

ALTA LOMA SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, September 20, 2023
6:00 PM

District Support Center
9390 Base Line Road
Alta Loma, California

Motion
1st 2nd App

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

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

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

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

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

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

Action

- E. ADOPTION OF AGENDA**

Action

- F. APPROVAL OF MINUTES**
9/6/23 (pp. 1-6)

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

G. RECOGNITIONS AND PRESENTATIONS

1. Student Presentation – Alta Loma Junior High
2. Lynn McKendall, Transportation Supervisor
3. Comprehensive Counseling Overview

H. PUBLIC COMMENT

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

I. PUBLIC HEARING

J. BOARD REPORT

An opportunity for Board members to discuss items as follows:

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

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

K. SUPERINTENDENT AND 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
 - a. LCAP Update
 - b. Family Engagement Series
2. District activities
3. Timely events/information
 - a. Parent Conferences

Action

L. CONSENT CALENDAR

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

1. Recommend the Board approve routine agreements with the following vendors, and authorize Sherry Smith, Eric Hart and/or applicable administrators to sign all related documents:
 - 1) Aquarium of the Pacific; 2) Art Specialties; 3) Cal Poly Pomona Foundation, Inc.; 4) California Department of Education;
 - 5) Disneyland Resort; 6) H & L Charter; 7) La Verne Heritage Foundation; 8) Lewis Family Playhouse; 9) Marc Griffiths;
 - 10) Mary Vagle Nature Center; 11) Paradigm; 12) Raymond M. Alf Museum of Paleontology; 13) San Joaquin County Office of Education; 14) The Sawdust Factory; 15) Velocity Fundraising. (pp. 7-10)

2. Recommend the Board approve payments to vendors in Board Payment Report, as presented. (p. 11)
3. Recommend the Board approve employment, terminations, resignations, leaves and temporary assignments, as presented. (pp. 12-18)
4. Recommend the Board approve the 2023-24 Budgets for Alta Loma Junior High and Vineyard Junior High Associated Student Body Accounts. (pp. 19-21)
5. Recommend the Board approve the request to update signers on the Deer Canyon Elementary School checking account. This action would add Jim Perry, Assistant Principal, and Annette Embleton, School Clerk, as signers and remove the authorization of Jemma Rogers, previous Assistant Principal on all related documents for Deer Canyon Elementary School. (pp. 22-23)
6. Recommend the Board authorize Associate Superintendent, Eric Hart to attend the 2023 CASBO CBO Symposium in Huntington Beach, CA, November 15, 2023 – November 17, 2023, and approve all related expenses. (No exhibit)
7. Amend Board Policies
Second Reading
 BP 0420.41 - Charter School Oversight
 BP 5141.5 - Mental Health
 BP 5141.6 - School Health Service
 BP 5145.6 - Parent/Guardian Notifications
 BP 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education
 (pp. 24-38)
8. Amend Job Descriptions
Second Reading
 - Coordinator of Counseling Services
 - Licensed Vocational Nurse
 (pp. 39-53)
9. Delete Board Policies, Administrative Regulations & Exhibits
 BP 4157.1/4257.1/4357.1 – Work-Related Injuries
 E 4151 – Employee Compensation
 E 4351 – Employee Compensation
 E(1) & E(2) 4361.8 – Family Care and Medical Leave
 BP & AR 5148 – Child Care and Development
 (pp. 54-65)

M. CURRICULUM AND INSTRUCTION

Action

1. Recommend the Board approve the agreement with California Foundation for History Education, Inc. for an amount not-to-exceed \$60,000 for the 2023-24 school year and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (pp. 66-69)

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|--------|--|-------|-------|-------|
| Action | 2. Recommend the Board approve the three-year agreement with Qualtrics, LLC for an amount not-to-exceed \$105,600 and authorize Superintendent Sherry Smith and/or Assistant Superintendent Eric Hart to sign all related documents. (pp. 70-79) | _____ | _____ | _____ |
|--------|--|-------|-------|-------|

N. BUSINESS AND FINANCIAL PROCEDURES

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|--------|--|-------|-------|-------|
| Action | 1. Recommend the Board reject the lowest bids from Cornerstone Construction Company and Epsilon Engineering Inc., and award the contract for Bid #2022-23-05 & 2022-23-04, Trade Category #16 General Works, for Carnelian Elementary School Playground Relocate (\$275,000) & Alta Loma DSC Security (\$298,050) to Spec Construction Co., Inc. in the amount of \$537,050 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (p. 80) | _____ | _____ | _____ |
|--------|--|-------|-------|-------|

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|--------|---|-------|-------|-------|
| Action | 2. Recommend the Board approve the Unpaid Dietetic Internship, Food Service Administration Rotation Affiliation Agreement with Grand Canyon University, College of Nursing and Health Care Professions and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (pp. 81-88) | _____ | _____ | _____ |
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O. HUMAN RESOURCES

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|--------|---|-------|-------|-------|
| Action | 1. Recommend the Board approve the revised Management Salary Schedule to reflect the change in job title for the Coordinator of Clinical Counseling Services position as presented. (pp. 89-90) | _____ | _____ | _____ |
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|--------|---|-------|-------|-------|
| Action | 2. Recommend the Board certify that all conditions set forth in Title 5, Sections 5593, Temporary Athletic Team Coach Qualifications and Competencies, and 5594, Local Board Certification of Athletic Coaches, and ALSD Board Policy 4127, Temporary Athletic Team Coaches, have been met. (p. 91) | _____ | _____ | _____ |
|--------|---|-------|-------|-------|

P. BOARD INFORMATION/DISCUSSION

1. Amend Board Policies
First Reading
BP 3515.2 - Disruptions
(pp. 92-93)
2. Governance Calendar
(pp. 94-95)

Q. FUTURE AGENDA ITEMS

R. ANNOUNCEMENTS

1. The date of the next regular meeting of the Board of Trustees is Wednesday, October 18, 2023, 6:00 PM at the Alta Loma School District Support Center, 9390 Base Line Road.

S. CLOSED SESSION

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

- ☒ 1. Public Employee Performance Evaluation/Employment – Superintendent.
- ☐ 2. Conference with labor negotiators Sherry Smith, Superintendent, Eric Hart, Associate Superintendent, Administrative Services, Donna Carlson, Assistant Superintendent, Human Resources and other negotiation team members.
 - a. Alta Loma Educators Association (ALEA).
- ☒ 3. Conference with labor negotiators for unrepresented employees:
 - a. Certificated and Classified Management, and Confidential. Agency representative - Superintendent.
 - b. Classified Employees and Proctors. Agency representative – Superintendent.
 - c. Superintendent. Agency representative – Board of Trustees.
- ☐ 4. Student Disciplinary/Expulsion/Readmission Matters.
- ☒ 5. Public Employee Employment/Discipline/Dismissal/Release.
- ☒ 6. Conference with Legal Counsel – Existing/Potential Litigation. (Government Code §54956.9(d)(1), and §54956.9(d)(2)
 - a) Complaint No. 2223-1, Claim for Damages (Government Code 911.2)

T. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, ALTA LOMA SCHOOL DISTRICT, COUNTY OF SAN BERNARDINO–WEDNESDAY, SEPTEMBER 6, 2023

OPEN SESSION, CALL TO ORDER AND ROLL CALL

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

PLEDGE OF ALLEGIANCE

Banyan's Student Ambassador Jamisaan Sanford led the flag salute.

PUBLIC COMMENT ANNOUNCEMENT

Mr. Buller read aloud the Public Comment Announcement.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES

Moved by Dr. Hurley, seconded by Mrs. Davies, and carried unanimously to approve the minutes of August 2, 2023, as presented.

RECOGNITIONS AND PRESENTATIONS

Student Presentations – Banyan Elementary School

- Jamisaan Sanford
- Raymond Kim

The newly appointed Program Specialist, Amber Rueckner was introduced and congratulated by the Board and Executive Cabinet.

The newly appointed Facilities Supervisor, Erin McKindley was as introduced and congratulated by the Board and Executive Cabinet.

The newly appointed Child Nutrition Coordinator, Brianna Thomas was introduced and congratulated by the Board and Executive Cabinet.

Donna Carlson, Assistant Superintendent of Human Resources gave a brief presentation on the District's Residents Substitute Teacher Program.

WRITTEN COMMUNICATIONS

Letter of approval of the 2023-24 Adopted Budget of the Alta Loma School District from San Bernardino County Business Advisory Services presented for the Board's information.

PUBLIC COMMENT

Member of the public Kurtis Downs shared two articles with the Board titled "England Bans Most Puberty Blockers, Says Little Evidence to Show It is Safe for Kids" and "England's NHs will not give puberty blockers to transgender children." Mr. Downs gave his thoughts and opinions on Transgender Dysmorphia.

PUBLIC HEARING

1. Mr. Buller opened the Public Hearing at 6:47PM on Resolution #09-06-23(a), Adoption of Adequate Instructional Materials. No comments were presented, item was closed at 6:48 PM.

BOARD REPORTS

Board member Malinda Hurley ... August 15, visited Victoria Groves and Banyan Elementary School's Back to School Nights; was impressed by the phenomenal classrooms and teacher presentations, it felt like it was an Open House, there was so much student work on display; August 17, attended Alta Loma Junior High School and Vineyard Junior High School's Back to School Night, thanked both Principal Carter and Principal Vetere along with Assistant Principal Dzama and Assistant Principal Brehm; besides seeing all the wonderful student work and professionalism from admin, teachers, and staff, Dr. Hurley couldn't help but notice the teacher's presentation when they spoke about their involvement in after school clubs and programs; it shows how dedicated our teachers are to our students; August 22, had the pleasure of attending Back to School Night at Alta Loma Elementary, Principal Jauss and Assistant Principal Collins welcomed them and guided them throughout the campus; it was a pleasure to see parents and students excited about the free books that were offered, as well as the opportunity to purchase books at Alta Loma Elementary's PTA Scholastic Book Fair; later in the evening, Dr. Hurley visited Hermosa Elementary where she was greeted by Principal Bowyer and Assistant Principal Perry; Hermosa was also impressive; August 23, attended the Superintendent's Community Cabinet where many of our parents showed up to ask questions to understand their choices about keeping their child on an elementary campus or junior high campus for their sixth grade year as we make room for our incoming TK students, it was a good healthy informative discussion; August 24, attended Deer Canyon Elementary where Principal Rice and Assistant Principal Perry gave Superintendent Smith, Vice President Davies, and Trustee Chung an informative walking tour of our new TK and Kindergarten facilities; August 25, enjoyed Principal Peralta who graciously gave Dr Hurley a tour of Victoria Groves PTA's Annual Family Picnic; it warmed Dr. Hurley's heart to see such a successful event come together because of the hard work and dedication of our VG PTA, School Admin, teachers, staff, and students working as one.

Board member Eric Chung ... had the opportunity to attend the Back to School Nights at Stork Elementary, Alta Loma Junior High and Hermosa Elementary, this was the first time Member Chung got to attend Back to School Nights in his role as a Board Member, not a parent; impressed with all the teacher's presentations and all the family members that showed up to support the children; attended the Superintendent's Community Cabinet with fellow Board Member Hurley, it was important that the District was able to inform the community that a bond survey would be going out and starting the discussion on the 6th grade transition to the middle school model; lots of good questions and it gave Superintendent Smith and her staff a lot of information and direction for what came next, the parent information nights; 78 parents showed up to ask questions and get information, Superintendent Smith was able to provide parents with good information and what to expect if their child made the move to the middle school model; attended Stork's Donuts with Dads, there were so many father figures there present with their kids enjoying donuts, sharing community and talking about the first couple weeks of school; attended Stork's first assembly, the administrative team of Principal Bires and Assistant Principal Travis do a wonderful job getting the kids energized for the school year; looking forward to starting site visits with Dr. Smith next week.

Board member Jessica Martinez ... August 17, had the opportunity to attend Alta Loma Junior High School's Back to School Night with fellow Board Members Dr. Hurley, Chung and Buller, thanked Principal Carter and his team for walking them through the campus and introducing them to new staff; Member Martinez always enjoys seeing the two preserved lemon trees that are on campus; Tuesday, attended Alta Loma Elementary School's Back to School Night, loved the great use of donating the books and giving back to the community; attended the Parent Leaders Group Meeting with Trustee Davies, thanked Dr. Smith for her transparency and the emphasis she put on parent choice for the 6th grade transition.

Board member Rebecca Davies ... August 15, attended Banyan Elementary School's Back to School Night, there was great attendance by parents and the classrooms were packed; Trustee Hurley and Assistant Superintendent Carlson were also in attendance; August 17, attended Vineyard Junior High's Back to School Night; again, great attendance by parents; August 24, attended Deer Canyon's Back to School night with Trustee Hurley and Superintendent Smith, again great attendance by parents; August 24, attended the dine-out fundraiser for Vineyard Junior High at The Habit Burger Grill; attended the Superintendent's Parent Leaders Group meeting on August 30; it was the first meeting of this new school year and the room was full of leaders, with Trustee Martinez, Eric Hart and Donna Carlson in attendance; Superintendent Smith shared the 6th grade transition presentation followed by a chance for the leaders to ask questions; Superintendent Smith also touched on the potential for a bond measure being placed on the ballot to replace the 1999 bond which will be paid off soon.

Board member Brad Buller ... thanked his fellow Board Members for getting out to the sites and giving their time; attended Alta Loma Junior High School's Back to School Night, and did what is required of Board Members every two years and took a class training on sexual harassment and ethics; attended the Superintendent's Community Cabinet and emphasized that because of his fellow Board Member's willingness to be out in the community and hear it really does make a difference.

SUPERINTENDENT AND STAFF REPORTS

Superintendent Smith is looking forward to CSBA, it's always a wonderful time and she shared with the public that Alta Loma is being recognized in the State of California for our partnerships with our community in the way we authentically obtain feedback for making the decisions that we make. Site visits have begun for Superintendent Smith, but she looks forward to Trustee Chung joining her in walking the sites and seeing how our District continues to grow.

Superintendent Smith commended the community and the ALSD staff for sticking to the decision that it is parent choice when it comes to the 6th grade transition. Superintendent Smith thanked ALEA for their partnership and trust in the District's decision and in return the District gives ALEA our trust and transparency as the District works through this process. The District has identified the pods on the two campuses, what lunches will look like, and sixth-grade teachers have been surveyed on their willingness to move to the middle school, the District has committed to placing the sixth-grade teachers where they want to be to the best of the District's ability. The District will be sending out to the community an interest inventory surveys to see where the community is at, this will give the District knowledge and direction to start planning.

Assistant Superintendent Pierce shared that she has been able to attend the Back to School Nights, being new to the District it has allowed her to meet families, teachers and students. Dr. Pierce has enjoyed being part of the Superintendent's Community Cabinet, parent nights,

collaborating with ALEA and meeting the GATE Coordinators and listening to their visions for their sites. The first LCAP Community Meeting will be September 27.

Associate Superintendent Hart gave a brief update on transportation. The District brought back general education transportation this year. The District started the year in the mid 600's for riders and now the District is at about 700 riders. It's good to see the busses rolling out again in the morning and the afternoons, the District continues to work through any hiccups that may appear. Associate Superintendent Hart shared that as of last Friday our enrollment was 5574 students, when compared to last year we had 5518 students, difference of 56 students. We are up 70 TK students from last year.

CONSENT CALENDAR

Moved by Ms. Martinez, seconded by Mrs. Davies, and carried unanimously to adopt the following Consent Calendar items and take M. 3 (Routine Personnel Items) as a separate vote.

Vendor Agreements

Approved agreements with the following vendors and authorized Sherry Smith and/or applicable administrators to sign all related documents: 1) Avalon Transportation, LLC; 2) Cal Poly Pomona Foundation; 3) California Newspaper Partnership dba Southern California News Group; 4) Department of General Services/Office of Fiscal Services; 5) DocuSign, Inc.; 6) Irvine Park Railroad; 7) KFI Engineers; 8) La Verne Heritage Foundation; 9) Lewis Family Playhouse; 10) Mary Vagle Nature Center; 11) Prismatic Magic, LLC; 12) Total Safety Solution, LLC; 13) Universal Studios; 14) Wheels Squared BMX Show, LLC.

Board Payment Report

Approved the Board Payment Report, as presented.

Donations

Accepted with appreciation the following donations:

1. Donation of \$1005.45 from Schools First Credit Union to Alta Loma School District to be used for books for the Leadership Team.
2. Donation of \$21,889.11 from Jasper PTA to Jasper Elementary School's Student Fundraiser Account to be used to enhance the instructional program.

Agreement - Chaffey Community College

Approved the agreement with Chaffey Community College for the assignment of fieldwork students and authorized Superintendent Sherry Smith and/or Assistant Superintendent Donna Carlson to sign all related documents.

Conference Attendance

Authorized Assistant Superintendent Donna Carlson to attend the Inland Personnel Council Conference in Lake Arrowhead, CA, October 19-20, 2023 and approve all related expenses.

Conference Attendance

Authorized Assistant Superintendent Dr. Christina Pierce to attend the CISC Leadership Symposium in Monterey, CA, February 21 – February 23, 2024 and approve all related expenses.

Amend Board Bylaw

A second reading was held to amend Board Bylaw 9322 – Agenda/Meeting Materials.

Amend Board Policies

A second reading was held to amend Board Policies related to Instruction, Personnel and Students.

BP 4112.2 – Certification
BP 4140/4240/4340 – Bargaining Units
BP 4151/4251/4351 – Employee Compensation
BP 5117 – Interdistrict Attendance
BP 6174 – Education for English Learners

Amend Job Descriptions

A second reading was held to amend Job Descriptions.

- Account Clerk, Senior to Child Nutrition Purchasing and Account Clerk, Senior
- Secretary, Senior

M. 3 Routine Personnel Items

Moved by Mrs. Davies, seconded by Dr. Hurley, and carried with the following vote to approve employment, terminations, resignations, leaves and temporary assignments, as presented.

AYES: 3 (Buller, Davies, Hurley)
NOES: 0
ABSENT: 0
ABSTAIN: 2 (Chung, Martinez)

CURRICULUM AND INSTRUCTION

Adequate Instructional Materials Resolution #09-06-23(a)

Moved by Mr. Chung, seconded by Dr. Hurley, and carried unanimously to adopt the Adequate Instructional Materials Resolution #09-06-23(a) certifying a public hearing was held and a determination made that there is sufficiency of textbooks and instructional materials for students in the Alta Loma School District.

2023-2024 Consolidated Application and Reporting System

Moved by Mrs. Davies, seconded by Dr. Hurley, and carried with the following vote to approve the 2023-2024 Consolidated Application and Reporting System as presented.

Title I, Part A
Title II, Part A (Teacher Quality)
Title III, Part A (LEP Students)
Title IV, Part A (Student Support)

BUSINESS AND FINANCIAL PROCEDURES

Information Only

Unaudited Actual Report

Associate Superintendent, Eric Hart shared the 2022-23 unaudited actuals financial report, the multi-year budget update and an enrollment update with the Board.

Unaudited Actuals Financial Statements

Moved by Dr. Hurley, seconded by Mrs. Davies, and carried with the following vote to accept the Report of Unaudited Actuals Financial statements for the 2022-23 year as

presented.

Article 13B Appropriation Limit

Moved by Dr. Hurley, seconded by Mrs. Davies, and carried unanimously to readopt the District's 2022-23 Article 13B Appropriation Limit in the amount of \$39,873,100.98 and adopt the 2023-24 Appropriation Limit in the amount of \$41,556,015.39. See Resolution No. 09-06-23(b).

Fortinet Fortigate

Moved by Mrs. Davies, seconded by Dr. Hurley, and carried unanimously to purchase Fortinet FortiGate Unified Threat Protection Solution from BorderLAN, Inc. and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

BOARD INFORMATION/DISCUSSION

Amend Board Policies

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

BP 0420.21 – Charter School Oversight

BP 5141.5 – Mental Health

BP 5141.6 – School Health Service

BP 5145.6 – Parent/Guardian Notifications

BP 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education

Amend Job Descriptions

A first reading was held to amend Job Descriptions

- Coordinator of Counseling Services
- Licensed Vocational Nurse

ANNOUNCEMENTS

The date of the next regular meeting of the Board of Trustees is Wednesday, September 20, 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 7:33 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 announcement.

Moved by Mrs. Daviess, seconded by Dr. Hurley, and carried with the following vote to appoint Lynn McKendall, to the position of Transportation Supervisor, District Support Center,

AYES:	5 (Buller, Chung, Davies, Hurley, Martinez)
NOES:	0
ABSENT:	0
ABSTAIN:	0

The meeting was adjourned at 9:16 PM

Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: Eric Hart, Associate Superintendent, Administrative Services

Date: September 20, 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. Aquarium of the Pacific
2. Art Specialties
3. Cal Poly Pomona Foundation, Inc.
4. California Department of Education
5. Disneyland Resort
6. H & L Charter
7. La Verne Heritage Foundation
8. Lewis Family Playhouse
9. Marc Griffiths
10. Mary Vagle Nature Center
11. Paradigm
12. Raymond M. Alf Museum of Paleontology
13. San Joaquin County Office of Education
14. The Sawdust Factory
15. Velocity Fundraising

VENDOR	DESCRIPTION/COST	RESPONSIBLE ADMINISTRATOR OR MANAGER
Aquarium of the Pacific	Field trip fee for Jasper Elementary TK and kindergarten students on January 25, 2024. Prepayment is required. Total cost is \$1,500.	Principal
Art Specialties	Fee for school signage and installation at Alta Loma Junior High. Total cost is \$2,688.	Principal
Art Specialties	Fee for school signage and installation at Carnelian Elementary. Total cost is \$5,921.	Principal
Art Specialties	Fee for school signage and installation at Deer Canyon Elementary. Total cost is \$5,706.	Principal
Art Specialties	Open purchase order for EXPLORE program signage and installation. Total cost is \$8,000.	Director, Student Services
Art Specialties	Fee for school signage and installation at Jasper Elementary. Total cost is \$7,938.	Principal
Art Specialties	Fee for school signage and installation at Stork Elementary. Total cost is \$17,924.	Principal
Cal Poly Pomona Foundation, Inc.	Field trip fee to the Cal Poly Pumpkin Patch for Deer Canyon Elementary kindergarten students on October 18, 2023. Prepayment is required. Total cost is \$1,270.	Principal
California Department of Education	Conference fee for the Transportation Supervisor to attend Transportation Administrator Course in Sacramento, California on October 30 through November 3, 2023. Prepayment is required. Total cost is \$1,200.	Director, MOT
Disneyland Resort	Field trip fee to Disneyland for Alta Loma Junior High ASB students on February 16, 2024. Prepayment is required. Total cost is \$14,000 to be paid through the school site ASB account.	Principal
H & L Charter	Transportation fee for Vineyard Junior High seventh grade students to Catalina Island Marine Institute (CIMI). Prepayment is required. Total cost is \$3,508.	Principal


La Verne Heritage Foundation	Field trip fee to the pumpkin patch for Carnelian Elementary TK and kindergarten students on October 6, 2023. Prepayment is required. Total cost is \$540.	Principal
La Verne Heritage Foundation	Field trip fee to the pumpkin patch for Deer Canyon Elementary TK students on October 10, 2023. Prepayment is required. Total cost is \$240.	Principal
La Verne Heritage Foundation	Field trip fee to the pumpkin patch for Hermosa Elementary TK and kindergarten students on October 17, 2023. Prepayment is required. Total cost is \$1,000.	Principal
La Verne Heritage Foundation	Field trip fee to the pumpkin patch for Victoria Groves Elementary TK students on October 12, 2023. Prepayment is required. Total cost is \$220.	Principal
Lewis Family Playhouse	Field trip fee for Carnelian Elementary first grade students to see Curious George on May 10, 2024. Deposit and prepayment are required. Total cost is \$348.	Principal
Lewis Family Playhouse	Field trip fee for Hermosa Elementary fifth grade students to see Janet's Planet on October 12, 2023. Deposit and prepayment are required. Total cost is \$936.	Principal
Marc Griffiths	Assembly fee for Stork Elementary students on October 24, 2023. Prepayment is required. Total cost is \$975.	Principal
Mary Vagle Nature Center	Field trip fee for Alta Loma Elementary first and second grade students on April 19, 2024. Prepayment is required. Total cost is \$625.	Principal
Mary Vagle Nature Center	Field trip fee for Banyan Elementary kindergarten students on March 8, 2024. Prepayment is required. Total cost is \$450.	Principal
Mary Vagle Nature Center	Field trip fee for Deer Canyon Elementary kindergarten students on March 21, 2024. Prepayment is required. Total cost is \$390.	Principal

Paradigm	Consultant for Software Service, Student Health Network (SHN) billing from July 1, 2023 through June 30, 2024. Total cost is \$8,244.	Director, Special Education
Raymond M. Alf Museum of Paleontology	Field trip fee for Alta Loma Elementary second grade students on October 27, 2023. Prepayment is required. Total cost is \$200.	Principal
Raymond M. Alf Museum of Paleontology	Field trip fee for Victoria Groves Elementary fourth grade students on January 24, 2024 and February 7, 2024. Prepayment is required. Total cost is \$350.	Principal
San Joaquin County Office of Education	Fee for the 2023-24 EDJOIN website service agreement. Total cost is \$1,261.	Assistant Superintendent, Human Resources
The Sawdust Factory	Field trip fee for Deer Canyon Elementary first grade students on December 4, 2023. Prepayment is required. Total cost is \$936.	Principal
The Sawdust Factory	Field trip fee for Jasper Elementary third grade students on February 6, 2024. Prepayment is required. Total cost is \$792.	Principal
Velocity Fundraising	Field trip fee for Alta Loma Junior High CJSF students to attend Knott's Berry Farm on March 1, 2024. Total cost is \$16,500 to be paid through the school site ASB account.	Principal



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Eric Hart, Associate Superintendent, Administrative Services

Date: September 20, 2023

Subject: Approval of District Purchase Orders and Payments to Vendors

Total of Purchase Orders: \$480,880.85


Total Payments to Vendors (All Funds): \$1,354,283.79

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



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Donna Carlson, Assistant Superintendent, Human Resources

Date: September 20, 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
September 20, 2023

CERTIFICATED PERSONNEL

I. RECOMMENDED APPOINTMENTS

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	POSITION CODE/SALARY
<u>Administrative</u>			
None			

<u>Temporary</u>			
Chaparro, Ciara	08/26/23	School Psychologist, DSC	CEPSYC0010, Salary 17-III, FTE
Goblirsch, Lauren	09/12/23	School Psychologist, DSC	CEPSYC0003, Salary 17-I, 4 hours a day

<u>Temporary Extension</u>			
None			

<u>Probationary 1</u>			
None			

<u>Probationary 2</u>			
None			

II. CHANGE OF STATUS

(Change in site or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Hutchins, Mercedes	08/02/23	From:	Teacher, TK, Carnelian Elementary, CETEAC0510, Salary E-1, FTE
		To:	Salary E-6
Kochert, Jeffrey	08/02/23	From:	Teacher, Secondary, Alta Loma Junior High, CETEAC0058, Salary E-1, FTE
		To:	Salary E-4
Raddon, Bobbie	08/02/23	From:	Teacher, Secondary, Alta Loma Junior High, CETEAC0093, Salary E-1, FTE
		To:	Salary E-4
Richmeier, Michele	08/02/23	From:	Teacher, Secondary, Alta Loma Elementary, CETEAC0289, Salary E-8, FTE
		To:	Alta Loma Junior High
Savala, Amanda	08/02/23	From:	Teacher, RSP Itinerant, DSC, CETEAC0487, Salary E-1, FTE
		To:	Salary E-6

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
September 20, 2023

CERTIFICATED PERSONNEL (continued)

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

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Williams, Evan	08/02/23	From:	Teacher, Secondary, Vineyard Junior High, CETEAC0189, Salary D-1, FTE
		To:	Salary D-3

Leave of Absence

NAME	EFFECTIVE	ASSIGNMENT/SITE/CODE
None		

Return from Leave of Absence

NAME	EFFECTIVE	POSITION/SITE/CODE
None		

III. OTHER PERSONNEL
(Stipends & Limited Assignments)

NAME	EFFECTIVE	ASSIGNMENT
None		

IV. RESIGNATIONS

NAME	EFFECTIVE	POSITION/SITE/CODE
Allen, Lindsay	09/08/23	Teacher, Deer Canyon Elementary, CETEAC0475

V. TERMINATION OF EMPLOYMENT

EMPLOYEE	EFFECTIVE	POSITION/SITE/CODE
None		

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
September 20, 2023

CLASSIFIED PERSONNEL

I. RECOMMENDED APPOINTMENTS

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY/HOURS
Alvarez, Joanna	09/12/23	Child Nutrition Worker, Deer Canyon Elementary	CLCNWK0024, Salary 26-A, 3.5 hours a day
Ashton, Vanessa	09/01/23	Instructional Aide, K, Carnelian Elementary	CLAIDE0008, Salary 23-A, 3.5 hours a day
Barnes, Jacqueline	09/08/23	Instructional Aide, SNA, Jasper Elementary	CLAIDE0324, Salary 30-A, 3.5 hours plus additional temporary 2.3 average hours a day
Cuskey, Kristin	09/01/23	Proctor, Hermosa Elementary	CLPCTR0350, Salary 17-A, 3 hours a day
Evans, Tyler	08/03/23	Instructional Aide, SNA, Stork Elementary	CLAIDE0021, Salary 30-A, 3.5 hours plus additional temporary 2.3 average hours a day
Greet, Andrea	09/07/23	ELO-P Activities/Enrichment Assistant, Jasper Elementary	CLCCRE0014, Salary 26-A, 5.5 hours a day
Lara, Aaliya	09/11/23	Proctor, Banyan Elementary	CLPCTR0325, Salary 17-A, 3 hours a day
Lee, Jimmie	09/01/23	Breakfast Proctor, Deer Canyon Elementary	CLPCTR0343, Salary 17-A, 1 hour a day
Maraville, Erika	09/05/23	ELO-P Activities/Enrichment Assistant, Alta Loma Elementary	CLCCRE0029, Salary 26-A, 5.5 hours a day
Owens, Lisa	09/05/23	Instructional Aide, Title 1, Deer Canyon Elementary	CLAIDE0372, Salary 23-A, 3.5 hours a day
Quirarte, Melissa	08/24/23	Parent Ambassador, Banyan Elementary	Timecarded Position, Salary 23-A, 12 hours a month
Ramirez, Carlos	08/28/23	Instructional Aide, SNA, Banyan Elementary	CLAIDE0325, Salary 30-A, 3.4 average hours a day
Romero, Adriana	09/05/23	Instructional Aide, ELD, Jasper Elementary	CLAIDE0025, Salary 24-A, 3.5 hours a day
Warren, Malakai	08/08/23	Instructional Aide, SNA, Victoria Groves Elementary	CLAIDE0341, Salary 30-A, 3.5 hours plus additional temporary 1.7 average hours a day

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
September 20, 2023

CLASSIFIED PERSONNEL (continued)

I. RECOMMENDED APPOINTMENTS (continued)

(Pending approval of new position/salary placement)

Short Term Appointment

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY/HOURS
Daniel, Rachael	08/04/34	Instructional Aide, 4th/5th Grade Math, Alta Loma Elementary	CLAIDE0301, Salary 23-D, 3.5 hours a day
Esquivel, Marvin	09/12/23	Instructional Aide, K, Carmelian Elementary	CLAIDE0386, Salary 23-A, 3.5 hours a day

II. CHANGE OF STATUS

(Change in site, position or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Ikonomou, Stephanie	08/07/23	From:	Child Care Assistant, Vineyard Junior High, CLCCRE0118, Salary 26-A, 4 hours a day
		To:	5.5 hours a day
Kick, Lisa	08/07/23	From:	Proctor, Alta Loma Elementary, CLPCTR0303, Salary 17-A, 2.9 average hours a day
		To:	3.15 average hours a day
Marino, Tiffany	08/09/23	From:	Instructional Aide, Inclusive TK, Alta Loma Elementary, CLAIDE0228, Salary 24-C, 3 hours a day
		To:	Salary 24-A
Mittman, Margarita	08/07/23	From:	ELO-P Activities/Enrichment Assistant, Stork Elementary, CLCCRE0076, Salary 26-E, 2.3 average hours a day
		To:	1.9 average hours a day
Ochs, Alina	09/13/23	From:	Attendance Clerk, Banyan Elementary, CLCLRK0015, Salary 26-F, 8 hours a day
		To:	Custodian, Lead, Banyan Elementary, CLCUST0011, Salary 37-F, 8 hours a day
Rissinger, Jeanne	08/04/23	From:	Instructional Aide, TK, CLAIDE0300, Salary 23-A, 4.25 hours a day
		To:	Salary 23-C
Romo, Rebecca	08/21/23	From:	Proctor, Hermosa Elementary, CLPCTR0353, Salary 17-C, 3.15 average hours a day
		To:	3.35 average hours a day

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
September 20, 2023

CLASSIFIED PERSONNEL (continued)

II. CHANGE OF STATUS (continued)

(Change in site, position or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
San Pedro, Kathleen	09/01/23	From:	Proctor, Alta Loma Elementary, CLPCTR0305, Salary 17-D, 3 hours a day
		To:	3.25 average hours a day
Santos, Rebecca	09/01/23	From:	Proctor, Alta Loma Elementary, CLPCTR0304, Salary 17-A, 3 hours a day
		To:	3.15 average hours a day
Shaw, Ines	09/01/23	From:	Instructional Aide, ELD Lead, Victoria Groves Elementary, CLAIDE0094, Salary 30-D, 5 hours a day
		To:	DSC
Yalon, Lacey	09/05/20	From:	Instructional Aide, ELD, Victoria Groves Elementary, CLAIDE0356, Salary 24-A, 3.5 hours a day
		To:	Instructional Aide, Title 1, Alta Loma Elementary, CLAIDE0376, Salary 23-A

Leave of Absence

NAME	EFFECTIVE	POSITION/SITE/CODE
None		

Return from Leave of Absence

NAME	EFFECTIVE	POSITION/SITE/CODE
None		

III. CHANGE OF CALENDAR

NAME	EFFECTIVE	POSITION/SITE/CODE	CALENDAR
None			

ALTA LOMA SCHOOL DISTRICT
BOARD OF TRUSTEES
September 20, 2023

CLASSIFIED PERSONNEL (continued)

IV. OTHER PERSONNEL

(Stipends & Limited Assignments)

Classified in Lieu of Certificated Staff

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY
De Verna, Sandra	08/28/23 to	Volleyball, Assistant Coach, Vineyard Junior High	CLCNMG0010, \$30 an hour
Eakle, Caroline	09/01/23	Yearbook Coordinator, Deer Canyon Elementary	Timecarded Position, \$800/year
Gomez, Jose	08/28/23 to 10/18/23	Volleyball, Assistant Coach, Vineyard Junior High	Adjunct Coach, \$30 an hour
Horne, Sarah	09/01/23	Leadership Coordinator, Victoria Groves Elementary	Timecarded Position, \$300/year
Ontiveros, Rudy	08/28/23 to 10/18/23	Football, Assistant Coach, Vineyard Junior High	CLCUST0041, \$30 an hour
Reyes, Steven	08/28/23 to 10/18/23	Football, Assistant Coach, Vineyard Junior High	Adjunct Coach, \$30 an hour
Taylor, Brandy	09/01/23	Yearbook Coordinator, Hermosa Elementary	Timecarded Position, \$800/year

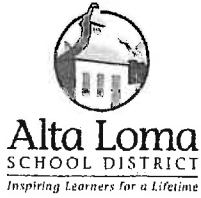
V. RESIGNATIONS

NAME	EFFECTIVE	ASSIGNMENT
Alexander, Jack	09/11/23	Instructional Aide, Short Term, Banyan Elementary, CLAIDE0098
Alo, Abbie	09/21/23	Instructional Aide, SNA, Carnelian Elementary, CLAIDE0268
Cox-Monroe, Christine	09/08/23	Instructional Aide, ELD, Alta Loma Junior High, CLAIDE0096
Green, Bobbie	09/08/23	Library/Media Clerk, Carnelian Elementary, CLCLRK0020
Sagapolutele, Litia	09/22/23	Instructional Aide, SDC, Carnelian Elementary, CLAIDE0232
Vasquez, Stephanie	09/13/23	ELO-P Activities/Enrichment Assistant, DSC, CLCCRE0027

VI. TERMINATION OF EMPLOYMENT

EMPLOYEE	EFFECTIVE	POSITION/SITE/CODE
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None



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: ^{2H} Eric Hart, Associate Superintendent, Administrative Services

Date: September 20, 2023

Subject: Approval of Junior High Associated Student Body Account Budgets

BACKGROUND: Alta Loma Junior High and Vineyard Junior High have submitted proposed budgets for the 2023-24 school year.

RATIONALE: The Board of Trustees has requested that ASB budgets be submitted for approval.

FUNDING: ASBs are self-funded

RECOMMENDATION: Recommend the Board approve the 2023-24 Budgets for Alta Loma Junior High and Vineyard Junior High Associated Student Body Accounts.

Alta Loma Jr. High Proposed Budget
July 1, 2023 to June 30, 2024

Balance as of 6/30/23		\$87,301.98
Revenue Accounts		
7th Grade Income		\$0.00
8th Grade Receipts Party		\$8,250.00
8th Grade Trip		\$18,700.00
ASB Fund Raisers/Donations		\$2,200.00
CJSF DUES/TRIP		\$15,400.00
Clubs/GATE		\$30,800.00
Dances		\$3,300.00
P.E. Clothes Sales		\$6,600.00
Yearbook Sales/Ads		\$35,200.00
Total Estimated Income		\$120,450.00
Total Estimated Income + 6/30/23 bal.		\$207,751.98
Expenses Accounts		
7th Grade Expenses		\$0.00
8th Grade Promotion Events		\$1,000.00
8th Grade Expense Party		\$8,250.00
8th Grade Trip		\$18,700.00
After School/Lunch Activities		\$4,950.00
ASB Activities		\$3,300.00
ASB General Expense		\$4,400.00
Athletics Expense Officials / Dues		\$6,000.00
Assemblies Expense		\$7,700.00
Band Expense		\$220.00
Awards Program		\$5,500.00
Chorus		\$220.00
CJSF Activities/Awards		\$15,400.00
Clubs/GATE		\$30,800.00
Dance Expense		\$3,850.00
Office-ASB Expense		\$750.00
P.E. Clothes Purchase		\$5,500.00
Yearbook Expense		\$31,900.00
Publication Expense		\$2,200.00
Total Estimated Expenses		\$150,640.00

Anticipated Balance for 6/30/24

\$57,111.98

Approved on 8/15/23

ASB Advisor:

Kelly Pulcin

Principal:

Ar

ASB Treasurer:

Treasure Rauling

ASB Clerk:

Captain Alvaron

July 1, 2023 - June 30, 2024

Balance on Hand @ 6-30-2023

\$

44,231.13

Revenue Accounts:

7th Grade Class Event	\$	2,000.00
7th Grade Science Camp (CIMI)	\$	40,000.00
8th Grade Science Camp (PALI)	\$	40,000.00
ASB Fundraisers/Donations	\$	10,000.00
ASB General	\$	1,000.00
Band / Chorus (Music Dept)	\$	12,000.00
CJSF	\$	2,000.00
Clubs	\$	8,000.00
Dances	\$	4,000.00
Field Trips	\$	14,000.00
Food Fair Days	\$	8,500.00
Interest Earned	\$	10.00
Knotts/Promotion Events (8th grade)	\$	25,000.00
Leadership /	\$	1,000.00
P.E. Clothes/Locks/Spirit items	\$	32,000.00
Transportation	\$	1,500.00
Yearbook Sales	\$	14,000.00
Total Estimated Income	\$	215,010.00

Expense Accounts:

7th Grade Class Event	\$	1,500.00
7th Grade Science Camp (CIMI)	\$	34,000.00
8th Grade Science Camp (PALI)	\$	41,000.00
After School Sports	\$	6,000.00
ASB General	\$	5,500.00
Assemblies & Awards	\$	5,000.00
Band / Choir (Music Dept.)	\$	11,000.00
Bank Charges	\$	600.00
CJSF Activities/Awards	\$	2,100.00
Clubs	\$	3,800.00
Dances	\$	4,000.00
Field Trips	\$	12,000.00
Food Fair Days	\$	8,000.00
Knotts/Promotion Events (8th grade)	\$	28,000.00
Leadership	\$	8,000.00
P.E. Clothes/Locks/Spirit items	\$	25,000.00
Renaissance / Rewards	\$	3,500.00
Transportation Expenses	\$	5,000.00
Yearbook Expenses	\$	13,000.00
Total Estimated Expenses	\$	217,000.00

Anticipated Ending Balance @ 6/30/2024

\$

42,241.13

ASB Advisor:

ASB Student Treasurer: Madelyn White


School Principal: Jay White

Date:

8/15/23

Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Eric Hart, Associate Superintendent, Administrative Services

Date: September 20, 2023

Subject: Approval for Deer Canyon Elementary School to Change Signers on School Bank Account at Chase Bank

BACKGROUND: Deer Canyon Elementary School has a District-approved student body checking account with Chase Bank. Due to a change in administrative staff for the 2023-24 school year, we would like to update signers on the account. This will grant signer authorization for the school clerk and newly appointed Assistant Principal to be added as signers and to remove authorization from the previous Assistant Principal, as per the attached request.

RATIONALE: Board action is required to make changes to this account.

FUNDING: There is no fiscal impact to this action.

RECOMMENDATION: Recommend the Board approve the request to update signers on the Deer Canyon Elementary School checking account. This action would add Jim Perry, Assistant Principal, and Annette Embleton, School Clerk, as signers and remove the authorization of Jemma Rogers, previous Assistant Principal on all related documents for Deer Canyon Elementary School.



Deer Canyon Elementary

10225 Hamilton Street | Alta Loma, CA 91701 | (909)484-5030 | alsd.k12.ca.us/deercanyon

TO: Eric Hart, Associate Superintendent

FROM: Jenny Rice, Principal

DATE: August 29, 2023

Due to a change in Administration, we would like to have permission to change the signers on our current student body checking account for Deer Canyon School. The information for the account is as follows:

Bank: Chase Bank
10598 Baseline Road
Rancho Cucamonga, CA 91701
Account #xxx-xxx249

New Signer: Jim Perry (*Assistant Principal*)
(2 signatures required) Annette Embleton (*School Clerk*)

Retain Current Signer: Jenny Rice (*Principal*)

Remove: Jemma Rogers (*former Assistant Principal*)

Upon notification of approval, we will proceed.

Thank you,


Jenny Rice
Principal

Superintendent, Dr. Sherry Smith | Board President, Brad Buller | Board Vice President, Rebecca Davies
Clerk, Jessica Martinez | Board Member, Eric Chung | Board Member, Malinda Hurley



Superintendent's Memorandum

To: Board of Trustees

From:  Dr. Sherry Smith, Superintendent

Date: September 20, 2023

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

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

Second Reading

BP 0420.41 - Charter School Oversight
BP 5141.5 - Mental Health
BP 5141.6 - School Health Service
BP 5145.6 - Parent/Guardian Notifications
BP 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education

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 Instruction, Personnel and Students, as presented.

Alta Loma SD

Board Policy

Philosophy, Goals, Objectives and Comprehensive Plan

BP 0420.41(a)

CHARTER SCHOOL OVERSIGHT

The Board of Trustees recognizes its ongoing responsibility to oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of a charter school at any time. (Education Code 47604.32, 47607)

The Superintendent or designated charter school contact shall attend meetings of the charter school governing body whenever possible and shall periodically meet with a representative of the charter school.

Waivers

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the District submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to SBE on behalf of the charter school.

Provision of District Services

The charter school may purchase administrative or other services from the District or any other source. (Education Code 47613)

Whenever the District agrees to provide administrative or support services to a charter school, the District and the charter school shall develop a memorandum of understanding (MOU) which clarifies the financial and operational agreements between them.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The District may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the District as a condition for creating and submitting these reports. (Education Code 47611.3)

(cf. 420.4 – Charter School Authorization)

CHARTER SCHOOL OVERSIGHT (continued)*Material Revisions to Charter*

Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

The Board shall determine whether a proposed change in charter school operations would constitute a material revision of the approved charter.

If an approved charter school proposes to expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open, public meeting. (Education Code 47605, 47607)

Pursuant to Education Code 47605, the Board may deny a request to expand operations if it finds that the proposed expansion would render the charter school demonstrably unlikely to serve the interests of the entire community in which the school is located or proposes to locate. In making this finding, the Board shall consider all of the following:

- 1. The fiscal impact of the proposed expansion on the District*
- 2. The extent to which the expansion would substantially undermine existing services, academic offerings, or programmatic offerings*
- 3. Whether the expansion would duplicate a program currently offered within the District that has sufficient capacity for the students proposed to be served*

Additionally, pursuant to Education Code 47605, the Board may deny a request to expand charter school operations if it finds that the District is not positioned to absorb the fiscal impact of the proposed charter school expansion. The Board shall make this finding if the District has a qualified interim certification pursuant to Education Code 42131 and the County Superintendent of Schools, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the District having a negative interim certification pursuant to Education Code 42131, or if the District has a negative interim certification pursuant to Education Code 42131, or is under state receivership.

CHARTER SCHOOL OVERSIGHT (continued)

Location of Charter Schools

Except when permitted to operate outside District boundaries pursuant to Education Code 47605 and 47605.1, a charter school shall be located within District boundaries. (Education Code 47605.1)

(cf. 0420.4 – Charter School Authorization)

Monitoring Charter School Performance

Any charter school authorized by the Board shall be monitored by the Superintendent or designee to determine whether the charter school complies with all legal requirements applicable to charter schools, including all reports required of charter schools by law, as specified in Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter and any applicable MOU, and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its Local Control and Accountability Plan (LCAP), as reported in the California School Dashboard.

The Board shall monitor the fiscal condition of the charter school based on any financial report or information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, LCAP and annual update of the charter school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

Fees/Charges for Supervisorial Oversight

The District may charge for District supervisorial oversight as follows: (Education Code 47613; 5 CCR 11969.7)

- 1. Actual costs up to one percent of the charter school's revenue.*
- 2. Actual costs up to three percent of the charter school's revenue if the District provides the charter school substantially rent-free facilities.*

If the District provides the charter school with facilities under Education Code 47614 and charges the charter school a pro-rata share of the facilities costs calculated pursuant to 5 CCR 11969.7, the District may only charge the charter school for the actual costs of supervisorial oversight up to one percent of the charter school's revenue

CHARTER SCHOOL OVERSIGHT (continued)

1. *Actual costs if the District is assigned supervisorial oversight responsibility for the charter school by SBE when authorized on appeal.*

Technical Assistance/Intervention

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from the County Superintendent. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 47607.3)

1. *Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605(c). This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.*
2. *Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school. Another service provider, including, but not limited to, a school District, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.*
3. *Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in Items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in Items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes.*

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the County Superintendent may request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074. (Education Code 47607.3; 52072)

CHARTER SCHOOL OVERSIGHT (continued)

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school. (Education Code 47607, 47607.2)

(cf. 0420.43 – Charter School Revocation)

Complaints

Each charter school shall establish and maintain policies and procedures in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4670 to enable any person alleging the school's noncompliance with Education Code 47606.5 or 47607.3 to file a complaint with the charter school. (Education Code 52075)

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

(cf. 1312.3 – Uniform Complaint Procedures)

School Closure

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or an MOU, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out of the charter school.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of a charter is denied, a charter is revoked, or a charter school will cease operation for any reason. Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Policy
adopted:

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Students

BP 5141.5(a)

MENTAL HEALTH

The Board of Trustee's recognizes that students' emotional well-being and mental health are critical to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to reduce the stigma associated with mental illness, facilitate access to mental health services, and help students build resiliency skills, including digital resilience, increase social connections, and cope with life challenges.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

To the extent possible, the District shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The District shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and District policy.

The District shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

(cf. 5141.52 - Suicide Prevention)

Information and Training

The Superintendent or designee shall provide school staff with information and training to recognize the early signs and symptoms of an emerging mental health condition or behavioral health disorder, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, safely deescalate crisis situations involving students with a behavioral health disorder, and link students with effective services, referrals, and supports. Such training shall also provide instruction on how to maintain student privacy and confidentiality. Behavioral health information and training may also be provided to parents/guardians, students, and families. (Education Code 49428.15)

MENTAL HEALTH (continued)

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish Districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

At least twice per school year, the Superintendent or designee shall ensure that each school provides notice regarding how to initiate access to student mental health services on campus and/or in the community. The notification shall be in at least two of the following methods: (Education Code 49428)

- 1. Distributing the information, electronically or in hardcopy, in a letter to parents/guardians, and in a school publication or other document to students*
- 2. Including the information, at the beginning of the school year, in the parent handbook for parents/guardians and in student orientation materials or a student handbook*
- 3. Posting the information on the school's website or social media*

Parents/guardians and students shall each receive two notices on how to initiate access to student mental health services, which may be delivered by different methods. (Education Code 494280)

Each school site that serves students in any of grades 6-12 shall create an age appropriate and culturally relevant poster that identifies approaches and shares resources about student mental health, and that includes the following information: (Education Code 49428.5)

- 1. Identification of common behaviors of those struggling with mental health or who are in a mental health crisis, including, but not limited to, anxiety, depression, eating disorders, emotional dysregulation, bipolar episodes, and schizophrenic episodes*
- 2. A list of, and contact information for, community resources, including, but not limited to, suicide prevention, substance abuse, child crisis, nonpolice mental health hotlines, public behavioral health services, and community mental health centers*
- 3. A list of positive coping strategies to use when dealing with mental health, including, but not limited to, meditation, mindfulness, yoga, breathing exercises, grounding skills, journaling, acceptance, and seeking therapy*
- 4. A list of negative coping strategies to avoid, including, but not limited to, substance abuse or self-medication, violence and abuse, self-harm, compulsivity, dissociation, catastrophizing, and isolating*

MENTAL HEALTH (continued)

The poster shall be displayed in English and any primary language spoken by 15 percent or more of the students at the school site and be no smaller than 8.5 by 11 inches and at least 12-point font. The poster shall be prominently and conspicuously displayed in public areas that are accessible to, and commonly frequented by, students at each school site such as bathrooms, locker rooms, classrooms, classroom hallways, gymnasiums, auditoriums, cafeterias, wellness centers, and offices. Additionally, at the beginning of each school year the poster shall be distributed online to students through social media, websites, portals, and learning platforms. (Education Code 49428.5)

Mental Health Counseling and Referrals

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near District schools.

Mental health and behavioral health services for students on campus may be provided by way of telehealth technology. (Education Code 49429)

(cf. 5141.6 – School Health Services)

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

(cf. 6164.4 – Identification and Evaluation)

Funding Resources

The Superintendent or designee shall explore potential funding sources for District programs and services that support student's mental health. In accordance with local plans and priorities, the District may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

Policy
adopted:

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Students

BP 5141.6(a)

SCHOOL HEALTH SERVICES

The Board of Trustees recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health and social services. ~~The Board desires to collaborate with local and state health, mental health and social service providers in order to offer integrated services at or near District schools.~~ *The Board further recognizes that schools are uniquely positioned to increase health equity and to help ensure that all students have access to necessary health care services. The District may provide access to health services at or near District schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses, and may utilize telehealth as a delivery mechanism to increase access to health care services in schools.*

~~(cf. 1020—Youth Services)~~

~~(cf. 5131.6—Alcohol and Other Drugs)~~

~~(cf. 5141.21—Administering Medication and Monitoring Health Conditions)~~

~~(cf. 5141.22—Infectious Diseases)~~

~~(cf. 5141.24—Specialized Health Care Services)~~

~~(cf. 5141.26—Tuberculosis Testing)~~

~~(cf. 5141.3—Health Examinations)~~

~~(cf. 5141.31—Immunizations)~~

~~(cf. 5141.32—Child Health and Disability Prevention Program)~~

~~(cf. 5148—Child Care and Development)~~

~~(cf. 6159—Individualized Education Program)~~

~~(cf. 6164.6—Identification and Education under Section 504)~~

To further encourage students' access to health care services, the Superintendent or designee shall develop and implement strategies ~~for outreach and~~ *to increase* enrollment of eligible students from low- to moderate-income working families in affordable, comprehensive state or federal health coverage programs and local health initiatives. *Such strategies may include, but are not limited to providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law.*

(cf. 3553 - Free and Reduced Price Meals)

Consent and Confidentiality

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6930, Health and Safety Code 124260, or other applicable law.

SCHOOL HEALTH SERVICES (continued)

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

Payment/Reimbursement for Services

The Superintendent or designee may bill public and private insurance programs and other applicable programs for reimbursement of services as appropriate. Services may be provided free of charge or on a sliding scale in accordance with law.

The District shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements and seek reimbursement of costs to the extent allowed by law.

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

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Students

BP 5145.6(a)

PARENT/GUARDIAN NOTIFICATIONS

The Board of Trustees ~~recognizes that notifications are essential~~ *desires to promote* effective communication between the school and the home *and to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians.* The Superintendent or designee shall send ~~students and~~ parents/guardians all notifications required by law, ~~including~~ *and any other* notifications about their legal rights, and any other notifications ~~he/she~~ *the Superintendent or designee* believes will promote parental understanding and involvement.

The notice required pursuant to Education Code 48980 shall be sent at the beginning of each academic year and may be provided either by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used to communicate with parents/guardians ~~in writing.~~ (Education Code 48981, ~~48982~~)

~~If any~~ *No* activity specified in Education Code 48980 will be undertaken ~~by any school during the forthcoming school term, the notice shall state that fact and the approximate date on which any such activity will occur. No such activity shall be undertaken with respect to any particular student unless his/her~~ *the student's* parent/guardian has been informed of such action through the annual notification or other separate special notification. *Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur.* (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a District school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

Notifications to parents/guardians shall be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand.

When necessary, the District shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large front, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

(cf. 511.6 – School and Health Services)

PARENT/GUARDIAN NOTIFICATIONS (continued)

Whenever 15 percent or more of the students enrolled in a District school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the District's printed notifications, for any reason, the ***employee shall inform*** principal or designee, ***who*** shall work with the parent/guardian to establish other appropriate means of communication.

Policy
adopted: September 19, 2006
amended: December 12, 2018

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Instruction

BP 6159.2(a)

NONPUBLIC, NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR SPECIAL EDUCATION

The Board of Trustees recognizes its responsibility to provide a free appropriate public education ~~all District students, including~~ to students with disabilities, in accordance with law. When the District is unable to provide direct special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency (*NPS/A*) to meet the students' needs: *consistent with the comprehensive local plan of the Special Education Local Plan Area.*

In selecting nonpublic, nonsectarian schools or agencies with which the District may contract for the placement of any District student with disabilities, the Superintendent or designee shall follow the procedures specified in law and accompanying administrative regulation.

Prior to entering into a contract to place any student in ~~an nonpublic, nonsectarian school or agency~~ *NPS/A*, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities *and complies with staff training requirements* in accordance with Education Code 56366 *and 56366.1*. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any ~~nonpublic, nonsectarian school~~ *NPS/A* with which the District has a contract to ensure that the school or agency's certification has not expired.

No District student *with a disability* shall be *referred to, or* placed in, ~~an nonpublic, nonsectarian school or agency~~ *NPS/A* unless the student's individualized education program (IEP) team has determined that ~~an~~ *the placement is* appropriate ~~public education alternative does not exist and that the nonpublic, nonsectarian school or agency placement is appropriate~~ for the student. (*Education Code 56342.1*)

The District shall pay to the NPS/A the full amount of the tuition or fees, as applicable, for students with disabilities who are enrolled in programs or receiving services provided by the NPS/A pursuant to the contract. (Education Code 56365)

In accordance with law, any student with disabilities placed in ~~an nonpublic, nonsectarian school or agency~~ *NPS/A* shall have all the rights and protections to which students with disabilities are generally entitled, including, but not limited to, the procedural safeguards, due process rights, and periodic review of his/her *the student's* IEP. (~~Education Code 56195.8, 56342.1~~)

**NONPUBLIC, NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR
SPECIAL EDUCATION (continued)**

During the period when any student with disabilities is placed in ~~an nonpublic, nonsectarian school or agency~~ *NPS/A*, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in ~~his/her~~ *the* IEP.

The Superintendent or designee shall ensure that any contract with an NPS/A contains a requirement for the NPS/A to comply with District policy, procedures, and practices related to student rights, health, and safety, including the use of seclusion and restraint. All NPS/A staff that serve District students shall be made aware of, and trained in such policies, procedures, and practices.

(cf. 5131.41 – Use of Seclusion and Restraint)

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any District student.


~~In accordance with Education Code 56366.2, t~~The Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, ~~56366.3~~, and 56366.6. *(Education Code 56366.2)*

Policy
adopted: November 1, 2006
amended:

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent
From:  Donna Carlson, Assistant Superintendent, Human Resources
Date: September 20, 2023
Subject: Job Description: Coordinator of Counseling Services

BACKGROUND: With the additional staffing of School Counselors, the job description for the Coordinator of Counseling Services has been reviewed and amended. The Coordinator of Counseling Services is being amended to Coordinator of Clinical Counseling Services to reflect the specific aspects of clinical counseling responsibilities.

Second Reading

RATIONALE: The amended job description outlines the essential duties, qualifications and physical demands of the Coordinator of Clinical Counseling Services.

FUNDING: There is no impact to the general fund to amend a job description.

RECOMMENDATION: Recommend the Board approve the amended job description for the Coordinator of Counseling Services to Coordinator of Clinical Counseling Services as presented.

ALTA LOMA SCHOOL DISTRICT

COORDINATOR OF *CLINICAL* COUNSELING SERVICES

DEFINITION

Under the direction of the current administrator of the Special Education Program, will provide ~~school-based~~ *clinical* support services to District students referred for assessment and assistance to promote mental health and personal growth; identifies the emotional needs of students with disabilities; and develops therapy goals and objectives for implementation through the Individual Education Program (IEP); will implement and oversee a ~~school-based~~ *clinical* counseling intern program; provide support to students and site staff for crisis situations; respond to after-hours student crises as appropriate

ESSENTIAL DUTIES

- Provides individual, group and family ~~school-based~~ *clinical* counseling services.
- Develops and maintains ~~school-based~~ *clinical* counseling intervention programs to meet student needs.
- Conducts interviews, assessments and observations.
- Participates in special assessments, IEPs and other meetings.
- Prepares reports/documents to support ~~school-based~~ *clinical* counseling services for students.
- Refers students to other public/private ~~school-based~~ *clinical* counseling services.
- Provides in-service training to parents, community agencies, students, District personnel and others.
- Serves as a resource to site and District personnel and members of the school community.
- Meets, confers and counsels with parents, school personnel and members of various youth serving agencies in developing alternative solutions to student educational, social and emotional problems and concerns.
- Establish, maintain and monitor the maintenance of files and records pertaining to student counseling, guidance, or related matters.
- Assist in dealing with student behavior management problems.
- Provides organization, support, and communication for crisis situations.
- Responds to crises requiring after-hours intervention.
- Coordinates with local universities to recruit and place counseling interns in our schools.
- Conducts interviews and observations of counseling interns.
- Provides trainings for counseling interns.
- Facilitates regularly scheduled meetings with team of interns.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- ~~School-based~~ *Clinical* counseling techniques for students with emotional and behavioral disabilities and their families.
- Agencies and resources available to assist children.
- Federal and state laws concerning individuals with disabilities, family rights and counseling.

Ability to:

- Assist students in effectively analyzing and developing alternative solutions to behavioral, educational, social and emotional problems and concerns.
- Conduct, analyze and effectively utilize a variety of individual and group testing procedures and instruments applicable to the TK-8 student.

ALTA LOMA SCHOOL DISTRICT

COORDINATOR OF *CLINICAL* COUNSELING SERVICES – Page 2

- Collect, organize, and analyze student information through the use of educational historical data, test results and through the use of interview techniques; including universal screenings and knowledge of early intervention.
- Effectively deal with site and District personnel, parents, social service and youth service agencies in resolving student problems and concerns.
- Effectively participate in the planning and implementation of school guidance and curricular programs.
- Develop and implement ~~school-based~~ *clinical* counseling services.
- Provide in-service training.
- Work independently.
- Maintain accurate records.
- Meet established timelines.
- Establish and maintain cooperative working relationships among culturally and ethnically diverse groups, which may include parents, students, employees, coworkers, teachers and various District site administrators.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions.
- Use software applications appropriate to assignment.

DESIRED QUALIFICATIONS

- Valid California Pupil Services Credential in School Counseling or School Psychology.
- Knowledge of the Individual Education Program (IEP) process.
- Experience providing in-service training.
- Knowledge and/or experience with a Special Education Local Plan Area (SELPA), school district operations and an array of special education placement and service options.
- Experience working as a School District Psychologist and/or School Clinical Counselor.

EXPERIENCE, EDUCATION AND LICENSES

Experience:

Two (2) years of experience providing psychological counseling services in a California School District or County Office of Education

Two (2) years of experience in providing crisis counseling and related services

Two (2) years of experience in a leadership role supervising counselors or interns

Education:

Master's Degree from an accredited college or university

Licenses and other Requirements:

One of the following licenses:

Marriage & Family Therapist (MFT), or Licensed Clinical Social Worker (LCSW)
(cannot be an Intern License)

Department of Justice and FBI clearance

Possession of valid driver's license

Proof of insurability

ALTA LOMA SCHOOL DISTRICT

COORDINATOR OF *CLINICAL* COUNSELING SERVICES – Page 3

SUMMARY OF PHYSICAL DEMANDS RATINGS

Report Identification Code:

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	20%	
	Sitting	70%	
B.	Lifting	F	25 lbs.
	Carrying	F	25 lbs.
	Pushing	O	25 lbs.
	Pulling	O	25 lbs.
2.	CLIMBING	O	
	BALANCING	NP	
3.	STOOPING	O	
	KNEELING	O	
	CROUCHING	O	
	CRAWLING	O	
4.	REACHING	C	
	HANDLING	C	
	FINGERING	F	
	FEELING	F	
5.	TALKING:		
	Ordinary	C	
	Other	O	
	HEARING:		
	Conversations	C	
	Other Sounds	O	

ALTA LOMA SCHOOL DISTRICT

COORDINATOR OF *CLINICAL* COUNSELING SERVICES – Page 4

6. SEEING:

Acuity, Near	C
Acuity, Far	F
Depth Perception	O
Accommodation	C
Color Vision	O
Field of Vision	O

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

8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying are: briefcase, testing materials; reaching/handling/fingering/feeling are telephone, test materials, computer; talking/hearing are normal conversations, counseling and administering tests; visual acuity is driving, preparing and receiving reports.

9. EXPOSURE to hostile or abusive individuals is possible.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

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

Key to Environmental Factors Rating:

NP = Not Present in the Job Environment
S = Seldom - Under 5% of Work Day
O = Occasionally - Up to 1/3 Time
F = Frequently - From 1/3 to 2/3 Time
C = Constantly - 2/3 or More Time

1. ENVIRONMENT:
Inside 80% Outside 20%

2. EXTREME COLD NP

3. EXTREME HEAT NP

4. WET/HUMID NP

5. NOISE (IN DECIBELS) 80 decibels
VIBRATION NP

ALTA LOMA SCHOOL DISTRICT

COORDINATOR OF *CLINICAL* COUNSELING SERVICES – Page 5

6. HAZARDS:

Mechanical	NP
Explosives	NP
Electrical	NP
Radiant Energy	NP
Burns	NP
Other Hazard/s	S

Comments regarding “Other Hazard/s” = Aggressive students/parents

7. ATMOSPHERIC CONDITIONS:

Fumes	NP
Mists	NP
Odors	NP
Gases	NP
Dusts	NP
Poor Ventilation	O
Other Atmospheric Hazards	NP


Comments Regarding “Poor Ventilation” = Interviewing in small rooms

8. PROTECTIVE CLOTHING - DEVICES: Latex gloves

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

10. SUMMARY ENVIRONMENTAL COMMENTS: Exposure to paper dusts, normal office noises and road vibrations while driving an automobile.

Human Resources Memorandum

To:  Dr. Sherry Smith, Superintendent
From: Donna Carlson, Assistant Superintendent, Human Resources
Date: September 20, 2023
Subject: Job Description: Licensed Vocational Nurse

BACKGROUND: The position of Licensed Vocational Nurse has been amended to include additional duties and responsibilities related to Licensed Vocational Nurses assigned to serve in a classroom. Therefore, the job description is being amended to reflect the varying responsibilities in the event a Licensed Vocational Nurse is assigned to a classroom to serve students with special medical needs.

Second Reading

RATIONALE: The amended job description outlines the essential duties, qualifications and physical demands of the Classroom Licensed Vocational Nurse.

FUNDING: There is no impact to the general fund to amend a job description.

RECOMMENDATION: Recommend that the Board approve the amended job description for Licensed Vocational Nurse as presented.

ALTA LOMA SCHOOL DISTRICT
LICENSED VOCATIONAL NURSE

DEFINITION

Under general supervision of the site administrator and/or the Director of Special Education/~~Pupil Services~~, assists in performing a variety of functions in the student health program; assists in the care of students with specialized health care needs, including the performance of specialized health care procedures, administration of medications, assistance of students with toileting, tube feedings, documentation, and other related duties as assigned. Consistent with the Nurse Practice Act of the State of California, tasks may be delegated to the LVN by a credentialed School Nurse. The LVN must be trained and supervised by the delegating nurse, and the health outcomes of the student needing the procedure must be periodically evaluated.

ESSENTIAL DUTIES

- Provides emergency care in situations such as anaphylactic shock, cardiopulmonary distress, respiratory distress, insulin reactions, hypoglycemic reactions, seizures, dysreflexia, and other medical emergencies.
- Performs sterile and/or clean urinary catheterizations, blood glucose monitoring, oral suctioning, suctioning of tracheostomies, care of ostomies, operation of medical and/or mechanical devices required for the care of students, and specialized health care procedures for elimination needs and toileting.
- Monitors blood glucose and administers insulin under supervision of School Nurse for diabetic students.
- Participates in the administration of nursing care described in Health Care Plans, Individualized Education Plans, or other written plans for students under the direction of the credentialed School Nurse.
- Communicates with parents, registered nurses, school staff and medical professionals.
- Instructs individual students in health care and personal hygiene.
- Monitors general well-being of children as needed including the measurement of vital signs, the presence of possible communicable diseases, the assessment of illness or injury.
- Assists in the administration of prescription and over-the-counter medications as needed, per ALSD policies and procedures, the Nurse Practice Act, and other applicable federal, state and local regulations, and monitors students for any unexpected, abnormal, or allergic reactions to medication.
- Assists credentialed School Nurse in mandated screening programs.
- May be required to accompany students on field trips in order to provide specialized health care procedures and/or general nursing care as needed.
- Participates in LEA Medi-Cal billing.
- Checks and re-checks for head lice as needed.
- Prepares documentation including daily logs, medication budgets, accident reports, follow-up reports as well as the student health files.
- Performs basic first-aid procedures.
- Participates in meetings for the purpose of sharing information and/or improving one's skills/knowledge.

ALTA LOMA SCHOOL DISTRICT

LICENSED VOCATIONAL NURSE - Page 2

- Moves students to/from the floor, changing tables and wheelchairs; assists in lifting students from wheelchairs and/or adaptive equipment; place/reposition students in therapeutic equipment; push wheelchairs and assist with walkers.
- Performs duties at ~~the~~ District sites using personal automobile for transportation.
- Performs a variety of clerical duties, including filing, checking and recording information and answering phones; assists with routine health or front office tasks.
- ~~● Performs job related duties as assigned.~~
- *Uphold high ethical standards and maintain confidentiality of student information.*
- *Participate in District professional development as required.*
- *Performs job related duties as assigned.*

If assigned to a classroom to serve students with special medical needs, additional duties may include:

- *Assist the classroom teacher in delivering instruction by listening to and drilling students in various subjects.*
- *Maintain records of progress on programmed learning materials under the direction of the classroom teacher.*
- *Discuss program changes with the classroom teacher.*
- *Perform routine recordkeeping activities, such as attendance, collecting payments, filling out forms, and preparing instructional materials.*
- *Supervise and monitor assigned student during recess, in the cafeteria, and during other school activities.*
- *Administer make-up tests and assignments as instructed by the teacher.*
- *Operate office and technology equipment.*
- *Observe and record student behaviors.*
- *Accompany students to and from the bus if needed.*
- *Encourage and promote courteous behavior among students.*
- *Attend staff meetings and District in-service programs and trainings.*
- *Complete required District training annually.*
- *Follow written and oral directions accurately.*
- *Establish and maintain cooperative relationships with students, employees and the school community.*
- *Perform other assigned duties.*

QUALIFICATIONS

Knowledge of:

~~Principles, methods, and practices of first aid and routine emergency treatment; medications, dosages, and schedules of administration; standard policies and procedures pertaining to student health services equipment, supplies, and terminology commonly associated with a student health facility; emergency~~

ALTA LOMA SCHOOL DISTRICT

LICENSED VOCATIONAL NURSE - Page 3

~~service agencies within close proximity of the assigned school site; general office clerical procedures and automated record management, storage and retrieval systems.~~

- *Standards of excellent service*
- *Applicable laws, codes, regulations, policies and procedures, including Health Insurance Portability and Accountability Act (HIPAA)*
- *General licensed vocational nursing skills, practices and procedures, including CPR*
- *Health office and related medical practices, terminology, procedures, and equipment*
- *Methods and practices of performing routine medical/physical procedures and care of medically complex students, including administering medicines and feeding through g-tubes and performing trachea care and suctioning, and giving injections, recognizing facial, body language, and other indicators of physical discomfort and distress in a child who is unable to communicate verbally*
- *Universal precautions and control of infectious diseases, including handling blood or bodily fluids*
- *Safe work practices and safe procedures for performing physical care for medically fragile students*
- *Current health, hygiene and safety regulations*
- *District policies and state regulations concerning immunization of school-aged children*
- *General diagnostic methods for illnesses, injuries and medical procedures*
- *Safe medication administration and side effects*
- *First aid methods and procedures*
- *Methods of collecting and organizing data and information*
- *Recordkeeping and report preparation techniques*
- *Basic mathematics calculations*
- *Standard office procedures and equipment, including the preparation of business correspondence, filing and standard office equipment operations*
- *Child abuse reporting requirements and prevention strategies*
- *Basic math, including calculation of fractions, percentages and/or ratios*

Ability to:

~~Perform routine first aid and emergency treatment for ill and injured students; communicate effectively in oral and written form; evaluate student illness or emergency situations and determine an appropriate course of action; establish and maintain a variety of files and records; effectively operate a computer and use appropriate software applications; perform routine mathematic calculations with accuracy; understand and carry out oral and written directions; establish and maintain cooperative working relationships; establish and maintain good communication and effective professional working relationships with students, parents, School Nurses, health clerks, teachers, administration, coworkers and site staff; demonstrate professional standards of care, including confidentiality, the maintenance of vocational nursing skills, documentation of care, and the modeling of safe, prudent and healthful work behaviors and practices, drive to various school sites.~~

ALTA LOMA SCHOOL DISTRICT

LICENSED VOCATIONAL NURSE - Page 4

- *Provide a variety of health services to students including first aid, screening of ill or injured students and emergency care*
- *Lift, position and reposition students with assistance using appropriate equipment*
- *Compile and verify data and prepare reports*
- *Administer CPR, first aid and medications according to established procedures*
- *Operate a variety of health assessment and screening instruments and equipment, including thermometers, stethoscopes and screening devices*
- *Operate a variety of electronic equipment and devices*
- *Spell, punctuate, use correct grammar and proofread*
- *Understand and carry out written/taped/emailed, documents and oral directions*
- *Read a variety of manuals and write documents following prescribed formats and/or present information before groups*
- *Communicate clearly and effectively in English*
- *Deal with sensitive and difficult situations*
- *Demonstrate intellectual capabilities in order to exercise sound judgment*
- *Adapt to changing work priorities, remaining flexible and focused during interruptions and distractions*
- *Problem solve to analyze issues, create plans of action, reach solutions and when to contact the nurse for assistance*
- *Memorize and recall facts, figures and information*
- *Remain calm and respond appropriately in a stressful emergency situation*
- *Observe and interpret student's non-verbal communications, including facial expressions, oral sounds and body language to identify potential problems before they become serious*
- *Maintain detailed and confidential student records and files*
- *Utilize a wide variety of job-related equipment*
- *Use good judgment in the application of District and school policies*
- *Demonstrate tact, diplomacy and good judgment*
- *Establish and maintain effective working relationships with those contacted in the course of work*
- *Understand and carry out handwritten/taped documents*
- *Accept change positively and support new ideas and methodologies*
- *Relate effectively with racially and ethnically diverse staff, students and community members*
- *Maintain consistent, regular and punctual attendance*
- *Follow District, state and federal rules, policies, regulations and laws*
- *Meet rigorous timelines and schedules*
- *Work effectively as a member of a team*

EXPERIENCE, EDUCATION AND TRAINING

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

ALTA LOMA SCHOOL DISTRICT

LICENSED VOCATIONAL NURSE - Page 5

Experience:

At least one year of nursing experience working with medically fragile children or adults

Education:

High School Graduation or Equivalent

Graduation from an accredited Licensed Vocational Nurses Training Program

License and Certificate Requirement:

A valid California Vocational Nurse's license

A current First Aide Certificate

A current CPR certificate which includes infants, children and adults

Valid California Motor Vehicle Driver's license

SUMMARY OF PHYSICAL DEMANDS RATINGS

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

Rating Symbol Key:

NP = Not Present – Does not exist

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

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

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

1. STRENGTH:

A. Standing	30%
Walking	30%
Sitting	40%
B. Lifting	O 25 lbs.
Carrying	O 25 lbs.
Pushing	O 25 lbs.
Pulling	O 25 lbs.

2. CLIMBING	O
BALANCING	O

3. STOOPING	O
KNEELING	O

ALTA LOMA SCHOOL DISTRICT

LICENSED VOCATIONAL NURSE - Page 6

CROUCHING	O
CRAWLING	NP

4. REACHING	F
HANDLING	C
FINGERING	F
FEELING	F

5. TALKING:	
Ordinary	C
Other	NP
HEARING:	
Conversations	C
Other Sounds	F

6. SEEING	
Acuity, Near	C
Acuity, Far	O
Depth Perception	F
Accommodation	O
Color Vision	O
Field of Vision	NP

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

8. PHYSICAL DEMAND COMMENTS: Examples of reaching/handling/fingerings/feeling are files, equipment, bandages, tweezers; talking/hearing are conversations with students, general public in person and via telephone; seeing are reports, cuts and bruises.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents evaluation of the surroundings in which the job is performed.

Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not present in the job environment

S = Seldom – Under 5% of work day

ALTA LOMA SCHOOL DISTRICT

LICENSED VOCATIONAL NURSE - Page 7

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

1. ENVIRONMENT:

Inside 90% Outside 10%

Comments regarding “Outside work site location” = Playground/fields

2. EXTREME COLD NP

Comments regarding “Extreme Cold” = Ambient

3. EXTREME HEAT NP

Comments regarding “Extreme Heat” = Ambient

4. WET/HUMID C

Comments regarding “Wet and/or Humid Conditions” = Washing hands

5. NOISE 65 decibels

VIBRATION NP

Comments regarding “Noise” = Office/loud speaker

6. HAZARDS:

Mechanical NP

Explosives S

Electrical NP

Radiant Energy NP

Burns NP

Other Hazard/s NP

Comments regarding “Explosives” = Oxygen

Comments regarding “Other Hazard/s” = Possible exposure to infectious disease and blood-borne pathogens

7. ATMOSPHERIC CONDITIONS:

Fumes NP

Mists NP

Odors F

Gasses NP

Dusts NP

Poor Ventilation NP

Other Atmospheric Hazards NP

ALTA LOMA SCHOOL DISTRICT

LICENSED VOCATIONAL NURSE - Page 8

Comments regarding “Odor Exposure” = Human waste, cleaning solution.

8. PROTECTIVE CLOTHING – DEVICES: Latex gloves, protective eyewear (goggles)

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

Superintendent's Memorandum

To: Board of Trustees

From: Dr. Sherry Smith, Superintendent

Date: September 20, 2023

Subject: Deletion of Board Policies, Administrative Regulations and Exhibits Related to Personnel and Students.

BACKGROUND: In order to keep Board Policies in compliance with applicable State and Federal laws, as well as to create consistency of format within all Board Policies, the District contracted with the California School Boards Association to facilitate the review and revision of all Board Policies. District administration has reviewed and evaluated the following policy and its related administrative regulation:

BP 4157.1/4257.1/4357.1 – Work-Related Injuries
E 4151- Employee Compensation
E 4351 – Employee Compensation
E(1) & E(2) 4361.8 – Family Care and Medical Leave
BP & AR 5148 – Child Care and Development

RATIONALE: This action will amend existing 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 delete Board Policies, Administrative Regulations and Exhibits related to Personnel and Students, as presented.

Alta Loma SD

Board Policy

All Personnel

BP 4157.1(a)

4257.1

4357.1

WORK-RELATED INJURIES

The Board of Trustees desires to provide its employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process in order to reduce costs and facilitate employee recovery.

(cf. 3320 – Claims and Actions Against the District)

(cf. 4032 – Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 – Temporary Modified/Light-Duty Assignment)

(cf. 4154/4254/4354 – Health and Welfare Benefits)

(cf. 4157/4257/4357 – Employee Safety)

(cf. 4157.2/4257.2/4357.2 – Ergonomics)

(cf. 4161.11/4361.11 – Industrial Accident/Illness Leave)

(cf. 4261.11 – Industrial Accident/Illness Leave)

An employee shall report any work-related injury or illness to his/her supervisor as soon as practicable. Upon learning of an injury, a supervisor shall promptly report the incident to the Superintendent or designee and the insurance carrier as appropriate.

The Superintendent or designee shall ensure that every new employee is notified of his/her right to receive workers' compensation if injured at work and that injured employees are given notice of rights in accordance with law.

The Superintendent or designee shall ensure that notifications regarding workers' compensation are posted in accordance with law.

Requesting deletion of Board Policy 4157.1, 4257.1, 4357.1 Work-Related Injuries

BP 4157.1(b)

4257.1

4357.1

WORK-RELATED INJURIES (continued)

Legal Reference:

EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

LABOR CODE

3200-4855 Workers' compensation, especially:

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provisions of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5413 Notice of injury or death

6409.1 Reports

CODE OF REGULATIONS, TITLE 8

15596 Notice of employee rights

Management Resources:

WEB SITES

California Department of Industrial Relations, <http://www.dir.ca.gov>

Policy
adopted: July 11, 2006

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

**Requesting deletion of Exhibit (PDF) 4151-E PDF(1): Employee Compensation –
Substitute Teachers**

Alta Loma SD

Exhibit

Personnel

Exhibit 4151-E PDF(1)

EMPLOYEE COMPENSATION

PLEASE SEE DISTRICT MATERIAL IN THE DISTRICT OFFICE FOR EXHIBIT (1)
4151

Exhibit
version: December 13, 2006

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Exhibit

Personnel

Exhibit 4351-E PDF(1)

EMPLOYEE COMPENSATION

PLEASE SEE DISTRICT MATERIAL IN THE DISTRICT OFFICE FOR EXHIBIT 4351

Alta Loma SD

Exhibit

Personnel

E(1) 4361.8(a)

FAMILY CARE AND MEDICAL LEAVE

YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

REASONS FOR TAKING LEAVE

Unpaid leave must be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days' advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.
- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."

Requesting deletion of Exhibit (1) 4361.8 Family Care and Medical Leave

E(1)4361.8(b)

FAMILY CARE AND MEDICAL LEAVE (continued)

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

UNLAWFUL ACTS BY EMPLOYERS

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

Alta Loma SD

Exhibit

Personnel

E(2) 4361.8(a)

FAMILY CARE AND MEDICAL LEAVE

FAMILY CARE AND MEDICAL LEAVE (CFRA LEAVE) AND PREGNANCY DISABILITY LEAVE

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave (CFRA leave). This leave may be up to 12 work weeks in a 12-month period for the birth, adoption or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse.

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or related medical conditions, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under law.

If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or planned medical treatment for yourself or of a family member). For events which are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy or your own serious health condition or certification from the health care provider of your child, parent or spouse who has a serious health condition before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact the Assistant Superintendent of Personnel/Support Services.

Requesting deletion of Exhibit (2) 4361.8 Family Care and Medical Leave

E(2) 4361.8(a)

FAMILY CARE AND MEDICAL LEAVE

Authority Cited:

Sections 12935, subd. (a) and 12945.2,
Government Code

Exhibit
version: August 23, 2006

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Board Policy

Students

BP 5148

CHILD CARE AND DEVELOPMENT

The Board of Trustees desires to provide before and after school child care, and offer a convenient child care alternative for parents/guardians in the community.

The Superintendent or designee shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, and obtain ongoing feedback on program quality.

To the extent possible, child care services will be made available during the regular school day, before and after normal school hours, during school vacations and intersessions.

These services shall be available to school-age children in grades K-8.

The Superintendent or designee shall ensure that subsidized child care information is provided to families.

(cf. 5111.1 - District Residency)

The Superintendent or designee shall ensure that individuals working in child care have met the necessary qualifications and all district requirements.

The Superintendent or designee shall develop and implement an annual plan for evaluation of the District's child care services.

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

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD

Administrative Regulation

Students

AR 5148(a)

CHILD CARE AND DEVELOPMENT

Licensing

All District child care sites are license, exempt as outlined Title 22.

Program Components

The District's child care program shall include but not be limited to:

1. A program which:
 - a. Is developmentally, linguistically and culturally appropriate
 - b. Is inclusive of children with special needs as outlined in the Admission Procedures for enrollment procedure
 - c. Encourages respect for others
 - d. Supports children's physical, cognitive, language, social and emotional development
 - e. Promotes and maintains practices that are healthy and safe
2. A staff development program which: (5 CCR 18274)
 - a. Identifies training needs
 - b. Provides written job descriptions
 - c. Provides an orientation plan for new employees
 - d. Provides staff development opportunities related to the functions in each employee's job description and identified training needs
 - e. Provides for annual written performance evaluations, as outlined in the collective bargaining agreement
 - f. Provides each staff member with information necessary to perform their duties

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

AR 5148(b)

CHILD CARE AND DEVELOPMENT (continued)

Fees

Tuition and additional fees will be due and payable on the FIRST of each month. Based on the date of enrollment, the first month's fees will be prorated and paid on or before the day the child begins the program. Thereafter, payment becomes due on the FIRST of the month. Monthly invoices will not be given.

Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the District's regulations regarding fee collection at the time of initial enrollment into the program.

The Superintendent or designee shall establish a process which includes parents/guardians in determining whether and how much to charge parents/guardians for field trip expenses.

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes and for student accountability.

Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Rights of Parents/Guardians

The Superintendent or designee shall inform parents/guardians of their right to enter the child care facility without advance notice during normal operating hours or any time their child is receiving services in the facilities.

Records

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care.

(cf. 3580 - District Records)

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

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California



Educational Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: Christina Pierce, Assistant Superintendent, Educational Services

Date: September 20, 2023


Subject: Approval of Agreement with California Foundation for History Education, Inc.

BACKGROUND: The District has identified a need to improve the areas of professional development related to literacy across the curriculum and lesson design to support instructional practices and promote student's academic success.

RATIONALE: The California Foundation for History Education, Inc. is an educational consultant firm that provides professional learning services to improve academic instruction in literacy skills across curricula to support effective instructional practices to meet the needs of all students.

FUNDING: One-time cost from Title II Professional Development restricted fund, not-to-exceed \$60,000.

RECOMMENDATION: Recommend the Board approve the agreement with California Foundation for History Education, Inc. for an amount not-to-exceed \$60,000 for the 2023-24 school year and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Prepared By:  Kristy Johnson, Director of Educational Programs

**AGREEMENT BETWEEN CALIFORNIA FOUNDATION FOR HISTORY EDUCATION,
INC., a California Non-Profit Corporation, and ALTA LOMA SCHOOL DISTRICT**

RECITALS

A. This Agreement ("Agreement") is entered into by California Foundation for History Education, Inc., a California Non-Profit Corporation ("CFHE"), whose principal place of business is located at 821 Vaughn Court, Santa Rosa, CA 95409, and Alta Loma School District (the "District"), whose business address is 9390 Baseline Rd, Unit A, Rancho Cucamonga, 91701

B. CFHE has already discussed services with district personnel. The proposal is attached hereto.

C. CFHE and the District wish to formalize the first aspect of the proposal into this Agreement.

AGREEMENT

In consideration of these recitals and the promises set forth in this Agreement, CFHE and the District agree to the following.

SERVICES TO BE RENDERED

1. CFHE will provide the services set forth in the attached proposal. CFHE controls the manner in which the services are provided and the identities of the individuals who will be providing the services.
2. The District will compensate CFHE in the manner set forth in the attached proposal; *i.e.*, \$3,000 per day/trainer for 20 days, a total of \$60,000. Invoices will be sent monthly. Payment is due and payable no later than thirty days after receipt of invoice.
3. CFHE is responsible for all transportation, meals, and materials relating to the services to be provided.
4. Independent Contractor will supply all office space, equipment, tools, materials, and supplies necessary to perform the services under this Agreement.
5. The District will provide the physical locations to be used by CFHE to provide its services hereunder, at no cost to CFHE.

DISPUTES

6. Any dispute between CFHE and the District arising under this Agreement will be submitted to binding arbitration in accordance with the rules of the American Arbitration Association in the jurisdiction in which this Agreement is executed.

GOVERNING LAW

7. This Agreement shall be governed and interpreted in accordance with the laws of the State of California.

SEVERABILITY

8. Should any portion of this Agreement be found to be invalid or unlawful, the remainder of the Agreement shall continue to be enforceable.

INTEGRATION

9. The parties' entire understanding is set forth in this Agreement and the attachment hereto. Any prior or contemporaneous promises or understandings are superseded by the terms of this Agreement. This Agreement may only be amended or altered by another written agreement executed by both parties.

CFHE

Dated: August 29, 2023

CALIFORNIA FOUNDATION FOR HISTORY EDUCATION, INC.

By: Whitney Olson
Whitney D. Olson
Its CEO

DISTRICT

Dated: _____

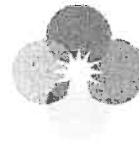
ALTA LOMA SCHOOL DISTRICT

By: _____
Its: _____

ESTIMATE

California Foundation for History
Education Inc.
821 Vaughn Court
Santa Rosa, CA 95409

whitney@cfheducation.org
+1 (707) 849-3503
cfheducation.org



California Foundation
for History Education

Alta Loma School District

Bill to

Alta Loma School District
9990 Baseline Road
Ranch Cucamonga, CA 91701

Estimate details


Estimate no.: 1013
Estimate date: 08/17/2023
Expiration date: 09/25/2023

Product or service	Amount
1. Professional Development	20 units x \$3,000.00 \$60,000.00
1. IMPLEMENTATION STRATEGIES AND DISTRICT-WIDE PLANNING: ELA/H-SS/Math/SCIENCE Trainer of Trainer Model with TOSAs	
Elementary (Tk-1, 2-3, 4-6) - Implementation strategies and planning	
Junior High ELA/H-SS - Implementation strategies and planning, Creation of materials	
Junior High Science (NGSS)/Math - Implementation strategies and planning, Creation of materials	
2. TEACHER CLARITY PROFESSIONAL DEVELOPMENT SESSIONS	
TK - 6 at multiple elementary sites - DOK, Standards for ELA, H-SS, Math, Science, Framework for ELA, H-SS, Math, Science, Disciplinary Literacy Intro for ELA, H-SS, Math, Science, Engagement by Design for ELA, H-SS, Math, Science	
Junior High at multiple sites - DOK, Standards for ELA, H-SS, Math, Science, Framework for ELA, H-SS, Math, Science, Disciplinary Literacy Intro for ELA, H-SS, Math, Science, Engagement by Design for ELA, H-SS, Math, Science	
30 days (2 Trainers, 10 days each), \$3000.00/day - inclusive of travel, preparation, and materials.	
August 25 - September 30	
Total	\$60,000.00
Expiry date	09/25/2023



Educational Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Christina Pierce, Assistant Superintendent, Educational Services

Date: September 20, 2023

Subject: Approval of Agreement with Qualtrics, LLC

BACKGROUND: Community partners input is crucial and a requirement in the development of an LCAP in setting goals, actions and reporting annual updates. In 2024-25, Alta Loma School District will be entering into a new Local Control Accountability Plan (LCAP) three-year cycle and there is a need for expertise in survey design, outreach and data analysis, in order to review and establish new goals and actions to elevate the Alta Loma School District.

RATIONALE: Qualtrics provides the opportunity to collect quantitative and qualitative data with a single platform. In addition to the District's LCAP needs, Qualtrics is able to provide the reporting services needed for the requirements in School Plan for Student Achievement (SPSA) and can be utilized by other departments such as Student Services, Special Education, Expanded Learning and other school site programs.

FUNDING: Funding for this platform and software program will be split between District, EXPLORE Program and the 10 school sites for an amount not-to-exceed \$105,600.

RECOMMENDATION: Recommend the Board approve the three-year agreement with Qualtrics, LLC for an amount not-to-exceed \$105,600 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Order Form

Parties:	Qualtrics, LLC 333 W. River Park Dr. Provo, UT 84604 United States ("Qualtrics")	Alta Loma School District 9390 Baseline Rd Bldg A Alta Loma CA 91701 United States ("Customer")
Effective Date:	The date signed by the last party to sign.	
Governing Document:	This Order Form is subject to the Qualtrics Terms of Service at https://www.qualtrics.com/terms-of-service/ (the " Agreement "). All capitalized terms used but not defined herein have the meanings given to them in the Agreement. If there is a conflict between the terms of the Agreement and this Order Form, this Order Form will control.	
Attachments:	<ul style="list-style-type: none"> - Service Level Exhibit - Fees Exhibit - Cloud Service Exhibit - Professional Services Exhibit(s) 	
Services:	As set forth in the exhibits attached hereto	
Term:	As set forth in the exhibits attached hereto	
Payment Terms:	As set forth in the exhibits attached hereto	
Additional Terms:	Qualtrics will comply with applicable Data Protection Law (including but not limited to the Family Educational Rights and Privacy Act of 1974 (" FERPA ") as a "school official") to the extent that such law imposes obligations directly upon Qualtrics as a Processor in connection with the Cloud Service specified in the Order Form and Customer shall comply with applicable Data Protection Law (including but not limited to FERPA) to the extent that such law imposes obligations directly upon Customer as a Controller in connection with the Cloud Service specified in the Order Form.	
To be completed by Customer		
Regional Data Center:		Purchase Order Number (if any):
Email Address for Invoice Submission:	ccerecerez@alsd.org	Shipping Address:
Invoicing Instructions (if applicable):		Billing Address for Invoice Submission: Attn: Alta Loma School District Alta Loma SD 9390 Baseline Rd Bldg A Alta Loma, CA United States 91701

Qualtrics	Customer
By (signature):	By (signature):
Name:	Name:
Title:	Title:
Date:	Date:

Order Form

Qualtrics Primary Contact:	Customer Primary Contact:
Name: Alexander Micciche	Name: Cara Cerecerez
Phone:	Phone: 9094845151
Email: amicciche@qualtrics.com	Email: ccerecerez@alsd.org

Order Form

Service Level Exhibit

Service Levels

1. **Availability.** Qualtrics will use commercially reasonable efforts to ensure that the Cloud Service will be available at all times, excluding when the Cloud Service is unavailable due to (a) required system maintenance as determined by Qualtrics ("**Scheduled Maintenance**"); and (b) causes outside of the reasonable control of Qualtrics that could not have been avoided by its exercise of due care, including any outages caused by: (i) the Internet in general; (ii) a Customer-caused event; or (iii) any Force Majeure Event ("**Availability**").
2. **Scheduled Maintenance.** A minimum of five days' advance notice will be provided by email to Customer for all Scheduled Maintenance exceeding two hours. For Scheduled Maintenance lasting less than two hours, notice will be displayed on the login page.
3. **Downtime.** "**Downtime**" is defined as the Cloud Service having no Availability, expressed in minutes.
4. **Remedies for Downtime.** If Downtime exceeds a certain amount per month, Customer will be entitled, upon written request, to a credit ("**Fee Credit**") based on the formula: Fee Credit = Fee Credit Percentage set forth below * (1/12 current annual Fees paid for Software affected by Downtime). All times listed immediately below are per calendar month.
 1. If Downtime is 30 minutes or less, no Fee Credit Percentage is awarded.
 2. If Downtime is from 31 to 120 minutes, Customer is eligible for a Fee Credit Percentage of 5%.
 3. If Downtime is from 121 to 240 minutes, Customer is eligible for a Fee Credit Percentage of 7.5%.
 4. If Downtime is 241 minutes or greater, Customer is eligible for a Fee Credit Percentage of 10.0%

Order Form

Fees Exhibit

License Details

Start Date	End Date	Term in Months
First date of the initial period in the table below	Last date of the final period in the table below	36

Cloud Service Details

Period	Services	Price	Estimated Invoice Date	Payment Terms from Invoice	License Configuration
21-Sep-2023 TO 20-Sep-2024	Cloud Professional	\$28,300.00 \$6,900.00	Effective Date	Net 30	Q-44843
21-Sep-2024 TO 20-Sep-2025	Cloud Professional	\$35,200.00 \$0.00	22-Aug-2024	Net 30	Q-44843
21-Sep-2025 TO 20-Sep-2026	Cloud Professional	\$35,200.00 \$0.00	22-Aug-2025	Net 30	Q-44843
		USD \$105,600.00			
Total					

Prices shown do not include applicable taxes. Applicable taxes will be presented on the invoice.

Press Release

Notwithstanding anything to the contrary in the Agreement, upon mutual execution of this Order Form Customer grants Qualtrics the right to issue a press release naming Customer as a customer of Qualtrics and identifying the product purchased.

CONFIDENTIAL

Order Form

Cloud Service Exhibit

Cloud Service Renewal (not applicable to pilots or proofs of concept). Qualtrics sends renewal notices to customers at least 60 days before the end of the term. Upon expiration of each term, the Cloud Service will automatically renew for a successive one-year term with a price increase of no more than 5% at such renewal, unless either party provides notice of nonrenewal at least 30 days prior to the end of the term.

[Description of Services on following page]

Order Form

YEAR 1
Q-44843

CLOUD SERVICE

CX

Custom Theme
SMS Text Reserve : 50,000
Branded URL
Advanced Features Package
Admin User
Vocalize Core
CX K-12
Developer Tools
ExpertReview - Response Quality (Advanced)
Public Dashboards
Role Based Dashboards

Stats iQ
Text iQ
Website Feedback
XM Directory - State of the Art
Advanced Distribution Package
Closed-Loop Follow Up

YEAR 2
Q-44843

CLOUD SERVICE

CX

Stats iQ
Text iQ
Website Feedback
XM Directory - State of the Art
Advanced Distribution Package
CX K-12
Role Based Dashboards
Vocalize Core
Admin User
Advanced Features Package
Branded URL
Closed-Loop Follow Up

CONFIDENTIAL

Order Form

Custom Theme
Developer Tools
ExpertReview - Response Quality (Advanced)
Public Dashboards

YEAR 3
Q-44843

CLOUD SERVICE

CX

CX K-12
Advanced Distribution Package
Admin User
Advanced Features Package
Branded URL
Closed-Loop Follow Up
Custom Theme
XM Directory - State of the Art
Website Feedback
Text iQ
Stats iQ

Role Based Dashboards
Public Dashboards
ExpertReview - Response Quality (Advanced)
Developer Tools
Vocalize Core

For definitions of the Usage Metrics above, please refer to: <https://www.qualtrics.com/usage-metric-definitions/>

CONFIDENTIAL

Order Form

Professional Services Exhibit

Customer agrees that Qualtrics may use subcontractors to deliver any portion(s) of the Project at Qualtrics' discretion. Qualtrics currently intends to use Isobar. Qualtrics will provide notice to Customer if the delivery subcontractor changes.

Inclusions:

This is a fixed fee statement of work to support the following items related to the project.

- **Implementation Services:** 24 hours

Statement of Work (SoW): The below statement of work covers Qualtrics implementation services for **Alta Loma**.

Project Scope: Consultants will provide up to **24 hours** of direct and indirect training and development support related to the district's implementation of the Qualtrics platform, can include the following project areas:

- **Implementation Project: General Platform and Project Support**

IPS consultants will provide up to 24 hours of general platform support on the survey and dashboard tools.

- **Project Advisory Service Support Could Include:**

- Current state analysis of systems and processes related to desired outcomes.
- Review of relevant historical data sets.
- Identification of current barriers or pain points related to desired outcomes.
- Evaluation of touchpoints and interactions across stakeholder groups.
- Identification of KPIs to measure stakeholder experience.
- Development of a stakeholder experience strategy specific to the field of education.
- Guidance on optimizing processes and reducing stakeholder effort.
- Implementation support for recommended changes and improvements.
- Monitoring and measurement of stakeholder experience initiatives.
- Continuous refinement of strategies based on stakeholder feedback and best practice research.
- Collaboration with cross-departmental teams to align stakeholder experience efforts across the organization.
- Training and knowledge transfer to empower internal teams with stakeholder experience expertise.
- Ongoing support and consultation to address emerging challenges and opportunities.

CONFIDENTIAL

Order Form

Client Responsibilities:

- The client will be responsible for providing the consultant with access to the Qualtrics system, the collection and sharing of needed data files, scheduling and attending agreed-upon consultation sessions, and the application of learning through agreed-upon projects. The client will also be responsible for internal testing of training projects to ensure functionality.

Assumptions:

- **Any deviations from the above scope may result in the need for additional contracted hours. If scope defined above requires more hours, additional contracted hours will be required.**
- Allocated hours do not include engineering services.
- Planned development sessions will occur virtually. Any in-person training requested by the client will be at the expense of the client and is not included in the above amounts.
- The cost includes direct support hours as well as offline consultant preparation time, design time, and tech support on behalf of the client. Total hours will be tracked by the consultant and provided to the client upon request.

ESTIMATED SCHEDULE

Both parties agree to make all commercially reasonable efforts to complete the project and the services in the timeliest fashion possible.

Consultant support will continue until the agreed-upon hours have expired or after 6 months.

Please note that Consultants will not be available to support between Friday at 5:00 PM EST and Monday at 8:00 AM EST. Qualtrics online technical support should be utilized during these times.

CONFIDENTIAL



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: Eric Hart, Associate Superintendent, Administrative Services

Date: September 20, 2023

Subject: Award for Bid #2022-23-05 & 2022-23-04, Trade Category #16 General Works for Carnelian Elementary School Playground Relocate & Alta Loma DSC Security

BACKGROUND: With approval from the Board of Trustees, the District advertised construction bids, #2022-23-05 & 2022-23-04, for Carnelian Elementary School Playground Relocate & Alta Loma DSC Security Bid in accordance with Public Contract Code Section 20112. The ads appeared in the *Inland Valley Daily Bulletin* on July 24, 2023 and July 31, 2023. Bids were opened and read aloud in accordance with Public Contract Code 20103.8 and 20111 on August 29, 2023. Five bids were received in the following amounts:

Company	Bid Amount
Cornerstone Construction Company	\$394,500
Epsilon Engineering, Inc.	\$570,915
Spec Construction Co., Inc.	\$573,050
Dalke & Sons Construction, Inc.	\$636,758
MLC Constructors, Inc.	\$696,800

RATIONALE: To proceed with the construction of the project, the Board must award the contract to the lowest responsible bidder who is responsive to the call for bids. The District has reviewed the documents and confirms that Spec Construction Co., Inc. is the lowest responsible bidder that submitted the lowest responsive bid. Cornerstone Construction Company and Epsilon Engineering, Inc. were deemed non-responsive due to incorrect and incomplete forms. The Project is 47 calendar days.

FUNDING: Contract cost of \$573,050 is to be paid from Fund 01, General Fund.


RECOMMENDATION: Recommend the Board reject the lowest bids from Cornerstone Construction Company and Epsilon Engineering, Inc., and award the contract for Bid #2022-23-05 & 2022-23-04, Trade Category #16 General Works, for Carnelian Elementary School Playground Relocate (\$275,000) & Alta Loma DSC Security (\$298,050) to Spec Construction Co., Inc. in the amount of \$573,050 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Prepared By: Ryan Hardman, Interim Purchasing Coordinator



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From:  Eric Hart, Associate Superintendent, Administrative Services

Date: September 20, 2023


Subject: Approval of Unpaid Dietetic Internship, Food Service Administration Rotation Affiliation Agreement with Grand Canyon University, College of Nursing and Health Care Professions

BACKGROUND: Grand Canyon University, College of Nursing and Health Care Professions wishes to enter into an Affiliation Agreement to use the facilities and faculty of the District to integrate theory learned in their didactic programs with practice and to develop their interns' abilities and skills through planned and supervised experience.

RATIONALE: Grand Canyon University agrees to work collaboratively with the Alta Loma School District (ALSD) to fulfill the practicum/practice immersion experience, arrange for a mutually agreeable practicum schedule, require the interns to respect and perform within ALS D policies, and to require interns to maintain professional liability insurance, meet health and immunization standards of the District, and to respect and preserve the District's confidentiality and privacy requirements including the Health Insurance Portability and Accountability Act of 1996 ("HIPPA"). The District agrees to provide a Registered Dietitian who shall be responsible for coordinating the supervised experience, to provide interns and Grand Canyon University with evaluation and feedback concerning intern achievement, and to maintain professional liability insurance.

FUNDING: There is no financial impact to the District.

RECOMMENDATION: Recommend the Board approve the Unpaid Dietetic Internship, Food Service Administration Rotation Affiliation Agreement with Grand Canyon University, College of Nursing and Health Care Professions and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

Prepared By:  Heather Sloan, Director, Child Nutrition

AFFILIATION AGREEMENT
Between
GRAND CANYON UNIVERSITY
and
ALTA LOMA SCHOOL DISTRICT
For
FIELD EXPERIENCE PROGRAM

THIS AFFILIATION AGREEMENT ("AGREEMENT") is entered into by and between UNIVERSITY'S COLLEGE OF NURSING AND HEALTH CARE PROFESSIONS at GRAND CANYON UNIVERSITY, with its principal place of business located at 3300 West Camelback Road Phoenix, AZ 85017 (hereinafter referred to as "UNIVERSITY") and the affiliated site identified in the Key Informational Terms below (hereinafter referred to as "AFFILIATE"). The Affiliate and University agree as follows:

KEY INFORMATIONAL TERMS

A. University's Name.

Grand Canyon University

D. Affiliate Name.

Alta Loma School District

B. University's Notice Address.

3300 W. Camelback Rd.
Phoenix, AZ 85017
Attn: CONHCP-OFE

E. Affiliate's Notice Address.

Alta Loma School District
9390 Base Line Rd.,
Alta Loma, CA 91701
Attn: Heather Sloan, RDN

C. Programs Covered by Agreement.

College of Nursing & Health Care Programs

WHEREAS, AFFILIATE wishes to share its facilities with the UNIVERSITY in the preparation of students by making its resources available to the faculty from the UNIVERSITY for the instruction of students.

WHEREAS, the UNIVERSITY and AFFILIATE share the common objective of: (1) developing and maintaining high quality services through which progressive learning experiences can be provided, and (2) increasing interaction between the academic faculty and field site staff for the best utilization of available teaching facilities and expertise.

NOW, THEREFORE, for and in consideration of the foregoing objectives and in further consideration of the covenants and promises hereinafter set forth, the parties hereto mutually agree as follows:

SECTION A

RESPONSIBILITIES OF THE UNIVERSITY

1. **Administrative Personnel and Faculty.** The UNIVERSITY, without cost to AFFILIATE, shall provide an administrative framework and a teaching faculty for the UNIVERSITY, adequate in number, qualifications and competence to develop and carry forward its courses. The UNIVERSITY shall be responsible for planning and implementing the field experience by the selection, counseling and evaluation of the students. All students will have online classroom supervision by UNIVERSITY faculty. Students from the UNIVERSITY will participate in the field experience program at AFFILIATE with the supervision of AFFILIATE or UNIVERSITY preceptors, mutually determined by both parties.
2. **Standards of Education.** The UNIVERSITY shall retain ultimate responsibility for the education program and maintenance of the standards of instruction. The program and standards provided will be of a form and type sufficient to meet the requirements for university credits and accreditation, as well as the requirements for the applicable State Board of Nursing and regulatory bodies. UNIVERSITY shall provide for continuous planning for students in cooperation with appropriate nursing staff of the AFFILIATE. The UNIVERSITY shall be responsible for notifying AFFILIATE of any loss or reduction of accreditation, licensing and credentials of the UNIVERSITY, its personnel and/or students.
3. **Variance (Incident) Reports.** Student errors must be documented, utilizing the Variance or Incident Report form used by the AFFILIATE, and processed according to AFFILIATE's policy/procedure.
4. **Responsibility and Provision for Students.** Subject to AFFILIATE's overall supervisory responsibility for client services, the tuition, welfare, control, discipline and activities of all students shall be the responsibility of the UNIVERSITY and it will make uniform and adequate provisions therefore in accordance with UNIVERSITY policies.

5. Health Insurance. The student is responsible for providing his or her own health insurance. In the event of an emergency, AFFILIATE will provide such emergency care as is provided its employees. The student will be responsible for any charge thus generated.
6. Health or Onboarding Requirements. AFFILIATE agrees to provide UNIVERSITY with all Health or Onboarding Requirements prior to execution of the agreement. If no record is provided upon execution of the agreement, the students will be cleared on UNIVERSITY's standard Health Requirements.
7. Policies, Rules, and Regulations. UNIVERSITY shall instruct each student that he/she shall follow all administrative policies, standards and practices of AFFILIATE while participating in the field experience to the extent that AFFILIATE's rules and regulations do not contradict UNIVERSITY'S rules and regulations.
8. Performance Evaluation. The UNIVERSITY shall provide AFFILIATE with a performance evaluation tool to be completed for each student by AFFILIATE, as applicable.

SECTION B

RESPONSIBILITIES OF AFFILIATE

9. Coordination of Field Experience. AFFILIATE, without cost to the UNIVERSITY will provide a contact whose responsibility will be: (i) to coordinate the field experience of all participating programs of Nursing and Health Care Professions, (ii) make provisions for adequate orientation of the faculty and students of the UNIVERSITY of AFFILIATE's philosophies, rules, regulations, policies, programs, facilities and proper channels or communication, (iii) make provision for adequate exchange of information between the UNIVERSITY faculty and AFFILIATE STAFF, (iv) AFFILIATE shall participate in the evaluation of student performances at least once in each field experience if applicable, and (v) interpret change in AFFILIATE's policies and programs.
10. Patient interaction. AFFILIATE understands and agrees that it is responsible for developing and maintaining services to all of its patients or participants including those patients or participants involved in the AFFILIATE with students. AFFILIATE shall have the right and duty to fix, and it may alter, standards of care for patients or participants within AFFILIATE facilities and in this connection agrees to take into consideration requests and suggestions by UNIVERSITY having to do with sound teaching. And that it will provide an adequate, competent staff to be responsible for these services and that these will not be performed by the faculty and students of the UNIVERSITY. AFFILIATE shall maintain sound teaching necessary to maintain the UNIVERSITY'S accreditation, including accreditation by the applicable State's Department of Health Services.

11. The faculty and students shall have access to the designated patient or participant care/service areas and services departments of AFFILIATE during periods of actual instruction and practice courses in the field experience areas and/or have access to the individual patient or participant records of patients or participants with whom they are working as required for instructional purposes.
12. Inspection for Accreditation. AFFILIATE shall, on reasonable request, permit the inspection of facilities, records, and other items pertaining to the field experience by the UNIVERSITY or its accrediting agencies.
13. Facilities Provided by AFFILIATE. Upon request of UNIVERSITY, AFFILIATE agrees to make available to the UNIVERSITY certain facilities of AFFILIATE for use by the UNIVERSITY faculty without charge and if they are available. Students and faculty are responsible for price of meal in dining facility. The UNIVERSITY understands and agrees that the library student rules must be maintained, if applicable.

SECTION C

INSURANCE AND LIABILITY

14. Insurance. Upon request, the UNIVERSITY will provide to AFFILIATE certificates of coverage showing that the UNIVERSITY is maintaining in effect during the entire term of this Agreement, at its sole cost and expense, the following insurance types and amounts:
 - (a) Commercial general liability insurance on a standard comprehensive occurrence form with a minimum combined single limit of not less than \$1 million and \$3 million yearly aggregate.
 - (b) Professional liability insurance (errors and omissions) on a claims-made basis with a limit of not less than \$2 million per claim or wrongful act and \$4 million yearly aggregate.
 - (c) The UNIVERSITY shall provide notification to AFFILIATE prior to cancellation, termination, non-renewal, or material alteration of any policy.
 - (d) Failure by the UNIVERSITY to maintain the required insurance during any period of this Agreement shall give AFFILIATE the right to terminate this Agreement and AFFILIATE shall be entitled to recover from the UNIVERSITY all damages caused by the failure to obtain and maintain insurance as required under this Agreement.
15. Workers Compensation. The UNIVERSITY agrees that students and faculty are not employees of AFFILIATE for any purpose including workers' compensation or any other benefits under the scope of this

agreement. AFFILIATE shall not be liable for any UNIVERSITY salaries or compensation whatsoever, and no UNIVERSITY personnel shall have any right or claim to any benefit or privilege as an employee or agent of AFFILIATE.

16. Indemnification. To the extent permitted by applicable law, each party does hereby covenant and agree to indemnify and hold harmless the other party, its appointed boards and commissions, officials, officers, employees, and subagents, individually and collectively, from all fines, claims, demands, suits or actions of any kind and nature by reason of its acts or omissions occurring in the performance of this Agreement. Nothing in this Agreement or in its performance shall be construed to result in any person being the officer, agent, employee or servant of either party when such person, absent of this Agreement and the performance thereof, would not in law have had such status. Nothing in the execution of this Agreement or in its performance shall be construed to establish a joint venture by the parties hereto.
17. Good Faith - Attorneys' Fees and Costs. The parties desire that each raise only good faith disputes for arbitration and litigation. To discourage the bringing of such proceedings without a good faith reason, this provision is enacted. If either party fails to comply with any of the provisions of the Agreement and the other party takes action to enforce such provisions or to enforce any payment stipulated to in the Agreement the losing party will pay to the prevailing party reasonable costs and expenses, including attorneys' fees and the value of time lost by the prevailing party or any of its employees in preparation for or participating in any arbitration or litigation in connection therewith as determined by the court or arbitrator.

SECTION D

RESPONSIBILITIES OF UNIVERSITY AND AFFILIATE

18. Request for Withdrawal of Unsatisfactory Students. Upon mutual agreement, AFFILIATE reserves the right, upon consultation with the UNIVERSITY, to require the dismissal or removal from the field experience any student (i) whose personal characteristics prevent desirable relationships with AFFILIATE, (ii) whose health status is a detriment to the student's successful completion of the field experience or to the welfare of patient or participants or (iii) whose performance, after appropriate instruction and counseling, continues to fall below the level required to maintain practice standards.
19. Maintenance of Patient or Participant Services. To the extent applicable to this Agreement, UNIVERSITY agrees to comply with the Health Information Technology for Economic and Clinical Health Act of 2009 (the "HITECH ACT"), the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 USC § 1320d through d-8 ("HIPAA") and any current and future regulations promulgated under either the HITECH Act or HIPAA including without limitation the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Parts 160, 162 and 164 (the "Federal Security

Regulations”) and the federal standards for electronic transactions, all as may be amended from time to time, and all collectively referred to herein as “HIPAA Requirements”. UNIVERSITY further agrees not to use or disclose any Protected Health Information (as defined in 45 C.F.R. § 164.501) or Individually Identifiable Health Information (as defined in 42 USC § 1320d), other than as permitted by HIPAA Requirements and the terms of this Agreement. UNIVERSITY will and will cause Program Participants to enter into any further agreements as necessary to facilitate compliance with HIPAA Requirements.

20. FERPA. The Parties agree to protect the participants’ educational records in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and any applicable policy of the Parties. To the extent permitted by law, the Parties may share information from participants’ educational records with each other so that each can perform its respective responsibilities under this Agreement but shall not disclose or share education records with any third party.
21. Independent Contractor. The parties hereto mutually agree that the relationship to exist between the UNIVERSITY and AFFILIATE is not a joint venture but is an independent contractor relationship and that neither shall be the agent of the other.
22. Non-Discrimination. Both parties, in connection with any service or other activity under this Agreement, agree not to unlawfully discriminate against any person on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, ethnicity, age, disability, political affiliations or belief. The UNIVERSITY and AFFILIATE will comply with Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA) of 1991, Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973. The UNIVERSITY and AFFILIATE will also comply with Executive Orders 11246 and 13672, and will not discriminate against any person on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, ethnicity, age or disability.
23. Applicable Law. This Agreement shall be governed and controlled by the substantive laws of the State of Arizona. Any and all disputes arising under this Agreement (including issues regarding the interpretation of any provision of this Agreement and determinations of whether any issue arising from or related to this Agreement is subject to arbitration) shall be resolved by arbitration in accordance with the Commercial Rules of the American Arbitration Association. Arbitration proceedings shall occur before a single arbitrator and take place in Phoenix, Arizona. The outcome of such arbitration proceedings shall be binding on the parties. If a party wishes to seek interim relief, whether affirmative or prohibitive, in the form of a temporary restraining order, preliminary injunction or other interim equitable relief concerning the dispute, including, without limitation, provisional remedies, special action relief or stay proceedings in connection with special action relief, either before commencing or at any point in the arbitration proceedings concerning such dispute, such party may initiate the appropriate litigation to obtain such relief, which may be subject to and controlled by the ultimate decision in the arbitration proceedings. The prevailing party in any court or arbitration proceeding shall be entitled to recovery of reasonable attorney’s fees and costs.

SECTION E

TERM AND TERMINATION

24. Period of Agreement. This Agreement shall be effective when signed by all parties and shall remain in effect until either party terminates the agreement. Either party may terminate this Agreement within sixty (60) days written notice of original signature. In the event this Agreement is terminated, any student enrolled in any of the Programs at the time of termination will be permitted to continue his or her training and complete the Programs under the terms specified in this Agreement. This Agreement contains the entire understanding of the parties and replaces all other agreements or understandings, written or verbal, which may be in effect between the parties relating to the subject matter herein.

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to become effective on the date when executed by both parties.

ALTA LOMA SCHOOL DISTRICT

COLLEGE OF NURSING AND
HEALTH CARE PROFESSIONS
GRAND CANYON UNIVERSITY

Signature: _____

Print Name: Eric Hart

Title: Assistant Superintendent, Business Services

Date: _____

Signature: _____

Print Name: Dr. Lisa Smith

Title: Dean & Professor, CONHCP


Date: _____



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: September 20, 2023

Subject: Management Salary Schedule

BACKGROUND: The Board of Trustees has approved the amended job description for the Coordinator of Clinical Counseling Services.

RATIONALE: The current Management Salary Schedule is being revised to reflect the change of this job title.

FUNDING: There is no fiscal impact.

RECOMMENDATION: Recommend the Board approve the revised Management Salary Schedule to reflect the change in job title for the Coordinator of Clinical Counseling Services position 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**	\$149,553	\$157,776	\$166,002	\$174,228	\$182,453	227 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 <i>Clinical</i> 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*	\$114,321	\$120,609	\$126,895	\$133,182	\$139,468	225 Days
Director of Information Technology	\$114,321	\$120,609	\$126,895	\$133,182	\$139,468	225 Days
Director of Maintenance, Operations, & Transportation***	\$114,321	\$120,609	\$126,895	\$133,182	\$139,468	225 Days
Director of Child Nutrition*	\$114,321	\$120,609	\$126,895	\$133,182	\$139,468	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
Child Nutrition Operations 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
<u>Administrative Assistants</u>						
Executive 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. District Medical – effective 7/1/23 up to \$22,345 insurance allowance to full-time employees.


Updated 8/2/23 9/20/23



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: September 20, 2023

Subject: Certification of Coaches

BACKGROUND: The administration at Alta Loma Junior High and Vineyard Junior High have submitted proper documentation verifying that all coaches have met the necessary requirements and have current first aid and cardio-pulmonary (CPR) certification for the 2023-24 school year.

RATIONALE: Athletic coaches are required to meet State and District requirements pursuant to Title 5, California Code Regulation, Sections 5593, Temporary Athletic Team Coach Qualifications and Competencies, and 5594, Local Board Certification of Athletic Coaches, and ALSD Board Policy 4127, Temporary Athletic Team Coaches.

FUNDING: There is no fiscal impact.

RECOMMENDATION: Recommend the Board certify that all conditions set forth in Title 5, Sections 5593, Temporary Athletic Team Coach Qualifications and Competencies, and 5594, Local Board Certification of Athletic Coaches, and ALSD Board Policy 4127, Temporary Athletic Team Coaches, have been met.



Superintendent's Memorandum

To: Board of Trustees

From: ♪ Dr. Sherry Smith, Superintendent

Date: September 20, 2023

Subject: Amend Board Policies Related to Business and Noninstructional Operations.

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

First Reading

BP 3515.2 - Disruptions

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 Business and Noninstructional Operations, as presented.

Alta Loma SD

Board Policy

Business and Non Instructional Operations

BP 3515.2

DISRUPTION

The Board of Trustees is committed to providing a safe and orderly environment for students, staff, and others on District property or while engaged in school activities.

The Superintendent or designee shall remove any individual who, by their presence or action, disrupts or threatens to disrupt normal operations at a school campus or any other District facility, threatens the health or safety of anyone on District property, or causes or threatens to cause damage to District property or to any property on school grounds.

*(cf. 5131.4 – Student Disturbances)
(cf. 5144.1 – Suspension and Expulsion/Due Process)
(cf. 4118 – Dismissal/Suspension/Disciplinary Action)
(cf. 4218 – Dismissal/Suspension/Disciplinary Action)*

The Superintendent or designee shall establish a plan describing staff responsibilities and actions to be taken when an individual is causing or threatening to cause a disruption. The plan shall address, as appropriate, visitor registration procedures; campus security measures; evacuation procedures; lock-down procedures; possible responses to an active shooter situation; communications within the school and with parents/guardians, law enforcement, and the media in the event of an emergency; and crisis counseling or other assistance for students and staff after a disruption. In developing such a plan, the Superintendent or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention when necessary.

The Superintendent or designee shall provide training to school staff on how to identify and respond to actions or situations that may constitute a disruption.

Any employee who believes that a disruption may occur shall immediately contact the principal. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7961 and in other situations, as appropriate.

(cf. 5131.7 – Weapons and Dangerous Instruments)

Job Area	January	February	March	April	May	June	July	August	September	October	November	December
Board Mtg Dates	18th	1st & 15th	8th	5th & 19th	3rd & 17th	7th & 14th	dark	2nd	6th & 20th	18th	15th	13th
	Midyear Review/Check In Board Evaluation/ 1st Reading Board Calendar for 2023-2024	(1st) Approve Board Calendar, Gov. Calendar	*special gov. workshop study: State of District	Conduct Board Self Evaluation -action plan-	(17th) Board Appreciation to Staff			Superintendent Goals Established (Closed)	CSBA Masters in Governance Begins		Designate Date for Annual Organizational Meeting	CSBA Annual Conf/ Annual Org. Mtg.
Effective Governance	VGE	(1st) Stork (15th) ALE	Hermosa	(5th) Jasper (19) Deer Cyn	(3) Vineyard			EXPLORE/ESY summer recap	(6) Banyan (20) ALJH	Victoria Groves	Stork	ALE
Student Voice	Approve School Calendar		CSBA Policy Updates	Approve CSBA Policy Services		CSBA Policy Updates Student IDT Master Attendance Agreement (2026, every 5 years)			CSBA Policy Updates		Calendar Committee Convene	CSBA Policy Updates 1st Reading School Calendar
Policy Review		Post SARC on website			Post LCAP Public Hearing Notice	(7th) LCAP Public Hearing /Local Indicators/ (14th) LCAP Adoption			LCAP Update (20th) Approval of Consolidated Application and Reporting System	SPSAs (Consent) / School Accountability Report Card (SARC)		
Strategic Planning (LCAP/SPSA)	Achievement Data Presentation		New Adoptions Update SBCSS MOU Data Sharing Services (15th) Comprehensive Safety Plans	School Counseling presentation (5) ELD Plan	Textbook Adoption Approval	(14th) Special Field Trips / Approval of Field Trips, Deposits and Prepayments		Post Public Hearing Notice - Adequate Inst. Supplies, SPSA/ Summer Offerings Presentation	(6th) Adequate Inst. Supplies	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 & Hiring/ 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
2600	ELOP - EXPANDED LEARNING OPPORTUNITIES PROGRAM
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
8500	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
3600	ELOP - EXPANDED LEARNING OPPORTUNITIES PROGRAM

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 09/20/2023

02 Alta Loma School District				Fiscal Year: 2024	
Purchase Order	Vendor	Description	Ln	Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered
240801	FAGEN FRIEDMAN & FULFROST LLP	SPECIAL ED	1	01-6500-0-5760-2100-5200-720-600S Total	1,750.00 1,750.00
240802	LEWIS FAMILY PLAYHOUSE	VG/ Field Trip	1	01-0000-0-1110-1000-5888-009-5109 Total	1,044.00 1,044.00
240803	ODP BUSINESS SOLUTIONS LLC	ALJH / SAI Instructional Suppl	1	01-6500-0-5760-1120-4310-303-622S Total	60.51 60.51
240804	DEPARTMENT OF GENERAL SERVICES	ADMIN SVCS / DSA STRUCTURAL PL	1	21-0000-0-0000-8520-6230-005-7305 Total	65,810.46 65,810.46
240805	ODP BUSINESS SOLUTIONS LLC	DC/INSTR SUPPLIES	1	01-6500-0-5760-1120-4310-006-622S Total	59.27 59.27
240806	BDJTECH	IT Supplies	1	01-0000-0-0000-7700-4340-000-8305 Total	139.30 139.30
240807	AVALON TRANSPORTATION LLC	TRANSPORTATION / SERVICES	1	01-0230-0-0000-3600-5810-721-2093 Total	5,000.00 5,000.00
240808	BEARCOM	ALE / RADIOS	1 2	01-8150-0-0000-8110-4450-000-2076 01-0000-0-0000-2700-4450-001-5501 Total	731.62 731.63 1,463.25
240809	DEMCO INC	ALE/Library Supplies	1	01-0000-0-1110-1000-4310-001-5501 Total	75.31 75.31
240810	ODP BUSINESS SOLUTIONS LLC	Jasper / Ink (Alvarez/Library)	1 2	01-0000-0-1110-1000-4350-004-5777 01-6500-0-5760-1120-4350-004-622S Total	117.12 117.13 234.25
240811	SCHOOL HEALTH CORPORATION	ALE/Instructional supplies	1	01-0000-0-1110-1000-4310-001-570D Total	213.32 213.32
240812	GOPHER SPORT	ALE/Instructional supplies	1	01-0000-0-1110-1000-4310-001-570D Total	459.81 459.81
240813	SCHOOL SPECIALTY INC	ALE/Instructional supplies	1	01-0000-0-1110-1000-4310-001-570D Total	177.78 177.78

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 09/20/2023

02 Alta Loma School District

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
240814	HOME DEPOT	ALJH / Game Room	1	01	0000	0	0000	2700	4450	303	5109	754.24
											Total	754.24
240815	HOME DEPOT	ALJH / Game Room	1	01	0000	0	0000	2700	4450	303	5109	652.17
											Total	652.17
240816	A-Z BUS SALES INC	TRANSPORTATION / BUS REPAIR	1	01	0240	0	5760	3600	4380	000	217B	1,507.42
			2	01	0240	0	5760	3600	5632	000	217B	4,324.90
											Total	5,832.32
240817	NETRONIX INTEGRATION INC	M&O / SALTO SUPPLIES	1	01	8150	0	0000	8110	4380	000	2076	2,572.38
											Total	2,572.38
240818	A-1 RADIATOR & AIR	TRANSPORTATION/ OPEN PURCHASE	1	01	0230	0	0000	3600	5632	000	2093	1,000.00
			2	01	0240	0	5760	3600	5632	000	217B	5,000.00
			3	01	8150	0	0000	8110	5632	000	2076	1,000.00
											Total	7,000.00
240819	APPLE INC	iPad for EXPLORE	1	01	2600	0	8500	1000	4440	007	3600	534.78
											Total	534.78
240820	ODP BUSINESS SOLUTIONS LLC	Jasper / 5th Grade Classroom S	1	01	1100	0	1110	1000	4310	004	903T	123.73
											Total	123.73
240821	LA VERNE HERITAGE FOUNDATION	ALE/Field Trip	1	01	0000	0	1110	1000	5888	001	5109	140.00
											Total	140.00
240822	CAL POLY POMONA FOUNDATION INC	ALE/Field Trip	1	01	0000	0	1110	1000	5888	001	5109	900.00
											Total	900.00
240823	JON'S FLAGS & POLES INC	BAN/FLAGS	1	01	0000	0	0000	8210	4370	010	5501	224.72
											Total	224.72
240824	SCHOLASTIC INC	BAN/SCHOLASTIC	1	01	1100	0	1110	1000	4310	010	5333	375.80
											Total	375.80
240825	CAL POLY POMONA FOUNDATION INC	Jasper / 1st Grade Field Trip	1	01	0000	0	1110	1000	5888	004	5109	1,120.00
											Total	1,120.00
240826	SUPER DUPER PUBLICATIONS	ALE / Speech Instructional Sup	1	01	6500	0	5760	1190	4310	001	623S	195.47

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 09/20/2023

02 Alta Loma School District

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu Rs	Y Goal Func Obj	Sch Mgmt Total	Encumbered
240827	MARY VAGLE NATURE CENTER	DC/FIELD TRIP	1	01-0000-0-1110-1000-5888-006-5109	Total	390.00	
240828	THE SAWDUST FACTORY	DC/FIELD TRIP	1	01-0000-0-1110-1000-5888-006-5109	Total	390.00	
240829	CAL POLY POMONA FOUNDATION INC	DC/FIELD TRIP	1	01-0000-0-1110-1000-5888-006-5109	Total	936.00	
240830	SMART & FINAL	OPEN PO FOR STUDENT INCENTIVES	1	01-1100-0-1110-1000-4310-308-922T	Total	936.00	
240831	ODP BUSINESS SOLUTIONS LLC	office supplies	1	01-1100-0-0000-2100-4350-720-3300	Total	1,270.00	
240832	APPLE INC	technology equipment - ipads	1	01-1100-0-1110-1000-4340-000-3312	Total	100.00	
240833	BERTRANDS MUSIC	band equipment replacement	1	01-4127-0-1110-1000-4410-000-327D	Total	100.00	
240834	SBCSS	Conference	1	01-4035-0-0000-2140-5200-000-335D	Total	369.83	
240835	THINKING MAPS INC	ALJH / Thinking Maps	1	01-0000-0-1110-1000-4310-303-570D	Total	369.83	
240836	OES GLOBAL INC./TRAFFIC CONES	ALJH / Stanchions	1	01-0000-0-0000-2700-4350-303-570D	Total	1,068.95	
240837	SUSAN MARY HUGHES	SPECIAL ED	1	01-6500-0-5760-2100-5200-720-600S	Total	1,068.95	
240838	MARY VAGLE NATURE CENTER	BAN/ FIELDTRIP	1	01-0000-0-1110-1000-5888-010-5109	Total	1,590.39	
240839	THINKING MAPS INC	BAN/THINKING MAPS	1	01-3010-0-1110-1000-4310-010-526D	Total	1,590.39	

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 09/20/2023

02 Alta Loma School District				Fiscal Year: 2024	
Purchase Order	Vendor	Description	Ln	Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered
240840	SMART & FINAL	VJH/IREADY INCENTIVES	1	01-1100-0-1110-1000-4310-308-922T	100.00
				Total	100.00
240841	GBC	Copy of Lamination	1	01-0000-0-0000-2700-4350-002-5109	391.00
				Total	391.00
240842	CALIFORNIA SCHOOL BOARDS ASSOC	SUPERINTENDENT/ GAMUT online	1	01-0000-0-0000-7150-5810-000-1100	1,693.75
			2	01-0000-0-0000-7200-5810-000-2200	1,693.75
			3	01-1100-0-0000-2700-5810-000-3300	1,693.75
			4	01-0000-0-0000-7400-5810-000-4400	1,693.75
				Total	6,775.00
240843	ODP BUSINESS SOLUTIONS LLC	VJH/CLASSROOM SUPPLIES FOR SPA	1	01-1100-0-1110-1000-4310-308-935T	71.09
				Total	71.09
240844	APPLE INC	SPECIAL ED	1	01-6500-0-5760-1190-5844-000-623S	9,077.14
				Total	9,077.14
240845	APPLE INC	SPECIAL ED	1	01-6500-0-5760-1190-5844-000-623S	510.69
				Total	510.69
240846	FUN AND FUNCTION	SPECIAL ED	1	01-6500-0-5760-1190-4310-000-662C	38.78
				Total	38.78
240847	CASP	SPECIAL ED	1	01-6500-0-5760-2100-5200-720-600S	369.00
				Total	369.00
240848	U.S. POSTMASTER	VG/Postage	1	01-0000-0-0000-2700-5955-009-5501	358.80
				Total	358.80
240849	LA VERNE HERITAGE FOUNDATION	VG/ Pumpkin Patch	1	01-0000-0-1110-1000-5888-009-5109	220.00
				Total	220.00
240850	PARADIGM HEALTHCARE	SPECIAL ED	1	01-9010-0-0000-2700-5810-000-660C	8,244.00
				Total	8,244.00
240851	TOBII DYNAVOK	SPECIAL ED	1	01-6500-0-5760-1190-4350-000-623S	322.17
				Total	322.17
240852	PRO ED	SPECIAL ED	1	01-6500-0-5760-1190-4350-000-623S	98.91

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 09/20/2023

02 Alta Loma School District				Fiscal Year: 2024	
Purchase Order	Vendor	Description	Ln Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered	
240853	INCLUSIVE TLC	SPECIAL ED	1 01-6500-0-5760-1190-4340-000-623S Total	98.91	217.84
240854	N2Y LLC	LISABETH PINA	1 01-6500-0-5760-1110-5844-004-600M Total	217.84	217.84
240855	SCHOOLHOUSE EDUCATIONAL	SPECIAL ED	1 01-6500-0-5760-1110-5844-000-600S Total	239.00	239.00
240856	TERRA PAVE INC.	M&O /UPPER PLAYGROUND SEAL	1 01-8150-0-0000-8110-5633-000-2076 Total	1,500.00	1,500.00
240857	H & L CHARTER CO NC	VJH/BUS FOR CAMP CIMI	1 01-0000-0-0000-3600-5810-308-5109 Total	17,000.00	17,000.00
240858	RAYMOND M. ALF MUSEUM OF	VG/ Alf Museum Field Trip	1 01-0000-0-1110-1000-5888-009-5109 Total	3,507.36	3,507.36
240859	PRISMATIC MAGIC LLC	VG/Assembly	1 01-0000-0-0000-2700-5810-009-5501 2 01-0000-0-1110-1000-4310-009-5501 Total	525.00	525.00
240860	VISSER BUS SERVICES INC.	TRANSPORTATION / SERVICES	1 01-0230-0-0000-3600-5810-721-2093 Total	1,198.00	137.50
240861	LA VERNE HERITAGE FOUNDATION	DC/FIELD TRIP	1 01-0000-0-1110-1000-5888-006-5109 Total	1,335.50	270,000.00
240862	MAA AMERICAN MATHEMATICS	VJH/AMC 8 MATH COMPETITION	1 01-1100-0-1110-1000-5844-308-922T 2 01-1100-0-1110-1000-4310-308-922T Total	240.00	240.00
240863	DELL MARKETING LP	IT Supplies	1 01-0000-0-0000-7700-4340-000-8305 Total	53.00	25.00
240864	EXPLORE LEARNING	Reflex Site License	1 01-0000-0-1110-1000-5844-002-570D Total	78.00	184.68
				184.68	3,295.00
				3,295.00	3,295.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 09/20/2023

02 Alta Loma School District			Fiscal Year: 2024	
Purchase Order	Vendor	Description	Ln Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered
240865	CUE INC	VJH/CUE CONFERENCE	1 01-0000-0-1110-1000-5200-308-570D Total	359.00 359.00
240866	CMC SOUTH	VJH/CMC MATH CONFERENCE	1 01-0000-0-1110-1000-5200-308-570D Total	940.00 940.00
240867	MAKEMUSIC INC	subscription for band (VJHS)	1 01-0100-0-1110-1000-5844-308-3316 Total	839.40 839.40
240868	ART SPECIALTIES	ALJH / School Branding	1 01-0000-0-1110-1000-5810-303-570D Total	2,687.09 2,687.09
240869	IFLY INDOOR SKYDIVING	JASPER 5th Grade Field Trip -	1 01-0000-0-1110-1000-5888-004-5109 Total	2,699.40 2,699.40
240870	ART SPECIALTIES	DC/MISC	1 01-0000-0-0000-8530-6250-006-5501 Total	5,705.36 5,705.36
240871	RENAISSANCE LEARNING INC	ED SERVICES ONE YEAR LICENSE	1 01-0100-0-1110-1000-5844-000-8305 2 01-0000-0-1110-1000-5844-001-570D 3 01-0000-0-1110-1000-5844-002-5109 4 01-0000-0-1110-1000-5844-004-570D 5 01-0000-0-1110-1000-5844-009-570D 6 01-0000-0-1110-1000-5844-010-5109 7 01-0000-0-1110-1000-5844-006-570D 8 01-0000-0-1110-1000-5844-007-5109 9 01-0000-0-1110-1000-5844-005-5109 Total	9,125.00 2,401.75 3,677.40 2,845.15 3,436.35 4,101.45 4,298.16 3,862.15 4,581.80 38,329.21
Purchase Order Count: 71			Grand Total	480,880.85
Fund Summary:			Fund 01 Fund 21	415,070.39 65,810.46

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 09/20/2023

02 Alta Loma School District

Fiscal Year: 2024

Transmittal Number: 24000292-0					
Reference	Vendor	Description	Amount		
PO240370-002	THREE OAKS OUTDOOR SCIENCE	VG/ Science Camp	16,937.00		
		Total Payment Amount	16,937.00		
		Transmittal Total	16,937.00		
		Fund Summary: Fund 01	16,937.00		
Transmittal Number: 24000293-0					
PO240736-001	BEARCOM	VG/ RADIOS	1,508.15		
		Total Payment Amount	1,508.15		
PO240033-001	BUG X PEST CONTROL	M&O / EXTERMINATOR SERVICES	1,100.00		
		Total Payment Amount	1,100.00		
PO240079-001	COMMERCIAL DOOR METAL	M&O / OPEN PO-DOOR REPAIRS	2,712.26		
		Total Payment Amount	2,712.26		
PO240129-008	EWING IRRIGATION PRODUCTS INC	M&O / GRNDS / OPEN SUPPLIES	1,397.45		
		Total Payment Amount	1,397.45		
PO240219-001	FLYERS ENERGY LLC	TRANSPORTATION / OPEN FUEL	8,921.51		
		Total Payment Amount	8,921.51		
PO240744-001	IDEAL GLASS TINTING INC	M&O GLASS TINTING	2,688.00		
		Total Payment Amount	2,688.00		
		Transmittal Total	18,327.37		
		Fund Summary: Fund 01	18,327.37		
Transmittal Number: 24000294-0					
PO240066-002	J & G ADVERTISING SPECIALTIES	M&O / PRINTING SERVICES FOR SH	78.39		
		Total Payment Amount	78.39		
PO240204-003	KC SERVICES	TRANSPORTATION / BUS AND FLEET	544.00		
		Total Payment Amount	544.00		
PO240125-004	LA VERNE POWER EQUIPMENT	M&O / GRNDS / OPEN SUPPLIES	512.99		
		Total Payment Amount	512.99		

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 09/20/2023

Fiscal Year: 2024

02 Alta Loma School District

Transmittal Number: 24000294-0					
Reference	Vendor	Description	Total Payment Amount	Amount	
PO240143-002	LENNOX INDUSTRIES INC	M&O / OPEN SUPPLIES		630.02	
				630.02	
PO240043-001	MODERN IRRIGATION	M&O / GRNDS / OPEN SUPPLIES		770.99	
				770.99	
PO240218-002	NAPA AUTO PARTS	TRANSPORTATION / OPEN SUPPLIES		343.72	
PO240218-003	NAPA AUTO PARTS	TRANSPORTATION / OPEN SUPPLIES		107.55	
PO240218-004	NAPA AUTO PARTS	TRANSPORTATION / OPEN SUPPLIES		92.65	
PO240218-005	NAPA AUTO PARTS	TRANSPORTATION / OPEN SUPPLIES		66.76	
PO240218-006	NAPA AUTO PARTS	TRANSPORTATION / OPEN SUPPLIES		130.87	
		Total Payment Amount		741.55	
PO240116-003	RBM LOCK & KEY SERVICE	M&O / OPEN SUPPLIES		132.63	
PO240116-004	RBM LOCK & KEY SERVICE	M&O / OPEN SUPPLIES		16.26	
		Total Payment Amount		148.89	
		Transmittal Total		3,426.83	
		Fund Summary:	Fund 01	3,426.83	
Transmittal Number: 24000295-0 AUDIT					
PO240576-001	TERRA PAVE INC.	M&O / ASPHALT REPAIRS-DISTRICT		20,685.00	
		Total Payment Amount		20,685.00	
PO240759-001	VISTA PAINT CORP	M&O / PAINTING MACHINE		5,009.30	
		Total Payment Amount		5,009.30	
		Transmittal Total		25,694.30	
		Fund Summary:	Fund 01	25,694.30	
Transmittal Number: 24000295-0					
PO240113-013	SM HOYT LUMBER CO INC	M&O / OPEN SUPPLIES		12.60	
		Total Payment Amount		12.60	
PO240122-002	TURF STAR INC	M&O / GRNDS / OPEN -EQUIP REPA		3,254.92	
		Total Payment Amount		3,254.92	

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 Board of Trustees Meeting 09/20/2023

02 Alta Loma School District

Fiscal Year: 2024

Transmittal Number: 24000295-0					
Reference	Vendor	Description	Amount		
PO240198-001	UPLAND SPINE & REHAB	DMV TESTING / OPEN PURCHASE OR	75.00		
		Total Payment Amount	75.00		
PO240090-001		M&O/ OPEN PO FOR REPAIRS	400.00		
	WILLIAMS SIGN CO	Total Payment Amount	400.00		
		Transmittal Total	3,742.52		
		Fund Summary: Fund 01	3,742.52		
Transmittal Number: 24000296-0					
PO240772-001	LEWIS FAMILY PLAYHOUSE	Jasper/ 3rd Grade Lewis Playho	474.00		
		Total Payment Amount	474.00		
		Transmittal Total	474.00		
		Fund Summary: Fund 01	474.00		
Transmittal Number: 24000297-0					
PO240009-006	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	64.64		
PO240009-007	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	95.36		
PO240009-008	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	70.30		
PO240009-009	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	71.97		
PO240009-010	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	68.94		
PO240009-011	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	53.86		
PO240280-008	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE	53.56		
		Total Payment Amount	478.63		
		Transmittal Total	478.63		
		Fund Summary: Fund 01	478.63		
Transmittal Number: 24000298-0					
PO240281-004	ODP BUSINESS SOLUTIONS LLC	VG / OPEN Office Depot/Office	22.65		
PO240281-005	ODP BUSINESS SOLUTIONS LLC	VG / OPEN Office Depot/Office	32.16		
PO240286-015	ODP BUSINESS SOLUTIONS LLC	Office Supplies ODP Open PO/In	80.38		
PO240286-016	ODP BUSINESS SOLUTIONS LLC	Office Supplies ODP Open PO/In	106.63		
PO240294-004	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN OFFICE SUPP,	124.01		
		Total Payment Amount	365.83		

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Transmittal Number: 24000298-0

Transmittal Total
 365.83

Fund Summary: Fund 01
 365.83

Transmittal Number: 24000299-0

Reference	Vendor	Description	Amount
PO240295-012	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN INSTR SUPP	96.16
PO240295-013	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN INSTR SUPP	161.39
PO240295-014	ODP BUSINESS SOLUTIONS LLC	ALE / OPEN INSTR SUPP	22.91
PO240324-012	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	89.74
PO240324-013	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	63.32
PO240324-014	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	300.65
PO240324-015	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	84.24
Total Payment Amount			818.41

Transmittal Total
 818.41

Fund Summary: Fund 01
 818.41

Transmittal Number: 24000300-0

PO240750-001	ODP BUSINESS SOLUTIONS LLC	office chairs	1,216.78
Total Payment Amount			1,216.78

Transmittal Total
 1,216.78

Fund Summary: Fund 01
 1,216.78

Transmittal Number: 24000301-0

PO240751-001	ODP BUSINESS SOLUTIONS LLC	ALJH / Math Dept Supplies	124.09
Total Payment Amount			124.09

Transmittal Total
 124.09

Fund Summary: Fund 01
 124.09

Transmittal Number: 24000302-0

PO240801-001	FAGEN FRIEDMAN & FULFROST LLP	SPECIAL ED	250.00
PO240801-002	FAGEN FRIEDMAN & FULFROST LLP	SPECIAL ED	250.00
PO240801-003	FAGEN FRIEDMAN & FULFROST LLP	SPECIAL ED	250.00
PO240801-004	FAGEN FRIEDMAN & FULFROST LLP	SPECIAL ED	250.00

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Transmittal Number: 24000302-0				
Reference	Vendor	Description		Amount
PO240801-005	FAGEN FRIEDMAN & FULLFROST LLP	SPECIAL ED		250.00
PO240801-006	FAGEN FRIEDMAN & FULLFROST LLP	SPECIAL ED		250.00
PO240801-007	FAGEN FRIEDMAN & FULLFROST LLP	SPECIAL ED		250.00
Total Payment Amount				1,750.00
Transmittal Total				1,750.00
Fund Summary:			Fund 01	1,750.00
Transmittal Number: 24000303-0				
PO240572-001	CURRICULUM ASSOCIATES LLC	SOFTWARE SUBSCRIPTION/TRAINING		8,500.00
Total Payment Amount				8,500.00
PO240798-001	DOCUMENT TRACKING SERVICES LLC	ED SERVICES / DTS SERVICES		2,750.00
Total Payment Amount				2,750.00
PO240604-001	ILLUMINATE EDUCATION INC	ED SVCS/DNA ASSESSMENT SOFTWARE		27,050.16
Total Payment Amount				27,050.16
PO240513-001	IMAGINE LEARNING LLC	ANNUAL LICENSE RENEWAL		13,925.00
Total Payment Amount				13,925.00
PO240662-001	LEARNING WITHOUT TEARS	TK INSTRUCTIONAL MATERIALS		1,059.02
Total Payment Amount				1,059.02
Transmittal Total				53,284.18
Fund Summary:			Fund 01	53,284.18
Transmittal Number: 24000304-0				
PV240073-001	BAILEY, JOHANNA			295.18
Total Payment Amount				295.18
PV240072-001	BOWYER, KRISTIN			290.30
Total Payment Amount				290.30
PO240775-001	CITY OF RANCHO CUCAMONGA	DC/FIELD TRIP		216.00
Total Payment Amount				216.00

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Transmittal Number: 24000304-0

	Transmittal Total	801.48
Fund Summary:	Fund 01	801.48

Transmittal Number: 24000305-0 AUDIT

Reference	Vendor
PO240573-001	CURRICULUM ASSOCIATES LLC

Description		Amount
ED SVCS /license for assessmen		160,894.58
Total Payment Amount		160,894.58

	Transmittal Total	160,894.58
Fund Summary:	Fund 01	160,894.58

Transmittal Number: 24000305-0

Reference	Vendor
PO240303-001	GORM INC

Description		Amount
ALE/Custodial Supplies		4,950.44
Total Payment Amount		4,950.44

Reference	Vendor
PO240580-001	J W PEPPER & SON INC

Description		Amount
ELEM BAND OPEN PURCHASE ORDER		84.03
Total Payment Amount		84.03

Reference	Vendor
PO240671-001	LAKESHORE EQUIPMENT COMPANY

Description		Amount
VJH/OPEN PO FOR LAKESHORE		150.00
Total Payment Amount		150.00

Reference	Vendor
PO240235-005	ODP BUSINESS SOLUTIONS LLC
PO240235-006	ODP BUSINESS SOLUTIONS LLC
PO240235-007	ODP BUSINESS SOLUTIONS LLC
PO240235-008	ODP BUSINESS SOLUTIONS LLC

Description		Amount
HR 2023-24 (ODP) (former Offic		32.30
HR 2023-24 (ODP) (former Offic		29.07
HR 2023-24 (ODP) (former Offic		68.59
HR 2023-24 (ODP) (former Offic		535.50
Total Payment Amount		665.46

	Transmittal Total	5,849.93
Fund Summary:	Fund 01	5,849.93

Transmittal Number: 24000306-0

Reference	Vendor
PO240802-001	CITY OF RANCHO CUCAMONGA

Description		Amount
VG/ Field Trip		1,044.00
Total Payment Amount		1,044.00

	Transmittal Total	1,044.00
Fund Summary:	Fund 01	1,044.00

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Transmittal Number: 24000307-0	Description	Amount
Reference	SPECIAL ED	5,344.73
PO240629-001	APPLE INC	5,344.73
	Total Payment Amount	
PO240296-001	GORM	5,231.26
	Total Payment Amount	5,231.26
PO240756-001	ODP BUSINESS SOLUTIONS LLC	469.91
	ALJH / Science Supplies	469.91
	Total Payment Amount	
PO240489-001	RIVERSIDE INSIGHTS	180.00
PO240489-002	RIVERSIDE INSIGHTS	2,638.38
	Total Payment Amount	2,818.38
PO240559-001	STARFALL EDUCATION FOUNDATION	195.00
	SPECIAL ED	195.00
	Total Payment Amount	
PO240556-001	SUPER DUPER PUBLICATIONS	2,199.45
	SPECIAL ED	2,199.45
	Total Payment Amount	2,199.45
	Transmittal Total	16,258.73
Transmittal Number: 24000308-0	Fund Summary:	Fund 01
PO240518-003	FEDEX	16,258.73
	Total Payment Amount	
PO240298-005	GORM INC	109.64
	Carmelian /GORM	109.64
	Total Payment Amount	127.80
PO240724-001	HEIDI SONGS	127.80
	Heidi Songs TK Subscription	40.39
	Total Payment Amount	40.39
PO240586-001	HI-LINE MUSIC	140.09
PO240586-002	HI-LINE MUSIC	169.09
PO240586-003	HI-LINE MUSIC	455.26
PO240586-004	HI-LINE MUSIC	170.47
	Total Payment Amount	934.91

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Transmittal Number: 24000308-0					
Reference	Vendor	Description	Amount		
PO240290-004	ODP BUSINESS SOLUTIONS LLC	HERMOSA / Open Instr Supp	218.66		
PO240290-005	ODP BUSINESS SOLUTIONS LLC	HERMOSA / Open Instr Supp	291.55		
		Total Payment Amount	510.21		
PO240563-001		SPECIAL ED	4,980.00		
	VOYAGER SOPRIS LEARNING	Total Payment Amount	4,980.00		
		Transmittal Total	6,702.95		
	Fund Summary:	Fund 01	6,702.95		
Transmittal Number: 24000309-0 AUDIT					
PO240690-001	RICCARDI FLOOR COVERING INC	2022-23-01 VG Mod - #14	7,315.00		
		Total Payment Amount	7,315.00		
		Transmittal Total	7,315.00		
	Fund Summary:	Fund 21	7,315.00		
Transmittal Number: 24000310-0					
PO240235-009	ODP BUSINESS SOLUTIONS LLC	HR 2023-24 (ODP) (former Office	182.30		
PO240235-010	ODP BUSINESS SOLUTIONS LLC	HR 2023-24 (ODP) (former Office	68.59		
PO240276-008	ODP BUSINESS SOLUTIONS LLC	BAN / OPEN-INSTRUCTIONAL SUPPL	119.00		
PO240280-009	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE	58.48		
PO240286-017	ODP BUSINESS SOLUTIONS LLC	Office Supplies ODP Open PO/In	33.17		
PO240286-018	ODP BUSINESS SOLUTIONS LLC	Office Supplies ODP Open PO/In	337.13		
PO240286-019	ODP BUSINESS SOLUTIONS LLC	Office Supplies ODP Open PO/In	67.03		
		Total Payment Amount	865.70		
		Transmittal Total	865.70		
	Fund Summary:	Fund 01	865.70		
Transmittal Number: 24000311-0					
PO240287-001	ODP BUSINESS SOLUTIONS LLC	JASPER / OFFICE SUPPLIES	98.99		
PO240288-007	ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES	275.75		
PO240324-016	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	15.71		
PO240324-017	ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE	60.86		
PO240762-001	ODP BUSINESS SOLUTIONS LLC	DC/INSTR SUPPLIES	3.80		

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Transmittal Number: 24000311-0

Reference	Vendor
PO240762-002	ODP BUSINESS SOLUTIONS LLC
PO240771-001	ODP BUSINESS SOLUTIONS LLC

Description	Amount
DC/INSTR SUPPLIES	12.98
VJH/INK FOR SPANISH	53.78
Total Payment Amount	521.87

Transmittal Total 521.87

Fund Summary: Fund 01 521.87

Transmittal Number: 24000312-0

PV240074-001 CITY OF RANCHO CUCAMONGA

Total Payment Amount

Transmittal Total 474.00

Fund Summary: Fund 01 474.00

Transmittal Number: 24000313-0

PV240075-001 CITY OF RANCHO CUCAMONGA

Total Payment Amount

Transmittal Total 259.00

Fund Summary: Fund 01 259.00

Transmittal Number: 24000314-0

PO240359-001	SW SCHOOL SUPPLY
PO240359-002	SW SCHOOL SUPPLY
PO240359-003	SW SCHOOL SUPPLY
PO240360-007	SW SCHOOL SUPPLY
PO240360-008	SW SCHOOL SUPPLY
PO240367-003	SW SCHOOL SUPPLY
PO240367-004	SW SCHOOL SUPPLY
PO240757-001	SW SCHOOL SUPPLY
PO240757-002	SW SCHOOL SUPPLY

Description	Amount
ALE / Instructional Supplies,	18.59
ALE / Instructional Supplies,	22.50
ALE / Instructional Supplies,	17.29
Office Supplies (Southwest)	12.74
Office Supplies (Southwest)	42.45
HERMOSA / Open Instr Supp	167.53
HERMOSA / Open Instr Supp	75.61
ALJH / Science Supplies	22.55
ALJH / Science Supplies	540.11
Total Payment Amount	919.37

PO240239-002	T-MOBILE
PO240491-002	T-MOBILE
PO240745-002	T-MOBILE

Description	Amount
M&O / CELL PHONE SERVICE	9.93
NURSE / CELL PHONE SERVICE	29.79
T-Mobile Cell Phone	99.30

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Transmittal Number: 24000314-0

Total Payment Amount	139.02
Transmittal Total	1,058.39
Fund Summary: Fund 01	1,058.39

Transmittal Number: 24000315-0

Reference	Vendor	Description	Amount
PO240795-001	CALIFORNIA SCIENCE TEACHERS	ALJH / CASE Conference	275.00
PO240795-002	CALIFORNIA SCIENCE TEACHERS	ALJH / CASE Conference	305.00
PO240795-003	CALIFORNIA SCIENCE TEACHERS	ALJH / CASE Conference	275.00
PO240795-004	CALIFORNIA SCIENCE TEACHERS	ALJH / CASE Conference	305.00
		Total Payment Amount	1,160.00
		Transmittal Total	1,160.00
		Fund Summary: Fund 01	1,160.00

Transmittal Number: 24000316-0 AUDIT

Reference	Vendor	Description	Amount
PO240387-001	CURRICULUM ASSOCIATES LLC	VG/ IReady Teacher Toolbox	6,936.00
		Total Payment Amount	6,936.00
		Transmittal Total	6,936.00
		Fund Summary: Fund 01	6,936.00

Transmittal Number: 24000316-0

Reference	Vendor	Description	Amount
PO240507-002	BRILLE ABILITIES LLC	SPECIAL ED	2,985.37
		Total Payment Amount	2,985.37
PO240769-001	DELL MARKETING L.P.	IT Supplies	202.12
		Total Payment Amount	202.12
PO240768-003	MAXIM HEALTHCARE STAFFING	SPECIAL ED	3,487.96
		Total Payment Amount	3,487.96
PO240630-001	N2Y LLC	SPECIAL ED	239.99
		Total Payment Amount	239.99
PO240619-001	ONE STONE APPAREL INC	ALJH / PE Clothes	6,986.30

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Transmittal Number: 24000316-0

Reference	Vendor	Description	Total Payment Amount
PO240667-001	PRO ED	SPECIAL ED	Amount
PO240676-001	PRO ED	SPECIAL ED	146.00
			146.00
			292.00
Total Payment Amount			
Transmittal Total			14,193.74
Fund Summary:			Fund 01
			14,193.74

Transmittal Number: 24000317-0 AUDIT

PO240595-001	KELLY SPICERS INC	Warehouse Paper Start Up	51,575.12
PO240595-002	KELLY SPICERS INC	Warehouse Paper Start Up	896.29
PO240595-003	KELLY SPICERS INC	Warehouse Paper Start Up	901.33
Total Payment Amount			53,372.74
Transmittal Total			53,372.74
Fund Summary:			Fund 01
			53,372.74

Transmittal Number: 24000317-0

PO240507-003	BRILLE ABILITIES LLC	SPECIAL ED	405.76
			405.76
Total Payment Amount			
PO240767-001	CURRICULUM ASSOCIATES LLC	SPECIAL ED	108.24
			108.24
Total Payment Amount			
PO240732-001	LONDON C HANEY CO INC	ALJH / Custodial Supplies	665.06
			665.06
Total Payment Amount			
PO240785-001	NEARPOD INC	ALJH / Flocab Site License	3,375.00
			3,375.00
Total Payment Amount			
PO240546-002	PARADIGM HEALTHCARE	SPECIAL ED	500.00
			500.00
Total Payment Amount			
Transmittal Total			5,054.06
Fund Summary:			Fund 01
			5,054.06

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Transmittal Number: 24000318-0	Vendor	Description	Amount
PO240796-004	CALIFORNIA MATHEMATICS COUNCIL	ALJH / CMC Conference	235.00
PO240796-005	CALIFORNIA MATHEMATICS COUNCIL	ALJH / CMC Conference	235.00
PO240796-006	CALIFORNIA MATHEMATICS COUNCIL	ALJH / CMC Conference	235.00
		Total Payment Amount	705.00
PV240076-001	LEWIS, AUDREY	Total Payment Amount	7.20
			7.20
		Transmittal Total	712.20
		Fund Summary: Fund 01	712.20
Transmittal Number: 24000319-0			
PO240381-002	TEEN TRUTH	VJH/TEEN TRUTH ASSEMBLY	2,475.00
		Total Payment Amount	2,475.00
		Transmittal Total	2,475.00
		Fund Summary: Fund 01	2,475.00
Transmittal Number: 24000320-0			
CM240008-001	ODP BUSINESS SOLUTIONS LLC		(16.72)
PO240280-010	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO - SCHOOL/OFFICE	63.68
		Total Payment Amount	46.96
		Transmittal Total	46.96
		Fund Summary: Fund 01	46.96
Transmittal Number: 24000321-0			
PV240082-001	BOWYER, KRISTIN	Total Payment Amount	48.61
			48.61
PV240084-001	BREHM, BRITTANY	Total Payment Amount	233.67
			233.67
PV240080-001	CARPENTER, TARA	Total Payment Amount	156.15
			156.15

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Transmittal Number: 24000321-0	Description	Amount
Reference		
PV240085-001	Vendor CONROY, DEANNA	135.54
	Total Payment Amount	135.54
PV240083-001	MARTINEZ, JENNIFER	307.06
	Total Payment Amount	307.06
PV240079-001	VANDEGRIFT, JENNIFER	265.96
	Total Payment Amount	265.96
PV240081-001	WENTWORTH, JULIE	158.91
	Total Payment Amount	158.91
PV240077-001	YEUTTER, CHAD	42.99
	Total Payment Amount	42.99
	Transmittal Total	1,348.89
Transmittal Number: 24000322-0	Fund Summary: Fund 01	1,348.89
PO240234-001	TRANSPORTATION / OPEN REPAIR	1,577.13
	Total Payment Amount	1,577.13
PO240149-003	M&O / OPEN SUPPLIES	279.30
	Total Payment Amount	279.30
PO240187-003	TRANSPORTATION / OPEN , DRUG T	30.00
PO240187-004	TRANSPORTATION / OPEN , DRUG T	30.00
PO240187-005	TRANSPORTATION / OPEN , DRUG T	30.00
	Total Payment Amount	90.00
PO240144-001	M&O / OPEN SUPPLIES	2,318.94
	Total Payment Amount	2,318.94
PO240195-007	TRANSPORTATION /OPEN PO LAUNDR	57.46
PO240195-008	TRANSPORTATION /OPEN PO LAUNDR	57.46
	Total Payment Amount	114.92
PO240224-001	FRANKLIN TRUCK PARTS INC	1,389.92
	Total Payment Amount	1,389.92

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Transmittal Number: 24000322-0

Reference	Vendor	Description	Total Payment Amount	Amount
PO240115-001	RUSSELL SIGLER INC	M&O / OPEN SUPPLIES		376.11
		Total Payment Amount		376.11
PO240111-008	THOMPSON PLUMBING SUPPLY	M&O / OPEN SUPPLIES		524.96
PO240111-009	THOMPSON PLUMBING SUPPLY	M&O / OPEN SUPPLIES		549.35
PO240111-010	THOMPSON PLUMBING SUPPLY	M&O / OPEN SUPPLIES		31.70
		Total Payment Amount		1,106.01
		Transmittal Total		7,252.33
		Fund Summary: Fund 01		7,252.33

Transmittal Number: 24000323-0 AUDIT
 PO240617-001 OFFICE & ERGONOMIC SOLUTIONS

VJH Furniture	Total Payment Amount	3,911.73
		3,911.73
	Transmittal Total	3,911.73
	Fund Summary: Fund 01	3,911.73

Transmittal Number: 24000323-0
 PO240586-005 HI-LINE MUSIC

	Total Payment Amount	342.65
		342.65
	Transmittal Total	172.94
	Fund Summary: Fund 01	172.94

PO240755-001 J & G ADVERTISING SPECIALTIES

Carnelian Custodian Shirts	Total Payment Amount	172.94
		172.94

PO240656-001 MARENEM INC

DC/CLASS SUPPLIES	Total Payment Amount	359.70
		359.70

PO240218-007 NAPA AUTO PARTS
 PO240218-008 NAPA AUTO PARTS
 PO240218-009 NAPA AUTO PARTS

TRANSPORTATION / OPEN SUPPLIES		279.68
TRANSPORTATION / OPEN SUPPLIES		269.01
TRANSPORTATION / OPEN SUPPLIES		141.00
Total Payment Amount		689.69

PO240214-001 PARKHOUSE TIRE INC

TRANSPORTATION / OPEN TIRES		2,064.98
Total Payment Amount		2,064.98

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Transmittal Number: 24000323-0	Vendor	Description	Amount
PO240116-005	RBM LOCK & KEY SERVICE	M&O / OPEN SUPPLIES	16.26
		Total Payment Amount	16.26
PO240113-014	SM HOYT LUMBER CO INC	M&O / OPEN SUPPLIES	11.63
PO240113-015	SM HOYT LUMBER CO INC	M&O / OPEN SUPPLIES	7.75
PO240113-016	SM HOYT LUMBER CO INC	M&O / OPEN SUPPLIES	3.47
		Total Payment Amount	22.85
		Transmittal Total	3,669.07
Transmittal Number: 24000324-0	U S BANK	Fund Summary: Fund 01	3,669.07
PV240078-001		Total Payment Amount	787.97
		Transmittal Total	787.97
Transmittal Number: 24000325-0	LEIGHTON CONSULTING INC	Fund Summary: Fund 01	787.97
PO240639-003		Total Payment Amount	294.80
		Transmittal Total	294.80
Transmittal Number: 24000326-0	APPLE INC	Fund Summary: Fund 21	294.80
PO240598-001		Total Payment Amount	8,017.09
PO240598-002		Transmittal Total	1,438.46
PO240598-003		Total Payment Amount	904.02
		Transmittal Total	10,359.57
PO240531-001	HEINEMANN	ED SVCS /TESTING SUPPLIES	960.00
		Total Payment Amount	960.00
PO240420-002	LAKESHORE EQUIPMENT COMPANY	HERM/INST SUPPLIES	117.62
		Total Payment Amount	117.62

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Transmittal Number: 24000326-0				
Reference	Vendor	Description	Total Payment Amount	Amount
PO240675-001	LEARNING A-Z	SPECIAL ED		214.50
				214.50
PO240613-001	LOS ANGELES COUNTY OFFICE OF	ED SVCS /office supplies		160.50
			Total Payment Amount	160.50
PO240290-006	ODP BUSINESS SOLUTIONS LLC	HERMOSA / Open Instr Supp		511.95
			Total Payment Amount	511.95
PO240448-001	SM HOYT LUMBER CO INC	CARNELIAN / Open Hoyt Lumber		53.79
			Total Payment Amount	53.79
		Transmittal Total		12,377.93
		Fund Summary: Fund 01		12,377.93

Transmittal Number: 24000327-0				
PO240269-003	ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES		49.32
PO240278-002	ODP BUSINESS SOLUTIONS LLC	DC / OPEN INSTR SUPPLIES		161.94
PO240278-003	ODP BUSINESS SOLUTIONS LLC	DC / OPEN INSTR SUPPLIES		385.46
PO240281-006	ODP BUSINESS SOLUTIONS LLC	VG / OPEN Office Depot/Office		109.37
PO240290-007	ODP BUSINESS SOLUTIONS LLC	HERMOSA / Open Instr Supp		75.03
		Total Payment Amount		781.12
		Transmittal Total		781.12
		Fund Summary: Fund 01		781.12

Transmittal Number: 24000328-0 AUDIT				
PV240086-001	U S BANK			
		Total Payment Amount		4,692.24
				4,692.24
		Transmittal Total		4,692.24
		Fund Summary: Fund 01		4,692.24

Transmittal Number: 24000329-0				
PO240308-001	SMART & FINAL	VJH/OPEN PO SCIENCE		405.09
PO240313-001	SMART & FINAL	JASPER/SMART & FINAL OPEN PO		211.70

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Transmittal Number: 24000329-0

Reference	Vendor	Description	Amount
PO240314-001	SMART & FINAL	VG / OPEN Smart & Final	104.15
PO240317-002	SMART & FINAL	Smart & Final	297.60
PO240318-003	SMART & FINAL	HERMOSA / Open Supplies	11.83
PO240318-004	SMART & FINAL	HERMOSA / Open Supplies	28.78
PO240496-003	SMART & FINAL	ED SVCS / OPEN OFFICE SUPPLIES	39.76
PO240496-004	SMART & FINAL	ED SVCS / OPEN OFFICE SUPPLIES	18.00
		Total Payment Amount	1,116.91

Transmittal Total

1,116.91

Fund Summary: Fund 01

1,116.91

Transmittal Number: 24000330-0

PO240001-006	SMART & FINAL	CC / SUPP OPEN,	345.57
PO240001-007	SMART & FINAL	CC / SUPP OPEN,	250.71
PO240001-008	SMART & FINAL	CC / SUPP OPEN,	243.76
PO240001-009	SMART & FINAL	CC / SUPP OPEN,	353.13
		Total Payment Amount	1,193.17

Transmittal Total

1,193.17

Fund Summary: Fund 01

1,193.17

Transmittal Number: 24000331-0

PV240087-001	U S BANK	Total Payment Amount	5,868.59
			5,868.59

Transmittal Total

5,868.59

Fund Summary: Fund 01

5,868.59

Transmittal Number: 24000332-0

PO240775-002	CITY OF RANCHO CUCAMONGA	DC/FIELD TRIP	216.00
		Total Payment Amount	216.00

Transmittal Total

216.00

Fund Summary: Fund 01

216.00

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Transmittal Number: 24000333-0		Vendor	Description	Amount
Reference				
PO240307-001		SMART & FINAL	VJH/OPEN PO FOR MATH S & F	53.94
PO240311-002		SMART & FINAL	VJH / OPEN PO FOR VIKING VISIO	63.03
PO240316-001		SMART & FINAL	VJH OFFICE/ Open PO / Supplies	949.52
			Total Payment Amount	1,066.49
			Transmittal Total	1,066.49
			Fund Summary: Fund 01	1,066.49
Transmittal Number: 24000334-0				
PO240001-010		SMART & FINAL	CC / SUPP OPEN,	176.67
PO240001-011		SMART & FINAL	CC / SUPP OPEN,	485.80
PO240001-012		SMART & FINAL	CC / SUPP OPEN,	529.72
			Total Payment Amount	1,192.19
			Transmittal Total	1,192.19
			Fund Summary: Fund 01	1,192.19
Transmittal Number: 24000335-0				
PV240088-001		CARTER, ANDREW	Total Payment Amount	40.00
				40.00
PV240089-001		GILLILAND, ANGELA C	Total Payment Amount	83.40
				83.40
PO240155-002		TEEN TRUTH	ALJH / Teen Truth Assembly	2,225.00
			Total Payment Amount	2,225.00
			Transmittal Total	2,348.40
			Fund Summary: Fund 01	2,348.40
Transmittal Number: 24000336-0				
PO240001-013		SMART & FINAL	CC / SUPP OPEN,	338.46
PO240001-014		SMART & FINAL	CC / SUPP OPEN,	32.38
PO240001-015		SMART & FINAL	CC / SUPP OPEN,	324.79
PO240001-016		SMART & FINAL	CC / SUPP OPEN,	434.43
PO240001-017		SMART & FINAL	CC / SUPP OPEN,	176.16

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Transmittal Number: 24000336-0				
Reference	Vendor	Description	Amount	
PO240001-018	SMART & FINAL	CC / SUPP OPEN,	146.69	
PO240001-019	SMART & FINAL	CC / SUPP OPEN,	61.56	
PO240001-020	SMART & FINAL	CC / SUPP OPEN,	85.80	
		Total Payment Amount	1,600.27	
		Transmittal Total	1,600.27	
		Fund Summary: Fund 01	1,600.27	
Transmittal Number: 24000337-0				
PO240001-021	SMART & FINAL	CC / SUPP OPEN,	452.02	
PO240001-022	SMART & FINAL	CC / SUPP OPEN,	564.33	
		Total Payment Amount	1,016.35	
		Transmittal Total	1,016.35	
		Fund Summary: Fund 01	1,016.35	
Transmittal Number: 24000338-0 AUDIT				
PO240842-001	CALIFORNIA SCHOOL BOARDS ASSOC	SUPERINTENDENT/ GAMUT online	6,775.00	
		Total Payment Amount	6,775.00	
		Transmittal Total	6,775.00	
		Fund Summary: Fund 01	6,775.00	
Transmittal Number: 24000338-0				
PO240412-001	J W PEPPER & SON INC	VJH / OPEN PO FOR MUSIC	41.99	
		Total Payment Amount	41.99	
PO240727-001	KELLY SPICERS INC	VJH/OPEN PO FOR KELLY SPICERS	107.10	
		Total Payment Amount	107.10	
PO240010-005	LAKESHORE EQUIPMENT COMPANY	CC / Lakeshore	13.18	
PO240374-001	LAKESHORE EQUIPMENT COMPANY	VG/ Lakeshore open/Baker	518.19	
PO240374-002	LAKESHORE EQUIPMENT COMPANY	VG/ Lakeshore open/Baker	(171.04)	
		Total Payment Amount	360.33	
		Transmittal Total	509.42	

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Transmittal Number: 24000338-0

Fund Summary: Fund 01 509.42

Transmittal Number: 24000339-0 AUDIT

Reference Vendor
 PO240162-001 ART SPECIALTIES
 PO240238-001 ART SPECIALTIES

Description Amount
 Printing outside of Media Cent 5,920.86
 JASPER CAMPUS DECORATION PBIS 7,937.11
Total Payment Amount 13,857.97

Transmittal Total 13,857.97

Fund Summary: Fund 01 13,857.97

Transmittal Number: 24000339-0

PO240492-003 CHARTER COMMUNICATIONS

FIBER INTERNET 266.67
Total Payment Amount 266.67

PO240357-003 SOUTHERN CALIFORNIA EDISON

ELECTRICITY / BAN 9,359.57
Total Payment Amount 9,359.57

PO240394-002 SPARKLETT'S

Herm/Water Service 79.42
Total Payment Amount 79.42

PO240362-003 SW SCHOOL SUPPLY 52.87
 PO240367-005 SW SCHOOL SUPPLY 5.04
 PO240367-006 SW SCHOOL SUPPLY 29.45
 PO240367-007 SW SCHOOL SUPPLY 22.13
 PO240367-008 SW SCHOOL SUPPLY 128.63

DC/OPEN 52.87
 HERMOSA / Open Instr Supp 5.04
 HERMOSA / Open Instr Supp 29.45
 HERMOSA / Open Instr Supp 22.13
 HERMOSA / Open Instr Supp 128.63
Total Payment Amount 238.12

Transmittal Total 9,943.78

Fund Summary: Fund 01 9,943.78

Transmittal Number: 24000340-0

PO240778-001 AMPLIFY EDUCATION INC

PROFESSIONAL DEVELOPMENT 750.00
Total Payment Amount 750.00

PO240806-001 BDJTECH

IT Supplies 139.30
Total Payment Amount 139.30

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Transmittal Number: 24000340-0				
Reference	Vendor	Description	Total Payment Amount	Amount
PO240536-001	LEARNING WITHOUT TEARS	SPECIAL ED		212.44
				212.44
PO240768-004	MAXIM HEALTHCARE STAFFING	SPECIAL ED		307.84
				307.84
PO240319-002	SMART & FINAL	DC / OPEN		146.94
PO240319-003	SMART & FINAL	DC / OPEN		204.18
PO240319-004	SMART & FINAL	DC / OPEN		49.76
PO240319-005	SMART & FINAL	DC / OPEN		4.20
				405.08
		Total Payment Amount		
			Transmittal Total	1,814.66
		Fund Summary:	Fund 01	1,814.66
Transmittal Number: 24000341-0 AUDIT				
PO240682-003	PACIFIC WESTERN BANK	2022-23-01 Jasper Restroom - #		902.90
PO240692-003	PACIFIC WESTERN BANK	2022-23-01 VG Mod - #21		811.72
PO240692-006	PACIFIC WESTERN BANK	2022-23-01 VG Mod - #21		1,233.28
				2,947.90
		Total Payment Amount		
			Transmittal Total	2,947.90
		Fund Summary:	Fund 21	2,947.90
Transmittal Number: 24000341-0				
PO240682-001	PACIFIC WESTERN BANK	2022-23-01 Jasper Restroom - #		274.29
PO240682-004	PACIFIC WESTERN BANK	2022-23-01 Jasper Restroom - #		120.16
PO240682-005	PACIFIC WESTERN BANK	2022-23-01 Jasper Restroom - #		19.75
PO240692-004	PACIFIC WESTERN BANK	2022-23-01 VG Mod - #21		2,410.60
PO240692-005	PACIFIC WESTERN BANK	2022-23-01 VG Mod - #21		1,481.73
PO240692-007	PACIFIC WESTERN BANK	2022-23-01 VG Mod - #21		2,616.64
PO240692-008	PACIFIC WESTERN BANK	2022-23-01 VG Mod - #21		2,415.01
				9,338.18
		Total Payment Amount		
			Transmittal Total	9,338.18
		Fund Summary:	Fund 21	9,338.18

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Transmittal Number: 24000342-0		Vendor	Description	Amount
Reference				
PO240597-001	ALPHAGRAPHS 117	COPY OF FISCAL SVCS/ WINDOW EN		358.59
PO240597-002	ALPHAGRAPHS 117	COPY OF FISCAL SVCS/ WINDOW EN		179.30
		Total Payment Amount		537.89
PO240823-001		JON'S FLAGS & POLES INC	BAN/FLAGS	215.23
			Total Payment Amount	215.23
PO240659-001		KOALA T'S APPAREL LLC	BAN/STAFF APPAREL	488.11
			Total Payment Amount	488.11
PO240001-023		SMART & FINAL	CC / SUPP OPEN,	88.99
PO240001-024	SMART & FINAL	CC / SUPP OPEN,		3.40
PO240001-025	SMART & FINAL	CC / SUPP OPEN,		76.66
PO240001-026	SMART & FINAL	CC / SUPP OPEN,		76.60
PO240001-027	SMART & FINAL	CC / SUPP OPEN,		439.27
PO240496-005	SMART & FINAL	ED SVCS / OPEN OFFICE SUPPLIES		41.96
		Total Payment Amount		726.88
			Transmittal Total	1,968.11
		Fund Summary:	Fund 01	1,968.11
Transmittal Number: 24000343-0				
PO240172-001	FOOD DISTRIBUTERS OF NEVADA	CN /shapped nuggets	Total Payment Amount	5,882.50
				5,882.50
PO240171-002		GOLD STAR FOODS	CN /Food commodities, snack it	133,967.62
			Total Payment Amount	133,967.62
PO240178-001		SYSCO LOS ANGELES INC	CN /Grocery Products	1,157.15
PO240178-002	SYSCO LOS ANGELES INC	CN /Grocery Products		1,303.00
		Total Payment Amount		2,460.15
			Transmittal Total	142,310.27
		Fund Summary:	Fund 13	142,310.27
Transmittal Number: 24000344-0 AUDIT				
PO240526-003	TRI VALLEY INSPECTIONS INC	ADMINISTRATIVE SERVICES / INSP		7,696.25

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Transmittal Number: 24000344-0 AUDIT

Total Payment Amount 7,696.25
 Transmittal Total 7,696.25
 Fund Summary: Fund 21 7,696.25

Transmittal Number: 24000344-0
 Reference Vendor
 PO240526-004 TRI VALLEY INSPECTIONS INC

Description Amount
 ADMINISTRATIVE SERVICES / INSP 16,866.29
 Total Payment Amount 16,866.29
 Transmittal Total 16,866.29
 Fund Summary: Fund 21 16,866.29

Transmittal Number: 24000345-0
 PO240299-003 GORM INC

JASPER/GORM OPEN PO 809.81
 Total Payment Amount 809.81

PO240317-004 SMART & FINAL

Smart & Final 447.78
 Total Payment Amount 447.78

PO240317-003 SMART & FINAL
 PO240323-001 SMART & FINAL
 PO240323-002 SMART & FINAL

Smart & Final 149.04
 ALE / OPEN MTG SUPP 42.18
 ALE / OPEN MTG SUPP 7.99
 Total Payment Amount 199.21

PO240450-001 STAPLES BUSINESS CREDIT
 PO240450-002 STAPLES BUSINESS CREDIT
 PO240451-001 STAPLES BUSINESS CREDIT
 PO240452-001 STAPLES BUSINESS CREDIT
 PO240452-002 STAPLES BUSINESS CREDIT
 PO240735-001 STAPLES BUSINESS CREDIT

ALJH / Staples Open PO 512.22
 ALJH / Staples Open PO 63.03
 VJH / OPEN PO OFFICE SUPPLIES 423.92
 VG / OPEN Staples 76.34
 VG / OPEN Staples 312.45
 VG/ Office Chair 148.70
 Total Payment Amount 1,536.66

PO240790-001 ULINE

Warehouse Cart 201.46
 Total Payment Amount 201.46

Transmittal Total

3,194.92

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Transmittal Number: 24000345-0

Fund Summary: Fund 01 3,194.92

Transmittal Number: 24000346-0

Reference Vendor
 PV240090-001 BIRES, VALERIE

Description Amount
 Total Payment Amount 383.26
 Transmittal Total 383.26

Fund Summary: Fund 01 383.26

Transmittal Number: 24000347-0 AUDIT

PO240650-001	KFI ENGINEERS	Admin Services/HVAC Analysis	44,775.00
PO240650-002	KFI ENGINEERS	Admin Services/HVAC Analysis	65,640.00
PO240650-003	KFI ENGINEERS	Admin Services/HVAC Analysis	47,340.00
PO240650-004	KFI ENGINEERS	Admin Services/HVAC Analysis	47,340.00
PO240650-005	KFI ENGINEERS	Admin Services/HVAC Analysis	41,190.00
PO240650-006	KFI ENGINEERS	Admin Services/HVAC Analysis	61,275.00
PO240650-007	KFI ENGINEERS	Admin Services/HVAC Analysis	53,655.00
PO240650-008	KFI ENGINEERS	Admin Services/HVAC Analysis	53,025.00
PO240650-009	KFI ENGINEERS	Admin Services/HVAC Analysis	65,145.00
PO240650-010	KFI ENGINEERS	Admin Services/HVAC Analysis	70,620.00
		Total Payment Amount	550,005.00
		Transmittal Total	550,005.00

Fund Summary: Fund 01 550,005.00

Transmittal Number: 24000347-0

PO240500-001 ACSA INC

ADMIN SERVICES/ACSA MEMBERSHIP
 Total Payment Amount 1,519.32

PO240601-003 DELTA DENTAL OF CALIFORNIA

FISCAL SERVICES / Dental
 Total Payment Amount 5,745.66

PO240628-001 SOUTHERN CALIFORNIA NEWS GROUP

Newspaper Ad/ Bid Ad 2023-24 C
 Total Payment Amount 3,182.08

PO240000-002 SPARKLETTES

CC / DS Waters
 Total Payment Amount 605.17

Fiscal Year: 2024

Transmittal Number: 24000347-0

Description	Amount
ALJH / Southwest Open PO	30.92
Jasper Workroom Supplies	242.24
Jasper Workroom Supplies	89.91
Total Payment Amount	363.07

Transmittal Total

11,415.30

PV240091-001

7,213.60
7,213.60

Transmittal Total

7,213.60

PO240120-002	HOME DEPOT CREDIT SERVICES
PO240120-003	HOME DEPOT CREDIT SERVICES
PO240120-004	HOME DEPOT CREDIT SERVICES
PO240120-005	HOME DEPOT CREDIT SERVICES
PO240244-001	HOME DEPOT CREDIT SERVICES
PO240247-002	HOME DEPOT CREDIT SERVICES
PO240248-001	HOME DEPOT CREDIT SERVICES

CHILD CARE / Home Depot Suppl	123.63
CHILD CARE / Home Depot Suppl	38.33
CHILD CARE / Home Depot Suppl	61.56
CHILD CARE / Home Depot Suppl	79.69
BAN / HOME DEPOT	285.55
VJH / OPEN CUST SUPP	228.29
VG / OPEN Home Depot	274.46
Total Payment Amount	1,091.51

1,091.51

1,091.51

1,091.51

PO240160-001	HOME DEPOT CREDIT SERVICES
PO240160-002	HOME DEPOT CREDIT SERVICES
PO240160-003	HOME DEPOT CREDIT SERVICES
PO240167-001	HOME DEPOT CREDIT SERVICES
PO240243-001	HOME DEPOT CREDIT SERVICES
PO240245-002	HOME DEPOT CREDIT SERVICES
PO240246-005	HOME DEPOT CREDIT SERVICES

ALJH / Home Depot Open PO	210.37
ALJH / Home Depot Open PO	63.41
ALJH / Home Depot Open PO	82.63
Home Depot OPEN PURCHASE ORDER	120.95
JASPER / HOME DEPOT OPEN PO	10.39
DC/ CUST OPEN SUPPLIES	28.22
Home Depot	52.10

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Transmittal Number: 24000350-0		Vendor	Description	Amount
Reference		HOME DEPOT CREDIT SERVICES	Home Depot	256.21
PO240246-006		HOME DEPOT CREDIT SERVICES	Home Depot	90.83
PO240246-007				915.11
Total Payment Amount				
				915.11
Transmittal Total				
				915.11
Fund Summary: Fund 01				
Transmittal Number: 24000351-0		DRIFTWOOD DAIRY INC.	CN /Dairy Products	
PO240183-001				23,766.84
Total Payment Amount				23,766.84
PO240173-004		REFRIGERATION CONTROL	CN /service of refrigerators,	900.17
PO240173-005		REFRIGERATION CONTROL	CN /service of refrigerators,	233.75
PO240173-006		REFRIGERATION CONTROL	CN /service of refrigerators,	2,633.14
PO240173-007		REFRIGERATION CONTROL	CN /service of refrigerators,	910.69
Total Payment Amount				4,677.75
PO240765-001		SAN MATEO-FOSTER CITY SCHOOL	CN /Membership	639.80
Total Payment Amount				639.80
PO240179-001		SUNRISE PRODUCE	CN /Fresh Produce	20,654.80
Total Payment Amount				20,654.80
Transmittal Total				49,739.19
Fund Summary: Fund 13				49,739.19
Transmittal Number: 24000352-0		SIMMONS & WOOD INC.	2022-23-01 Jasper Restroom - #	
PO240680-001			2022-23-01 VG Mod - #15	52.25
PO240689-001		SIMMONS & WOOD INC.		52,875.10
Total Payment Amount				52,927.35
Transmittal Total				52,927.35
Fund Summary: Fund 21				52,927.35
Payment Count: 137				
Transmittal Count: 71				
Grand Total:				1,354,283.79

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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