810.20
Total Payment Amount	20,323.30

	Transmittal Total
	20,323.30

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 05/17/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000733-0

Fund Summary: Fund 21 20,323.30

Transmittal Number: 23000734-0 AUDIT

Reference Vendor
PO230405-009 FOOD DISTRIBUTORS OF NEVADA

Description
CN /shapped nuggets, burritos,
Total Payment Amount

Amount
5,492.50
5,492.50

PO230452-013 IFS INDIVIDUAL FOODSERVICE

CN /Paper Goods
Total Payment Amount

2,275.67
2,275.67

PO230404-029 REFRIGERATION CONTROL

CN / Open PO for service of re
Total Payment Amount

2,465.01
2,465.01

Transmittal Total

10,233.18

Fund Summary: Fund 13

10,233.18

Transmittal Number: 23000734-0

PO230406-011 GOLD STAR FOODS

CN /Food, commodities, snack i
Total Payment Amount

123,390.07
123,390.07

PO230404-030 REFRIGERATION CONTROL

CN / Open PO for service of re
Total Payment Amount

295.00
295.00

PO230398-009 SUNRISE PRODUCE

CN /Fresh Produce
Total Payment Amount

20,474.16
20,474.16

Transmittal Total

144,159.23

Fund Summary: Fund 13

144,159.23

Transmittal Number: 23000735-0

PO230125-007 GORM INC

GORM
Total Payment Amount

4,101.78
4,101.78

PO231411-001 KOALA T'S APPAREL LLC

VJH / EZ UPS
Total Payment Amount

3,210.95
3,210.95

PO230525-086 ODP BUSINESS SOLUTIONS LLC
PO230525-087 ODP BUSINESS SOLUTIONS LLC

STRK /Office Depot Open PO/Ins
STRK /Office Depot Open PO/Ins

53.48
194.04

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 05/17/2023

02 Alta Loma School District

Fiscal Year: 2023

Transmittal Number: 23000735-0

Reference	Vendor	Description	Amount
PO230525-088	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	146.67
PO230525-089	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	97.82
PO230525-090	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	230.44
PO230525-091	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	75.74
PO230525-092	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	9.06
PO230525-093	ODP BUSINESS SOLUTIONS LLC	STRK /Office Depot Open PO/Ins	59.89
Total Payment Amount			867.14

Transmittal Total

8,179.87

Fund Summary:

Fund 01

8,179.87

Transmittal Number: 23000736-0

PO230128-021	GORM INC	JASPER/GORM OPEN PO	62.95
PO230128-022	GORM INC	JASPER/GORM OPEN PO	1,399.66
PO230128-023	GORM INC	JASPER/GORM OPEN PO	92.82
PO230128-024	GORM INC	JASPER/GORM OPEN PO	450.55
PO230128-025	GORM INC	JASPER/GORM OPEN PO	509.04
Total Payment Amount			2,515.02

PO230323-026	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	34.47
PO230323-027	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	104.74
PO230323-028	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	4.35
PO230323-029	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	87.94
PO230323-030	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	41.33
PO230323-031	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	95.10
PO230323-032	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	186.77
PO230323-033	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	78.29
Total Payment Amount			632.99

Transmittal Total

3,148.01

Fund Summary:

Fund 01

3,148.01

Payment Count: 169

Transmittal Count: 42

Grand Total:

604,465.43

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 05/17/2023

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.



Authorized Agent